



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to a Meeting of the Council to be held on **Thursday, 27th February 2020** at 7.00pm in the David Myhill Room at the Yaxham Village Hall. Please notify the Clerk in good time if, and the reason why, you are unable to attend.

Vicky Turner

Clerk to the Council Tel: 01362 821037 Email: yaxhamparishclerk@gmail.com

20th February 2020

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 at

www.yaxham.com/parish-council/, or copies can be requested from the Clerk.

AGENDA

1. Chairman's Opening Remarks

2. Apologies

To receive and consider approving 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 (www.yaxham.com) and passed to the Chairman before the start of the meeting.*

4. Public Session

To receive comments from members of the public

5. Reports from County Councillor and District Councillors.

To receive oral or written reports from Yaxham's County and Breckland representatives

6. Minutes of Previous Meetings

6.1 To approve the minutes of the Meeting of the Parish Council held on 23rd January 2020

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

6.3 To consider matters arising from the minutes of previous meetings not considered on this Agenda

7. Planning Matters

7.1 To receive and consider the following new planning applications:

3PL/2020/0095/HOU – Mukinge, Well Hill, Yaxham- Proposed removal of existing garden workshop and erection of replacement garden workshop

3PL/2020/0139/O – Land to the west of Spring Lane, Yaxham – Outline planning application of one self-build dwelling.

7.2 To receive and consider any additional information on current applications:

3PL/2019/1430/F -Yaxham Waters, Middle Field, 28 New Lodges

3PL/2019/1346/D – 25 new homes – Land north of Norwich Road

7.3 To receive and consider results of planning applications

7.4 To consider any other planning applications yet to be decided

7.5 Update on the Local Plan and NP4 Yaxham

8. Finance

8.1 To receive an update and consider further action for purchase of Village Gateways through the Parish Partnership Scheme 2019/20

8.2 To note the cancellation of lost cheque in respect of December 2019 advertisement in Yaxham Community News and note issue of replacement cheque

8.3 To consider the Election May 2019 Fees Invoice from Breckland for £1,183.12 rather than the earlier estimate of £803

8.4 To consider and approve the following payments:

| | To Pay | Detail Invoices available for viewing | £ Total | VAT | Ex VAT |
|------|------------------------------|--|----------|--------|----------|
| i. | Clerk | Salary & Expenses for February 2020 | £ 402.16 | £ 3.28 | £ 398.88 |
| ii. | Susan Martin | Domain hosting of NP4Yaxham Wesbite by Weebly/Squareup | £ 129.00 | £ 0.00 | £ 129.00 |
| iii. | Breckland Electoral Services | Election May 2019 Fees 29.01.2020 | £1183.12 | £ 0.00 | £1183.12 |
| iv. | NALC | Charitable Trusts Training | £ 48.00 | £ 8.00 | £ 40.00 |
| v. | NALC | Clerk's Manual 28.01.2020 | £ 24.95 | £ 0.00 | £ 24.95 |
| vi. | Westcotec | Tamtorque clips for SAM2 | £ 16.80 | £ 2.80 | £ 14.00 |

8.5 To note any receipts since last meeting

| | | |
|------|------------|-----------|
| HMRC | VAT Refund | £2,445.86 |
|------|------------|-----------|

8.6 To consider and approve any councillor/clerk training & relevant external conferences

9. Highways

9.1 To note any highways matters needing attention

10. Village Heritage Leaflet Review

10.1 To consider re-draft of Yaxham Leaflet & Walking Map and agree amendments and funding routes

11. Parish Meeting 28th May 2020

11.1 To consider forward planning and any proposals for the next Annual Meeting of the Parish

12. Pinns Corner

12.1 To consider proposals and agree a strategy for counteractive measures for anti-social behaviour and fly-tipping issues at Pinns Corner

13. Councillors' Reports & Appointments

13.1 To receive reports from Councillors on their areas of responsibility
SAM2 Data – NW Link/A47 Dualling – Primary School -Footpaths – YVAA

14. Policies

14.1 To consider and agree the Community Engagement Policy and any amendments.

14.2 To consider and agree the Complaints Policy and any amendments

14.3 To consider and agree the Financial Regulations and any amendments

14.4 To consider and agree the Standing Orders and any amendments

15. Village Road and Signs Audit

15.1 To receive an update on any action arising from the 2019 Survey

16. Correspondence (previously circulated via email)

Breckland Council Agendas and Minutes, NALC Newsletters, Police Newsletters, RSN Newsletters, CAN Newsletters and Planning Enforcement Correspondence

17. **Urgent Business** To consider any issues raised by Cllrs that the Chairman considers urgent

18. To note items for the next meeting Agenda

19. Date of Next Meeting

19.1 To note the date and venue of the next meeting of the Parish Council

Thursday 26th March 2020 7pm - Yaxham Primary School, Norwich Road, Yaxham - Please note Staffing Committee Meeting begins at 6.15pm ahead of the Parish Council Meeting