



## YAXHAM PARISH COUNCIL

To all Councillors,

**You are hereby summoned to a Meeting of the Council to be held on Thursday 28<sup>th</sup> February 2019 at 7.30pm in the David Myhill Room at the Yaxham Village Hall. Please notify the Chairman in good time if, and the reason why, you are unable to attend.**

Peter Lowings

Parish Chairman, Tel: 01362 690290, Email: [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com)

20<sup>th</sup> February 2019

***Yaxham Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during item 4 of the agenda. The law does not permit members of the public and press to take part in the debates.***

### AGENDA

- 1. Chairman's Opening Remarks.**
- 2. Apologies**  
To receive and approve apologies for absence.
- 3. Declarations of interest**  
To receive any declarations of interest in items on the agenda and to consider any requests for dispensation. *Applications for any dispensations need to be in writing using the agreed form ([www.yaxham.com](http://www.yaxham.com)) and passed to the Chairman before the start of the meeting.*
- 4. Public Session**  
To receive comments from members of the public
- 5. Reports from County Councillor and District Councillors.**  
To receive oral or written reports from Yaxham's County and Breckland representatives.
- 6. Minutes of Previous Meetings**
  - 6.1 To approve the minutes of the meeting held on 24<sup>th</sup> January 2019
  - 6.2 To receive the report on clerking matters since the last meeting.
  - 6.3 To consider matters arising from the minutes of previous meetings not considered elsewhere on the agenda.
- 7. Planning Matters**
  - 7.1 To receive and consider the following new planning applications.
  - 7.2 To receive and consider any additional information on current planning applications:
  - 7.3 To receive and consider results of planning applications.  
**3PL/2018/1461/D** Reserved matters application for the erection of dwelling and garage previous outline approval 3PL/2015/1416/O Development Site Fieldings Drive, Yaxham  
**3PL/2018/1585/F** Change of Use of land to residential curtilage, Birkdale House 4 Drusilla Way, Yaxham
  - 7.4 To consider planning applications yet to be decided (See List attached to the Agenda).
  - 7.5 To receive latest report on the Neighbourhood Plan.

## 8. Local Elections May 2019

To receive a report on the arrangements for the forthcoming elections and to consider moving the May meeting date to 16<sup>th</sup> May 2019 to comply with election regulations.

## 9. Finance

9.1 To consider and approve the following payments

	To Pay	Detail	£ Total	VAT	Ex VAT
i.	NALC	Clr Martin Election Training	£36.00	£6.00	£30.00
ii.	Pat Baldwin	January Salary & Expenses	£90.00	£0.00	£90.00
		February Charity Meeting	£90.00	£0.00	£90.00
iii.	EOE	February Newsletter	£192.00	£0.00	£192.00

9.2 To note the expenditure versus budget report.

9.3 To consider Clint Green Bus Shelter, insurance claim and possible replacement.

9.4 To consider the servicing and software update of the Parish Council Clerk's Laptop.

9.5 To consider and approve any councillor/clerk training that may be required.

## 10. Policies

10.1 To consider the revised Asset Register and insurance schedule and values

10.2 To consider the Code of Conduct including Register of Interests

10.3 To consider the revised Stranding Orders, based on the 2018 NALC Model Policy

10.4 To consider the Financial Regulations

## 11. Highways

11.1 To note any highways matters needing attention

11.2 Speedwatch in Clint Green in connection with the school

## 12. Correspondence *(previously circulated via email)*

12.1 Norfolk Association of Local Councils – Newsletters

12.2 Community Action Norfolk – Newsletters.

12.3 Breckland Council Meeting notices & Minutes.

12.4 Police Newsletter incl. Dereham SNAP Tuesday 23<sup>rd</sup> April 2019, 7pm Breckland Offices.

## 13. Urgent Business

To consider any issues raised by Councillors that the Chairman considers to be urgent.

## 14. To note items for the next meeting agenda.

To include: Anti-Fraud Policy, Financial Risk Assessment, Risk Assessment

## 15. Annual Parish Meeting arrangements

To consider holding the Annual Parish meeting on 16<sup>th</sup> May 2019 at 6.30pm at the Village Hall in the David Myhill Room

## 16. Date of the next Parish Council Meeting

To note that this on Thursday 28<sup>th</sup> March 2019 at 7.30pm.

17. **To consider the passing of 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 press be excluded from the meeting for item 17 onwards on the grounds that they could involve the likely disclosure of private and confidential information.

## 18. Grass Cutting Contract

To consider the Grass Cutting Contract tender submissions and whether and who to award the contract to and on what terms.

## 19. Clerk/RFO Recruitment

To consider: the report and recommendation of the Staffing Committee Interview Panel; whether to offer the applicant the position of Clerk/RFO; and if so on what terms.

**List of Planning Applications yet to be decided & not otherwise considered on the Agenda****In the Parish:**

**3PL/2018/0312/F** The Old Post Office, Norwich Road Yaxham NR19 1AB

**3PL/2018/0077/VAR** Yaxham Waters, Dereham Road Yaxham NR19 1RF. Variation of Conditions 5, 6, 11, 12, 13, & 24 on pp 3PL/2014/1162/F - revision to the pre-commencement conditions

**3PL/2018/0021/D** Development Site, Land Off Elm Close Yaxham NR19 1RW.

Residential development - 42 dwellings.