



**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE JUBILEE PARK MEETING ROOM  
at 7.30PM on 25<sup>th</sup> JANUARY 2018**

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

**In Attendance** Mrs M Eversfield (Clerk and RFO) and 16 members of the public.

**1) Chairman's opening remarks.** The Chairman welcomed those present, wished them a Happy New Year and thanked them for attending.

**2) To receive and accept apologies for absence.** There were none.

**3) To receive declarations of interest and consider any requests for dispensations.** Cllr Dimoglou declared an interest in items 7.1, 7.5, 8, 9 & 12.1. It was AGREED that Cllr Dimoglou be granted a dispensation with regard to item 9.

**4) To adjourn the meeting for public discussion and to receive the County and District Councillors reports.**

A resident requested that the hedge along Cutthroat Lane be trimmed back. The Clerk to deal with this.

Several residents raised their concerns with regard to parking in Station Road. The Clerk to send letters to the offending residents politely informing them of the problems been experienced.

A discussion took place with regard to the reserved matters application for Elm Close and the elements of the Section 106 agreement. The Parish Council and NP4 Yaxham will deal with this accordingly.

District Councillor Dimoglou stated that Breckland Council are moving forward with a market town initiative and gave brief details of the initiative.

Breckland Council has scored very highly on a customer satisfaction survey of street cleaning and recycling.

Cllr Dimoglou stated that the Local Plan has been challenged and therefore he will be making representation and will ensure that he represents the views of the District that he represents.

**5) To approve the minutes of the meeting held on 16<sup>th</sup> November 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.** There were none.

## **7) To discuss planning matters**

**7.1 To receive new planning applications and comment.** It was noted that the Reserved Matters application for Elm Close is now displayed on Breckland's website but we cannot comment until the next Parish Council meeting in February. The Clerk to request an extension to the deadline for comment and also asks District Councillor Claussen to request that the application be called into the planning committee.

**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: 3NM/2018/0001/NMA

Proposal: Amendment to 3PL/2015/1371/F (erect one and a half storey dwelling)-  
Change to profile of roof.

WITHDRAWN

Location: YAXHAM Forge House, Station Road

Reference: 3NM/2017/0069/NMA

Proposal: Conversion of existing cart lodge/garage to 2no guest suites change of use from residential to class C1.

GRANTED PERMISSION

Location: YAXHAM Railway Farm

Reference: 3PL/2017/0947/F

Proposal: Proposed barn conversion for holiday let.

GRANTED PERMISSION

Location: DEREHAM Land off Shipdham Road, Westfield Road and Westfield Lane

Reference: 3PL/2015/1490/O

Proposal: Residential development for a minimum of 291 dwellings, link roads, open space and recreational space.

REFUSED PERMISSION

Location: YAXHAM The Old Post Office

Reference: 3PL/2017/1000/F

Proposal: Residential access from Norwich Road, Clint Green, Yaxham with associated turning area.

GRANTED PERMISSION

**7.4 To receive latest report on the Neighbourhood Plan.** The Chairman of the Neighbourhood Plan Working Group gave a detailed report on the current happenings of the NP4 Yaxham group, a copy of which is attached to the official minutes.

Councillor Dimoglou left the room at this point of the meeting

**7.5 To receive new applications and comment.**

Location: Yaxham Waters, Dereham Road, Yaxham

Reference: 3PL/2017/1569/F

Proposal: Change of use of existing Managers dwelling into two units of holiday accommodation and Wardens accommodation.

COMMENTS: No objection in principle provided that the sewerage arrangements for the site and building are upgraded on first occupancy at the very latest.

**7.6 To receive an update on Yaxham Waters.** The Clerk read out two emails she had received from Planning Enforcement stating that when inspected for compliance with the 11-month occupancy restriction all units were unoccupied. Details of a meeting with the agent representing Yaxham Waters regarding outstanding issues were also given.

The Parish Council applauded the work of Mr Hay and AGREED to invite him to attend a meeting of the Council.

**8) To receive an update from Standard's in respect of the Parish Council's complaint against Councillor Dimoglou.** The Clerk informed all those present that she had received an email stating that this has been looked at by an Independent Person and their findings are now with the Monitoring Officer to review and make a final decision on the matter.

Councillor Dimoglou entered the room at this point of the proceedings

**9) To receive a statement from Councillor Dimoglou with regard to how he represents the interests of the residents of Yaxham and discuss further if necessary.**

Councillor Dimoglou gave a very thorough statement as to how he represents the interests of the residents of Yaxham as a Parish and District Councillor.

## **10) Finance**

### **10.1 The following payments were APPROVED:**

<b>Payee</b>	<b>Detail</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Mrs M Eversfield	Clerk's Dec 2017 wages & expenses	<b>£430.90</b>	£0.00	£430.90
Direct365Online	Defibrillator Battery & Pads	<b>£211.00</b>	£42.20	£253.20
Mrs Melanie Eversfield	Clerk's Jan 2018 wages & expenses	<b>£407.83</b>	£0.00	£407.83
EOE	Printing Costs for NP4Yaxham	<b>£48.00</b>	£0.00	£48.00
	<b>Total</b>	<b>£1,097.73</b>	£42.20	£1,139.93

The Clerk distributed accounting information relating to receipts, payments, bank reconciliation and comparison of income and expenditure with the budget for 2017/2018 to 10<sup>th</sup> January 2018. This information was noted and the Clerk was thanked for all of her work and efforts in producing the documentation.

### **10.2 To receive the Mazars LLP Public Interest Report, note its conclusions and agree its recommendations.**

The Chairman gave a brief overview of the background to this report been produced and a lengthy discussion took place afterwards. It was AGREED to accept the report and AGREED to deal with the recommendations contained therein. The Clerk to ensure that these are dealt with in a timely manner in the coming months.

The Chairman explained that the Council are subject to a further invoice from Mazars due to the additional work it has undertaken and explained that he had sent a letter requesting that they revise the sum of £750 plus VAT. An update will be given at the February meeting.

The Chairman and Councillor Martin were thanked for all of their hard work and efforts on the matter.

### **10.3 To receive the External Auditor's report for accounts ending 31<sup>st</sup> March 2017 and to consider its conclusions.**

The report was considered and its conclusions were noted.

**10.4 To receive report from the Clerk with regard to a review of Parish Council bank account arrangements.**

The report was considered and it was AGREED to close the account with National Savings and Investments with the £3,302.86 currently held in this account been transferred to the Barclays Community Account. The bank mandate for the Barclays Community Account to be updated so that Councillors Lowings, Crummett and Goldsmith are signatories and that the Clerk has access to online banking to be able to access bank statements only. The correspondence address to be changed to the Clerk's address at the end of her probationary period in February.

**10.5 To receive and agree recommendations in the NP4Yaxham Working Group report on Community Benefit Projects for 2018-2023.**

Following a lengthy discussion, it was AGREED that the Parish Council recognises that there are a number of significant parish funds available that could be bought forward over the next five years and that there are potentially significant parish funds available that could help a number of projects to be undertaken. It was also AGREED that it will therefore manage funds accordingly to help maximise the number/value of projects that can be achieved for the benefit of the community and that it will draw up grant-making policies to reflect this, whilst continuing to provide the facility for other smaller grants as they arise.

**10.6 To receive correspondence from The Smaller Authorities Audit Appointments regarding External Auditor Appointments for 2017/2018.**

The information contained in the letter was received and noted by all councillors.

**10.7 To consider and approve any councillor / clerk training that may be required.** It was noted that the Clerk had emailed 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.

**11) Policies and Procedures**

**11.1 To consider and agree implementation of a Staffing Committee and agree its membership and terms of reference.**

It was AGREED to implement a staffing committee for a trial period of 1 year to be held before a Parish Council meeting on dates that there is not a Parish Charity meeting. It's membership to consist of the Chairman, Vice-Chairman and Councillors Goldsmith and Martin. The draft terms of reference prepared by the Clerk were also AGREED.

**11.2 To consider and approve Yaxham Parish Council Financial Regulations.**

These were considered and APPROVED. The Clerk was thanked for all her work on this document.

**12) Responsibilities**

**12.1 To consider relocation of dog waste bin currently located at Old Post Office, Clint Green.** It was AGREED to relocate the bin to Spring Lane subject to approval from Breckland Council and Norfolk County Council Highways.

**12.2 To consider request from Garvestone Parish Council for 50% contribution towards repair work on SAM2.** Councillor Crummett gave a verbal update as to the current status of the SAM2. It was AGREED to reply and state that the Council agrees in principle to the contribution and that it wants to know what the assessment of the equipment is before any expenditure is incurred.

**13) Correspondence.** The Clerk had previously circulated, via email, the latest newsletters from Norfolk ALC, Breckland, George Freeman MP, CPRE Norfolk and Community Action Norfolk. She also stated that she had received an email regarding the deadline for Yaxham Community News March edition. It was AGREED that the Clerk and Councillor Martin work together on an article.

**14) To note that the Clerk submitted the Parish Council's comments regarding the Konnect 4 Bus Subsidy Withdrawal Consultation.** Noted.

**15) To note any matters needing attention relating to Highways.** It was noted that the flashing lights by Peter Bennetts are not working – Cllr Jordan to be approached. It was also noted that Church Lane is full of pot holes and needs completely re-surfacing. The Clerk to contact highways.

**16) To note any items for inclusion on the next agenda and to note date of next meeting as Thursday 22<sup>nd</sup> February 2018 at 7.30pm.** Location of dog waste bins, Breckland Local Plan, Elm Close planning application, Authority for Chairmanship training, staffing committee for Clerk's probationary period.

There being no other business the Chairman thanked all for attending and closed the meeting at 9.55pm.

Chairman 22<sup>nd</sup> February 2018