



Mattishall Parish Council

Meeting Agenda (published 31st August 2021)

Date: Monday 6th September 2021

Time: 7 – 9.30 pm

Place: Memorial Hall, 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 receive apologies for absence
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations
3. To approve the minutes of the meeting held on 5th July 2021
4. To report progress on items not on the agenda from the last meeting (Clerk's Report)
5. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors
6. Planning matters
 - 6.1. To receive results of applications
 - 6.2. To receive recommendations from the Planning and Monitoring group on current applications (see list on page 2)
 - 6.3. To receive update on the Hopkins development on land south of Dereham Road
 - 6.4. To review and agree 5-10 road names for the new development of Dereham Road
 - 6.5. Briefing of the conservation area
7. Open Spaces Working Group
 - 7.1. To note report from the Open Spaces Working Group
 - 7.2. To discuss and agree quotation received from John Willers Carpentry & Joinery to change the gate design at All Saints Churchyard for £281.10
8. Finance
 - 8.1. To update and sign the mandate to the NS&I account
 - 8.2. To discuss and approve Clerk's overtime
 - 8.3. To discuss SLCC membership for the Clerk
 - 8.4. To approve the list of payments
 - 8.5. To consider the Budget and agree a meeting date.
9. Policy & Procedures Working Group; to review and ratify the following
 - 9.1. Aims & Objectives of the council

- 9.2. Example projects
 - 9.3. Dignity at Work Policy
 - 9.4. Grievance & Disciplinary Procedure
 - 9.5. Open Spaces & Allotments Procedure
 - 9.6. Reserves Policy
 - 9.7. Credit / Debit Card Policy
 - 9.8. Recording of Meeting Policy
 - 9.9. Financial Regulations
10. To discuss future events
- 10.1. Remembrance Day
 - 10.2. Christmas (Squeezeast)
 - 10.3. Events programme for 2022
11. To discuss Armed Forces Covenant
12. Correspondence and reports
- 12.1. SAM2 report for July & August (R Turner)
 - 12.2. Flooding issues update (R Turner)
 - 12.3. Draft Dereham Town Delivery Plan;
<https://www.breckland.gov.uk/article/17138/Dereham>
13. To receive items for the next meeting agenda
14. 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:
- 14.1. To receive update regarding the damage to the cemetery wall
 - 14.2. To receive update regarding J Staff

New planning applications to agree comments (item 6.2)

3PL/2021/0671F	West End Hse, 135 Dereham Rd	Proposed garage/store/office and new access
3PL/2021/0992	Four Winds, Mill Rd	Redesign of Plots 1 and 2 to approved planning application 3PL/2019/0375/F
3PL/2021/0673/HOU	1 Camping Cl	Demolition of garage and conservatory and erection of extension to rear (including dormer/first floor extension) and single storey extension to side to form annexe
3PL/2021/1146/HOU	22 Crosskeys Way	Demolition of existing conservatory and installation of new flat roof extension with lantern roof light
3PL/2021/1139/LB 3PL/2021/1138/HOU	Several Hse, Church Plain.	Restore 11 existing windows and replace 6 windows
3PL/2021/1061/HOU	Brookfield, Howes Lane	Proposed single storey side & rear extensions

3PL/2021/1076/HOU	50 Dereham Rd	Proposed Single Storey Side Extension
3PL/2021/0069/NMA	Plot 4 Gregs Cl	Reserved matters for Plot 4 only following outline permission 3PL/2018/1409/O
3PL/2021/1072/HOU	7 Geddes Way	Proposed loft conversion with dormer windows
3PL/2021/1028/F	Grove Farm, Burgh Lane	Construction of New Grain Store Building with Lean To