

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD IN THE JUBILEE PARK MEETING ROOM  
AT 7.30 pm ON 19th MAY 2016**

Present: Cllrs Lowings (Chairman), Bennett, Crummett,  
Dimoglou, Goldsmith and Myhill  
In attendance Mrs K Wilson (Clerk), Cllr Claussen (Breckland  
Council) and 28 members of the public

**1. To elect a Chairman of the Council and signing of the Declaration of Acceptance of Office of Chairman.**

Cllr Lowings was proposed by Cllr Dimoglou, seconded by Cllr Crummett and it was unanimously AGREED that he be elected as Chairman. The Chairman signed the Declaration of Acceptance of Office.

**2.**

**3. To receive and accept apologies for absence.**

Apologies were received and accepted from Cllr Harvey.

**4. To receive disclosures of personal and prejudicial interests and disclosable pecuniary interests and requests for dispensations from Councillors on matters to be considered at the meeting.**

Cllr Dimoglou declared a pecuniary interest and left the room.

**5. To elect a Vice Chairman**

Cllr Crummett was re-elected unanimously as the Vice Chairman

**6. To agree and sign the minutes of the Full Meeting held on 28th April 2016.**

The minutes were accepted as a true record and signed by the Chairman.

**7. To note any matters raised in the Annual Parish Meeting that should be discussed at a future Parish Council Meeting.**

To discuss the proposed alterations to the River Tud in relation to the proposed development of 300 houses at Westfield.

To discuss the Community Car Scheme

To discuss the removal of the bank by Pinns corner and the resulting flow of effluent on to the car parking area and contamination of water course.

To discuss Highways issues – potholes outside Hazeldean, Mill Lane and the top end of Stone Road by Clint Green

Yaxham Charity and application of grants from the Charity

**8. To appoint representatives to Yaxham Woodlands Group and Yaxham Primary School**

The following representatives were appointed: Yaxham Woodlands Group – Cllr Crummett, Yaxham Primary School – Cllr Harvey.

**9. To agree the dates of Parish Council meetings until April 2016.**

The dates were agreed. The clerk will circulate the dates and put them on notice boards and the website.

**10. To discuss Code of conduct issues**

Cllr Dimoglou left the room. The Chairman said the matter will be referred to the monitoring officer at Breckland

**11. To hold a public session**

**The public session opened at 8.00pm.**

Several members of the public asked if the request to look into Cllr Dimoglou's Declaration of Interests had been followed up. Cllr Lowings said it was being referred to the Monitoring Officer and a letter will be sent to the Monitoring Officer at Breckland.

A member of the public asked if a response had been received from Breckland following the letter expressing a wish to reverse the decision to become a Local Service Centre.

A member of the public asked if it was correct that Pinns Corner had been sold – Cllr Lowings expressed the parishioners interest may well be confused with land rumoured to of been sold opposite Pinns corner

The issue of dog excrement along a public footpath and the playing field was discussed .

The issue of crops closing in over a public footpath was raised. The Clerk was asked to write to the farmer to resolve the issue.

A member of the public gave documentation relating to the proposed alterations of the River Tud. It was explained that the Parish Council had previously requested Breckland Council informed affected local parishioners to ensure they were aware of the plans. As this has not happened the Clerk will follow up.

**The public session closed at 8.25pm**

**12. To receive matters of interest from District and County Councillors.**

Cllr Claussen had nothing to report.

Cllr Dimoglou spoke about Section 106 agreements which can be awarded to schemes already approved and the importance of planning ahead to allow the Parish Council to take advantage of grants available under this scheme. Mr Smith advised that the proposed improvements to the play area have already been done and costed.

**13. To discuss Planning Matters:**

**a. To review the following planning applications:**

A planning application (3PL/2016/0499) was received but not in time to be included on the agenda. The Chairman asked for a deferment until the following meeting.

**14. To discuss Financial Matters:**

**a. To approve payments**

**The Council approved the following payment: Eastern Office Equipment NPY4 Group of £751.20**

**b. To approve bank reconciliations**

The bank reconciliations were not available.

**c. To receive the end of year financial report from the clerk**

No financial report was available.

**d. To consider the insurance quotations received for the coming year**

The Clerk was asked to investigate insurance renewal as this information was unavailable.

**15.. Internal Control Procedures:**

**To agree any steps to complete the Internal Control Policy requirements for 2014/15 and review the Policy's effectiveness**

Not discussed – deferred.

**16. NPY4 Presentation**

Ian Martin gave a financial report on the NPY4 Group - the costs of which stood at £5,317 at the beginning of April. There was some question mark over a grant towards costs being available via Breckland, who have now agreed to honour their original commitment and confirmed they will pay 50% of the funding.

**a. To review the internal audit arrangements for 2015/16**

**b. To review the assets register**

**17. To receive correspondence.**

There was no correspondence

**18. To receive items for the next agenda**

**Yaxham Charity**

**Highway (Lines outside school)**

**Insurance**

Planning application 3PL/2016/0358/0

**19. To discuss the structure of Parish Council agendas and review Standing Orders relating to conduct of meetings.**

**20. To consider passing a resolution to exclude the press and public from the meeting on the grounds that the next two agenda items to be transacted are confidential and publicity would be prejudicial to the public interest.**

The public were excluded from the meeting at this point.

**21. To discuss the need for a policy for councillor and parish clerk on dealing with communication and issues arising between meetings.**

It was agreed that any correspondence requiring a reply would be put to the Chairman and council who would instruct the clerk on a response.

The meeting closed at 10.45pm