



## YAXHAM PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE JUBILEE PARK MEETING ROOM AT 19:30 hours ON 17 OCTOBER 2013

Present: Cllrs Lowings (Chairman), Bennett, Crummett, Myhill,  
Faircloth and Harvey.  
In attendance Mrs P M Benson (Clerk), members of the public

**Members of the public are very welcome at the meeting. Anyone wishing to raise a matter at the meeting can do so during Agenda item 3, the Public Session.**

1. To receive and accept apologies for absence.  
Apologies were received and accepted from Cllr Dimoglou.
2. To receive disclosures of personal and prejudicial interests/disclosable pecuniary interests and requests for dispensations from Councillors on matters to be considered at the meeting.  
None received
3. To hold a public session.  
Mr Smith spoke on behalf of the CLP group, the plan has been published and the recent 'Community Day' was very successful. Mr Smith thanked the Council and YVAA for their support.  
The bulk fuel buying scheme is currently being set up. Mr Smith requested that the Council support the cost of the membership to Norfolk RCC. The CLP group have a co-ordinator in place for the scheme which will offer a cost saving in the region of 10% to participants.  
Mr Smith advised that there was a good deal of interest in the community car scheme and that the CLP group will be investigating funding/grants in respect of this.
4. To receive matters of interest from the District/County Councillor.  
None received
5. To agree and sign the Minutes of the Meeting of the Parish Council held on Wednesday 4 September 2013.  
The minutes were accepted as a true record and signed by the Chairman.
6. To discuss the CLP Community Day and any action required.  
The bulk fuel buying scheme raised in item 3 above was discussed and it was agreed that the Council would support the cost. It was further agreed that a

cheque in the sum of £20 would be signed to allow the application to be submitted soonest.

It was agreed that the Council would not form a CLP Steering Group Committee but that individual councillors would support their individual areas of interest.

7. To discuss Planning Matters:
  - a. To consider the following planning applications:
    - i) Reference 3PL/2013/0870 – Mr A Cheetham – Gadwell Farm, Spring Lane – Conversion of redundant agricultural building to two holiday cottages for short term lettings and 11 month occupancy.  
It was agreed to support this application.
  - b. To note the following planning decisions:
    - i. Reference 3PL/2013/0592/F – Mr and Mrs Bryan Aslett – Lord Nelson Public House – Permission Granted.
    - ii) Reference 3PL/2013/0757/F – THPD Properties Ltd – Yaxham Waters – Permission Granted.
  - c. To discuss any further developments and/or response received from Breckland Council relating to the static caravan in the garden of the property situated at Redmayes, Dereham Road.  
No further update received.
  - d. To discuss any further developments and/or response received from Breckland Council in relation to the building works being undertaken at Riverside Farm, Cutthroat Lane, Yaxham.  
No further update received.
8. To discuss Financial Matters:
  - a. The following payments were approved:

i. P M Benson salary (September and October 2013)	£557.00
ii. Norse Grounds Maintenance	£435.00
iii. Parish Online	£ 12.00
iv. Gowiseprint (Yaxham Parish Council CLP Account)	£734.00
  - b. To review the position of the forms to allow additional signatories on the Barclays Bank accounts.  
It was noted that all forms have been completed and submitted and that no further action is required at this time
9. Internal Control Procedures.
  - a. To consider month end bank reconciliations
    - i) Barclays Bank Community Account Statement dated 30<sup>th</sup> September 2013 in respect of the Yaxham Parish Council CLP account  
The bank reconciliation statement was reviewed and signed by Cllr Lowings as accurate.
    - ii) Barclays Bank Community Account Statement dated 12 October 2013 in respect of the Yaxham Parish Council Community account.  
The bank reconciliation statement was reviewed and signed by Cllr Lowings as accurate.

10. To receive an update on Highway matters.
  - a. To receive an update on work carried out and work planned and or investigated by Highways.  
The overgrown hedge that has been reported previously has not been trimmed, Clerk to chase highways.
  - b. To note other repairs/maintenance work required.  
BT have been notified about the tree overhanging the road on Pinns Corner although have denied responsibility. Cllr Harvey agreed to trim the tree.
  
11. To review advertising on the Yaxham Village website.  
Not discussed.
  
12. Heritage Walk.  
It was noted that this occurred last week.
  
13. East of England Co-Operative village defibrillator update – the delivery of the defibrillators was subject to further delay although the Clerk had been advised that a surveyor would be in touch in the short term to inspect the installation site at the Village Hall. It was agreed that the surveyor would contact Cllr Myhill.
  
14. The following correspondence was received:
  - a. Norfolk County Council – September 2013 – Grit Bin Register Winter Services letter.
  - b. Breckland Council ‘Second Change to save by switching your energy supplier’ letter 16 September 2013.
  - c. Norfolk County Council – Putting People First consultation now open – letter 23 September 2013.
  - d. Breckland Council – Tavazia Dance comes to Breckland – e-mail 8 October 2013.
  - e. Breckland Council – Breckland’s “big switch” deadline extended e-mail 8 October 2013.
  - f. Norfolk County Council – Delivering local highway improvements in partnership with Town and Parish Councils – letter dated 7 October 2013.
  - g. Norfolk Constabulary Crime Statistics – e-mail 10 October 2013 reporting nil crimes in Yaxham.
  - h. Norfolk RCC – Buy early campaign – Thinking Fuel – e-mail 16 September 2013.
  - i. Norfolk ALC - Parish Partnership fund update – October 2013.
  - j. Norfolk ALC – Annual Report.
  - k. Norfolk ALC Autumn Seminar – Wednesday 6<sup>th</sup> November 2013.
  - l. Breckland Council – Openness and Transparency on Personal Interests: A Guide for Councillors – letter dated 26 September 2013.
  - m. T Jones Electrical Ltd – Street Lighting – letter dated 24 September 2013.

15. To formulate the selection/interview procedure in respect of the interviews for the Clerk's position.  
It was agreed that Cllr Lowings would interview candidates and that the Clerk would be present to allow any questions on method of work to be answered.  
It was agreed by all members present that Cllr Lowings could determine the agreed salary within the scale.
  
16. To receive items for the next Agenda.  
Payment to Cllr Crummett in respect of invoice received by the clerk in the sum of £25.92 for plants for the village planters.  
Payment to Mrs Cross in respect cleaning of bus shelters in the sum of £30.  
Grounds Maintenance – noted that both contractors have done a very good job this year. Tenders to be issued on the same basis as this year.  
Village planters – it was noted that three have been repaired and that one has collapsed.

To confirm the date of the next meeting:  
**Full Meeting at 7:30 pm on Thursday 5<sup>th</sup> December 2013.**

The chairman closed the meeting at 20.55 hours.