



**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE JUBILEE PARK MEETING ROOM  
at 7.30PM on September 21<sup>st</sup> 2017**

**Present** Cllrs. Lowings (Chairman), Crummett (Vice-Chairman), Harvey, Bennett, Dimoglou, Goldsmith & Martin.

**In Attendance** Mrs P Baldwin (Locum Clerk) and 21 members of the public.

**1. Chairman's opening remarks.** The Chairman welcomed Ian Martin to the Parish Council and thanked Mrs Pat Baldwin for clerking the meeting. He welcomed the fact that the uncontested election would only cost £75, instead of the £1,600 last time. He confirmed that the Clerk, having resigned, will finish at the end of the Month. Her resignation letter is however confidential - due to employment law- and he has sought advice from NALC as to whether the letter can be shared with councillors. The Chairman thanked Mrs Wilson, the clerk, for the work that she has carried out on behalf of the Council. As agreed previously, the Responsible Financial Officer's work for the Council has ended. The Auditors, Mazars, have queried the annual return. Issue of the report is delayed, pending further research and the receipt of further information. Various matters therefore remain confidential.

**2. To receive apologies for absence.** There were no apologies.

**3. To receive a signed declaration of acceptance of office by the newly elected member of the Parish Council.** Cllr Martin handed a signed declaration of acceptance of office and confirmed that he had submitted a completed register of interests to Breckland Council. He also confirmed that he has received a copy of the Standing Orders, Code of Conduct and Financial Regulations.

**4. To receive disclosures of personal & prejudicial interests.** Cllr Dimoglou declared an interest in item 8a.i, item 12 Yaxham Waters to 28/04/18 and item 13, complaint to Standards, Breckland Council

**4A. To agree and sign the minutes of the previous meeting.** The minutes were approved unanimously and signed by the chairman.

**5. To Hold a Public Session.** Concern was expressed by Cllr Dimoglou that the Chairman and ex-Clerk were doing work outside of authorisation. There has been no response from the Clerk to a Freedom of Information Request. Cllr Dimoglou stated that this is in contravention of laws laid down by Central Government and there should be a response forthwith. He asked that this be made an item of agenda at the next meeting and the Chairman agreed. Cllr Martin asked that the FOI requests and response be made public ahead of the next meeting and both the Chairman and Cllr Dimoglou agreed.

An e-mail was read to all by a member of the Parish Council. The author, a member of the public, then made a strong complaint re a breach of confidence as this was a private message sent to the chairman and vice chairman and should not have been made public. It was stated that Cllrs should not conduct themselves in a manner which risks bringing the Parish Council into disrepute. Cllr. Martin considered that personal e-mails cannot be classed as Parish Council business.

There was further discussion regarding the resignation of Cllr Myhill, the chairman confirmed that he had not suggested that Cllrs Myhill or Bennett should resign. He had only asked for confirmation that they wished to remain on the Parish Council.

A member of the public referred to the departure of the RFO and queried the extent of insurance cover against a claim for constructive dismissal. It was confirmed by the Parish Council that no such cover is in place.

The discussion continued to become more heated, various accusations were exchanged and therefore the clerk suspended the recording of minutes. The chairman intervened to restore order. The clerk then resumed recording minutes.

Attention was drawn to the forthcoming McMillan Coffee morning.

**6. To note any matters from Item 5 that should be raised at a future meeting.** The Freedom of Information Request. Clerk's resignation letter.

**7. District and County Councillors reports.** Cllr Dimoglou stated that there was nothing of interest.

**8. To discuss planning matters**

**a) To consider the following planning applications**

- i. **3PL/2017/1000/F** Cllr Dimoglou left the room. The application is for access and no other matters. The applicant stated that he is considering altering the front of the building to improve visibility. Some Cllrs expressed concerns re visibility and that to grant permission would make the junction more dangerous, whilst it was also suggested by others that to grant permission would prevent parking opposite to Well Hill, which causes difficulties for drivers of large vehicles when using the junction. The map is incomplete and inaccurate, the blind bend is not clearly shown.

**The Chairman closed the meeting to allow public comment.** The following comments were made: Comments posted on the Planning portal website clear up some points, Highways are best placed to comment on the junction, there should be no parking 15m either way of the junction, even commercial vehicles are not allowed to stop on the road there.

**The meeting then re-opened.**

The chairman read out a letter written by a member of the public. Following further discussion there was a vote on the matter. Three Cllrs voted in favour, three voted against granting permission, the casting vote was against,

therefore the Parish Council will submit an objection to the application for the following reasons:

The proposed access will be to the detriment of Highway safety, as it is opposite to a congested and difficult junction with Well Hill.

Inadequate visibility splays are provided at the junction with the highway, which would cause danger to users of the public highway and those going to and from the adjacent Primary School.

Visibility is severely restricted by the adjacent shop and post box directly to the west of the proposed access

The proposed access would be a significant visual intrusion, harmful to the character and appearance of area and is contrary to the consultation responses as set out in the Yaxham Neighbourhood Plan.

It was further agreed to ask Ward Councillor Paul Claussen to represent the Council's views when this came before the Planning Committee.

- ii. 3PL/2017/1111/VAR Carrington Wood Norwich Road Yaxham all in favour, no objection
- iii. 3PL/2017/0140/DOC Gadwall Fam Spring Lane Yaxham all in favour, no objection
- iv. 3L/2017/1142/F Glenroy, Church Lane, Yaxham, all in favour, no objection.

**b) To receive the following planning decisions**

- i. 3PL/2017/0947/F Railway Farm, Station Road permission granted
- ii. 3PL/2017/1499/O Glavenhill Ltd Permission refused

**9. Neighbourhood Plan Report.** A report was read to the Parish Council by the Chairman of NP4Y. She welcomed the refusal of the Glavenhill application, and thanked Ward Cllr Paul Claussen, NP4Y members Ian Martin and Gary Davison, and the PC Chairman for leading the fight. She noted that Cllr Dimoglou failed to represent the views of the Parish Council and spoke in direct contravention of the Parish Council's views. It was also noted that he refuses to support the Neighbourhood plan, although he supports that of another village. She reported that there will be a NP4Y consultation event in the village hall on Saturday, 25<sup>th</sup> November 2017

**10. Local Plan Consultation - To Agree the Parish Council Submission.** The Chairman of NP4Y tabled a draft response to Breckland's Local Plan Consultation. She said it was the soundness of the plan that is being tested. Cllr Dimoglou complained that it was not given to him in advance - we need a finished document! Cllr Martin explained that the consultation response was in the format it was so it could be transposed into Breckland's response form.

**The Chairman closed the meeting** to take a contribution from a member of the Public who asked how and why Cllr Dimoglou continually failed to represent the views of the Parish Council and of the village as expressed in the Neighbourhood Plan. **The Chairman re-opened the meeting** and said he would take this as an item of agenda at the next meeting.

Representation to Breckland on the Local Plan has to be made by 2<sup>nd</sup> October 2017. As time was short, the response was agreed in principle, and Cllrs would provide any detailed

amendments to the Chairman before submission. Cllr Dimoglou asked it be recorded that he did not support the contents of the submission.

**11. S106 matters.** Enquiries have been made, the officer presenting in May appears to have overstated her case. A meeting was arranged with Alex Chrusciak of Capita proved fruitless. The agreement re Elm Close cannot be altered. If a developer does not come forward pre-submission we will struggle to get s106 monies for the benefit of Yaxham. A ‘shopping list’ of projects is needed, which is covered by Neighbourhood Plan.

**12.Yaxham Waters No Update**

**13.Standards re complaint against Cllr Dimoglou No update**

**14. To discuss financial matters and approve payment**

**a) to note the latest bank balances** 10<sup>th</sup> August 2017

Barclays Community Account	£17,458.85
NS&I Account	£ 3,302.86

**b) to approve invoices for payment**

Cheque no	Payee	Invoice/ Advice	Details re payment	Amount	Vat	ex Vat
101059	EOE	EOE	NPlan Printing	£98.00	-	£98.00
101060	YVAA	Various	Portakabin works	£1,786.68	£297.78	£1,488.90
101061	K Wilson	K Wilson	Clerks hours	£272.96	-	£272.96
101062	K Wilson	K Wilson	Clerks Expenses	£146.85	£19.98	£126.87
101063	P Baldwin	P Baldwin	Locum clerk hours & Expenses	£93.00	-	£93.00

**c) To agree process for appointment of new internal auditor.** It was agreed to invite other local Parish Council’s auditors to apply to be the Council’s Internal Auditor and to consider these submissions at the next Council meeting.

**d) Annual Return.** It was agreed that the part 2 of the Annual form will be amended, in line with advice from Mazars dated 21st September 2017, and that the duly amended form will be returned to the auditors by 30th September 2017. Mazars have requested that box 9, section 2 of the audit form be amended to read £16,259, thus reflecting the purchase of a computer and printer. Box 3 on Section 2 should be amended to read £4,149, thus reflecting the interest of £19.71 credited to the NS & I account and due to this change Boxes 7 and 8 should be amended to read £16,981.00. It was also noted that correction fluid must not be used on the Audit form.

**15. Appointment of a new Clerk and RFO.**

**a) Recruitment Process.** Cllr Crummett has been dealing with the responses, there is one applicant so far. It was agreed to ask the applicant and any further applicants to complete a standard application form, and to hold interview(s) prior to the next meeting and candidates will be invited to stay throughout the meeting to see how the

Council operates. Cllr Crummett asked Cllr Martin to take this over from him due to health issues. There was discussion re the separate two roles, the previous meeting decided the two roles should be separate and would be kept under review subject to candidates.

**b) Interim Arrangements.** It was unanimously agreed that the Chairman will deal with phone calls, emails etc as acting Clerk, and Cllr Martin will be the acting RFO, and liaise with Mazars, as he identified the issue with the Annual Return. Pat Baldwin will continue to clerk meetings as a locum.

**16. Councillor Training.** The parish Council will fund training for Cllrs Lowings, Martin and Goldsmith. Cllr Martin to arrange. Other councillors to contact Cllr Martin if they want to attend any of the NALC courses on the list circulated.

**17. Correspondence** has been received from:

- Meeting re the preferred route for dualling the A47 between North Tuddenham and Easton this evening, the Clerk had emailed apologies and asked the Council be kept informed;
- Norfolk CC invite to 26<sup>th</sup> September 2017, Dereham Market Town Workshop - nobody is available to attend;
- Police invite to evening with Breckland Police at the Sports and Social Club, Dereham Road, Watton, IP25 6EZ on 23<sup>rd</sup> October 2017- nobody is available to attend;
- CPRE invite for 27<sup>th</sup> November at 7.15pm at Dereham Memorial Hall - nobody is available to attend.
- Garvestone PC had emailed re failure of people to receive polling cards at the General Election and asking whether Yaxham had similar issues. No reporting of a problem in Yaxham, although there had been an issue at the NP4Y Referendum - will respond accordingly.

**18. To Note any items for inclusion on the next Agenda.** Freedom of Information Request, Cllr Dimoglou not representing the views of the Parish Council, Recruitment process, Audit, PC complaint against Cllr Dimoglou, Internal Auditor, Potholes/Highways matters

**19. Planters.** Cllr Crummett will replant the planters, the cost should not exceed £60.00. He was offered a vote of thanks for his work on maintaining the planters.

**20. Any other Business**

a) Cllr Harvey will deal with the hedge by the meadow.

**21. Date of Next Meeting** The next meeting will be on Thursday 19<sup>th</sup> October 2017 commencing at 7.30pm, with clerk/RFO interviews before this, likely starting time at 6pm or 6.30pm – to be confirmed.

Meeting ended at 10.25pm