



YAXHAM PARISH COUNCIL

Meeting 18th July 2019

Reports Pack

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Yaxham Parish Council Meeting 18th July 2019

Report by Breckland Council, Mattishall Ward, Councillors – Paul Claussen & Ian Martin

Highlights since 20th June 2019 meeting...

Local Plan – new technical consultation is under way, required by the Examiner so as to reduce the likelihood of future challenge. This concludes/concluded on 12th July, but should not hold up the Examiner's report, currently scheduled for mid-August and the Local Plan to then go for adoption at the Full Council meeting on 19th September 2019.

5 Year Land Supply Statement for the position as at 1st April 2019 is still being completed. Officers had hoped to bring this to the 24th June Planning Committee meeting, but sadly this was not the case. The Government has changed the rules and therefore officers are working to make sure that the statement on 5 year land supply, if we have one, is robust. It is therefore unlikely to come before the 22nd July meeting, but may be delivered in September – with a 5 year land supply.

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Clerk's Report

Yaxham Parish Council



18th July 2019

e-mail: yaxhamparishclerk@gmail.com

Last Meeting's Minutes—Matter's Arising not Covered Elsewhere

4.0 Public Session Cllr Gust has been in contact with the school with regard dangerous parking at the Primary School. In addition, the Chairman has written to the Headteacher and the Chair of Governors with regard the overgrown hedging along the footpath from Norwich Road to Cutthroat Lane – which has now been cut. The Chairman has also contacted the school about a joint meeting next term.

7.5 William H Brown For Sale Sign

The Clerk has written to William H Brown to ask if they might be willing to remove redundant 'For Sale' signage from Norwich Road. William H Brown have responded saying that their client, Lanpro/Glavenhill wish it to remain "in situ".

8.0 Yaxham Parish Council Plan

This has been drafted and included in the recent newsletter for comment.

9.1 To consider and Agree the Parish Partnership award for the new SAM2 sign

Highways have processed our acceptance documentation and *Westcotec* have been instructed to place an order. We have been advised that the lead-in time for ordering and installation is approximately 4-6 weeks.

The Chairman has written to Garvestone Parish Council with the suggestion they may wish to take over the shared SAM2 sign for a small financial contribution. They will consider this at their next meeting on 19th August.

9.3 Agreed cheques have been paid.

9.5 Internal Audit Report is on website.

9.6 Annual Governance & Accounting Return

has been posted on the notice boards and the website, along with the notice of electors' right to view the accounts.

9.8 Well Hill Bus-Stop/Bus-shelter

relocation. The Clerk has been advised that Konect bus service will defer to the advice of NCC; the Transport Department have passed this matter to Publicity Section and the Clerk is currently awaiting an update. NCC Highways has reconfirmed that they do not

object to this relocation. However they do not have any funds at present. We have asked them to indicate what works would be required and how much this would cost.

9.9 To consider any Councillor/Clerk Training including CILCA Training for the Clerk and external conferences with relevance to the Council

All places on courses and conferences agreed at the meeting on 20th June have been booked where availability permits.

The whole council training on how to be an effective cllr, took place on the evenings of 3rd and 8th July. All cllrs and clerk attended both sessions and were deemed a great success – albeit that some new cllrs were a little taken aback at the amount covered by this training.

10.1 To note any Highways matters needing attention.

As confirmed earlier, Councillor Martin is currently in dialogue with the Primary School in relation to overgrown hedges obstructing passage along footpaths near the school.

10.2 To consider the registration of Low Lane as a public Right of Way

Cllr Couves is currently researching this and will report to the Council as soon as possible.

14.0 VE Day Celebrations The Clerk has registered an interest with Norfolk NALC for potential village participation in this event.

15.1 To consider any issues raised by Councillors that the Chairman considers to be urgent.

Cllr Cheetham undertook trimming back the vegetation on the bank at the bottom of Well Hill. Our thanks to Cllr Cheetham for this work.

Yaxham World War I Time Capsule

The Clerk would love to hear from any residents who would be willing to pass on memories of their family's role in the 1914-18 conflict. Oral testimony is invaluable and irreplaceable once generations pass away – if you have anything you would be happy to write as way of record of your family history of this period to be included in the capsule, please do let us know. yaxhamparishclerk@gmail.com.

Yaxham Parish Council – Meeting 18th July 2019 – Reports Pack

**Yaxham Parish Council
Actuals versus Budget**

	30/06/2019		% of year		25%
	Budget	Expenditure	Remaining	% v	
Expenditure	2019/2020	to Date	Balance	Budget	
Clerk/RFO salary	£ 3,400.00	£ 905.00	£ 2,495.00	27%	
Clerk expenses (incl admin)	£ 800.00	£ 314.77	£ 485.23	39%	
Clerk Training	£ 400.00	£ 30.00	£ 370.00	8%	
Subscriptions (NALC, Parish Online, ICO, SLCC)	£ 425.00	£ 178.98	£ 246.02	42%	
Neighbourhood Plan	£ 750.00	£ 117.72	£ 632.28	16%	
Web site	£ 220.00	£ -	£ 220.00	0%	
Insurance	£ 375.00	£ 372.63	£ 2.37	99%	
Audit	£ 120.00	£ 100.00	£ 20.00	83%	
Councillor Training	£ 300.00	£ -	£ 300.00	0%	
Room hire	£ -	£ -	£ -	0%	
Maintenance (Bus Shelter, grass-cutting, planters, SAM2)	£ 1,430.00	£ 230.28	£ 1,199.72	16%	
Yaxham Community News & Newsletters, Posters etc	£ 544.00	£ 300.68	£ 243.32	55%	
Wreath	£ 20.00	£ -	£ 20.00	0%	
Election costs (planned)	£ 803.00	£ -	£ 803.00	0%	
Section 137 Grants	£ 1,000.00	£ -	£ 1,000.00	0%	
Total "Running Costs"	£ 10,587.00	£ 2,550.06	£ 8,036.94	24%	
Reserves-Projects/Grants	£ 13,545.38	£ 2,005.11	£ 11,540.27	15%	
Reserves - Election Costs Unplanned	£ 1,500.00	£ -	£ 1,500.00	0%	
Reserves- Planning Advice	£ 3,000.00	£ -	£ 3,000.00	0%	
Total	£ 28,632.38	£ 4,555.17	£ 24,077.21	16%	
	Budget	Income to	Remaining	% v	
Income	2019/20	Date	Balance	Budget	
Precept	£ 11,000.00	£ 5,500.00	£ 5,500.00	50%	
Interest	£ -	£ -	£ -	0%	
Rent	£ 150.00	£ -	£ 150.00	0%	
Grants	£ -	£ -	£ -	0%	
Insurance	£ -	£ 2,661.53	£ -	0%	
VAT Refund	£ 850.00	£ -	£ 850.00	0%	
Total "Planned" or "Reliable" Income	£ 12,000.00	£ 8,161.53	£ 6,500.00	68%	

Yaxham Parish Council Bank Reconciliation

Financial year ending		31/03/2020
Prepared by: Ian Martin, Acting RFO		01/07/2019
Balance per bank statements as at		11/06/2019
Barclays Current Account	£	26,285.12
NS&I Account	£	-
		£ 26,285.120
Less: Unpresented cheques at	£	43,627.00
Cheque number		
Olly Oechsle	101145 £	192.00
SLCCC	101153 £	114.00
Veronica Turner	101157 £	356.57
Eastern Office Equipm	101158 £	62.40
Jeffret Oatey	101159 £	95.80
S&C Moore	101160 £	120.00
YVAA	101161 £	40.00
		£ 980.770
Net balances at	11/06/2019	£ 25,304.350
 Cashbook		
Opening balance at	1st April 2019	£ 21,817.330
Add: Receipts		£ 8,161.530
Less: Payments		£ 4,674.510
Closing Balance	11/06/2019	£ 25,304.350
	Check	£ -