

**Minutes of the Mattishall Annual Parish Meeting  
Held at the Memorial Hall, Mattishall  
Wednesday 20 April 2016 at 7.30 pm**

NB – These minutes will be formally approved at the 2017 Annual Parish Meeting.

Present: Parish Councillors Richard Norton (Chairman of the Parish Council), Robert Bridge, Liz Hunton, Michael Nunn, John Rockliff, Janice Smith and Richard Turner. District Councillor Paul Claussen, County Councillor Bill Borrett, Parish Clerk Luisa Cantera and 12 members of the public were also in attendance.

**1. Welcome and apologies for absence**

1.1 The Chairman welcomed everyone to the meeting. There were no apologies for absence.

**2. Approval of the minutes of the meeting held on 22 April 2015**

2.1 Parish Councillors approved the minutes without amendment. They were duly signed by the Chairman as a correct record.

**3. Chairman's Report of the Parish Council's year for 2015-16**

3.1 Mr Norton gave a brief report of the Council's year. A copy of his report can be found in the Annual Report to be published by the end of June.

**4. Review of the Parish Council's finances for 2015-16**

4.1 The Clerk, Ms Cantera, gave an overview of the Parish Council's finances. The figures presented at this meeting are still subject to audit. The summary of receipts and payments can be found in the Annual Report or on request to the Clerk. The Clerk also presented a photographic slide show of the Parish Council's year.

**5. Mr Edward Bales and Mr Neale McArdle from Poultec/South Green Park Ltd**

5.1 Mr Bales spoke about the business that he set up in Mattishall in 1997 which now employs over 50 staff, 21 of whom live in Mattishall. The original aim was to work with the agricultural industry but it has grown into a training provider of apprenticeships and short courses, café, conference and outward-bound venue. Mr McArdle joined the business in 2009 and by 2003 the current premises in South Green, Mattishall, opened. Looking to the future, the business is planning to open a gym for village use/facility to train gym instructors.

**6. Ms Lisa Christensen: The Neighbourhood Planning Working Group's year**

6.1 Ms Christensen gave an overview of what is involved in developing a Neighbourhood Plan. She explained that a Neighbourhood Plan must be community led. Everyone in the village will be asked to vote by referendum towards the end of the process. The document should ensure that Mattishall has a framework for future development, it is not just about housing development but also includes services, infrastructure and roads.

6.2 The Neighbourhood Planning group was set up by the Parish Council in February 2016 and meets every two weeks. A considerable amount of background work is undertaken by the group members researching policy and consulting with the community (residents, businesses and services such as the school and surgery). It is a big undertaking but it is hoped that the Plan will be completed by Spring 2017.

6.3 Ms Christensen recommended that the Parish Council sets up a youth council. The Neighbourhood Planning group realises that this is the group of people hardest to consult with.

## **7. Mrs Anna English: Her newly published book about the Victorian School**

7.1 Mrs English explained that she taught at Mattishall Middle School some years ago. The inspiration for her book comes from the head teachers' log beginning March 1872, which is when the village school first opened. Miss Anderson was the school's first head mistress who kept fascinating records of the conditions she and her staff worked in, numbers of children, sickness, poor attendance even death and what a difficult task she and her staff had in teaching the children in one large room. The book spans the life of the school from its humble beginnings to the early 1970s.

## **8. Fred Garner from the Mattishall & Burgh Charity**

8.1 Mr Garner, Trustee of the Charity, gave a brief review of the Charity's work and their finances. The Charity, which has 17 parcels of land and other investments, and makes one-off payments to less well-off villagers each Winter. They were able to make payments totalling £7,010 to 44 parishioners in need of financial support during the past year.

## **9. Mr John Rockliff from the Barlow Charity**

10.1 There are two trustees, Mr John Rockliff and Mr Richard Norton. Both are also parish councillors. The Parish Council is sole managing trustee of the charity. Mr Rockliff and Mr Norton run the charity on a day to day basis. The charity owns the old school site, village green and has 10 affordable homes which were built in 2007. Just this year, two householders are moving so the charity has been involved in ensuring new householders have a local connection for the affordable home.

## **10. Any other business**

10.1 Mr Borrett introduced himself as the representative on the County Council for the Elmham and Mattishall Division.

10.2 Mrs O'Connor spoke about the progress being made on the old school site to create a play area, including an adult gym. The committee has been busy raising money, with a table-top sale held last August and an Easter egg hunt at the end of March 2016. Two events are planned for the coming months: a May Day Fair and Groove on the Green on 2 July. Some funds have already been secured and more is planned to make the project happen.

**The Chairman thanked everyone for attending, particularly those who came as speakers. He closed the meeting at 9.30 pm.**