



Mattishall Parish Council

Agenda for the Annual Meeting of the Parish Council (published 26 April 2022)

Date: Tuesday 3 May 2022

Time: 7 – 9.30pm

Place: Poultec Business Park

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

Anita Rose

1. To elect the Chairperson for the coming year
2. To elect the Vice-Chairperson 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 meetings held on 4 April 2022
6. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors
7. Finance
 - 7.1. To confirm completion of the review of effectiveness of internal controls and completion of checks for 4th quarter by Internal Audit Control Officer
 - 7.2. To receive the Internal Auditor's report and consider his recommendations
 - 7.3. To approve the 2021-22 Annual Governance Statement
 - 7.4. To approve the 2021-22 Statement of Accounts
 - 7.5. To appoint a councillor as Internal Audit Control Officer for the coming year
 - 7.6. To approve the payment list
8. To agree the appointment of councillors to the following:
 - 8.1. Planning and Monitoring Group
 - 8.2. Open Spaces Group
 - 8.3. Norwich Western Link / A47 meetings (external meetings)
 - 8.4. YMCA representative

8.5. Flooding Group

9. To appoint Insurers for the Council's Insurance.
10. To report progress on items not on the agenda from the last meeting (Clerk's Report)
11. Planning matters
 - 11.1. To receive results of applications

TRE/2022/0078/TPO: Honeysuckle Cottage, 29 Dereham Road; Walnut – Fell – **Approved**

3PL/2022/0234/F: West End House, 135 Dereham Road; Erection of a garage with mezzanine storage level within the garden area and new entrance access – **Refused**

3PL/2021/1618/HOU: 17 Cedar Close; Proposed rear extension and conversion of existing garage into integral residential annex – **Approved.**
 - 11.2. To receive recommendation from Planning and monitoring group on current applications (see list on page 3)
 - 11.3. To receive an update on Denbury Homes
 - 11.4. To discuss local green space designation for the Local Plan
12. To review and ratify the following policies and risk assessments
 - 12.1. Financial Regulations
 - 12.1. Standing Orders
 - 12.2. Grants Policy
 - 12.3. Cemetery Regulations
 - 12.4. Code of Conduct
 - 12.5. General Risk Assessment
 - 12.6. Co-option Policy
 - 12.7. Equality Policy
 - 12.8. Freedom of Information
13. Open Spaces
 - 13.1. To receive an update
 - 13.2. To discuss the arrangements for the new allotments and review the existing.
14. Platinum Jubilee
 - 14.1. To receive an update
 - 14.2. To review and ratify the Platinum Jubilee Risk Assessment
15. Correspondence and reports
 - 15.1. Flooding issues update
 - 15.2. SAM2 report for April

16. To agree dates for the next 6 meetings
17. To receive items for the next meeting agenda (6th June)
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 items:
 - 18.1. Legal Matters concerning the damage to the cemetery wall.

New planning applications to agree comments (item 10.2)

LGN220EA	70 South Green	Installation of a fixed-link broadband apparatus
3OB/2022/0020/OB	Land off Dereham Road	Application to Discharge the Planning Obligation on 3PL/2020/0462/F - Approval & Discharge of Open Space Obligation Within the S106 Agreement.
3PL/2021/1713/HOU	3 Cedar Rise	Orangery extension to the rear of property