



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE PARK MEETING ROOM
at 7.30PM on 22nd MARCH 2018**

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

In Attendance Mrs M Eversfield (Clerk and RFO) and 19 residents.

- 1) Chairman's opening remarks.** The Chairman welcomed those present.
- 2) To receive and accept apologies for absence.** Apologies were received and accepted from Councillor Goldsmith due to another commitment.
- 3) To receive declarations of interest and consider any requests for dispensations.** Cllr Dimoglou declared an interest in items 6.3, 8.5 & 9.
- 4) To adjourn the meeting for public session and to receive the County and District Councillors reports.**

Residents questioned if there was any update on the post box that was removed. The Clerk explained that she had not made a great deal of progress as it was proving difficult to ascertain answers from Royal Mail. She stated that George Freeman MP had been contacted and was hopeful that with his involvement the problem would be rectified sooner rather than later. A discussion took place with regard to planning conditions on the land that the post box was originally erected on. Cllr Dimoglou stated that he would take this forward with his contacts at Royal Mail and let the Clerk know the outcome.

Cllr Dimoglou stated that a new planning application will be submitted for the Old Post Office site and that he feels it will address all of the Parish Council's previous concerns and that it complies with the Neighbourhood Plan policies.

District Cllr Dimoglou stated that a recent planning application in Mattishall went to appeal and was upheld by the Planning Inspector due to a lack of 5-year land supply in Breckland.

Cllr Lowings thanked Mr & Mrs Salter and Katy Marczewski for all of their help and advice regarding WW1 100th Anniversary celebration ideas.

- 5) To approve the minutes of the meeting held on 22nd February 2018.** The minutes were confirmed as a true record and signed by the Chairman.

6) To report on matters arising from the minutes not covered by the agenda.

6.1 Breckland Council Local Plan 2011-2036 examination in May-June 2018. The Clerk reported that Breckland have agreed for representatives from the Parish Council and NP4Yaxham can attend the examination hearing and represent the views of Yaxham.

6.2 Planning Appeal for planning application 3PL/2016/1499/O-Land north of Norwich Road. The Clerk reported that although there had been lots of support for public inspection of this appeal our request was not successful and the appeal would be heard via written representations.

6.3 Relocation of dog waste bin outside the Old Post Office. The Clerk reported that she had been in touch with an officer at Breckland Council regarding the relocation of this waste bin. He has suggested that it is relocated to where the bus stop is on the junction of Norwich Road/Well Hill. As this land is not owned by Norfolk County Council nor Breckland the Parish Council would need to seek approval from the land owner. After some discussion it was suggested that it is relocated opposite the bus stop on Well Hill side and next to the salt bin.

6.4 Update on the removal of post box – The Clerk stated that this had been dealt with under public discussion.

6.5 Parish Partnership Bid 2018/2019-The Clerk stated that Norfolk County Council had mislaid our application and therefore after sending the application again NCC will see if it can be approved retrospectively.

6.6 Community Speedwatch – The Clerk reported that she has contacted the officer in charge of this and is awaiting a phone call back.

7) To approve the minutes of the staffing committee meeting held on 22nd February 2018. These were agreed as a true record and signed by the Chairman.

8) Planning

8.1 To receive new planning applications and comment. There were none.

8.2 To receive additional information on planning application and comment. There were none.

8.3 To receive results of applications. It was noted that the Elm Close application for variation of conditions regarding the fire hydrant has been rejected.

8.4 To receive latest report from 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 meeting at this point of the proceedings.

8.5 To receive an update on Yaxham Waters. The Clerk stated that there was nothing to report.

9) To receive an update from Standards in respect of the Parish Council's complaint against Cllr Dimoglou. The Clerk stated that a reply had been sent to Breckland Council stating the Council's dissatisfaction to the letter and the whole procedure of the complaint and that she had received no response so far.

Councillor Dimoglou entered the meeting at this point of the proceedings

10) Finance

10.1 The following payments were APPROVED:

Payee	Detail	Gross	VAT	Net
-------	--------	-------	-----	-----

Mrs M Eversfield	Clerk's March wages & expenses	£365.13	£0.00	£365.13
Norfolk ALC	End of Year Accounts Training	£ 25.00	£5.00	£ 30.00
Information Commissioner	Data Protection Registration	£ 35.00	£0.00	£ 35.00
Eastern Office Equipment	Printing for NP4Yaxham Newsletter	£ 50.74	£0.55	£ 51.29
Small Fish	Planning Consultancy	£ 34.80	£6.96	£ 41.76
	Total	£510.67	£12.51	£523.18

The Clerk distributed accounting information relating to receipts, payments, bank reconciliation and comparison of income and expenditure with the budget for 2017/2018 to 10th March 2018. This information was noted. It was also noted that the over payment in website fees of £110.66 and VAT refund had still not been received. The Clerk to chase this.

10.2 To consider and approve any councillor/clerk training that may be required. Agreed that the Chairman could attend the Chairman training course on 11th & 18th June 2018 at Swaffham at a cost of £110.00 plus VAT. The Clerk to book this.

10.3 To receive report from the Clerk regarding 2017/2018 External Audit. It was noted that as Yaxham falls under the £25,000 threshold it would usually be exempt from audit but as there is a Public Interest Report against the Council this exemption does not apply and therefore the cost of the External Audit will be £200.00. It was AGREED that confirmation should be sought as to whether this will be a one off for this financial year or if it will apply indefinitely.

10.4 To consider payment for bus shelter cleaning. It was AGREED that the amount that the Parish Council pays be ascertained and this payment for both cleaners to be placed on the next agenda for approval.

10.5 To consider letter from Mazars LLP and invoice of £750.00 plus VAT. AGREED that the invoice be paid.

11) Policies and Procedures

11.1 To consider report from the Clerk regarding General Data Protection Regulations. It was AGREED that the Clerk produces the documentation as required. It was also AGREED that there would be no committee solely dealing with GDPR but that it would form part of the ordinary agenda.

11.2 To consider proposed grant making policy and application forms. AGREED.

11.3 To consider adoption of an Anti-fraud policy. AGREED.

11.4 To consider updated Standing Orders. AGREED that these be approved subject to addition of clause regarding GDPR and amendments as suggested by Cllr Martin.

11.5 To receive Asset Register. It was noted that the porta kabin, dog waste bin in Station Road and flower boxes need adding to the register. Cllr Martin to take pictures and send to the Clerk. The Clerk to update the register accordingly. The Clerk to also seek a copy of the YVAA's insurance policy with regard to the porta kabin.

11.6 To consider Financial and Risk Assessment. AGREED that these be approved subject to addition of clause regarding GDPR and clause 3.3 of the Financial Risk Assessment stating that the Clerk cannot make purchases of individual items in excess of £300 without prior (minuted) authority of the Council. This amount should be reviewed annually to take account of inflation.

12) Correspondence. The Clerk has previously circulated, via email, the latest news from Norfolk ALC, Breckland Council, Dereham Network Improvement Strategy and Community Action Norfolk.

13) To consider parishioners proposals for additional dog waste bins to be considered at the following locations: -

- **Cutthroat Lane/Paper St. Junction**
- **Cutthroat Lane/Spring Lane Junction**
- **Pinns Lane/Stone Road**
- **'Top' of Well Hill**
- **Stone Road near Gagman's Lane entrance**

It was noted that the officer in charge at Breckland Council is assessing these areas and will be in touch in due course.

14) To consider replacement dog waste bin at entrance to Recreation Field from Church Lane, Yaxham. AGREED that the Clerk orders a Fido 25 Dog Waste Bin from Glasdon UK at a cost of £86.52 plus VAT.

15) To consider ideas for the village to mark the WW1 100th Anniversary (11th November 2018). A lengthy discussion took place with regard to various ideas to commemorate this special event. It was noted that further investigation into ideas needs to take place with regard to viability and costings. These findings to be brought back for consideration. Residents continue to be invited to bring suggestions forward for consideration.

16) To consider re-establishing the Community Speedwatch Scheme. This was noted as per Clerk's response in the public forum.

17) To note any matters needing attention relating to Highways. It was noted that there are pot holes in Stone Road and also Church Lane. The Clerk to report these to NCC Highways.

18) To note items for the next meeting agenda and to note the date of next meeting as Thursday 26th April 2018 at 7.30pm.

The date was noted and was agreed that the draft end of year accounts would be considered.

There being no other business the Chairman thanked all for attending and closed the meeting at 9.05pm.

Chairman 26th April 2018