



YAXHAM PARISH COUNCIL

Minutes of the Full Meeting held on 19th April 2012 at 7:30 pm in the Meeting Room, Jubilee Hall, Yaxham

Present: Councillors Crummett, Dimoglou, Faircloth, Lowings and Myhill.

In Attendance: Mrs E Stallion – Clerk, 3 members of the public. Mr C Jordan (County and District Councillor) sent his apologies.

1. **To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.**
 - a. Cllr Dimoglou declared a personal and prejudicial interest in Items 7.b.ii and 7.b.iii in as much as he is a Director of THPD Properties, the applicant.
 - b. Cllr Myhill declared a personal interest in Items 7.b.ii and 7.b.iii in as much as he is a friend of Cllr Dimoglou.
2. **To hold a Public Session.**
 - a. A resident queried the legality of the stile at the southern end of Footpath No 5 as he believed that it was too high. Enquiries will be made with Norfolk County Council.
 - b. A member of the public spoke about Planning Application 3PL/2012/0385/F - THPD Properties Ltd Yaxham Waters Holiday Park - Extension to veranda. He expressed his concern that the position of the veranda is difficult to judge from the plans and the fact that there was still no screening between his land and the café. Cllr Dimoglou explained the need for the extension to the veranda is because the café is very busy and additional seating space is required. A lot of staff is employed and it is popular with locals and holidaymakers.
 - c. In relation to Planning Application 3PL/2012/0362/F - THPD Properties Ltd Yaxham Waters Holiday Park – Minor Material Amendment to 3PL/2011/0378/F in respect of stationing of different type of lodge on plot 1. Cllr Dimoglou explained that, as a condition of the original planning permission, each different type of lodge has to be approved by Breckland Council Planning Department.
3. **To receive Apologies for Absence.**

Apologies were received from Cllrs Bennett and Hull.
4. **To approve and sign the Minutes of the Full Meeting of the Parish Council that was held on 16th February 2012.**

The Minutes were accepted as an accurate record and signed by the Chairman.
5. **To approve and sign the Minutes of the Full Meeting of the Parish Council that was held on 15th March 2012.**

The Minutes were accepted as an accurate record and signed by the Chairman.
6. **To receive the Chairman's response to matters raised in the Public Session of the Meeting held on 15th March 2012.**

The Chairman made the following response to the questions raised by a resident about the Clerks salary at the Council Meeting of 15th March 2012:
“As we are a low-spending Council the Clerk's salary will always be a high percentage of the total budget. There are enough funds in Reserves to cover 6 month's sick pay as well as paying for a temporary Clerk.
The Clerk has done far more work for us than she is paid for. E.g. If we had needed to employ a professional person to do the research, deal with Breckland Council, solicitors, estate agents and register the land in Paper Street, I estimate this would have cost the Council much more. Due to the clerk's hard work we obtained this land for the minimum

cost. This is what you get when you employ a good clerk.”

7. **To discuss planning matters.**

a. **To receive the following planning decisions:**

- i. 3PL/2011/130/F – Mrs S Martin Yaxham House Norwich Road – Install solar panels on roof of existing garage (Retrospective).
It was NOTED that permission has been granted for this application.
- ii. 3PL/2011/130/LB – Mrs S Martin Yaxham House Norwich Road – Install solar panels on roof of existing garage (Retrospective).
It was NOTED that permission has been granted for this application.
- iii. 3PL/2011/1378/F – Mr & Mrs R Thomas Land off Station Road – Re-positioning of previously approved detached house & associated double garage (Plot 4).
It was NOTED that permission has been granted for this application.

b. **To consider the following planning applications:**

- i. 3PL/2012.0264/F – Eaglehawk Properties Ltd Yaxham Mill Norwich Road – C/U of office, laundry, storeroom, foyer into 2 storey dwelling with ground floor extension.
It was AGREED that there was no objection to this application.
- ii. 3PL/2012/0362/F - THPD Properties Ltd Yaxham Waters Holiday Park – Minor Material Amendment to 3PL/2011/0378/F in respect of stationing of different type of lodge on plot 1.
It was NOTED that an amendment has been received to this application. It was AGREED that there was no objection to this application.
- iii. 3PL/2012/0385/F - THPD Properties Ltd Yaxham Waters Holiday Park - Extension to veranda.
It was AGREED that there was no objection to this application but would ask that a check be made on outstanding conditions from previous applications relating to screening of this site from the neighbouring land.
- iv. 3PL/2012/0390/F - Mr & Mrs P Howes Red House Farm Brakefield Green - Extension to side and rear of detached house.
It was AGREED that there was no objection to this application.

8. **To discuss financial matters.**

a. Parish Council Community Account:

- i. **The following receipt was NOTED:**
Breckland Council - Precept £4,070.00¹
- ii. **The following payment was APPROVED**
Norfolk Association of Local Councils £146.85²

9. **Internal Control Procedures**

a. **To consider month end bank reconciliations.**

- i. The Bank Reconciliations for the period ending 30th March 2012 (i.e. end of financial year) for the Parish Council Community Account and the CLP Account were checked by the Chairman and it was AGREED that they be signed as correct.
- ii. The Bank Reconciliation for the period 31st March to 10th April 2012 was checked by the Chairman and it was AGREED that it be signed as correct.

b. **To note confirmation that the PAYE End of Year Return has been sent to HMRC.**

It was NOTED that copies of the end of year PAYE forms that confirm that the PAYE End of Year Return had been sent to HMRC were checked by the Chairman.

¹ LG Finance Act 1992 s41

² LGA 1972 s143

- c. **To consider and confirm that the Cash Book totals have been reconciled to the yearend bank statements.**

It was CONFIRMED that the Cash Book totals agreed with the yearend bank reconciliation.

- d. **To consider and approve the Accounts for the Financial Year 2011/12.**

It was NOTED that the Chairman and Vice-Chairman as the Internal Control Officers had completed the end of year check on the Accounts on 21st March 2012 and no anomalies had been found. The Accounts were APPROVED and signed by the Chairman.

- e. **To make a judgement on the effectiveness of Internal Control for the year 2011/12.**

At the Meeting of 15th March it was agreed that the initial evaluation would be undertaken by the Chairman and Vice-Chairman who would submit a written report to a full meeting of the Council for its consideration.

The initial evaluation of the effectiveness of the Internal Control procedures was undertaken on 21st March 2012 and it was confirmed that all procedures are being implemented with the exception of the checks by the Internal Control Officers and the random checks by a member who is not a cheque signatory. The recommendations from this report are at Item 9.i. below.

- f. **To agree Section 1 and complete Section 2 of the Audit Commission Annual Return for the year ended 31st March 2012. To confirm the Explanation of Variances and Year End Bank Reconciliation.**

Council considered and AGREED Section 1 of the Annual Return. The members acknowledged that it is their responsibility to ensure that there is a sound system of internal control, including the preparation of the accounting statements. They confirmed that, to the best of their knowledge and belief that all action required throughout the year had been actioned. After completing Section 2 of the Return, It was AGREED that it be signed by the Chairman and Clerk.

- g. **To agree the continued use of the Internal Control Policy.**

It was AGREED that the Internal Control Policy assisted Council in ensuring good governance and its use should continue in the future.

- h. **To agree member involvement in the Internal Control System.**

It was AGREED that the Council, Clerk/RFO, Internal Auditor and External Audit should continue to be involved in the Internal Control System.

- i. **To receive and accept the report from the Internal Control Officers and update the annual checklist of assurance processes as necessary.**

The following recommendations made in the Internal Control Officers' Report (See Item 9.e. above) were received and AGREED:

- 1) The Chairman and Vice-Chairman should continue as the Internal Control Officers (ICO).
- 2) The ICOs should meet twice each year (instead of 4 times) to monitor the progress against objectives.
- 3) Cllr Faircloth should undertake one random check each year.
- 4) The Internal Control Policy Checklist for the year ending 31st March 2012 should not be finalised until the report from the External Auditor has been received and any necessary action plan has been formalised.

10. **To receive an update on Highway matters.**
- a. **To consider an alternative site at which to plant a Jubilee Oak Tree for the village in light of the response from NCC Highways.**
It was NOTED that NCC Highways had refused permission to plant a Jubilee Oak tree at the junction of the B1135/Mattishall Road and further thought was to be given to alternative suitable locations. It was AGREED to plant the tree in the hedge near the junction on the Whinburgh Road. The Clerk will obtain the OS Number of the proposed location.
- b. **To receive an update on the burning of vegetation at Pinns Corner.**
It was NOTED that the amended Environment Agency Exemption Certificate permitting bonfires in Pinns Corner for the burning of arisings from the site has now been received. The Woodland Group has amended its Risk Assessment to include a statement that bonfires are not to be lit within 50 feet of the C200 Mattishall Road (as requested by NCC Highways). The Woodland Group has been given a copy of the Exemption Certificate and confirmation from NCC Highways of its approval.
- c. **To receive an update on the safety of road users at Watering Farm Bend.**
It was NOTED that the full accident investigation study is now well under way and should be completed in the next few weeks. Two further incidents on 18th March 12 and 6th April 12 have been noted. There is no police record of either incident.
- d. **To receive an update on work carried out.**
The following repairs were NOTED:
- i. Potholes in Church Lane have been patched.
 - ii. Pothole on B1135 (Dereham Road) junction with Station Road has been repaired.
 - iii. The blocked drain between Stag Cottage and Sunnyside has been cleared.
- e. **To note other repairs/maintenance work required.**
It was NOTED that the following matters will be referred to Highways:
- i. Potholes between the old Post Office and Shiralee.
 - ii. The sunken footway near the Twin Oaks development on Stone Road was reported in March but no action has yet been taken.
11. **To receive correspondence.**
- a. **Parish Crime Statistics for February 2012**
There were 2 cases of theft and one domestic.
Parish Crime Statistics for March 12
There was one domestic.
- b. **Latest Speedwatch statistics.** 1st Jul to 31 Dec 11: 23 sessions conducted with 11,072 vehicles being checked; 120 vehicles detected; 95 letters sent. Of the 25 vehicles that were detected but letters were not sent, 1 did not belong to the legal keeper, 9 – details recorded were incorrect or insufficient details recorded; 14 – no trace and 1 was a lease hire vehicle.
- c. **The Norfolk Playing Fields Association**
- d. **Norfolk Rural Community Council – Signpost**
12. **To consider and agree action to be taken regarding the Clerk’s contract.**
It was AGREED that in view of the Clerk’s recent resignation action on the contract will be related to the new Clerk.
13. **To note items for the next Agenda, including any matters from Item 2.**
None.

14. **To agree dates of Full Council meeting from June 2012 to May 2013.**
To be considered at the Meeting of 17th May 2012.
15. **To confirm the date of the next meeting:**
It was CONFIRMED that the Annual Parish Meeting will be held on 26th April 2012 and the Annual Meeting of the Parish Council on 17th May 2012.

The Chairman closed the Meeting at 21:00 hrs.