



YAXHAM PARISH COUNCIL

To all Councillors,

You are hereby summoned to the Annual Meeting of the Council to be held on Thursday 16th May 2019 at 7.30pm in the David Myhill Room at the Yaxham Village Hall. Please notify the Clerk in good time if, and the reason why, you are unable to attend.

Vicky Turner

Clerk to the Council, Tel: 01362 806849, Email: yaxhamparishclerk@gmail.com

9th May 2019

Yaxham Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during item 6 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. To hold elections for the Chairman & Vice Chairman for the coming year**
 - 2.1 Election of the Chairman
 - 2.2 Election of the Vice-Chairman.
- 3. Apologies**

To receive and approve apologies for absence.
- 4. 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) and passed to the Chairman before the start of the meeting.*
- 5. Declarations of Acceptance & Policies**
 - 5.1 To receive councillors declarations of acceptance of office
 - 5.2 To present to all councillors copies of: Standing Orders, Code of Conduct including the Disclosure of Interests, Financial Regulations and the Yaxham Neighbourhood Plan.
 - 5.3 To draw councillors attention to FOI, GDPR, Health & Safety, Safeguarding and other policies on the Council's website.
- 6. Public Session**

To receive comments from members of the public
- 7. Reports from County Councillor and District Councillors.**

To receive oral or written reports from Yaxham's County and Breckland representatives.
- 8. Minutes of Previous Meetings**
 - 8.1 To approve the minutes of the meeting held on 25th April 2019
 - 8.2 To receive the Clerk's Report on matters since the last meeting.
 - 8.3 To consider matters arising from the minutes of previous meetings not considered elsewhere on the agenda.

9. Committees

- 9.1 Review Terms of Reference
 - 9.1.1 Staffing Committee
 - 9.1.2 NP4Yaxham Working Group
- 9.2 Appointments
 - 9.2.1 Staffing Committee
 - 9.2.2 New Committee - Parish Council Plan Working Group & Agree Terms of Reference

10. Appointments

- 10.1 Council Positions
 - 10.1.1 Responsible Finance Officer (RFO)
 - 10.1.2 Financial Monitoring Officer
 - 10.1.3 Cllr Responsible for Planters
- 10.2 External Positions
 - 10.2.1 Yaxham Village Amenities Association (YVAA) Liaison
 - 10.2.2 Yaxham Church of England (VA) Primary School Liaison
 - 10.2.3 Fuel Allotment Charity Appointment (1)
 - 10.2.4 Town Lands & Others Appointment (3)
 - 10.2.5 SNAP Attendee(s)
 - 10.2.6 Any Others

11. Planning Matters

- 11.1 To receive and consider the following new planning applications
- 11.2 To receive and consider any additional information on current planning applications:
- 11.3 To receive and consider results of planning applications.
- 11.4 To consider planning applications yet to be decided (See List at end of Agenda).
- 11.5 To receive and consider the latest report on the Neighbourhood Plan and the Local Plan.

12. Finance

- 12.1 To consider and next steps with the current Parish Partnership Grant awards.
- 12.2 To consider and agree insurance arrangements from 1st June 2019.
- 12.3 To consider and approve the following payments:

	To Pay	Detail	£ Total	VAT	Ex VAT
i.	Clerk	May Salary & Meeting Expenses*	£325.00	£0.00	£325.00
ii.	EOE	April Meeting & Banner Printing	£44.51	£7.42	£37.09
		Election Newsletter	£54.00	£0.00	£54.00
		Neighbourhood Plan Copies x 12*	£144.00	£24.00	£120.00
		May Meeting Printing*	£40.00	£6.67	£33.33
iii.	SLCC	Clerk's Membership Fee	£114.00	£0.00	£114.00
iv.	Came & Co	Insurance Premium 1 year or	£389.61	£0.00	£389.61
		3 year Agreement at a pa cost of	£372.63	£0.00	£372.63

* Estimated – will be adjusted for actual invoice.

- 12.4 Bank Account Arrangements
 - 12.4.1 Agree 3 signatories (any 2 to sign)
 - 12.4.2 Agree bank account arrangements – internet access for monitoring
 - 12.4.3 Consider opening a new deposit account
- 12.5 To consider the next steps for the Clint Green Bus Shelter, possible replacement, and the possible re-location of the bus-stop.
- 12.6 To consider and approve any councillor/clerk training that may be required, including the proposed whole council Effective Councillor training.

13. Highways

To note any highways matters needing attention

14. Correspondence (previously circulated via email)

- 14.1 Norfolk Association of Local Councils – Newsletters
- 14.2 Community Action Norfolk – Newsletters.
- 14.3 Breckland Council Meeting notices & Minutes.
- 14.4 Police Newsletter.

15. Urgent Business

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

16. To note items for the next meeting agenda, including items from Annual Parish Meeting**17. Date of the next Parish Council Meetings**

To agree the change of dates for the June and July 2019 meetings to

- 7.30pm Thursday 20th June 2019:
- 7.30pm Thursday 18th July 2019

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.