



## YAXHAM PARISH COUNCIL

To all Councillors

**You are hereby summoned to a Meeting of Yaxham Parish Council via the internet meeting medium, 'Zoom', to consider the following business, to be held on Thursday 25<sup>th</sup> February 2021 at 6.00pm. Please notify the Clerk in good time if, and the reason why, you are unable to join the meeting.**

Heidi Frary  
Clerk to the Council  
Revised 18 February 2021

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. 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 on the Parish Council website or by request from the Clerk.

<https://us02web.zoom.us/j/7949209601?pwd=R2JERlY2YTdZQ2FvMFNhaTB5ZEg4dz09>

**Meeting ID: 794 920 9601 Passcode: 12345**

### AGENDA

**1. Chairman's Opening Remarks**

**2. Apologies for Absence** (Cllr Lowings and CC Connolly)

**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 and passed to the Chairman before the start of the meeting.

**4. Public Session**

**5. Reports from County and District Councillors**

**6. Minutes of Previous Meetings**

- a. To approve the minutes of the Meeting of the Parish Council held on 21.01.2021
- b. To receive the Clerk's Report on matters since the last meeting
- c. To consider matters arising from minutes of the previous meetings not considered elsewhere on this Agenda

**7. Planning**

To receive and consider any new planning applications

- a. None

To note any planning decisions

- a. 3PL/2021/0013/HOU: Wylam, Norwich Road, Clint Green – single storey rear infill extension. **APPROVED** by Breckland Council
- b. 3PL/2020/1473/F: Forge House, Station Road – Change of use from C1 back to residential (CE) with no changes to building fabric. **APPROVED** by Breckland Council

### Other Planning Matters

- a. To note the removal of Mill House, Norwich Road from the Community Right to Bid list and consider any action that the Council wish to take.
- b. To update regarding Land North of Homefield PC 3PL/2020/1254/D & 3DC/2020/0229/DOC

### **8. Recreation Field Play Area**

Any update if available

### **9. Finance**

- a. To agree the following items for payment

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	February	370.40	-	370.40
H Frary	Reimbursements January	30.67	-	30.67
H Frary	Zoom subscription	14.39	-	14.39
Yaxham Cares	Top up for mobile phone	20.00	-	20.00

- b. To consider and agree any potential training for the Clerk or Councillors
- c. To make necessary updates to Standing Orders and Financial Regulations to allow the payment of the Clerks wages by monthly Standing Order.
- d. To agree the payment of the Clerks wages in future by standing order

### **10. To receive an update about Flooding and sewage contamination within the Parish**

#### **11. Highways and footpath issues**

- a) Request from a resident to consider installing an extra dog bin at the bottom of Spring Lane/Cutthroat Lane.
- b) To consider the purchase of flood warning signs at a cost of up to £50 each.
- c) To note any Highways matters needing attention

### **12. To consider the creation of a Community Emergency Plan**

### **13. Councillor Reports**

#### **14. Correspondence Received since last meeting**

NALC Newsletters, Letter from BDC regarding the forthcoming census, Rural Bulletin, letter from George Freeman MP, emails from residents regarding highways issues and flooding, generic letter from Citizens Advice requesting a donation.

#### **15. Urgent Business**

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

### **16. To note items for the next meeting Agenda**

#### **17. To note the next meetings of the Parish Council**

- a. To review the provisional date for the Annual Parish Meeting as 27<sup>th</sup> May 2021 at 6.00pm
- b. To note the date and time and for next meeting of the Parish Council as:  
Thursday 25<sup>th</sup> March 2021 at 6.15pm

#### **18. To consider excluding the public and press (for item 18)**

To consider excluding the public and press for item (18) because their presence would be prejudicial to the public interest due to the confidential nature. In accordance with Public Bodies (Admissions to Meetings) Act 1960 s1 (2)

#### **19. Grass cutting contract**

To consider outstanding matters of the 2021 grass cutting contract.