



Meeting Minutes

Mattishall Parish Council

Monday 3 December 2018 at 7 pm, Memorial Hall

Parish Councillors present: Richard Norton (Chairman), Janice Smith (Vice-Chairman), Hannah Farrier-Dutton (from item 5), Michael Nunn, David Piper, John Rockliff, Chris Taylor and Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk) and Pablo Dimoglou (District Councillor). There was one member of the public present.

1 Apologies for absence

Mrs Farrier-Dutton gave her apologies for her anticipated late-arrival.

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 5 November 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, which is available to read on the website.

5 Open forum for public participation

A member of the public spoke about parking opposite the Methodist Church. He explained that for a number of years church members have parked on the grassed area but now that the new path has been created there have been a few comments from local residents about them parking there. He also asked if there are any planned improvements for mobile phone reception.

Mrs Farrier-Dutton joined the meeting.

Mr Dimoglou reported that the Breckland local plan inspector has now reported on his main modifications to the plan.

The Chairman took item 11 next in the proceedings given the comments from public participation.

11 To discuss parking in the Cedar Rise/Dereham Road area

The Chairman explained that he had heard conflicting views from villagers whether cars should be permitted to park on the verge opposite the Methodist Church. The Council felt that this was outside their jurisdiction and was a Highways issue.

6 Planning matters

6.1 Results of applications (decision taken by Breckland Council)

3PL/2018/1151/HOU - 2 Willow Close - Installation of 6ft wooden fence with concrete posts along perimeter that borders public pathway in place of current dying leylandii hedge: Approved.

3PL/2018/0641/CU - The Ramblers, Mill Road - Change of use of attached granny annexe to holiday let (retrospective): Approved.

6.2 Report and recommendations on planning applications from the Delivery and Monitoring Group (DMG) - Comments will be sent to Breckland Council on the following applications:

3PL/2018/1305/HOU - Meanwood, Welgate - Single storey extension and new porch to front elevation: No objection.

3PL/2018/1355/HOU - 46 Burgh Lane - Loft conversion: No objection.

6.3 To discuss the Mattishall neighbourhood plan with reference to any updates from Breckland Council

It has been suggested by a member of the public that the Mattishall Neighbourhood plan could be out of date. Mr Turner confirmed that this is not the case.

7 Updates from individual council members (for information only)

7.1 Data collected from the SAM2 (speed awareness messaging sign)

The equipment is now sited on Dereham Road along a 40 mph section facing traffic entering the village from the west. Statistics show that there were 54,000 vehicle movements in 4 weeks on this section of road (traffic travelling west out of the village), with one vehicle reaching 75 mph. The Clerk was asked to find out if a post could be purchased for Welgate so that the SAM2 could be used along this road.

7.2 Remembrance Sunday held on 11 November

Councillors who attended the event felt the special service was a fitting tribute to commemorate the 100th anniversary of the First World War Armistice. The vicar of All Saint's Church, who led the service, has asked to meet with parish councillors to receive feedback and begin discussions for next year's event.

7.3 **Christmas Tree Lighting event held on 2 December**

Most councillors were involved in this event, which included a santa's grotto in the church, followed by refreshments, music, singing and the tree lighting. It was a very successful event and lots of positive comments were received from people who attended.

8 **Update from the Barlow Charity**

Mr Rockliff reported that one house sale is going through. Permission has been granted from Breckland Council to reduce the height of the line of trees in front of the houses in Old School Green. A trustee meeting is scheduled for 10 December.

9 **Youth club**

9.1 **Update on the weekly youth club**

Mr Nunn reported that there are now 49 children on the youth club's attendance register with numbers between 18-20 per week. A Christmas party is planned for 14 December. Breckland Youth Advisory Board have now paid a second grant of £250 towards equipment. They commented that as the youth club is so popular the club could be split into a younger and older age groups. This is a consideration for the future.

9.2 **Agreement to continue the youth club beyond the six-month trial end-date**

The youth club trial runs to 1 February 2019. The Council **RESOLVED** to continue the youth club for a further 6 months beyond 1 February 2019. The Clerk will book the hall and ensure that the contract is extended with the YMCA. Mr Rockliff abstained from voting as he is a trustee of the YMCA.

9.3 **Discussion on funding opportunities and whether to charge an entrance fee**

The Council will seek grant funding to enable the youth club to continue. The Clerk was asked to write to the Breckland Youth Advisory Board to find out how they can help with sourcing additional funding opportunities. The Council **RESOLVED** to continue with no entrance fee for the youth club (to the end of July 2019).

10 **Discussion on the Norwich Western Link options and agreement on a Parish Council response to the public consultation**

The Council viewed the map of the four options being offered. The Council **RESOLVED** to respond to the consultation with option C as the preferred option. This option links the Broadland Northway with the A47 at Honingham, and by-passes Weston Longville and Ringland.

12 Finance

12.1 Review of cemetery fees

The Clerk provided the Council with comparisons between the current fees and fees charged at other cemeteries. The Council **RESOLVED** to ask the cemetery working group to come up with a proposal for discussion at the January meeting.

12.2 Review of allotment fees

The Council asked the Clerk to provide details of allotment sizes and current fees paid for discussion at the January meeting.

12.3 Discussion on the first draft of the 2019-20 budget

The draft budget had been prepared by the Clerk, Mr Rockliff and Mr Turner and was provided to councillors ahead of the meeting. The Council was happy with the budget figures and will formally approve the budget at the January meeting.

12.4 Payment of accounts list

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

13 Correspondence

The correspondence was available for councillors to read.

14 Co-option of a new councillor to fill a vacancy

One application for the councillor vacancy had been received. The Council **RESOLVED** to co-opt Mr Terry Wilkins. He was unable to attend the meeting but will meet with the Clerk during December for an induction and to sign his declaration of acceptance of office.

15 Items for the next meeting agenda (Monday 7 January 2019)

A possible Easter event, approval of the 2019-20 budget, cemetery and allotment fee review will all feature on the next agenda.

The Chairman closed the meeting at 9.10 pm.

Payment of accounts list - approved on 3 December 2018 (item 12.4)

Payment to	Description	Payment
Anglia Sign Casting	Plaque for memorial garden	£95.09
Berry Hall Woodlands	Christmas tree for village green	£150.00
D Piper	Parish Councillor expenses: cups for Christmas event, mileage to meeting and wadding for Christmas event	£71.77
E Conway/Miscellanea	Parish Council newsletter entry into Miscellanea magazine	£100.00
H Farrier-Dutton	Parish Councillor expenses: lights, books and curtains for Christmas event	£77.29
J Smith	Parish Councillor expenses: refreshments for Christmas event	£31.38
LF Everetts	Printing of Remembrance Day booklets	£130.00
Mattishall Memorial Hall	Hire of hall for youth club (October - December 2018)	£240.00
Mattishall PCC	Room hire for Christmas event	£10.00
P Cresswell	Handyman payment for November (of which materials are £35.93)	£167.77
Playdale Playgrounds Ltd	Bolts, caps and washers for play area	£4.61
Total Gas & Power	Electricity supply at village green*	£14.09
TTSR Ltd	Grass cutting	£405.00
Clerk's pay and expenses		
Luisa Cantera / Norfolk Pension Fund / HMRC	December staff salary, pension contributions to Norfolk Pension Fund, and tax/NI to HMRC**	£1,363.49
	Working from home	£13.00
	Brown bin annual renewal	£44.00
	Table tennis table	£150.00
	Meeting refreshments	£4.50
	Refreshments for Christmas event	£88.22
Total payments approved		£3,160.21
*Paid by direct debit on 30 November 2018		
**Payments will be made on 28 December 2018		