



Meeting Minutes

Mattishall Parish Council

Monday 4 June 2018 at 7 pm, Memorial Hall

Parish Councillors present: Richard Norton (Chairman), Hannah Farrier-Dutton, Michael Nunn, David Piper and John Rockliff. Also in attendance: Parish Clerk, Luisa Cantera, and District Councillor, Pablo Dimoglou, were present. There were no members of the public present.

Mr Norton signed the Declaration of Acceptance of Office prior to the start of the meeting.

1 Apologies for absence

Apologies were received and accepted for Vice-Chairman, Janice Smith, and Councillor Richard Turner (both unable to attend for personal reasons).

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 1 May 2018

The minutes of the meeting 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. The Clerk was asked to obtain quotes for re-rendering the wall at the play area.

5 Open forum for public participation

Mr Dimoglou spoke regarding Breckland's Local Plan, a key document which guides development over the next 20 years, which is currently under review. Members of the public can attend Breckland's meetings to hear the discussions. There is an allocation of 15,500 new homes in the district over the life of the plan. The challenge is working out where the new homes will go. Thetford and Attleborough have taken much of the district's allocation in the past but far fewer homes have been built than expected.

6 Planning matters

6.1 Results of applications (decision taken by Breckland Council)

3PL/2018/0314/HOU - Four Winds, Mill Road - Single storey rear extension with room in roof: Application approved.

3PL/2018/0431/HOU - 43 Wier Avenue - Extension to rear: Application approved.

3PL/2017/1525/F - All Saints Church, Church Plain - Install new oil tank, erection of wattle fencing screening and associated landscaping (holly hedging): Application approved.

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

The DMG looked at each of the planning applications and gave them scores against the neighbourhood plan policies. The Council agreed with all of the recommendations given for the four applications for consideration [listed below].

3PL/2018/0436/F - Mattishall Middle School, Dereham Road - Siting of a double decker bus in the grounds of Mattishall Middle School (retrospective): No objection.

3PL/2018/0571/VAR - 4 Parkers Road - Variation of condition 2 on pp 3PL/2017/0174/HOU - single and two storey extension to rear - insert roof lantern to flat roof and remove window: No objection.

3PL/2018/0556/HOU - Welborne House, Heath Road - Insertion of two velux windows on south elevation roof: No objection.

3PL/2018/0454/F - Land off New Lane - Change of use of land to recreational use and retention of shed (retrospective): The shed building is large and seems out of proportion and out of character with the site. It would have been helpful if the applicant had explained what use the building has/will have. The Parish Council would like to know whether the caravan on the site requires planning permission and why the permission applied for is described as 'temporary'.

7 Updates from individual council members (for information only)

7.1 Update on the A47 dualling

The preferences of the multi-parish group is for access roads onto the new dialled section to be agreed amongst the group so that when Highways England consults with them a clear, united voice is presented. The dualling is due to commence in 2021.

7.2 Update on the Norwich Western Link Road

Discussions are ongoing about whether there will be a western link connecting the A47 west with the Norwich Northern Distributor Road. Dr Piper will attend the next meeting and report progress at the July Parish Council meeting.

7.3 Update on SAM2 (speed awareness messaging sign)

Dr Piper explained that when he and Mr Nunn visited the sign to relocate it after the 4-week period and collect data, several villagers spoke to them to ask what they were doing. He explained that it would be useful for Parish Council volunteers working at the roadside to have a hi-viz jacket. The Clerk will look at prices.

A resident has asked if the SAM2 can be used in Welgate. This is not an area that the Parish Council has approval to use the sign. Dr Piper and Mr Nunn are not sure there is a suitable place for a sign but the Clerk will discuss options with Highways. The Clerk was asked to purchase another two brackets for the sign so that all locations have a bracket fitted ready for use.

8 Update from the Barlow Charity

Mr Rockliff reported that three houses are in the process of being sold; one has been sold and the new owners have moved in. The Barlow Charity is looking for someone to maintain the car park area in front of the houses.

9 Youth Provision Working Group

9.1 Update on recent research

Mr Rockliff declared an interest in this item as a trustee of the YMCA. He did not take part in the vote at item 9.2. The Clerk provided an update. The Parish Council has been able to establish a need for a new youth club through a questionnaire to young people in the village. 38 responses were received and the majority are keen to attend giving their views on venue, what to do and the days of the week they are available. The YMCA is the favoured provider and their bronze package seems to fit what the Parish Council is looking for.

9.2 Agreement on whether to set up a youth club and when from

The Council **RESOLVED** to set up a youth club with the YMCA for an initial 6-month period. The Clerk and Dr Piper will seek grant funding towards the project. The aim is for the youth club to start by early August.

The Meeting Chairman took item 11 ahead of item 10 on request of Mrs Farrier-Dutton.

11 Discussion on Norfolk Day (27 July 2018)

Mrs Farrier-Dutton and Dr Piper will be presenting at a primary school assembly about Norfolk Day in early June. Children will be encouraged to put themselves forward to perform in the talent show planned for Norfolk Day. A banner will be ordered, posters, invitations and letters will be printed this week.

10 Data protection

10.1 Approval of the information audit

The Clerk presented the draft information audit that she had recently undertaken, a copy of which is on the Council's website. The Council **RESOLVED** to approve the document.

10.2 Discussion on whether councillors should have council-specific email addresses

The Clerk explained that if Councillors wish to have an email address that matches the Clerk's address, it would cost £40 per year per address. There are other options for a

council-specific address, such as a gmail address. Several councillors were not keen to have another address to check. The Council decided to allow councillors to set up their own accounts if they wish to.

12 Discussion on the organisation of the 2018 Remembrance Day service

Dr Piper will be the Parish Council liaison and is due to meet with the vicar from All Saints Church and Mrs Hunton shortly.

13 Finance

13.1 Completion of the review of effectiveness of internal audit/controls

Mr Rockliff completed the review at the same time as the checks on the fourth quarter's checks on the finances. There were no issues to report.

13.2 Receipt of the Internal Auditor's report and consideration of recommendations

The Internal Auditor's report was circulated to Councillors prior to the meeting. There were no issues raised in the report.

13.3 Approval of the Annual Governance Statement in the 2017-18 Annual Governance & Accountability Return

The Chairman read out all of the statements in the Annual Governance section of the Annual Return requiring Councillors to respond to each statement. The Council **RESOLVED** to approve the Annual Governance Statement.

13.4 Approval of the Statement of Accounts in the 2017-18 AGAR

The Clerk read out the figures in the Accounting Statement. The Council **RESOLVED** to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

13.5 Review of insurance quotes

The Clerk presented a schedule of quotations received from three insurers as the current 3-year policy with Zurich ends in early June 2018. The Council **RESOLVED** to adopt the insurance quotation from Quote C (Norris & Fisher) for £670.20 for a 3-year agreement.

13.6 Payment of accounts list

The Council **RESOLVED** to approve the payments list (refer to final page). The insurance payment approved at item 13.5 was added to the list.

14 Discussion on the gym bike at the play area

Councillors agreed that the gym bike has no resistance making it unpleasant to use. Others have complained to the Clerk to say that the bike is not working correctly. The Clerk has dealt with both Playdale (the play area provider) and Fresh Air Fitness (who supplied the equipment). Fresh Air Fitness say that the bike is working as it should. The Council **RESOLVED** to pay the final 2.5% to Playdale minus the cost of the bike.

15 Correspondence

The correspondence was available for councillors to read. The Clerk was asked to write to the correspondent who wrote about the Gladman application thanking them for their comments.

16 Items for the next meeting agenda (Monday 4 June 2018)

Ideas to recruit new parish councillors.

The Meeting Chairman closed the meeting at 9.50 pm.

Payment of accounts list (approved at item 13.6)			
Payment to	Description	Payment	VAT to be reclaimed
Cardiac Science	Set of defibrillation pads	£49.14	£8.19
Norfolk Parish Training & Support	Attendance for Janice Smith on Cemetery Management course held on 15 May	£48.00	
Norris & Fisher	Insurance policy	£670.20	
Peter Cresswell	Handyman payment for May	£245.50	
Playdale Playgrounds Ltd	Final payment for Play Area of 2.5% <i>NB: minus cost of gym bike</i>	£1,302.54	
S & C Moore Farming Ltd	Internal audit for 2017-18	£120.00	£20.00
SLCC Norfolk Branch	Conference attendance for Clerk	£49.50	
Total Gas & Power	Electricity supply at Village Green*	£9.39	£0.44
TTSR Ltd	Grass cutting (March - April)	£648.90	£108.15
Clerk's pay and expenses			
	June net pay (includes backdated pay increase from 1/4/18)**	£977.62	
	HMRC for tax & NI**	£98.27	
	Norfolk Pension Fund**	£297.80	
	Telephone	£13.00	£2.17
	Data protection renewal	£40.00	
	Mileage	£17.10	
Total payments approved		£4,586.96	

*Paid by direct debit on 24 May

**Payments will be made on 29 June