



MINUTES OF THE MEETING OF THE PARISH COUNCIL
Held remotely over Zoom at 3.15pm on Thursday 28th May 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 Chairman's Opening Remarks

The Chairman welcomed all to the regular Parish Council meeting via Zoom medium.

2.0 Apologies for absence - None received.

3.0 Declarations of Interest – No disclosures made.

4.0 Public Session - No comments.

5.0 Reports from District and County Councillors

- County Cllr Connolly confirmed that regular updates from NCC would continue weekly and bi-weekly and would endure throughout the crisis period. He also confirmed that a Restart and Rebuild Economic Recovery Plan was being prepared and would be circulated imminently. He praised the alternative working arrangements operated by NCC Officers and noted that these had enabled the Council to function effectively during lock-down and hoped that this would continue beyond these exceptional circumstances. Cllr Connolly's Report was **NOTED**.
- Breckland Cllr Martin (please see Reports' Pack for his Report) remarked as a District representative, he had found the lack of contingency strategies for planning functions and site visits to be less pro-actively addressed than other Council functions. Considering the response to email communication regarding enforcement action at Yaxham Waters, Cllrs asked if Cllr Connolly would assess the situation. Cllr Martin to forward copy correspondence to Cllr Connolly for his review. Next Planning Committee Meeting scheduled for 22nd June and likely to be virtual. Cllr Martin's Report was **NOTED**.

6.0 To approve the Minutes of the Previous Meeting

6.1 To approve the Minutes of the meeting held on 30th April 2020

Typo correction – Date of Next meeting should read 28th May and not 27th. Subject to this note, the Minutes were **PROPOSED** by the Chairman as a true and accurate record of events; this was **SECONDED** by the Vice Chairman. Unanimously **AGREED**. To be signed by the Chairman at the next opportunity to do so.

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

See Reports' Pack – The Clerk's Report was **NOTED**.

6.3 To consider matters arising from previous Minutes not considered on Agenda - None

7.0 Planning

7.1 To receive and consider new planning applications

3PL/2020/0491/HOU Erection of Home, Garden Store and Games room – Birkdale House, Druscilla Way, Yaxham – Received too late for consideration. It was **AGREED** that the Clerk should request an extension for consultation comments.

7.2 To receive and consider any additional information on current applications

3PL/2019/1430/D – Change of use of Middle Field at Yaxham Waters – Stationing of 22 Holiday lodges etc; alterations to drainage infrastructures – No decision to date but indications were that it would be a recommendation for refusal.

7.3 To receive and consider results of planning applications

3PL/2019/1346/D – Land North of Norwich Road, Yaxham – **APPROVED**

It was **AGREED** that the Parish Council should monitor applications for the discharge of Conditions, and whether work was undertaken before such Conditions were discharged.

7.4 Update on Local Plan and Breckland Planning Process

Cllr Martin reported that a request was with Simon Woods for a meeting on these issues. Cllr Oechsle agreed to prepare a response from NP4Yaxham regarding around the Planning process. Ward Cllr Paul Claussen be asked to attend the next meeting to answer the Council's concerns about the Breckland Planning process.

8.0 Finance

8.1 To agree the following items for payment

	To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT	Cheque No
i.	Clerk	Salary & Expenses for April/May HMRC	£406.90 £ 20.60	£ 0.00	£ 0.00	101223 101224
ii.	Susan Martin	VE Day Commemorative Wares	£ 49.95	£ 8.32	£ 41.63	101225
lii.	YCCS	Yaxham Cares Mileage Costs	£ 30.00	£ 0.00	£ 0.00	101226
vi.	Harlequin Printers	Printing of 2 nd Leaflet for Yaxham Cares Initiative	£ 77.00	£ 0.00	£ 77.00	101227
v.	Harlequin Printers	Printing of 3 rd Leaflet for VE/VJ & Yaxham Cares Initiative	£ 58.41	£ 0.00	£ 58.41	101227
vi.	Wybone *	Purchase of Galvansied Bin for Pinns Corner	£674.38	£112.40	£561.98	

** Cheque to be written upon receipt of goods & invoice*

The schedule of payments was **AGREED** unanimously.

8.2 To note any receipts since the last meeting – Nothing to NOTE

8.3 To note the signing off of the Draft End of Year Accounts 31.03.2020 by the Financial Monitoring Officer – All Unanimously **AGREED** to accept Year End 31.03.2020 Accounts.

8.4 To consider the Audit and Annual Governance & Accounting Report

The Chairman confirmed that Yaxham had exceeded the £25K threshold for 2019/20 so no longer qualified for exemption and would now be subject to a Limited Assurance Review at a cost of £200 plus VAT by the External Auditor. Clerk to submit documentation to Internal Auditor asap and the results of the Audit to be listed on the next Agenda.

8.5 To review and consider the Insurance Schedule for the new policy term

It was unanimously **AGREED** that no amendment was necessary for the forthcoming second year term of cover provision.

8.6 To consider the Yaxham Cares and VE/VJ Projects expenditure against budgets

Next update on 25.06.20. Thanks to all volunteers who continue to assist parishioners; one resident sent in their personal thanks to be **NOTED** at the meeting.

8.7 To consider and agree and potential training for the Clerk or Councillors

It was **NOTED** that training would be scheduled for the Clerk and Cllr Oechsle on Microsoft Word, Microsoft Excel for the Clerk, and Cllr Martin would be attending NALC training on Charitable Trust administration.

9.0 Highways Matters

9.1 To consider any current Highways issues

It was **NOTED** that despite the speedy repair of the bridge on Dereham Road, debris from the work remained in the river. Clerk to contact Highways.

It was **NOTED** that despite reporting on the Breckland portal, the new road name sign for Dereham Road had yet to be installed – Clerk to chase.

Cllr Oechsle left the meeting for a planning webinar.

9.2 Update on the Parish Share

Village Gateways – due to be installed after restrictions around COVID-19 are relaxed.

Well Hill Bus Stop – Due diligence complete; pending public consultation post Covid-19.

10.0 Councillors' Reports**10.1 Maintenance of the Village Planters**

Cllr Cheetham confirmed that a resident was happy to undertake maintenance of the floral displays in the village for a fee of £10 per hour. It was also **NOTED** that one of the village planters needed replacement or repair. It was **AGREED** that a budget of £200 be allocated towards this for the current financial year.

Discussion took place surrounding the establishment of a floral tribute to commemorate VE and VJ day. It was **AGREED** that Cllr Cheetham to present options at the next meeting.

10.2 Yaxham Waters Enforcement Matters – Already discussed in Item 7.2**10.3 Other Reports**

Cllr Couves confirmed that Westcotec had now checked the back-up for last month's collation and indeed, this was sadly corrupted. This month's download revealed anticipated reduction in vehicle numbers during the lock-down period but exacerbated levels of speeding early morning and evening.

Cllr Couves reported that an incidence of fly-tipping along Field Lane had been successfully reported to Enforcement and was currently being investigated.

Speeding - It was **NOTED** that the Police had conducted a speed watch near Station Road. Cllr Gust confirmed that the SAM2 sign had been relocated and that the shared sign was now back in the village for the forthcoming 12 weeks.

11.0 Policy Review**11.1 To consider and agree the Risk Assessment and any amendments**

This was **AGREED** unanimously for re-adoption and is due for review in May 2021

11.2 To consider and agree the Staff Training Policy and any amendments

This was **AGREED** unanimously for re-adoption and is due for review in May 2021

12.0 Urgent Business

Village Hall Renovation – ongoing. Formal thanks to Yaxham FC for painting the Portakabin.

13.0 To note items for the new meeting Agenda

Auditor's Report and Agreement and Signature of AGAR Submission; 'Yaxham Cares' Update, Conditions for Scarlett Homes Development, VE/VJ Floral Commemoration

14.0 To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for Item 15 onward on the grounds that it could involve the likely disclosure of private and confidential information.

This was proposed by the Chairman, seconded by Cllr Couves and **AGREED** unanimously.

15.0 Clerk/RFO**15.1 To consider Staffing Committee's Report on Clerk's Annual Review**

The Chairman confirmed that the Clerk's annual review had been undertaken and the Clerk's objectives agreed for the forthcoming 12 months. Chairman to circulate the Minutes and copy objectives for Cllr's information.

15.2 To consider changes to Clerk's contractual hours

It was **NOTED** that in response to the increased activity of the Parish Council, it had been agreed by the Staffing Committee for the Clerk's hours to be increased from 7 to 8 per week. Budgetary implications were discussed, and it was **AGREED** that the Clerk update the Chair and Vice-Chair monthly on work done and hours incurred.

It was also **NOTED** that Clerk's hours involved work for the Parish Charity and it was **AGREED** to add this as an item on the next Charity Agenda to enable further discussion surrounding the sharing of costs.

16.0 To confirm the time and date of the next meeting of the Parish Council**16.1 Thursday 25th June 2020 – time and medium to be confirmed.**

The meeting closed at 5.23pm with no further matters arising.