



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to the Annual Meeting of Yaxham Parish Council via the internet meeting medium, 'Zoom', to consider the following business, to be held on Thursday 6th May 2021 at 6.30pm. 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
30 April 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) can be found on the Parish Council website or by request from the Clerk. **Meeting ID: 794 920 9601 Passcode: 12345**

AGENDA

- 1. Chairman's Opening Remarks**
- 2. To hold elections for the Chairman & Vice Chairman for the coming year**
 - 1.1 Election of the Chairman
 - 1.2 Election of the Vice-Chairman
- 3. 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 and passed to the Chairman before the start of the meeting.
- 5. Public Session**
- 6. Reports from County and District Councillors**
- 8 General Power of Competence**
- 9 Committees**

Review Terms of Reference and agree membership of the Staffing Committee
- 9. Appointments**
 - a) Council Positions
Financial Monitoring Officer
Cllr Responsible for Planters

- b) External Positions
 Yaxham Village Amenities Association (YVAA) Liaison
 Yaxham Church of England (VA) Primary School Liaison
 SNAP Attendee(s)
 Internal Auditor – Max Bergin
 A47 Dualling / NW Link Alliance of Parish Councils attendee(s)
 Any Others

10. Planning

To receive and consider any new planning applications

- a. None

To note any planning decisions

- b. None

Other Planning Matters

- c. Neighbourhood Plan Review – Breckland Advice

11. Play Area Working Group

To update progress towards the repair and opening of the Play Area

12. Playing Field – How to tackle dog waste problem

13. Finance

- a. To agree the following items for payment

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	May Wages	370.40	-	370.40
H Frary	Reimbursements May	34.09	-	34.09
H Frary	Zoom subscription	14.39	-	14.39
Came & Co	Insurance for the Parish Council incorporating Yaxham Woodland Group	471.66	-	471.66
Harlequin	April Newsletter*	90.00	-	90.00
Harlequin	Play Area Banner*	48.00	8.00	40.00
CGM	April Invoice*	105.60	17.60	88.00

* Maybe subject to change ahead of the meeting.

- b. To note the following receipts

Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Donations	8.00		8.00
Yaxham Parish Charity for clerking services	260.00	-	260.00
Yaxham Parish Charity Play Area Grant – 1 st payment*	17,000.00	-	5,000

* Maybe subject to change ahead of the meeting.

- c. To consider and agree any potential training for the Clerk or Councillors
 d. To agree to the signing of Direct Debit instructions for Information Commissioners Office (at a saving of £5 per annum) from 2022
 e. To consider any information from the Chair regarding possible alternative banking arrangements further to the information previously shared by the Clerk

14. To receive an update about Flooding and sewage contamination within the Parish including consideration of a Flood Management Plan and River Tudd Management

- 15. To agree to the temporary Delegation of Powers to the Clerk to respond to various matters between meetings**
- 16. Highways and footpath issues**
 - a. To note any Highways matters needing attention
- 17. To consider the creation of a Community Emergency Plan**
- 18. Policies**
 - a. To review and update the following Policies in line with the updated Policy Review Schedule: Safeguarding Statement of Intent, Anti-Fraud Statement of Intent, co-option policy and procedure and Website Privacy Policy
- 19. Councillor Reports**
- 20. Correspondence Received since last meeting**

NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters.
- 21. Urgent Business**

To consider any issues raised by Cllrs that the Chairman considers urgent
- 22. To note items for the next meeting Agenda**
- 23. To note the next meetings of the Parish Council**
 - a. To agree to the cancellation of the June Parish Council meeting and note the date and time of the next Council Meeting to be held on Thursday 22nd July 2021 at 6.00pm in Yaxham Village Hall