



Meeting Minutes

Meeting of Mattishall Parish Council

Monday 5 October 2020 at 7pm, via
Video Conferencing

Parish Councillors present: Mike Nunn, Graham Clarke, Richard Turner, David Piper, Janice Smith and David Fowler. Also in attendance: Lorraine Trueman (Parish Clerk), Ian Martin and Paul Claussen (District Councillors) and 3 members of the public.

Cllr Nunn opened the meeting at 7pm and welcomed everyone.

1. To receive apologies for absence

Cllr Norton sent his apologies and the council accepted these.

2. To receive declarations of interest in items on the agenda and consider any requests for dispensations

None were received.

3. To approve the minutes of the meetings held on 7 and 22 September 2020

The minutes of both meetings were approved by the council.

4. To report progress on items not on the agenda from the last meeting (Clerk's Report)

The Clerk gave a summary of her report, which is available to read on the website.

5. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors

James Ellis spoke about issues some of the community faced around the broadband speed that is available to residents. He had researched and found that the government is offering a grant scheme called the "Gigabit Broadband Voucher

Scheme". He would like to reach out to as many residents as possible and has already posted notices on Facebook as well as putting information through doors. To access the government grant scheme and to give the community a faster and more reliable internet connection he is asking interested households to register their interest by signing up to the "fibre to the premises" (FTTP) solution. There is also the opportunity to setup a "community fibre partnership" with Openreach which could help to bring the infrastructure to Mattishall. The Parish Council agreed that the information Mr Ellis has gathered will be made available on their website, along with the form that residents can complete and return directly to him.

James Ellis left the meeting at 7.15pm

Paul Legrice, Managing Director of Abel Homes spoke to introduce himself and to make himself available for any questions the council may have regarding the adoption of the public open space at Walnut Tree Farm.

6. Planning matters

6.1. To receive results of applications

Two applications have been approved since the last meeting.
3PL/2020/0887/HOU - 12 Gregs Close
3PL/2020/0854/HOU - 53 Burgh Lane

6.2. To receive report and consider recommendations from the Neighbourhood Plan delivery and monitoring group on new planning applications

3PL/2020/1043/HOU – 8 Parkers Road

Mattishall Parish Council have no objections to this application.
No comments

3PL/2020/0462/F – Land South of Dereham Road

The Parish Council confirmed that their previous comments still stood and that they would like to include the additional comments. The Local Planning Authority should note that the applicants' Design and Access Statement states that the 1.5ha of POS within the S106 proposal (LEAP, orchard, allotments, open space) is envisaged to be transferred and maintained by Breckland District Council or Mattishall Parish Council. Mattishall Parish Council has had no approach whatsoever from the applicant and can make no commitment to such an undertaking. Furthermore, the Parish Council understands that Breckland District Council has no interest in the transfer and maintenance of the POS. Clarity and reassurance is therefore sought on how the S106 in relation to POS would be delivered.

Mattishall Parish Council remains extremely concerned over the flood risk presented by the proposal and notes the continued objection from the Local Lead Flood Authority

Objector

3PL/2020/1008/HOU – Primrose Cottage

Mattishall Parish Council have no objections to this application.
No comments

6.3. To receive report on visit regarding 53 Burgh Lane (planning ref 3PL/2020/0854/HOU)

Cllr Clarke spoke to advise the council he visited a resident who had raised concerns over this application. The concerns had been raised by the resident after the council had submitted their comments in September.

Cllr Clarke explained the layout of the properties concerned and how this impacted on the privacy of a local resident.

The case officer at Breckland District Council had been contacted by Dist. Cllr Martin to express the concerns raised.

Cllr Nunn advised that Breckland had approved this planning application.

The council discussed if there was any further action that they could take to either reverse the decision or to put conditions in place, but it was agreed that this would not be possible.

7.32pm a member of the public left.

The council agreed that residents need to contact them as soon as planning concerns are raised so that they can consider these ahead of putting in their comments. Some thought will need to be given to how the council can get this message to residents.

6.4. To receive from the Neighbourhood Plan delivery and monitoring group on meetings held to discuss S106 at Abel Homes site/Walnut Tree Farm

There were 2 meetings held during September to discuss the possible adoption of the public open space at Walnut Tree Farm.

The first meeting was via Zoom and present was Dist. Cllr Martin, Simon Wood (Breckland), Paul Legrice (Abel Homes) and Cllrs Clarke and Fowler.

The S106 gave 3 options for the adoption of the land, being Breckland District Council, Mattishall Parish Council or a management company setup by Abel Homes. The councillors explained that the Parish Council had decided, at the beginning of the year, not to take on the public open space as they did not feel they had the resources available.

The second meeting was held on site, where Mr Legrice had arranged for marker pins to be placed to show the boundary line and where the responsibility of the ditch

fell. The council raised a number of concerns including the 3-way ownership of the ditch and questioned how it would be possible to maintain it in the future, the cost of maintenance of the fencing, grass and hedge cutting and any tree works required. Mr Legrice agreed to have a tree survey carried out and to install a 1.2m post and rail fence with wire mesh.

The council discussed the issue of the watercourse and the difficulty of maintaining it with 3 or 4 owners. Concerns were raised over any possible blockages that were outside of the council's control and subsequent flooding.

Mr Legrice stated that owners have a legal obligation to maintain watercourses.

Cllr Smith advised that the council had learnt, via a planning application, that part of the land the council were due to take on had been sold. She also expressed concerns over the ditch.

Cllr Clarke suggested the council revisit the decision once the clerk had been able to get quotes for the associated costs.

Cllr Nunn advised the previous decision had been made based on risk rather than cost.

Mr Legrice spoke to confirm that there had always been access across the land, although there had been an error on the map. He also advised of some costs he had for grass cutting, ditch strim and clearance, plus insurance. A commuted sum had been agreed with the Parish Council at the starting point and Mr Legrice did not want to go back to the residents to advise them that there would now be a need for a management company to be setup. He confirmed that residents had not yet been contacted as Breckland had been contacted in February, but the process had been slowed down with the lockdown.

Dist. Cllr Martin thought Abel Homes could have managed the situation better by keeping in contact with the Parish Council, but the meetings held recently had been very constructive. He suggested that the risks could be addressed but this should not be at the expense of the Parish Council.

Mr Legrice said he had acted in good faith at the time with the Parish Council agreeing to take on the land. In September 2019 some members of the Parish Council had attended the artwork unveiling on the site.

Cllr Nunn left the meeting due to technical issues and Cllr Turner lead as Chair.

The council discussed next steps and agreed the Neighbourhood Delivery and Monitoring group would discuss this, once quotes had been received and make a recommendation to the full council.

8.09pm Mr Legrice left.

6.5. To receive report from the Neighbourhood Plan delivery and monitoring group on meetings held to discuss S106 at Hopkins Homes site/land South of Dereham Road

The Neighbourhood Plan delivery and monitoring group advised the council of the meeting held in September with Breckland Planning. The council confirmed they had not been approached by Hopkins and Moore regarding the S106 agreement, while Breckland believed that Hopkins and Moore were considering setting up a management company to take responsibility of the open space. The council pointed out that if this was the case the design and access statement was not correct.

There were concerns raised about the infrastructure, such as healthcare provision, not being sufficient to support the new residents and Breckland had taken this as an action to investigate further.

The planning application stated that there would be 2 bus shelters included in the build which the Parish Council would be responsible for maintenance. The council had not been contacted to discuss this ownership.

Both the Parish and District councils had expressed concerns over the flooding issues and Breckland confirmed they were waiting for further information from the water authority.

Breckland Planning confirmed that a condition would be imposed on any approval whereby affordable housing would be front loaded.

The Neighbourhood Plan delivery and monitoring group went on to explain they had discussed the visual aspect of the site, with the planting of a wood.

The council discussed the maps of the area and agreed they were confusing and that more clarification was needed.

Dist. Cllr Martin, who was present at the meeting with Breckland Planning, expressed how positive the meeting had been and confirmed the planning department had taken away many of the comments the Parish Council had made. He suggested that the council may like to ask for a meeting with Hopkins and Moore to discuss the concerns they still had.

The council agreed that they would like to have a meeting with Hopkins and Moore and that the clerk should make the request.

The council also agreed that they would like to invite the case officer to any meeting with Hopkins and Moore and also asked that the clerk contact him to see if he has received any response from the NHS.

8.28pm Cllr Nunn re-joined the meeting.

6.6. To receive report from Neighbourhood Plan delivery and monitoring group on the response to the government consultation – changes to the current planning system

The comments were available for councillors to read.

6.7. To discuss the response to the government White Paper – planning for the future

The Neighbourhood Delivery and Monitoring Group had prepared suggested responses to the online survey which were available to the council to read.

Dist. Cllr Martin advised that Breckland would have another document to support the Parish Council responses.

The council resolved to allow the Neighbourhood Delivery and Monitoring Group to submit a response and report back at the next meeting.

8.39pm Dist. Cllr Martin left the meeting.

7. To receive the latest SAM2 report

The report was available for councillors to read.

8. To review risk assessments carried out by the cemetery working group in the allotments and village green

The risk assessments were available for the councillors to read.

Cllrs Piper and Fowler agreed to tidy up the area at the lockup and the clerk would aim to get the fence repaired at the same time as the cemetery fence.

9. To discuss if the Parish Council have a need to appoint a new handyman

The clerk explained how there are several odd jobs now building up while a few councillors were constantly being asked to help with odd jobs.

The council discussed past requirements and how these were managed and if they wanted to hire someone on a fixed number of hours or as required basis.

It was agreed that the clerk would draft a job specification, supported by Cllr Smith.

10. To receive an update on the Remembrance Day event

Councillors were very keen to hold an event. They discussed in detail the options, the legal requirements and people's safety. They unanimously agreed that this year, it would not be possible to hold an event. Instead, they would ask people to lay a wreath at a time of their choosing.

It was suggested that the chairman and clerk should write to those involved to advise of the council's decision and the reasoning.

The council resolved to lay a wreath at the War Memorial on the village green as well as one at the WW1 airfield plaque and the 2 war graves in Burgh Lane cemetery.

9.30pm Council agree to carry on until 10pm

11. To discuss village parking issues

Cllr Clarke shared some photographs of vehicles parked on paths and grass verges. The clerk advised she had also received a complaint from a resident about one of the photos shared. The councillors agreed the land where vehicles were parked is owned by Highways and it is the responsibility of traffic wardens to police, not the Parish Council. It was agreed that the clerk would contact Breckland District Council and SNAP to advise of the problems and to include an article in the next newsletter.

12. Finance

12.1. To approve the payment list

The council approved the payments as listed at the bottom of the minutes.

12.2. To review Q2 finances

The clerk explained that the overspend in administration was largely due to additional costs because of COVID and training for new clerk and councillors but was offset by savings in other areas.

13. Correspondence

Correspondence was available for councillors to read.

14. To agree on meeting dates for 2021

The proposed dates were agreed, and these will be added to the website.

15. To receive items for 2 November agenda

Handyman, from item 9. Parking issues, from item 11. Recruitment of 2 new councillors. Flower beds around village signs.

16. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item: To review the additional cost of installation of the goal post.

The council unanimously agreed to the additional cost of £195 for the installation of the goal post.

Meeting closed 21.57pm

Payment of accounts list - for approval on 5 October 2020

| Payment to | Description | Payment | VAT to be reclaimed |
|--------------------------------|---|------------------|---------------------|
| Get Composting | Compost bin for additional allotment plot | £15.99 | £2.67 |
| Jaki Alden | Sept gardening services | £192.00 | £0.00 |
| Mansfield Fencing | Repairs to bench and gate | £350.00 | £0.00 |
| Norfolk PTS | Training | £84.00 | £0.00 |
| PKF Littlejohn | AGAR review | £360.00 | £60.00 |
| SLCC | Training | £154.80 | £25.80 |
| Total Gas & Power | Electricity supply at village green* | £15.98 | £0.76 |
| TTSR | Grass & hedge cutting for Sept 2020 | £448.51 | £74.75 |
| Wave | Water supply** | £77.97 | £12.99 |
| Clerks pay and expenses | | | |
| L Trueman & L Cantera | Salary and related expenses*** | £2,097.31 | £0.00 |
| D Fowler | Expenses | £133.01 | £22.14 |
| L Trueman | Expenses | £212.39 | £30.00 |
| | | £4,141.96 | £229.11 |

* Payment taken on 29 Sept 2020

** Payment taken on 23 Sept 2020

*** Payments to be made on 9 & 30 Oct 2020