



YAXHAM PARISH COUNCIL

Minutes of the Full Meeting held on 21st June 2012 at 7:30 pm in the Meeting Room, Jubilee Hall, Yaxham

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

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

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 6.a.i and 6.a.ii in as much as he is a Director of THPD Properties, the applicant.
 - b. Cllr Crummett declared a personal and prejudicial interest in Item 7.ii.(7)

2. **To hold a Public Session.**
 - a. To receive a report from the County/District Councillor.
None.

 - b. Received letter from school thanking Pablo.

3. **To receive Apologies for Absence.**

Apologies were received from Cllr Faircloth.

4. **To approve and sign the Minutes of the Annual Meeting of the Parish Council that was held on 17th May 2012.**

The Minutes were accepted as an accurate record and signed by the Chairman.

5. **To approve and sign the Minutes of the Extra-ordinary Meeting of the Parish Council that was held on 24th May 2012.**

The Minutes were accepted as an accurate record and signed by the Chairman.

6. **To discuss planning matters.**
 - a. **To receive the following planning decisions:**
 - i. **3 PL/202/0362/F –THPD Properties Ltd – Yaxham Waters. MMA to 3PL/2011/0378/F in respect of different type of lodge on plot 1.**

It was NOTED that permission had been granted and that several of the outstanding Conditions from previous Applications have been included.
 - ii. **3 PL/202/0385/F –THPD Properties Ltd – Yaxham Waters. Extension to veranda.**

It was NOTED that permission has been granted and, as requested by Yaxham PC, a condition has been put on the permission regarding the provision of boundary screening along the northern boundary.
 - iii. **3PL/2012/0415/F - D S Brandish Developments - Plot 3 Fieldings Drive Station Road.** Construction of detached residential dwelling (amended design).
It was NOTED that permission has been granted.

 - b. **To consider the following planning applications:**
 - i. **3PL/2012/0401/F – Mr & Mrs R Holliday – Tud Farm Cutthroat Lane. Erection of 2 additional stables, store building and ménage to existing equine premises.**

It was AGREED that no objection would be raised on this application.
 - ii. **3PL/2012/0533/F Mr & Mrs R Thomas – Fieldings Drive Station Road. Erection of one and a half storey dwelling.**

It was NOTED that a letter from a neighbour of this development had been received and that once again Graham Worsfold (Highways Development Management Officer) has expressed concern about additional vehicle movements and the sub-standard visibility splay at the junction of Fieldings Drive and Station Road. It was AGREED that an objection should be submitted as it is felt that the site is getting over-developed resulting in an ever-increasing amount of traffic exiting from Fieldings Drive into Station Road. The situation is aggravated by the poor vision splay at the junction.

- iii. **3PL/2012/0577/F – Mr & Mrs R Wragg – 1 Stone Cottages Norwich Road. Two storey extension to front and first floor extension including dormer window to rear.**

It was AGREED that no objection would be raised on this application.

- iv. **3PL/2012/0610/F – Mr & Mrs C Willis – Field Cottage Cutthroat Lane. Proposed extension to dwelling and new triple bay cart lodge garage to replace previously approved garage.**

It was AGREED that, whilst not objecting to the application, Yaxham Parish Council feels that an environmental/flood risk assessment should be carried out as the development is beside a main watercourse.

- c. **To note the withdrawal of the following planning application:**

3PL/2012/0390/F – Mr & Mrs P Howes – Red House Farm Brakefield Green.

It was NOTED that this application was withdrawn after the Planning Officer advised the applicants that the scale, mass and proportions of the proposed extensions would relate poorly to the existing dwelling.

7. **To discuss financial matters.**

a. **Parish Council Community Account:**

- i. The following receipt was NOTED:
- | | |
|-----------------|--------------------|
| YVAA (Printing) | £5.20 ¹ |
|-----------------|--------------------|
- ii. The following payments were APPROVED:
- | | |
|---------------------------------------|----------------------|
| 1) Mrs G Hubbard (Locum Clerk) | £39.00 ² |
| 2) HMRC | £211.80 ³ |
| 3) Mrs E.A. Stallion | £848.79 ² |
| 4) Mrs E.A. Stallion (Administration) | £164.42 ² |
| 5) Abacus Copiers | £61.26 ⁴ |
| 6) Douglas Harrow (Internal Auditor) | £125.00 ⁵ |
| 7) Mr G Crummett (FW Myhill & Sins) | £16.50 ⁶ |
- (Multipurpose Fertiliser)

8. **To receive an update on the filling of the vacancy for a Parish Councillor.**

It was NOTED that there are 2 nominations for election to the vacant position of councillor. A poll will be held on 5th July. The latest estimated cost of this is £1600 that will have to be paid out of the Parish Council Reserves. It was AGREED that a letter should be sent to George Freeman MP regarding the implications of parish councils paying for by-elections. The letter should be copied to Yaxham's County/District councillor and all members of Yaxham Parish Council.

¹ LGA 1972 s111

² LGA 1972 s143

³ LGA 1972 s112(2)

⁴ LGA (Financial Provisions) Act 1963 s5

⁵ Accounts & Audit Regs 2003 Reg 6 (as amended)

⁶ Open Spaces Act 1906 s10

9. **Internal Control Procedures.**
- a. **To consider month end bank reconciliation.**
The Bank Reconciliation for the period 11th May to 8th June 2012 for the Parish Council Community Account was checked by the Chairman and it was AGREED that it be signed as correct.
- b. **To approve the Internal Control Policy for 2012/13.**
The Internal Control Policy has been updated in accordance with the details agreed at the last Meeting and a copy was given to each councillor.
- c. **To consider and accept the report given by the Internal Auditor and formalise an action plan as necessary.**
The Report was considered and it was AGREED that it be ACCEPTED. No action is necessary.
- d. **To confirm the appointment of the Internal Auditor for 2012/13.**
It was NOTED that Mr Douglas Harrow has agreed to act as the Council's Internal Auditor for the current financial year at a cost of £125.
- e. **To approve the updated version of Financial Regulations.**
It was NOTED that minor amendments relating to draft budget dates and the renaming of the "Governance Assurance Working Group" to "Internal Control Officers" have been made to Financial Regulations. It was AGREED that the updated version of Financial Regulations be ACCEPTED. A copy was given to each councillor.
- f. **To note that Standing Orders have been checked and do not need amending at the present time.**
It was NOTED that Standing Orders do not need amendment until an update to the Model Standing Orders relating to the new Code of Conduct and Acceptance of Office has been received from NALC.
- g. **To approve the updated version of the Risk Assessment.**
It was NOTED that amendments had been made to the Risk Assessment relating to the change in insurance provider and an update of the Asset Register. It was AGREED that the updated version of the Risk Assessment be ACCEPTED and a copy was given to each councillor.
- h. **To arrange for the Annual Check of Assets to be carried out.**
It was AGREED that Cllr Crummett would undertake this check.
10. **To discuss and agree action to be taken relating to the new Code of Conduct and Acceptance of Office under the Localism Act 2011.**
It was NOTED that the Council should have adopted a new Code of Conduct under the Localism Act by the 1st July 2012. The New Declaration of Pecuniary Interests (DPI) that includes disclosable interests of a member as well as the member's partner or spouse must be completed. The new Register of Interests will have to appear on the District Council and Parish Council web sites. Breckland Council has produced draft recommendations for Parish Councils and the National Association of Local Councils (NALC) has produced a draft Code that can be customised and adopted by Parish Councils. It is also permissible for Parish Councils to draft and adopt their own Code of Conduct so long as it was based on the principles stipulated in the Act.
It was also NOTED that if a parish council adopts a new code of conduct to take effect after 1 July 2012, it is NALC's view that the parish council's existing code of conduct based on the Local Authorities (Model Code of Conduct) Order 2007 SI 2007/1159, would

continue to have effect. Accordingly, members would remain subject to the requirements of their existing code (which includes obligations for the registration and disclosure of personal and prejudicial interests) until the parish council adopted a new code of conduct. Nevertheless, if a council has not adopted a new code by 1 July 2012, members of the parish council are still subject to the mandatory obligations in the 2011 Act, in relation to disclosable pecuniary interests from 1 July 2012.

It was AGREED that the NALC Code for Parish Councils should be adopted and to use Breckland's Council's DPI declaration. All Councillors should complete a copy of the revised DPI and return it to the Clerk for forwarding to Breckland Council's Monitoring Officer. It was AGREED that this decision may be reconsidered should any further information become available.

11. **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 refusing permission for it to be planted in its present location.**

At the Council Meeting on 15th March (Ref 2012-11.8.a) it was noted that NCC Highways had refused permission to plant a Jubilee Oak Tree on the corner of Whinburgh Road and Norwich Road because of problems that could be caused as it matures. It has been agreed that consideration would be given to an alternative site but the tree has still been planted at the original location. The Council runs the risk of being asked to remove the tree or, in years to come, being asked by NCC to pay to repair any damage caused by the tree. It was AGREED that the tree would be moved further into the hedge in the autumn.

b. **To receive an update on work carried out.**

None.

c. **To note other repairs/maintenance work required.**

None.

12. **To receive correspondence.**

a. Principal Planning Officer, Breckland Council – Improving Consultation with Parish Councils on Planning Applications – Electronic Responses.

b. Norfolk Constabulary – Parish Crime Statistics – May 2012.

13. **To consider and agree interim arrangements with regards to Parish Clerk vacancy from 1st July 2012.**

It was AGREED that an Interview Panel comprising Cllrs Crummett, Faircloth, Lowings and Myhill would be formed and candidates will be interviewed before 9th July.

It was AGREED that the Council printer would be transferred to the YVAA and Cllr Myhill would confirm whether Mrs L Vincent would be prepared to take it and undertake Council printing.

It was AGREED that the new clerk's contract would include a reduction in hours from 8 to 4 hours per week with additional hours worked being paid at the standard agreed hourly rate.

14. **To note items for the next Agenda, including any matters from Item 2.**

a. Change bank mandates.

b. To discuss the letter from Yaxham CEVA Primary School regarding the Council school governor representative.

15. **To confirm the date of the next meeting:**

It was CONFIRMED that the next Full Meeting would be held on 19th July 2012 commencing at 7:30 p.m.

The Clerk was instructed to send a letter of condolence Denny Cross's widow together with appreciation for all his work over the years in caring for the planters.

Cllr Crummett thanked the Clerk for her work for the Council during the last 6 years.

The Chairman closed the Meeting at 22:25 pm