



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE PARK MEETING ROOM
at 7.30PM on 26th APRIL 2018**

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

In Attendance Mrs M Eversfield (Clerk and RFO) and 26 residents.

1) Chairman's opening remarks. The Chairman welcomed those present. He also gave special mention to past Clerk, Kristine Wilson, who had attended the meeting and publicly thanked her for supporting the Parish Council through the referendum for the Neighbourhood Plan for Yaxham. He also publicly welcomed and thanked former councillor David Myhill. Finally, he thanked his fellow councillors and Clerk, Melanie Eversfield, for all of their support.

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, 7.3, 7.5, 8 & 14 and left the meeting during discussion of those items.

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

The Chairman publicly apologised to residents as it had been noted that at the last meeting he hadn't given all residents a chance to speak even when they had their hands up.

A resident spoke briefly on possible ideas for the WW1 100th Anniversary celebrations. He also asked who was responsible for the land adjacent to Pinns Corner. The Clerk to enquire with Norfolk County Council.

A resident asked if the planning application at the Old Post Office for erection of a bungalow was for the applicants use or if it was to be sold on.

A resident asked what the Parish Council's position was with regard to a local service centre. It was noted that the Parish Council had voted to strongly object to the proposal and that the Parish Council and NP4Yaxhm would be represented at the Local Plan hearing in the next month.

District Cllr Dimoglou gave a detailed update with regard to the Local Plan hearings. Maggie Oechsle, Chairman of NP4Yaxham also gave a further update with regard to the Local Plan hearings challenging Cllr Dimoglou's conduct at the last hearing and his support for Yaxham being a Local Service Centre at the next Public Hearing. This is on 9th May at 9.30am when Cllr Lowings and Mrs Oechsle will represent Yaxham, and Cllr Dimoglou will be speaking as well.

5) To approve the minutes of the meeting held on 22nd March 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 External Audit for 2018/2019. The Clerk stated that she has received advice from Norfolk Association of Local Councils and it is noted that Yaxham Parish Council will only need to have an external audit for the year 2018/2019 provided that it comes back with a clean bill of health. After that it will be exempt from external audit.

6.2 Parish Partnership Bid 2018/2019. The Clerk stated that Norfolk County Council were still looking at our application.

6.3 Removal of Post Box from Clint Green. Cllr Dimoglou stated that he had visited the site following the last council meeting and noticed that Royal Mail had erected a notice stating that a replacement post box will be sorted as soon as possible. He stated that from this it was obvious that Royal Mail had been contacted by a number of residents and therefore did not pursue the matter further. It was noted the George Freeman MP is also in consultation with Royal Mail about this. Cllr Martin observed that as it was Cllr Dimoglou who had insisted on the premature removal of the only post box in Clint Green, then it was Cllr Dimoglou who was responsible for the fact that Clint Green residents would be without a post box for the next few months.

7) Planning

7.1 To receive new planning applications and comment.

3PL/2018/0422/O-Residential development-Land to the north of Homefield, Dereham Road, Yaxham.

RECOMMEND REFUSAL (details of the full response can be obtained from the Clerk)

3PL/2018/0312/F-Demolition of outbuildings and part of the frontage of the Old Post Office, subdivision of curtilage & erection of a detached bungalow, alterations to the Old Post Office, access and associated works-The Old Post Office, Norwich Road, Yaxham.

SUPPORT IN PRINCIPLE (details of the full response can be obtained from the Clerk)

3PL/2018/0077/VAR-Variation of conditions 5, 6, 11, 12, 13 & 24 on pp 3PL/2014/1162/F-to allow for a revision to the pre-commencement conditions-Yaxham Waters, Dereham Road, Yaxham.

It was noted that the application deadline was 9th April and therefore a response from Councillors had been sought via email. A copy of the full response can be obtained from the Clerk.

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

7.3 To receive results of applications. It was noted that the application for change of use of existing managers dwelling into two units of holiday accommodation and warden's accommodation (part retrospective) at Yaxham Waters has been approved.

7.4 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, including the Local Plan hearings, a copy of which is attached to the official minutes.

7.5 To receive an update on Yaxham Waters. It was noted that Tim Hay had been contacted to attend a meeting of the Parish Council. The Clerk to chase this.

8) To receive an update from Standards in respect of the Parish Council's complaint against Cllr Dimoglou. The Clerk stated that she has received a reply from Breckland Council and read the contents of which out to all those present. It was AGREED that a response should be made

thanking Breckland for the letter and for taking as a further Standards Complaint the delays in or failure of Cllr Dimoglou to respond to the Breckland Standards Complaints process.

9) Finance

9.1 The following payments were APPROVED:

Payee	Detail	Gross	VAT	Net
Mrs M Eversfield	Clerk's April wages & expenses	£364.74	£0.00	£364.74
Small Fish	Planning Consultancy	£900.02	£180.00	£1,080.02
D Myhill	Bus Shelter Cleaning 2017/18 & 2018/19	£ 60.00	£0.00	£ 60.00
G Oatey	Bus Shelter Cleaning 2017/18 & 2018/19	£ 60.00	£0.00	£ 60.00
	Total	£1,384.76	£180.00	£1,564.76

The Clerk distributed accounting information relating to end of year accounts for 2017/2018. She stated that these were very much still in draft format but that the final accounts will be ready in time for the May meeting. It was noted that the YVAA had not sent their invoice for room hire as yet. The Clerk to chase this. The Clerk also stated that correspondence had been received from Barclays Bank stating that the Swaffham branch would be closing on 27th July 2018.

Cllr Dimoglou challenged the payment to Small Fish and said the award of a contract without tendering was a breach of regulations. Cllr Martin explained that this had been an extension of an existing contract that had been duly tendered. As such under Financial Regulations a further tender had not been required.

9.2 To consider and approve any councillor/clerk training that may be required. If any Councillor wishes to attend any training course they are to inform the Clerk.

9.3 To receive report from the Clerk regarding the National Joint Council for Local Government Services 2018 & 2019 pay scales. The Clerk reported that for salary scale 24, of which she was paid, from 1st April 2018 it had gone up by £0.23p per hour and from 1st April 2019 it will go up another £0.27p per hour. This was all AGREED.

9.4 To consider report from the Clerk regarding Parish support for 2018/2019. It was AGREED to renew membership with Norfolk Association of Local Council for the ensuing year at a cost of £175.64. Cllr Dimoglou requested that his vote against this decision be recorded.

10) Policies and Procedures

10.1 To consider proposed Internal Audit Plan. APPROVED. It was also noted that the Internal Auditor for 2017/2018 be asked to personally present her report at the May meeting.

11) General Data Protection Regulations

11.1 To discuss the role of Data Controller. It was noted that this was the Parish Council as a whole.

11.2 To consider appointing the Clerk as Data Protection Officer and agree change in Contract of Employment and Job Description. AGREED.

11.3 To consider proposed Data Protection Policy. APPROVED.

12) Correspondence. The Clerk has previously circulated, via email, the latest news from Norfolk ALC, A47 Improvement Works, Norfolk Constabulary and Community Action Norfolk.

The Clerk also stated that the deadline for Yaxham Community News articles is 30th April 2018. It was AGREED that Cllrs Lowings and Martin prepare an article and email to the Clerk. It was also AGREED to contribute £40.00 towards the running costs of the publication in the form of an advert.

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 has assessed the above areas and has stated that the site at Cutthroat Lane/Paper St. Junction would be ok for a dog waste bin but a licence would need to be applied for. It was AGREED that the Clerk obtains a licence and also organised for the purchase of a Fido 25 Dog Waste Bin from Glasdon UK at a cost of £86.52 plus VAT.

It was also noted that the officer had assessed the 'top' of Well Hill but suggested that this should be by the bus stop opposite the Old Post Office. It was noted that the 'top of Well Hill' is at the opposite southern end of the road. The Clerk to ask the officer to revisit this site.

14) To consider relocating dog waste bin at the Old Post Office. The Clerk stated that the officer in charge at Breckland Council has suggested it be relocated at the bus stop on the piece of land opposite. It was noted that this land is privately owned and that the Clerk should go back to the officer and ask if it can be relocated to the opposite side of Well Hill where the grit bin is located.

15) To consider ideas for the village to mark the WW1 100th Anniversary (11th November 2018). This was mainly covered in the public session of the meeting and the Parish Charity meeting earlier on in the evening. It was AGREED to look at prices etc for a seat. It was also AGREED that all options explored be bought back to the Charity for the June meeting.

16) To consider re-establishing the Community Speedwatch Scheme. The Clerk stated that she will continue to pursue with the Officer in charge of this.

17) To note any matters needing attention relating to Highways. It was noted that there are still pot holes in Stone Road and also Church Lane, and outside Tregon on Norwich Road, Clint Green. The Clerk stated that she had reported these to NCC Highways and that it can take up to six weeks to repair.

18) To note items for the next meeting agenda and to note the date of next meeting as Thursday 31st May 2018 at 7.30pm.

The date was noted. It was agreed that due to the Annual Parish Meeting taking place at 6.30pm on 31st May the next meeting of the Staffing Committee would take place at 6pm on 28th June 2018 followed by a meeting of the Parish Charity at 7pm. It was also agreed that the following would be items on the next agenda:

- An update on the Local Plan
- Community Speedwatch
- SAM 2
- Final Accounts
- Annual Return
- Internal Auditors Report

- Asset Register
- Freedom of Information Publication Scheme review
- Complaints Policy adoption

There being no other business the Chairman thanked all for attending and closed the meeting at 9.40pm.

Chairman 31st May 2018

DRAFT