



YAXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE JUBILEE PARK MEETING ROOM AT 8:15 pm ON 19th MAY 2011

Present: Councillors Bennett, Crummett, Dimoglou, Faircloth, Lowings and Myhill.

In Attendance: Mrs E Stallion – Clerk and 3 members of the public.

1. **To elect a Chairman of the Council. The newly elected Chairman to sign the Declaration of Acceptance of Office of Chairman.**
Cllr Crummett was proposed by Cllr Myhill, seconded by Cllr Bennett, and it was **AGREED** that he be elected as Chairman. The Chairman signed the Declaration of Acceptance of Office as Chairman that was countersigned by the Clerk.
2. **To receive and accept apologies for absence.**
Apologies were received from Cllr Hull.
3. **To elect a Vice-Chairman of the Council. The newly elected Vice-Chairman to sign the Declaration of Acceptance of Office of Vice Chairman.**
Cllr Lowings was proposed by the Chairman, seconded by Cllr Myhill and it was **AGREED** that he be elected as Vice-Chairman. The Vice-Chairman signed the Declaration of Acceptance of Office as Vice-Chairman that was countersigned by the Clerk.
4. **To confirm that all Declarations of Acceptance of Office have been received. To decide, if any have not been received as provided by law, when they shall be received.**
The Clerk confirmed that all Declarations of Office had been signed and received.
5. **To receive Declarations of Interest.**
 - a. Cllrs Bennett and Myhill declared interests in Item 9 as they are members of the Yaxham Village Amenities Association.
 - b. Cllr Crummett declared an interest in Item 13 as he is the Chairman of the Yaxham Woodland Group.
 - c. Cllr Faircloth declared an interest in Item 14 as he is a Governor of Yaxham C.E.V.A. Primary School.
 - d. Cllr Crummett declared an interest in Item 15c as he is the Chairman of the Yaxham Woodland Group.
 - e. Cllr Dimoglou declared a prejudicial interest in Item 18.b.i as he is a Director of THPD Properties Ltd.
6. **To receive completed Details of Financial and Other Interests. To remind Councillors who have not returned the Declarations to the Clerk to do so by 9th June 2011.**
The Clerk confirmed that she had received 4 completed forms and that the remaining 3 must be returned to her by 9th June 2011.
7. **To hold a public session.**
 - a. **To receive matters of interest from the District/County Councillor.**
Mr Cliff Jordan gave his report during the Annual Parish Meeting.
8. **To note any matters raised in the Annual Parish Meeting or Item 7 above that should be discussed at a future meeting.**
A letter was received from a parishioner requesting that the Parish Council look into the nuisance being caused by the use of auditory bird scarers in the vicinity of Clint Green. It was **AGREED** that the Clerk should make inquiries as to what action, if any, can be taken.
9. **To appoint representatives to Yaxham Village Amenities Association.**
It was **AGREED** that Cllrs Bennett and Myhill should be the Yaxham Village Amenities

Association's representatives on the Parish Council.

10. **To appoint two Internal Control Officers.**
It was AGREED that Councillors Crummett and Lowings would undertake the duties of Internal Control Officers and Cllr Dimoglou would perform the ad-hoc checks required by the Internal Control Policy for the year ending 31st March 2012.
11. **To appoint 3 signatories for Barclays Bank and National Savings and Investments.**
It was AGREED that the signatories should remain as Cllrs Crummett, Hull and Lowings.
12. **To appoint membership of the Complaints Review Panel.** (Para 4.1 of the Complaints Policy refers)
It was NOTED that the Complaints Policy requires all Members to be on the Panel to ensure that three of them may be made available at short notice to undertake the review of a complaint. All Councillors AGREED to their membership of the Panel.
13. **To appoint a representative of Yaxham Woodlands Group.**
It was AGREED that Cllr Crummett should be the Yaxham Woodland Group's representative on the Parish Council.
14. **To appoint a representative of Yaxham C.E.V.A. Primary School.**
It was AGREED that Cllr Faircloth should be Yaxham C.E.V.A.'s representative on the Parish Council.
15. **To inspect:**
 - a. The Land Registry documents for the Old Highway Surveyor's Land in Station Road. It was NOTED that, since the sale of Plot A of the Old Highways Surveyor's Land, the current Land Registry documents were out of date but the documentation relating to the sale of Plot A clarified the position.
 - b. The Charity Commission Scheme for Yaxham Parish Charity. It was NOTED that, once the remaining plot of Old Highway Surveyor's land has been sold, a revised Scheme for Yaxham Parish Charity would be required.
 - c. The Agreement with the Yaxham Woodlands Group for their activities being undertaken at Pinns Corner. It was AGREED that this Agreement should be initiated by the Parish Council.
16. **To agree and sign the Minutes of the Full Meeting held on Thursday 14th April 2011.**
The Minutes were accepted as a true record and signed by the Chairman.
17. **To agree and sign the Minutes of the Planning Meeting held on Thursday 5th May 2011.**
The Minutes were accepted as a true record and signed by the Chairman.
18. **To discuss Planning Matters:**
 - a. **To receive the following Planning Decision:**
3PL/2011/0195/F - Mr & Mrs Aslett, Hamiltons Bar & Bistro aka The Lord Nelson Public House Norwich Road. Change of use of bar/ restaurant to part residential use & part dentist surgery. It was NOTED that permission had been refused as it was felt that the applicant had failed to demonstrate that all reasonable efforts had been made to preserve the village facility and that the service is no longer considered viable. It was also considered that the applicant had failed to adequately demonstrate an identified local need for the provision of a dental surgery in this location.
 - b. **To consider the following Planning Applications:**
 - i. 3PL/2011/0378/F – THPD Properties Ltd, Yaxham Waters Holiday Park. Minor material amendment to pp 3PL/2008/1147/F in respect of revision to layout of lodges and internal roads.
Cllr Dimoglou had declared a prejudicial interest in this Application and, prior to leaving the room he stated that the reason for it was that he had found a market for the same number

- of smaller lodges that would require an amended layout for the bases and the new road would cater for these. It was AGREED not to raise any objections to this Application.
- ii. 3PL/2011/0404/F – Mr JR Thomas – Land off Station Road. New detached house and garage. It was AGREED not to raise any objections to this Application.

19. **To discuss Financial Matters:**

a. **The following receipts were noted:**

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| i. | Breckland Council – ½ year precept | £3,982.50 ¹ |
| ii. | Printing – Various | £70.80 |

b. **To consider and agree whether Councillors wish to attend an Initial Training Course.**

It was AGREED that this Item should be discussed at the June meeting.

c. **The following payments were approved:**

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| i. | Zurich Municipal (Insurance 2011/12) | £440.69 ² |
| ii. | Norfolk ALC/ SLCC Joint Conference | £40.00 ³ |
| iii. | SLCC Regional Conference | £65.00 ³ |
| iv. | Thinking Rural (RCC) (Flyers for CLP) | £36.00 ⁴ |
| v. | Initial Training Course fees as agreed at Item 16.b. ³ | It was AGREED that this Item should be discussed at the June meeting. |

d. **To approve and sign the Clerk's application for a Training Bursary.**

The application was AGREED and signed by the Chairman.

20. **To receive and accept the Internal Auditor's Report for the year ending 31st March 2011.**

The Internal Auditor's Report was read to the Members and it was NOTED that no problems areas had been identified. It was AGREED to accept the report.

21. **Internal Control Procedures.**

a. **To consider and approve a report on payments and receipts against each budget heading.**

This Report was considered and APPROVED.

b. **To consider and approve month end bank reconciliations.**

The Bank Reconciliations were considered and APPROVED.

c. **To receive reports on any issues or incidents relating to council owned property and agree action as necessary. To agree when and by whom the annual inspection of assets will be carried out.**

It was NOTED that, with the exception of the location of the Grit Bin at Well Hill, there had not been any other issues or incidents with Council owned property. It was AGREED that Cllrs Crummett and Lowings would undertake the annual inspection of assets within the next fortnight.

d. **To make any necessary reports or comments on the performance of Countryside Maintenance.**

It was NOTED that a letter had been received from Yaxham Wood Group concerning a misunderstanding over the recent mowing of Pinns Corner. It was AGREED that action should be taken to ensure that the possibility of a similar problem occurring in the future would not happen.

e. **To ensure that the Standing Orders and Financial Regulations are up to date.**

It was CONFIRMED that:

¹ LGA 1972 s111

² LGA 1972 s140(1) as amended & LGA 1972 s111

³ LG (Financial Provisions) Act 1963 s5

⁴ LGA 1972 S 141

- i. Standing Orders had been revised and adopted by Council at its Meeting on 10th March 2011.
 - ii. Financial Regulations had been updated and adopted by Council at its Meeting on 14th April 2011.
- f. **To receive confirmation that the Annual Return to HMRC for PAYE has been sent and acknowledged.**
The Clerk produced documents to confirm that the receipt of the HMRC Annual Return for PAYE had been acknowledged.
- 22. **To appoint an Internal Auditor for the year ending 31st March 2012.**
It was AGREED that Mr Douglas Harrow should be invited to undertake the Council's Internal Audit duties for the year 2011/2012 for the current fee of £125.
- 23. **To consider and approve the revised Risk Assessment for 2011/2012.**
After considering the amendments made to this document, it was AGREED that it should be approved.
- 24. **To receive an update on matters relating to Speeding in the Village.**
During 2010 the Yaxham Community Speedwatch Team monitored the traffic at various locations in the village on 51 occasions, covering 24,385 vehicles that gave an average of approximately 500 vehicles per hour. 88 vehicles were reported to the Police for exceeding the speed limit with their average speed being 39.34 mph in the 30 limit. It was NOTED that, unless more volunteers could be found to join the Team, Yaxham Speedwatch would have to fold at the end of this year.
- 25. **To note the date of the Public Meeting to consider the compiling of a Community Led Plan.**
It was NOTED that the Public Meeting will be held at 7:30 pm on 25th May 2011 in the Jubilee Hall Meeting Room. Flyers have been distributed to all dwellings in the village.
- 26. **To discuss and agree dates of future Council Meetings.**
It was AGREED that future Council Meetings should be held on the 3rd Thursday in each month.
- 27. **To receive correspondence:**
 - a. Norfolk ALC:
 - i. Election of members to the Norfolk ALC.
 - ii. Cafe Cluster – 16th June 2011 from 2 – 4 pm at St. George's Distillery, Roudham.
 - b. Restorative Justice Letters of Apology.
 - c. Norfolk County Council – Norfolk Public Law Legal Services.
 - d. Clerks and Councils Direct.
 - e. National Grid – Planned closures of B1135 Whinburgh Road commencing 13 May and 10 October 2011.
 - f. Breckland Council Notification of submission of Breckland's Site Specific Policies & Proposals Development Plan Document and Proposals Maps.
 - g. Rural Community Council - Digital TV Switchover Help Scheme needs volunteers.
- 28. **To receive announcements and items for the next Agenda.**
To discuss how Yaxham Parish Council can encourage the local community to get involved in fund raising for Yaxham C.E.V.A. Primary School's External Learning Facility.
- 29. **To confirm the date of the next meeting:**

Full Meeting at 7:30 pm on Thursday 16th June 2011

The Chairman closed the Meeting at 10:10 pm