



YAXHAM PARISH COUNCIL

**Minutes of the Full Meeting held on 16th August 2012
at 7:30 pm in the Meeting Room, Jubilee Hall, Yaxham**

Present: Councillors Lowings (Chairman), Dimoglou (Vice-Chairman, Bennett, Crummett, Myhill
In Attendance: Mrs P Benson (Clerk), members of the public
Apologies: Cllr Harvey

1. To receive disclosures of personal and prejudicial interests/disclosable pecuniary interests from Councillors on matters to be considered at the meeting.
Cllr Crummett advised that the Grounds Contractor had stored his tractor in Cllr Crummett's shed.

2. a) To hold a Public Session.
A member of the public advised that Agenda item 5 ii) did not reflect the issues raised at the meeting held on 15 July 2012 and that the question raised included asking the Parish Council to confirm of the cost of the transfer to the Parish Council in respect of the Paper Street Land.

Mr Smith provided an update on the Community Led Plan advising that the Plan had a very active steering group. The public consultation questionnaire is due to be issued/completed in September and involved two separate questionnaires for youth and young people. The questionnaire is currently in the final stages of being drafted. The Plan had recruited 'personal volunteers'. All residents would be advised who their volunteer is during w/c 03/09/12 with questionnaires being delivered on 10/09/12 and collected on 24/09/12.

Prizes had been secured to incentivise residents to complete the questionnaire. Mr Smith requested that Councillors encourage participation where possible. The final report/action plan will be issued towards the end of 2013.

A member of the public advised that a planning application will be submitted to extend the café on the Yaxham Waters site and provided Councillors with a copy of the proposed plans. The café at Yaxham Waters is very popular and the business employs 25 local people and the plans would include for the business to dispense with caravan sales.

- b) To receive a report from the County/District Councillor.
None.
3. To receive Apologies for Absence.
Cllr Harvey.

4. To approve and sign the Minutes of the Full Meeting that was held on 19 July 2012.

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

5. To discuss the matters raised by the members of the public in the public session at the meeting held on 19 July 2012:

- i) The Request that the Parish Council provide a detailed breakdown of the costs of the recent election – Note that Breckland Council have not provided an invoice to date and therefore this item cannot be addressed.
- ii) Request 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.

Cllr Lowings advised that revenue maximisation is under consideration by the Parish Council and that the most cost effective solution is to continue to rent the land to the existing tenant. Cllr Crummett advised that the return the Parish Council need to seek is an amount equal to that of the cost of the transfer only, as the land was provided free by Breckland Council.

6. To discuss planning matters.

- a. To receive the following planning decisions:

None received.

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

3PL/2012/0627/F Change of use of office, laundry, store room and foyer into a 2 storey dwelling with ground floor extension – LOCATION: YAXHAM Yaxham Mill Norwich Road NR19 1RP

- c. To review planning applications/amendments received since last meeting.
None received

7. To discuss financial matters.

- a. Parish Council Community Account:

The following payments were APPROVED

- | | | |
|------|------------------------------|---------|
| i. | Lucy Vincent | £5.60 |
| ii. | P M Benson (Expenses) | £65.86 |
| iii. | Mazars, External Auditor Fee | £162.00 |

- b. The Bank Mandates to amend the Barclays Bank account signatories were signed by Cllrs Lowings, Crummett, Dimoglou and the Clerk.

It was **NOTED** that the forms to change the persons authorised on the N S & I account had not been received. Cllr Dimoglou asked why the Council had a separate account that did not appear to be used often.

Clerk to look into why the N S & I account is kept.

- c. It was **AGREED** that the Clerk would arrange for the direct debit forms to be completed to allow the web page domain renewal. It was **NOTED** that renewal fee £21.98 plus VAT for two years from 20/09/12.

Clerk to complete online direct debit authorisation.

Cllr Dimoglou queried why there were two domain names for Yaxham Village maintained by the Parish Council and it was **AGREED** to consider whether this was a cost effective approach.

- d. It was NOTED that the Clerk's SLCC membership for Yaxham Parish Council had been transferred from the outgoing Clerk and that no further fees would be due until expiry of the term of membership in 2013. The Clerk advised that the outgoing Clerk had, and continued to be very helpful and it was agreed that the Parish Council would thank Mrs Stallion in the Parish Newsletter.

8. Internal Control Procedures

To consider and approve the month end bank balance for the Community Account.

The Bank Reconciliation for the period ending 31 July 2012 was checked by the Chairman and it was **AGREED** that it be signed as correct.

9. To receive any outstanding completed Declarations of Pecuniary Interests.

It was **AGREED** that this item would be included on the agenda of the next meeting.

10. To discuss the renewal of the Grounds Maintenance contract and the obtaining of quotes.

Cllr Lowings advised that a member of the public, who could not attend the meeting, had asked him to raise the question of 'Why do the Parish Council pay for the grass cutting at the playing field rather than the Amenities Association?'. Said member of the public suggested that instead of increasing the precept the Parish Council ought to consider not paying for the grass cutting at the playing field.

Cllrs Bennett and Myhill **DECLARED AN INTEREST** as members of the Yaxham Village Amenities Association.

Cllr Faircloth arrived at the meeting at 9.03pm.

It was **AGREED** by a unanimous vote to continue to pay for the grass cutting at the playing field.

The current grounds maintenance contract was discussed. Cllr Crummett advised that the visits made by the current contractor were up to date. It was noted that growing conditions had been exceptionally difficult this year. The contractor's equipment has changed from that specified in the original tender.

Clerk to write to the contractor on this issue.

It was **AGREED** to invite tenders for the grounds maintenance contract on an amended basis in 2013/14 as each item requires different equipment.

Tender 1 – Jubilee Park Playing Field

- Harrow, roll and spike once during the spring
- Cut with a Gang or Mulching Mower 14 times during the season commencing on 1st April and finishing on 31st October.
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Tender 2 – Other works

Pinns Corner, Norwich Road:

- Cutting/strimming should commence from 1st April and once per month thereafter until 31st October. The edges along the Norwich Road and the lane should be cut monthly for a width of 12 to 20 feet.

Mouses Lane and Pinns Lane:

- A separate quotation from the above is required for the cutting of these lanes four times a year.

Church Room Drive and Childrens Play area

- A separate quotation from the above is required for the cutting of these areas twice a month.

Clerk to write inviting tenders from the contractors identified requesting that contractors contact Cllr Crummett in the first instance should they wish to visit the site.

Quotations to be submitted to the Clerk by 30th September 2012.

11. To discuss how the village web page administration will be dealt with going forward.

Cllr Dimoglou advised that a parishioner has provided him with discs of old photographs of Yaxham for uploading onto the website.

Cllr Dimoglou agreed to manage the website going forward.

12. To receive an update on Highway matters.

- a. To receive an update on work carried out.

It was noted that the Highways Ranger had done a very good job in cutting hedges back in the village.

Clerk to write to Highways thanking them.

- b. To note other repairs/maintenance work required.

The path opposite Pinns Corner near the Willow Tree is in need of strimming.

The hedge opposite Spring Lane is in need of trimming on the Norwich Road between Yaxham and Flint Green.

Clerk to advise Highways of work required.

13. To receive correspondence.

- a. Breckland Council – Street Trading – Designation of Consent Streets.

- b. Norfolk Constabulary – Crime Figures.
 - c. Receipt from Norfolk Records Office. An amount of Yaxham Parish Council documents were recently archived at the Norfolk Record Office. Accessioned as ACC 2012/90. This reference must be quoted to access the files.

 - d. To report on the results of the completion of External Audit.
The External Audit has been returned from Mazars who have confirmed that *'the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'*.
Notices have been placed on the boards as required.
 - e. Breckland Council – e-mail advising that the Council's CCTV contractor has gone into liquidation.
14. To discuss and agree the Clerk's conditions of service and contract.
- Due to time pressures it was agreed to place this item on the Agenda of the next meeting.
15. To note items for the next Agenda, including any matters from Item 2.
- a. Grounds Maintenance Contract – Tender Review.
 - b. Yaxham Village website domain names.
 - c. Outstanding Declarations of Pecuniary Interests.
 - d. To discuss and agree the Clerk's conditions of service and contract.
16. To confirm the date of the next meeting:

Full Meeting of Parish Council 20th September 2012.

The Chairman closed the meeting at 10.15pm