



## YAXHAM PARISH COUNCIL

### MINUTES OF THE FULL MEETING OF YAXHAM PARISH COUNCIL HELD ON THURSDAY 18<sup>TH</sup> APRIL 2013 AT 19:30 IN THE MEETING ROOM, JUBILEE HALL, YAXHAM

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

1. **To receive Apologies for Absence.**

Apologies were received and accepted from Cllrs Crummett and Faircloth.

2. **To receive disclosures of personal and prejudicial interests/disclosable pecuniary interests from Councillors on matters to be considered at the meeting.**

Cllr Dimoglou declared an interest in item 6 a ii as owner of Yaxham Waters and a further interest in item 6 b as neighbours of the property.

3. **To hold a Public Session.**

A representative from Yaxham Woodland Group spoke about the soil placed in the lane following the recent ditch clearing undertaken by the farmer and requested that the farmer clear up the soil soonest. Cllr Harvey responded as the farmer of the land and agreed to clear up the soil in a reasonable period of time, explaining that the soil was left in situ as to clear it away at the time would have caused severe damage to the track in view of the ground conditions at the time.

Mr Dimoglou spoke about the amendments to the planning application submitted by Yaxham Waters advising that the final submission was based on Breckland Council's recommendation.

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 21<sup>st</sup> March 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/decisions received since last meeting.

- i. Reference 3PL/2013/0142 – Mr & Mrs Sievewright, 5 Peters Way, Clint Green; erection of detached single garage, it was noted that permission had been granted.
  - ii. Reference Planning Consultation Revisions 3PL/2012/1313/F– Thpd Properties Limited – Extension to Café, Yaxham Waters Holiday Park Dereham Road NR19 1RF – Lower eaves and ridge height.  
Cllr Dimoglou left the meeting room. It was AGREED to support the revised application. Cllr Dimoglou re-entered the meeting room.
- b. To discuss any further response received from Breckland Council relating to the static caravan in the garden of the property situated at Redmayes, Dereham Road. It was NOTED that no further response had been received from Breckland Council. Further, no residential activity has been noticed

7. **To discuss financial matters.**

- a. To approve the reinstatement of the Financial Regulations with respect to the CLP monies and the application of HMRC VAT notice 749.  
The Clerk advised that advice had been sought from Norfolk ALC who had advised that the Financial Regulations must be followed for all YPC accounts which form part of the Statutory Audit. This includes the CLP account. It was NOTED that Cllr Lowings has discussed this with the CLP as the YPC representative. Further, VAT monies cannot be recovered on CLP spend, primarily as YPC do not place the order and receive the goods which is one of the conditions stipulated in HMRC VAT notice 749.
- b. To note that the 2012/13 VAT return has been completed. The Clerk advised that the VAT return has been submitted to HMRC.
- c. To note that the 2012/13 P35 submission has been completed. The Clerk advised that the P35 submission has been completed within the period required by HMRC.
- d. To sign the forms to allow additional signatories on the Barclays Bank accounts. It was AGREED that Cllrs Myhill and Faircloth would be additional signatories on the YPC bank accounts. Partially completed forms were issued, Cllr Lowings will deliver Cllr Faircloth's form. It was NOTED that members will need to visit a branch of Barclays Bank plc with the required identification.
- e. The following payments were approved from the Community Account:
  - i. P M Benson £ 403.24<sup>1</sup>
  - ii. Norfolk RCC – Bronze membership renewal £ 20.00<sup>2</sup>
  - iii. Norfolk ALC – Annual Subscription £ 150.97<sup>2</sup>
  - iv. NS&I (Transfer to General Reserves). £ 500.00
  - v.

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<sup>1</sup> LGA 1972 s112(2)

<sup>2</sup> LGA 1972 s143

- f. The following receipts into the Community Account were noted:
- i. Breckland Council receipt 08/04/2013 £ 4,698.41.<sup>1</sup>

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<sup>1</sup> LG Finance Act 1992 s41

8. **Internal Control Procedures.**

The bank reconciliation statement for the Community Account, period ending 28 March 2013 was agreed and signed by Cllrs Lowings and Dimoglou.

The bank reconciliation statement for the CLP Account, period ending 11 April 2013 was agreed and signed by Cllrs Lowings and Dimoglou.

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

Cllr Dimoglou advised that additional pledges have been received, it was AGREED to place this item on the next agenda.

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

Cllr Lowings advised that Cllr Faircloth was still awaiting an update from Highways.

11. **East of England Co-Operative village defibrillator update.**

EoE Co-op have advised that the posters and voting forms are currently being printed and should be available for distribution by the time of the next meeting.

12. **To consider reducing the frequency of meetings and to consider the formation of a planning committee.**

It was AGREED that the meeting frequency would be reduced to five or six weekly intervals and that meetings would not be held in August and December. It was AGREED that the Clerk would put a calendar of meeting dates together for presentation at the next meeting.

It was further AGREED that the Clerk would report the number of hours worked to Cllr Lowings when running the payroll for each period and that the number of hours worked would be paid in accordance with the terms of the Contract of Employment between the Council and the Clerk.

13. **Grounds Maintenance – to consider the re-tender of Tender 2 – Other Works**

The Clerk advised that the contractor for Tender 2 had not supplied a copy of his public liability insurance certificate and had been advised that the tender award has been revoked. It was AGREED to seek further tenders on exactly the same basis as in August 2012 for discussion at the next meeting. It was further agreed that a contractor should be sought to work on an ad hoc basis as required in the interim.

14. **To consider passing a resolution to allow approval of Councillor non attendance at meetings of Yaxham Parish Council as defined in s. 85 of the Local Government Act 1972.**

Cllr Crummett's non attendance at meetings of Yaxham Parish Council was AGREED with advance approval given for a period of six months from the date of this meeting, 18<sup>th</sup> April 2013, in accordance with s.85 of the Local Government Act 1972.

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

- a. To receive an update on work carried out and work planned/investigated by Highways. None received.
- b. To note other repairs/maintenance work required.  
Water coming out of manhole cover outside Mountain Ash, Norwich Road.

16. **To receive correspondence.**

- a. Breckland Strategic Housing Market Assessment - Consultation Draft; e-mail 10 April 2013. Clerk to forward details to Cllr Dimoglou.
- b. Statement Of Community Involvement Consultation; e-mail 28 March 2013. Clerk to forward details to Cllrs Lowings and Dimoglou.
- c. HMRC notification of P35 required; e-mail 24 March 2013
- d. The Local Government Boundary Commission for England, Electoral Review of Breckland; letter 26 March 2013.
- e. Breckland Council Community Infrastructure Levy; letter 2<sup>nd</sup> April 2013.
- f. Norfolk RCC membership renewal; letter 21 March 2013
- g. Mazars Notice of audit of accounts for the year ended 31 March 2013; letter 26 March 2013. It was agreed that Cllr Lowings would meet with the Clerk to review the annual return before the meeting on 16<sup>th</sup> May 2013.
- h. Information Commissioner's Office; letter 14 March 2013.

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

Grounds Maintenance

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

None

19. **To confirm the date of the next meeting: \_\_\_\_\_**

Annual Parish Meeting – 16<sup>th</sup> May 2013 at 18:30 hours

Annual Meeting of the Parish Council – 16<sup>th</sup> May 2013 at 19:45 hours.

**The Chairman closed the meeting at 21:05 hours**