



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to a Meeting of Yaxham Parish on Thursday 28th April 2022 at 7.30pm to be held in the Myhill 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

20th April 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.

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 16.3.2022.

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.

3OB/2022/0013/OB and 3OB/2022/0014/OB – Land North of Norwich Road

3DC/2022/0100/DOC - Land North of Norwich Road

3PL/2022/0437/HOU - Proposed Single Storey Extension to Rear including Alterations

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

7.3. To note any planning decisions.

3PL/2022/0188/HOU - Two Storey Side Extension with Juliet Balcony **Permission**

7.4. Local Plan update / NP4Yaxham to review

8. Norwich Road bus shelter

To receive an update.

9. Play Area Working Group Report

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

9.2. To note installation of two springers

10. Spring Lane Pumping Station

To receive update from meeting on 25th April.

11. Highways and footpath issues

To note any Highways matters needing attention.

12. Parochial Charities

To receive an update

13. Finance

13.1. To agree the following items for payment (March)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Clerk	Wages to 31 st March 2022	484.00	-	484.00
Clerk	HWA and expenses	25.00	-	25.00

*To be noted as already paid.

13.2. To agree the following items for payment (April)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
CAB	Donation	100.00	-	100.00
TDP Ltd	Jubilee bench*	501.12	83.52	417.60
NALC	Annual subscription	177.79	-	177.79
NALC	AGAR training	30.00	5.00	25.00
Playdale Playgrounds Ltd	Two Springers	1,417.54	236.26	1,181.28
ICO	Data Protection fee	40.00	-	40.00
Clerk	Wages to 30 th April 2022	379.50	-	379.50
Clerk	HWA and expenses	60.96	4.79	56.17

*Grant to be received once all expenses are incurred

To note any receipts

Detail	£ Total	VAT	Ex VAT
HMRC VAT refund	4,621.52	-	4,621.52
RTA planter damage	300.00	-	300.00
1 st Precept payment	6,000.00	-	6,000.00

13.3. To agree the financial summary statement for 2021/22 (including statement of reserves and asset register)

13.4. CGM quote

13.5. Clerk bank account access

13.6. To receive and consider Financial Monitoring Officer's report.

14. Councillors Code of Conduct / Policies

To review and update the Councillors Code of Conduct and the following Policies in line with the updated Policy Review Schedule: Staff training policy, Lone working policy, GDPR policy, Recruitment policy.

15. Correspondence Received since last meeting

16. Urgent Business

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

17. Annual Parish Meeting / Annual Meeting of the Parish Council 26th May 2022

To consider any matters requiring attention in advance of the meeting.

18. To note the next meeting dates of the Parish Council

To consider and agree meeting dates of the Parish Council.

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 rest of this meeting the grounds that it could involve the likely disclosure of private and confidential information.

20. Clerk / RFO Probation review

To receive and consider the recommendations of the Staffing Committee including the delegation of authority to the Staffing Committee to finalise the Clerk's probation review.