

YAXHAM PARISH COUNCIL

Meeting 23rd January 2020

Reports Pack

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Vicky Turner

Clerk to Yaxham Parish Council

yaxhamparishclerk@gmail.com

16th January 2020

Report by Breckland Council, Mattishall Ward, Councillors – Paul Claussen & Ian Martin

Highlights since 28th November 2019 meeting...

The big news - 3PL/2010/1361/F, 255 new Homes, Hopkins Homes, Dumpling Green – REFUSED

This went to the Planning Committee Meeting on 13th January and after 10 years this application was finally refused today. Working with Dereham Town Council, Breckland Councillors, Yaxham's Cllrs Ian Martin, Bob Gust and Chris Couves helped win the battle to kill this application off.

We now have 6 months to see whether Hopkins Homes appeal.

The Local Plan, the 5 Year Land Supply Statement etc.

As reported to the last meeting there was a briefing of Breckland Cllrs on 16th December. The PowerPoint presentation has been provided to NP4Yaxham Working Group. Happy to take questions on this, hopefully to be able to answer them or where we can't then to take them back to Breckland. Ian is also pursuing with officers the interaction of Local Plan housing policies HOU 04 and HOU 05 to seek a consistent approach. The first meeting of the Breckland Local Plan Working Group, of which Ian is a member, took place on 10th January, target date 31st October 2022.

Planning Committee "Call-in" Requests – progress since the last meeting

As agreed the requests for call-ins is in the event that Officers are minded to recommend against the Parish Council's recommendation – discussions are continuing for the following two:

3PL/2019/1430/F, Yaxham Waters Holiday Park Dereham Road NR19 1RF

3PL/2019/1346/D, 25 new homes on "Lanpro" land north of Norwich Road, Yaxham

For **3PL/2019/1327/O** Gadwall Farm, Spring Lane Yaxham NR19 1SA although this has been withdrawn a site meeting is arranged for 17th January with Simon Wood, Director of Planning

Other News – Breckland Environmental Enforcement successes

Takeaway littering results in a £60 fine for Thetford resident.

A Thetford woman has been fined £60 after allowing McDonalds takeaway waste to be thrown out of her car window by a passenger onto a public car park and driving away from the scene. The Enforcement Team were able to track down the car and the driver of the car swiftly. The fly tipper was issued with the fixed penalty notice for £60, which could rise to £80 if paid late

Norwich man fined £300 for fly tipping scenic lane in Breckland.

The incident was reported by a member of the public. A number of receipts found along the country lane linked the culprit to the scene, including one for a recent purchase from Halfords. The customer was identified and interviewed. Faced with the potential for the case to go to court, the driver confessed to fly tipping and received a fixed penalty notice fine of £300, which will rise to £400 for late payment.

Forthcoming Breckland Meetings (Elizabeth House unless otherwise stated)

Thursday	23rd January	Full Council	10am
Monday	3rd February	Cabinet	9.30am
Thursday	6th February	Overview & Scrutiny	10am
Monday	10th February	Planning Committee	9.30am
Thursday	27th February	Full Council – Budget & Council Tax	10am

Contact Paul Claussen by:

@ paul.claussen@breckland.gov.uk,
T. 01603 880 454
Heath Cottage, 24 Heath Road, Hockering,
Norfolk NR20 3JB

Contact Ian Martin by:

@ ian.martin@breckland.gov.uk
T. 01362 854 248, M. 07968 349 543, f Ian Martin
Yaxham House, Norwich Road, Yaxham,
Norfolk NR19 1RH

Clerk's Report

Yaxham Parish Council



23rd January 2020

e-mail: yaxhamparishclerk@gmail.com

Last Regular Council Meeting's Minutes— Matter's Arising not Covered Elsewhere

7.0 Planning

All matters raised for the Clerk's action under this item on 28th November, have been undertaken and Councillors will elucidate where appropriate during the meeting.

8.1 Agreed cheques have been raised and issued.

8.4 Precept 2020/21 – £11,000 – Clerk has requested from Breckland.

8.5 Details of costings for projects identified under the auspice of the **Parish Partnership Scheme** have been forwarded to Norfolk County Council for their consideration.

8.3 Budget for 2020/21 – discussions have commenced with the YVAA of the possible purchase and installation of overhead projector for the David Myhill Room.

8.6 Internal Auditor has been formally appointed.

12.0 Parochial Church Charities – appointment of new trustees will be at the February meeting, following liaison with Rev McCaghrey.

14.0 Policies – agreed policies on General Reserves, Health & Safety and the Scheme of Delegation have been uploaded to the Parish Council's website.

16.0 Meeting Dates for 2020/21 have been added to the Parish Council website and advised to YVAA for booking the David Myhill Room for these dates.

Extraordinary Meeting's Minutes

5.0 Planning All matters raised for the Clerk's action under this item on 28th November, have been undertaken and Councillors will elucidate where appropriate during the meeting.

6.1 Agreed cheques have been raised and issued.

Other Matters

VAT Refund – Claim has been submitted to HMRC for the period January-December 2019 for £2,445.86.

Transparency Code 2014 - I have reviewed the website against this Code and arranged for the necessary (minor) amendments to be made to ensure that the Parish Council's website is fully compliant. These include registers of land assets, public contracts, gifts to cllrs and records of planning applicant meetings.

Accessibility of the Parish Council Website – Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 – In accordance with this legislation, I have requested our Website Adviser to submit a costed proposal ensure that the Council's website is meeting expected requirements. The deadline for compliance is 23rd September 2020.

Flooding – Parishioners' photographs of flooding at Cutthroat Lane have been logged with the Lead Flood Authority.

Obstruction near Ranis Restaurant - The bins have been moved back and builders' posts put in with red and white warning tape across them and their presence has been clearly delineated so any perceived risk appears to have been managed.

Clint Green Well Hill Bus Stop & Shelter – consultation will commence shortly in Clint Green to confirm whether there is support to transfer the Bus Stop to the neighbouring layby to the east of Well Hill, whether to install a bus shelter at this location and if so what type.

For more information on Parish Council and Parish Charity matters please see our websites below or contact me, Vicky Turner, as the Clerk to the Council by:

email yaxhamparishclerk@gmail.com or

write to: The Clerk, Yaxham Parish Council, Yaxham House, Norwich Road, Yaxham, Norfolk NR19 1R

VE/VJ Commemorative Project Proposal

The Community Cafe "Coffee Pot Ladies" – led by Cynthia Nisnhet and Louise Dye – are proposing to put together a series of events around the key dates marking the end of WWII this year, and the creation of a written and oral archive of memories of village residents.

What would you like to do with the grant you are applying for? Please describe your planned project/ activity and which anniversary or anniversaries will be commemorated.

In 2019 Yaxham commemorated the end of WW1 with a Village community event of Readings, Songs and recollections with refreshments – some 150 residents from our small village took part. During that time it became apparent that many memories were being lost to the Village as people died, moved away or went into care. The WW1 event focussed on a single date. With the VE/VJ anniversaries being on two separate dates the Yaxham Commemorative Project for the end of WWII for this year will be to hold a series of events centred on the volunteer monthly Yaxham Community Café at Yaxham Village Hall. These events will enable residents to share their memories, have them recorded in written, photographic or oral form depending on the individuals – and outreach work with the less mobile or house-bound residents of our village. The Project will also collect photographs, documents and family information to add to a newly created Village archive. The information once collected and subsequently collated will be placed on a website and physically presented. All of the events will provide refreshments, and information regarding the service available within the village and the surrounding area.

How will you involve the local community in the activities?

The Project Team, operating under the auspices of the Parish Council, will work closely with the local Church, Community Groups and School. A key focus will be to encourage the involvement of those from the sheltered housing unit, and the bungalows where the Team knows there are housebound individuals. The Community Car Scheme will be involved to ensure that no one is excluded through lack of mobility. The May date will enable the local school to be involved and August date will specifically encourage children who are being looked after by carers during the school holidays.

Please tell us how many people you expect to take part in your project

The Village has an active social media presence with a website, Twitter and Facebook pages. The population of the Village is 650 and the posts regularly get 200-400 local views. The events held at the Village Hall achieve attendance of up to 120 people. By disseminating the project widely we would anticipate the involvement of 50% of the village, i.e. in excess of 300 people.

Budget summary - please tell us below how you plan to spend the grant you are asking for

Total Budget as set out below of £1,000 of which £500 is this grant request.

Printing and Publicity	£ 200
Refreshments & other materials	£ 400
Archive Creation	£ 100
Website Creation	£ 250

Priority will be given to projects that are delivered in line with national celebrations dates:

VE Day: 8th – 10th May	PROPOSED DATE 8th May 2019
Dunkirk: 26th May – 4th June	PROPOSED DATE 28th May 2019
VJ Day: 14th – 16th August	PROPOSED DATE 14th August 2020
Battle of Britain: 10th July – 31st October	PROPOSED DATE 10th September 2020

Priority will be given to projects that are able to evidence match funding.

The Parish Council has agreed to contribute up to £500 for the costs of this project, particularly covering the publicity, presentation and collation of the oral history record.

Yaxham Parish Council Bank Reconciliation

Financial year ending 31 March 2020

Prepared by: Ian Martin, Vice-Chairman 23rd January 2020

Balance per bank statements as at 13th January 2020

Barclays Current Account	£	19,144.64	
NS&I Account <i>closed</i>	£	-	
			£ 19,144.64

Less: Unpresented cheques at	13th January 2020		
Payee	Cheque number	Amount (incl VAT)	
YVAA	101197	£ 40.00	
Harlequin Colour Printing	101199	£ 44.50	
NALC	101198	£ 52.70	
			£ 137.20

Less: Cancelled Cheque			
Olly Oechsle	101145	£ 192.00	
			£ 192.00

Net balances at	13th January 2020	<u>£ 18,815.44</u>
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Cashbook

Opening balance at	1st October 2019	£ 21,514.23
Add: Receipts		£ 170.00
Less: Payments		£ 2,868.79

Closing Balance	<u>13th January 2020</u>	<u>£ 18,815.44</u>
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Check £ -

Yaxham Parish Council Bank Reconciliation

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Barclays Current Account	£	19,144.64	
NS&I Account <i>closed</i>	£	-	
			£ 19,144.64

Less: Unpresented cheques at		13th January 2020	
Payee	Cheque number	Amount (incl VAT)	
YVAA	101197	£ 40.00	
Harlequin Colour Printing	101199	£ 44.50	
NALC	101198	£ 52.70	
			£ 137.20

Less: Cancelled Cheque			
Olly Oechsle	101145	£ 192.00	
			£ 192.00

Net balances at	13th January 2020		£ 18,815.44
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	Check	£	-
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Yaxham Parish Council

Smaller* Projects Application for funds

An application should be completed with any information the applicant feels necessary.

** Smaller projects are those projects requesting up to £1,000 from the Council.*

Name or the proposed scheme: _____

Name of the proposer: _____

The proposer must be an individual or entity recognised by the Parish Council and who is prepared to be the sole contact for the scheme and who will be held responsible for proper use of any funds granted.

Total cost of the scheme : _____

Brief outline of the scheme : _____

Who will benefit from the scheme?

When would you like to begin work on the scheme?

How long will the benefit from the scheme last?

Will the scheme require support from the Council on an ongoing basis? _____

if so please provide details

Have you applied elsewhere for funds? _____ If so, please provide details

Are you/your group able to make a contribution towards the scheme? If so, how much?

Please attach the following:

- (a) Two photographs of the proposed item/scheme and specification.
- (b) A brief note (no more than 500 words) describing why/how you think the scheme would benefit the community?
- (c) Evidence that cost comparables have been sought showing the proposed scheme to represent best value for money.

Signed on behalf of the proposer: _____

Dated: _____

Print name: _____

Contact information:

Send completed Grant Application Forms to:

Email: yaxhamparishclerk@gmail.com

YAXHAM PARISH COUNCIL

MEDIUM & LARGER PROJECTS*

2020/21 GRANT ELIGIBILITY & APPLICATION FORM

** Medium projects are those requesting £1,001 to £10,000 and Larger projects are those requesting £10,001 or more from the Parish Council*

Please fill in all sections. Should you wish to expand on a question please enclose additional information separately. Only one project per application. The Declaration at end of form must be signed and dated. When completed please return this application form to:

Email: yaxhamparishclerk@gmail.com

1. Your organisation	
Name of organisation	
Primary Contact name	
Position in organisation	
Tel No.	
Email address	
Secondary Contact name	
Position in organisation	
Tel No.	
Email address	
Address for correspondence	

2. About the project

Please give details of your proposed project, what you propose to use any grant awarded for and timescale including when the project is expected to commence and be completed.

Where is your project located? Do you have the landowner's permission to proceed? Do you need planning permission or other permissions? If so at what stage are your applications at?

Please give details of consultation you have undertaken with the community for this project.

3. Financial details

What is the total project cost? Please give details of costs, including any estimates, quotations or prices obtained (please attach copies). For projects over £10,000 please provide a project plan.

How much is this grant application for?	
Do you receive funding from other sources? If yes, please give details of who gives you funding and for what purpose.	
Do you have a bank account? If yes, please attach a current bank statement.	
Please attach latest audited or independently examined accounts.	
Is your organisation VAT registered? If "yes" costs should be NET of VAT. What is the VAT number?	
If you have previously received a grant from Yaxham Parish Council or Yaxham Parish Charity, please give details.	

Please complete the following declaration

YAXHAM PARISH COUNCIL takes its role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud or corruption or bribery against us. We will investigate all allegations of fraud, and will pursue both criminal and civil prosecutions.

I declare that the information given is correct and agree to adhere to the conditions laid out in Yaxham Parish Council's Grants Policy*.

On behalf of _____

I accept the conditions in Yaxham Parish Council Community Grants Policy*

Signed _____ Date _____

Position in organisation _____

If the person signing this form is under 18, an adult organisation member must countersign it

Signed _____ Date _____

*see <http://yaxham.com/parish-council/code-of-conduct/>

An application should be completed with any information the applicant feels necessary. The trustees will either approve the proposed scheme, or request further information. The decision of the trustees is final and the reasons for accepting or refusing the application will be made available to the applicant and to parishioners in the Minutes of the next Parish Council meeting.

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole



YAXHAM PARISH COUNCIL

EQUAL OPPORTUNITIES POLICY STATEMENT AND PROCEDURE

Reviewed and adopted by the Council at its meeting on 23rd January 2020

Due to be reviewed by January 2021

EQUAL OPPORTUNITIES POLICY STATEMENT AND PROCEDURE

Yaxham Parish Council is committed to equal opportunities in all its activities, including the employment of staff and volunteers. The Council will not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or through any recruitment which cannot be justified by the requirements of their job or status. The Council will oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

In order to achieve its objectives the Council will:

- 1) Recognise its legal obligations under the Equality Act 2010.
- 2) Recruit, select and promote individuals solely on the basis of their merits and requirements of the job
- 3) Encourage all persons who believe that they may have suffered discrimination, or sexual or racial harassment, to raise the matter through an appropriate procedure
- 4) To provide Council members and employees with instruction and information to enable them to fulfil their responsibilities for equal opportunities
- 5) Distribute and publicise this policy to all members of the Council

PREVENTING HARASSMENT

Yaxham Parish Council supports the right of all people to go about their normal lives without harassment. The Council is committed to trying to prevent harassment in so far as this is practical within its powers.

Harassment is where one person behaves in an offensive or threatening way towards another person. There are a number of types of harassment, including **sexual harassment, racial harassment and bullying**. Harassment is most likely to occur where the victim is in a weak position, e.g. where the harasser is physically stronger or has some authority.

Sexual harassment is sexually offensive or intimidating behaviour. Different types of behaviour can cause harassment – examples include:

- Making unwanted physical contact
- Making remarks or suggestions of a sexual nature
- Gestures, stares and “wolf-whistles”
- Showing suggestive pictures or other materials

Racial harassment is behaviour towards someone of a different racial group, motivated by racial dislike or hatred.

WHAT TO DO IF YOU ARE THE VICTIM OF HARASSMENT

If you are suffering harassment, if possible, ask the person to stop and make it clear that if they do not stop you will make a formal complaint. If this is not possible, or does not work, talk to or submit your complaint in writing to the Clerk or the Chairman (or in their absence the Vice-Chairman) of the Council. This will be followed up by an investigation and prompt action where necessary.

At all times concern for the interests of the victim will be of paramount concern.

YAXHAM PARISH COUNCIL

DISCLOSABLE PECUNIARY & OTHER INTERESTS

APPLICATION FORM FOR DISPENSATION

Councillors may only apply for a dispensation by completing this form and sending it to the Clerk of the Parish Council as soon as possible before the date when the matter is to be considered. This form must be signed by the Councillor concerned.

Yaxham Parish Council may grant a dispensation for one of the reasons set out below:

- Without a dispensation the number of Councillors prohibited from participating would be more than one half of the Councillors who would be entitled to vote at a meeting of the Council/Committee/sub-committee transacting the business
- The granting of a dispensation is in the interests of persons living in the Council's area
- It would otherwise be appropriate

Yaxham Parish Council	
Councillor's Name	
What is the matter which is to be considered and in respect of which you seek a dispensation?	
What is the type (ie pecuniary interest or other) and the nature of the interest	
Is the dispensation sought to participate:	<ul style="list-style-type: none"> • In a discussion only • In discussion and a vote (Please delete as appropriate)
Is the dispensation for	<ul style="list-style-type: none"> • A specific meeting, please specify date of the meeting • A period of time, please specify eg 4 years
Reasons why dispensation is sought	

Signed Date



Adopted by the Council on 23rd January 2020

Due to be reviewed by January 2021

Yaxham Parish Council

Disciplinary and Grievance Procedures

Yaxham Parish Council Disciplinary and Grievance Procedures apply to staff employed by the Parish Council. They exist to ensure that problem areas in the work place are solved in a professional expeditious manner and with as much assistance and fairness as possible.

Disciplinary Procedure

1. Purpose of the Procedure

The Council's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the Council's rules or acceptable standards are breached.

2. The Principles

This procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and be represented or accompanied by a fellow employee of your choice.

You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.

You have a right to appeal against any disciplinary action taken against you.

The procedure may be implemented at any stage if your alleged misconduct warrants such action.

If you request, you have the right to be accompanied at a disciplinary hearing by a fellow employee or trade union official.

3. Informal discussions

Before taking formal disciplinary action, the Council will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

4. First warning

If conduct or performance is unsatisfactory, you will be given a written warning or performance note. Such warnings will be recorded but disregarded after six further months of satisfactory service. You will

also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where a matter is sufficiently serious, for example, because it is having, or is likely to have, a serious harmful effect on the Council, it may be considered necessary to move directly to a final written warning).

5. Final written warning

If the offence is serious, or there is no improvement in standard, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement or change results within six months, you may be subject to dismissal. Unless dismissal involves gross misconduct, employees will receive a period of notice, or payment in lieu.

6. Discipline and dismissal procedure

If facing dismissal or action short of dismissal such as loss of pay or demotion – the following minimum statutory procedure will be followed: -

- You will receive a written note setting out the allegation and the basis for it;
- A meeting will be held to consider and discuss the allegation;
- You will be given a right of appeal, including an appeal meeting;
- You will be reminded of your right to be accompanied at any meetings.

7. Gross misconduct

If after investigation, it is confirmed that you have committed an offence of the following nature (the list is not exhaustive) the normal consequence will be dismissal without notice or payment in lieu of notice – theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination.

Whilst alleged gross misconduct is being investigated, you may be suspended, during which time you will be paid your normal rate of pay. Any decision to dismiss you will be taken by the Council only after full investigation.

8. Appeals

If you wish to appeal against any disciplinary decision, you must appeal, in writing, within five working days of the decision being communicated to you by the Council. Independent members who were not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.

Grievance Procedure

1. Introduction

It is the Council's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Informal discussions

If you have a grievance about your employment you should communicate this either verbally or in writing to the Council. In the case of the Clerk to the council the line manager will be the Chair of the council unless the complaint is about the Chair in which case another member can be identified to handle the clerk's concerns. We hope that the majority of concerns will be resolved at this stage.

3. Grievance procedure

If you feel that the matter has not been resolved through informal discussions, you may raise the matter formally with the Council.

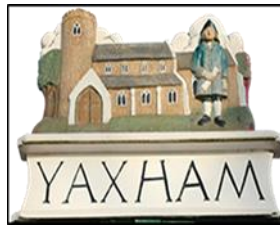
You will be invited to attend a meeting to discuss the grievance and be notified in writing of the decision. You have the right to be accompanied by an employee representative or trade union representative at all grievance meetings.

You will be given the right to appeal against the decision.

4. Appeals

Any appeal will be considered by members of the Council who were not involved in the original hearing, and who will decide the case as impartially as possible.

Where appropriate, the opportunity for mediation will be put forward at any stage of a disciplinary or grievance procedure.



YAXHAM PARISH COUNCIL

SAFEGUARDING POLICY

Reviewed and adopted by the Council at its meeting on 23rd January 2020

Due to be reviewed by January 2021

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Yaxham Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council. Safeguarding children and vulnerable adults is **everyone's** responsibility.

Policy Objective:

- To ensure that where possible all events and activities organised by or on behalf of the Parish Council are designed and maintained to reduce the risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this policy document is to guide members of Yaxham Parish Council should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures

The Clerk is the Parish Council's appointed Safeguarding Officer and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead for that event briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk they face.
- Decisions on whether any person should be DBS checked will be made by the Council or the Chairman after consultation with the Clerk following a risk assessment.
- All Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge and sign to confirm they will abide by it. All new Councillors will also be required to sign.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times.
 - Ensure that accidents are recorded in an accident book.
 - Never do anything of a personal nature for a young person.
- Keep records of any incidents or allegations a person may make to any committee

member or volunteer.

- Refer cases of suspected abuse or allegations to the Designated Safeguarding Lead who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures.
- Facilities that the responsibility of the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.
- The Parish council should follow the Norfolk Safeguarding Adults Board procedures for managing allegations against staff/volunteers on the Norfolk Safeguarding Adults Board website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Whistleblowing

All members of the Council, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

Attention is drawn to the Norfolk County Council guidelines which will be followed to ensure that all activities are suitably supervised, and how concerns may be reported.

Children and young people:

<https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern>

Vulnerable Adults

<https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>

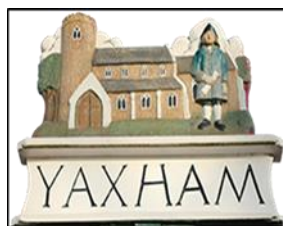
Norfolk Safeguarding Adults Board <https://www.norfolksafeguardingadultsboard>

We are committed to reviewing our policy and good practice annually.

Signed:

Chairman

Date: 2020



Yaxham Parish Council

Register of Cllr Meetings with Planning Applicants

2019-2020

Published in the interests of transparency.

Date	Cllr	With	Detail	Application
25/10/2019	Ian Martin & Chris Couves	Mr Tim Hay, applicant and owner of Yaxham Waters Ltd, & Neil Sunderland, Site Manager	Meeting at Yaxham Waters Café & tour of Site	Various
9/11/2019	Ian Martin	William Cheetham, Applicant	Meeting at Gadwall Farm, Spring Lane and tour of site	3PL/2019/1327/O
14/12/2019	Ian Martin	Mr & Mrs R Gill, Applicant	Meeting & site visit at Sunnyholme, Paper Street.	3PL/2019/1448/HOU
18/12/2019	Ian Martin	Mr S Hurren, Applicant	Meeting & site visit at Spring Lane Farm	3PL/2019/1511/F
17/01/2020	Ian Martin	William Cheetham, Applicant, John Norfolk, Agent, Simon Wood, Director of Breckland Planning	Meeting at Gadwall Farm and tour of site	3PL/2019/1327/O

NOTES

Ian Martin is both a parish Cllr and Breckland Cllr and therefore he may have attended meetings in either or both capacities.



Yaxham Parish Council

Register of Gifts & Hospitality to Cllrs

2019-2020

Published in the interests of transparency and in addition to the Parish Council's Code of Conduct*:

Greater than the value of £100.00

Date	Cllr	From	Detail	Value
None to date				

To the value of £100.00 or less

Date	Cllr	From	Detail	Value
25/10/2019	Ian Martin	Mr Tim Hay, owner of Yaxham Waters Ltd	A cup of hot chocolate at a meeting at Yaxham Waters Cafe	< £5.00
25/10/2019	Chris Couves	Mr Tim Hay, owner of Yaxham Waters Ltd	A cup of coffee at a meeting at Yaxham Waters Cafe	< £5.00
19/12/2019	Ian Martin	A parishioner [#]	A contribution to the costs of refreshments for Cllrs after the EPC meeting as a thank you to the work of Cllrs in 2019	£20.00

NOTES

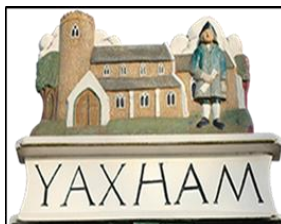
*The Code of Conduct requires:

Gifts and Hospitality

"You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the Parish Council."

The Parish Council has chosen to publish items of £100.00 or less in the interest of transparency.

[#] Parishioner's name held by the Clerk but withheld to comply with GDPR.



YAXHAM PARISH COUNCIL

Public Contracts Register

Published in line with the Smaller Authorities Transparency Code See

https://www.pkflittlejohn.com/sites/default/files/media/documents/transparency_code_for_smaller_authorities.pdf

Grounds Maintenance Contract

Awarded: 15th March 2019

Contract Start: 1st April 2019

Period: 1 year, to be annually renewed up to a total of three years, subject to satisfactory performance.

Awarded to: Gary Lake Grounds Maintenance

Annual Value: £1,100.00 - £1,200.00

Total Value: £3,300.00 - £3,600.00



Yaxham Parish Council Land & Buildings Asset Register

Published in line with the Smaller Authorities Transparency Code – see attached extract.

Land at Paper Street, Clint Green, Yaxham, Norfolk NR19 1RY

Description:	0.4ha of agricultural land
Location:	Paper Street, Clint Green, Yaxham, Norfolk NR19 1RY
Owner/Custodian:	Yaxham Parish Council/Clerk to the Council
Date of Acquisition:	14.11.2011
Cost of Acquisition:	£0
Present Use:	Agricultural

Attachment: Extract from Transparency Code

Source: [https://www.pkf-](https://www.pkf-littlejohn.com/sites/default/files/media/documents/transparency_code_for_smaller_authorities.pdf)

[littlejohn.com/sites/default/files/media/documents/transparency_code_for_smaller_authorities.pdf](https://www.pkf-littlejohn.com/sites/default/files/media/documents/transparency_code_for_smaller_authorities.pdf)

“Details of public land and building assets”

24. Parish councils and port health authorities should publish details of all public land and building assets. Where this information is included in the authority’s asset and liabilities register, this register may be published in its entirety or as an edited version displaying only public land and building assets.

25. Internal drainage boards should only publish the details of registered land and buildings that have a market value and which appear in their Fixed Assets Register.

26. When publishing the required data, parish councils, port health authorities and internal drainage boards should publish the following information in relation to each land and building asset:

- a. description (what it is, including size/acreage),
- b. location⁷ (address or description of location),
- c. owner/custodian, e.g. the authority or board manages the land or asset on behalf of a local charity,
- d. date of acquisition (if known),
- e. cost of acquisition (or proxy value), and
- f. present use.”