



**MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL
TO CONSIDER MATTERS FOR DECISION**

31ST MARCH 2020

Present: Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Cheetham, Couves, Whadcoat, Lowings and Gust (Decisions made via electronic mail)

- 1.0 To suspend Standing Orders and Financial Regulations during the Corvid-19 Emergency**
Unanimously **AGREED**.
- 2.0 To agree the new meeting procedure for this month – attached**
Unanimously **AGREED**
- 3.0 To approve the Minutes of the last meeting held on 27.02.2020**
The Minutes of the meeting held on 27.02.2020 were **AGREED** unanimously as a true and accurate record and will be signed by the Chairman
- 4.0 Alternative virtual options for holding future Parish Council meetings**
The Clerk has conducted a trial meeting via the online meetings package known as 'Zoom' which will be used as a virtual format for the next Parish Council meeting.
- 5.0 '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.
Unanimously **AGREED**.
- 6.0 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.**
Unanimously **AGREED** – No Objection
- 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.**
Unanimously **AGREED**.
- 7.0 Finance**
- 7.1 To agree the following budgets and procurements**
 - 7.1.1 To agree an initial budget of £500 for Yaxham Cares to cover costs (including those already incurred)**
A breakdown was supplied to Cllrs detailing the printing costs of the A5 leaflet which totalled £34.22 less printers rebate of £5.63 = **Total of £28.59**. Lanyards and badge making to identify volunteers = **£60.73 plus £6.43 VAT**. The suggested budget of £500 was unanimously **AGREED**. The Net budget remaining of **£439.27** was **NOTED**.
 - 7.1.2 purchase and installation of dummy CCTV cameras and signs for Pinns Corner (budget £50)**
Unanimously **AGREED**.
 - 7.1.3 purchase and installation of new litter bin for Pinns Corner (£400-£500+VAT)**
Unanimously **AGREED**. Cllrs are currently considering the most prudent style.
 - 7.1.4 Village leaflet budget of £180 for printing**
This was amended prior to publication of the Agenda to reflect the costs of £180 for an initial print-run with an additional £79 ratified to facilitate the 500-copy run-off. Total requested **£259.00**. Unanimously **AGREED**.

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		£ 72.98	£0.00	£ 72.98
Viii	Everett’s Printers	Printing costs for Village Literature		£259.00	£ 0.00	£259.00

Items i. – vi. Inclusive and Item viii. were unanimously **AGREED** for payment.

Item vii. - Cllrs Martin, Oechsle, Couves, Lowings, Whadcoat and Gust in favour with Cllr Cheetham voting against. Cllr Cheetham’s objection related to the element of the payment for the Bus Stop Consultation leaflets.

Additional Matters NOTED:

Cheque Received from	Amount	Details
SLCC	£200.00	Bursary towards Clerk’s CiLCA Training

8.0 To agree deferring Clerk’s annual review with decisions back dated to 01.04.20

Unanimously **AGREED**.

9.0 To agree a date for the next Extraordinary review of Parish Council business

To be confirmed