



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to a Meeting of Yaxham Parish on Wednesday 22nd September 2021 at 7.30pm 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
17 September 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. 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 22.07.2021
- 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

- 3PL/2021/1247/D: The Old Post Office, Norwich Road – application for reserved matters following outline permission 3PL/2021/0301/O – erection of 2 dwellings

To note any planning decisions

- 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. APPROVED by Breckland Council.
- 3PL/2021/0642/VAR Vacant Land north of Norwich Road, Variation of Condition No's 2 & 3 on 3PL/2019/1346/D - Change in layout, materials and house types – Permission
- 3NM/2021/0051/NMA: 4 Drusilla Way, Yaxham – non material amendment – 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 – Permission

Other Planning Matters

- Flooding & Sewage Report
- Elm Close off site Highways works on Norwich Road and Church Lane

8. Play Area Working Group Report

To consider the report and any recommendations of the working group

9. Highways and footpath issues

- To note any Highways matters needing attention
- To nominate a representative to attend the B1135 Action Group meeting.
- To receive and note the Parish Partnership bid opportunities for 2021/22 (to be added to the next agenda for further discussion)

10. Dog Waste Issues

- Playing Field
- Well Hill Dog Waste Bin

11. Finance

- To note the following items for payment (September)

| To Pay | Detail Invoices available for viewing | £ Total | VAT | Ex VAT |
|-----------|---------------------------------------|----------|--------|----------|
| H Frary | September Wages | 370.40 | - | 370.40 |
| H Frary | Reimbursements July / August | 55.76 | - | 55.76 |
| HMRC | PAYE | 278.40 | - | 278.40 |
| CGM | Grass cutting | 332.80 | 8.80 | 324.00 |
| Wicksteed | Play Equipment | 2,457.22 | 409.54 | 2,047.68 |
| | | | | |
| | | | | |

- To consider and agree any potential training for the Clerk or Councillors
- To receive the August payment schedule as follows

| To Pay | Detail Invoices available for viewing | £ Total | VAT | Ex VAT |
|------------------|---|----------|--------|--------|
| H Frary | August Wages | 370.40 | - | 370.40 |
| Realise Futures | 2 x play area picnic benches | 1,142.45 | 190.41 | 952.04 |
| Chris Couves | Post Anchor for Finger Post | 8.45 | 1.41 | 7.04 |
| Ian Martin | 123reg – website domain name subscription | 19.19 | 3.20 | 15.99 |
| Harlequin | Banner and signs – play area | 216.00 | 36.00 | 180.00 |
| George Tufts Ltd | Play Area materials | 46.68 | 7.78 | 38.90 |

| RECEIPTS | £ Total | VAT | Ex VAT |
|--------------------------------------|----------------|------------|---------------|
| NCF – Breckland Play Area Grant | 5,000.00 | 0 | 5,000.00 |
| CAN – Training Refund (IM Play Area) | 30.00 | 0 | 30.00 |

12. **To review and agree the following policies in line with the Policy Review Schedule:** Postponed to October meeting
13. **Councillor Reports including receipt of Cllr Ochese resignation as PC nominated trustee of the Parochial Charities.**
14. **Correspondence Received since last meeting**
Correspondence from residents, NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters, Police updates and general circulars.
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**
To note the next meeting of the Parish Council will continue to be in Yaxham Village Hall on Wednesdays at 7.30pm on 27th October and 24th November. 2021
17. **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 rest of this meeting on the grounds that it could involve the likely disclosure of private and confidential information.**
18. **Clerk/RFO Recruitment**
To receive and consider 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.