



Mattishall Parish Council

Meeting Agenda (published 30 April 2024)

Date: Tuesday 7 May 2024

Time: 7 – 9.30pm

Place: South Green Park Enterprise centre, Mattishall NR20 3JY

Councillors are summoned to attend the next meeting of the Parish Council. The Public are most welcome to attend.

Anita Rose, Parish Clerk

1. To elect the Chair for the coming year
2. To elect the Vice-Chair for the coming year
3. To receive apologies for absence
4. To receive declarations of interest in items on the agenda and consider any requests for dispensations
5. To approve the minutes of the meeting held on 8 April 2024
6. To report progress on items not on the agenda from the last meeting (Clerk's Report)
7. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors
8. Finance
 - 8.1. To approve the Asset Register
 - 8.2. To confirm completion of the review of effectiveness of internal controls and completion of checks for the 4th quarter by the Internal Control Officer
 - 8.3. To receive the Internal Auditor's report and consider his recommendations
 - 8.4. To approve 2023-24 Annual Governance Statement
 - 8.5. To approve 2023-24 Statement of Accounts
 - 8.6. To consider bank signatories
 - 8.7. To appoint a Councillor as Internal Control Officer for the coming year
 - 8.8. To consider renewing the CPRE membership
 - 8.9. To agree the list of payments
9. To approve the Insurance renewal with Clear Councils (formally known as BHIB) for 2024/25 (Long-term undertaking expires May 2025)
10. To agree the appointment of Councillors for the following:
 - 10.1. Planning and Monitoring Working Group

- 10.2. Neighbourhood Plan Steering Group
- 10.3. Open Spaces Working Group
- 10.4. Policies and Procedures Working Group
- 10.5. Flooding Group
- 10.6. YMCA representative
- 10.7. Local Liaison Group representative for the Norwich Western Link / A47 meetings
- 10.8. Mattishall Memorial and Playing Field Committee representative
- 10.9. Allotment Association representative

11. Planning

- 11.1. To receive results of applications
APP/F2605/W/22/3299887 relating to 3PL/2022/0234/F: West End House 135 Dereham Road; Discharge of condition No. 3,5,6,7 – **APPROVED**

3PL/2023/1138/HOU: Rimington, 93 Dereham Road; conversion to chalet bungalow, dormers to front & rear and extensions to front & rear and front detached garage (revision to previously approved 3PL/2022/1415/HOU) – **APPROVED**

3DC/2024/0076/DOC: Land South of Dereham Road (known as the Kingfishers); discharge of condition 8 on 3PL/2020/0462/F – **APPROVED**.

- 11.2. To receive recommendations from the planning and monitoring group on current applications (see at the bottom of agenda)
- 11.3. To receive an update on the Neighbourhood Plan
- 11.4. To receive an update on the land transfer documents of the Open Space Land on Dereham Road.
- 11.5. To receive a progress report on development site at Bayfield Homes

12. Open Spaces

- 12.1. To note the Open Spaces Working Group report
- 12.2. To consider the proposal submitted by Mattishall Community Hub to install a book library

13. YMCA

- 13.1. To consider signing the 2024-25 Service Level Agreement

14. Events

- 14.1. To receive an update on Mattishall D-Day event (Sunday 9 June)
- 14.2. To receive an update on the proposal of planting a Christmas tree on the Village Green
- 14.3. To consider purchasing Santa's grotto decorations (lighting, reindeer, banners, laser projectors, snow bunting, outdoor tree lights, electrical multi point leads and electrical extension reels)

- 15. To agree dates for the next 6 meetings and to decide if a meeting is to be held in August

16. To agree two Councillors to carry out the clerk’s work appraisal and to set a meeting date

17. Correspondence and reports (information only)

- 17.1. SAM2
- 17.2. Flooding
- 17.3. Norwich Western Link
- 17.4. To consider supporting George Freeman MP “Fair Funding” campaign to recognise the disproportionate impact of the Cost-of-Living crisis on rural areas
- 17.5. Police SNAP meeting (attended by Cllr Onassis)
- 17.6. Road Safety Community Fund (RSCF) letter, received from Norfolk County Council, confirming the bid for the 20mph speed limit extension in Dereham Road, Burgh Lane and Mill Street had been successful

18. To receive items for the next meeting agenda

19. To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press for the following confidential items:

- 19.1. Staffing matter

New planning applications to agree comments (item 11.2)

3PL/2024/0158/F	Rayners Farm, 88 Dereham Road	Change of use of existing annexe to 3 bed holiday let
3PL/2024/0212/F	Ash Tree Barn, Watercress Lane	Detached single-storey dwelling with means of access
3PL/2024/0349/HOU	4 Ivy Way	Proposed extension to side of property
3DC/2024/0071/DOC	Poplar Farm, 41 South Green	Discharge of condition 11 on 3PL/2019/0849/D