



**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> March 2019**

**Present:** Cllrs Lowings (Chairman), Martin (Vice-Chairman), Goldsmith, Crummett, Bennett and District Councillor Claussen.

**In attendance:** Mrs V Turner (Clerk), Mrs P Baldwin (Clerk Mentor) and 16 members of the public.

**1.0 Chairman's opening remarks**

The Chairman welcomed all those present. As Mrs Turner has now been appointed as Clerk, Mrs Baldwin will be ceasing her role as Locum Clerk which she began in July 2018. The Chairman confirmed that Mrs Baldwin would, however, continue her association with the Council in her capacity as Mentor to Mrs Turner. The Chairman tendered, on behalf of the Council, a vote of thanks for Mrs Baldwin's hard work and a presentation was made to mark this appreciation. The Chairman also thanked Cllr Martin who is to continue in the role of RFO whilst ongoing financial matters are finalised. The Chairman reminded Councillors that all remarks and comments must be made via the Chair and that Councillors must not engage directly with the public. In addition, he reminded Councillors purdah period had begun.

**2.0 Apologies**

Cllr Dimoglou and Cllr Harvey were absent, apologies had not been received and their absences noted. Apologies were also received from Norfolk County Cllr Connolly who is unable to attend for family reasons.

**3.0 Declarations of Interest**

None made.

**4.0 Public Session**

Members of the public raised the following points:

Thanks to the Council for their recent donation to Yaxham Community Car Scheme.

Memorial garden working party is planned for 6<sup>th</sup> April 2019 between 10am – 1pm.

A Quiz Night will be held on the same day at the Village Hall between 7pm and 10pm.

A vote of thanks was given to Cllr Claussen for his support with the Neighbourhood Plan.

Bridge on Dereham Road – to consider potential to widen bridge; to be discussed under **Item 10.0 Highways** on the Agenda.

Request for Dog Bin on Spring Lane – Cllr Martin explained that a request for additional provision had been made to the LA but rejected claiming it is considered that Yaxham is already adequately serviced. As emptying the bins is a free service, there are limitations on how many they will facilitate.

Dog waste – Cllr Martin reminded the Public that they could raise dog fouling issues directly with the District Council via the website.

**5.0 District and County Councillor Reports**

Cllr Claussen thanked the Public and the Council for their earlier vote of thanks.

Cllr Claussen conveyed news of the recent Local Government Awards that Breckland had been nominated for. He also outlined the initiative, *Breckland Tripstart*, which supports young people getting in to work.

Cllr Claussen announced the launch of a new App called “Breckworld”; thought to be a world-first initiative, the App features Stephen Fry. The new platform is hoped to attract more visitors to the area and includes interactive features for adults and children. The App is only available on iPhone currently but is expected to be available on Android devices by the Summer.

Breckland Lottery - funds raised in excess of 40K to date, raising funds for good causes.

Capita – outsourced Planning provider has shown some improved performance, and the new Capita Director, Simon Wood, is moving with his family to the area as part of Capita’s local commitment to Breckland Council.

Council Tax – Breckland have increased their portion of the Council tax by only £4.95 per household for a year. Most households in Breckland will pay less than £90 per year in Council Tax for the services provided by Breckland – still the lowest in the country.

Cllr Martin reported on behalf of Cllr Connolly. He confirmed that Cllr Connolly had agreed to award £1000 from a fund which he holds towards the Parish Partnership Scheme which could be used to support the purchase of the village gateways and bus shelters. Clerk to write to approve Parish Council acceptance and tender formal thanks. Confirmation of purchase of a Speed Sign is still awaited from the Safety Partnership.

## 6.0 Minutes of Previous Meetings

6.1 The Minutes of 28.02.19 were unanimously **AGREED** as a true and accurate record and were duly signed by the Chairman.

## 6.2 Clerking Matters Report

**Local Elections Hustings** - These are organised for Breckland Candidates Hustings on 12<sup>th</sup> April, and the Parish Council Hustings on 17<sup>th</sup> April, for 7-9pm at Yaxham Village Hall. The other Parish Councils have been invited to attend the 12<sup>th</sup> April Breckland Hustings, and to advertise this in their parishes.

**Litter Bin in Children’s Play Area** - delivered and ready for erection. HH Aldiss Funeral Directors have allotted a community grant to cover the cost and a thank you letter has been sent.

**New Clerk Appointed** – Vicky Turner met with the Chairman and Vice-Chairman for induction on her first day on 18<sup>th</sup> March. Two days of training with NALC taking place on 19<sup>th</sup> and 26<sup>th</sup> March. Vicky has taken over the G-mail account, the laptop and many of the files. The Vice-Chairman is continuing as acting RFO to complete the end-of-year accounts, the internal audit and the completion of the 2018/19 Annual Governance and Accounting Return (AGAR), which will all complete by 30<sup>th</sup> June 2019, subject to the democratic process.

**Annual Parish Meeting** - organised for 16<sup>th</sup> May 2019 at 6.30pm in the David Myhill Room, Yaxham Village Hall. To date St Peter’s Church, WI, YVAA, the School, MNR, Community Café and Macmillan have confirmed their attendance and intention to report. This is in addition to the Parish Council and Parish Charity Annual Reports which will also include their accounts as agreed at the April meetings.

**Grass Cutting Contract** - award has been confirmed to Gary Lake who has been asked to make the first cut on the playing field ahead of 1<sup>st</sup> April formal start of the contract, and he has agreed. NORSE has been advised that they have been unsuccessful.

### Highways Matters

- The new junction signs on Norwich Road approaching Mill Lane have been installed
- The new “H” white lines at Well Hill will be painted in the next 3 months
- The Spring Lane verge has been reported to NCC who will speak to the developer
- The scraped arisings on the Norwich Road footpath approach to Spring Lane were dumped by NCC; apparently this is usual practice, so they won’t remove them, but if we or residents wish to remove them then they can
- NCC has been contacted about the damage to the Tud River Bridge on the Dereham Road.

- Despite three crashes in short order on the Dereham Road from the Tud Bridge to Horseshoe Farm then because there were no serious injuries, NCC is not prepared to review the speed limit.

The Clerking Matters Report was **NOTED**.

### 6.3 Matters arising from the previous meetings not covered elsewhere on the Agenda

None noted.

### 7.0 Planning Matters

#### 7.1 To receive and consider new planning applications

**3PL/2019/0202/HOU** 2 Harvey Cottages, Station Road, Yaxham, NR19 1RB – Single Storey Extension to rear. No objections raised – it was unanimously **AGREED** not to object to this application.

#### 7.2 To receive and consider additional information on current planning applications

None.

#### 7.3 To receive and consider results of planning applications

None.

#### 7.4 To consider planning applications yet to be decided (see list at end of Agenda)

**3PL/2018/0312/F** – Approval subject awaited Bat Survey which is delayed until May 2019.

**3PL2018/0077/VAR** – Letter received from Applicant confirming that permission has been granted to install mains drainage to site. It was noted that there will be some disruption to Norwich Road during works. Clerk to contact Applicant to invite him to attend and report at the Annual Parish Meeting.

**3PL.2018/0021/D** – Extension granted until 31.5.19. Neighbourhood Plan Working Group to consider Section 106 in relation to this development.

#### 7.5 To receive and consider the latest report on the Neighbourhood and the Local Plans.

**Please see attached Report.** The Chairman thanked Mrs Oechsle for the report. The Council considered the recommendations of the report and its proposals for responding to Breckland's Local Plan Consultation. It was unanimously **AGREED** that this should form the basis of the Council's response and that Mrs Oechsle would arrange for the Parish Council's submission to the Local Plan Consultation.

### 8.0 Finance

#### 8.1 To consider and approved the following payments

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

	To Pay	Detail	£ Total	VAT	Ex VAT	Cheque
i.	Locum Clerk	February & March PC Salary & Meeting Expenses	£90.00 <u>£90.00</u> £180.00	£1.65 £0.00	£88.35 £90.00	101146
ii.	YVAA	March Community News	£40.00	£0.00	£40.00	101138
iii.	ICO	Annual Data Protection Fee	£40.00	£0.00	£40.00	101139
iv.	Norfolk ALC	Clerk Training Course	£132.00	£22.00	£110.00	101140
v.	Ian Martin	Refurbishment of PC Laptop	£89.99	£15.00	£74.99	101142
vi.	Clerk	March Salary & Expenses	£353.00	£0.00	£353.00	101143
vii.	Glasdon UK	Replacement litter bin, play area	£148.37	£24.73	£123.64	101144
viii.	Olly Oechsle	Web site hosting & maintenance	£192.00	£0.00	£192.00	101145

#### 8.2 To note any receipts since the last meeting

	From	Detail	£Total
i.	East of England Co-Op	Grant to cover cost of replacement litter bin	<b>£123.64</b>

Council **NOTED** the acceptance of Community Fund grant from HH Aldiss Funeral Directors as detailed above. Cllr Martin confirmed a thank you email had been sent.

**8.3 To consider the current Parish Partnership Grant awards and actions required**

Grant letters have been received; responses to these offers to be discussed at the next Parish Council meeting on 25.04.19. As previously noted, Cllr Connolly has designated £1,000 to Yaxham Parish Council - acceptance **AGREED**.

**8.4 To consider Clint Green Bus Shelter, insurance claim and possible replacement**

No additional update with regards the insurance claim. *Cabins Unlimited* in Dereham have been approached to quote for providing an equivalent building as a replacement. Maintenance issues to be discussed when considering ordering. Purchase to be funded partially from the Parish Partnership Scheme; to be raised as an Agenda item at April meeting - **AGREED**.

**8.5 To consider maintenance of the two Parish Notice Boards**

The two boards were reported as needing some refurbishment; Cllr Goldsmith volunteered to undertake this for the Yaxham Notice Board. The Chairman thanked him and said he would ask Cllr Harvey if he could do the same for the Clint Green notice board. **AGREED**.

**8.6 To consider and approve any councillor/clerk training that may be required**

Clerk Training – Standing Orders, costing £30 + VAT was unanimously **AGREED**.

In view of the May elections, Cllr Martin proposed that a whole council “Being an effective Councillor” training session should be arranged for June or July. Clerk to approach NALC with a view to establishing cost estimates.

**9.0 Policies****9.1 To consider the revised insurance schedule and values**

Circulated to Councillors by the RFO prior to the meeting, the revised schedule (attached) was unanimously **AGREED** as representative of Parish assets. Updated Schedule to be submitted to Came and Co Insurance Brokers by RFO for the purposes of insurance renewal on 1st June 2019. The Chairman thanked the RFO for his hard work.

**9.2-4 To consider the Anti-Fraud Policy, Fire Risk Assessment, Risk Assessment Policies**

Undertaken as part of the Internal Audit, no changes to these policies were proposed. It was unanimously **AGREED** to adopt these policies in their current format.

**10.0 Highways**

Bridge on Dereham Road - Deferred from the Public Session, the Chairman invited further comments from the public. The Council agreed to review at the next meeting. Item to be listed on the Agenda for 25.04.19.

Pothole on Cutthroat Lane – Cllr Martin reported that he had been unable to locate the pothole on a site visit. A member of the public said it was only a small one and she would keep an eye on it if it gets bigger. Cllr Martin reminded the meeting that potholes can be reported directly to Breckland via the website.

**11.0 Correspondence (previously circulated)**

**1-4** NALC Newsletters, Community Action Norfolk Newsletters, Breckland Council Meeting notices and Minutes, Police Newsletters including SNAP noted.

**12.0 Urgent Business**

Nothing noted.

**13.0 To note items for the next meeting Agenda**

Parish Partnership Grants, Bridge over River Tud, Draft Accounts

**14.0 Dates and times of Next Meetings**

**Yaxham Parish Charity Meeting– 7pm Thursday, 25<sup>th</sup> April 2019**

**Full Council Meeting – 7.30pm Thursday, 25<sup>th</sup> April 2019**

**Annual Parish Meeting – 6.30pm Thursday, 16<sup>th</sup> May 2019**

**Parish Council Annual Meeting, 7.30pm Thursday, 16<sup>th</sup> May 2019**

There being no further business the meeting closed at 8.40pm.

## Attached - Yaxham Parish Council Revised Insurance Schedule for 2019/18

Item	Old Schedule	New Schedule	Comments
<b>Outside Equipment:</b>			
- Defibrillator	£1,500	£2,000	Covered for up to £5,000
<b>War Memorial</b>	£6,428	£25,000	H Brett & Son Monumental Masons Estimate
<b>Street Furniture:</b>			
- Bus Shelters	£1,984	£3,060	As per Parish Partnership Bid for 1
- Clint Green Signs	£331	£0	Deleted – Excess £250 each
- Village Sign	£1,603	£3,500	Fabrication estimate, WW1 project
- Wooden Planters	£1,223	£1,223	
- Notice Boards	£2,477	£2,500	
- Grit Bins	£395	£0	Deleted – Excess £250 each
- SAM2	£2,746	£2,800	Replacement Value
Sub-Total	£10,759	£13,083	
- Memorial Benches	£1,291	£1,291	As New
<b>Total</b>	<b>£12,050</b>	<b>£14,374</b>	
<b>Office Equipment</b>			
- Clerk's Laptop	£567	£600	Covered for up to £5,000