



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to the Annual Meeting of Yaxham Parish Council on Thursday 26th May 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

16th May 2022

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 <http://yaxham.com/parish-council/minutes/> or by request from the Clerk, email yaxhamparishclerk@gmail.com.

AGENDA

- 1. Chairman's Opening Remarks**
- 2. To hold elections for the Chairman & Vice Chairman**
 - 2.1 a. Election of the Chairman for the ensuing year
 - b. Newly elected Chairman to sign the required Declaration of Acceptance of Office
 - 2.2 a. Election of the Vice-Chairman for the ensuing year
 - b. Newly elected Vice-Chairman to sign the required Declaration of Office
- 3. Apologies for Absence (received and accepted Cllr Bob Gust)**
- 4. 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.
- 5. Public Session**
- 6. Reports from County and District Councillors**
- 7. Committees**

To review Terms of Reference and agree membership of the Staffing Committee
- 8. Appointments**
 - 8.1 Council Positions – Financial Monitoring Officer, Cllr Responsible for Planters
 - 8.2 External Positions – Yaxham Amenities Association (YVAA) Liaison, Yaxham Church of England (VA) Primary School Liaison, SNAP Attendee(s), Internal Auditor – Robin Goreham, A47 Dualling / NW Link Alliance of Parish Council attendee(s)

9. Minutes of Previous Meetings

- 9.1. To approve the minutes of the Meeting of the Parish Council held on 28.4.2022.
- 9.2. To receive the Clerk's Report on matters since the last meeting.
- 9.3. To consider matters arising from minutes of previous meetings not considered elsewhere on this Agenda.

10. Planning

- 10.1. To receive and consider any new planning applications.
- 10.2. To note any planning responses made since the last meeting.
- 10.3. To note any planning decisions.
- 10.4 Other planning issues.

30B/2022/0014/OB Badger Homes

Application to modify the planning obligation to provide an off-site contribution to Yaxham PC towards the extension of the existing play area. Councillors to receive a report and to formally approve the proposal in principle.

The Norfolk County Council Local List for Validation of Planning Applications Draft Consultation for 2022

- 10.5. Local Plan update / NP4Yaxham to review

11. Norwich Road bus shelter

To receive an update.

12. Play Area Working Group Report

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

13. Highways and footpath issues

- 13.1. SAM2 and relevant requirements
- 13.2. To note any other Highways matters needing attention.

14. Parochial Charities

To receive an update

15. Finance

- 15.1. To agree the following items for payment (May)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Westcotec*	Westcotec	60.00	10.00	50.00
Robin Goreham	Internal Audit	60.00	-	60.00
Gallagher	Insurance	742.95	-	742.95
Harlequin	Newsletter	93.00	-	93.00
Matthew Garner	Play area strimming	20.00	-	20.00
Clerk	Clerks net wages for May	383.40	-	383.40
HMRC	PAYE for May	23.60	-	23.60
Clerk	Clerks expenses for May	43.69	2.40	41.29

*To be noted

- 15.2 To note any receipts

Detail	£ Total	VAT	Ex VAT
NONE			

16. Policies

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

17. Correspondence Received since last meeting

18. Urgent Business

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

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

30th June, 28th July and 29th September