



**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
At 7.30pm on Thursday 28<sup>th</sup> February 2019**

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

**In Attendance** Mrs. P. Baldwin (Locum Clerk) and ten members of the public.

1. **Chairman's opening remarks.** The Chairman welcomed all those present, thanked Mrs Baldwin for acting as Locum Clerk and Mrs Vicky Turner and her husband. The Chairman said Mrs Turner has been interviewed this evening as an applicant for the position of clerk a report would be presented later on the agenda. He also reminded Councillors that all remarks and comments must be via the Chair and that Councillors must not engage directly with the public.
2. **Apologies.** An apology has been received from Cllr Goldsmith who is unable to attend for business reasons, the apology was **APPROVED**. Cllr Dimoglou's absence was noted.
3. **Declarations of Interest.** None.
4. **Public Session.** There were no comments or remarks.
5. **District and County Councillor Reports.** There were no District or County Councillors present at the Meeting.
6. **Minutes of the previous Meeting held on 24<sup>th</sup> January 2019.**
  - 6.1. The minutes were unanimously **AGREED** as a true record and were signed by the Chairman.
  - 6.2. **Clerking Matters Report by Cllr Martin to the Parish Council**

**WW1 Time Capsule** – The school has agreed to help, and the PPC and WI have been approached for any photos and memories of Yaxham 100 years ago and any key points in between, to go with the Yaxham House and Village Hall papers already provided.

**2018 house-to-house Poppy collection** – we raised £320.08p so will do this gain in November.

**Potholes in Mill Lane** have been reported and filled.

**Planning response** was made as agreed to the Hopkins Homes, Dumpling Green Application. Local Elections events held on 14<sup>th</sup> and 16<sup>th</sup> February attended by Breckland Cllr Paul Claussen and Cllr Ian Martin on the 14<sup>th</sup> and Cllrs Lowings and Martin on the 16<sup>th</sup>. A number of people attended, asked questions & may consider standing. This was advertised by the newsletter.

**Local Elections Hustings** dates amended. The Breckland Candidates Hustings is now on 12th April, rather than the 10th April. The Parish Council Hustings is unchanged on 17th April.

**New Dog Waste Bin** – Spring Lane. Breckland has been asked to consider this. The initial response was to reject this, and a further submission has been made.

**Rani's** has emailed thanking us for trying to get the speed limit down and asking for advice re an electronic sign so as to be more visible at night. I have responded that the PC cannot advise on what may be a planning matter, and pointing out the way the previous businesses at the Mill have lit a sign on the 1st Floor level of the main building, and also drawing their attention to the Neighbourhood Plan policy on dark skies.

**The issue of dog-waste on the playing field** has been raised and I have responded agreeing that this is an issue, pointing out that it is the YVAA that is responsible for the playing field, and that the PC has installed 3 dog waste bins on the playing field and got Breckland Council to declare the field a dog control area with fines of up to £80 if people fail to clear up after their dogs. I also provided the link to the form on Breckland's website to report such incidents.

The Clerking Matters Report was NOTED.
  - 6.3. **Matters arising from the previous meetings not covered elsewhere in the Agenda.** None

## 7. Planning Matters

**7.1. To receive and consider new planning applications.** None had been received at the time of the Agenda. However, one new application has been received today and Breckland has agreed an extension until the next meeting.

**7.2. To receive and consider additional information on current planning applications.** None

**7.3. To receive and consider the results of planning applications.**

**3PL/2015/1416/** Reserved matters approved, but our comments have but not been acted upon.

**3PL/2018/1585/F** approved with, as requested by the Council, a condition imposed forbidding any use except residential garden, no sheds etc may be erected on the site.

**7.4. To consider planning Applications yet to be decided.** No new information.

**7.5. To receive the latest report on the Neighbourhood Plan.**

Please see the attached report. The Chairman thanked Mrs Oechsle for the report.

## 8. Local Elections 02 May 2019.

Cllr Martin attended Election Training. District and Parish Council Elections will be held on 2<sup>nd</sup> May 19, both are likely to be contested elections. There are two district Council seats and seven Parish Council seats. During the period of "purdah", prior to an election, i.e. from 20<sup>th</sup> March to 2<sup>nd</sup> May, no local authority can do anything which is deemed to be promoting any councillor or councillors. The Council can promote the elections, including holding Hustings. It was AGREED to contact the five other local parishes and invite them to join us at the Hustings. The estimated cost of the election will be £800, 50% of the cost. Regulations state that the new Parish Council must meet within a set number of days i.e. prior to 21<sup>st</sup> May 2019. It was AGREED to amend the date of the May Parish Council in order to comply with the statutory requirements, the meeting will now be held on 16<sup>th</sup> May 2019. Cllr Bennet apologised in advance as he will be on holiday on that date.

## 9. Finance.

The Chairman asked Cllr Martin as acting RFO to present financial matters.

**9.1.** The following payments were considered and AGREED.

	To Pay	Detail	Total	Vat	Ex Vat	Chq No
i.	NALC	Election Training for Cllr Martin	£ 36.00	£6.00	£ 30.00	101136
ii.	Pat Baldwin	January Salary & expenses	£ 90.00	£0.00	£ 90.00	101135
		February Charity Meeting	<u>£ 90.00</u>	£0.00	<u>£ 90.00</u>	
			£180.00		£180.00	
iii.	EOE	February Newsletter & NP4Yaxham March Newsletter	£192.00	£0.00	£192.00	101137*
			<u>£ 96.00</u>	£0.00	<u>£ 96.00</u>	
			£288.00		£288.00	

*\* To be paid when the new chequebook is received.*

**9.2. The Expenditure versus Budget Report** was presented. Expenditure is less than expected as there has been a vacancy for the position of Clerk. APPROVED

**9.3. The Clint Green Bus Shelter.** The insurance is not likely to cover the cost of a replacement shelter, which has to be of design approved by Highways. There is likely be a shortfall of several thousand pounds. The insurer's solicitors are trying to recover costs from the 3<sup>rd</sup> party involved. It was suggested investigating the possibility of consulting a solicitor with reference to making a claim against the 3<sup>rd</sup> party responsible for the accident. Decision to be deferred until the next meeting. AGREED.

**9.4. The Clerk's Laptop & Rubbish Bin.** The Clerk's Laptop is has not been serviced for some time. It was proposed to instruct Anglia Computer Services to service the laptop and upgrade the software to a maximum cost of £200. This was AGREED unanimously. The waste bin on the playing field was set alight and destroyed. It was AGREED to purchase a replacement at a cost of £123.64p. Cllr Martin was thanked for extinguishing the fire.

**9.5. Cllr & Clerk Training.** It was agreed to defer any decision with reference to Item 19.

## 10. Policies

- 10.1. The Asset Register.** In response to the internal auditor's comments last year this has been reconstructed from scratch. The value paid for an asset must be recorded. The increase in value of the asset register from last year's reflects the newly purchased WW1 commemorative benches, planters, dog bins and a minor cash adjustment. The Register tabled was reviewed and AGREED unanimously. The associated issue of setting insurance values was discussed and Cllr Martin was proposed that new values need to be agreed to reflect replacement values as it is essential to be fully covered by insurance, although there will be an increase in premiums. The value of the War Memorial must be ascertained, professional advice to be sought, Cllr Martin to research this. It may be necessary to insure the War Memorial as a separate item. Values to be agreed at the next meeting and taken to the Insurance Broker. AGREED unanimously.
- 10.2. Code of Conduct.** The only change made is to add an expanded version regarding declaration of interests, recommended by NALC. AGREED unanimously.
- 10.3. Standing Orders.** The proposed revised model standing orders is GDPR compliant, in line with the National Model Policy issued in June 2018. The standing orders have been amended to reflect changes relevant to Yaxham. AGREED unanimously.
- 10.4. Financial Regulations.** There are no changes but an annual review is necessary as preparation for the internal audit. AGREED unanimously.

## 11. Highways

- 11.1. Potholes etc.** The Parish Council has been asked to raise with Highways that the scrapings from Norwich Road pavement on the Northern side have been dumped at the top of Spring Lane, and need to be removed. In addition, the bank at the top of Spring Lane in front of the new development at Quinces Farm has been churned up, and will need restoring upon completion of building works.  
There is a pothole at the top of Cutthroat Lane and also a pothole opposite to Hill Farm on Well Hole, both of which need addressing.  
The public are asked to submit photos of potholes to the clerk who will then pass them on to NCC when reporting potholes.
- 11.2. Speed watch.** There have been two approaches by the School asking how to set up Speed watch. Details have been sent to the people concerned.

## 12. Correspondence.

All previously circulated by e-mail.  
The Police Dereham SNAP Tuesday 23rd April 2019, 7pm Breckland Offices was NOTED.

- 13. Urgent Business** It is in chairman's gift to raise items, it may be worth raising items to be placed on next agenda.
- 14. To note items for the next Agenda.** Risk Assessment, Financial Risk Assessment, Anti-Fraud Policy, Insurance Asset Schedule.
- 15. Annual Parish Meeting.** This will take place on 16<sup>th</sup> May 2019 at 6.30pm, to be followed by the Parish Council Annual meeting at 7.30pm, AGREED.
- 16. The next meeting** will be held on 28<sup>th</sup> March, commencing at 7.30pm
- 17. Resolution to exclude the public and press at 8.40pm** APPROVED
- 18. Grass Cutting Contract.** The tender responses were presented and discussed. It was AGREED unanimously to award the grass cutting contract to Gary Lake for three years, subject to satisfactory performance which is to be reviewed annually
- 19. Clerk/RFO Recruitment.** The Interview Panel made its report and recommendation. After discussion it was agreed unanimously to appoint Mrs Vicky Turner to the position of Clerk to Yaxham Parish Council on the terms as agreed by the staffing committee at a meeting on the 24<sup>th</sup> January 2019.

**The meeting then closed at 9.00 pm.**