



YAXHAM PARISH COUNCIL

Minutes of the Full Meeting Thursday 18th October 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

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.**

Cllr Crummett declared an interest in item 7.a.iii.

Cllr Lowings proposed that item 7f was moved to item 19 of the agenda which was AGREED by all Councillors.

2. **a) To hold a Public Session.**

Mrs Smith provided an update on the Community Led Plan on behalf of Mr Smith. The response rate was greater than 75% which was pleasing and analysis had commenced. A meeting was scheduled before the end of October to maintain momentum.

- b) To receive a report from the County/District Councillor.**

None received.

3. **To receive Apologies for Absence.**

None received.

4. **To approve and sign the Minutes of the Full Meeting that was held on 20th September 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.**

- a. The Request that the Parish Council provide a detailed breakdown of the costs of the recent election.

The Chairman confirmed the costs as advised by Breckland Council as:

Premises £96.00

Returning Officer Services and staffing £699.20

Stationery, postage £835.62

It was AGREED that details of this item would be communicated to villagers in the next edition of the Newsletter in January 2013.

6. **To discuss planning matters.**

- a. To receive the following planning decisions:
None Received
- b. To review planning applications/amendments received since last meeting.
 - i. Proposed erection of dwelling and detached garage, Plot 6, Fielding Drive, 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 and to consideration being given to the highways issues previously raised at the site.
 - ii. Extension to side and rear of detached house, Red House Farm Brakefield Green NR19 1SB, Applicant: Mr P Howes, Reference 3PL/2012/1050/F
It was agreed to SUPPORT this application.
- c. To review any information received from Breckland Council on the historical planning details on the land off Station Road, Yaxham.
It was AGREED that the Clerk would investigate the planning history of the site and any Section 106 provisions that might apply.
- d. To discuss the Old Village Pub and any action required by Yaxham Parish Council.
It was AGREED that the Clerk would write to Breckland Council to raise concerns that the building was gradually being turned into a residential dwelling.

7. **To discuss financial matters.**

- a. To approve the following payments from the Community Account:
 - i. P M Benson £ 273.00
 - ii. P M Benson £ 66.14
 - iii. Mr G Crummett £ 24.12
 - iv. Parish Online renewal fee £12.00

- b. To approve the following payments from the Community Led Plan Account:
 - i. The Mill Café, Bar and Restaurant £50.00

Cllr Dimoglou declared an interest in this item as a local business owner advising that previously the inference had been that this voucher was being donated by The Mill Café. Mrs Smith advised that a voucher had been donated by The Mill Café and that this item b. i. was in fact a second prize, lower priced voucher than that donated.

- c. Cllrs Lowings and Dimoglou signed the forms allowing £1630.82 to be withdrawn from the NS & I reserve account to replenish the current account funds following the payment of the invoice for the recent election costs.
- d. To consider the control procedures that are applied to the CLP account. Cllr Lowings advised that he had been assured that the CLP would remain within budget and Yaxham PC would not be expected to underwrite any further costs incurred by the CLP beyond the monies held in the CLP account.
It was AGREED that the financial governance of Yaxham PC would not be applied to the CLP on that understanding.
- e. To receive any response from George Freeman MP.
Cllr Lowings read the letter received from George Freeman MP.
- f. To consider the costs of the Clerk attending the CilCA training course provided by Norfolk ALC. Note that a bursary of £100 is available to Yaxham Parish Council.
Refer to Item 19.

8. **Internal Control Procedures**

To consider and approve the month end bank balance for the Community Account.

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

9. **To consider including the Paper Street land on the asset register.**

It was AGREED that the Paper Street Land would be included on the asset register with a nominal value of £1.

10. **To discuss the renewal of the Grounds Maintenance contract and the tenders received to date.**

It was agreed to award the following contracts:

Tender 1 to Norse

Tender 2 to Mr Pillar

11. **To review the position of the Yaxham Village website and to consider the appointment of the web manager.**

It was AGREED that the Clerk would provide login details to Cllr Dimoglou to allow the website to be updated.

It was further AGREED that the services of the web-master would not be retained once the current contract period came to an end. It was NOTED that this was expected to be in November 2012.

12. **To receive an update on Highway matters.**

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

Cllr Lowings advised that Mr Anema had carried out the work as requested by the Clerk.

Clerk to write to Mr Anema to thank him on behalf of Yaxham PC.

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

Cllr Lowings advised that the recent resurfacing of the Norwich Road had resulted in a ramp that was causing a noise nuisance.

The footpath near the school still has a large dip which fills with water resulting in the children having to walk in the road during wet weather.

Both of these items have been raised with Highways.

Clerk to contact Highways.

The Ranger is due to visit Yaxham during week commencing 26/11. Cllr Crummett would like to meet with the Ranger on his visit, as used to happen.

Clerk to contact Highways.

13. **To receive correspondence.**

- a. Norfolk Association of Local Councils notification of Annual General Meeting 8 November 2012.
- b. Norfolk Association of Local Councils notification of Autumn Seminar 7 November 2012.
- c. Breckland Council – Hallowscream event.
- d. Breckland Council handouts from the Town and Parish Forum held on 3 October 2012.
- e. E-mail from a member of the public dated 2 October 2012 regarding the Fielding Drive development.
- f. O2 think big funding programme for young people.
- g. Norfolk County Council letter 26 September 2012 – Review of Registration Service Opening Hours pilot.
- h. Letter from a member of the public dated 26 September 2012 regarding the Parish Council's Accounts 2011-12.
- i. Better Broadband for Norfolk Information Sheet 8.
- j. Breckland Older People's forum – Healthy Wellbeing Event 24 October 2012.
- k. Norfolk Minerals and Waste Site Specific Allocations Developments Plan Documents – Proposed Focused Changes – 25 September 2012.
- l. Norfolk Constabulary crime figures 20 September 2012.

14. **To consider Mrs Cross's request to place a plaque on one of the village planters in remembrance of Mr Cross.**

It was AGREED that a plaque would be placed and that Cllr Myhill would arrange for the plaque to be made.

15. **To discuss the Community Construction Fund.**

Details of the Fund were discussed, it was AGREED that further consideration would be given to submitting a proposal.

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

- a. To discuss and agree the Clerk's conditions of service and contract.
- b. Initial training for New Councillors.
- c. Community Construction Fund.

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

Full Meeting of Parish Council 15th November 2012

18. **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 accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.**

It was AGREED that the public should be requested to leave the Meeting.

19. **To discuss and agree the Clerk's conditions of service and contract.**

The terms of the Clerk's conditions of service were discussed, it was agreed that a further draft would be produced detailing an annual review.

Item 7 f. from the agenda was discussed:

To consider the costs of the Clerk attending the CiICA training course provided by Norfolk ALC. Note that a bursary of £100 is available to Yaxham Parish Council.

It was AGREED that the Council would fund the cost of the Clerk's training course.

The Chairman closed the meeting at 10.07 pm.