



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to the Annual Meeting of Yaxham Parish Council on Tuesday 23rd May 2023 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 2023

Yaxham Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during Item 8 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 elect** the Chair for the coming year and the signing of the acceptance of office
- 3. To elect the** Vice-Chair and the signing of the acceptance of office
- 4. To consider** the Co-option of Paul Bone
- 5. Apologies for Absence**
- 6. To acknowledge** the contribution made by previous Chairman Peter Lowings for his years of service to the Council and the Yaxham Community.
- 7. 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.
- 8. Public Session**
- 9. Reports from County and District Councillors**
- 10. Minutes of Previous Meeting**
 - 10.1.** To approve the minutes of the Meeting of the Parish Council held on 14.4.2023.
 - 10.2.** To receive the Clerk's Report on matters since the last meeting.
 - 10.3.** To consider matters arising from minutes of previous meetings not considered elsewhere on this Agenda.

11. To agree the appointment of Councillors to the following:

- 11.1.** Internal Audit Control Officer for the coming year
- 11.2.** Neighbourhood plan steering group
- 11.3.** Staffing committee (3)
- 11.4.** Councillor responsible for Defibrillator
- 11.5.** Councillor(s) responsible for Playground inspections
- 11.6.** Councillor(s) responsible for Sam2
- 11.7.** Councillor responsible for Planters
- 11.8.** Councillor responsible for grass and hedge cutting.
- 11.9.** YVAA Representative
- 11.10.** Yaxham Church of England (VA) Primary School Representative
- 11.11.** Council appointees (3) to Townlands Charity

12. Planning

- 12.1.** To receive and consider any new planning applications.
- 12.2.** To note any planning responses made since the last meeting.
- 12.3.** To note any planning decisions.

TRE/2023/0123/TPO - St Peters Close Oak Tree reduce canopy by up to 2m radially from 7.5m to 5.5m all round. Reduce height from 16m by up to 3m to 13m – **TPO WORK CONSENT**

- 12.4.** Other planning issues.

Tree and Countryside officer report.

To note the Clerk submitted the responses agreed by councillors for Breckland's Issues and Options consultation

- 12.5.** To receive an update from Yaxham's neighbourhood plan review

13. Play Area Report

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

14. Defibrillator

To consider a new defibrillator for Clint Green to be sited at the Chapel or the School

15. Highways and Footpath issues

To note any footpath issues needing attention

16. Finance

16.1. To agree the following items for payment (May)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Robin Goreham	Internal audit fee	60.00	-	60.00
Amazon	Parish S.137 payment	15.00	-	15.00
Clerks and Councils Direct	Parish S.137 payment	108.66	18.11	90.55
Clerk	Clerks net wages for May	510.00	-	510.00
Clerk	Clerks expenses for May	55.59	4.26	51.33

16.2 To note any receipts

Detail	£ Total	VAT	Ex VAT
NONE			

16.3. To receive the Internal Auditor's report and consider his recommendations

16.4. To approve 2022-23 Annual Governance Statement

16.5. To approve 2022-23 Statement of Accounts

16.6. To agree the re-appointment of Robin Goreham as Internal Auditor for 2023-24

16.7. To confirm the signatories for the Unity Bank account

16.8. To agree Annual Insurance quote

16.9. Bank position as circulated

17. To consider Training for the Councillors and the Clerk

18. To consider a possible change in meeting days

19. Correspondence Received since last meeting

20. Urgent Business

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

21. To note the next meeting dates of the Parish Council to be confirmed