



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to a Meeting of the Parish Council via the internet meeting medium, 'Zoom', to consider the following business, to be held on Thursday 28th May 2020 at 3.15pm. Please notify the Clerk in good time if, and the reason why, you are unable to join the meeting.

Vicky Turner

Clerk to the Council Tel: 01362 821037 Email: yaxhamparishclerk@gmail.com

21st May 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 or if they are unable to join the meeting remotely, questions can be sent in advance of the meeting to the Clerk on the email address above. 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.

Please email the Clerk on the above address to request an invitation to join the meeting

AGENDA

1. Chairman's Opening Remarks

2. 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) and passed to the Chairman before the start of the meeting.

4. Public Session

5. Reports from County and District Councillors

6. To approve the Minutes of Previous Meeting

6.1. To approve the minutes of the Meeting of the Parish Council held on 30.04.2020

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

6.3. To consider matters arising from minutes of the previous meeting not considered on this Agenda

7. Planning

7.1 To receive and consider any new planning applications

7.2 To receive and consider any additional information on current applications

3PL/2019/1430/F – Change of use of Middle field at Yaxham Waters; stationing of 22 holiday Lodges etc; alterations to drainage infrastructures

7.3 To receive and consider results of planning applications

3PL/2019/1346/D – Land north of Norwich Road, Yaxham – Permission Granted

7.4 Update on Local Plan & the Breckland Planning Process

8. Finance

8.1 To agree the following items for payment

	To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
i.	Clerk	Salary & Expenses for April/May * HMRC	£406.90 £ 20.60	£ 0.00	£ 0.00
ii.	Susan Martin	VE Day Commemorative Wares	£ 49.95	£ 8.32	£ 41.63
iii.	Wybone	Purchase of Galvanised Bin for Pinns Corner	£674.38	£112.40	£ 561.98
iv.	YCCS	Yaxham Cares Mileage Costs*	£ 30.00	£ 0.00	£ 0.00
v.	Harlequin Printers *	Printing of 2 nd Leaflet for Yaxham Cares Initiative*	£ 64.00	£ 0.00	£ 0.00
vi.	Harlequin Printers *	Printing of 3 rd Leaflet for VE/VJ & Yaxham Cares Initiative*	£ 64.00	£ 0.00	£ 64.00

** Maybe subject to change before the meeting*

8.2 To note any receipts since the last meeting

8.3 To note the signing off of the Draft End of Year Accounts 31.03.2020 by the Financial Monitoring Officer

8.4 To consider the Audit and Annual Governance & Accounting Report

8.5 To review and consider the Insurance Schedule for the new policy term

8.6 To consider the Yaxham Cares and VE/VJ Projects expenditure against budgets

8.7 To consider and agree any potential training for the Clerk or Councillors

9 Highways Matters

9.1 To consider any current Highways issues

9.2 Update on Parish Share

10 Councillor Reports

10.1 Maintenance of the Planters – Cllr Cheetham

10.2 Yaxham Waters Enforcement Matters – Cllr Lowings

10.3 Other reports

11 Policy Review

11.1 To consider and agree the Risk Assessment and any amendments.

11.2 To consider and agree the Staff Training Policy and any amendments

12 Urgent Business To consider any issues raised by Cllrs that the Chairman considers urgent

13 To note items for the next meeting Agenda

14 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 15. onwards on the grounds that it could involve the likely disclosure of private and confidential information.

15 Clerk/RFO

15.1 To consider Staffing Committee's Report on Clerk's Annual Review

15.2 To consider changes to Clerk's contractual hours

16 To confirm the date and time of the next meeting of the Parish Council

16.1 Thursday 23rd July 2020 – time and medium to be confirmed.