



# Mattishall Parish Council

## Agenda for the Annual Meeting of the Parish Council

(published 30 April 2020)

**Date:** Tuesday 5 May 2020

**Time:** 7 - 9 pm

**Place:** Zoom virtual meeting: contact the Clerk for a link to join meeting

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Mattishall Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation session. The law does not permit members of the public and press to take part in the debates.

*L Cantera*

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- 1 To elect the Chairperson for the coming year
- 2 To elect the Vice-Chairperson for the coming year
- 3 To welcome the incoming Clerk, Lorraine Trueman, to the meeting
- 4 To receive apologies for absence
- 5 To receive declarations of interest in items on the agenda and consider any requests for dispensations
- 6 To approve the minutes of the meetings held on 2 March 2020 and 9 March 2020
- 7 To report progress on items not on the agenda from the last meeting (Clerk's Report)
- 8 To approve the co-option of a new councillor onto the Council
- 9 Open forum for Public Participation: an opportunity to hear from members of the public
- 10 Planning matters
  - 10.1 To receive results of applications
  - 10.2 To receive update on comments sent to Breckland Council prior to May meeting
  - 10.3 To receive report and consider recommendations from the Neighbourhood Plan delivery and monitoring group on new planning applications - see list on page 2
- 11 To agree the appointment of councillors to the following:
  - 11.1 Neighbourhood Plan Delivery and Monitoring Group

Parish Clerk: Luisa Cantera  
Matsall House, Church Lane, Mattishall

07715 269340  
clerk@mattishallpc.info

- 11.2 Cemetery Working Group
- 11.3 Norwich Western Link meetings (external meetings)
- 11.4 A47 dualling meetings (external meetings)
- 11.5 Safer Neighbourhood Action Panel (SNAP) meetings (external meetings)
- 11.6 Footpath councillor contact for Mattishall

12 To receive updates on the following topics:

- 12.1 Youth club (including annual report)
- 12.2 The Mattishall Volunteer Hub

13 To consider a dog bin for the corner of Orchard Road with Dereham Road

14 Finance

- 14.1 To review the asset register for year ending 31 March 2020
- 14.2 To review the financial regulations document
- 14.3 To confirm completion of the review of effectiveness of internal controls
- 14.4 To receive the Internal Auditor's report and consider his recommendations
- 14.5 To approve the 2019-20 Annual Governance Statement
- 14.6 To approve the 2019-20 Statement of Accounts
- 14.7 To acknowledge the payments made in late March and late April
- 14.8 To approve the payment of accounts list
- 14.9 To appoint a councillor as Internal Audit Control Officer for the coming year

15 To discuss training for the new Clerk

16 Correspondence

- 16.1 Email from local MP regarding the consultation on A47 dualling
- 16.2 Police newsletter, funding opportunities from Norfolk County Council
- 16.3 Breckland Council briefing and district councillor report

17 To receive items for the next meeting agenda (Monday 1 June 2020)

18 To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item: To consider quotations from contractors to repair the churchyard wall

#### **New planning applications for consideration (item 10.2)**

3PL/2020/0178/HOU	29 South Green	Proposed two storey side extension with front and rear dormer windows. Re-roofing and new porch to front. Demolition of existing garage, erection of single storey extension forming enlarged lounge and kitchen, new annex and garage
3PL/2020/0383/HOU	Ashleigh, 117 Dereham Road	Single storey extension to front, side and rear of existing bungalow
3PL/2020/0387/HOU	Welgate House, Welgate	Two storey and single storey extensions to rear
3PL/2019/0849/D	Poplar Farm 41 South Green	Reserved matters application for the erection of 15 market homes (including one existing farmhouse) and 8 affordable dwellings, access road and driveways and a public link to the sports ground