

## YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to consider the following matters on this Extraordinary Agenda. Please review and email whether you agree the proposals to the Clerk by 31<sup>st</sup> March 2020.

Vicky Turner

Clerk to the Council Tel: 01362 821037 Email: [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)

24<sup>th</sup> March 2020

### AGENDA

1. To suspend Standing Orders and Financial Regulations during the Corvid-19 National Emergency.
2. To agree the new meeting procedure for this month – attached
3. To approve the Minutes of the last meeting held on 27.02.2020
4. Alternative virtual options for holding future Parish Council meetings  
To agree that the Clerk research alternative virtual meeting formats for the next meeting.
5. 'Yaxham Cares' initiative  
To agree the proposal for the Yaxham Cares initiative to operate under the auspices of the Parish Council and to report regularly to the Parish Council – attached.
6. Planning
  - 6.1. New Planning Application 3PL/2020/3PL/2020/0203/F Conversion & Extension of A Workshop / Agricultural Store To A Single Dwelling Red House Farm, Brakefield Green – to agree response.
  - 6.2. New Planning Appeal – Flagship Homes, Land behind Elm Close Yaxham – to agree to delegate to the NP4Yaxham Working Group to manage the appeal process for the Parish Council.
7. Finance
  - 7.1. To agree the following budgets and procurements
    - 7.1.1. an initial budget of £500 for Yaxham Cares to cover costs (including those already incurred)
    - 7.1.2. purchase and installation of dummy CCTV cameras and signs for Pinns Corner (budget £50)
    - 7.1.3. purchase and installation of new litter bin for Pinns Corner (£400-£500+VAT)
    - 7.1.4. Village leaflet budget of £180 for printing
  - 7.2. To agree the following items for payment

	To Pay	Detail	Invoices available for viewing	£ Total	VAT	Ex VAT
i.	Clerk	Salary & Expenses for Feb/March		£411.15	£0.00	£411.15
ii.	YVAA	Community News Advert, March 2020 issue		£40.00	£0.00	£40.00
iii.	ICO	Data Protection Renewal Fees from Information Commissioners Office		£40.00	£0.00	£40.00
iv.	Norfolk ALC	SLCC Registration Fee for CiLCA		£175.00	£0.00	£175.00
v.	Norfolk ALC	Annual Subscription Fee to NALC		£177.79	£0.00	£177.79
vi.	Breckland Council	Contested Election Costs – May 2019 – Second Installment		£380.12	£0.00	£380.12
vii.	Harlequin Printers	Printing costs for Consultation Document and 'Yaxham Cares' Leaflet		£60.00 *	£0.00	£60.00

\* Estimated cost

8. To agree deferring Clerk's annual review with decisions back dated to 01.04.20
9. To agree a date for the next Extraordinary review of Parish Council business

**Yaxham Parish Council**  
**Yaxham Cares Working Group - Terms of Reference**

The Yaxham Cares Working Group Terms of Reference were adopted by Yaxham Parish Council on Tuesday 31<sup>st</sup> March 2020. With the Government prohibiting gatherings of more than 2, all references to a “meeting” or “meetings” shall include virtual meetings such as but not limited to conference calls (audio or audio visual), email exchanges or otherwise as agreed.

**Objective**

To lead, organise and coordinate the Yaxham community voluntary response to the Covid-19 National emergency, seeking as far as practical to ensure that those who are self-isolating know that they are not alone and that there are residents who non-medical volunteers that are available at the end of the phone to help and assist through this challenging time.

**Members**

To be seven to be appointed annually or as required and to include the Chairman and Vic-Chairman of the Council. The Clerk to the Council shall be the Clerk to the Working Group.

**Quorum**

The quorum of the Committee shall be three Members.

**Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman may have the casting vote.

**Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. NB. If a Member has declared an interest and then considers the interest to be prejudicial, he/she must withdraw from the meeting during consideration of the agenda item to which the interest relates.

**Chairman**

The Chairman of the Working Group shall be the Chairman of the Parish Council.

**Minutes**

All minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

**Admission of the Public and Press**

The Public and Press may not be admitted to these meetings as in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting due to the confidential nature of the items of business.

**Responsibilities**

The Working Group is responsible for organising the voluntary help to assist residents in the Parish of Yaxham who require non-medical assistance during the Covid-19 National Emergency. In doing this the Working Group will be responsible for the budget and its use, and reporting expenditure to the Full Council for reimbursement by it. The Policies, Insurances etc of the Parish Council shall cover the Working Group

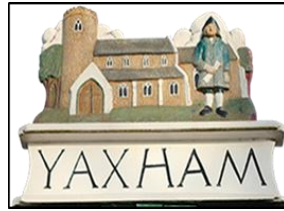
**Procedures**

Meetings will be held on an as and when needed basis. The operation of Yaxham Cares will take account of the all the Policies (including Safeguarding and GDPR), Insurances etc of the Parish Council. The attached protocols will guide the operation of Yaxham Cares.

**Terms of Reference**

The Working Group shall review the Terms of Reference as and when necessary and make appropriate recommendations to Full Council.

- 1) The members of the Working Group shall be:  
Richard Whadcoat, Ian Martin, Peter Smith, Jennie Smith Claire Sullivan, Susan Martin
- 2) The Working Group will collect and collate in so far as is practical as much relevant information on national and local requirements, local shops and services that are consistent with the overall objectives of the Yaxham Cares initiative.
- 3) The Working Group shall produce and publish (electronically or on paper or both as required) newsletters and updates to go out to all residents or as many as practical in order to ensure that as far as is practical all the residents of the parish have the opportunity to see these and share them with neighbours.
- 4) The Working Group shall be the Parish Council's link to national, Norfolk County Council, Breckland Council and national and local organisations relevant to achieving Yaxham Care's (YC) objectives.
- 5) Badges – All volunteers to wear badges identifying them when working for Yaxham Cares
- 6) The YC co-ordinators (Ian, Peter, Jennie and Richard) will take calls and emails and decide how to respond as constructively as is practical. Where items need to be collected from a resident such as a prescription or post; purchasing of supplies are required etc that require a YC volunteer then the co-ordinators will email the database of volunteers to see if anyone can cover the request.
- 7) Shopping for residents  
The following approach will apply:
  - YC can assist resident if they are self-isolating because of Government requirements to control Covid-19.
  - If they are on-line and can do click & collect then they will pay direct and a YC volunteer can collect and deliver
  - if they can phone the shop, place an order and give us a cheque to take with us then a YC volunteer can take the cheque to the shop and collect and deliver the ordered goods
  - if however the resident is not on line and/or can't order ahead, then they could provide a list for a YC volunteer to purchase. There will need to be clear agreement with the resident on the budget and any flexibility the resident is happy with for sensible substitutions to be made within the set budget. The YC volunteer would then purchase items where practical and deliver them to the resident. However, goods will not be handed over without the payment to the YC volunteer. Provided both the recipient and the YC Volunteer sign the receipt as paid, then the volunteer should retain the receipt for Yaxham Cares for keep for its records. The key rule is - no payment, they don't get the goods.
- 8) The Working Group shall be responsible for maintaining and revising these protocols as events unfold, subject to reporting any significant changes to the Parish Council.



## YAXHAM PARISH COUNCIL

### Emergency Protocols

- 1) Clerk to produce an Agenda which is then posted online and (if safe) on the noticeboard.
- 2) Councillors and members of the public have one week to raise points, objections, ask questions etc by email to the Clerk. Clerk's email is: [Yaxhamparishclerk@gmail.com](mailto:Yaxhamparishclerk@gmail.com)
- 3) After one week - By this time councillors will be expected to have voted on the Agenda issues (including payments) via the email system. If councillors fail to vote for any reason, then the Clerk will act based on a majority from those who have voted. i.e. 4 votes received out of 7 members in favour or against.
- 4) Clerk to action as appropriate.

**General** - Clerk will carry out the wishes of the Council and send written cheques for agreed payments to signatories via mail. Once signed by two delegated Members they will then be returned to the Clerk to make said payments. All actions taken will be copied automatically to all Councillors and any members of the public where appropriate. The results of all actions will be posted on the Yaxham website and if deemed safe, the notice board in lieu of minutes. These actions will eventually be signed by the Chair and kept in the Minute book as a record.

**Objective** – To exercise a form of democracy in exceptional circumstances. Whilst aspects obviously do not meet the normal requirements, these are not normal times. The Clerk will also update any procedures and information should any guidance come from central government. If Cllrs AGREE on this delegated schema, a finalised and official copy of this motion and new interim procedure will be publicised.