



Meeting Minutes

Mattishall Parish Council

Monday 5 February 2018 at 7.00 pm, Memorial Hall

Parish Councillors present: Richard Norton (Chairman), Hannah Farrier-Dutton, Michael Nunn, David Piper, John Rockliff, Janice Smith (Vice-Chairman) and Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk) and three members of the public.

1 Apologies for absence

Apologies were received from Liz Hunton.

2 Members' declarations of interest in items on the agenda

There were no declarations of interest. [The Chairman declared a personal interest as neighbour of the applicant at Victoria Stores at the beginning of item 6.2].

3 Approval of the minutes of the meeting held on 9 January 2018

One amendment was agreed: to add 'not' to item 6.4. The sentence now reads: There are concerns that the affordable homes would not be adopted by a housing association due to the location. The minutes of the meeting were signed by the meeting Chairman as a correct record including the amendment.

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

The Clerk gave a summary of her report. It is available to read on the website.

5 Open forum for public participation

Two members of the public spoke to object to the Rayners Farm application, item 6.2.

6 Planning matters

6.1 Results of applications

3PL/2017/0743/VAR - Apple Dale Cottage Mill Road - Amendment to 3PL/2014/0288/F and 3NM/2015/0078/NMA to include kitchen, toilet and shower in the games room and other minor amendments to the scheme: Approved.

3PL/2017/1577/HOU - Brick Kiln Farm, Welborne Common - Proposed single storey rear extension incorporating a family/dining room: Approved.

6.2 **New applications - comments to be sent to Breckland Council**

3PL/2017/1599/F - Rayners Farm, 88 Dereham Road - Erection of two dwellings with garages: The Parish Council is broadly neutral on the proposal. In favour: It is a small development which is consistent with maintaining the character of the village. Against: 1. It is distant from most village services, the school, post office, doctors' surgery. 2. It will impact on the view when entering the village from the west. 3. When considered with the three recently built adjacent bungalows it could be considered to be over development of an edge of village semi rural site. 4. The development requires an access shared by four dwellings. The Parish Council outlined its assessment of the application against the most relevant policies of the Mattishall Neighbourhood Plan.

3PL/2018/0074/F & 3PL/2018/0075/LB - Victoria Stores, Church Plain - Sub-division of existing residential building with shop into two dwellings and shop: No objection - The only concern is the parking spaces available for 2 dwellings. There will only be 1 per property putting extra pressure on the parking for visitors in Church Plain (to the front of the property).

6.3 **Planning appeal response**

3PL/2016/1200/O - SC Developments, Land off Rayners Way - Demolition of existing dwelling to allow access for residential development: According to the newly adopted neighbourhood plan for Mattishall, this is the right size of development. However, the Parish Council has concerns about flooding issues on the site.

Mr Rockliff agreed to attend the Planning Committee at Breckland Council on 12 February to speak on the application for a housing development at Kensington Forge, Dereham Road (3PL/2017/1112/F).

7 **Updates from individual council members**

7.1 **Update on the A47 dualling**

The Chairman of the local parishes group has been keeping the members informed of communication with Highways England. The timetable for dualling has been put back.

It was noted that the Post Office was closed earlier today due to a system upgrade.

8 **Update from The Barlow Charity**

Mr Rockliff reported that four houses in Old School Green are in the process of being sold.

9 **Update on youth provision for the village**

9.1 A meeting of several Councillors, the Clerk and one member of the public will take place on 19 February. A report will be provided at the March meeting.

10 Data protection

10.1 Report from Clerk on the new Data Protection Regulation

Following Mrs Smith and Mr Turner's attendance on a data protection training course, they met with the Clerk to begin the process of adhering to the new regulation which comes into force on 25 May 2018. The report explained the next steps, the role of the Data Protection Officer (the Council needs to appoint someone to undertake this role), and the need for terms of reference for the working group.

10.2 Data Protection Working Group terms of reference

The Clerk presented draft terms of reference. Mrs Smith and Mr Turner agreed to be the lead Councillors on this group. The Clerk will also attend the meetings. The Council **RESOLVED** to approve the terms of reference.

10.3 Data Protection Officer

The Clerk was asked if she would be willing to take on this role. The Council **RESOLVED** to approve the Clerk as Data Protection Officer.

11 Update on recent inspections of the churchyard and cemetery

The Chairman and Mr Turner carried out an inspection on 24 January. No major issues were identified although there are several small tasks for the handyman for the coming months. The reports have been passed to the Clerk and she will help the handyman to prioritise the tasks.

12 Review and approval of the following documents:

12.1 Council's year planner

The Clerk presented a one-page year planner which shows when documents and tasks are due for review. The Council **RESOLVED** to approve the document.

12.2 Code of Conduct

The Clerk reviewed the document and suggested that no amendments would be necessary. It was agreed that the document will next be reviewed in 2022.

12.3 Financial Risk Assessment

The Clerk suggested a number of amendments to the document. The Council **RESOLVED** to approve the document with the amendments presented. The document will next be reviewed in February 2019.

Mrs Farrier-Dutton left the meeting at the end of this item.

12.4 **Play Area policy**

Several amendments were presented by the Clerk. The Council **RESOLVED** to approve the document with the amendments presented (one line will be removed on page 1 about the history of the play area site). The document will next be reviewed in February 2021.

The Chairman suspended Standing Orders in order to extend the meeting over 2 hours. Mrs Smith left the meeting at the end of this item.

13 **Finance**

13.1 **Report from the Internal Audit Control Officer on the Council's 3rd quarter**

Mr Rockliff confirmed that he had checked the finances for October to December 2017. He commented that they were up-to-date and in good order.

13.2 **Re-appointment of Catherine Moore as the internal auditor for 2017-18**

The Clerk explained that Mrs Moore undertook the previous financial year's internal audit. The Council **RESOLVED** to re-appoint Mrs Moore as internal auditor for 2017-18.

13.3 **Payment of accounts list**

The Council **RESOLVED** to approve the payments list (refer to final page).

13.4 **Commuted sum offered by Abel Homes**

The Clerk explained that Abel Homes had come back with a revised sum of £30,000 for the Parish Council to maintain the open spaces at the Cedar Rise development. The Council **RESOLVED** to accept the commuted sum of £30,000 offered by Abel Homes.

14 **Correspondence**

The correspondence was available for councillors to read. The Council did not wish to sign the pledge presented by the CPRE.

15 **Organisation of the Clerk's appraisal**

The Clerk asked who would like to be involved in her forthcoming appraisal. The Chairman and Mr Nunn will meet with the Clerk for her appraisal during February.

16 **Discussion on speakers for the Annual Parish Meeting to be held in April**

The Clerk reported that she had made enquiries for a speaker to talk about recycling and was awaiting a response.

17 **Items for press release**

No items were raised.

18 Items for the next meeting agenda (5 March 2018, 7 pm)

No items were raised.

The Chairman closed the meeting at 9.25 pm.

Payment of accounts list (item 13.3)			
Payment to	Description	Payment	VAT to be reclaimed
Total Gas & Power	Electricity supply at Village Green*	£9.82	£0.47
Norfolk Parish Training & Support	Data Protection training for 2 councillors	£56.00	
Miscellanea	November article in village magazine	£100.00	
Westcotec Ltd	SAM2, brackets and data collection unit	£3,900.00	£650.00
Peter Cresswell	Handyman payment for January, including expenses	£356.03	£48.53
Liz Hunton (parish councillor)	Santa outfit	£49.99	
Clerk's pay and expenses			
	February net pay**	£926.44	
	HMRC for tax & NI**	£88.77	
	Norfolk Pension Fund**	£276.49	
	Telephone for February	£13.00	£2.17
	Stationery	£3.74	£0.62
Total payments approved		£5,780.28	

*Paid by direct debit on 26 January

**Payments will be made on 28 February