



## 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 25<sup>th</sup> June 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](mailto:yaxhamparishclerk@gmail.com)

18<sup>th</sup> June 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/](http://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**

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### 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](http://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 28.05.2020

**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 on this Agenda

**7. Planning**

**7.1** To receive and consider any new planning applications

**3PL/2020/0491/HOU** – Erection of Home Office, Garden Store and Games Room as annex ancillary to the existing dwelling – Birkdale House, Drusilla Way, Yaxham

**7.2** To receive and consider any additional information on current applications

**3PL/2015/1490/O** – Residential Development of max. 291 dwellings etc – off Shipdham Road, Westfield Lane, Dereham

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

**7.3** To receive and consider results of planning applications

**3PL/202/0203/F** – Conversion and Extension of workshop/store to single dwelling – Red House Farm, Brakefield Green, Yaxham - APPROVED

**7.4** Update on Local Plan & the Breckland Planning Process**8.0 Finance****8.1** To agree the following items for payment

	To Pay	Detail	£ Total	VAT	Ex VAT
i.	Clerk	Invoices available for viewing Salary & Expenses for May/June HMRC	£439.01 £ 14.40	£ 2.40	£404.62
ii.	YCCS	Yaxham Cares Mileage Costs*	£ 30.00		£ 30.00
iii.	NALC	Word Document Accessibility Training	£ 24.00	£ 4.00	£ 20.00
iv.	Came and Co Insurance	Premium for 2020/21 Term	£429.76	£ 0.00	£429.76

• *May be subject to change on the day*

**8.2** To note any receipts since the last meeting**8.3** To receive and consider the Internal Auditor's Report & Recommendations**8.4** To complete and agree the Annual Governance & Accountability Return (AGAR) and its submission to PKF Littlejohn (the external auditor), the arrangements for the posting of the notices re the Public's right to inspect the accounts**8.5** To appoint the Internal Auditor for the financial year 2020/21**8.6** To consider the Yaxham Cares Project expenditure against budget**8.7** To consider VE/VJ Project expenditure against budgets and the proposal for a commemorative VE/VJ Planter and Time capsule**8.8** To consider pro-rata sharing of Clerking Costs with Yaxham Parish Charity**8.9** To consider and agree any potential training for the Clerk or Councillors**9.0 Highways Matters****9.1** To consider any current Highways issues**10.0 Councillor Reports****10.1** Maintenance of the Planters – Cllr Cheetham**10.2** Yaxham Waters Enforcement Matters – Cllr Lowings**10.3** SAM2 Sign – Cllr Gust and Cllr Couves**10.4** Other reports**11.0 Policy Review****11.1** To consider and agree the Recruitment Policy and any amendments**11.2** To consider and agree the Lone Working Policy and any amendments**11.3** To consider and agree the FoI Publication Scheme and any amendments**11.4** To consider and agree the FoI Request form and any amendments**11.5** To consider and agree adoption of Parish Council Grant Policy**12.0 Urgent Business** To consider any issues raised by Cllrs that the Chairman considers urgent**13.0** To note items for the next meeting Agenda**14.0** To confirm the date and time of the next meeting of the Parish Council

Thursday 23<sup>rd</sup> July 2020 at 7pm either over Zoom or at The Village Hall - to be confirmed.