



Meeting Minutes

Mattishall Parish Council

Monday 2 September 2019 at 7 pm, Memorial Hall

Parish Councillors present: Michael Nunn (Meeting Chairman), Graham Clarke, Hannah Farrier-Dutton, Richard Norton, Chris Taylor and Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk) and five members of the public.

Mr Nunn opened the meeting. He read out a message from the Chairman thanking councillors for their efforts in organising recent events (the Easter egg hunt, Norfolk Day and silent auction). The silent auction raised £290.

1 Apologies for absence

Parish Councillors Terry Wilkins (Chairman), David Piper and Janice Smith gave their apologies to the Clerk in advance of the meeting and the Council accepted their apologies. Apologies were also received from District Councillors, Paul Claussen and Ian Martin.

2 Members' declarations of interest in items on the agenda

No declarations of interest or requests for dispensation were made.

3 Approval of the minutes of the meetings held on 1 July and 7 August 2019

The minutes of both meetings were approved without amendment and signed by the Meeting Chairman as a correct record.

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. The Clerk explained that the cemetery and village green tasks completed by the Probation Service in August went very well. The Clerk was asked to write to the Probation Service to thank the team for their efforts.

5 Open forum for Public Participation: an opportunity to hear from members of the public

Four members of the public spoke to object to the former water extraction plant planning application at item 6.2. They said that the application goes against Breckland Council's local plan and Mattishall's neighbourhood plan.

One member of the public commented that the new speed humps on Dereham Road are very severe.

6 Planning matters

6.1 Results of applications (decisions taken by Breckland Council)

3PL/2019/0604/LB - Talbot House, Church Plain - Replacement of some defective window and doors: Application approved.

3PL/2019/0666/HOU - Ash View, Church Lane - Single storey side and rear house extension, together with internal modifications and a new larger front bedroom elevation window: Application approved.

3PL/2019/0707/HOU - Cottonwood Cottage, Welgate - Erection of front porch and conversion of garage to habitable room: Application approved.

3PL/2019/0710/HOU - 46 Burgh Lane - Loft conversion to include dormer windows to south side elevation and new roof lights to side elevations: Application approved.

3PL/2019/0761/CU - Land off New Lane - Continued use of land for recreational use and retention of shed & caravan for additional 12 months: Application approved.

3PL/2019/0804/HOU - Hall View Barn, 88A Dereham Road - Erection of 2 bay oak framed cart lodge with log store: Application approved.

Mr Turner reported that Breckland Council planning committee met today and the Four Winds application for the erection of 3 detached dwellings and garages (3PL/2019/0375/F) was 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/2019/1011/HOU - 91 Dereham Road - Front single storey extension and side and rear single storey extension: No objection.

3PL/2019/0877/F - Former Water Extraction Plant, South Green - Residential re-development comprising two 1.5 storey dwellings including means of access - The parish council objects to this application. The Mattishall Neighbourhood Plan (MNP) was 'made' in early November 2017 having been approved by 93% of those who voted in the referendum. This plan was based on the results of a questionnaire to which 38% of residents responded, and numerous public consultations.

This MNP contained policies for ensuring that the housing requirement to 2036 would be met by the village. The minimum requirement of 141 dwellings was confirmed by

Breckland Council (BDC) and the Examiner and was included in the draft Local Plan; this was subsequently amended to 149 by the Inspector of that Plan to reflect the actual situation at the time of inspection.

The MNP did not include site allocations as the only site acceptable to BDC at the time was subject to considerable local opposition, subsequently being removed from the draft Local Plan as a preferred site for that reason. All other sites were rejected by BDC as unsuitable, including a number in the same area as this application.

Since the MNP was 'made' the minimum requirement to 2036 has already been exceeded, primarily by ignoring the policies in the Plan.

This application does not conform to following MNP policies:

ENV3 - Trees, hedgerows and boundaries

ENV5 - Distinct villages

ENV6 - Tranquillity and dark skies

ENV7 - Protecting and enhancing the local environment HOU1 - Size of individual developments

HOU2 - Housing types

HOU4 - Complement and enhance the existing character of the villages HOU5 - High quality and energy efficiency

TRA1 - Safe and sustainable transport

There is nothing to indicate that the applicant has considered the policies of the MNP. We note that the address on the application is incorrect, it is South Green as clearly shown on the map accompanying the application, and that some of the accompanying drawings are incorrectly captioned. Also the site is not fully paved as stated in the application.

Highways have objected to the site on visibility grounds. Data from the village SAM sign indicates that there are in excess of 35000 vehicle movements per month on this stretch of road. Speed data from the SAM sign location in South Green indicates that the Highways assessment of likely traffic speed at the site location is somewhat conservative.

The papers accompanying this application do not even offer the usual token concession to 'sustainable development' and moving toward a low carbon future.

7 Updates from individual council members (for information only)

7.1 Norfolk Day held on 27 July

The weather was cool and the sky was grey on this year's Norfolk Day. Numbers were lower than hoped due to the weather, a major event being held in Norwich, and a road closure in the village. However, those that came enjoyed the entertainment, stalls and races. It was agreed at the August meeting that the remaining vouchers donated by local businesses would be used for a silent auction. The silent auction was held on 25 August at the Swan pub. It raised £290 and the proceeds will be used for hampers to

be given out to villagers in need close to Christmas. The Council will decide the process of how to allocate hampers at the October meeting.

7.2 **A47 dualling**

Mr Nunn reported that he attended an A47 dualling group in July. The group has made a wish-list of 6 points they would like Highways England to take into account in their deliberations.

7.3 **Norwich Western Link**

Mr Nunn reported back on the detail of the Liaison Group meeting of 9 July attended by Dr Piper. The next steps timeline was presented as: the outline business case submission to the Department of Transport by the end of 2019; planning application submission early 2021; and start of construction late 2022.

The next meeting is 17 September at which the focus will be on 'packaging of complimentary transport measures'. Forms will be issued for return by 18 October to receive views of local parish councils.

7.4 **SAM2 (speed awareness messaging sign)**

The sign was in Back Lane for 4 weeks in July. Surprisingly, there were fewer speeding vehicles at this location than expected. The sign was not turned round as the post was found to be insecure. As an interim measure the sign was moved to Mill Street for the next 4 weeks while a tree in Burgh Lane, a new location, was pruned to allow the sign to function properly. The sign is now in Burgh Lane.

7.5 **Weekly youth club**

Mr Nunn reported that he has written an article about the youth club for the village magazine, Miscellanea. There is a new supervisor for the club who is very inspiring. The children have enjoyed using the recently purchased outdoor sports equipment and free ice-lollies left over from Norfolk Day. There is a new name for the youth club: The Friday Hideout. The group is looking for volunteers to help out on Friday nights; the Clerk will help to advertise locally.

8 **Play area**

8.1 **Annual inspection report and consideration of recommendations**

The Clerk shared the report with councillors ahead of the meeting. A few minor issues were raised and the Clerk will ensure that these are dealt with.

8.2 **Consideration of the installation of a new gate for the play area**

Mrs Farrier-Dutton asked the Council to consider a new gate as the current gate opens outwards towards a busy road and can be easily opened by very young children. The play area gate was deemed to be satisfactory by the inspector in his recent report. Councillors were sympathetic with the issue raised and asked the Clerk to research the cost of a suitable replacement gate from Playdale. Mr Turner will investigate if a magnet could be sourced as an alternative solution for closing the gate tightly.

9 Village events

9.1 Organisation of Remembrance Day

Mr Clarke and Mrs Farrier-Dutton put themselves forward to assist Dr Piper with organising this event. The war memorial has experienced some vandalism over the summer, including a paving slab on the base that has been damaged. The Clerk will source new paving slabs.

9.2 Christmas event

Mr Turner and Mr Nunn will reserve a tree from the usual supplier in Honingham. The date of the Christmas event was discussed and it was provisionally agreed as Sunday 8 December, subject to the church's plans for their children's activities afternoon which usually runs earlier in the afternoon and feeds into the Parish Council event on the village green. The working group will meet soon to begin organisation.

9.3 75th anniversary of VE Day commemorations

As Dr Piper, who is the lead organiser from the Parish Council for this event, was not present it was agreed to postpone discussion of this item to the October meeting.

10 Discussion on whether to have a sign at the entrance to the play area at Walnut Tree Fields

The Clerk explained that Abel Homes are installing a small play area at the site (which will pass to the Parish Council shortly) and have asked if the Council wishes to have a sign installed. The Clerk was asked to discuss whether a sign is necessary with the annual play area inspector and respond accordingly to Abel Homes.

11 Replacement of assets for use at village events

11.1 Replacing the marquee

The marquee, frequently used by the Parish Council for village events, is worn and leaks when it rains. Mr Turner had researched a replacement of a similar size. The Council asked the Clerk to work with Mr Turner to come up with options for discussion at the October meeting of up to £600 including VAT.

11.2 Replacing the PA system

Mr Nunn explained that the PA system used at village events is borrowed from a villager and the Parish Council would benefit from buying a new one. There is a PA system that belongs to the village but it is old and no longer used. Mr Nunn had started some research and found a suitable system for just under £400 including VAT. He and the Clerk will research PA systems further and present options at the October meeting.

The Meeting Chairman suspended standing orders to allow the meeting to continue beyond 2.5 hours.

Mrs Farrier-Dutton's request to discuss item 15 next in the proceedings was agreed to. There were no members of the public remaining at the meeting at this stage.

15 Consideration of the appointment of a handyman and the terms to be offered

Councillors and the Clerk had met with two people over the Summer who are interested in the handyman/woman role. The Council **RESOLVED** to employ Matt Plunkett on a six-month trial contract starting September 2019.

12 Finance

12.1 Report from parish councillor checking the finances for the 1st quarter

Mr Turner met with the Clerk to review the finances and reported that they were in good order. He plans to create a new checklist.

12.2 Consideration of grant requests from local organisations

One application had been received from Mattishall Parochial Church Council. The Council **RESOLVED** to award Mattishall PCC £400 towards the maintenance of St Peter's churchyard.

12.3 Payment of accounts list

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

12.4 Re-appointment of internal auditor for the 2019-20 financial year

The Clerk explained that the Parish Council must appoint an internal auditor for the 2019-20 financial year-end. She proposed that the Council appoints the same internal auditor who worked on the 2018-19 internal audit. The Council **RESOLVED** to appoint Max Bergin for 2019-20 internal audit.

12.5 Discussion on renewal of the contract with ESPO for electricity supply

The Parish Council has a contract with ESPO, a public sector procurement service, for supply of electricity at the village green. The contract is due for renewal on 1 October 2020. The Council **RESOLVED** to renew the contract with ESPO. The contract will run until September 2024.

13 Correspondence

The correspondence was available for councillors to read.

14 Items for the next meeting agenda (Monday 7 October 2019)

Remembrance Day organisation, play area gate, 75th anniversary of VE Day commemorations, allocation of Christmas hampers, Norwich Western Link, and marquee and PA system quotes will feature as items for discussion on the October agenda.

The Meeting Chairman closed the meeting at 9.56 pm.

Payment of accounts list		
Payment to	Description	Payment
Breckland Council	Fee for administering uncontested election	£75.00
G Clarke, Parish Councillor	Expenses relating to cemetery/village green	£51.60
Irons & Stone Restoration Ltd	Rebuilding part of churchyard wall	£1,032.00
J Alden	Gardening service	£300.00
Member of the public	Reimbursement for clothing marked by wet varnish on play area bench	£16.00
Mattishall Memorial Hall	Hall hire from April - September 2019	£152.00
Mattishall PCC	Grant towards maintenance of St Peter's Churchyard	£400.00
Total Gas & Power	Electricity supply at village green*	£14.05
Clerk's pay and expenses		
	September net pay/HMRC/Norfolk Pension Fund**	£1,395.78
	Working from home allowance	£18.00
	Materials for cemetery project	£211.88
	Refreshments for cemetery project	£6.13
	2 further skips for cemetery project	£300.00
	Mileage	£15.12
Total payments approved		£3,987.56

*Paid by direct debit on 24 August 2019

**Payments will be made on 30 September 2019