



YAXHAM PARISH COUNCIL

Minutes of the Full Meeting held on 19 July 2012 at 7.30pm in the Meeting Room, Jubilee Hall, Yaxham

Present: Councillors Lowings (Chairman), Dimoglou (Vice-Chairman), Bennett, Crummett, Faircloth and Harvey.

In Attendance: Mrs P Benson (Clerk), members of the public.

Apologies Cllr Myhill.

1. To welcome the new Councillor to the meeting.

Cllr. Lowings welcomed Cllr. Harvey on behalf of the other members on his election to Councillor.

2. All Councillors, Chairman and Vice Chairman to sign the Declaration of Acceptance of Office as councillors and chairman/vice chairman (as applicable).

All Councillors present signed the Declaration of Acceptance of Office as councillors and chairman/vice chairman (as applicable).

3. To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

None.

4. To hold a Public Session.

i) To receive a report from the County/District Councillor:
None

ii) A member of the public congratulated Cllr Harvey on his election success and requested that the Parish Council provide a detailed breakdown of the costs of the recent election.

iii) A second member of the public requested a detailed breakdown of the costs of the recent election and further requested that the Parish Council advise their plans for how best the land given to the Parish can be put to community use whilst at the same time maximising revenue to the Parish.

iv) A member of the public advised that the pavement near the school had recently been flooded making it difficult for children to get to school without walking in the road.

Noted that this issue had been reported before.

Clerk to report matter to highways.

5. To receive Apologies for Absence

Apologies were received from Cllr Myhill.

6. To approve and sign the Minutes of the Full Meeting of the Parish Council held on 21 June 2012.

An objection was raised to the accuracy of Items 6.b.iv and 13 of these minutes.

It was AGREED that Item 6.b.iv would be amended to read:
“**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 assessment should be carried out as the development is beside a main watercourse.

It was AGREED that item 13 of these minutes would be amended to read:
“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.”

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

7. To discuss planning matters.

a. To receive the following planning decisions:

- i. **3 PL/2012/0401/F –Mr & Mrs R Holiday – Tud Farm Cutthroat Lane.** Erection of 2 additional stables, store building and ménage to existing equine premises.

It was NOTED that permission has been granted

b. To note the following planning application has been referred to the Breckland Development Control Committee:

- i. **3PL/2012/0577/F – Mr & Mrs R Wragg – 1 Stone Cottages Norwich Road.**

c. To consider the following planning applications:

- i. **3PL/2012/0627/F – Mr Ray Newton – Yaxham Mill Norwich Road.** C/U of office, laundry storeroom, foyer into 2 storey dwelling with ground floor extension.

It was AGREED that an objection would be raised against this development on the grounds that the access to the site is poor and further development would result in increased traffic.

- ii. **3PL/2012/0635/F - Mr S Brandish– Plot 5 Station Road.**
Residential Dwelling
It was AGREED that no objection would be made, however the approval of the Parish Council is subject to Highways Department approval/concerns regarding the improvement at the splay division being met.
- iii. **3PL/2012/0636/F – Mr Hall – Twin Oaks Stone Road.** MMA to pp PL/2010/0971/D modification to design.
It was AGREED that no objection would be raised on this application
- iv. **3PL/2012/0650/F – GMG Buidling Services Ltd - Plot 4 (known as plot 7) land off Station Road.** MMA to 3PL/2011/1378/F in respect of change to windows, chimney appearance & brickwork proposed instead of render.
It was AGREED that no objection would be raised on this application
- v. **3PL/2012/0679/F - Mr Richard Butcher - 10 Priors Grove.**
Replacement front porch.
It was AGREED that no objection would be raised on this application.

8. To discuss financial matters.

a)The following payments were approved:

- i. Abacus Copiers £12.00¹
- ii. Lucy Vincent £1.95¹
- iii. Mrs G Hubbard (Locum Clerk) £45.00²

b) It was AGREED that the new Clerk would acquire details of how to transfer the bank and savings accounts mandates at the forthcoming handover meeting with the outgoing Clerk.

9. Internal Control Procedures

a) **To consider month end bank reconciliation.**

The Bank Reconciliation for the period 9 June 2012 to 10 July 2012 for the Parish Council Community Account was checked by the Chairman and it was AGREED that it be signed as correct.

10. To receive the report on the Annual Check of Assets.

Cllr Crummett confirmed that all assets had been visually checked in June and maintenance carried out where required. The re-varnishing of the Village notice boards was outstanding and will be undertaken when the weather allows.

11. To agree when outstanding Declarations of Pecuniary Interests should be completed and received by the Clerk.

¹ LG (Financial Provisions) Act 1963 s5

² LGA 1972 s112(2)

It was AGREED that all outstanding declarations would be received at the next meeting of the Parish Council.

12. To consider the letter from Yaxham CEVA Primary School regarding the Parish Council Representative and decide upon action to be taken.

It was AGREED that Cllr Faircloth would remain the Parish Council Representative for dealings with Yaxham CEVA Primary School.

13. To receive an update on Highway matters.

a. To receive an update on work carried out.
None

b. To note other repairs/maintenance work required.
It was noted that there are two potholes, 100m and 200m up Stone Road, off Norwich Road, that require attention. Further, there are potholes in Cutthroat Lane and issues with the draining of water off Dereham Road.

Clerk to report matter to highways.

14. To receive correspondence.

- a. Breckland Council – Local Government Boundary Review.
Cllr Lowings read the letter received from Breckland Council. It was noted that a briefing session was being held on 25/10/2012 at 1400 or 1530 and that it would be beneficial for one or more Councillors to attend.
- b. Clerks and Councils Direct
Cllr Lowings has reviewed this correspondence.
- c. Norfolk RCC – Signpost
Cllr Lowings has reviewed this correspondence and will pass it on to Cllr Myhill on his return.

15. To note items for the next Agenda.

- a. To respond on the matters raised by members of the public detailed in 4.ii and 4.iii above.
- b. To invite tenders for the Grounds Maintenance contract, the current contract period ends 10/2012.

16. To confirm the date of the next meeting:

It was confirmed that the next Full Meeting would be held on 16 August 2012.

17. To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), that the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

The Chairman proposed the above resolution which was agreed by all Councillors present and so the proposal was passed.

18. The detailed minutes of this item is available on formal request from the Clerk.

The Chairman closed the meeting at 20.20 hours.