



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE PARK MEETING ROOM
at 7.32PM on THURSDAY 28th JUNE 2018**

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

In Attendance Mrs M Eversfield (Clerk and RFO) and 33 residents.

- 1) Chairman's opening remarks.** The Chairman welcomed those present and informed parishioners that the Clerk has handed in her resignation and her last day will be Tuesday 31st July 2018.
- 2) To receive and accept apologies for absence.** Apologies were received from Cllr Dimoglou via email at 7.40pm.
- 3) To receive declarations of interest and consider any requests for dispensations.** There were none.
- 4) To adjourn the meeting for public session and to receive the County and District Councillors reports.**

An update was requested regarding the land at Pinns Corner. The Clerk stated that she had contacted Highways but they were unsure as to the land in question. She would continue working on this.

A resident stated that they had received a leaflet from a candidate in the Norfolk County Council elections. The resident asked if the candidate is of the view of the residents of Yaxham with regard to Neighbourhood Plans and defending the rural way of life. In the following discussion, Councillors pointed out that it was politically neutral and any questions would have to be addressed to all the candidates. The Council had organised a public hustings/meeting in 2015 for all the candidates then, but concern was expressed that with voting on 12th July 2018 it was probably too short notice to organise one this time. It was AGREED to invite the successful candidate to attend and address the next Council meeting.

A resident asked for an update on the post box and also questioned where the village sign was. They also highlighted the fact that there was Japanese Knotweed a few weeks back at the Old Post Office but this has now disappeared.

A resident asked for a progress report on the land at Pinns Corner. The Clerk reported that Highways knew nothing about this land.

A resident asked if anyone had seen or heard from George Freeman MP lately.

A resident spoke regarding the planning application for removal of item 5 at Osterley.

A resident spoke regarding the planning application at Old Post Office.

- 5) **To approve the minutes of the meeting held on 31st May 2018.** The minutes were confirmed as a true record and signed by the Chairman with the following minor amendment. Item 8. The last sentence should be amended to read: "Cllr Martin confirmed the procurement process was in line with The Financial Regulation's and a file note on this had been placed with the Clerk."
- 6) **To approve the minutes of the Extraordinary meeting held on 14th June 2018.** The minutes were confirmed as a true record and signed by the Chairman.
- 7) **To report on matters arising from the minutes not covered by the agenda.**
The Clerk reported that she has still not heard if the Parish Partnership Bid has been successful or not and will continue to chase.
- 8) **Planning**
- 8.1 **To receive new planning applications and comment.**
3PL/2018/0646/HOU – Proposed front porch – Christmas Cottage, Well Hill, Yaxham
NO OBJECTION
3PL/2010/1361/F -Erection of 255 dwellings with associated open space – Land East of Yaxham Road, South of Dumpling Green.
AGREED TO REINSTATE PREVIOUS COMMENTS FOR THIS APPLICATION
3PL/2018/0592/VAR – Removal of condition 5 on 3PL/2015/1371/F – 3 additional velux rooflights to master bedroom – Osterley, Norwich Road, Yaxham
OBJECT ON THE GROUNDS THAT CONDITION 5 IS THERE FOR A REASON TO PROTECT THE PRIVACY OF THE IMMEDIATE NEIGHBOURS AND SHOULD THEREFORE BE RETAINED
- 8.2 **To receive additional information on planning application and comment.**
3PL/2018/0312/F – Demolition of outbuildings and part of the frontage of the Old Post Office, sub-division of curtilage & erection of a detached bungalow, alterations to the Old Post Office, access and associated works – The Old Post Office, Norwich, Yaxham – This has been referred to the Planning Committee meeting which will be held on 2nd July 2018. Councillor's expressed concern regarding the Japanese Knotweed. It was agreed to ask Breckland to secure the release of the treatment plan for the Japanese Knotweed.
- 8.3 **To receive results of applications.** It was noted that the following planning applications had been approved: -
3PL/2018/0484/HOU-Two storey extension to rear-7 Fielding Drive, Yaxham.
3PL/2018/0306/HOU-To erect 2 storey oak framed timber clad 3 bay Norton cart lodge, including 2x dormer windows and 2x roof lights with external staircase-Yaxham Park, Station Road, Yaxham.
3PL/2018/0394/D-Erection of 2 dwellings and garage – Quince Farm, Spring Lane, Yaxham.
It was noted that Parish Councils objections to this application were not considered by Breckland and therefore, it was agreed that the Clerk write to Breckland Head of Planning and also the District Councillors requesting an explanation.
- 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.

9) To consider the following motion. This Council has lost all confidence in Cllr Dimoglou in his capacities as Parish and Ward Councillor to represent the views and interests of the community of the Parish of Yaxham. This follows Cllr Dimoglou's continuing representation of developer interests rather than those of the Parish, his continued calling for Yaxham to be a Local Service Centre, his promotion of the Lanpro/Glavenhill application as 'the first of many more from the same landowner' at the Local Plan Examination; and in his submissions to the Planning Inspector on that same application. As a consequence, the Council calls on Cllr Dimoglou to resign from the Parish Council and the District Council. That this motion be publicised within the Parish, placed on the Parish Council Notice Boards and the website, and sent to Breckland Council and the Local Plan Examiner.

In the names of Cllrs Martin (Vice-Chairman), Crummett and Goldsmith.

This motion was unanimously AGREED.

10) Finance

10.1 The following payments were APPROVED:

Payee	Detail	Gross	VAT	Net
Landmark Chambers	Planning Advice	£1,200.00	£200.00	£1,000.00
Mrs M Eversfield	Clerk's Wages & Expenses June 2018	£399.88	£3.87	£396.01
Came and Company	Insurance Renewal for 2018/2019	£376.55	£0.00	£376.55
S & C Moore Farming Ltd	Internal Audit for 2017/2018	£126.00	£21.00	£105.00
	Total	£2,102.43	£224.87	£1,877.56

The Clerk also presented a budget comparison for accounts ending 31st March 2018 as at 8th June 2018.

10.2 To consider and approve any councillor/clerk training that may be required. Cllrs Martin and Lowings to be booked on the Chairman's Leadership Course on 5th & 12th November 2018.

10.3 To receive report from the Internal Auditor for 2017/2018 and to consider any

recommendations contained therein. The report and supplementary letter were received and considered and the recommendations contained in the report were discussed as follows: -

- The issue of the Portakabin VAT. It was AGREED to offer the YVAA the options of the Parish Council either: officially gifting the Portakabin to the YVAA and the Parish Council repay the associated VAT to HMRC, which the YVAA would reimburse to the Parish Council; or the Parish Council to retain ownership and formally lease it to the YVAA for a peppercorn rent, as per the Internal Auditor's letter.
- Budget monitoring. This is now being done as per minute 10.1.
- PAYE. The Clerk to set this up with the assistance of HMRC.
- Asset Register. This needs to be looked at in greater detail.
- Bank Reconciliation. This has been completed.
- Transparency Code. This can now be completed now that the end of year accounts are ready to be signed off.

The Annual Internal Audit Report 2017/18, to accompany the Annual Governance and Accounting Statements, was circulated and APPROVED.

10.4 To consider and approve Annual Governance Statement. APPROVED.

10.5 To consider and approve Annual Accounting Statement. APPROVED.

11) Policies and Procedures

11.1 To consider proposed Co-option Policy. APPROVED with amendments.

11.2 To consider proposed Scheme of Delegated Powers Policy. APPROVED with amendments.

11.3 To consider proposed policy for handling Freedom of Information Requests. 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.

13) To consider relocating dog waste bin at the Old Post Office. It was noted that Cllr Harvey would cut the hedge and verge if the bin was to be relocated to the opposite side of Well Hill where the grit bin is located and therefore the Clerk is to take this information back to the Officer in charge at Breckland Council.

14) To consider matters relating to speeding in the Parish. It was agreed that the Clerk would put a flyer together for distribution to residents regarding all possible items that could be placed in the Parish as part of the Parish Partnership Bid for 2019/2020. This to also be placed in Yaxham News. It was noted that NP4Yaxham would deliver the flyer.

15) To note any matters needing attention relating to Highways. The Clerk stated that Paper St. Junction of Norwich Road to Cutthroat Lane for a distance of 500m will be closed from 9th – 11th July whilst Anglian Water make some investigations. It was noted that the hedge on Norwich Road on the south side between the Mill and the first set of houses needs attention. It was noted that the pot holes in Mill Lane has now been filled but Stone Road is still outstanding.

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

The date was noted. It was also agreed that the following would be items on the next agenda:

- Staffing Committee – 6.30pm
- Charity Meeting – 7pm

There being no other business the Chairman thanked all for attending and closed the meeting at 9.18pm.

Chairman 26th July 2018

Note: These minutes incorporate the amendments agreed at the meeting on 26th July 2018, which are attached for reference.

Amendments to the Minutes Agreed at the 26th July 2018 Parish Council Meeting

Item 4: Paragraph 2 to be expanded as follows:

A resident stated that they had received a leaflet from a candidate in the Norfolk County Council elections. The resident asked if the candidate is of the view of the residents of Yaxham with regard to Neighbourhood Plans and defending the rural way of life. **In the following discussion, Councillors pointed out that it was politically neutral and any questions would have to be addressed to all the candidates. The Council had organised a public hustings/meeting in 2015 for all the candidates then, but concern was expressed that with voting on 12th July 2018 it was probably too short notice to organise one this time. It was AGREED to invite the successful candidate to attend and address the next Council meeting.**

Item 4 Paragraph 3 to be amended as follows:

A resident asked for an update on the post box and also questioned where the village sign was. They also highlighted the fact that there was Japanese Knotweed a few weeks back at the Old Post Office but this has **been removed now disappeared.**

Item 4 new paragraph to be added:

A resident asked for a progress report on the land at Pinns Corner. The Clerk reported that Highways knew nothing about this land.

Item 5 to be amended and expanded as follows:

The minutes were confirmed as a true record and signed by the Chairman with **the following** minor amendment. **Item 8. The last sentence should be amended to read: "Cllr Martin confirmed the procurement process was in line with The Financial Regulation's and a file note on this had been placed with the Clerk."**

Item 8.1 last sentence to be amended to read:

OBJECT ON THE GROUNDS THAT CONDITION 5 IS THERE FOR A REASON TO PROTECT THE PRIVACY OF THE IMMEDIATE NEIGHBOURS AND SHOULD THEREFORE BE RETAINED

Item 10.2 to add the following:

Cllrs Martin and Lowings to be booked on the Chairman's Leadership Course on 5th & 12th November 2018.

Item 10.3 to be amended as follows

The report was received and considered and the recommendations contained in the report were discussed as follows: -

- The issue of the Portakabin VAT. **It was AGREED to offer the YVAA the options of the Parish Council either: officially gifting the Portakabin to the YVAA and the Parish Council repay the associated VAT to HMRC, which the YVAA would reimburse to the Parish Council; or the Parish Council to retain ownership and formally lease it to the YVAA for a peppercorn rent, as per the Internal Auditor's letter. ~~It was AGREED to officially gift the Portakabin to the YVAA and the Parish Council repay the associated VAT to HMRC. It was noted that YVAA has funds to cover this aspect.~~**
- Budget monitoring. This is now being done as per minute 10.1.
- PAYE. The Clerk to set this up with the assistance of HMRC.
- Asset Register. This needs to be looked at in greater detail.
- Bank Reconciliation. This has been completed.
- Transparency Code. This can now be completed now that the end of year accounts are ready to be signed off.

The Annual Internal Audit Report 2017/18, to accompany the Annual Governance and Accounting Statements, was circulated and APPROVED.