

Annual Meeting of the Parish Council Agenda (published Wed 15 May 2024)

Date & time: Mon 20 May 2024 7:30 PM

Place: The Committee Room, Mulbarton Village Hall, The Common, NR14 8AE

Councillors are summoned to attend the next meeting of the parish council. The public are welcome to attend.

L Trueman

1. To elect a chair
2. To elect a vice-chair
3. To receive apologies for absence
4. To receive declarations of interest in agenda items and consider any dispensation requests
5. To approve the minutes of the Parish Council Meeting held on 15 April 2024
6. Open forum for public participation: an opportunity to hear from members of the public and the District/County councillors
7. To report progress on items not on the agenda (information only)
8. To appoint members/representatives to
 - 8.1. Planning working group
 - 8.2. Open Spaces and Play Areas working group
 - 8.3. Allotments working group
 - 8.4. Footpaths/Public Rights of Way working group
 - 8.5. Village Hall Committee (council)
 - 8.6. Village Hall Management Committee (charity)
 - 8.7. Community Project
 - 8.8. Common Steering Group
9. Finance (LT)
 - 9.1. To consider the Internal Auditor's report for 2023/24
 - 9.2. To agree the accounts for year-end 31 March 2024
 - 9.3. To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Chair and Clerk to sign the document
 - 9.4. To consider and approve the Accounting Statements 2023/24 and to authorise the Chair to sign the document
 - 9.5. To note Parish CIL Income and Expenditure report, to be published by 31 December 2024
 - 9.6. To note the bank reconciliation dated 30 April 2024
 - 9.7. To note actual v budget to 30 April 2024
 - 9.8. To receive a report on invoices raised in April and an update on unpaid invoices
 - 9.9. To note any income received in April 2024
 - 9.10. To ratify payments made since the last meeting and agree payment list
10. To review the risk register, management and compliance section (All)
11. Planning applications (LK)
 - 11.1. To receive an update on any application decisions made by South Norfolk council
 - 11.2. To consider any new planning applications (see below)

- 12. To receive an update from working groups
 - 12.1. Allotments Working Group
 - 12.2. Open Spaces and Play Areas Working Group
 - 12.3. Planning Working Group
 - 12.4. Footpath/Public Rights of Way Working Group
 - 13. To receive an update from the Common Steering Group (LK)
 - 14. To receive a report on the litter pick on Saturday 20 April (AB)
 - 15. To receive minutes from the Village Hall Committee (LK)
 - 16. To receive update on the Community Project (LK/LT)
 - 17. To receive SAM2 data (DW/LT)
 - 18. To receive an update on the Annual Parish Meeting, scheduled for 17 June
 - 19. To discuss the draft Community Emergency Plan
 - 20. To discuss opportunities suitable for the Probation Service's Community Payback Scheme
 - 21. To approve the resigning of plans relating allotment land at Oakley Park South and Long Lane
 - 22. To discuss the grass cutting of the verges on Minnow Way
 - 23. To discuss the emergency evacuation of the village hall site
 - 24. To discuss implications of Martyn's Law
 - 25. To agree action to be taken on uncultivated allotment plots at The Meadows
 - 26. To receive correspondence relating to the tree works at the Meadows and Village Hall in May
 - 27. Correspondence
 - 27.1. Letter regarding the rateable value of Mulberry Park
 - 27.2. Email from member of the public relating to doctors' surgery
 - 28. Open forum for public participation: second opportunity to hear from members of the public and the District/County councillors
 - 29. To receive items for the next agenda
- 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**
- 30. To agree the lease agreement for Blakeys Bus
 - 31. To agreed Heads of Terms relating to renewal of phone mast lease

Item 11.2 New planning applications

Ref No.	Location	Details
2024/1376	1 Catmere Herne	Two storey side extension
2024/0583	Annexe at The Old Hall, The Common	Replacement of existing wooden windows with UPVC windows