



Meeting Minutes

Mattishall Parish Council

Monday 26 March 2018 at 7 pm, Memorial Hall

Parish Councillors present: Janice Smith (Vice-Chairman & Meeting Chairman), Hannah Farrier-Dutton, Liz Hunton, Michael Nunn, David Piper, John Rockliff and Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk) and 7 members of the public.

1 Apologies for absence

Apologies were received and accepted from Richard Norton (Chairman) who was unable to attend due to a work commitment. Apologies also received from Paul Claussen, District Councillor.

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 March and 21 March 2018

The minutes of the meetings were approved and signed by the Meeting 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. She encouraged attendees to come along to the next litter pick on Saturday 21 April.

5 Open forum for public participation

Prior to the start of public participation, the Meeting Chairman explained that at the extraordinary meeting held on 21 March it was announced that there would be an informal meeting including George Freeman, 3 members of the Parish Council and 2 District Councillors. The purpose of the meeting, held on 23 March, was to explore whether anything can be done to appeal against the Planning Inspectorate's decision to allow 50 homes on land south of Dereham Road. George Freeman MP confirmed that he is not able to 'call in' the application but suggested that the Parish Council could seek an opinion of a barrister to see if the application would stand a chance at a judicial review. He will also see if a retired barrister he knows could assist. He said that if it was found that there was a legal challenge he could take it to the Secretary of State as well as the Parish Council. Another topic explored at the meeting was ensuring that particular conditions are enforced on the planning application. A member of the

public present at the meeting has written to Breckland Council with questions regarding the appeal decision.

Public participation:

A member of the public explained that after 31 March Breckland Council will be recalculating their land housing supply.

A member of the public spoke of her frustration in having to rely on the Parish Council for action.

Mr Rockliff spoke to explain that the Parish Council's annual budget is £40,000 for the coming year and this alone does not make it possible to follow this case to judicial review. All indications show that such a review would be in excess of £100,000.

Another member of the public spoke to suggest that the Parish Council takes the process of judicial review step-by-step by finding out if there is a case for statutory challenge or judicial review. He felt that it would encourage the Parish Council to find out the strength of the case at least. He suggested that the Parish Council puts pressure on Breckland Council to put the case forward.

The owner of the land on Garvestone Road spoke about her application for a dog walking field. It will be a secure area for individuals to exercise their dogs in a safe environment.

The owner of Daryll Farm, Mill Road, explained that the application was previously granted planning permission but this is a new application due to significant changes in the design.

6 Planning matters

6.1 Results of applications (decision taken by Breckland Council)

3PL/2017/0875/F - Ballards Bridge Farm, West End - Siting of a static caravan:
Application refused.

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

Mr Turner explained that Dr Piper, Mr Nunn and himself had looked at each of the planning applications and given them scores against the neighbourhood plan policies. Each month they will give a brief overview of the application and present a recommendation to the Council. The Council agreed with all of the recommendations given for the four applications for consideration [below].

6.3 New applications - comments to be sent to Breckland Council

3PL/2018/0252/F - Land adjacent to Daryll Farm, Mill Road - Proposed dwelling and garage: The Parish Council had supported the previous application on this site. However, since then the Mattishall Neighbourhood Plan has been adopted. The PC

believes that the following Mattishall Neighbourhood Plan policies apply to this application - ENV2, ENV5, ENV6, HOU2, HOU4, HOU5, HOU6 and TRA1. This application complies with all of these policies except TRA1. However, even though this application does not meet the sustainable transport criterion there currently appear to be no other acceptable locations within the village that do. The PC feels that this non-compliance is outweighed by the adoption of a sustainable heat source and provision of its own sewage treatment plant. The PC supports this application.

3PL/2018/0210/F - Garvestone Road - Proposed change of use amenity land as dog walking field and 5'00" high timber fencing gate and signage: No objection.

3PL/2018/0240/HOU - Brick Kiln Farm, Welborne Common - Proposed brick and timber clad summerhouse/workshop: No objection.

3PL/2018/0271/HOU - 31 Dereham Road - Proposed demolition of porch and construction of a single storey kitchen dining room: No objection.

All of the members of the public left the meeting after the planning items.

7 Updates from individual council members (for information only)

The Meeting Chairman spoke about several pot-holes in the village. The Clerk will send her a link to Highways reporting online so that she can report them easily herself.

8 Update from the Youth Provision Working Group

A poster to publicise the possibility of a new youth club and questionnaire for young people to complete are ready. Young people living in Mattishall up to the age of 16 will be asked for the views on whether they would use a youth club if it was offered, what they would like to do and where they would like it to be held. Dr Piper, Mr Nunn and the Clerk will visit a YMCA youth club in Norwich on Thursday to see how it is run.

Mrs Farrier-Dutton apologised for having to leave the meeting early.

9 Update from The Barlow Charity

Mr Rockliff reported that he had written an article to be included in the latest village newsletter about the affordable homes that the charity has. This is so that people with a village connection have the opportunity to buy a home at 75% of the market rate. Some of these houses are currently for sale.

10 Data protection

10.1 Update from the Data Protection Working Group

The Meeting Chairman reported that she and Mr Turner recently attended a seminar which included an update on data protection and the new rules coming into force on

25 May 2018. The seminar was well worth attending and they felt clearer on what is required of the Parish Council.

10.2 Approval of a Data Protection policy

The Clerk presented a draft policy. The Council **RESOLVED** to approve the policy.

11 Review and approval of the following documents:

11.1 Complaints policy

The Clerk presented the Complaints policy with a few minor amendments, such as a change to the external auditor's details. The Council **RESOLVED** to approve the document with the amendments presented. The next review is due March 2022.

11.2 Risk Assessment

The Clerk suggested a number of minor amendments to the document. Data protection was also added as a new section. The Council **RESOLVED** to approve the document with the amendments presented. The date of next review is March 2019.

12 Update on the Speed Awareness Messaging sign (SAM2)

The Clerk, Mr Turner and Mr Nunn met with the supplier earlier in March who instructed them in how to fit the SAM2 and how to move it after a maximum of 4 weeks. The Clerk has created a spreadsheet to monitor the locations and will share it with Mr Turner, Mr Nunn and Dr Piper who have agreed to move the equipment between the 5 approved locations in Mattishall.

13 Proposal from the Airfields in Britain Conservation Trust for a WWI commemorative plaque

Airfields in Britain are offering a free commemorative plaque to be placed either at the site of the WWI airfield or close-by. The airfield site was located one mile to the east of Mattishall but now cannot easily be found as it has been returned to use for agriculture. Councillors discussed where a plaque could be sited and agreed to discuss the topic again bringing ideas to the meeting.

14 Finance

14.1 Payment of accounts list

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

15 Correspondence

The correspondence was available for councillors to read.

16 Items for press release

No items were raised.

17 Items for the next meeting agenda (1 May 2018, 7.30 pm)

No items were raised.

The Meeting Chairman closed the meeting at 9.10 pm.

Payment of accounts list - approved on 26 March 2018 (item 14.1)			
Payment to	Description	Payment	VAT to be reclaimed
Total Gas & Power	Electricity supply at Village Green*	£8.93	£0.43
ESE Direct Ltd	Supply and installation of bike racks	£1,484.06	£247.34
Peter Cresswell	Handyman payment for March, including expenses	£242.50	
Anglian Water	Bill for Cemetery and Allotments	£29.75	£4.96
Mattishall Memorial Hall	Room hire for March meeting	£40.00	
Clerk's pay and expenses			
	April net pay***	£926.44	
	HMRC for tax & NI***	£88.77	
	Norfolk Pension Fund***	£276.49	
	Telephone for April	£13.00	£2.17
	Use of home as office (annual)	£156.00	
	Padlock for SAM2	£9.78	£1.63
Total payments approved		£3,275.72	

*Paid by direct debit on 23 March

**Payment to be made by direct debit on 3 April

***Payments will be made on 30 April