

Matlaske Parish Council

DRAFT Minutes of the Meeting of the Parish Council held on Thursday 3rd September 2026 at 7.30pm St Peter's Church, Matlaske.

Councillors Present:, Cllr Stacey Buckley (SB), Cllr Marion Shepherd (MS), Cllr Corinda Carnelley, Cllr Lucy Raynes (Chair)(LR),

In Attendance: Amanda Yacoubian (Clerk)
0 members of the public

Public Forum

- 2026/52** **Chairmans welcome and to consider accepting apologies for absence:**– Cllr -Callum Ringer (DC & CC), Cllr SC, Cllr DF, apologies accepted
- 2026/53** **To record Declarations of Pecuniary Interests in items on the agenda and approve any requests for dispensation** - none
- 2026/54** **To approve minutes of the Parish Council Meeting held on Thursday 2nd July 2026**
PROPOSED Cllr CC, SECONDED Cllr SB. ALL AGREED, minutes were signed by Cllr LS
- 2026/55** **To receive the reports from the District & County Councillors** – The Councillor Community Grant Fund contribution is now available for the new Notice Board. Cllr CR is currently assessing how many other PC's wish to apply for funding, Cllr CR has requested if Matlaske PC can agree to wait until the end of September before applying for the fund. Cllr CR also asked if Matlaske PC would be interested in sharing a SAM3 with other PC's. For full reports from Cllr CR please refer to the website.
- 2026/56** **To report on progress on items not on the agenda from the last meeting** – None
- 2026/57** **Open Forum for public participation**
- 2026/58** **To receive updates from individual councillors (for information only)** - None
- 2026/59** **Planning**
(i) **NP/26/1332 Upwood Farm, Green Lane, North Barningham, Norwich, Norfolk, NR11 7LA, Proposal: Prior Notification of erection of open sided straw barn - no additional floor covering (1440 sqm) Decision: Prior Approval Required – No Objection**

(ii) **PF/26/1528 Removal of existing wood store and cart lodge and erection of new cart lodge and green house with studio in roof space and greenhouse to west elevation, Gardeners Cottage Watery Lane Matlaske Norwich Norfolk NR11 7JD – No Objection**

2026/60 Finance:

- a) To Approve the Financial Update up to 26th August 2026 - Cash book, bank reconciliation and bank statement emailed to Councillor's on 26th August 2026 - Unity Trust Balance is £2,277.41 – Bank reconciliation, current budget assessed and signed by LR**

b) To Approve Payments

23/06/2026	Countrystyle	Glass recycling	£21.00
26/06/2026	A Yacoubian	Clerk pay June	£164.66
30/06/2026	Unity Trust	Service Charge	£7.00
03/07/2026	NorfolkALC	Domain renewal	£69.48
03/07/2026	Ansvar Insurance		£205.41
23/07/2026	HMRC	PAYE Clerk	£123.20
31/07/2026	Unity Trust	Service Charge	£7.00
03/08/2026	A Yacoubian	clerk pay July	£164.46

c) To approve receipts – None

PROPOSED Cllr CC , SECONDED Cllr SB, ALL AGREED

2026/61 To decide on new notice board – The cost of a new notice board is £1811.93, VAT £301.99, NET £1342.85. With funding from Cllr CR, balance at bank as above and precept due on 30th September it was **AGREED** to order the notice board.

2026/62 To decide on application for funding from Cllr Callum Ringer – Cllr Callum Ringer will not know until the end of September how many PC's will be applying for funding so MPC will apply when this has been decided. ALL AGREED

2026/63 Update on WhatsApp Group – LR to raise awareness about the new WhatsApp Group. ALL AGREED

2026/64 Clerks report/policies - Training, Networking, Policies - review Standing Orders, new pay rates agreed. Pay scale 16 was £15.82 & is now £16.34 – ALL Acknowledged and AGREED

2026/65 Date of Next Meeting

The next Parish Council meeting will take place at 7.30pm St Peter's Church, Matlaske on Thursday 5th November 2026

The meeting closed at 20.10 pm

Signed.....
Chair