

Matlaske Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday 09 May 2023 at 8.30pm St Peter's Church, Matlaske.

Councillors Present: Cllr Sara Buxton (Chairman), Cllr Marion Shepherd (Vice-Chairman), Cllr Felicity Rushmer, Cllr Dick Fiddian, Cllr Lucy Raynes, Cllr Stacy Buckley

In Attendance: Mrs Emma Childs (Clerk)

1. To Elect a Chairman

Cllr Sara Buxton was elected as Chairman, proposed by, Cllr Marion Shepherd, seconded by Cllr Felicity Rushmer, all in favour.

2. To Elect a Vice-Chairman

Cllr Marion Shepherd was elected as Vice-Chairman, proposed by Cllr Sara Buxton, seconded by Cllr Felicity Rushmer, all in favour.

3. To Consider Accepting Apologies for Absence:

Cllr Ian Fitzpatrick-Swallow

4. Public Forum

a) To receive questions or comments from the parishioners:

None

b) To receive the reports from the District & County Councillors:

a) County Councillor

Norfolk's annual road surface dressing work now underway

Work is now underway across Norfolk on the annual spring and summer surface dressing project. The work is carried out between April and September every year while the weather is warmer.

This year 280 miles of Norfolk's roads will get a new seal to help prevent potholes opening up, extend the life of the road, and provide a new skid-resistant surface to reduce the risk of accidents.

The new seal consists of a thin layer of bitumen and chippings which is laid onto the road. This helps prevent water penetration and helps stop potholes opening up.

The County Council thanks people for their patience while this essential road surface maintenance work is underway.

b) District Councillor

Matlaske's new District Councillor is Cllr Callum Ringer

5. To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:

None

6. To approve Minutes of the Parish Council Meeting held on Wednesday 08 March 2023

The minutes of the Parish Council Meeting held on Wednesday 08 March 2023 previously circulated to all members. Unanimously agreed and signed by the Chairman.

7. To Co-opt new Councillors

The Council voted to co-opt Stacy Buckley and Lucy Raynes to Matlaske Parish Council. All in favour.

Action: Clerk to let North Norfolk District Council know about the two new Councillors

8. To advise all Councillors to sign and return their Declaration of interest forms within 28 days

Action: Clerk to send the link to the Declaration of Interest form to Cllr Buckley and Cllr Raynes

9. All Councillors to sign acceptance of office forms.

All Councillors signed their acceptance of office forms in front of the Clerk. Permission was given to Cllr Fitzpatrick-Swallow to sign his acceptance of office form at the next meeting.

10. Matters Arising from the Minutes

Jubilee Tree

Action: SB to arrange the procurement and planting of the Jubilee tree

11. Finance

a) To Review the Financial Update 2023/24

The financial update was noted, reporting that the Council had £483.15 in the bank as of 31st March 2023.

b) To Receive the Internal Auditor's Report and Consider Recommendations

The internal audit report and action plan was presented. It was agreed the Clerk would work through the Internal Auditor's recommendations over the coming months. The report was noted.

Internal Control Objective

The Precept or rates requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored; and reserves were appropriate.

The 2022/23 accounting years' precept was not determined from a budgeting process, no budgets had been produced. The Internal Auditor has seen the budget for 2023/24 and can see that steps have been taken to rectify this.

Action: Clerk to action recommendations in the Internal Auditor's Report

c) To Approve the Annual Governance Annual Return

Statement 1: We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Answer: No

Reason: No General Reserve level set. Expenditure should be reported against the budget on a quarterly basis as a minimum.

Statement 2: We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Answer: Yes

Statement 3: We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Answer: Yes

Statement 4: We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Answer: Yes

Statement 5: We assessed the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and or/external insurance cover where required.

Answer: Yes

Statement 6: We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Answer: Yes

Statement 7: We took appropriate action on all matters raised in reports from internal and external audit.

Answer: Yes

Statement 8: We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Answer: Yes

Statement 9: Not applicable

The Annual Governance Statement and Annual Accounting Statement were agreed, proposed by Cllr Buxton, seconded by Cllr Rushmer, all in favour. It was agreed that the Council would declare itself exempt from external audit.

d) To Approve Payments

i)	Emma Childs	Salary	£233.60
ii)	HMRC	PAYE	£58.40
iii)	NALC	Subscription & Website	£104.30

e) To approve any invoices received since the agenda was created

i)	Catherine Moore	Audit	£72.99
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f) To note income received

i)	NNDC	Precept	£1,125.00
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12. Correspondence

a) General Correspondence

None

13. Planning

a) To Comment on and Recommend/Object any Current planning applications:

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

The three holiday cottages will be overlooking the existing bungalows and will result in a loss of privacy for the current residents.

The proposed driveway comes out on the corner of a busy road which would make it dangerous for those exiting onto the road.

New drainage, water systems, electrical infrastructure and septic tanks will need to be installed.

Local residents fear the noise and disturbance resulting from the use as holiday lets.

There are already three holiday lets and a B&B in the village, which are not fully utilised so there is not the demand for additional holiday lets.

Action: Clerk to investigate the application further and report back to the Councillors.

b) To receive an update on any previous planning 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

14. Other Matters

Defibrillator Pads are due to expire in June

Action: Clerk to get details from Cllr Shepherd and order the replacement defibrillator pads.

Coronation Picnic

A big thank you is extended to Felicity, Pete and Tom for the fantastic music at the Coronation Picnic from all of the Parish Council.

15. Date of Next Meeting

The next year's meetings will take place at 7.30pm St Peter's Church, Matlaske on:

Monday 10 July 2023

Monday 11 September 2023

Monday 13 November 2023

Monday 08 January 2024

Monday 11 March 2024

Monday 13 May 2024

The meeting closed at 9.16pm.