

You are hereby summoned to attend the next Meeting of Matfen Parish Council in Matfen Village Hall on **TUESDAY 28<sup>th</sup> November 2023** at 7.00PM



Signed: Mrs Mandy Senior, Clerk to the Parish Council  
Date: 21<sup>st</sup> November 2023

**AGENDA**  
**Meeting of Matfen Parish Council**  
**on Tuesday 28<sup>th</sup> November 2023 at 19:00**

- 1123.01 To receive questions from residents in relation to Matfen Parish.
- 1123.02 To receive apologies for absence.
- 1123.03 To receive Declarations of Interest.
- 1123.04 To consider co-option to fill one vacancy.
- 1123.05 County Councillor's Report.
- 1123.06 To approve and sign the minutes of the meetings held on **26<sup>th</sup> September 2023**.
- 1123.07 Actions taken following the meetings held on **26<sup>th</sup> September 2023**.
- 1123.08 Finance/Administration
  - a) Accounts for payment – to approve items of expenditure.
  - b) To consider draft budget and set precept for 2024-2025 [See enclosed]
  - c) To note increase in NJC pay scales from 1<sup>st</sup> April 2023 and backdated pay as per NJC contract of employment [See enclosed information]
  - d) To consider request for Grant Aid from Great North Air Ambulance
- 1123.09 Correspondence [For information only]
- 1123.10 Planning Applications
  - a) To receive decisions of submitted planning applications.
  - b) To consider responses to planning application received
- 1123.11 Village Issues and Highways Matters
- 1123.12 Any urgent business as allowed by the chairman/Agenda items for next meeting [ For information only]
- 1123.13 Date and time of next meeting – **29<sup>th</sup> January 2024**

**MATFEN PARISH COUNCIL**  
Ward 1 – Fenwick, Ingoe, Ryal. Ward 2 - Matfen

**Accounts for payment on 28<sup>th</sup> November 2023**

Payee	Details	Gross payment	VAT	Net Payment	Payment method
Mrs A Senior	Clerical Services	520.52		520.52	BACS
H M Revenue & Customs	PAYE	130.20		130.20	BACS
Mrs A Senior	Play area inspections	75.00		75.00	BACS
Mrs A Senior	Postages/travel	59.10		59.10	BACS
Matfen Village Hall	Hall rent – November	15.00		15.00	BACS
Matfen Cricket Club	Grass cutting – play area	60.00		60.00	BACS
Matfen Cricket Club	Grass cutting – play area	60.00		60.00	BACS
Land Registry (Mrs A Senior)	Title plan to register community asset	6.00		6.00	BACS
EMapSite (Mrs A Senior)	Location plan to register community asset	19.80	3.30	16.50	BACS
RBL Poppy Appeal (Mrs A Senior)	Poppy wreath	28.99	4.00	24.99	BACS
L Paterson	Public toilet cleaning – September/October 23	100.00		100.00	BACS
L Paterson (Costco)	Toilet rolls	20.98	3.49	17.49	BACS
Mrs A Senior	Back dated pay – 2023	168.00		168.00	BACS
H M Revenue and Customs	PAYE 2023	42.00		42.00	BACS
Society of Local Council Clerks	Subscription 2024	43.20		43.20	BACS
<b>Income</b>					
Unity Trust Bank	Bank account interest	48.35		48.35	30.09.23

**Planning applications**

Reference Number	Address	Description
23/03495/FUL	The Keepers Lodge, Matfen Hall Drive, Matfen	Internal reconfiguration of existing 1.5 storey timber framed golf clubhouse. Extensions include single storey flat roofed forms along the NW, SW and SE elevations, 1.5 storey pitched roof extension to match existing ridge and eaves heights along existing NE elevation and 2 storey pitched roof extension to SE elevation. A glulam pergola/canopy is to wrap perimeter of building. Landscaping works include rerouting of existing tarmac paths and new permeable paving to form new footpaths and external seating areas. Externally exposed existing walls are to be thermally improved and re-clad.
23/04101/FUL	Barn at South Fens, Stamfordham	Conversion of stable building to 2no residential dwellings (C3 use)
23/04235/FUL	Reeve Acre, Ingoe	Replacement single storey bay and internal alterations.
23/02866/VARYCO	Land to North of Kearsley Farm, Ingoe	Variation of condition 2 (approved plans) pursuant to planning permission 22/03990/FUL to allow to increase to the eaves height by 300mm to the living section of dwelling at Unit 3, alteration of the facing material of the living section of the building at Unit 3 to a natural stone cladding and changes to fenestration of Unit 3. <b>GRANTED</b>