



YAXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE JUBILEE PARK MEETING ROOM AT 7.30 pm ON 14 MAY 2015

Present: Cllrs Lowings (Chairman), Bennett, Crummett, Dimoglou, Goldsmith and Harvey.
In attendance Mrs F Needham (Clerk), Cllr Claussen (Breckland Council) and members of the public

15/68. 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.

15/69. To elect a Vice-Chairman of the Council and signing of the Declaration of Acceptance of Office of Vice Chairman.

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

15/70. Delivery of Declaration of Acceptance of Office forms.

All other councillors present signed the Declaration of Acceptance of Office.

15/71. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr Bennett.

15/72. 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.

None.

15/73. To agree and sign the minutes of the Full Meeting held on 3rd April 2014.

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

15/74. To note any matters raised in the Annual Parish Meeting that should be discussed at a future Parish Council Meeting.

None.

15/75. To appoint representatives to Yaxham Village Amenities Association Yaxham Woodlands Group Yaxham Primary School

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

15/76. 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 noticeboards and the website.

15/77. To hold a public session.

Mr Faircloth said he had enjoyed his time as a councillor and was sorry not to be re-elected and asked when the defibrillator will be discussed.

15/78. To receive matters of interest from District and County Councillors.

Cllr Claussen reported that Gladmans have submitted an appeal for the planning application for 90 houses in Mattishall and submitted a new application for 65 homes. Cllr Claussen said that he hoped to be a member of the planning committee, and so would be able to discuss planning policy and issues but would not be able to assist the PC on individual applications because of the rules on pre-determination

15/79. To discuss Planning Matters:

a. To review the following planning applications:

3PL/2015/0416/F Mr & Mrs High – Brent House Norwich Road Clint Green NR19 1AB – Proposed extension to rear of bungalow

It was AGREED to make no objections to this application.

3PL/2015/0426/F Mr Cheetham – Gadwall Farm Spring Lane NR19 1SA – MMA to
3PL/2014/0064/F – Convert agricultural to one dwelling only

It was AGREED to support this application.

3AG/2015/0014/AG Mr Davis – Mill View Farm Cutthroat Lane NR19 1RG –
Erection of Steel Framed Building (Permitted Development)

It was AGREED to make no objections to this application and to comment that the holding is in agricultural use.

3PL/2015/0509/F Mr & Mrs Lyon – St Walstans Station Road NR19 1RB – Change of use (retrospective) of former agricultural land to garden and erection of double garage for domestic use

It was AGREED to make no objections to this application.

b. To note any planning decisions:

3SO/2014/0006/SCO - Cirrus Strategic Land - Land off Westfield Road EIA Scoping Opinion- Planned Urban Extension

It was noted that the decision has been made on the Scoping Opinion. The clerk pointed out that this decision was made some time ago but had never been formally reported at a PC meeting. The details are available on the Breckland Council website or from the clerk.

15/80. To discuss Financial Matters:

a. To approve payments

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| Norfolk County Council – 20 mph signs | £175.00 |
| F Needham – clerk's pay May 2015 | £220.88 |
| HMRC – PAYE Apr & May 2015 | £24.40 |
| Norfolk Pension Fund – contributions Apr & May 2015 | £143.22 |
| F Needham – clerk's expenses May 2015 | £50.20 |

b. To approve bank reconciliations

The bank reconciliation statement for the Community Account (to bank statement dated 30 March 2015, balance £6619.32) was reviewed and signed by Cllr Lowings as accurate.

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

The clerk presented the end of year account. Douglas Harrow will be doing the internal audit before the next meeting at which the Annual Return will be approved.

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

It was agreed to renew with Aviva through Came and Company on a three year Long Term Agreement for an annual cost of £303.64.

15/81. Internal Control Procedures:

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

The clerk reported that the requirements of the Internal Control Policy for 2014/15 to date have been met. The Policy was reviewed and it was AGREED it was effective and no amendments were needed. The final requirements can be completed after the Internal Audit report is received.

b. To review the internal audit arrangements for 2015/16

It was AGREED to continue with Douglas Harrow as the internal auditor with the same arrangements as for 2014/15.

c. To review the assets register

The assets register was reviewed. The SAM2 and defibrillator have been added plus the new dog waste bin.

15/82. To receive an update on Highway matters.

a. To receive an update on work reported to Highways

The clerk will put an update on work reported to Highways on the website, and it was AGREED members of the public and councillors will be encouraged to report work needed directly to Highways. The clerk has put a link on the website.

b. To note other maintenance work required

The bus stop sign is still not in place – the clerk will contact Helen Martin to ask what is happening. Cllr Harvey was thanked for trimming back the bank.

15/83. To agree schedule for SAM2 for May to July.

SAM2 will be returning to Yaxham at the beginning of June. The schedule was agreed and will be put on the website.

15/84. To discuss the Yaxham Neighbourhood Plan.

There was a lengthy discussion about whether the Parish Council should start work on a Neighbourhood Plan (NP). The Chairman invited Cllr Claussen and members of the public to join in the initial discussion. The following points were raised: a great deal of time and commitment from a core group of people would be needed. There may be costs to the Parish, although grants are available. A NP needs to be evidence based and is subject to a referendum and independent examination against set criteria. If accepted a NP becomes part of the planning policy which the District Council has to consider in making decisions. Involvement with and input into Breckland's Local Plan is another way of effecting local planning policy. The next stage of the Local Plan consultation will look at parish issues such as development boundaries and designation as local service centres. Yaxham has the Community Led Plan, which is similar to a village appraisal. Other options to doing a NP include updating the CLP, working with other parishes on planning issues (e.g. Mattishall are doing a transport study on the cumulative effect of proposed developments), and getting involved with Breckland's Local Plan so that the views of Yaxham residents are included in this. Councillors decided that the Parish Council does not want to take on doing a Neighbourhood Plan for the reasons above but will get involved with the Local Plan. It would be possible for the Parish Council to devolve work on a Neighbourhood Plan to another group, as is being done in Mattishall. It was agreed to consult with residents to see if there are

people who wish to take on this task. The clerk will put publicity on the noticeboards and website inviting anyone who would be interested in working on a NP to let the clerk know.

15/85. To receive correspondence.

1. Norfolk Constabulary Crime Statistics: 1 crime in April
2. Breckland Council: confirmation of Neighbourhood Plan Area for Mattishall
3. Norfolk ALC: New Good Councillor Guide £2 a copy – agreed clerk to order copies.
4. Email from George Freeman – noted.
5. Breckland Council: change in legislation effecting Section 106 funding for play and sports facilities. Parish Councils need to specify projects in advance in order for Breckland to require contributions from developers. To be put on a future agenda.
6. Yaxham Church Rooms Restoration Project: information on application to Aviva Community Fund: public can vote for the project to receive funds.
7. Letter from some residents of Priors Grove about an incident at Yaxham Waters: to be discussed under 15/90.

15/86. To receive items for the next agenda.

Siting of defibrillator, dog fouling including on Jubilee Park, request from football club for reseeding pitch, update on Badley Moor (clerk to contact Dereham TC), Neighbourhood Plan.

15/87. To discuss the structure of Parish Council agendas and review Standing Orders relating to conduct of meetings.

It was noted that Standing Orders set a number of rules for meetings which need to be kept to by councillors and members of the public. These include: a maximum length of time for public session (30 mins), that a question asked by a member of the public during a public participation session shall not require a response at the meeting nor start a debate on the question, that each member of the public is entitled to speak once only and shall not speak for more than 5 minutes, that people shall speak one at a time, and a person shall raise his hand when requesting to speak and await the invitation of the Chairman to commence, that the maximum length of meetings is 2 hours, and that councillors can resolve to move on to the next agenda item. It was AGREED that agendas will be structured with items likely to be of interest to members of the public near the start and administrative and financial items at the end.

15/88. 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 resolution was agreed.

15/89. 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 communication on issues other than those the clerk has been asked to deal with should be receive only a standard response from the clerk and then should be brought to the next PC meeting for consideration by councillors. The clerk will draft an amendment to Standing Orders to be considered at the next meeting.

15/90. To discuss the correspondence from a member of the public and decide on any further action.

It was agreed to take no further action with regard to the correspondence from a member of the public who does not live in the parish. The letter from some residents of Priors Grove was considered and a reply agreed to be sent by the clerk.

To confirm the date of the next meeting: **7:30 pm on Thursday 11th May 2015.**
The Chairman closed the meeting at 10.00 pm.