

**Minutes of a Mattishall Parish Council meeting
Held at Mattishall Memorial Hall
Monday 5 September 2016 at 7.00 pm**

Parish Councillors present: Janice Smith (Vice-Chairman), Robert Bridge, Michael Nunn and Richard Turner. Also in attendance: Parish Clerk, Luisa Cantera, and one member of the public.

Mrs Smith opened the meeting as Chairman in Mr Norton's absence.

1. Apologies for absence

1.1 Apologies were received from Parish Councillors Liz Hunton, Richard Norton and John Rockliff.

2. Members' declarations of interest in items on the agenda

2.1 There were no declarations of interest.

3. Approval of the minutes of the meeting held on 1 August 2016

3.1 The minutes of the meeting were signed by the Chairman as a correct record without amendment.

4. Progress on items not on the agenda from the above meeting

4.1 The Clerk reported some recent actions. The Clerk's report is available to read on the website. Mr Bridge reported that he had contacted the primary school to ask for their views on the future of the current play area.

5. Open forum for public participation

5.1 No comments were made from the public.

6. Update from the Play Area Committee

6.1 Mrs Jackson, who has been applying for grants for the play area, provided an update on funds received so far. £12,538 has been secured and many more grants have been applied for. Mrs Jackson has asked for a volunteer to assist her. It was agreed to ask for help in the next newsletter. It was acknowledged the Mrs Jackson has done a fantastic job in gaining grants for the play area.

7. Planning matters

7.1 Results of applications

3PL/2015/0279/O – Able Homes Ltd, Land off Cedar Rise – Residential development: Outline planning permission granted.

3PL/2016/0651/F – Mr Stacey Beesley, Land to rear of Vine Cottage, Welborne Common – Erection of one agricultural workers dwelling: Planning permission granted.

3PL/2016/0768/F – Mr & Mrs Peter Stephan, Ballards Bridge Farm, West End – Demolish timber outbuilding and erect single storey stable, hay store: Planning permission granted.

3PL/2016/0790/VAR – Miss Margaret Cook, Paddocks, Mill Road – Erection of dwelling revised scheme 3PL/2015/1337/F – Planning permission granted.

3PL/2016/0879/HOU – Mr & Mrs Lowe, Burgh House, Church Lane – Erection of timber cart lodge: Planning permission granted.

3PL/2016/0768/F - Mr & Mrs Peter Stephan Ballards Bridge Farm, West End - Demolish timber outbuilding and erect single storey stable and hay store: Planning permission granted.

7.2 New applications – comments to be sent to Breckland Council

3PL/2016/1008/F – Mr & Mrs Woodfine, The Laurels, Welborne Road – Proposed rear conservatory/orangery: No objection.

7.3 Draft Breckland Local Plan, including the Dereham transport plan

The consultation on the draft local plan begins on 19 September for 6 weeks. The document will state the number of new homes for Mattishall from now to 2036. Mr Turner encouraged councillors to read the document, which will be available on Breckland Council's website. This item will be discussed further at the October meeting.

8. Barlow Charity update

8.1 There was no update as Mr Rockliff and Mr Norton were not present.

9. Update from individual council members

9.1 The Chairman and Mr Turner spoke about the draft Neighbourhood Plan. The Working Group is trying to encourage as many residents to respond to the draft plan by 11 September. Four members of the working group will meet with Breckland Council shortly afterwards to go through the responses and Breckland's response to the plan. Councillors were shown a revised draft timeline.

10. Discussion on speeding traffic through the village

10.1 The Chairman read out an email from a resident regarding speeding in Mill Street close to Church Plain. The Clerk contacted Highways and reported that they are not able to reduce the speed limit or install traffic calming as the respondent suggested. Highways have recommended that the Parish Council considers the purchase of SAM2 signs: a pair of signs which display a driver's speed as well as 'slow down' for those who are speeding. Speeding along Dereham Road was also discussed. It was agreed to ask for volunteers for a Speedwatch scheme and to discuss the Parish Partnership scheme with a view to the purchase of SAM2 signs.

11. Risk Assessment

11.1 Approval of the Financial Risk Assessment

The Clerk provided the 2015 financial risk assessment document and made some suggestions for amendment. *The Council resolved to approve the Financial Risk Assessment with all suggested amendments included.*

11.2 Approval of the General Risk Assessment

The Clerk provided the 2015 general risk assessment document and made some suggestions for amendment. *The Council resolved to approve the General Risk Assessment with all suggested amendments included.*

11.3 Allotment, Cemetery, Village Green and Churchyard inspections

It was reported that all of these areas had been recently inspected by Mr Rockliff and Mrs Smith. The Clerk has prepared a list of tasks to be completed and will report progress at the November meeting.

It was resolved to suspend Standing Orders to extend the meeting over 2 hours.

11.4 Play area actions following recent annual inspection

Following the inspection, the Clerk provided councillors with a summary of tasks requiring attention. The Clerk will provide an update on progress at the November meeting.

12. Agreement of the concept design provided by a landscape designer

- 12.1 Mr Rockliff, Mr Nunn and the Clerk met with landscape designer, Julia Srigley, in August to provide the details for her to put together a concept design for the Village Green. Unfortunately, the design was not ready for the September meeting as she was waiting for information from BT Openreach and Highways regarding planting close to the pavement and the BT cabinet. It is hoped the plan will be available for discussion at the October meeting.

13. Publication of a village directory

- 13.1 Poultec have asked if the Parish Council would like to be involved of the publication of a village directory for 2017. The last edition was produced in 2008 and sent to every household in Mattishall. The directory gives details of organisations and businesses in the village. Previously, parish councillor provided the content and Poultec collated, printed and distributed the booklet. Due to lack of time, this item will feature on the October agenda.

14. Christmas Tree Lighting Event

- 14.1 It was agreed to hold the event on 4 December, the first Sunday of the month.
- 14.2 Mrs Hunton will be asked if she would be willing to lead on organisation of the event with support from the rest of the council. Further discussion take place at the October meeting.

15. Finances

- 15.1 **Payment of accounts** – *The Council resolved to approve the following payments:*

Payment to	Description	Payment
Mr D Jenkins	Handyman payment for August	146.48
TTSR	Grass and hedge cutting during August	525.60
Anglian Water	Water charge for Cemetery and Allotments	30.10
SSE Southern Electric	Electricity charge at Village Green	27.16
Norfolk County Council	Play Area lease – annual fee	131.64
Clerk's pay & expenses	September net pay* - tbc	885.24
	Payment to HM Revenue & Customs for tax & NI*	79.27
	Norfolk Pension Fund, contributions for September*	258.83
	Telephone for August	13.00
Total payments for approval		£2,097.32

16. Correspondence

- 16.1 The Parish Partnership scheme will be discussed at the October meeting. The Clerk will provide costings for SAM2 signs.
- 16.2 The email from a resident about speeding was discussed at item 10.

16.3 It was agreed it was unlikely that the request for a bus shelter would be possible at the current site on Dereham Road close to Rayners Way as the land behind is privately owned. Lack of funding for a new bus shelter was another consideration.

16.4 The suggestion that Mattishall sets up a Speedwatch scheme by the Safer Neighbourhood Coordinator was welcomed. The Clerk will write an article in the next newsletter looking for volunteers.

16.5 The Clerk will look into the voluntary code for smoke-free areas around public play areas with the new play area in mind.

17. Items for press release

17.1 The Clerk will draft a newsletter including some of the items discussed.

18. Items for the next meeting agenda

18.1 Discussion on the Local Plan, village directory, landscape design for the Village Green, new play area lease, Parish Partnership scheme (in relation to vehicle activated signs) and organisation of the Christmas event will feature on the 3 October meeting agenda.

The Chairman closed the meeting at 9.25 pm.