



## Meeting Minutes

# Mattishall Parish Council

Monday 3 September 2018 at 7 pm, Memorial Hall

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Parish Councillors present: Richard Norton (Chairman), Janice Smith (Vice-Chairman), Hannah Farrier-Dutton, Michael Nunn, John Rockliff, Chris Taylor and Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk) and Pablo Dimoglou (District Councillor). There were no members of the public present.

### **1 Apologies for absence**

Apologies were received and accepted for Dr David Piper (personal reasons).

### **2 Members' declarations of interest in items on the agenda**

There were no declarations of interest.

### **3 Approval of the minutes of the meeting held on 2 July 2018**

The minutes of the meeting were approved and signed by the Chairman as a correct record without 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. The Clerk confirmed that Mr Taylor signed his declaration of acceptance of office a week after the July meeting.

### **5 Open forum for public participation**

Mr Dimoglou updated councillors on Breckland Council's local plan. The plan examination will take place on 18 September.

### **6 Planning matters**

#### **6.1 Results of applications (decision taken by Breckland Council)**

3PL/2017/1112/F - Kensington Forge, Dereham Road - Proposed residential development for 12 dwellings including change of use from storage/distribution and light industrial: Application approved.

3PL/2018/0671/F - 19 Farrow Close - Garage conversion and extension further forward: Application approved.

3PL/2018/0528/HOU - Ash House, 4 Mill Street - Proposed part removal of existing sun lounge and garage and construction of a new single storey extensions to form larger garage and additional accommodation: Application approved.

3PL/2018/0454/F - Land off New Lane - Change of use to recreational use and retention of shed and caravan (retrospective): Application approved.

3PL/2018/0803/HOU - Four Winds, Mill Road - Single storey rear extension with room in roof with Juliette balcony: Application approved.

## 6.2 **Report and recommendations on planning applications from the Delivery and Monitoring Group (DMG)**

The DMG looked at each of the planning applications and gave them scores against the neighbourhood plan policies. The Council agreed with the recommendation given for the application for consideration [listed below].

3NM/2018/0054/NMA - Kensington Forge, Dereham Road - Non-material amendment to 3PL/2017/1112/F in respect of amendment to wording of condition 9 to accord with the approved drawing 216-15-011 rev A: This is a technical matter which is beyond our competence to come up with a legal planning opinion on. We have seen representation from a parishioner that leads us to think it is contentious and we leave you [Breckland Council] to deal with this in the fullest way possible.

## 6.3 **Progress update on the Gladman application on land south of Dereham Road**

Mr Dimoglou commented that he contacted the Breckland officer dealing with this application to ask that they keep the parish council informed of any progress.

## 7 **Updates from individual council members (for information only)**

### 7.1 **Norfolk Day event held on 27 July**

Mrs Farrier-Dutton was thanked for bringing the idea to the Parish Council and leading the organisation of the event. It was a successful event and enjoyed by all.

### 7.2 **Data collected from the SAM2 (speed awareness messaging sign)**

Mr Nunn reported that the sign has been moved to the west end of Dereham Road facing west. Mr Turner added that between almost 10% of vehicles are travelling 10 mph above the speed limit, including one vehicle recorded travelling at 65 mph in a 20 mph zone.

## 8 **Update from the Barlow Charity**

Mr Rockliff reported that one of the affordable homes at Old School Green is currently for sale. The play area fence at the back of the gym area was repaired during the Summer. The Charity is looking into removing the tops of the trees between the car park and houses.

## **9 Remembrance Day commemorations**

### **9.1 Agreement on a location for the Airfields in Britain plaque to commemorate the Mattishall WWI airfield**

Three parish councillors met with the Clerk in August to discuss a suitable location. The Village Green and Church Plain were considered but due to the distance from the airfield site these locations were dismissed. The junction of Blind Lane with Norwich Road, which is close to the airfield site, was considered. It is a busy road but there is a pull-in for a car just into Blind Lane and a possibility that the plaque could be sited close to the highway signs near the junction. The Clerk was asked to speak further with Highways, the closest landowner and Runhall Parish Council as it is understood that this is in their parish.

### **9.2 Discussion on the purchase of a commemorative WWI soldier silhouette**

Mrs Farrier-Dutton explained that she had read about the WWI silhouettes. The larger silhouette is £750. Although the Council liked the idea, it felt the cost was high and wasn't sure what the future use of the silhouette would be. The Council decided not to purchase a silhouette.

The Remembrance Day service will start at 10.40 am on Sunday 11 September on the village green. A live broadcast from the Cenotaph in Whitehall, London, is a possibility that the working party is looking into. The Clerk will ask the Mattishall Royal British Legion distributor if a new string of poppies can be purchased. Another update will be provided at the October meeting.

## **10 Update on the agreed contribution by Abel Homes for the communal area at the Cedar Rise development**

The development at Cedar Rise, now referred to as Walnut Tree Fields, has several reservations and the affordable homes will soon be handed over to Victory Housing. Abel Homes plan pay across the commuted sum when they pass the open space over to the Parish Council, which is when they leave the site. They expect this to be Summer 2019.

## **11 Discussion of ideas on how to recruit a new councillor to fill the final vacancy**

There is a need to be more proactive because there has been little interest. The Clerk was asked to advertise the councillor vacancy in the next village newsletter. Councillors agreed to run informal 'meet your parish council' sessions half an hour prior to the January and February meetings to encourage interest.

## **12 Youth club**

### **12.1 Update on the new youth club**

Several councillors have attended youth club sessions to get a sense of how they are being received by the children and have an opportunity to talk with the staff.

Councillors are very impressed with the staff; there are always two staff at sessions and they interact well with the children. Sessions in early August only had a few attendees but numbers are increasing week on week and staff feel encouraged by the numbers. Some children are turning up after 7 pm (the start time is 6.30 pm) and it was debated whether to change the time to 7 pm. There is an issue with no wifi at the school hall and lack of storage. The Council **AGREED THE FOLLOWING RESOLUTIONS**: to offer free pizza at a session to be agreed with staff to encourage more children to attend; to move the start time to 7 pm (subject to YMCA agreement); to keep the target age group at 11-16 years.

#### 12.2 **Approval of equipment to be purchased following receipt of grant**

The Council has received £250 from Breckland Youth Advisory Board (with the possibility of a further £250). YMCA staff have spoken with the children who attend the club and have presented a wish-list of items. The Council **RESOLVED** to allow the Clerk a budget of £750 to purchase equipment for the youth club.

### 13 **Finance**

#### 13.1 **Update on the financial checks for the 1st quarter**

Mr Rockliff reported that he had checked the finances for April to June 2018 and confirmed that they were well presented and there were no issues to raise.

#### 13.2 **Update on payments made on 1 August**

The Council noted the payments made on 1 August (see final page of the minutes).

#### 13.3 **Grant request from Mattishall Parochial Church Council**

Mattishall PCC requested a grant towards maintenance at St Peter's Churchyard and purchase of a bench. The Council **RESOLVED** to grant £500 to Mattishall PCC.

#### 13.4 **Payment of accounts list**

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

### 14 **Tree lighting event - Discussion of ideas for the event and set up a working party to develop ideas**

The event will be held on the afternoon of Sunday 2 December. Mr Nunn and Mr Turner will place an order for a Christmas tree from the same supplier as last year. The working party group will be Mr Rockliff, Mrs Farrier-Dutton, Mrs Smith. Dr Piper will be asked if he would like to be involved.

### 15 **Mattishall & Burgh Charity**

15.1 The Council **RESOLVED** to reappoint Ruth Starling for a period of 4 years from 1 October 2018 and Pauline Cox for a period of 4 years from 1 January 2019.

### 16 **Correspondence** - The correspondence was available for councillors to read.

**17 Items for the next meeting agenda (Monday 1 October 2018)** - No items were raised.

The Chairman closed the meeting at 9.25 pm.

<b>1 August 2018 payment of accounts list (item 13.2)</b>		
Payment to	Description	Payment
David Bracey Play Safety Inspections	Annual inspection of the play area	£96.00
Eileen Conway, Miscellanea	Parish Council pages in village newsletter, June edition	£100.00
Hannah Farrier-Dutton	Councillor expenses relating to Norfolk Day event	£50.22
Mattishall Community Car Scheme	Contribution towards car scheme from April - June 2018	£223.80
Peter Cresswell	Handyman payment for July including purchase of materials	£329.58
Total Gas & Power	Electricity supply at Village Green*	£9.37
TTSR Ltd	Grass cutting for June	£432.60
Luisa Cantera / Norfolk Pension Fund / HMRC	Staff August salary, pension contributions, and tax/NI to HMRC**	£1,363.49
Luisa Cantera	Telephone	£13.00
Total payments for approval	*Paid by direct debit on 25 July 2018 **Payments will be made on 28 August 2018	£2,618.06

<b>Payment of accounts list - approved on 3 September 2018 (item 13.4)</b>		
Payment to	Description	Payment
Mattishall PCC	Grant towards upkeep of St Peter's Churchyard/new bench agreed at item 13.3 (S137 payment)	£500.00
Norfolk Trees	Tree survey	£360.00
Richard Turner	Councillor expense: padlock for SAM2	£18.65
Smith of Derby	Annual servicing of village clock	£250.80
Total Gas & Power	Electricity supply at Village Green*	£9.68
TTSR Ltd	Grass cutting for August	£432.60
Luisa Cantera / Norfolk Pension Fund / HMRC	Staff September salary, pension contributions, and tax/NI to HMRC**	£1,363.49
Luisa Cantera	Telephone	£13.00
Luisa Cantera	Stationery	£10.99
Total payments for approval	*Paid by direct debit on 25 August 2018 **Payments will be made on 28 September 2018	£2,948.22