



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to a Meeting of Yaxham Parish on Thursday 22nd July 2021 at 7.45pm to be held in Yaxham Village Hall. 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
14 July 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. 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.

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

4. To consider the Co-option of a member of the public to fill the vacant position of Councillor

5. Public Session

6. Reports from County and District Councillors

7. Minutes of Previous Meetings

7.1 To approve the minutes of the Meeting of the Parish Council held on 06.05.2021

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

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

7.4 To agree the maintenance of the village planters

8. Planning

To receive and consider any new planning applications

8.1 None

To note any planning decisions and responses made by delegated authority

- 3PL/2021/0642/VAR Vacant Land north of Norwich Road - objection
- 3PL/2021/0301/O The Old Post Office, Norwich Road – Demolition of the Old Post Office and the erection of two dwellings – no objection but comments - PERMISSION
- 3PL/2021/0799/HOU The Stables, Station Road, Whinburgh & Westfield – relocation of existing single storey outbuilding to side and conservatory to rear, and erection of single storey extension to side and rear – no objection but comments

- 3PL/2021/0629/F Land off Elm Close – Change of use of land to enable installation of surface and foul water drainage systems and associated works – objection
- 3PL/2021/0861/F: Vacant Land North of Norwich Road – Erection of pump station to serve a residential development approved under 3PL/2019/1346/D – objection
- 3NM/2021/0051/NMA: 4 Drusilla Way, Yaxham – non material amendment to 3PL/2020/0491/HOU – change of colour of some wall – no comments - PERMISSION
- TRE/2021/0172/TPO: 4 Priors Grove – reduce oak crown of two trees – no comment – TPO CONSENT
- 3PL/2021/0834/HOU: Meadow Sweet, Church Lane – Demolition of exiting single storey outbuilding to side and conservatory to rear, and erection of single storey extensions to side and rear – no objection - PERMISSION

Other Planning Matters

8.2 Flooding & Sewage Report

8.3 3PL/2021/0629/F Elm Close – Flagship Update and agree any actions

8.4 3PL/2021/0861/F & 0642/VAR – Badger Building – agree any actions

9. Play Area Working Group update including a schedule of planned payments for agreement as follows:

To Pay	Detail	£ Total	VAT	Ex VAT
Wicksteed Leisure	Swing Refurbishment	2,658.82	443.14	2,215.00
Wicksteed Leisure	New Climbing Frame	23,108.40	3,851.40	19,257.00
Realise Futures Ltd	Picnic Tables	1,046.45	174.41	872.04
Harlequin Printers	Play Area signs	120.00	20.00	100.00
Misc	Play area ancillaries	84.00	14.00	70.00
Misc	Mobile phone and top up	29.99	6.00	23.99

To note the following receipts

Detail	£ Total	VAT	Ex VAT
Breckland Council	5,000.00	-	5000.00

10. Finance

a. To agree the following items for payment

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	June Wages	370.40	-	370.40
H Frary	Reimbursements June	42.93	-	42.93
H Frary	Zoom subscription (July)	14.39	2.40	11.99
CGM	Grass cutting	26.40	4.40	22.00
CGM	Grass cutting	318.00	63.60	381.60
GB Gust	Copier paper	3.99	-	3.99
L Dye	Yaxham Cares Fridge Magnets x 100	£29.68	4.95	24.73

b. To note the following receipts

Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Yaxham Woodland Group Funds (ringfenced)	411.81		411.81

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

d. To consider whether to retain zoom subscription or cancel as meetings are being held in person.

e. To receive the June payment schedule as follows

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	June Wages	370.40	-	370.40
H Frary	Reimbursements May	73.64	-	73.64

H Frary	Zoom subscription (May)	14.39	2.40-	11.99
H Frary	Zoom subscription (June)	14.39	2.40	11.99
CGM	May Maintenance fee	13.20	2.20	11.00
Harlequin	Newsletter printing	89.00	-	89.00

RECEIPTS	£ Total	VAT	Ex VAT
Donations	4.00	0	4.00

11. Playing field – How to tackle dog waste problem

12. Highways and footpath issues

- To note any Highways matters needing attention
- Request from resident to move the Well Hill Dog Bin
- To receive and note the Parish Partnership bid opportunities for 2021/22 (to be added to the next agenda for further discussion)
- To note and agree the Service Delegation Agreement for grass cutting within Yaxham
- Clint Green Bus Shelter update

13. To review and agree the following policies in line with the Policy Review Schedule: Grievance Policy and Procedures, Health and Safety Statement of Intent, Filming of Parish Council Meetings, Complaints Policy, Travel & Expenses Policy and Disciplinary Policy & Procedures

14. Councillor Reports

15. Correspondence Received since last meeting

Email from resident requesting a response from the Parish Council
NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters, Police updates and general circulars.

16. Urgent Business

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

17. To note items for the next meeting Agenda

18. To note the next meetings of the Parish Council

To note the next meeting of the Parish Council will be on 23rd September 2021 in the David Myhill Room at Yaxham Village Hall and will commence at 7pm or 7.15pm subject to whether there is a need to hold a Charity Meeting that evening at 7pm.

19. 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 20 onwards on the grounds that it could involve the likely disclosure of private and confidential information.

20. Clerk/RFO Resignation, Recruitment & Other Matters

- To note: the Clerk's resignation; the arrangements in place through to contract end on Thursday 30th September 2021; agreed paid holiday from 1st-25th August 2021; and the advertisement pack.
- To receive and consider the Staffing Committee's report following the interview on the applications received, the applicant(s) interviewed, and the recommendation of the Staffing Committee whether to offer one of the interviewees the position of Clerk and the proposed terms of that offer, and any handover arrangements ahead of the current Clerk's final day on 30th September 2021.
- To consider a resident's continued correspondence with the Clerk and agree any actions.