



YAXHAM PARISH COUNCIL

Minutes of the Full Meeting held on 19th January 2012 at 7:30 pm in the Meeting Room, Jubilee Hall, Yaxham

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

In Attendance: Mrs E Stallion – Clerk, Mr C Jordan (District and County Councillor) and 1 member of the public.

1. **To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.**
2. **To hold a Public Session.**
 - a. To receive a report from the County/District Councillor. Mention was made of Breckland Council's current exercise into whether car parking charges should be introduced in Dereham and other towns.
 - b. A member of the public admitted that an error had been made in allowing a parishioner to bring garden waste to be burned at Pinns Corner. He apologised that this had happened and it has now stopped. (See also Item 8.a. below).
3. **To receive Apologies for Absence.**

Cllr Hull who arrived at 20:10 hrs with apologies for his late arrival.
4. **To approve and sign the Minutes of the Full Meeting of the Parish Council that was held on 15th December 2011.**

The Minutes were accepted as an accurate record and signed by the Chairman.
5. **To discuss planning matters.**
 - a. **To receive the following planning decision:**

C/3/2008/3018 – Norfolk Wood Recycling Centre - Kensington Forge Dereham Road Mattishall.
It was NOTED that permission has been granted.
 - b. **To consider the following Planning Applications:**
 - i. 3PL/2011/1267/F – Mr S Evans. 2 Dereham Road Yaxham. Demolish existing porch and erect gable end extension to existing cottage. (Re-submission.)
No objection but it was AGREED that a condition should be placed on the parking at the front of the property to ensure that vehicles do not cause an obstruction or hazard to neighbours, pedestrians and other road users.
 - ii. 3PL/2011/1330/F – Mrs S Martin. Yaxham House Norwich Road. Install 16 x REC 240 PE BLK solar panels on roof of existing garage (Southern Elevation).
It was AGREED not to raise an objection but it was NOTED that the solar panels had already been positioned on the garage roof.
 - iii. 3PL/2011/1331/LB – Mrs S Martin. Yaxham House Norwich Road. Install 16 x REC 240 PE BLK solar panels on roof of existing garage (Southern Elevation).
It was AGREED not to raise an objection but it was NOTED that the solar panels had already been positioned on the garage roof
 - iv. 3PL/2011/1378/F - Mr & Mrs Thomas. Land off Station Road. Erection of detached house and garage - revised position. (Re-application.)
It was AGREED not to raise an objection to this proposal.

- v. 3PL/2011/1399/F - Mr & Mrs R Rowles. 4 Peter's Way. 1st floor extension. It was AGREED not to raise an objection to this proposal.
- vi. 3PL/2012/0019/F - Mr R Burton. Beech Farm Norwich Road. Installation of a single small scale turbine (14.97m to hub, 5.5m diameter blades). It was AGREED not to raise an objection to this proposal.

6. **To discuss financial matters.**

a. **Parish Council Community Account:**

- i. The following receipt was NOTED
 - 1) YVAA £50.40

7. **Internal Control Procedures**

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

- i. The following points were NOTED:
 - 1) Receipts – Other receipts: Outstanding payment for £18.60 from Fulmodestone PC has been hastened.
 - 2) Administration: Receipts/refunds totalling £189.60 made the actual Administration expenditure £227.93.
 - 3) Training - £100 had been received from the other Councils that had participated in the recent Council Training event thus reducing the Training expenditure to £155.00.
- ii. It was AGREED that as there is now a separate bank account for the Community Led Plan finances the sum of £30 that was paid out of the Community Account for fliers should be transferred from the CLP to the Community Account. This will be mentioned at the next CLP Steering Group Meeting.
- iii. CLP Account – It was NOTED that the handling of payments from this account should be treated no differently to any other Council operated account as it would be subject to the current Internal and External Audit regime.
It was AGREED that the CLP Steering Group should be advised that in future all proposed expenditure must be formally approved by the Parish Council prior to commitment to purchase in order to comply with the Accounts and Audit (England) Regulations and the Practitioners' Guide on Governance and Accountability in Local Councils in England and Wales.

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

It was AGREED that the Bank Reconciliation for the Community Account statement for December be APPROVED after checking and signature by the Chairman.

c. **To receive reports on any issues or incidents relating to council owned property and agree action as necessary.**

It was NOTED that a recent inspection of the village sign by the Chairman has shown that, although there is some rot in the main post, he does not consider that any immediate remedial work is required.

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

Nothing to report.

e. **To review employment issues to ensure any contracts do not require updating in light of legislative changes; initiate staff performance review/salary review.**

It was NOTED that the Clerk's contract has been amended in line with the NALC/SLCC model that incorporates recent amendments to employment legislation. It was AGREED that Councillors Dimoglou and Lowings would check the revised document on behalf of the Council and report back to the next Meeting on 16th

February 2012.

- f. **To undertake a formal risk assessment review and formulate any necessary action plans.**
All Councillors AGREED to review the Council's Risk Assessment with a view to highlighting suggested amendments to assist the Clerk in the update of the document. Suggested amendment will be considered at the Meeting on 16th February 2012.
 - g. **To consider the report given by the Internal Auditor and formalise any necessary action plan.**
The mid-year Internal Audit Report had been received by the Chairman and was read to the Meeting. No discrepancies were found in the accounts themselves and all other requirements are being met or will be by the end of the current Financial Year. It was AGREED to accept the report.
8. **To receive an update on Highway matters.**
- a. **To consider the dumping and burning of vegetation at Pinns Corner.**
It was NOTED that as the result of a complaint on this matter, advice was taken from NCC Highways. It is believed that any arisings from the site should be removed and disposed of in the appropriate manner and not burned. If the work being undertaken on Pinns Corner is creating so much in the way of arisings/waste that makes it difficult to deal with, arrangements can be made with NCC for it to be collected. It was AGREED that the Woodland Group should be informed of this requirement.
 - b. **To receive an update on work carried out.**
The following actions by the Clerk were NOTED:
 - i. Highways have been asked to cut down The Hedge on the Norwich Road.
 - ii. A letter has been written to the owner of the property in Well Hill whose grass is encroaching on the footway.
 - iii. The owner of the hedge that is causing a hazard for vehicles exiting from Cutthroat Lane onto the Dereham Road has been asked to cut back the hedge to provide better visibility.
 - c. **To note repairs/maintenance work required.**
The following repairs that will be reported to Highways were NOTED:
 - i. Pothole on the footway in front of The Old Post Office.
 - ii. Potholes in Church Lane
9. **To consider the Minutes of a Meeting of Breckland Council's Standards Committee on 3rd January 2012 on the new Standards regime and Code of Conduct.**
After reading the suggested way forward being considered by the current Standards Committee, it was AGREED that a letter should be written to the Standards Officer asking that Parish Councils be given the opportunity to have a say in the future of the Standards regime in Breckland and not have a new system imposed upon them.
10. **To receive the 2011 Statutory Inspection of Anglican Schools Report for Yaxham CE VA Primary School.**
The report was NOTED.
11. **To note minor items (previously delegated to the clerk for action at meetings or between meetings).**
None.
12. **To receive correspondence.**
- a. Christmas card from George Freeman MP.

- b. Approval of grant from Breckland Council for Yaxham Community Led Plan.
The approval of this grant was NOTED.
- c. Clerks and Councils Direct.
- d. Runhall Parish Council Chairman – Meeting with Highways.
It was AGREED that Yaxham Parish Council was not interested in the possibility of taking over some highway functions at the present time.

13. **To note items for the next Agenda, including any matters from Item 2.**
None.

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

It was CONFIRMED that the next Full Meeting will be held on 16th February 2012 commencing at 7:30 p.m.

The Chairman closed the Meeting at 21:15 hrs