



Meeting Minutes

Meeting of Mattishall Parish Council

Monday 7 September 2020 at 7pm,
via Video Conferencing

Parish Councillors present: Mike Nunn, Graham Clarke,, Richard Turner, David Piper and David Fowler. Also in attendance: Lorraine Trueman (Parish Clerk) and Ian Martin (District Councillor).

Cllr Nunn opened the meeting at 7.02pm and welcomed everyone.

1. To receive apologies for absence

Apologies were received from Cllrs Norton and Smith.

2. To receive declarations of interest in items on the agenda and consider any requests for dispensations

None were received.

3. To approve the minutes of the meeting held on 3 August 2020

A change to item 8.2 was requested so that it read “The clerk advised that the insurance company had confirmed that the play area would be covered within the policy if government guidelines were followed. Councillors agreed that before the play area can reopen the spikes above the swings should be installed, appropriate signage be in place and weekly inspections resume. Cllrs Turner and Clarke agreed to install the spikes, Cllr Piper was nominated to take on the inspections, while the clerk would arrange for the signage in line with government guidelines. The councillors agreed to aim for reopening of the play area mid-August.”

4. To report progress on items not on the agenda from the last meeting (Clerk’s Report)

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

5. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors

District Councillor, Ian Martin confirmed that the planning application for the land South of Dereham Road would be going to the chairman's panel, then to the planning committee.

District Councillor, Ian Martin also spoke about the planning application at Kensington Forge. He explained that he had met with some residents and how he was trying to bring the situation to a head.

Ian Martin then spoke about the 2 planning consultations launched by the Ministry of Housing, Communities & Local Government with focus on the changes to the current planning system as this has a consultation deadline of 1 October 2020. Breckland's current Local Plan is based on delivering an annual number of 612 new dwellings pa. while the proposed changes would see this rising by 75%. The councillors discussed how this could impact Mattishall with thoughts about the local facilities which are already stretched. The councillors agreed that this was a key issue with many factors to consider. They resolved to have an extraordinary meeting before 1 October to discuss their response to the changes to the current planning system. This meeting will be open to the public and any residents are welcome to attend and to put forward their views. A meeting date will be agreed in the coming days and this will be communicated to the public via the Parish Council's website.

6. Planning matters

6.1. To receive results of applications

3PL/2020/0703/HOU - 29 South Green - Proposed two storey side extension with front and rear dormer windows. Reroofing and new porch to front. Demolition of existing garage, erection of single storey extension forming enlarged lounge and kitchen, new annex and garage (revised materials). Approved

3PL/2020/0601/VAR - Development Site 605237 310880, Gregs Close - Variation of Condition No's 2, 10 & 11 on 3PL/2018/1409/O. Approved

3PL/2020/0717/LB - Ivy Barn, Welgate - To change external colour of all windows and doors to a mid-grey matt paint colour. Approved

6.2. To receive comments from the Neighbourhood Plan delivery and monitoring group on applications received since the last meeting with deadline dates before the current meeting

3PL/2020/0854/HOU – 53 Burgh Lane - Addition of a Dormer Window to side of the bungalow to create a first floor room extension
Mattishall Parish Council's only concern relates to potential overlooking however, this is not in this instance considered to be significant.
No objection.

3PL/2020/0689/F – Mattishall Football Club - To install a storage container to house tractor and mower and other pitch maintenance equipment.
Mattishall Parish Council does not object to this application.
No objection.

3PL/2020/0477/HOU - 34-36 The Old Stables Dereham Road - Construction of detached Cart Shed Garage with first floor storage and associated works.
The Parish Council's objection dated 7 July 2020 remains unchanged.
Objection.

Ian Martin advised that the councils request to call in this application could not be met because the deadline had passed.

6.3. To receive report and consider recommendations from the Neighbourhood Plan delivery and monitoring group on new planning applications

3PL/2020/0887/HOU - 12 Gregs Close Mattishall - Proposed single storey extension to the front elevation

The proposed extension is forward of the building line and extends to within 910mm of the public footpath.

The highway safety sightline from the property garage to the South will be drastically impaired.

This proposal is contra to;

MNP Policy HOU5 – not sympathetic to the immediate neighbouring residential architecture style and type.

MNP Policy HOU8 – extensions, regard to be given to access to the highway.

Local Plan Policy COM 1 (m) – compromises highway safety does not allow for safe access for vehicles, walking and cycling.

Objector.

3PL/2020/0477/HOU - 34-36 The Old Stables Dereham Road - Construction of detached Cart Shed Garage with first floor storage and associated works.
The Parish Council objection to this application still stands.

It is noted that the overall height of the building has been reduced by 0.875 and the external metal staircase deleted within the latest drawing 613-PLO1 revision C.

The fundamental issues of overdevelopment, car parking and manoeuvring, having to reverse out from or into the highway give rise to significant highway safety concerns.

The Parish Council would have expected the Historic Buildings consultant to have taken issue with the obvious overdevelopment that neither preserves or enhances the Conservation Area.

Objector.

6.4. To receive report from the Neighbourhood Plan delivery and monitoring group on planning application for Land South of Dereham Road (ref. 3PL/2020/0462/F)

Cllr Turner reported that the DMG group could not see anything new in the latest application and so the council should proceed with the same objections as before.

The councillors highlighted the primary school and local doctors' surgery are already full and raised concerns over additional families moving to the catchment area. They agreed there was a need to talk to Breckland and Norfolk County Council about the Section 106 agreement and to discuss if it was possible to create a pool for school facilities.

6.5. To receive report from the Neighbourhood Plan delivery and monitoring group on planning issues at Kensington Forge (ref. 3PL/2017/1112/F & 3DC/2020/0050/DOC)

It was noted that the correct planning application ref is 3PL/2020/0890/LU
Ian Martin repeated that he was trying to bring the issue of the sightline to a head. It was also confirmed that the case officer is Simon Wood.

6.6. To receive report and consider recommendations from the Neighbourhood Plan delivery and monitoring group on consultant comments on Ivy Barn (ref. 3PL/2020/0717/LB).

Cllr Clarke spoke about Ivy Barn and explained to the council that this is a typical Norfolk long barn. When the conversion was carried out there was a requirement for oak doors and windows to be installed.

The council did not support the original application to change the window colours based on the guidance from Historic England but the conservation officer took the view that the guidance did not apply in this case due to the date of the conversion. The council agreed that Cllr Clarke should draft a communication to Breckland DC planning department. Once this had been agreed by the DMG the clerk would forward the correspondence on.

6.7. To discuss the implications of proposed planning changes, by the government, on Mattishall's Neighbourhood Plan and agree action to be taken

It was agreed during item 5 that this should take place in a separate meeting due to the length and depth of the discussion required. The public are welcome to attend this meeting. Ian Martin advised he was not clear on the changes that could be required to the neighbourhood plan.

Ian Martin left the meeting at 20.08.

7. To receive an update on the youth club and consider latest government advice

Cllr Nunn reported that over the past 4 weeks, where the youth club have been operating outside, there have been fairly low numbers. However, there has been interest shown in future weeks being held inside the memorial hall. If this was to go ahead the YMCA would run this, ensuring bubbles of no more than 5 youths with 1 member of staff per bubble. There would be a maximum of 3 bubbles (15 youth's and 3 staff). The youth club is not currently open but before lockdown numbers were

25-30 youth's per session, which included 20-25 regular attendees. Cllr Nunn asked the council to consider the funding aspect of reopening the club. The funding would be the same but the club could only take a maximum of 15 youths. The councillors discussed running the club on a rotation system to ensure all youths had an opportunity to attend but agreed this would be for the YMCA to manage. They also discussed if the youths would still enjoy the sessions with stricter rules and no tuck shop but there was a strong desire to keep the club going. It was agreed that Cllr Nunn would contact the YMCA to run another 4 week trial period inside the memorial hall.

8. To receive an update on the play area and consider latest government advice

The clerk reported that the play area was seeing a lot of use and some residents had commented their appreciation on the council working hard to reopen the area after lockdown. Cllr Piper was now carrying out the weekly inspections and Cllr Fowler agreed to act as a backup.

The inspections had highlighted some issues and the council discussed how these should be resolved.

The clerk will gain quotes for the re-plastering of the wall as this is now flaking off and could be a potential hazard as well as looking untidy.

Cllr Piper will continue to monitor and seal posts where there are risks of splinters. Cllrs Piper and Fowler will look at the repositioning of the surface by the spinner as this is beginning to lift.

The clerk will look into getting some more permanent COVID-19 signage as the current signs need to be replaced regularly.

9. To receive the latest SAM2 report

Cllr Turner reported that the last data collected, when the sign was placed on Dereham Road, facing Yaxham, showed that 1.5% of traffic was travelling at 40mph+ with 1 vehicle travelling at 70mph. Despite the easing of lockdown traffic volumes are down 15% on last year.

The clerk had a request from a resident that the SAM2 is placed at Burgh Lane and the council agreed to this next time it is moved.

It was also reported that Speedwatch have been given the go ahead from 21 September.

10. To receive an update on A47 dualling

Cllr Nunn reported that the meetings for the A47 North Tuddenham to Easton dualling and the Norfolk County Council Local Liaison Group meetings where merging. The parishes are pushing for Highways to talk to NCC as they have concerns about the unintended consequences of the Berry Lane junction and with the Highways responsibility stopping before this main junction.

Both Cllr Nunn and Piper will advise their contacts for each meeting that there should be no change in the contacts at Mattishall Parish Council and communications should continue to go to each of them and the clerk.

Cllr Piper advised he had requested the minutes from the last meeting for the Norwich Western Link but had not yet received these.

11. To agree members of working groups

Cllr Fowler agreed to take on the responsibility of councillor contact for footpaths. The clerk will check the Parish Council records and pass on any contacts at Breckland DC and Norfolk CC. Cllr Fowler also agreed to replace Cllr Piper on the Neighbourhood Plan Delivery and Monitoring Group (DMG).

12. To discuss if action should be taken to reduce the number of unauthorised notices posted around the village

The councillors discussed the number of posters attached to road signs, telegraph poles, bus shelters, etc and were concerned that the appearance of the village was being undermined. The clerk had advised she had been in contact with Highways but had not yet had any response. It was agreed that the clerk would post on Nextdoor and Facebook to gain public opinions.

13. To discuss if litter picks should be restarted and agree costs involved with purchasing equipment

The clerk reported that Breckland were not loaning out litter picking equipment, but they were prepared to collect any rubbish picked. The council agreed they would like to arrange another litter pick and that the clerk should source litter pickers, gloves, Hi-Viz jackets and bin bags. They agreed that the next litter pick would take place on Saturday 26 September, at 10am and that the clerk would advertise this date. The clerk will carry out the risk assessment ahead of the day and Cllr Turner will lead the event on the day. There will no be after drinks as there has been on other occasions due to COVID-19.

14. To discuss the equipment left outside Mattishall News

The council noted this had improved and were aware that the owners had struggled during lockdown to get the equipment removed.

15. To agree the purchase of Xmas Tree

The council recognised it is unlikely the usual event can take place on the village green but they did feel it would positive to still have a lite tree on the village green for residents to see when passing. The council agreed unanimously a tree would be picked from Berry Hall at an approximate cost of £150.

16. To discuss future events

The council were keen to hold events for the village and agreed there would need to be restrictions in place to meet the latest government guidelines. Mark McCaghrey had already expressed a desire to have some limited events and it was agreed that

Cllr Piper would work with Mark McCaghrey to come up with proposals for Remembrance Day and Xmas.

17. To agree training support for councillors and clerk

It was unanimously agreed that Cllr Fowler should attend an induction course for new councillors and that the clerk should attend the courses requested. These courses covered planning, accessibility, clerking and budgeting. The total cost of all courses approved was £363.

18. To agree to pay clerk for additional time incurred

The clerk reported an additional 37 hours worked since May. Cllr Nunn explained that a significant proportion of this was due to the additional work created by COVID-19. The council agree to pay the clerk for the hours. The clerk advised this would be added to October costs.

9.37pm all councillors agreed to continue with the meeting.

19. To approve the payment list

The council approved the payments.

20. Correspondence

Correspondence was available for councillors to read.

21. To decide on location for October meeting

The clerk advised the latest advice is to continue with virtual meetings. The council agreed for October meeting to be held on Zoom but some of the Parish Council would attend the memorial hall AGM to understand the challenges that might be faced when they move back to face to face meetings.

22. To receive items for 5 October agenda

Remembrance Day and the response to the Ministry of Housing, Communities & Local Government on the changes to the current planning which requires a response by 1 October 2020.

23. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item

There were no members of the public present, so it was necessary to exclude anyone.

23.1. To discuss an increase in gardener's hourly rate

The council commented on how well the village green was looking. They agree to the hourly rate rise to £16.

23.2. To review quotes for goal posts to be installed on the village green

The council debated if a net should also be included with the goal posts but agreed they would try with no net in the first instance. Cllrs Piper and Fowler agreed to look at moving the bench and installing the goal post. It was agreed to purchase the Harrod Sport goal at a cost of £402.23.

23.3. To review quotes for tree works identified in survey carried out in July

The council unanimously agreed to use Treecare Consultants to carry out the work to the 2 trees identified in tree survey at a cost of £410.

23.4. To review quotes for crack stitching repairs to Burgh Lane cemetery wall

The councillors discussed the 3 quotes. Cllr Clarke confirmed SJ Cutler would give a 12-month warranty on any works and the council agreed to proceed with the quote from SJ Cutler at a cost of £408.

The clerk passed the hosting of the meeting to Cllr Turner and the clerk was placed in the waiting room while the next 2 items were discussed.

23.5. To agree the confirmation of employment of the Clerk

The council agreed to end the clerk's probation period early and move her onto a permanent contract.

23.6. To review clerk's salary based on performance and Local Government Services' Pay Agreement 2020-21

The council noted the agreement reached by the National Joint Council that is backdated to 1 May 2020 for the clerk and agreed a salary increase for the clerk with effective from 1 September 2020.

Payment of accounts list - for approval on 7 September 2020

Payment to	Description	Payment	VAT to be reclaimed
Heart2heart	Replacement defib battery	£195.00	£0.00
Jaki Alden	July gardening fees	£112.00	£0.00
Miscellanea	2 pages in newsletter	£100.00	£0.00
S&A Robinson Stone Masons	Supply memorial, mount WW1 plaque and install	£680.00	£0.00
Total Gas & Power	Electricity supply at village green*	£15.26	£0.76
TTSR	Grass & hedge cutting for Aug 2020	£832.51	£138.75
Clerks pay and expenses			
L Trueman	Salary and related expenses**	£1,377.43	
L Trueman	Expenses	£107.97	£10.20
		£3,420.17	£149.71

* Payment taken on 25 August 2020

** Payment to be made on 30 September 2020