



**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
At 7.30pm on Thursday 25<sup>th</sup> April 2019**

**Present:** Cllrs Lowings (Chairman), Martin (Vice-Chairman), Goldsmith, Crummett, Harvey, Bennett and Dimoglou

**In attendance:** Mrs V Turner (Clerk) and 13 members of the public.

**1.0 Chairman's opening remarks**

The Chairman welcomed all those present making special mention to fellow Candidates in the public gallery, and to outgoing Councillors.

**2.0 Apologies**

Cllr Dimoglou arrived at 7.40pm as previously notified. No other apologies received.

**3.0 Declarations of Interest - None.**

**4.0 Public Session - No matters raised.**

**5.0 District and County Councillor Reports** No District or County Councillors present.

**6.0 Minutes of Previous Meetings**

**6.1** The Minutes of 28.03.19 were unanimously **AGREED** as a true and accurate record and were duly signed by the Chairman.

**6.2 Clerking Matters Report by the Clerk and Cllr Martin, to the Parish Council**

**The Parish Newsletter** has been circulated to parishioners this month.

Cllr Connolly has been written to, formally thanking him on behalf of the Parish Council, for the grant of 1k towards the Parish Partnership Scheme. Funds will be released shortly.

**Local Elections Hustings:** These were organised for Breckland Candidates on 12<sup>th</sup> April, and the Parish Council on 17<sup>th</sup> April, for 7-9pm at Yaxham Village Hall, and other Parish Councils invited to attend 12<sup>th</sup> April Breckland Hustings. The hustings were a great success with almost 60 electors at the Breckland Hustings and over 60 at the Parish Hustings. All candidates attended except one. Mattishall Parish Cllrs who attended the Breckland Hustings were very impressed. The Chairs of the Hustings and Rev Sally Thurgill have been thanked for their roles in these successful events.

**Planning:** The Council's comments on the Harvey Cottages, Station Road application have now been submitted.

**Insurance:** The new insurance schedule has been submitted to the Insurance Broker for forwarding to the insurers. We have asked for a market review and await the potential premiums for the new insurance year commencing 1<sup>st</sup> June 2019

**Highways Matters:**

- An Emergency Road closure of Cutthroat Lane took place between 2<sup>nd</sup> and 3<sup>rd</sup> April for essential BT works.
- Indicative markings have appeared for the new "H" white lines at Well Hill and hopefully will be painted soon.
- The fingerpost at the bottom of Well Hill has been repaired, although initially reading Norwich and Marttishall, it does now read correctly.

- Highways have been contacted about the Tud Bridge on the Dereham Road and we are currently awaiting response.

**The Annual Parish Meeting** will be held at 6.30pm on Thursday 16<sup>th</sup> May 2019 here in the David Myhill Room. Attendees representing reports thus far include:

John Hull – MNR

Maggie Oechsle – Neighbourhood Plan

Cynthia Nisbet – Community Café and MacMillan

Sally Thurgill – St Peter’s Church

Katherine Rodgers - WI

Paul Phillips of the Table Tennis Club will not be attending but will be sending a Report

**Easter saw the retirement of Mrs Bridget Wright**, organist at St Peter’s Church for nearly 35 years. The Parish Council would like to publicly thank her for her pro-bono service to both Church and Community and wish her a long and happy retirement. Cllr Martin confirmed that a gift and card to mark the longevity of her service had been presented to her on behalf of the Council and that Mrs Wright had written to thank everyone for their good wishes.

The Clerking Matters Report was **NOTED**.

**6.3 To consider matters arising from the minutes of previous meetings not considered elsewhere on the Agenda**

None noted.

**7.0 Planning Matters**

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

**3PL/2019/0304/HOU 51 St Peter’s Close, Yaxham, NR19 1RN** – Part Single/Part two Storey extension to side, and rear extension and front entrance porch. No objections raised but it was unanimously **AGREED** this was subject to confirmation that all windows overlooking neighbouring properties were obscured with frosted glass.

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

None.

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

**3PL/2019/0202/HOU 2 Harvey Cottages, Station Road, Yaxham, NR19 1RB** – Single Storey extension to rear. Approval submitted to LA.

**7.4 To consider planning applications yet to be decided**

No new information noted on these applications.

**7.5 To receive and consider the latest report on the Neighbourhood and the Local Plan**

Mrs Oechsle confirmed that the Local Plan consultation finished on 1st April and PC comments specifically on HOU4 planning policy wording were submitted as agreed at the last PC meeting. The Examiner is still not satisfied as there is yet another 6-week consultation on the formatting of the document. This postpones possible adoption of the Local Plan still further into the year. Until the Plan is adopted and the 5-year housing land supply agreed, villages are still at the mercy of developers putting in outline planning permissions on what may normally be seen as unsustainable sites. Big developments planned for Thetford and Attleborough are not being delivered fast enough which is causing the housing land supply shortfall.

**8.0 Finance**

The Chairman called on Cllr Martin as Acting RFO to go through the financial matters

**8.1 To consider and agree the current Parish Partnership awards**

**Parish Partnership Grants:**

- **Village Gateways** - A sum of £2005.11 is required towards the final cost. If the costs are less than anticipated, a refund will be made.

- **Bus Shelters** –Cllr Martin explained that the original supplier had gone out of business. We had received two quotes for a replacement. It was **AGREED** that the Clerk obtain a further two estimates, if possible, to present to the next meeting.

- **SAM2** – On hold at present pending release of funds.

It was proposed that the Council approve raising a cheque for £2005.11 towards the Partnership Grant purchase and signature of the Grant Application letters. This was unanimously **AGREED**.

## 8.2 To consider and approve the following payments

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

	To Pay	Detail	£ Total	VAT	Ex VAT	Cheque No
i.	Clerk	April Salary & Meeting Expenses	£347.87	£0.00	£347.87	101147
ii.	EOE	17 <sup>th</sup> April Hustings Posters	£15.40	£2.57	£12.83	101148
		12 <sup>th</sup> April Hustings Posters	£32.18	£5.36	£26.82	
		Hustings Newsletter	£96.00	£0.00	£96.00	
		March PC Meeting printing	<u>£ 5.00</u>	£0.83	£4.17	
		Total	£148.58			
iii.	Norfolk ALC	Annual Membership Fee	£178.98	£0.00	£178.98	101149
		Clerk Standing Orders Training	<u>£ 36.00</u>	£6.00	£30.00	
		Total	£214.98			
iv.	Norfolk CC	Parish Share for Village Gates	£2,005.11	£0.00	£2,005.11	101151
v.	Kyle Plant Supplies	Planter Plants 22/06/19	£64.18	£10.70	£53.48	101150
		Planter Plants 27/09/19	£76.20	£12.70	£63.50	
		Planter Plants 16/04/19	<u>£26.16</u>	£4.36	£21.80	
		Total	£166.54			

## 8.3 To note any receipts since the last meeting

The following receipts were noted.

	From	Detail	£ Total
i.	Breckland Council	First of two Precept installments	£5,500.00
ii.	Axa Insurance	Initial Insurance Payment re: Bus Shelter	£ 675.00
iii.	Axa Insurance	Supplementary Payment re: Bus Shelter	£1,986.53

## 8.4 To consider and agree signing the AGAR Certificate of Exemption from a Limited Assurance Review by the External Auditor

The RFO explained that Yaxham Parish was comfortably below the £25,000 threshold with qualifying turnover for 2018/19 sitting at £14,609. The Council Was therefore eligible to be exempt from the Limited Assurance Review. He also explained that 5% of Council's seeking exemption would still be subject to audit if randomly selected. The motion to apply for exemption was **AGREED** unanimously and the application signed.

## 8.5 To consider and agree the draft accounts for the year ending 31<sup>st</sup> March 2019, including: income and expenditure, expenditure items less than £100, Asset Register, and bank reconciliation

Previously circulated, The RFO, summarised the documentation detailing the draft accounts for 31.13.19. It was proposed that the accounts be accepted in their draft format and that they should be presented at the Annual Parish Meeting on 16<sup>th</sup> May 2019 but subject to the Internal Auditing process has taken place. This was unanimously **AGREED**.

## 8.6 To consider Clint Green Bus Shelter, insurance claim and possible replacement, and the possible re-location of the bus stop

The Insurance broker, Came and Co, with advice from the RFO had successful challenged the award of £675 (Asset valuation of £925 less excess of £250) in respect of the claim for the damaged bus shelter and that an additional £1,986.53 had been received, making total reimbursement £2,667.23. The Chairman thanked the RFO for his resolve in securing these additional funds. Cllr Bennett proposed that the location of the new bus stop should be

relocated to the south of Well Hill in the layby. Adopting this alternative site could also be advantageous for school children waiting for the school bus in addition to those using the public service. It was proposed that potential re-siting should be investigated, and it was unanimously **AGREED** that the Clerk and RFO approach Konnect and Highways prior to the next meeting, to establish viability.

**8.7 To consider and approve any councillor/clerk training that may be required, including the proposed whole Council 'Effective Councillor' Training day.**

A quotation has now been received from NALC to deliver this course, the cost of this being £480 plus VAT. However, if hosted at the Yaxham Village Hall, with subsistence provided by delegates, this cost will reduce to £390 plus VAT. It was decided that the decision to undertake this training would be better deferred until the meeting of the new Council on 16<sup>th</sup> May 2019.

**9.0 Highways**

Pot Hole, Well Hill – it was noted that this remained unrepaired; it was confirmed that all correspondence relating to ongoing, unresolved issues such as this are copied to Cllr Connolly so that he can intervene or advise as necessary.

**10.0 Correspondence (previously circulated via Email)**

Breckland Council Meeting notices and Minutes, NALC Newsletter and Police Newsletter noted.

**11.0 Urgent Business**

It was noted that this would be the final meeting of the Council with its current membership and that four Members were standing down this evening with potential for a fifth Member, not returning after the elections. The Vice Chairman proposed a formal vote of thanks to all Councillors retiring, acknowledging their service and dedication during their terms of office. This was seconded by Cllr Dimoglu. The new Council will convene on 16<sup>th</sup> May 2019.

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

None noted.

**14.0 Dates and times of Next Meetings**

The following Meetings were noted:

**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 8.31pm.