



MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held remotely at 3.15pm on 30th April 2020

Present: Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Cheetham, Couves, Whadcoat, Lowings and Gust. Cllr Connolly, Clerk and 2 members of the public.

1.0 Standing Orders and Financial Regulations during the Corvid-19 Emergency

1.1 To adopt the amended Standing Orders in line with Government Regulations

The Chairman confirmed that the Standing Orders (previously circulated) had been amended in-line with the Corona Virus Regulations 2020. It was unanimously **AGREED** that these would be adopted until the cessation of emergency protocols.

1.2 To agree that the Council's Financial Regulation 6.6 "Cheques or orders for payment shall not normally be presented for signature other than a council meeting..." is suspended for the duration of the COVID-19 National Emergency regulations providing for virtual meetings

It was unanimously **AGREED** to suspend this Regulation

2.0 Chairman's Opening Remarks

The Chairman welcomed all to the first regular Parish Council meeting via Zoom. He confirmed that the Annual Parish Meeting and the Annual Parish Council Meeting would not be taking place this year in line with Governmental recommendations. He explained that this would mean that all Committees, Officer roles and delegations would remain in place until re-election at the normal Annual meeting in May 2021. Considering the postponement of the Annual Meeting of the Parish, it was **AGREED** that the Clerk will collate local groups' annual reports and publish as both printed and electronic collations.

3.0 Apologies for absence - None received.

4.0 Declarations of Interest - Richard Whadcoat – Item 8.3 and Anthony Cheetham – Item 8.2/3

5.0 Public Session - No comments.

6.0 To approve the Minutes of the previous meetings

6.1 To approve the minutes of the Meeting of the Parish Council held on 27.02.20 –

Approved at the EPC Meeting of 31.03.2020.

6.2 To approve the minutes of the Extraordinary meeting of the Parish Council held on 31.03.2020.

The Minutes of the meeting held on 31.03.2020 were **AGREED** unanimously as a true and accurate record and will be signed by the Chairman when safe to do so.

6.2 To receive the Clerk's Report on matters since the last meeting - NOTED

6.3 To consider matters arising from minutes of previous meetings not considered on this Agenda

Parking on Church Lane – Letter sent out and issue rectified.

Parking on Norwich Road – letters sent to all 11 properties – issues rectified.

7.0 Reports from District and County Councillors

Cllr Connolly –

- Cllr Connolly thanked Yaxham Parish Council exemplar 'Yaxham Cares' for its swift response to the Corona virus issue and praised its effectiveness.

- Cllr Connolly confirmed that the Boundary Commission had now postponed its review for a further 5 years and he confirmed current delineation would remain.
- Cllr Connolly hoped that his bi-weekly and weekly updates had been informative, and he confirmed that these would continue for the duration of these exceptional times.
- Cllr Connolly confirmed that a 43.6 million budget set aside for Local Authorities to assist during the COVID-19 emergency was now available, and that NCC would be lobbying for a proportion of this amount to assist our County.
Cllr Connolly's Report was **NOTED**.

Cllr Martin's report – please see Reports' Pack.

- Cllr Martin confirmed that the Parish Council had received £500 towards the village commemoration of VE/VJ Day.
- Cllr Martin confirmed that Planning Meetings were postponed until at least mid-June and that delegated decision-making now lay with the Case Officers.
Cllr Martin's Report was **NOTED**.

8.0

Planning

8.1 To receive and consider new planning applications

None received.

8.2 To receive and consider any additional information on current applications

3PL/2019/1430/F – Change of use of Middle Field at Yaxham Waters – Stationing of 22 Holiday lodges etc; alterations to drainage infrastructures – Cllrs debated this application. It was **PROPOSED** that the Clerk send written comments on behalf of the Council once approved. This was unanimously **AGREED**.

3PL/2019/1346/D – Land North of Norwich Road, Yaxham – Reserved matter application for 25 dwellings with new access point following outline permission
3PL/2016/1499/O – No response has been reported from the Case Officer on previous queries raised by the Council; it was unanimously **AGREED** that a further letter reflecting Councillors' concerns be sent by the Clerk.

8.3 To receive and consider results of planning applications

3PL/2020/0095/HOU – Mukinge, Well Hill, Yaxham – **APPROVED**

3PL/202/033/HOU – Field House, Station Road, Yaxham – **APPROVED**

3PL/2020/0139/O – Land to the west of Spring Lane, Yaxham - **REFUSED**

8.4 New Planning Appeal – Flagship Homes, Lane behind Elm Close, Yaxham

It was confirmed that the developer has submitted an appeal ahead of the deadline and that further updates are pending from the Planning Inspectorate, whilst site visits remained on-hold. Virtual hearings are proposed in place of public enquiry meetings but there is no timetable for these available at present.

8.5 To consider the operation of planning during the COVID-19 National Emergency and any action required

Cllr Oechsle confirmed that she was participating in webinars organised by Barristers specialising in planning cases and that these were informative and helpful. Debate surrounding apparent lack of contingency measures to shore-up the cancelled Planning Committees meetings at Breckland took place; it was **AGREED** that the Clerk write to the local authority to express the Council's reservations at the current systems which appear to undermine regular consultation processes.

9.0 To receive and consider update on the work of the Council including 'Yaxham Cares' in response to the COVID-19 National Emergency

The Chairman summarised the ongoing achievements of 'Yaxham Cares' initiative. He also gave praise to the volunteers who continue to work tirelessly to help those in need of support. It was also confirmed that volunteers would not need formal DBS checks as current safeguarding practices and policies ensured safe and compliant operation.

10.0 To receive and consider the recommendation for Pinns Corner Litter Bin procurement

Cllr Cheetham explained that various options had been investigated and discussions by the working group had concluded that the Middlesbrough 224l capacity model was most suited for purpose. Cllr Cheetham to obtain formal quotation and Clerk to order asap.

11.0 Finance**11.1 To agree the following items for payment * Subject to receipt of invoice**

	To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT	Cheque No
i.	Clerk	Salary & Expenses for March/April	£431.19 (Clerk) £18.20 (HMRC)	£ 2.40	£ 11.99	101217 101218
ii.	YVAA	Community News Advert, 4 issues	£160.00	£ 0.00	£160.00	101219
iii.	Peter Smith	Vinyl Banner for Yaxham Cares Initiative	£126.88	£21.15	£105.73	101220
iv.	Peter Smith	Lanyards and ID badge holders for Yaxham Cares' Volunteers	£ 38.57	£ 6.43	£ 32.14	101220 Total £165.45
v.	Yaxham Community Car Scheme	Reimbursement for volunteers' mileage costs – Yaxham Cares initiative	£ 63.00	£ 0.00	£63.00	101221
vi..	SLCC	Yearly Subscription	£109.00	£ 0.00	£109.00	101222
vii.	Harlequin Printers	Printing of 2 nd Leaflet for Yaxham Cares Initiative *	£ 64.00	£ 0.00	£ 64.00	

11.2 To note any receipts since the last meeting

Breckland - Precept	7 th April 2020	£5,500.00
NCF - Covid 19 Grant	8 th April 2020	£1,000.00
Breckland – VE/VJ Grant	21 st April 2020	£ 500.00

11.3 To consider and agree the draft accounts for 2019/20

Cllr Whadcoat, as Reviewing Officer, has carried out the quarterly review as well as reviewing the year end accounts for 2019/20. Two small anomalies have been spotted on the Parish Council accounts which have arisen from errors in recording cancelled cheques; RFO to amend and resubmit reports to the Chairman and Cllr Whadcoat for his sign off. The accounts will then be ready to go to the Internal Auditor.

11.4 To consider and agree any potential training for the Clerk or Councillors

To be arranged where required.

12.0 To review and reconsider the arrangements to commemorate VE Day

A revised information leaflet including contingency plans for marking this anniversary has been produced by 'Yaxham Cares' which will be distributed alongside the updated village literature this weekend. It was **AGREED** that the village should hold a remote toast via Zoom at 3pm on Friday 8th May 2020 considering the enforced postponement of official celebrations. Clerk to organise meeting on Zoom and distribute invitations for those wishing to participate.

13.0 Policy Review

13.1 To consider and agree the Anti-Fraud Policy and any amendments –

AGREED – Due for review in April 2021

13.2 To consider and agree the Dignity at Work Policy and any amendments

AGREED - Due for review in April 2021

13.3 To consider and agree the Scheme of Delegation and any amendments

AGREED – Due for review in April 2021

14.0 Urgent Business

SAM2 – Cllr Couves reported that data from the SAM2 appeared to have corrupted this month which could have occurred because of enforced delay in undertaking the download; messages for assistance from Westcotec remain unanswered. Cllr Gust confirmed that the unit had not been moved since the outbreak of Corona virus but that he was happy to relocate the unit in the forthcoming days.

Defibrillator – Cllr Lowings remarked that the warning lights on the defibrillator at the Village Hall appeared to indicate batteries were running low; Cllr Lowings to pass information to the Clerk and the Clerk to order replacements.

15.0 To note items for the new meeting Agenda

- Formal agreement of Draft Accounts 2019/20
- AGAR and proposal to complete a Declaration of Exemption from Limited Assurance Review
- 'Yaxham Cares' Update

16.0 To confirm the date and time of the next meeting of the Parish Council

Thursday 27th May 2020 – time and medium to be confirmed – 3pm for remote meeting or 7pm for Physical Meeting

The meeting closed at 4.55pm with no further matters arising.