

# MATLASKE PARISH COUNCIL

Tel: 07776 345119

Email: Matlaske.pc@gmail.com

Chairman: Mrs Sara Buxton

Parish Clerk: Mrs Emma Childs

## To Members of the Council,

You are hereby summoned to attend a meeting of Matlaske Council on **Tuesday 09 May 2023, 8.30pm** at St Peter's Church, Matlaske for the purpose of transacting the following business:

*Emma Childs* Parish Clerk 02 May 2023

1. To elect a Chairman
2. To elect a Vice-Chairman
3. To consider apologies for absence
4. Public Forum
  - a. To receive questions or comments from the parishioners
  - b. To receive the reports from the District & County Councillors
5. To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests
6. To approve the minutes of the meeting held on Wednesday 08 March 2023
7. To co-opt new Councillors
8. All Councillors to return and sign their Declaration of Interest Forms within 28 days
9. All Councillors to sign acceptance of office forms
10. To report progress on items not on the agenda from the last meeting
11. Finance
  - a. To review the financial update 2022/23
  - b. To receive the Internal Auditor's Report and consider recommendations
  - c. To approve the Annual Governance Annual Return
  - d. To approve the payment of accounts list:
    - i) Mrs Emma Childs Salary
    - ii) HMRC PAYE
    - iii) NALC Subscription and website £104.30
  - e. To approve any invoices received since the agenda was created
  - f. To note income received
    - i) NNDC Precept £1,125.00
12. Correspondence
  - a. General Correspondence
13. Planning
  - a. To receive results of applications  
**PF/23/0551**  
Change of use of land to residential garden and side extension to existing detached domestic garage  
Green Lane Cottage Green Lane North Barningham Norwich NR11 7LA  
**Approved**
  - b. To receive new applications and comment  
**IS2/23/0578**  
Demolition of existing Nissen huts and use of land for siting of 3no. holiday cabins  
Land Off Wickmere Rd To The Rear Of The End Peg The Street Matlaske Norwich Norfolk NR11 7AQ
  - c. To note any applications received in between meetings.
14. Other Matters
15. Date of Next Meeting  
To determine meeting dates for the forth coming year