

Clerk's report

Mattishall Parish Council

May 2025

1. In accordance with our Data Protection Information Audit please can councillors delete all appropriate emails for the month of November 2024.
2. Councillors, please complete the annual checklist (will circulate at Monday's meeting) confirming your understanding of regulations, policies, and responsibilities.
3. Mr. Edwards is planning to remove the remnants of the ivy and moss from the Churchyard Wall in the next week.
4. Mr. Gunn from Highways has provided an update on the 20mph speed extension. He has received comments from NP Law that he will review. The advice suggests they should be on track for the TRO advertisement around late May or early June.
5. I contacted Nick Kendrick, Senior Corporate H&S & Resilience Advisor at Breckland Council, about Mattishall's Emergency Plan. He found a relevant file, but it is corrupt and inaccessible. He is consulting his colleague to locate other copies.
6. Councillor Clarke had written to Bayfield Homes about the unsecure gate near the pond at the Mattishall Development, suggesting they secure it with a bolt and combination lock. Bayfield Homes has confirmed the lock is now in place.
7. Mr. Edwards is sourcing the materials for the guttering repairs at Dereham Road bus stop and will complete the works in the upcoming weeks.
8. First aid training for Cllr Smith, Cllr Murray and the Clerk will take place on 20th May.
9. Please can I schedule a meeting with the members of the Policies and Procedures working group to review the following policies: Reserves Policy, Co-option Policy, IT Policy, Open Spaces Policy, Financial Regulations, Bad Debt Policy and General Risk Assessment, for ratifying at our June meeting.