



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL
at 7.30PM on THURSDAY 26thth July 2018**

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

In Attendance Mrs P Baldwin (Locum Clerk), County Cllr Ed Connolly, and 19 residents.

1) Chairman's opening remarks. Welcome to this meeting. As previously advised sadly Melanie has felt for personal reasons that she was unable to clerk the meetings this evening. It is with great thanks that Pat Baldwin has stepped in at short notice. At the Staffing Committee earlier we agreed to start the recruitment process for a new clerk/RFO. In the interim we agreed that Pat is to clerk the meetings in September and October and review the arrangement in the light of progress on recruitment. I and the Vice-Chairman will cover the clerk's responsibilities between meetings and the Vice-Chairman is to be acting RFO. My thanks to Pat Baldwin and Cllr Martin for stepping in like this.

Ed Connolly, our new County Councillor, was welcomed to the meeting.

The WW1 group will be asked to present a report later in the meeting.

The Chairman also raised the issue of the validity of the supplementary agenda and it was AGREED unanimously that it was valid and the meeting should proceed on that basis.

2) To receive and accept apologies for absence. Apologies were received from Cllrs Dimoglou & Harvey.

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.

The new County Councillor, Ed Connolly, introduced himself, giving a brief report and offering his thanks to the Parish Council for arranging the Hustings. His contact details are on NCC website and we have his permission to publish his contact details on our website.

There was no district councillor present to make a report.

A resident asked for a progress report on the land at Pinns Corner. Ownership has been established as Mr Rush has the land on his deeds.

Ed Connolly then asked if we agreed to him leaving the meeting as he had other commitments. All AGREED.

5) To approve the minutes of the meeting held on 28th June 2018. The Chairman advised that he has been given notice of proposed amendments to the minutes by Cllr Martin, the amendments

were agreed unanimously and the minutes were then AGREED by all to be a true record and signed by the Chairman.

6) To approve the minutes of the Staffing Committee meeting held on 28th June 2018. The Chairman advised that he has been given notice of a proposed amendment by Cllr Martin that item 4, bullet point 1 should read:

- Dignity at Work, Bullying and Harassment. Approved with the following minor amendment to add the following sentence to the 1.2 Definition of Bullying:
"Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own."

All AGREED the amendment and the minutes were signed as a true record by the Chairman.

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

7.1) To receive the report on the NCC Hustings Meeting, including costs of printing to come out of elections earmarked reserves. Please see the attached report made by the Chairman Cllr Lowings. All AGREED that costs of 31.33 + VAT should be met by the Parish Council. The Chairman thanked all those who had helped to make the evening a success.

7.2) To receive a report on The Parish Partnership Bid. The bid has been successful and we have received confirmation that we will receive the funds that were applied for last December. The money must be spent during 2018/19. Cllr Martin proposed that the offer of monies should be accepted. All AGREED.

7.3) To consider and agree the Speeding/Village Gates/Bus Shelter Consultation. The Clerk had produced a flyer for this, but not the consultation document for agreement. We will, therefore, produce one, with a view to distributing this to the village in September. The possibility of purchasing a SAM machine was discussed and included in the consultation. By carrying out this consultation it will become clear if we need to apply for further funds from the Parish Partnership, during the current round of funding, the closing date for applications is 10th December 2018. The result of the consultation will be reported back to the meeting either in September or October.

7.4) To receive an update on the re-location of The Old Post Office Dog-Waste bin to go by the grit bin on Well Hill. As Cllr Harvey was not at the meeting there was no update on the cutting of the hedge, this work is required before the dog bin can be placed in position. It has been agreed in principle that the dog-waste bin be sited next to the grit bin, but it is not acceptable until the hedge has been cut back.

7.5) To receive a report on WW1 Commemoration Preparations.

Katy Marczewski has organised an informal WW1 Working Group to undertake this project and presented a report on progress to date. Various proposals were discussed, and locations and suggestions for benches together with costs were presented to the Parish Council for consideration.

The Chairman thanked her for the report and for the work put into the project.

The Chairman suggested commissioning a carved wooden poppy to be placed with the village sign, the words 'YAXHAM REMEMBERS' to be incorporated. It was agreed to use wood from Yaxham House for the carving.

After discussion it was AGREED unanimously that:

The WW1 Working Group continue their good work.

A budget of £2,500.00 be available from the Projects fund, earmarked to cover the cost of:

- Either one or two benches to be purchased and sited, one in Yaxham and one in Clint Green (if there is a suitable site);

- The carving of a wooden poppy to be placed by the village sign, with a suggested wording 'Yaxham Remembers';
- The binding of the information, written by Daryll Banyard, on those from Yaxham who died in WW1;
- The commemorative event in the afternoon of the 11th November 2018.

That the Parish Council set up a WW1 Committee to administer the budget and decide on recommendations from the WW1 Working Group on items of expenditure up to the agreed budget;

The WW1 Committee to comprise the Chairman, Vice-Chairman and Cllr Goldsmith.

The Chairman thanked the WW1 working group for all their work and for preparing suggestions to put forward in such a short space of time.

The Chairman raised the issue of the removed village sign, and said that he looked forward to Cllr Crummett and the parishioners involved restoring it to its' original condition. He also said that contrary to perceived wisdom, there was not a time capsule in the base of the sign. He then proposed creating a new time capsule for posterity. Cllr Martin proposed that so as not to hold up restoration of the sign, a space be left in the base for a capsule which could then be sealed in once it has been produced. AGREED unanimously. The Chairman will advise Cllr Crummett of the dimensions of the proposed capsule and invite the school to take part in the project of producing the contents of the capsule.

8) Planning

8.1 To receive new planning applications and comment.

3PL/2010/0126/DOC/F – Yaxham Waters- discharge of condition no 2 on 3PL/2017/1569/F. Approval was granted by Breckland Council, prior to the application being commented on by the Parish Council.

3PL/2018/0702/F Proposed new dwelling- Land adjoining White Cottage, Paper Street, Yaxham. No objection

8.2 To receive additional information on planning applications and comment.

3PL/2018/0024/VAR –Variation of Conditions on PP 3PL/2014/0820/), Condition 16- vary wording to combine conditions 13,16 and 21. Condition 13 and 21 – remove Condition 12 – vary wording - Development Site, **Land off Elm Close, Yaxham** - not now going to 30th July Planning Committee Meeting.

3PL/2018/0422/0. -Outline permission for the erection of 6 dwellings with all matters reserved- Land to the North of Homefield, Dereham Road, Yaxham- not now going to 30th July Planning Committee Meeting.

It was proposed and AGREED unanimously to ask Yaxham's Ward Councillor Paul Claussen, alongside the Chairman, to support the Council's views on these two applications as and when they are taken before the Planning Committee.

8.3 To receive results of applications. It was noted that the following planning applications had been approved: -

3PL/2018/04312/F. The Old Post Office, Norwich Road, Yaxham NR19 1AB. Demolition of outbuildings and part of the frontage of the Old Post Office, erection of a detached bungalow, alterations to the Old Post Office, access and associated works. Permission conditional on the Ecological requirements in respect of bats. Noted.

8.4 To receive an update on the Breckland Local Plan. Cllr Martin reported that a raft of new evidence had been submitted by Breckland to the Local Plan Examiner and there would be further Local Plan Public Examination sessions in September 2018. The good news was that the new evidence supported Breckland's contention that with the new Local Plan it will have a 5 year

land supply. The bad news was that in the meantime, despite representations by the Chairman, Vice-Chairman and the Chairman of the NP4Yaxham Working Group, Breckland considered that it only had 4.77 years land supply. This would be put to the Planning Committee on Monday 30th July. It means that many current Local Plan policies such as regards settlement boundaries, and also NP4Yaxham policies would be in abeyance for the next 12 months. It was AGREED unanimously that the Chairman should represent the Council at the Local Plan Sessions if required to represent Yaxham's interests.

8.5 To receive latest report from the Neighbourhood Plan. The Chairman of the Neighbourhood Plan Working Group stated that she had nothing new to report to the meeting that was not to be covered elsewhere on the agenda.

8.6 To receive an update on Yaxham Waters. Breckland are seeking confirmation of a timetable for connection to the main public sewer. Anglian Water has been asking for key information since May 2018.

It was noted that the forthcoming Open Day is advertising both Lodges and Bungalows, which we assume are the converted Manager's bungalow.

9) To consider any update on Standards as regards complaints against Cllr Dimoglou. Cllr Martin presented the update. The complaints against Cllr Dimoglou have been referred by Standards to an independent person. Concern was expressed that the Independent person resides in an area, in which Cllr Dimoglou is the ward representative, and therefore it is not appropriate to ask that person to review the complaints. It was AGREED to approach Breckland and request, to protect both the interests of the independent person and Cllr Dimoglou, that an independent person from outside the ward be appointed.

10) Finance

10.1 To approve payments, note receipts, bank reconciliation and comparison of income and expenditure with the budget for 2018-2019. The Clerk had not provided a note on receipts, bank reconciliations etc and these will be presented for the next meeting.

Payments approved:

i. Eastern Office Equipment	£ 37.60	Printing for NCC Hustings Meeting	Chq No 101106
ii. Small Fish	£ 91.80	Planning Advice	Chq No 101107
iii. M. Eversfield	£408.56	Clerk's wages & Expenses for July	Chq No 101108
iv. G Lake	£557.00	Grass Cutting	Chq No 101109

It was noted that the grass has been cut five times so far this year, i.e. 25th April, 25th/26 April, 25th May, 18th June, 10th July. The number of cuts and the final invoice for the year will need to be reconciled.

It was AGREED that in the absence of the chequebook the signatories to the account to sign the cheques for the above payments.

Cllr Martin presented the expenditure against budget, the only area of concern is that the insurance cost has come in at more than 10% over budget.

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

10.3 To consider proposals for the purchase of parish assets and for a community event for the village to commemorate the end of WW1, and to agree a budget of up to £500.00 from the grants/projects fund:

Based on the report received earlier, the Chairman proposed that a budget not exceeding £2,500.00 would be appropriate and that amount should be earmarked for the event, from the grants and projects fund AGREED unanimously.

11) Policies and Procedures

Cllr Martin proposed that these policies be deferred as they required varying degrees of amendment to make them suitable for Yaxham. AGREED unanimously.

12) Correspondence.

12.1 The Clerk had previously circulated, via email, the correspondence.

12.2 Yaxham community news article, The Chairman and Vice-chairman will put together the article, the deadline which is 1st August 2018 is noted.

8) To note any matters relating to Highways which need attention. Nothing noted, but the pothole repairs, which have been done, are much appreciated.

9) To note items for the next meeting agenda and to note the date of next meeting as Thursday 27th September 2018 at 7.30pm.

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

- WW1 Commemoration.

There being no other business the Chairman thanked all for attending and closed the meeting at 9.00pm.

Chairman 27th September 2018

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.