



YAXHAM PARISH COUNCIL

Meeting 23rd July 2020

Reports Pack

Contents:

Agenda Item Report

5.0 District Councillors Report	Page 2
6.3 Clerk's Report	Page 4
8.0 Finance	
8.3...Expenditure v Budget to 30.06.2020	Page 5
8.3 Bank Reconciliation to 30.06.2020	Page 6
8.5 Draft Quarterly Invoice to the Parish Charity	Page 7
8.6 Website Compliance	Page 8
10.0 Proposal to convert Yaxham Cares to a Good Neighbour Scheme	Page 10

Vicky Turner

Clerk to Yaxham Parish Council

yaxhamparishclerk@gmail.com

16th July 2020

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

Highlights since 25th June 2020 meeting...

Covid-19

- The key source of information from Breckland is www.breckland.gov.uk/coronavirus.
- Business/Charity support can be found at www.breckland/businesssupport, which can be accessed directly or via the coronavirus page. Domestic Bin collections continue to operate normally, unlike in some other districts.
- Site meetings are commencing for contentious planning applications and enforcement where safe to do so.
- Breckland has published a recovery plan, attached, showing into the new year the planned steps that the Council is taking to steadily bring its operation back to “normal”.

In Norfolk and Breckland we have been very lucky with the low incidence of cases so far. So, everything is now dependent on Covid-19 cases remaining low. Breckland is putting contingency plans in place if required e.g. a second wave combining with a bad year for seasonal flu.

Planning

- Maggie, Richard and I met with Simon Woods, Director of Planning, and Rebecca Collins Head of Planning Development and will report separately on this later in the agenda.
- The Swanton Road Planning Application for a reduction in the Affordable Homes number from 40% to 25% was agreed only on the Chairman’s casting vote, and as this one was more likely to go through than the Scarlett Homes application this was good news. We now have to get the Scarlett Homes application to Chairman’s Panel and the Planning Committee.
- As requested I have requested that the Scarlett Homes application is called-in.
- The first virtual Planning Committee was on 22nd June and the second was on 14th July (with over 2,000 views on Facebook)
- The next Planning Committee meetings are on 3rd August and 1st September, both at 1pm.
- The call-in process also continues – and all Breckland Cllrs will now be able to attend.
- The Local Plan Working Group recommences its meetings on 24th July.

Other Breckland Meetings re-starting:

- 13th July saw the second virtual Cabinet meeting – 1,400 views on Facebook
- The first Overview & Scrutiny Commission was on 16th July – 411 views on YouTube
- The first full Council meeting is planned for 22nd July

To watch live-streaming of meetings or view the video recordings of meetings that have taken place are on YouTube at <https://www.youtube.com/user/BrecklandView/videos>. If live-streaming by Breckland fails on YouTube, they have a fall-back on Facebook at https://www.facebook.com/BreckCouncil/videos/?ref=page_internal.

As always, Paul and I stand ready to help if there are matters where the PC would like our assistance.

Stay safe and well.

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 July 2020

e-mail: yaxhamparishclerk@gmail.com

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

7.0 Planning

All responses made to Planning Authorities and a formal response from the Parish Council registering an **OBJECTION** has been submitted to the Planning Officer in regard to the Scarlett Homes development – this was agreed at the Extraordinary Meeting held on 09.07.2020 held to discuss planning matters.

8.0 Finances

The Annual Governance and Accountability Review (AGAR) was sent to the External Auditor on 30th June and receipt has been acknowledged. The Notice of Rights for Public Access posted, and this right can be exercised up until 7th August 2020

All cheques approved for payment have been sent.

The Internal Auditor has accepted our engagement for the 2020/21 financial accounting period and his invoice for 2019/20 is tabled tonight for approval.

The Clerk met with the Chairman to go through the Cashbook and the production of the expenditure versus budget and bank reconciliation for the end of the first quarter i.e. to 30th June 2020. These plus the paper files and chequebooks have been passed for review by the Finance Monitoring Officer, Cllr Whadcoat, who will be reporting on these at the meeting.

9.0 Highways Matters

All matters attended to.

11.0 Policy Review

Now at the end of the yearly revision cycle, all policies are up to date and are set for regular review over the forthcoming year. All policies agreed and their amendments approved at the last meeting have been made uploaded to the website.

12.0 Urgent Business

The grass cutting contractor has been contacted and a site visit arranged to discuss on-going issues regarding access via adjoining farmland.

Other Matters

General correspondence sent in response to parishioner's requests including: for the Lanpro site proliferation of wild oat growth and the overgrown hedges on Mill Lane; requesting clarification from Mr Timothy Hay as regards the situation with Yaxham Waters Café; also with Mr Timothy Hay as regards rubble at the back of the Old Post Office site impinging on the footpath; and whether Footpath 2 grass can be cut, but unfortunately there is no access for this until after the neighbouring field has had its crop harvested.

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

STAY SAFE, STAY WELL

Yaxham Parish Council Accounts 2020/21 Actuals v Budget

Q1

Budget 2020-2021	2020/21		% of year 25%	
	Budget	Actuals	Remaining Balance	% v Budget
Expenditure Ex VAT				
Clerk/RFO salary	£ 4,889.50	£ 1,240.31	£ 3,649.19	75%
Clerk PAYE Tax	£ -	£ 53.20	-£ 53.20	0%
Clerk expenses (incl admin)	£ 800.00	£ 31.99	£ 768.01	96%
Clerk Training	£ 300.00	£ 20.00	£ 280.00	93%
Subscriptions (Incl NALC, Parish Online, ICO, SLCC, CPRE)	£ 425.00	£ 109.00	£ 316.00	74%
Web site	£ 220.00	£ -	£ 220.00	100%
Insurance	£ 375.00	£ 429.76	-£ 54.76	-15%
Audit	£ 70.00	£ -	£ 70.00	100%
Councillor Training	£ 300.00	£ -	£ 300.00	100%
Room hire	£ -	£ -	£ -	0%
Maintenance (Bus Shelter, grass-cutting, planters, SAM2)	£ 1,550.00	£ 160.00	£ 1,390.00	90%
Yaxham Community News & Newsletters, Posters etc	£ 1,000.00	£ -	£ 1,000.00	100%
Wreath	£ 20.00	£ -	£ 20.00	100%
Election costs (planned)	£ -	£ -	£ -	0%
Section 137 Grants	£ 1,000.00	£ -	£ 1,000.00	100%
Misc	£ -	£ -	£ -	0%
Total - Running Costs	£ 10,949.50	£ 2,044.26	£ 8,905.24	81%
One-offs funded by grants & reserves				
- Projects	£ 4,689.00	£ 446.23	£ 4,242.77	90%
- Well Hill Bus Shelter	£ 3,000.00	£ -	£ 3,000.00	100%
- Election Costs Unplanned	£ -	£ -	£ -	0%
- Planning Advice	£ -	£ -	£ -	0%
- General Reserves	£ -	£ -	£ -	0%
One-offs - Total	£ 7,689.00	£ 446.23	£ 7,242.77	94%
Grand TotalTotal	£ 18,638.50	£ 2,490.49	£ 16,148.01	87%

	2020/21		% of year 25%	
	Budget	Actuals	Remaining Balance	% v Budget
Income				
Precept	£ 11,000.00	£ 5,500.00	£ 5,500.00	50%
Interest	£ -	£ -	£ -	0%
Rent	£ 150.00	£ -	£ 150.00	100%
Total Regular Income	£ 11,150.00	£ 5,500.00	£ 5,650.00	51%
Other grants	£ 3,250.00	£ 1,500.00	£ 1,750.00	54%
Insurance	£ -	£ -	£ -	0%
Misc	£ -	£ -	£ -	0%
Total One-off Grants etc	£ 3,250.00	£ 1,500.00	£ 1,750.00	54%
Total Income Ex VAT	£ 14,400.00	£ 7,000.00	£ 7,400.00	51%
VAT Refund	£ 850.00	£ -	£ 850.00	100%
Total Income incl VAT	£ 15,250.00	£ 7,000.00	£ 8,250.00	54%

Surplus/Deficit Ex VAT	-£ 3,388.50	£ 4,509.51
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Yaxham Parish Council Bank Reconciliation - Q1 2020/2021

Financial year ending 31 March 2021

Prepared by: Vicky Turner, Clerk/RFO

13/07/2020

Balance per bank statements as at

11/06/2020

Barclays Current Account	£	23,976.49		£ 23,976.49
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Less: Unpresented cheques at

11/06/2020

Payee	Cheque number		Amount (incl VAT)		
Information Commissioner	101211	£	40.00		
HMRC	101224	£	20.60		
Susan Martin	101225	£	49.95		
Yaxham Community Car Scheme	101226	£	30.00		
Harlequin Colour Printing	101227	£	46.41		
Harlequin Colour Printing	101227	£	89.00		
Clerk	101228	£	439.01		
HMRC	101229	£	14.40		
Yaxham Community Car Scheme	101230	£	30.00		
NALC	101231	£	24.00		
Came and Co Insurance	101232	£	429.76		
				£	1,213.13

Plus: Unpresented credits at

11/06/2020

None	£	-		£ -
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Net balances at

11/06/2020

£ 22,763.36

Cashbook

Opening balance at	31/03/2020		£ 18,290.23	
Add: Receipts			£ 7,000.00	
Less: Payments			£ 2,526.87	
 Closing Balance	 11/06/2020		 £ 22,763.36	

Check	£	-
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YAXHAM PARISH COUNCIL

INVOICE

To: Yaxham Parish Charity

Yaxham House
Norwich Road
Yaxham
Norfolk
NR19 1RH

Tel: 01362 854 248

Email: yaxhamparishclerk@gmail.com

23rd July 2020

Detail:	Amount:
For Clerking Services to the Parish Charity for the period 1 st April-30 th June 2020	£260.00
Total Due	£260.00

Please make the cheque payable to Yaxham Parish Charity and send for the Clerk's attention to the above address.

Vicky Turner
Clerk to the Parish Council

4th July 2020

FAO: Yaxham Parish Council

I am writing with regard to the Yaxham Village Website (yaxham.com) and its adherence to the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018. I will summarise the requirements, the possible changes required on the Yaxham website and the options available to the parish council as I see them.

I have followed the guidance provided here:

<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>

This guidance describes the accessibility requirements for public-sector websites created after 23rd September 2018.

The Yaxham website has been running since 2004. The last significant update to the site's system was made when we moved to the WordPress system in October 2017. It appears to be the case that the Yaxham site does not have to be made compliant, which I will cover as an option later.

The regulations require some level of compliance with the [WCAG 2.1](#) (Web Content Accessibility Guidelines), published by the W3C consortium, the de-facto source of standards for the world-wide-web. Meeting the entire standard is a reasonably high bar, requiring significant effort to ensure that every page on the site meets all accessibility criteria, both now and going forward. It applies to all content published since 23rd September 2018, including PC minutes and other documents.

The guidance also provides some ballpark estimates for the cost of auditing a site, at an estimated rate of £1,300 per day for 1-3 days.

The guidance acknowledges that such costs may prove a "disproportionate burden", which I imagine would be the view of the parish council on this matter.

In such cases it is acceptable to perform a "[basic check](#)", which in fact covers most of the WCAG 2.1 guidelines. Although I am not a web accessibility expert, I would be able to perform this check on behalf of the council, and also implement technical changes as necessary.

The basic check should cover, at least:

- the site's homepage
- content pages that are mostly text based
- images, video and audio content
- interactive tools and transactions, like forms
- PDFs and other document types you have
- dynamic content like pop-up windows
- navigation pages, including your sitemap and pages with search functionality

I have briefly reviewed the site using the basic check guidance. It is probably fair to summarise that, as a modern website yaxham.com is generally compliant with accessibility standards, with a few exceptions.

Although I would have to do so more thoroughly, the following actions appear to be necessary to achieve compliance:

- Ensuring the white-on-black contrast on the site is not sufficiently high for people with visual impairments, and the size and readability of the fonts could be improved.
- Ensuring all the headings honour the user's preference if they increase the font-size on their browser.
- Fix the ordering of structured headings for the sake of screen readers.
- Update links and buttons with non-descriptive text, such as "Let us know!"
- In addition, all the images in the media library should be checked to ensure they have suitable descriptions for visually impaired users, and all the titles on pages should be checked to ensure they are sufficiently descriptive and not duplicated.
- Making it possible to navigate the site by keyboard (using the TAB key to move from link to link)

Further actions are likely to arise during a more detailed review.

There are [similar guidelines](#) for the layout and content of any downloadable documents on the site, which should be separately checked and updated as necessary by a representative of the council. Any document published since 23rd September 2018 is liable.

As to options, given that yaxham.com in its current incarnation predates 23rd September 2018, I believe there is an option to do nothing until the next significant rework of the site.

My view is that the guidelines cover largely sensible suggestions that would improve the design, reliability and general usability of the site for everyone.

With the agreement of the council, I can perform the work listed in the bullet points above before 20th September 2020, including:

- To conduct a more thorough audit, and provide a statement detailing the findings.
- To technically implement the suggestions listed above, and other reasonable changes arising, documenting the changes made.
- Creating an accessibility statement page on yaxham.com, describing the site's status with respect to the guidelines, which is likely to be "partial", owing to the high cost in proving that it fully meets all of them.

My estimate for this work is £450.

Please note that some tasks can be done independently on the WordPress system - for instance providing the alternative text on images, and checking and updating page titles.

Please give this your consideration at the next council meeting and let me know how you'd like to proceed.

Yours faithfully,

Olly Oechsle

Proposal for Yaxham Cares to evolve from a Covid-19 response group to a “Good Neighbour” organisation.

Yaxham Cares was set up at the start of the Covid-19 emergency and up to some 70 volunteers came forward to help. It was organised and run by a group of volunteers formally organised under the Yaxham Parish Council as a Working Group.

As an organisation under the Parish Council, the group had the benefit of all the Parish Council policies and insurance – and it eased the facility to access grants – with £1,000 from the Norfolk Community Foundation. In addition the group developed protocols such as for safe-guarding both the volunteers and the users of the service, and undertook a risk assessment of all the activities of the group.

Because of the need to move quickly at the start, the decision was taken that we did not need the delays and associated costs of DBS or of requiring the volunteers to register with Volunteer Norfolk. As regards DBS checks it was reasoned that the main risk arose if volunteers entered the homes of those they were aiding. However as a result of the Lockdown regulations and social distancing guidance volunteers would not be going into recipients homes – and therefore, provided the group remained alert to possible safeguarding issues, then DBS checks were not required.

Integral to the success of Yaxham Cares has been the close working relationship with the Yaxham Community Car Service (YCCS), and the use of their experience meant the group was up and running faster and earlier than many other similar groups. A huge thank you to YCCS.

Remaining funds: £330 from the £1,000 Grant and £500 committed by the Parish Council

Next Steps.

There has been a meeting with Community Action Norfolk (CAN). For Yaxham Cares - Ian & Susan Martin, Trudy Gust, Peter & Jennie Smith. We discussed what could be the benefits and hurdles to such a change. CAN confirmed that Yaxham Cares has actually already put in place most of the policies, protocols and risk assessment CAN would normally provide, and by being part of the Parish Council also comes under the Council's insurance. CAN has subsequently confirmed that if we chose to go under the “Good Neighbour scheme” banner, there would be no membership/registration costs and we could put all our volunteers through DBS checks at no cost, have access to the toolkit and templates for documents etc., which would be a useful checklist for Yaxham Cares.

A Good Neighbour scheme differs from Covid-19 response group in that errands and assistance can be provided to the elderly and vulnerable, irrespective of Covid-19, and may well include going into recipients' homes. There is therefore significant potential safeguarding risks – hence the importance of considering access to DBS checks.

The Proposal

Yaxham Cares to continue as a Parish Council Working Group, to work with all the volunteers, who wish to continue, to shape this new service to help the vulnerable in our community. As part of this to apply to CAN to be included as a recognised Good Neighbour scheme, which carries its own credibility, and provides access to DBS checks and good practice and standard documents to ensure Yaxham cares continues the high standards. To work with YCCS to continue to optimise the two services.

Needless to say, this would also mean that Yaxham Cares is strong and robust to support the elderly and vulnerable this autumn if there is a Covid-19 second wave, especially if there is bad flu-season as well.

Overall – this is Yaxham at its best, and the proposal aims to reinforce the community's resilience in the face of such challenges.