



Mattishall Parish Council

Annual Meeting Agenda (published 29 April 2025)

Date: Tuesday 6 May 2025

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 7 April 2025
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 confirm completion of the review of effectiveness of internal controls and completion of checks for the 4th quarter by the Internal Control Officer
 - 8.2. To receive the Internal Auditor's report and consider his recommendations
 - 8.3. To approve 2024-25 Annual Governance Statement
 - 8.4. To approve 2024-25 Statement of Accounts
 - 8.5. To consider bank signatories
 - 8.6. To appoint a Councillor as Internal Control Officer for the coming year
 - 8.7. To agree the list of payments
9. To consider quotations and approve the Insurance
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 Society representative

11. Planning

11.1. To receive results of applications
 PL/2025/0156/HOU: Ebenezer Cottage, Welgate; erection of low profile two storey rear extension with inset balcony (east side), replacement of wooden garage with conservatory and erection of porch – **Granted with conditions**

PL/2024/1129/DCA: Rayners Farm, 88 Dereham Road; Discharge of condition 7 on pp 3PL/2023/1010/VAR – **Withdrawn**

- 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 a sale progress update for the development site at Bayfield Homes

12. Open Spaces

- 12.1. To note the Open Spaces Working Group report
- 12.2. To consider loaning the litter picking equipment to the public
- 12.3. To consider a dog waste bin replacement programme
- 12.4. To consider quotations for the installation of a new gate into the Allotments at Kingfishers.

13. YMCA

- 13.1. To consider signing the 2025-26 Service Level Agreement
- 13.2. To receive attendance number for April

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

15. To agree two Councillors to carry out the clerk's appraisal and to set a meeting date

16. Correspondence and reports (information only)

- 16.1. SAM2
- 16.2. A47/ Norwich Western Link

17. To receive items for the next meeting agenda

New planning applications to agree comments (item 11.2)

PL/2025/0479/HOU	30 Burgh Lane	Proposed alternations affecting the front elevation, to include conversion of garage to additional bedroom, porch infill and new entrance door and removal of chimney
------------------	---------------	---

