



YAXHAM PARISH COUNCIL

Meeting 28th November 2019

Reports Pack

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Vicky Turner,
Clerk to Yaxham Parish Council
yaxhamparishclerk@gmail.com

21st November 2019

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

Highlights since 24th October 2019 meeting...

Breckland Council's WWII Commemorative Grant

This is administered via Norfolk Community Foundation. Eligible groups (Charity, Church/PCC, Parish/Town Council, School, Social Enterprise/CIC, and Voluntary/Community Group) can apply for grants of up to £500 for community projects and celebratory events that will commemorate the 75th Anniversaries of VE and VJ Day, and 80th Anniversaries of Dunkirk and the Battle of Britain. Applications can be made directly online: <https://www.norfolkfoundation.com/funding-support/grants/groups/breckland-wwii-commemorative-grant-scheme-2020/>

Community Match Funding - Applications Open December 2019

Up to £5,000 match funding grants will be available for community projects that align to Breckland's corporate plan. More detail coming soon. To request an email alert informing you of when they go live, please email community@breckland.gov.uk with your name, name of the organisation you represent and the grant scheme that you are interested in.

Local Plan & 5 Year Land Supply

Since the last Report the Local Plan Examiner's Report has been published. This will now be considered and is proposed for Adoption at Breckland's next Full Council meeting, which has been rescheduled for 28th November at 11am (moved from the previous date of 12th December which is now General Election Day). Assuming this is agreed then the full Local Plan will come into force immediately. As part of this the Examiner considers that Breckland has a 5.24 year land supply. As a result not only is the Local Plan able to be adopted, but also the Yaxham Neighbourhood Plan policies that we all worked so hard on. Under the NPPF, the land supply figure is current until October 202, when Breckland will need to again demonstrate whether it has a 5 year land supply.

As part of the Local Plan Examiner's requirements, Breckland has to commence immediately on adoption a partial review of the Local Plan relating to the Housing supply policies, and to complete this by October 2022 (unclear at this stage whether it has to have been publicly examined and fully adopted by this date) otherwise all the Plan's policies will be deemed to be out of date at that point. There is apparently an option to commence a full review of the Plan that whilst this could take longer, there would be the option of adding in new policies e.g. further green policies, to the plan.

Planning Call-in Requests by Ian & Paul

This is now the only route for planning applications that the Parish Council is concerned about, whether to support or object, to be considered by the Planning Committee. Let Ian & Paul know as soon as practical if the Council wishes them to request a call-in.

Breckland Meetings (re-arranged in the light of the General Election on 12th December 2019) (at Elizabeth House, Dereham, unless otherwise stated)

- 28th November – Additional Cabinet Meeting 9.30am
- 28th November – Full Council Meeting 11.00am
- 6th December – Cabinet Meeting 12.00pm
- 16th December – Planning Committee 10.00am
- 19th December – Overview & Scrutiny Committee 10.00am

Contact Paul Claussen by:

@ paul.claussen@breckland.gov.uk,
T. 01603 880 454
Heath Cottage, 24 Heath Road, Hockering,
Norfolk NR20 3JB

Contact Ian Martin by:

@ ian.martin@breckland.gov.uk
T. 01362 854 248, M. 07968 349 543, f Ian Martin
Yaxham House, Norwich Road, Yaxham,
Norfolk NR19 1RH

Clerk's Report

Yaxham Parish Council



28th November 2019

e-mail: yaxhamparishclerk@gmail.com

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

4.0 Public Session

War Memorial – The clerk has written to Rev McCaghrey regarding issues raised at the last meeting. The Reverend is considering the matter and will be in touch shortly.

6.2 Footpath 4 – Cllr Martin has been in contact with the Countryside Access Officer who has agreed to replace rotten timbers and renew chicken wire on this footbridge. Work to be undertaken in December.

8.1 Royal British Legion Poppy Appeal
A door-to-door collection was made in the village thank you to all who helped.

8.2 The Council's recycled wreath from last year, along with wreaths from other Parish organisations, were laid at the war memorial for the Remembrance Service on 10th November, thanks to the co-ordination of Katy Marczewski, and another re-cycled wreath was placed on the base of the village sign.

7.0 Planning

All matters raised for the Clerk's action under this item on 24th October, have been undertaken and Councillors will elucidate where appropriate during the meeting.

The Chairman & Cllr Couves have met Tim Hay and Neil Sunderland of Yaxham Waters to discuss future development of the site.

The Chairman has met Andrew Darcy, Head of Planning Policy at Breckland, to discuss the implications of the Local Plan for Yaxham planning matters.

9.1 Agreed cheques have been paid.

10.0 Highways Matters

The Chairman and NCC Cllr Ed Connelly met the Highways Area Surveyor, John Cotton, to discuss Highways issues raised at the last meeting.

Other Matters

Waste Bin at Pinns Corner – The Woodland Group installed this as Pinns Corner became a more popular site, and emptied the bin themselves. However, the amount of litter collected has become so great it would be helpful Serco, for Breckland, could empty this bin the same time as it empties the dog waste bin at Pinns Corner. Breckland have been contacted.

Sold Sign at Norwich Road, Yaxham – The clerk has written to William H Brown again, this time asking if the 'Sold' sign can be removed now that the land has a buyer.

Internal Auditor – A potential new Internal Auditor has been identified to verify the Council Accounts April 2019 – March 2020.

Commemoratory Grant Scheme launched in Breckland Calling all Yaxham Groups!

Breckland Council has officially launched a WWII Commemoratory Grant Scheme, which will provide grants of up to £500 for community projects and celebratory events that will commemorate the 75th anniversaries of VE and VJ day, and 80th anniversaries of Dunkirk, and the Battle of Britain.

The scheme is open to Breckland registered charities, constituted community groups, Town and Parish councils, Schools providing community activity, not for profit social enterprise, community interest companies and Church/ PCC for secular projects.

Earlier this year, central government announced that the Early May Bank Holiday will be moved to 8 May 2020 to enable a three-day weekend of commemorative events.

Applications to the fund, which will be managed by the Norfolk Community Foundation, need to be in by the deadline of January 31st. For further information and to download an application form visit

<https://breckland.gov.uk/community-funding>

Yaxham Parish Council 2020/21 Draft Budget
Spending Actuals for 2016/17-2018/19, 2019/20 Year End Projection, Draft Budget for 2020-21

Expenditure	B	C	D	E	F	G	H	I	J
Column A	2016/17	2017/18	2018/19	2019/20	@ 30/11/19	67%	2020/21	Variance £ v	Variance
Draft Budget 2020-2021	Actuals	Actuals	Actuals	Budget 2019/2020	Expenditure to Date	Year End Projection	Draft Budget 2020/21	Outcome	%
Expenditure Ex VAT									
Clerk/RFO salary	£ 2,424.36	£ 3,707.11	£ 2,611.70	£ 3,400.00	£ 2,900.00	£ 5,430.00	£ 4,889.50	-£ 540.50	-10%
Clerk expenses (incl admin)	£ -	£ 361.10	£ -	£ 800.00	£ 492.02	£ 800.00	£ 800.00	£ -	0%
Clerk Training	£ 45.00	£ -	£ 110.00	£ 400.00	£ 236.87	£ 700.00	£ 300.00	-£ 400.00	-57%
Subscriptions (Incl NALC, Parish Online, ICO, SLCC, CPRE)	£ 72.75	£ 276.25	£ 215.64	£ 425.00	£ 358.98	£ 425.00	£ 425.00	£ -	0%
Neighbourhood Plan			£ 340.50	£ 750.00	£ 117.72	£ -	£ -	£ -	0%
Web site	£ 35.88	£ 291.87	£ 237.99	£ 220.00	£ 207.99	£ 220.00	£ 220.00	£ -	0%
Insurance	£ 300.96	£ 596.91	£ 376.55	£ 375.00	£ 372.63	£ 372.63	£ 375.00	£ 2.37	1%
Audit	£ 185.00	£ 850.00	£ 305.00	£ 120.00	£ 100.00	£ 100.00	£ 70.00	-£ 30.00	-30%
Councillor Training	£ -	£ 75.00	£ 250.00	£ 300.00	£ 664.50	£ 700.00	£ 300.00	-£ 400.00	-57%
Room hire	£ 350.00	£ 225.00	£ 250.00	£ -	£ -	£ -	£ -	£ -	0%
Maintenance (Bus Shelter, grass-cutting, planters, SAM2)	£ 1,173.46	£ 1,607.90	£ 1,273.99	£ 1,430.00	£ 975.65	£ 1,550.00	£ 1,550.00	£ -	0%
Yaxham Community News & Newsletters, Posters etc	£ -	£ -	£ 208.00	£ 544.00	£ 557.19	£ 807.19	£ 1,000.00	£ 192.81	24%
Wreath	£ 20.00	£ -	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ 20.00	£ -	0%
Election costs (planned)	£ -	£ -	£ -	£ 803.00	£ -	£ 803.00	£ -	-£ 803.00	-100%
Section 137 Grants	£ 150.00	£ -	£ 1,500.00	£ 1,000.00	£ 250.00	£ 250.00	£ 1,000.00	£ 750.00	300%
Misc	£ 587.09	£ 191.93	£ -	£ -	£ -	£ -	£ -	£ -	NA
Total - Running Costs	£ 5,344.50	£ 8,183.07	£ 7,699.37	£ 10,587.00	£ 7,253.55	£ 12,177.82	£ 10,949.50	-£ 1,228.32	-10%
One-offs funded by grants & reserves									
- Projects	£ 10,239.02	£ 9,345.65	£ 2,296.77	£ 13,479.48	£ 12,240.61	£ 12,240.61	£ 4,689.00	-£ 7,551.61	-62%
- Well Hill Bus Shelter			£ -	£ -	£ -	£ -	£ 3,000.00	£ 3,000.00	NA
- Election Costs Unplanned			£ 103.33	£ -	£ -	£ -	£ -	£ -	0%
- Planning Advice			£ 1,976.52	£ -	£ -	£ -	£ -	£ -	0%
One-offs - Total	£ 10,239.02	£ 9,345.65	£ 4,376.62	£ 13,479.48	£ 12,240.61	£ 12,240.61	£ 7,689.00	-£ 4,551.61	-34%
Grand TotalTotal	£ 15,583.52	£ 17,528.72	£ 12,075.99	£ 24,066.48	£ 19,494.16	£ 24,418.43	£ 18,638.50	-£ 5,779.93	-24%

Yaxham Parish Council 2020/21 Draft Budget
Spending Actuals for 2016/17-2018/19, 2019/20 Year End Projection, Draft Budget for 2020-21

Income, Surplus/Deficit, & Bank Reconciliation

Column A	B	C	D	E	F	G	H	I	J
	2016/17	2017/18	2018/19	2019/20	@ 30/09/2019		2020/21		
Income	Actuals	Actuals	Actuals	Budget 2019/2020	Income to Date	Year End Projection	Draft Budget 2020/21	Variance £ v Outcome	Variance %
Precept	£ 10,200.00	£ 11,000.00	£ 11,000.00	£ 11,000.00	£ 11,000.00	£ 11,000.00	£ 11,000.00	£ -	0%
Interest	£ 41.22	£ 19.97	£ -	£ -	£ -	£ -	£ -	£ -	0%
Rent	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ -	£ 150.00	£ 150.00	0%
Breckland Precept Support Grant	£ 486.00	£ 333.00	£ 167.00	£ -	£ -	£ -	£ -	£ -	0%
Total Regular Income	£ 10,877.22	£ 11,502.97	£ 11,317.00	£ 11,150.00	£ 11,150.00	£ 11,000.00	£ 11,150.00	£ 150.00	0%
Other grants	£ 2,833.52	£ 9,186.38	£ -	£ 6,739.74	£ 6,109.00	£ 6,109.00	£ 3,250.00	-£ 2,859.00	-47%
Insurance	£ 809.80	£ -	£ -	£ -	£ 2,661.53	£ 2,661.53	£ -	-£ 2,661.53	-100%
Misc	£ 170.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	0%
Total One-off Grants etc	£ 3,813.32	£ 9,186.38	£ -	£ 6,739.74	£ 8,770.53	£ 8,770.53	£ 3,250.00	-£ 5,520.53	-63%
Total Income Ex VAT	£ 14,690.54	£ 20,689.35	£ 11,317.00	£ 17,889.74	£ 19,920.53	£ 19,770.53	£ 14,400.00	-£ 5,370.53	-27%
VAT Refund	£ -	£ 2,707.33	£ 3,067.29	£ 850.00	£ -	£ 2,352.09	£ 850.00	-£ 1,502.09	-64%
Total Income incl VAT	£ 14,690.54	£ 23,396.68	£ 14,384.29	£ 18,739.74	£ 19,920.53	£ 22,122.62	£ 15,250.00	-£ 6,872.62	-31%
Surplus/Deficit Ex VAT	-£ 892.98	£ 5,867.96	£ 2,308.30	-£ 5,326.74	£ 426.37	-£ 2,295.81	-£ 3,388.50		
Bank Reconciliation	2019/20	2020/21							
- Year Start	£ 21,817.33	£ 19,521.52							
Net Cash Change	-£ 2,295.81	-£ 3,388.50							
- Year End	£ 19,521.52	£ 16,133.02							

Yaxham Parish Council 2020/21 Draft Budget
Spending Actuals for 2016/17-2018/19, 2019/20 Year End Projection, Draft Budget for 2020-21

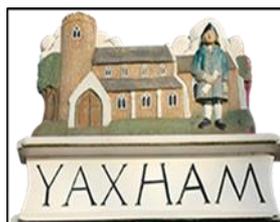
Earmarks/Reserves & Identified Projects for 2020/21

Earmarks at 1st April	01/04/2019	01/04/2020	01/04/2021				
General Fund (75%-100% of budget)	£ 8,250.00	£ 8,250.00	£ 8,250.00				
Projects/Grants	£ 10,545.38	£ 4,109.99	£ 3,383.02				
Well Hill Bus Shelter	£ -	£ 2,661.53	£ -				
Election Costs - Unplanned By Election	£ 1,500.00	£ 1,500.00	£ 1,500.00				
Planning Advice	£ 3,000.00	£ 3,000.00	£ 3,000.00				
Total	£ 23,295.38	£ 19,521.52	£ 16,133.02				

Projects Identified for 2020/21	Estimated Costs		Funded by:				
	From	To	Insurance	PP Grant	Reserves	Grant	School
Relocation of Well Bus Stop & Bus-shelter	£ 3,000.00	£ 4,000.00	£ 2,661.53	50% excess	50% Excess		
New SAM2 pole at western end of Clint Green	£ 89.00	£ 139.00		50%	50%		
Whinburgh Road/Norwich Road Junction	£ 2,350.00	£ 2,500.00		50%	50%		
School Pedestrian Safety Barrier	£ 1,500.00	£ 2,000.00			50%		50%
DM Room Projector	£ 750.00	£ 1,000.00				up to £1,000	
Total	£ 7,689.00	£ 9,639.00					

Proposed Parish Partnership Bid 2020/21 to Norfolk County Council – 50/50 split of costs between NCC and Yaxham Parish Council

- | | |
|---|---|
| 1) Relocation of Well Hill Bus Stop & Bus-shelter | The balance of the cost not met by the insurance pay-out – up to £1,500 |
| 2) New SAM2 Pole at western end of Clint Green | £89 + £50 if additional bracket required |
| 3) Whinburgh Road/Norwich Road Junction | Safety/Speed works – up to £2,500 |



YAXHAM PARISH COUNCIL

GENERAL RESERVES POLICY

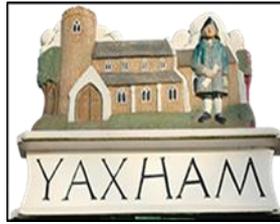
Adopted by the Council on 28th November 2019

Due to be reviewed by November 2020

It is the policy of Yaxham Parish Council to hold in reserves (also known as “earmarks”) accumulated funds to cover the following areas:

Reserve Description	For Year 2020/21
1. The General Reserve to be the equivalent of nine months general running costs, so as to enable the Council to continue to run in the event of calamitous event such as the failure by Breckland District Council to pay all or part of the precept;	£8,250.00
2. Planning Policy Advice Reserve to enable the Parish Council if a contentious planning matter arises for which specialist advice on for example planning or legal matters would be required to in order to seek to better protect the parish’s interests;	£3,000.00
3. Ring-fenced Grant Funds received by the Council for a particular purpose that have yet to be fully utilised;	£0.00
4. Election Costs Reserve to cover the unplanned cost in any one year of one casual vacancy that gives rise to a contested by-election;	£1,500
5. Insurance Claims Reserve holding any ring-fenced insurance pay-out to the Council ahead of its utilisation to replace or repair the Parish Council asset for which a claim has been successfully made;	£2,661.53
6. Project/Grant Reserve to enable the Council to undertake or contribute to projects that might develop within the parish for the community’s benefit. These reserves may be utilised in the form of direct expenditure by the Council or the awarding grants to village organisations.	£4,109.99

This policy will be reviewed annually when the Council considers its budget and Precept request for the coming year.



YAXHAM PARISH COUNCIL

HEALTH AND SAFETY POLICY

Reviewed and adopted by the Council at its meeting on 31st May 2018

Reviewed and agreed by the Council at its meeting on 24th October 2019

Reviewed and agreed by the Council at its meeting on 28th November 2019

Due to be reviewed by November 2020

Health and Safety Policy Statement

The Health and Safety at Work Act 1974 and all other subordinate legislation imposes a statutory duty on employers to ensure so far as reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Members and employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is Yaxham Parish Council's will to ensure so far as reasonably practicable, that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within Yaxham Parish Council's structure.

Yaxham Parish Council will, so far as reasonably practicable, ensure that: -

- Adequate resources are provided to ensure that proper provision can be made for health and safety;
- Systems are provided and maintained that are safe and without risks to health;
- Arrangements for use, handling, storage and transport of articles and substances are safe and without risks to health;
- All members and employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions;
- Risk assessments are carried out and periodically reviewed;
- Health surveillance is provided where appropriate;
- Monitoring of activities is undertaken to help maintain agreed performance standards.

It is the duty of members and employees: -

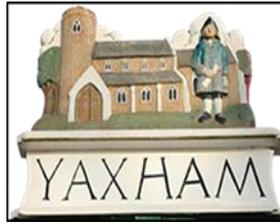
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
- Not to interfere with or misuse anything provided in the interest of health and safety;
- To understand that non-compliance with either of the points above may lead to disciplinary action.

General

The Health and Safety Policy will be reviewed annually, amended and updates as and when necessary.

Yaxham Parish Council will provide and maintain effective procedures for consultation and communication with members and employees on all matters relating to health, safety and welfare in order to ensure effectiveness of the Health and Safety Policy.

High standards of Health and Safety will be achieved by putting this policy into practice. The fostering of a positive health and safety culture will secure involvement and participation at all levels, and will be sustained by effective communications plus the promotion of competence to enable all employees to make a responsible and informed contribution to the health and safety effort.



YAXHAM PARISH COUNCIL

SCHEME OF DELEGATION

Reviewed and adopted by the Council in June 2018

Reviewed and agreed by the Council at its meeting on 28th November 2019

Due to be reviewed by November 2020

Scheme of Delegation

1 Council Functions

The following matters are to be dealt with by the full Council:

- 1.1 Appointment of the Parish Clerk/Responsible Financial Officer following a recommendation from the Staffing Committee.
- 1.2 Approval of Budget and setting the Precept.
- 1.3 Approval of the Council's Annual Accounts and the Annual Return
- 1.4 Approval of the Audit of Accounts.
- 1.5 Authorisation of borrowing.
- 1.6 Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.7 Making of Orders under any statutory powers.
- 1.8 Making, amending or revoking By-laws.
- 1.9 Matters of principle or policy.
- 1.10 Appointment of Standing Committees.
- 1.11 All personnel matters not delegated to the Staffing Committee.
- 1.12 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings).
- 1.13 Any proposed new undertakings.
- 1.14 Responses to legislative and other allied consultations.
- 1.15 Prosecution or defence in a court of law other than an Employment Tribunal.
- 1.16 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to Committees.
- 1.17 All other matter which must, by law, be reserved to the full Council.

2 Delegation to the Council's Clerk and Responsible Financial Officer

The following matters are delegated to the Council's Clerk (who is also the Parish Council's Responsible Financial Officer) to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

The Clerk may decide not to exercise responsibilities and may instead make a recommendation to the Council. Similarly where the Clerk has no delegated power to make a decision to report the matter to the Council for a decision.

The Parish Clerk as the Responsible Financial Officer of the Council as defined in law, is responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Issue all statutory notifications

- 2.1.2 Receive declarations of acceptance of office
- 2.1.3 Receive and record notices disclosing pecuniary interests.
- 2.1.4 Receive and retain documents and plans.
- 2.1.5 Sign notices or other documents on behalf of the Council.
- 2.1.6 Receive copies of By-laws made by principal authority.
- 2.1.7 Certify copies of by-laws made by the Council.
- 2.1.8 Prepare and sign summons to attend meetings.
- 2.1.9 Authorisation to call any extra meetings of the Council as necessary, having consulted with the Chairman of the Council.
- 2.1.10 Ensure compliance with Standing Orders and Financial Regulations.

In addition, the Parish Clerk has delegated authority to undertake the following matters on behalf of the Council:

- 2.1.11 Ensure that all activities carried out by the Council have due regard to Health and Safety, Disability Discrimination Act and comply with all legislation in terms of public safety.
- 2.1.12 Manage the provision of Council services, and resources.
- 2.1.13 Day to day administration of services, together with routine inspection and control.
- 2.1.14 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to any previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council.
- 2.1.15 Authorisation of expenditure within the agreed budget in line with the Council's current Financial Risk Assessment.
- 2.1.16 Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- 2.1.17 Deal with dispensation requests from Members under the Code of Conduct.
- 2.1.18 Deal with matters specifically delegated by the Council.
- 2.1.19 Responsible for the overall management of all budgets in accordance with Council Policies.
- 2.1.20 Arrange insurance.
- 2.1.21 Recommend accounting policies, records and control systems.
- 2.1.22 Project development for consideration by Full Council.
- 2.1.23 Management of maintenance contracts.
- 2.1.24 Authorised to issue press releases on any Council activity exercised in accordance with Council's Press and Media Policy.

Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and the Scheme of Delegation and in line with The Openness of Local Government Bodies Regulations 2014.