



YAXHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to the Annual meeting of Yaxham Parish Council on Wednesday 22nd May 2024 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 2024

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. **Chair's opening Remarks**
2. **Election of Chair for the coming year**
3. **Election of Vice Chair for the coming year**
4. **Apologies for Absence**
5. **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.
6. **Public Session**
7. **Reports from County and District Councillors if present**
8. **Minutes of Previous Meeting**
 - 8.1. To approve the minutes of the Meeting of the Parish Council held on 24.4.2024
 - 8.2. To receive the Clerk's Report on matters since the last meeting.
 - 8.3. To consider matters arising from minutes of previous meetings not considered elsewhere on this Agenda.
9. **To agree the appointment of Councillors to the following:**
 - 9.1 Neighbourhood plan steering group
 - 9.2 Internal Audit Control Officer for the coming year
 - 9.3 Staffing committee
 - 9.4 Councillor responsible for Defibrillator
 - 9.5 Councillor(s) responsible for Playground inspections
 - 9.6 Councillor(s) responsible for Sam2
 - 9.7 Councillors(s) responsible for Planters

- 9.8 Councillors(s) responsible for grass and hedge cutting
- 9.9 YVAA Representative
- 9.10 Yaxham Church of England (VA) Primary School Representative
- 9.11 Council appointees (3) to Townlands Charity

10. Planning

- 10.1 To receive and consider any new planning applications
- 10.2 To note any planning decisions
- 10.3 Other Planning issues
- 10.4 To receive an update from Yaxham’s Neighbourhood Plan review

11. Play Area Report

To consider the weekly inspection reports and agree any actions arising

12. To consider Litter Picking Signs for the Playing Field

13. To receive an update on the “No Dog Fouling” sign and Dog waste bin on Cutthroat Lane

14. Highways and Footpath issues

To note any footpath or highway issues needing attention

15. To receive an update on the ground’s maintenance and biodiversity

16. To receive an update on a new heating system for the David Myhill room

17. Finance

- 17.1. To receive the Internal Auditors report for the year ended 31st March 2024 and consider his recommendations.
- 17.2. To agree the accounts for year ending 31st March 2024
- 17.3. To consider and approve 2023/24 Annual Governance Statement and authorise the Clerk and Chair to sign
- 17.4. To consider and approve 2023/24 Statement of Accounts and to authorise the Chair to sign
- 17.5. To consider bank signatories
- 17.6. To agree the following items for payment May * - already paid

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
FT Grounds Maintenance	Grounds Maintenance	*246.54	-	246.54
R Goreham	Internal audit	70.00	-	70.00
R Wade	Yaxham Parish Charity	168.00	-	168.00
R Wade	Norton	37.49	6.25	31.24
R Wade	Clerk expenses for May	32.48	2.16	30.32
R Wade	Clerk wages for May	602.00	-	602.00

17.7. To note any receipts

Detail	£ Total
HMRC VAT refund	2,512.57

17.8 Neighbourhood plan payments

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
None				

17.9 Neighbourhood plan receipts

Detail	£ Total
HMRC VAT refund	200.00

17.10 Bank Position and budget

17.11 To approve the Insurance renewal with Clear Councils (BHIB) for 2024/25 Long Term undertaking expires June 2026

18. To review and approve the Financial Risk Assessment

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

26th June 2024 and 24th July 2024