



## YAXHAM PARISH COUNCIL

To all Councillors

**You are hereby summoned to a Meeting of Yaxham Parish on Wednesday 16<sup>th</sup> March 2022 at 7.30pm to be held in the Community Room at Yaxham Village Hall. Please notify the Clerk in good time, and the reason why, if you are unable to join the meeting.**

Rebecca Wade  
Clerk to the Council

8<sup>th</sup> March 2022

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) can be found on the Parish Council website <http://yaxham.com/parish-council/minutes/> or by request from the Clerk, email [yaxhamparishclerk@gmail.com](mailto:yaxhamparishclerk@gmail.com).

### AGENDA

**1. Chairman's Opening Remarks**

**2. Apologies for Absence (received and accepted Cllr Martin)**

**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**

**6.1.** To approve the minutes of the Meeting of the Parish Council held on 8.12.2021.

**6.2.** To receive the Clerk's Report on matters since the last meeting.

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

**7. Planning**

**7.1.** To receive and consider any new planning applications.

**3PL/2022/0188/HOU** – Clifton Villa

**7.2.** To note any planning responses made since the last meeting.

**3DC/2021/0312/DOC and 3DC/2021/0313/DOC** – Land to the north of Norwich Road

**7.3.** To note any planning decisions.

**7.4.** Local Plan update / NP4Yaxham to review

**8. Parish Council meeting bookings**

To reconsider booking venues at Yaxham Village Hall and revert back to the Myhill room.

## 9. Norwich Road bus shelter

To receive an update.

## 10. Dog waste issues – Well Hill Dog Waste Bin

To receive an update.

## 11. Play Area Working Group Report

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

11.2. To note Wicksteed have realigned the slide following the accident and to note remedial work.

## 12. Highways and footpath issues

12.1. To note any Highways matters needing attention.

12.2. To note any matters regarding RB8.

12.3. Proposed 30mph speed limit extension on Norwich Road.

## 13. Parochial Church Charities

To receive an update

## 14. Finance

14.1. To agree the following items for payment (January)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
CPRE	Membership renewal	36.00	-	36.00
Clerk	Wages to 31 <sup>st</sup> January 2022	495.00	-	495.00
Clerk	HWA and expenses	61.78	3.15	58.63

\*To be noted as already paid.

14.2. To agree the following items for payment (February)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Susan Martin	Plants for planter	27.00	4.50	22.50
Olly Oechsle	Website hosting, maintenance and improvements	642.00	-	642.00
Glasdon UK Ltd	Dog waste bins	435.60	72.58	362.90
Susan Martin	NP4Yaxham website and domain name renewal	151.00	-	151.00
Clerk	Wages to 28 <sup>th</sup> February 2022	352.00	-	352.00
Clerk	HWA and expenses	26.64	-	26.64

To note any receipts

Detail	£ Total	VAT	Ex VAT
Clerk -refund overpaid wages	370.40	-	370.40
East of England Co-op defibrillator contribution	400.00	-	400.00

**14.3.** To consider CAB possible donation.

**14.4.** To note payment expected of £300 for RTA damage to planter.

**14.5.** To consider CGM's new quote.

**14.6.** To consider options for internal auditor appointment.

**14.7.** To consider and agree Annual Governance and Accountability Return training for the Clerk

**14.8.** To receive and consider Financial Monitoring Officer's report.

**15. Policies**

To review and update the following Policies in line with the updated Policy Review Schedule: Financial Regulations, Financial Risk Assessment, General Risk Assessment, Grant Award and Internal Audit Plan.

**16. Correspondence Received since last meeting**

**17. Urgent Business**

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

**18. To note items for the next meeting Agenda**

Update Councillors code of conduct.

**19. To note the next meeting dates of the Parish Council in 2022**

To consider and agree revised meeting dates of the Parish Council.