



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to a Meeting of the Council to be held on Thursday, 23rd January 2020 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 821037 Email: yaxhamparishclerk@gmail.com

16th January 2020

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 set out below. The law does not permit members of the public and press to take part in the debates. The draft Minutes of the last meeting(s) and a Reports Pack with associated documentation can be found at www.yaxham.com/parish-council/, or copies can be requested from the Clerk.

AGENDA

1.0 Chairman's Opening Remarks

2.0 Apologies

To receive and consider approving apologies for absence

3.0 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.*

4.0 Public Session

To receive comments from members of the public

5.0 Reports from County Councillor and District Councillors.

To receive oral or written reports from Yaxham's County and Breckland representatives

6.0 Minutes of Previous Meetings

6.1 To approve the minutes of the Meeting of the Parish Council held on 28th November 2019

6.2 To approve the Minutes of the Extraordinary Parish Council Meeting held on 19th December 2019

6.3 To note the unapproved Minutes of the NP4Yaxham Working Group Meeting of 8th January 2020

6.4 To receive the Clerk's Report on matters since the last meeting

6.5 To consider matters arising from the minutes of previous meetings not considered on this Agenda

7.0 Planning Matters

To receive and consider the following new planning applications:

3PL/2020/0033/HOU Field House Station Road NR19 1RD, Remove Existing Conservatory and construct Two Storey Extension to rear.

7.1 To receive and consider any additional information on current applications:

3PL/2019/1346D – 25 New Homes – land north of Norwich Road, Yaxham

3PL/2019/1430/F – Yaxham Waters, Middle Field, 28 New Lodges

3PL/2019/1511F – Spring Lane Farm, Spring Lane, Yaxham NR19 1SA

7.2 To receive and consider results of planning applications:

3PL/2019/1448/HOU – Sunnyholme, Paper Street, Yaxham NR19 1RY – **PERMISSION GRANTED**

3PL/2010/1362/F – 255 homes, Dumpling Green, Hopkins Homes - **REFUSED**

7.3 To consider any other planning applications yet to be decided

7.4 Local Plan/NP4Yaxham Update

8. VE/VJ Day Commemorations

8.1 To consider proposals for Commemorations from the Community Café VE/VJ Project Team

- A budget of £1000 to cover the costs of publicity etc
- To be financed by applying for a £500 grant from Breckland, and the balance to be provided by the Parish Council from the Projects/Earmarked Reserve

8.2 To set up a Parish Council VE/VJ Committee to administer a budget and agree expenditure for the Community Café VE/VJ Project Team. The Committee to comprise four parish councillors, supported by the Clerk, meeting to conduct business when required, in line with Standing Orders, and reporting back to the regular Council Meetings. Project costs to be reimbursed, on the Committee's recommendation, by cheque, agreed at the regular Council meetings.

9. Finance

9.1 To consider purchase of unsold village calendars for distribution to identified parishioners

9.2 To receive an update and consider further action for purchase of Village Gateways through the Parish Partnership Scheme 2019/20

9.3 To consider and approve the following payments:

	To Pay	Detail	Invoices available for viewing	£ Total	VAT	Ex VAT
i.	Clerk	Salary & Expenses for January 2020		£333.90	£0.92	£12.98
ii.	YVAA	Purchase of Calendars		£94.72	£0.00	£94.72
iii.	NCC	Village Gateways		£750.00	£0.00	£750.00

9.4 To receive and consider the Financial Monitoring Officer's Report

9.5 To receive and consider the latest Bank Reconciliation

9.6 To consider and approve any councillor/clerk training & relevant external conferences

10. Highways

10.1 To note any highways matters needing attention

11. Village Heritage Leaflet Review

11.1 To consider draft Leaflet & Walking Map and agree amendments and funding routes

12. To agree a date for a Village Litter Pick

12.1 To agree a date for a Village Litter 2020

12.2 To agree arrangements for collection and return of equipment

13. Councillors' Reports & Appointments

13.1 To receive reports from Councillors on their areas of responsibility

SAM2 Data – Cllrs Couves & Gust; NWLink/A47 Dualling – Cllr Whadcoat; Primary School – Cllr Gust; Footpaths – Cllr Couves; YVAA – Cllr Couves

14. Policies

14.1 To consider and agree the Grant Award Policy and any amendments.

14.2 To consider and agree the Equality and Diversity Policy and any amendments

14.3 To consider and agree Dispensation Form (used with Standing Orders) and any amendments

14.4 To consider and agree the Disciplinary and Grievance Policy and any amendments

14.5 To consider and agree the proposed Safeguarding Policy

15. Correspondence (previously circulated via email)

Breckland Council Agendas and Minutes, NALC Newsletters, Police Newsletters, RSN Newsletters, CAN Newsletters and Planning Enforcement Correspondence

16. **Urgent Business** - To consider any issues raised by Councillors that the Chairman considers to be urgent

17. To note items for the next meeting Agenda

18. Dates for future meetings

18.1 To move the April Parish Charity & Council meetings from 23rd to 30th April.

18.2 The next meeting of the Parish Council will take place at 7.00pm, on Thursday 27th February in the David Myhill Room, Yaxham Village Hall.