



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE PARK MEETING ROOM
at 7.30PM on 16th NOVEMBER 2017**

Present Cllrs. Lowings (Chairman), Crummett, Dimoglou, Goldsmith and Martin.

In Attendance Mrs M Eversfield (Clerk and RFO) and 17 members of the public.

- 1) Chairman's opening remarks.** The Chairman welcomed those present and thanked them for attending. He introduced Mrs Eversfield as the new Clerk and RFO for Yaxham and welcomed her to the Parish. He reiterated his comments from a meeting some time ago and reminded Councillors of the code of conduct and the need to treat each other, employees and the public with respect; and that if a Councillor had a complaint about the Clerk that they should raise it directly with him and not the Clerk, as the Council had serious employment responsibilities towards the Clerk.

The Chairman also reported that following questions raised at the July Council meeting by a member of the public this has led to the uncovering of a number of accounting irregularities, and finally the involvement of the Police. As a result of this the accounts for 2016-17 have not yet been signed off by the external auditor. The Chairman thanked the former Clerk, Cllr Martin, Norfolk Association of Local Councils and the External Auditors for all of their assistance on the matter. The Auditors will be publishing a Public Interest Report in due course and only then can the information be made public.

- 2) To receive and accept apologies for absence.** Cllr Bennett due to a holiday commitment and Cllr Harvey due to a prior engagement.
- 3) To receive declarations of interest and consider any requests for dispensations.** Cllr Dimoglou declared an interest in items 7.5, 8 & 9.

- 4) To adjourn the meeting for public discussion.**

A resident stated the need for bus shelters within the Parish. They were informed that this would be discussed under agenda item 10.6.

A lengthy debate took place after Mr Dimoglou questioned inaccuracies in the accounts that are currently being audited and made a statement that the Chairman was not acting in the best interest of the Parish. Resident's questioned Mr Dimoglou's representation of the Parish and stated that he did not act in the best interest of the Parish.

The Woodland Group thanked the Parish Council for its grant towards the new bench.

There were no County or District Councillor reports

- 5) To approve the minutes of the meeting held on 19th October 2018.** The minutes were agreed unanimously and signed by the Chairman.
- 6) To report on matters arising from the minutes not covered by the agenda.** Councillor Martin stated that following the meeting Mrs Melanie Eversfield was offered the position of Clerk and RFO with all the relevant paperwork signed on 2nd November along with an

official handover period. It was also noted that Mrs Catherine Moore had been offered the appointment of Internal Auditor and had come highly recommended, had accepted the position. The Chairman thanked Councillor Martin for all of his work and efforts when acting RFO, since elected.

7) To discuss planning matters

7.1 To receive new planning applications and comment. It was noted that there were no new planning applications.

7.2 To receive additional information on planning applications and comment. It was noted that there was no additional information on planning applications.

7.3 To receive results of applications. The Clerk reported the following results: -

Location: YAXHAM Osterley Norwich Road, Yaxham

Reference: 3DC/2017/0152/DOC

Proposal: Erection of one and a half storey dwelling 3PL/2015/1371/F Conditions(s) 7 and 8

Breckland Council hereby gives notice that the condition(s) have been DISCHARGED IN PART.

Location: YAXHAM Gadwall Farm Spring Lane

Reference: 3DC/2017/0140/DOC

Proposal: Demolition of outbuilding and erection of a replacement building for use as an annex 3PL/2017/0231/F Conditions(s) 5

Breckland Council hereby gives notice that the condition(s) have been fully satisfied and therefore are DISCHARGED IN FULL

Location: YAXHAM Glenroy Church Lane, Yaxham

Reference: 3PL/2017/1142/F

Proposal: Proposed change of use of existing domestic outbuilding to D2 use (Canine Physiotherapy Clinic)

FULL PLANNING PERMISSION

7.4 To receive latest report on the Neighbourhood Plan. The Chairman of the Neighbourhood Plan Working Group gave a detailed description of what can be expected if one attends the open day at the Village Hall on Saturday 25th November 2017 between 10am and 3pm. The main aspect of this open day will be gauging the wishes of the Village in relation to community facilities. The findings of this will be presented to the Parish Council in January 2018 to enable a project vision for the next 5 years.

Councillor Dimoglou left the room at this point of the meeting

7.5 To receive an update on Yaxham Waters. The Chariman gave a brief overview of the meeting, that was held just before the Parish Council meeting, with the Enforcement Officer at Breckland Council. It was noted that the Officer had stated that negotiation was far more effective than enforcement and that he was hopeful that foul drainage issues should be resolved in the coming months.

The Clerk read a letter that had been received from the General Manager of Yaxham Waters stating that Cllr Dimoglou no longer has an interest, nor has any ties with the holiday park and that this has been the case since 28th April 2017.

- 8) **To receive an update from Standard's in respect of the Parish Council's complaint against Councillor Dimoglou.** The Clerk stated that she had received an email stating that Councillor Dimoglou has been given until 19th November 2017 to respond.
- 9) **To receive Councillor Dimoglou's representation of the residents of Yaxham and discuss further.** As Councillor Dimoglou had left the room this item was deferred until the next meeting of the Council.

Councillor Dimoglou entered the room at this point of the proceedings

10) Finance

10.1 The following payments were APPROVED:

Payee	Detail	Gross	VAT	Net
Mr Ian Martin	Expenses whilst acting RFO	£37.09	£5.50	£31.59
Pat Baldwin	Locum Clerk Hours	£90.00	£0.00	£90.00
Mrs Melanie Eversfield	Clerk & RFO Hours and Office allowance	£318.66	£0.00	£318.66
YVAA	Hire of Meeting Room for 2017	£225.00	£0.00	£225.00
Gary Lake	Grass Cutting	£649.00	£0.00	£649.00
	Total	£1,319.75	£5.50	£1,314.25

The Clerk stated that due to the proximity of time between handover and the meeting along with the fact that the bank statement has not arrived yet a comparison of receipts and payments against the budget and bank reconciliation could not be provided. However, she assured Councillors that she would provide a full update for the January meeting.

- 10.2 To agree delegated authority to Cllr's Lowings and and Crummett for cheque signatory between now and January meeting.** It was AGREED that Cllr's Lowings and Crummett together had delegated authority to approve payment and sign cheques for the Clerk's December invoice, any Portakabin invoices (covered by grant) and approve further grass cutting if needed.

Councillor Dimoglou requested that his vote against these decisions be recorded.

- 10.3 To consider and approve the draft budget and precept for 2018/19.** The draft budget for 2018/19, including proposed "earmarks", was presented by Cllr Martin as outgoing RFO, and considered by the Council. Cllr Dimoglou challenged the s137 grant and the Community News advert budget items. Cllr Martin explained the inclusion of these items. Cllr Dimoglou also challenged the earmark proposals, including the £3,000 a year for election costs and £3,000 for planning advice. Cllr Martin stated that the election costs were not an annual cost, but an allocation of the Council's reserves. He stated that planning advice provision was for the Council in the event on an appeal by Lanpro, Yaxham being discussed at the Local Plan Public Inquiry or a complex planning application. After discussion Cllr Martin proposed the draft budget (including earmarks) and the precept for 2018/19 at £11,000, the same level as for 2017/18, and this was AGREED by 4 votes to 1. Cllr Dimoglou requested that his vote against these decisions be recorded.

- 10.4 To consider and approve any councillor / clerk training that may be required.** It was noted that the Clerk would email councillors the Norfolk Association of Local Councils training programme. If there are any courses of interest to member's, please let the Clerk know so that it can be placed on the next agenda for approval.

- 10.5 To consider quotations for replacement Defibrillator pads and battery.** It was unanimously AGREED to purchase the above from Direct365 at a cost of £211.00 plus

VAT.

10.6 To consider application to the Parish Partnership Scheme 2018-19 funding. It was unanimously AGREED to submit a bid for 50% funding from Norfolk County Council for a pair of village gateways at Norwich Road, Dereham Road and Whinburgh Road, two bus shelters at St. Peter's Close and one bus shelter at Norwich Road. The total project cost is £11,352.78 with the Parish Council having to fund £5,676.39 if successful. The Clerk was thanked for all her efforts in producing this information in such a short time span. It was noted that a bid could be made for a bus shelter at Clint Green in the next round of funding.

11) Correspondence. The Clerk had previously circulated, via email, the latest newsletters from Norfolk ALC, Breckland and Dereham Walkers. She also circulated an invitation to the CPRE meeting at Dereham on 27th November of which Cllr Martin stated that he would attend. Cllr Martin also stated that he and Cllr Lowings had attended the Norfolk County Council Roadshow at Mattishall hosted by Cliff Jordan.

12) To Note any items for inclusion on the next Agenda. Creation of a staffing committee. Neighbourhood Plan and YVAA 5-year project plan. Review of financial regulation's, bank accounts, account signatories and mandates. Relocation of dog waste bin from The Old Post Office.

13) To agree meeting dates for 2018 at 7.30pm. They were agreed as follows:-

Thursday 25th January
Thursday 22nd February
Thursday 22nd March
Thursday 26th April
Thursday 31st May
Thursday 28th June
Thursday 26th July
Thursday 27th September
Thursday 25th October
Thursday 22nd November

There being no other business the Chairman thanked all for attending and closed the meeting at 9.07pm.

Chairman 25th January 2018