



YAXHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE JUBILEE PARK MEETING ROOM AT 7.30 pm ON 12 JUNE 2015

Present: Cllrs Lowings (Chairman), Crummett, Dimoglou, Goldsmith,
Harvey and Myhill.

In attendance Mrs F Needham (Clerk) and members of the public

15/91. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr Bennett and Cllr Claussen (Breckland Council)

15/92. 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 personal interest in Item 15/96 Fieldings Drive planning application as a neighbour.

15/93. To hold a public session.

Mr Gust reported that the Big Lunch was very successful and funds were raised for the Nepal earthquake appeal, but said that people would have like to see more parish councillors at the event.

Mrs Oechsle said that it was important to do a Neighbourhood Plan for Yaxham and that, as the Parish Council had decided not to go ahead with a NP, she would take on starting the process by holding a public meeting.

15/94. To receive matters of interest from District and County Councillors.

Cllr Dimoglou (speaking as a District Cllr) said that further planning application for 18 and 35 houses in Mattishall have been submitted and that these will effect Yaxham. The Mattishall NP is planned to be finished by December 2016, by which time the Breckland Local Plan should be in place.

15/95. To agree and sign the minutes of the Annual Parish Council Meeting on 14 May 2015.

The minutes were accepted as a true record and signed by the Chairman.
It was agreed to take the Neighbourhood Plan as the next item of the agenda.

15/96. Update on Neighbourhood Plan.

The Chairman invited members of the public to join in the initial discussion. At the last meeting Councillors decided that the PC does not want to take on doing a Neighbourhood Plan but could devolve this to a group of residents, 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 reported that she has not had time yet to put publicity on the noticeboards and website inviting anyone who would be interested in working on a NP to let the clerk know. Mrs Oechsle said she was willing to organise a public meeting and if enough people are interested, proceed with a NP. Cllr Lowings said that he welcomed Mrs Oechsle's offer to take a lead on the NP and would like the PC to support her and residents on this. There was some discussion about the costs and whether available grants would cover the full amount. Councillors felt they could not

make any commitment until the costs and available grants were known. Mattishall have obtained grants of £12,000 and are getting lots of help from Breckland Council. It was agreed that the first step is to attend a Mattishall NP meeting to find out more about what is involved, and once more information is known to consider the next steps of publicity and organising a public meeting. The clerk will circulate details of the next Mattishall Neighbourhood Plan which will be attended by Mrs Oechsle, Cllr Lowings and other councillors if possible.

15/97. To discuss Planning Matters:

a. To review the following planning applications:

3PL/2015/0528/O – Mr & Mrs Rob Thomas – Fieldings Drive NR19 1RD – Residential Development of 6 dwellings

It was AGREED to object on the grounds that the application is outside the settlement boundary and a development of this size should have some associated public open space.

b. To note any planning decisions:

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

3PL/2015/0131/F Diocese of Norwich (Director of Education) – Yaxham Primary School Norwich Road NR19 1RU – To provide a new outdoor artificial surfaced pitch - Withdrawn

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

15/98. Update on SAM2 and 20 mph signs.

Cllr Lowings will collect the SAM2 sign from Garvestone as soon as possible. The schedule of locations is on the Yaxham website, starting at Clint Green. The paperwork for the 20 mph signs near the school has been returned to Norfolk County Council.

15/99. To discuss the siting of the defibrillator.

Following discussion about the siting of the defibrillator, councillors agreed that they would like the defibrillator moved into a more visible position on the front of the village hall. It was agreed that Cllr Myhill will ask for this to be put on the next agenda of the YVAA.

15/100. To discuss training in use of the defibrillator.

The Ambulance Service are still unable to provide training due to workload. Training can be provided by Community Heartbeat at a cost of £200. The clerk was asked to look into the Red Cross or St John's providing training.

15/101. To decide whether to pay for reseeding of the football pitch.

The football club have requested that the Parish Council pay for reseeding of the pitch. It was agreed not to pay for the reseeding.

15/102. To discuss dog fouling particularly on Jubilee Park and agree any action.

It was agreed that Cllr Myhill will ask for the YVAA to discuss this.

15/103. To discuss work needed on the planters near the Yaxham sign.

The planters are starting to deteriorate and two will need replacement in the autumn. Cllrs Dimoglou and Crummett will have a look at options for replacement and this will be discussed at the next meeting.

15/104. To discuss paying a sum to the resident who supplies the water for the planters.

It was agreed to write and thank Mr Wright for doing the watering of the planters in the past and to pay Mr Wright £20 for the water supplied by meter.

15/105. Update on access to Badley Moor.

The clerk reported that Dereham Town Council have been told by Nick Anema that some kind of gate will be installed by the end of August 2015. It was agreed that the clerk will write to Nick Anema requesting that the padlock be removed from the gate immediately, with copies to the footpaths officer at NCC and Dereham Town Council.

15/106. To agree a policy on dealing with communication and issues arising between meetings.

It was agreed to insert the following into Standing Orders 31 Communications:

- c. Communication on issues other than those the Clerk has been asked to deal with should receive only a standard response from the Clerk and then should be brought to the next PC meeting for consideration by Councillors.

15/107. To receive correspondence.

1. Email from parish clerk of Whinburgh & Westfield Parish Council about Yaxham Parish Council election: A W&W councillor was given Yaxham PC voting papers at the polling station and although he queried this, was told this was correct. The W&W clerk has discussed this with Rory Ringer, Democratic Services Manager at Breckland, who said he was aware that W&W residents were given Yaxham voting papers for part of the day until told to stop but that Breckland are not intending to take any action unless objections are received – noted.
2. Email from a resident of Priors Grove in reply to letter from Parish Council about an incident at Yaxham Waters: to be discussed under 15/112.

15/108. To discuss Financial Matters.

a. To approve payments

Douglas Harrow – internal audit	£125.00
FC Read & Son – plants and compost	£76.91
Broker Network Ltd – insurance	£303.64
F Needham – clerk’s expenses June 2015	£42.89
F Needham – clerk’s pay June 2015	£260.44
Norfolk Pension Fund – contributions June 2015	£71.66

b. To approve bank reconciliations

None

15/109. Internal Control Procedures.

a. To receive the Internal Auditor’s report.

The Internal Auditor’s report was received and accepted, except that the report is dates 2014. It was agreed the clerk will write to the internal auditor to request a corrected report.

b. To approve the Accounts for the Financial Year 2014/15.

The Accounts for the Financial Year 2014/15 were approved.

c. To agree Section 1 and complete Section 2 of the Audit Commission Annual Return for the year ended 31st March 2015. To confirm the Explanation of Variances and Year End Bank Reconciliation.

The Explanation of Variances and Year End Bank Reconciliation were confirmed. Section 1 of the Annual Return was agreed and Section 2 completed.

15/110. To receive items for the next Agenda.

Neighbourhood Plan including report back from Mattishall NP meeting, planters

15/111. 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.

15/112. To consider correspondence.

A reply to the letter from the Parish Council to some residents of Priors Grove was considered. It was agreed that the clerk will reply requesting that any questions the correspondents wish to discuss with the Proprietor of Yaxham Waters should be taken up directly with him.

15/112. Resignation of Parish Clerk and recruitment of new Clerk

The clerk has tendered her resignation with the last day of one month's notice being 8th July but the clerk will consider working for longer to allow a smooth handover to the new clerk. It was agreed to advertise the post through the website and noticeboards with a closing day for applications of 10 days from the advert. The hours of work will be 26 per month with the rate of pay according to national scales.

To confirm the date of the next meeting: **7:30 pm on Thursday 9th July 2015.**

The Chairman closed the meeting at 9.50 pm.