



YAXHAM PARISH COUNCIL

Minutes of the Full Meeting Thursday 20th September 2012 at 7:30 pm in the Meeting Room, Jubilee Hall, Yaxham

Present: Councillors Lowings (Chairman), Dimoglou (Vice-Chairman, Bennett, Crummett, Myhill, Harvey and Faircloth (part)
In Attendance: Mrs P Benson (Clerk), members of the public

1. To receive disclosures of personal and prejudicial interests/disclosable pecuniary interests from Councillors on matters to be considered at the meeting.
None
2. To hold a Public Session.
Mr Smith provided an update on the Community Led Plan, all households have been contacted and the response has generally been very favourable. The questionnaires were due to be collected in the next week. Mr Smith advised that the majority of the issues raised by the response from residents will be able to be dealt with by villagers. Cllr Lowings thanked Mr Smith for all his hard work in making the CLP happen in Yaxham.

To receive a report from the County/District Councillor.
None
3. To receive Apologies for Absence.
Cllr Faircloth who may arrive late.
4. To approve and sign the Minutes of the Full Meeting that was held on 16 August 2012.
The minutes were accepted as an accurate record and signed by the Chairman.
5. To discuss the matters raised by the members of the public in the public session at the meeting held on 16 August 2012:
 - i) The Request that the Parish Council provide a detailed breakdown of the costs of the recent election – Note that Breckland Council have not provided an invoice to date and therefore this item cannot be addressed.
 - ii) Request that the Parish Council advise the cost of the transfer of the Paper St Land.
The costs to the Parish Council regarding the transfer of the land were £1482.61. Yaxham Parish Charity paid the costs of the land transfer on behalf of the Parish Council following agreement by the Trustees.
 - iii) To read the letter from the Parish Council in response to Mr Martin's letter to the External Auditor dated 8 August 2012.
Cllr Lowings read the letter dated 20 September 2012 from Yaxham Parish Council.

6. To discuss planning matters.

a. To receive the following planning decisions:

None Received

b. To review the planning permission conditions at Tud Farm, Cutthroat Lane, original reference 3PL/2009/0910/F.

A member of the public had raised the issue of the roofing material used on this development with the Chairman. Breckland Council have confirmed that the planning application included approval for the 'roofs to be clad with light grey profiled metal sheeting' and confirmed that the conditions of the application had been met.

c. To review planning applications/amendments received since last meeting.

Proposed residential development (4 Plots), Land off Station Road, Yaxham, Applicant: Mr & Mrs R Thomas, Reference 3PL/2012/0814/O

It was agreed to SUPPORT this application subject to consideration being given to low cost housing being provided as part of the continuing development of the site. It was AGREED that the Clerk would investigate the planning history of the site and any Section 106 provisions that might apply.

Clerk to write to Breckland Council.

7. To discuss financial matters.

a. **THE FOLLOWING PAYMENTS WERE APPROVED**

i. P M Benson £ 735.00

ii. Breckland Council (Election costs) £1630.82

(due for payment 05/10/12)

It was AGREED that the Clerk would write to George Freeman MP regarding the cost of the recent election and the impact that paying that cost would have on Parish Council reserves.

It was further AGREED that the exact cost of the Election would be transferred from the reserves held in the NS&I account to the Barclays current account. Clerk to organise transfer forms for the next meeting.

Clerk to write to George Freeman MP and to obtain NS&I withdrawal forms.

iii. Royal British Legion Poppy Appeal £ 20.00

iv. Mrs L Vincent £ 11.50

b. **THE FOLLOWING PAYMENTS WERE APPROVED FROM THE COMMUNITY LED PLAN ACCOUNT:**

i. Thinking Rural £321.12

ii. Thinking Rural £ 45.08

It was AGREED that the Clerk would write to Mr Smith advising that it was previously agreed that the financial management of the CLP account would follow the financial regulations of Yaxham Parish Council and that the obtaining of quotes for works and the approval process of payments detailed therein will need to be applied in the future.

Clerk to write to Mr Smith.

- c. Cllrs Lowings and Dimoglou signed the NS&I forms to amend the signatories on the NS&I account.

8. Internal Control Procedures

The Bank Reconciliations for the period ending 30 August 2012 were checked by the Chairman and it was AGREED that they be signed as correct.

9. To receive any outstanding completed Declarations of Pecuniary Interests.

None received, Clerk to check that all have been received.

10. To consider transferring the Title of the Paper Street land to Yaxham Parish Charity.

It was AGREED that this action is not necessary as the Trustees of Yaxham Parish Charity is Yaxham Parish Council in its entirety.

Clerk to seek advice on whether the land at Paper Street should be included on the Asset Register and report back to the next meeting.

Clerk to contact Norfolk ALC for advice.

11. To discuss the renewal of the Grounds Maintenance contract and the obtaining of quotes.

Cllr Crummet advised that Mr Oatley would like to tender in future years.

Cllr Faircloth arrived at the meeting at 8.55pm.

12. To update the position on the Yaxham Village website and domain names.

It was AGREED not to renew the www.yaxham-village.co.uk domain name on renewal.

13. To receive an update on Highway matters.

- a. To receive an update on work carried out.

None received

- b. To note the Highway Ranger's published schedule of visits.

Noted

- c. To note other repairs/maintenance work required.

The hedge at the exit to Cutthroat Lane on the Old Hall Farm property requires trimming.

It was AGREED that the Clerk would contact Mr Anema to request that he arranges for the hedge to be cut back.

Clerk to contact Mr Anema.

14. To receive correspondence detailed in the appendix.

- a) Breckland Council Town and Parish Council Forum dated 13 September 2012

Cllrs Dimoglou and Myhill to attend.

- b) Breckland Council Housing Market Assessment dated 28th August 2012
- c) Active Norfolk Village Games dated 4th September 2012
- d) Norfolk County Council Better Broadband Information sheet 7.
- e) Community Construction Fund advice note.

It was AGREED to place this item on the next Agenda and to investigate grant funding further with a view to applying for a grant to fund a new changing facility at the Village Hall.

Clerk to investigate Community Construction Fund.

- f) Breckland Art Trail poster.

Clerk to request copies of the poster for the notice boards.

- 15. To discuss and agree the Clerk's conditions of service and contract.

Due to time pressures it was agreed to place this item on the Agenda of the next meeting.

- 16. To note items for the next Agenda, including any matters from Item 2.

- a) Grounds Maintenance Contract – review of tenders received.
- b) To discuss and agree the Clerk's conditions of service and contract.
- c) To reimburse Cllr Crummet the cost of the flowers for the village planters.

- 17. To confirm the date of the next meeting:

Full Meeting of Parish Council 18th October 2012.

The Chairman closed the meeting at 9.30pm.