



Meeting Minutes

Mattishall Parish Council

Monday 3 July 2017 at 7pm, Memorial Hall

Parish Councillors present: Richard Norton (Chairman), Robert Bridge, 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) and one member of the public (from item 10).

1 Apologies for absence

There were no apologies for absence.

2 Welcome to Hannah Farrier-Dutton

Mrs Farrier-Dutton, who was officially co-opted at the June meeting, signed her Declaration of Acceptance of Office, witnessed by the Clerk. She was welcomed onto the Parish Council.

3 Members' declarations of interest in items on the agenda

There were no declarations of interest.

4 Approval of the minutes of the meeting held on 5 June 2017

The minutes of the meeting were signed by the Chairman as a correct record without amendment.

5 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. Mrs Hunton joined the meeting during this item.

6 Open forum for public participation

There were no members of the public present for this part of the meeting.

The Chairman read out a statement from District Councillor Pablo Dimoglou regarding the Gladman application.

7 Planning matters

7.1 Results of applications

3PL/2017/0643/HOU - 16 Cedar Rise - Two storey rear extension: Planning permission granted.

7.2 New applications - comments to be sent to Breckland Council

3PL/2017/0744/VAR - Development plot at the Paddocks, Mill Road - Proposed self build eco passive house and separate car port, including roof mounted photovoltaic array and improved access to site 3PL/2015/1337/F & 3PL/2016/0790/VAR conditions 2: No objection.

7.3 Update on the Neighbourhood Plan

A brief update was provided. Most of the discussion was at item 7.4.

7.4 Course of action relating to the suggested changes to the Neighbourhood Plan by the Working Group

It was explained that Lisa Christensen, Chair of the Neighbourhood Plan Working Group, had written to Breckland Council to ask for some changes to two paragraphs in the Plan. Breckland asked that the Parish Council considers the suggested changes. If the changes are endorsed by the Parish Council, the referendum date of 23 August will be put at risk as Breckland will need to seek legal advice to see if any changes can be made. The changes relate to paragraphs 8.8 and 8.9 of the Plan. After deliberation, the Parish Council felt that it did not want to mislead the public by keeping in the paragraphs as they were currently written. *The Council resolved to request that Breckland Council considers the changes.*

8 Update from the Barlow Charity

Mr Rockliff reported that a trustees' meeting was held on 22 June. The minutes will be posted on the Parish Council's website.

9 Updates from individual council members

It was reported that a public footpath in the Welgate area is quite overgrown. The Clerk will look into this.

10 Plans for dualling of the A47

The Chairman hopes to attend a meeting to discuss the options for dualling the A47 between Honingham and North Tuddenham. The meeting is being organised by the Chairman of Hockering Parish Council on 6 July. The Chairman plans to attend if work commitments allow.

11 Play Area Project

11.1 Project update

The Clerk reported that the Play Area installation commenced in mid-June and is due to be completed by 15 July. Mr Rockliff has been dealing with concerns from some local residents.

11.2 Discussion on whether the play area will be used prior to the grand opening

Assuming the play area is completed by 15 July, the area could be accessed before it opens officially on 22 July. The Parish Council would like to prevent children from playing in the play area prior to the opening event and will put up signs and lock the gates during this period.

11.3 Options for a table tennis table

The Clerk provided three quotations from outdoor table tennis suppliers. *It was resolved to purchase the 'Park' table manufactured by Cornilleau from UK Table Tennis Tables Ltd.* The anchorage kit (and sand tray if recommended by the supplier) will be purchased to be installed near the gym equipment.

12 Mattishall & Burgh Charity

The Charity has two trustees that are coming to the end of their 4-year term and have put themselves forward for re-election. The Parish Council endorses these appointments. *It was resolved to re-elect Mr Urban Hawkins for a 4-year term from 1 December 2017 and Mr Fred Garner for a 4-year term from 1 January 2018.*

13 Finance

13.1 Consideration of grant funding for painting two Mattishall milestones

Mr Ford, who is a member of the Milestone Society, has asked the Parish Council to make a nominal contribution of £20 per milestone towards the recent re-painting of the two 1868 Mattishall milestones. *It was resolved to grant £40 to the Milestone Society.*

Councillors asked that Mr Ford contacts the Parish Council in advance of painting next time. Mr Ford is looking for a resident/family to adopt the Yaxham Road milestone. The other milestone on Dereham Road has been adopted by a local couple who will wash it regularly.

13.2 Grants to local organisations

No further grants have been requested of the Parish Council at this time.

13.3 Summary of the finances for the 1st quarter of 2017-18

The Clerk presented the finances. Payments are at 36% against budget due to several grants being awarded in June and a significant payment for the new play area taking place during the first quarter.

13.4 Payment of accounts list

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

14 Correspondence

The correspondence was available for councillors to read.

15 Items for press release

The Clerk will write an article to send to the Dereham Times ahead of the play area opening.

The Council agreed to suspend Standing Orders to allow the meeting to extend beyond 2 hours.

16 Agreement of date for the next meeting

The next meeting was agreed as Monday 31 July (bringing forward the date of the August meeting by a week).

17 Items for the next meeting agenda (31 July 2017)

No items were raised.

18 The Council passed a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item:

18.1 To discuss the handyman's contract, which ends on 12 July 2017

18.1 Two letters of interest had been received. *The Council resolved to appoint Mr Jenkins for a six-month period with a review at the three-month stage.*

The meeting closed at 9.15 pm.

Payment of accounts list - approved at item 13.4			
Payment to	Description	Payment	VAT to be reclaimed
Playdale Playgrounds**	Phase 1 play area 50% payment	35890.74	5981.79
Playdale Playgrounds	Phase 2 play area 50% payment	5400.00	900.00
Mr D Jenkins	Handyman payment for June	229.50	
Total Gas & Power	Electricity supply at Village Green to 6 May	12.55	0.60
SLCC Norfolk	Conference attendance for Clerk	49.50	
TTSR Ltd	Grass and hedge cutting for June 2017	451.55	75.26
Miscellanea	2-page newsletter entry and half page for Neighbourhood Plan	125.00	
Janice Smith	Ties for Cemetery rose trees	5.37	
LF Everett & Son	Printing for 'Groove on the Green' event	9.60	1.60
Clerk's pay and expenses			
	July net pay*	926.44	
	HMRC for tax & NI*	88.77	
	Norfolk Pension Fund*	276.49	
	Doggy bags	4.00	0.66
	Telephone for June	13.00	2.17
	Stationery (paper and laminator pouches)	6.48	1.08
	Stamp for Annual Return	0.98	
	Hazard tape	13.45	2.24
	WIX (adjustment from June list)	8.43	1.40
Total payments		43511.85	

*Payments will be made on 28 July

**Invoice paid on 19 June 2017 (pre-approved at 5 June meeting)