



Meeting Minutes

Mattishall Parish Council

Monday 6 November 2017 at 7pm, Memorial Hall

Parish Councillors present: Richard Norton (Chairman), Hannah Farrier-Dutton, Liz Hunton, Michael Nunn, David Piper, John Rockliff, Janice Smith (Vice-Chairman) and Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk), Paul Claussen and Pablo Dimoglou (District Councillors) and 3 members of the public.

1 Apologies for absence

All parish councillors were present.

2 Members' declarations of interest in items on the agenda

Mrs Farrier-Dutton declared an interest in item 20.1 as a relative of someone who has applied to be handyman.

3 Approval of the minutes of the meetings held on 2 October 2017 and 30 October 2017

The minutes of the both meetings were 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.

5 Open forum for public participation

A member of the public spoke about the new opening times for the play area requesting that they are at least 8 am - 5 pm during the Winter. A petition had been passed to the Clerk with 126 signatures supporting the new proposal.

An offer was made to help set up and run a youth club to give the village young people something to do in the evenings.

A member of the public spoke to object to one of the two gates being locked at the play area.

A suggestion was made to fit a latch or bolt on the front gate as it sometimes doesn't close properly. A taller fence between the car park and play area was suggested.

6 Planning matters

6.1 Results of applications

3PL/2017/1034/F - Mattishall United Reformed Church, Welgate - Conversion of redundant church to residential: Approved.

3PL/2017/1035/HOU - 2 Parkers Road - Removal of a boundary hedge comprising of diseased and dying Leylandii which is adjacent to a public highway pavement and grass verge. Erection of a continuous close board fence (1.8m high) on existing boundary line: Approved.

3PL/2017/1229/HOU - Lime Tree Farm, Welgate - Proposed porch to front of property: Approved.

6.2 New applications - comments to be sent to Breckland Council

C/3/2017/3018 - Norfolk County Council application - The Shrubbery, Main Road, North Tuddenham - Variation of conditions 1 & 7 of planning permission C/3/2016/3026: Agreed not to submit a comment as the application does not relate to Mattishall.

3PL/1229/VAR - Tabnabs, Church Plain - Variation of condition no. 3 on 3PL/2011/0730/CU - Change of business hours: The Council supports this application.

6.3 Neighbourhood Plan referendum update

Nicky Grandy was invited to speak from the public to update the Council on the Neighbourhood Plan. She explained that prior to the Plan going to referendum it was found that it contained some inadvertent editorial errors, however Breckland Council said that the plan could not be amended. Ms Grandy attended Breckland Council's cabinet meeting and was invited to speak. Councillors were very supportive of the plan and sympathetic to the fact that errors were in the plan, however a legal representative said that plan could not be amended post referendum and prior to adoption. The plan was 'made' on 2 November 2017. The advice is to adopt the plan and modify it soon after. Ms Grandy was thanked for her hard work.

6.4 Consideration of submitting a response to the Planning Inspectorate regarding the Gladman appeal

The Parish Council has written to the Planning Inspectorate to request a public hearing. The Parish Council agreed to write a response regarding the objection (due by 23 November). Mr Turner, Mr Rockliff and Ms Grandy will prepare a response for the Clerk to send.

7 Remembrance Day Service

Mrs Hunton reported that all preparations are in place. She suggested that next year the orders of service are printed in colour. The Council **RESOLVED** to grant a £20 donation to All Saints Church for the printing of this year's orders of service.

8 Setting up a working group to organise the Christmas Event to be held on 3 December

Mrs Hunton updated Councillors on the event organisation. Some of the preparations are underway. A meeting of several Councillors and the Clerk will be organised for mid-November.

Mrs Hunton asked for item 10.1 to be taken next as she needed to leave after this item.

10 Updates from individual council members

10.1 Update on Rural Housing summit held on 13 October

Mrs Hunton attended this meeting hosted by MP George Freeman. A sustainable housing organisation, Hastoe, gave a presentation on their work in communities to build social housing. Mrs Hunton proposed that the Parish Council invites Hastoe to a council meeting next year to hear more about what they do.

Mrs Hunton left the meeting.

A message of thanks was passed on to Mrs Smith for her efforts with village planting over the Summer.

9 Play area

9.1 Update since the October meeting

The school agreed to speak to children about being respectful at the play area and flyers went in book bags about the usage times which resulted in the petition against a 4 pm closing time. The annual inspector has reported that other play areas are usually open from 8 am until dusk. There is no stipulation in the planning permission for opening/closing times. The side gate was locked after the decision at the October meeting. Several parents have complained about the gate being locked. The Clerk and Mr Nunn met with two members of the Breckland Operational Partnership in late October to discuss the terms of the planning permission, which they were happy with except that 'no ball games' signs need to be displayed.

9.2 To revisit a decision made at the 2 October meeting to change the closing time to 5 pm (from 4 pm) between November and March at the play area

The Clerk received a signed letter from three Parish Councillors asking for the closing time to be reconsidered (and reopening of the gate) in light of the petition received from parents. The Council **RESOLVED** to have usage times as 8 am to dusk all year round. This will be reviewed again during the Spring/Summer of 2018.

9.3 To revisit a decision made at the 2 October meeting to consider whether to reopen the play area gate

It was reported that children have been jumping over the gate and fence instead of using the front gate. The idea had been to stop children from moving between cars in

the carpark but some children are jumping and landing close to the cars. The Council **RESOLVED** to reopen the gate.

Mr Rockliff asked the Council to consider the following items for discussion at the December meeting: to consider a higher fence between the play area and the carpark; to consider access to the gym from the play area; to consider moving the gym equipment to the Village Green; to agree how to deal with the muddy area near the path at the front gate.

Two members of the public left the meeting after this item.

10.2 **Update on the A47 dualling and recent meeting with Highways England**

Mr Nunn, Dr Piper and the Clerk met with three representatives from Highways England on 26 October. Highways England will consider all of the comments received from parish councils that are close to the proposed dual carriageway section. The next stage is public consultation and the Parish Council will be informed of when these will be held (likely to be Spring 2018).

11 **Update on the Parish Councillor vacancy**

The Clerk reported that the Council is now free to co-opt for the vacancy created by Mr Bridge's resignation in early October. The vacancy will be advertised.

12 **Update from the Barlow Charity**

The Trustees will meet on 13 November. Two residents of Old School Green wish to sell their homes. The charity's accounts are due to be filed with Companies House shortly.

13 **Adoption of the Cedar Rise development green space**

Abel Homes have offered a commuted sum in return for the Parish Council looking after the open space at the new development for a 10-year period. The Clerk was asked to write to Abel Homes to negotiate.

14 **Requests from All Saints Church, Mattishall regarding church lighting**

14.1 **Agreement on a contribution towards the repairs relating to the tower lighting**

The lighting of the church tower was a millennium project financed by the Parish Council. The quotation received from an electrician is £74 + VAT. The Council **RESOLVED** to pay the repair bill.

14.2 **Agreement a contribution towards cost of lighting church tower**

The Council **RESOLVED** to pay the £60 invoice.

Mr Dimoglou left the meeting.

The Chairman suspended standing orders to extend the meeting over 2 hours.

15 Finance

15.1 Update on the finances for the 2nd quarter

Mr Rockliff reported that he had checked the finances from July to September and found them to be kept in good order.

15.2 Payment of accounts list

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

15.3 Drafting the budget for 2018-19

The Clerk asked for two councillors to assist her in drafting the budget. Mr Rockliff and Mr Turner agreed. It will be presented at the December meeting.

16 Correspondence

The correspondence was available for councillors to read.

17 Agreement of meeting dates for 2018

The Clerk provided suggested dates and the Council agreed to remain at the first Monday of the month (with first or second Tuesday when there is a bank holiday).

18 Items for press release

The successful defibrillator training will be mentioned in the next newsletter.

19 Items for the next meeting agenda (4 December 2017)

The topics raised under item 9.3.

Mrs Farrier-Dutton left the meeting prior to the next item due to her declared interest.

20 Resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude the members of the public and press for the following confidential item:

20.1 Appointment of a village handyman

Two people expressed an interest in the work of handyman. The Council **RESOLVED** to appoint Mr Cresswell on a 12-month contract to start as soon as possible.

The Chairman closed the meeting at 9.20 pm.

Payment of accounts list - approved on 6 November 2017 (item 15.2)			
Payment to	Description	Payment	VAT to be reclaimed
Total Gas & Power	Electricity supply at Village Green	£12.14	£0.58
Mattishall Community Car Scheme	Contribution towards July, August and September	£245.40	
The Royal British Legion	Poppy wreath (S137 payment)	£17.50	
Mattishall Methodist Church	Room hire for Highways England meeting	£16.00	
DTC Building Services	Removal of gate at old play area	£120.00	
Mattishall PCC	Contribution towards cost of lighting at All Saints Church (s137)	£60.00	
Community Action Norfolk	Annual subscription	£20.00	
Xmas Direct	Christmas tree lights	£359.98	£60.00
Mike Nunn (parish councillor)	Post mix cement (for fixing Christmas Tree pipe)	£7.90	
Mattishall PCC	Room hire for Christmas event	£10.00	
Clerk's pay and expenses			
	November net pay*	£1,462.59	
	HMRC for tax & NI*	£256.43	
	Norfolk Pension Fund* and **	£175.47	
	Telephone for November	£13.00	£2.17
	Mileage	£10.08	
	Refreshments (for litter pick morning & Highways England pre-meeting)	£25.50	
	Stationery	£4.75	£0.79
Total payments for approval		£2,816.74	

*Payments will be made on 28 November

**£276.49 was sent to Norfolk Pension Fund twice in October (their sort code changed) so the difference is being paid in November