



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to a Meeting of Yaxham Parish on Wednesday 27th October 2021 at 7.45pm to be held in Yaxham Village Hall. Please notify the Chairman in good time if, and the reason why, you are unable to join the meeting.

Ian Martin
Chairman

21st October 2021

Yaxham Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during Item 5 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) can be found on the Parish Council website or by request from the Chairman, email yaxhamparishclerk@gmail.com or telephone 01362 854 248.

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. Arrangements in the absence of a clerk

5. Public Session

5.1. Questions related to the agenda and parish matters

5.2. Resident's Complaint as to the Running and Practices of the Parish Council, to be dealt with under the Council's Complaints Policy & Standing Orders.

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 22.09.2021

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

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

8. Planning

8.1. To receive and consider any new planning applications...

8.2. To note any planning responses made since the last meeting

3PL/2021/1347/HOU Orchard View Brakefield Green Proposed Cart Lodge – No Comment

8.3. To note any planning decisions...

8.4. Other Planning Matters

8.4.1. Sewage & Flooding

Meeting with Anglian Water/Highways & Local Lead Flood Authority;
Flagship & St Peter's Close

8.4.2. Local Plan Review

To consider the report of NP4Yaxham and agree any actions.

9. Play Area Working Group Report

9.1. To consider the report on the Play Area Project and any recommendations.

9.2. To consider the weekly inspection reports and agree any actions arising.

10. Highways and footpath issues

10.1. To note any Highways matters needing attention

10.2. Delegated Service Agreement re footpaths – actions needed

10.3. Parish Partnership bid opportunities for 2021/22 – e.g. 2nd SAM2 sign and new pole for Station Road, subject to Highway's agreement.

10.4. B1135 Norwich Road Junction – Highways, signs and planters.

11. Dog waste Issues – Well Hill Dog Waste Bin

To receive an update and decide any actions required.

12. Parochial Church Charities

To receive an update and decide any actions required.

13. Green Lane/Mill Lane alleged pollution issues

To consider reports and agree any actions required.

14. Autumn Litter Pick

To set a date, arrange collection of pack from Breckland and appoint a Cllr to lead

15. Poppies Christmas Initiative

To agree whether to support and how

16. Queen's Platinum Jubilee

To consider arranging a village event to mark the jubilee, 2nd-5th June 2022 and if so whether to apply for the proposed Breckland Council grant of up to £500 for such events.

17. Covid Pandemic Plaque awarded by HM Lord-Lieutenant of Norfolk, The Lady Dannatt, MBE

To consider when and where such a plaque should be placed.

18. Finance

18.1. To agree the following items for payment (September)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	October Wages	140.00	-	140.00
H Frary	Reimbursements September / October	27.26	0.58	26.68
B Gust	Village Sign Fixings	7.55	-	7.55
CGM	Grass cutting (inv. 241667 & 242151)	219.25	36.54	182.71
Wicksteed	Play Equipment	19,998.00	3,333.00	16,665.00
J Oatey	Watering planters and maintenance	30.00	-	30.00
M Garner	Removal of planter debris	50.00	-	50.00

18.2. To note any receipts

From	Detail	£ Total
C Harrison	Annual Rent for Paper Street Land	£150.00
Breckland	Payment 2 nd Half of Precept	£5,000.00
Parish Charity	Clerking services to the Parish Charity April-September 2021	£260.00

18.3. To receive and consider the Financial Monitoring Officer's report reconciling the budget, expenditure and accounts for April-September 2021.

- 18.4.** To consider and agree the Asset Register and Insurance Schedule, revised in the light of the play area project.
- 18.5.** To consider a review of the operation of the CGM contract and what information is required to renew this contract for 2022 at the next meeting.
- 18.6.** To consider any matters that should be included in the draft budget and precept papers to be presented at the next meeting.
- 18.7.** To consider and agree any potential training for the Clerk or Councillors
- 19. To review and agree the following policies in line with the Policy Review Schedule**
- 19.1.** Updated Policy Review Schedule
- 19.2.** Co-option Policy
- 20. Correspondence Received since last meeting**
Correspondence from residents, NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters, Police updates and general circulars
- 21. Urgent Business**
To consider any issues raised by Cllrs that the Chairman considers urgent
- 22. To note items for the next meeting Agenda**
2021/22 Precept & Budget Setting, 2022 Queen's Platinum Jubilee celebrations
- 23. To note the next meetings of the Parish Council**
- 23.1.** 2021 meetings - at 7.30pm on 24th November and if required either 8th or 15th December 2021 in the Village Hall
- 23.2.** 2022 Meeting Dates – To Agree whether to continue meeting in the Hall (only available Wednesdays) or revert to the David Myhill Room & if so on Wednesdays or Thursdays?
2022 Meeting dates:
If on Wednesdays 26/01, 23/02, 23/03, 27/04, 25/05, 22/06, 27/07, 28/09, 26/10, 23/11,
If on Thursdays 27/01, 24/02, 24/03, 28/04, 26/05, 23/06, 28/07, 29/09, 27/10, 24/11
- 24. 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 the grounds that it could involve the likely disclosure of private and confidential information.**
- 25. Clerk/RFO Recruitment**
To receive and consider the recommendations of the Staffing Committee Interview Panel including the delegation of authority to the Staffing Committee Interview Panel to appoint a new Clerk in line with the Recruitment Advert and Pack.
- 26. Complaint**
To consider any actions following the earlier agenda item.