



YAXHAM PARISH COUNCIL

MINUTES OF THE FULL MEETING THURSDAY 21ST MARCH 2013 AT 19:30 IN THE MEETING ROOM, JUBILEE HALL, YAXHAM

Present: Cllrs Lowings (Chairman), Bennett, Myhill, Harvey and Faircloth,
In attendance Mrs P M Benson (Clerk)

1. **To receive Apologies for Absence.**
Apologies were received and accepted from Cllrs Crummett and Dimoglou.
2. **To receive disclosures of personal and prejudicial interests/disclosable pecuniary interests from Councillors on matters to be considered at the meeting.**
Cllr Faircloth declared an interest in item 11 as the owner of the land on which the stile is situated.
3. **To hold a Public Session.**
The meeting was opened to the public at 19:35 hours.
Mr Bennett had been asked to speak on behalf of the residents of Peters Way who feel very strongly about the planning application detailed in item 6.a.i., the concern being that such a structure would spoil the look of the cul-de-sac, shadowing gardens and possibly de-valueing houses.
The public session was closed at 19:38 hours and the meeting resumed.
4. **To receive a report from the County/District Councillor.**
None received.
5. **To approve and sign the Minutes of the Full Meeting that was held on 21st February 2013.**
The minutes were accepted as a true record and signed by the Chairman.
6. **To discuss planning matters.**
 - a. To review planning applications/amendments received since last meeting.
 - i. Reference 3PL/2013/0142 – Mr & Mrs Sievewright, 5 Peters Way, Clint Green; erection of detached single garage.
An e-mail dated 21 March 2013 from the applicant was read to to the Council.
It was agreed NOT TO SUPPORT this planning application; Clerk to write to Breckland Council advising that the development is not in keeping with the original development plans for the land; the Parish Council do not generally support garages in front garden positions; the close is very tight in terms of room and road and the proposed garage will make the Close appear 'overdeveloped'.
 - ii. Reference 3PL/2013/0186 – Mr C Green, Plot B, Station Road, Yaxham; erection of four bedroom house and detached garage/carport.

It was agreed to SUPPORT this application which is for 'the inclusion of velux rooflights to front and rear to use roof for bedrooms and shower/ensuite'.

- b. To discuss the response received from Breckland Council relating to the static caravan in the garden of the property situated at Redmayes, Dereham Road.

Breckland Council have advised that following a visit by an enforcement officer it has been determined that the mobile home is situated outside the domestic curtilage. The owner has been advised that they must either remove/re-site the mobile or submit a planning application within a reasonable period of time.

Clerk to advise Breckland Council that groundworks appear to have been undertaken.

7. **Financial matters.**

- a. **The following payments were approved from the Community Account:**

i.	P M Benson	£ 273.00 ¹
ii.	Information Commissioner	£ 35.00 ³
iii.	Norfolk ALC	£ 345.00 ²
iv.	Norfolk ALC	£ 35.00 ²

¹ LGA 1972 s112(2)

² LGA 1972 s139

³ Data Protection Act 1984/LGA 1972 s111

Cheques were signed by Cllr Lowings, as Cllr Dimoglou was not present at the meeting it was agreed that Cllr Lowings would arrange for Cllr Dimoglou to sign the cheques outside of the meeting and post the cheques to the payees.

8. **Internal Control Procedures.**

The bank reconciliation statement for the Community Account was agreed and signed by Cllr Lowings.

9. **To receive the response from George Freeman MP.**

The response to the request that George Freeman addresses the issue of election costs with Breckland Council was read and the detailed breakdown of costs from Breckland Council noted.

10. **To review the position of advertising on the Yaxham Village website.**

It was agreed to place this item on the next agenda

11. **To review the position of the complaint regarding the stile on footpath 5.**

It was noted that a response from Highways Dept was still outstanding, it was agreed to place this item on the next agenda.

12. **To consider the locations to suggest to the East of England Co-Operative for placement of the village defibrillator**

It was agreed that the three locations for the defibrillator should be: Jubilee Hall; The Old Post Office/Village Shop; Yaxham Mill.

Further, locations for the ballot boxes agreed as above plus Yaxham Waters. It was agreed that Councillors would seek permission/agreement from the three businesses above to allow the clerk to respond to the East of England Co-Operative.

13. **Grounds Maintenance**

It was agreed that the Clerk would write to the maintenance contractor requesting that a copy of his public liability certificate be provided within 7 days. If the certificate is not received then it was agreed to re-tender for the 'Tender 2' works.

14. **To receive an update on Highway matters.**

- a. To receive an update on work carried out and work planned/investigated by Highways.
- b. To note other repairs/maintenance work required.
 - Sycamore House – cracking to internal structure.
 - Flooding on and over the west side of the railway crossing.
 - Water coming out of BT manhole in between Yaxham Waters and the River Tud bridge.
- c. Cutthroat Lane hedges – it was agreed to place this item on the agenda of the May meeting.
- d. Paper Street – grit bin – it was agreed to place this item on the agenda of the September meeting.
- e. Pinns Corner – hedge trimming – it was agreed to place this item on the agenda of the May meeting.
- f. Priors Grove – grit bin – it was noted that this bin has now been re-filled.

15. **To receive correspondence.**

- a. Norfolk Constabulary crime statistics letter 20th February 2013
- b. Norfolk County Council local flood risk management strategy letter 18th February 2013.
- c. HM Customs & Revenue real time PAYE letter 22nd February 2013

16. **To note items for the next Agenda, including any matters from Item 3.**

To obtain additional signatories for the bank accounts.

To consider reducing the frequency of meetings and forming a planning committee and/or calling planning meetings where required.

17. **To report any matters to the Clerk.**

There were no additional matters to report to the Clerk.

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

Full Meeting of Parish Council – 18th April 2013 at 19:30 hours.

19. **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.

It was AGREED that the public should be requested to leave the meeting.

20. **To consider the Clerk's holiday provision and to note the dates of the Clerk's holiday.**

It was agreed that half of the Clerk's 2012-13 holiday provision would be carried over into the new holiday year with the remaining hours being paid.

The Chairman closed the meeting at 21:50 hours.