Minutes of a Mattishall Parish Council meeting
Held at Mattishall Memorial Hall
Monday 5 December 2016 at 7.00 pm

Parish Councillors present: Richard Norton (Chairman), Janice Smith (Vice-Chairman), Liz Hunton, Michael Nunn, David Piper, John Rockliff and Richard Turner. Also in attendance: Parish Clerk, Luisa Cantera, and one member of the public.

1. Apologies for absence

Apologies were accepted from Parish Councillor, Robert Bridge. District Councillor, Pablo Dimoglou, also sent his apologies.

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 7 November 2016

The minutes of the meeting 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 reported that all tasks from the November meeting had been completed. The Clerk's report is available to read on the website. The Clerk was asked to write to contact Highways again regarding verges that have still not been cut in Stone Road.

5. Open forum for public participation

One member of the public spoke about speeding vehicles entering the village from Norwich. The Clerk was asked to highlight the issue to Highways.

6. Planning matters

6.1 **Results of applications**
3PL/2016/1151/HOU – Mr & Mrs Green, 3 Greenacre Close, Mattishall – Install gable escape windows to serve loft conversion: Planning permission granted.

3PL/2016/1187/HOU – Mr Dearman, The Nook, Welborne Road – Single and two storey extensions to dwelling: Planning permission granted.

6.2 **New applications – comments to be sent to Breckland Council**
3PL/2016/1414/D – Abel Homes, Land off Cedar Rise. Comments regarding the design of site and properties - The Parish Council would prefer to see the green areas in the centre of the land rather than around the edges. We would like it to be clarified who will be responsible for the maintenance of green areas. We are not overly enamoured with the look of the property designs, and ask that the planners work with the developer to improve the facades.

6.3 **Amendments to the following Neighbourhood Planning documents: The Neighbourhood Plan; Consultation Statement; Basic Conditions Statement; Sustainability Statement**
It was explained that the amendments are minor and mostly presentational. The Plan still maintains that a policy is necessary that supports housing for people with a local connection.
The Council resolved to approve the the revised plan and supporting documents.

6.4 **Council representation on the Planning Committee on 14 December**
At the time that the Parish Council agenda was published it was thought that the application for 65 homes south of Dereham Road would be discussed at the 14 December planning committee but it has been discovered that it will be discussed sometime in the New Year.

7. Progress update from the Play Area Committee

Mr Piper reported that fundraising is progressing well. Applications have been submitted to the Bernard Sunley Foundation, The Rank Foundation and Breckland Council. It was explained that the whole project cost is estimated at £80,000, although the landscaping prior to installation has already been paid by the Parish Council.

8. Update from the Barlow Charity

The trustees held a meeting of the charity on 22 November and agreed to repair the gully paving at the entrance to Old School Green car park. The houses are planned for external painting in 2017. The draft minutes will be posted on the Parish Council website shortly.

9. Updates from individual council members

9.1 **Tree lighting ceremony held on 4 December**
Mrs Hunton reported that the event had been well attended and the team worked well together. SqueezEast Concertinas were thanked for their musical performance and Mrs Hunton for leading the singing. Donations amounted to £109.70, which will go towards the play area project.

9.2 **Northern Distributory Road consultation**
The Chairman attended a recent meeting in Norwich to hear more about the consultants' plans for the NDR. A road link from Attlebridge to the A47 is being considered. It is not anticipated that Mattishall will be directly affected although the consultants are contacting all parishes in the area. Mattishall Parish Council will be invited to future meetings as a consultee in the process.

9.3 The Chairman reported that several local parish council chairmen met again recently to discuss planning. The group has decided to meet with district councillors and the Chairman of Breckland Council.

9.4 Mrs Smith reported that she attended a Safer Neighbourhood Action Panel meeting recently. Mattishall has a new Police Community Support Officer.

It was resolved to suspend Standing Orders to extend the meeting over 2 hours.

10. Village Green landscaping project

10.1 **Agreement of specification prior to obtaining quotations provided by the landscape designer**
Councillors discussed the revised concept plan for landscaping of the Village Green. It was agreed that the Chairman and Clerk will meet to draw up a specification for the design.

Dr Piper left the meeting at 9.10 pm.

10.2 **Discussion regarding the phone box renovations**
The Clerk presented plans for the renovation of the red phone box, which will be moved to the Village Green and house a community defibrillator. *The Council resolved to accept the plans presented.* The Clerk will manage the renovation project.

11. Request for an additional inscription on the war memorial

Mr Taylor, who has been researching village history, wrote to the Parish Council to request that an additional inscription is added to the war memorial for Norman Wrighton. The villager,

originally from London, married a Mattishall woman and worked for the war effort recruiting hundreds of local men to send to war. He died in Devon in 1917. *The Council decided not to add an inscription but wished to thank Mr Taylor for letting them know about this gentleman.*

12. Review of the work undertaken by the current grass and hedge cutting contractor

The current grass and hedge cutting contractor, TTSR, has been working for the Council since July 2016. Their work has been of a high standard. *The Council resolved extend the contract with TTSR for a further two years, until Winter 2018.*

13. Finances

13.1 **Discussion of the Clerk's attendance at a practitioners' conference in February 2017**
The Clerk asked the Council if they would be prepared to pay for her attendance at a conference for clerks. *The Council resolved to pay for the Clerk to attend the conference.*

13.2 **Draft budget for 2017-18**
The Clerk presented the draft budget. The budget will be looked at again at the January meeting when the precept and budget will be agreed.

13.3 **Agreement to retrospectively approve payments made on 20 April 2016**
The Clerk explained that three payments paid after the Annual Parish Meeting had not been recorded as paid. They are detailed below. *The Council resolved to retrospectively approve the payments.*

Payment to	Description	Payment
Mattishall Community Car Scheme	Contribution towards running of car scheme from February to March 2016	163.75
Mr Daniel Jenkins	Handyman payment for first two weeks of April	76.50
Mrs Liz Hunton	Food purchased for Queen's 90th tea party	30.85
Mrs Janice Smith	Spray for Cemetery roses	5.99
Total payments approved		**£277.09**

13.4 **Payment of accounts** – *The Council resolved to approve the following payments*:

Payment to	Description	Payment
Mr D Jenkins	Handyman payment for November	104.00
Total Gas & Power	Electricity on Village Green for October 2016	12.36
Mattishall Community Car Scheme	Contribution towards running of car scheme from August to October 2016	257.45
Miscellanea	Parish Council news in village newsletter Neighbourhood planning news in village newsletter	100.00 37.50
Mattishall PCC	Annual contribution to cost of lighting All Saints Church tower	60.00

Berry Hall Woodlands	Supply and delivery of Christmas Tree for Village Green	130.00
Mrs J Smith (councillor)	Reimbursement for refreshments for Christmas event	17.97
Mr R Norton	Mileage expenses for attendance at meeting at County Hall	14.85
Rachel Leggett	Neighbourhood Planning consultant	1,140.00
Anglian Water	Water charges for Cemetery and Allotments from August to November 2016	106.28
Broadacre Gardens	Concept design for Village Green landscape project	300.00
Clerk's pay & expenses	December net pay*	885.24
	Payment to HM Revenue & Customs for tax & NI*	79.27
	Norfolk Pension Fund, contributions for December*	258.83
	Telephone for November	13.00
	Stationery	5.00
	Refreshments for Christmas event	57.18
	Annual renewal of garden waste collection bin	42.00
Total payments approved		**£3,620.93**

*to be paid on 28 December

14. Progress report on recent inspections of Cemetery, Play Area, Allotments and Churchyard

Due to lack of time, this item will be discussed at the January meeting.

15. Correspondence

The correspondence was available for councillors to read.

16. Items for press release

There were no items for press release.

17. Items for the next meeting agenda (9 January 2017)

No items were added at this stage.

The Chairman closed the meeting at 9.55 pm.