



Meeting Minutes

Mattishall Parish Council

Monday 5th September 2022 at 7 pm
Poultec Business Park

Parish Councillors present: David Fowler, Richard Turner (Chair), John Pickering, Janice Smith, Graham Clarke (Vice Chair), David Piper and Mike Onassis.

Parish Clerk: Anita Rose
District Councillor: Paul Plummer
2 members of the public

Meeting started at 7:10pm, due to the Anti-Social Behaviour meeting overrun.

The Chair announced to members of the council and public that the meeting will be recorded for minute purposes.

1. Apologies for absence

Apologies were received and accepted from Cllrs Taylor and Norton.

2. Members' declarations of interest in items on the agenda consider any requests for dispensations

A dispensation request was unanimously **APPROVED** for Cllr Piper to participate in discussions regarding the Allotments. The dispensation was **AGREED** to be extended till 1st May 2023.

3. Co-Option

Michael Onassis was unanimously **ELECTED** as Councillor and the declaration of office was signed. Proposed by Cllr Turner and seconded by Cllr Fowler.

4. To approve the minutes of the meeting held on 11th July 2022

The minutes of the meeting were approved without amendment and signed by the Chair as a correct record, proposed by Cllr Piper, seconded by Cllr Fowler, and unanimously **APPROVED**.

5. To approve the minutes of the meeting held on 1st August 2022

The minutes of the meeting were approved without amendment and signed by the Chair as a correct record, proposed by Cllr Piper, seconded by Cllr Fowler, and unanimously **APPROVED**

6. Clerk report

6.1. The clerk reported that District Councillor Paul Claussen is looking into finding a replacement village map with Breckland District Council (BDC). The clerk will also contact Norfolk County Council (NCC) to see if they could help.

6.2. The clerk recapped following the Anti-Social behaviour (ASB) meeting prior to this meeting and confirmed that Norfolk Constabulary and BDC will be conducting a crime

prevention survey of the Village Green and Play Area and investigate the ASB reports, reported via their online portal and report back to us.

6.3. The clerk informed councillors that BDC do offer funding towards the Community Car Scheme and that the information had been passed onto the organisation for them to apply. Cllr Onassis made the Council aware of the Patient Transport Services that is provided by ERS Medical, this is available to eligible patients. It was agreed that this information should be displayed on our website.

6.4. The clerk reported that the Platinum Jubilee bench had been collected by Mansfield Fencing and the time capsule is complete ready for installation.

6.5. The clerk reported that the Church gate opposite the chip shop is rotten and needs repairing. It was **AGREED** to seek three quotations for replacement. Mattishall All Saints Church had confirmed that no faculty is required for a straightforward replacement.

7. Open forum for Public Participation – A resident had asked the Parish Council if they would consider enhancing foot path 7 (Tithe Barn Close to Crosskeys Way) under the Parish Partnership Scheme. The resident will liaise with Highways and confirm with the Clerk the exact proposal of works to be carried out.

The resident also asked that when the Council is receiving applications for new development could the Council ensure that adequate dropped kerbing is provided.

8. Finance

8.1. Approve the payments list, the list was unanimously **APPROVED**, proposed by Cllr Turner and seconded by Cllr Clarke. The list is detailed at the end of the minutes. The Chair informed the Council that the Mattishall & District WI had donated £30.00 from their proceeds from the Platinum Jubilee event towards the Christmas Hamper Fund. The Clerk reported that she had emailed the WI expressing our gratitude for their kind gesture.

8.2. Training, it was unanimously **APPROVED** for Cllr Onassis to attend the next Councillor Induction Course and for the Clerk to attend the upcoming Elections course. Both courses are provided by Norfolk Parish Training and Support.

8.3. Website, the Council discussed refreshing the website and bringing it up to date. The Council **AGREED** to appoint Steve Jackman to update the website for £180.00 and **AGREED** up to 5 hours training at £30 per hour. Proposed by Cllr Clarke and seconded by Cllr Piper.

8.4. Household Support Grant, the clerk reported that the Norfolk Community Foundation awarded the Council with a £400.00 grant. The Council allocated grants up to the value of £500.00 to residents using the General Power of Competence.

9. A Working Group report was noted, detailing its duties and powers. This was circulated to all members for their review.

10. Planning matters

10.1. To receive results of planning applications

TRE/2022/0158/TPO: Ash House 4 Mill Street; T1 Ash – reduce to 2 lowest branches on West side over neighbours garden to a radius of not less than 6m – **APPROVED**.

TR100038: A47 North Tuddenham to Easton project – **APPROVED**.

10.2. To receive recommendation from planning and monitoring group on current application

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllr Clarke, seconded by Cllr Fowler and unanimously **AGREED**.

3PL/2022/0114/F: Poplar Farm, 41 South Green; Demolition of existing farmhouse and its replacement with a single dwelling – No Comment.

3PL/2022/0941/HOU: West End House, 135 Dereham Road; Conversion of garage to habitable accommodation. Works include two Velux roof lights in the rear roof slope on North elevation and the replacement of roller doors within South elevation with a door and window - The Parish Council's only observation is to request that the LPA be satisfied that the garage conversion and resultant loss of car parking space will not have an adverse amenity impact.

10.3. Neighbourhood plan consultancy, following a competitive application process the Council **AGREED** to appoint Modicum Planning and Nupremis Cambridge Ltd to provide professional consultancy support for the review of the Neighbourhood Plan.

10.4. Breckland District Council Local Plan review consultation, the Council unanimously **AGREED** that Paragraph 8.22 / Policy INF 03 and integrated assessment is legally Compliant, Sound and Compliant with duty to co-operate. The clerk will complete the form and send to Breckland District Council.

10.5. Dereham Road Community Woodland, upon reviewing the three quotations the Council unanimously **AGREED** to appoint Elwood Landscape Design to provide a landscape plan following completion of the land transfer. Proposed by Cllr Fowler and seconded by Cllr Smith.

10.6. It was unanimously **AGREED** to send a letter to the Clinical Commission Group reference Mattishall's Surgery and its future. In the S106 Denbury Homes it mentions "the new build Mattishall Surgery facility", the Council is keen to understand how the NHS intends to realise its vision of a new build surgery i.e., is this a re-development of the existing site or a new location in the village.

11. Open spaces

11.1. The Open Spaces Working Group (OSWG) report was noted and circulated to all members for review.

11.2. Following the recent requests for additional dog bins at Cedar Rise and Orchard Way, the OSWG will investigate the request and report back to the Council.

11.3. The clerk reported that it is still ongoing in obtaining quotations regarding the repair to the play area wall and anticipate quotations will be ready to review at October's meeting.

11.4. The OSWG report for All Saints Church, cemetery and allotments was noted.

12. Communications Working Group

12.1. The Communications Working Group (CWG) report was noted and circulated to all members for their review. The following decisions were **AGREED** (report can be viewed on the Parish Council's website).

- The CWG will investigate the current notice boards, confirm if more are required, confirm new or existing locations, and obtain costings. Cllr Onassis had kindly offered to update the notice boards following approval of the above.
- It was **AGREED** 6 out of 7 members to change the Council's branding to picture number 5 out of the six options that were presented.

- Following item 8.3. above, the clerk will arrange Steve Jackman to get in touch with the CWG.

Standing Orders were suspended

12.2. Miscellanea, all were in agreement in supporting the local village magazine. The Council unanimously **AGREED** to continue with the quarterly 2-page colour newsletter at a cost of £375.00 per quarter.

12.3. Social Media Policy was reviewed and unanimously **AGREED** with one amendment.

13. Remembrance

Following a successful remembrance service last year, the Council **AGREED** to follow the same schedule. Cllr Piper will liaise with All Saints Church and other organisations to assign roles and responsibilities and will provide an update at the next Parish Council meeting.

A budget of £100.00 was **AGREED** to purchase a microphone and junction box for the PA system.

14. Christmas Tree Lighting Event

Cllrs Turner and Fowler had kindly offered to arrange a visit to Berry Farm to pick out this year's Christmas tree. It was also mentioned that with the new development at Dereham Road well under way a further Christmas tree at the other end of the village would be nice. The clerk will speak to Denbury Homes to ask if electricity supply would be possible by this date.

The Council asked the clerk to ask Dereham Band if they could play for 2 hours playing Christmas and traditional carol songs.

A budget of £200.00 was **AGREED** to purchase two banners to advertise the event. Cllr Smith kindly offered to purchase lollipops for Santa's grotto.

15. Amenity Land owned by Norfolk County Council

The Parish Council was pleased to hear that the four pieces of amenity land throughout Mattishall could be owned or managed by Mattishall Parish Council. The clerk was asked to arrange a meeting either by zoom or face to face with County Councillor Bill Borrett and Simon Hughes Head of Property at County Council, to discuss further and answer any questions the Council may have.

16. Grassed areas Breckland District Council (BDC)

The Council note that BDC has entered into a 7-year contract for their grass maintenance and note no further action is required.

17. 20mph Village Speed

The recent 20mph public consultation survey showed that majority are in favour in extending the 20mph speed zone in Mattishall. It was unanimously **AGREED** to contact Highways presenting them with the survey's findings and attaching our latest SAM2 reports for their consideration. It was **AGREED** to add a thank you note in the upcoming Miscellanea thanking our residents for their time in completing the survey.

18. Equality Policy

It was unanimously **AGREED** to defer the policy to the next Parish Council meeting and to ask the clerk to look into other Equality policies.

19. Correspondence

Councillors noted the SAM2 and flooding reports and **AGREED** to join the National Flood Forum for updates and information. The clerk was asked to contact the Community Pay Back scheme for help in clearing the ditches at Moorfields.

20. Items for the next meeting

To discuss the dog bin requests at Cedar Rise and Orchard Way

To review the quotations for the Play Area Wall

To review quotations for notice boards and agree locations

To receive an update on Remembrance Service and the Christmas tree lighting event

To review the Equality Policy

21. Resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following item:

21.1. The Council **AGREED** to carry forward the Clerk's outstanding holiday from this year to next.

The Chair closed the meeting at 22:08pm.

DRAFT

Payment list (approved at item 7.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary August (AP)	£1011.76	£0.00
Ian's Services	Expenses hameerite (AP)	£24.55	£4.09
Ian's Services	Expenses hammerite and paint brushes (AP)	£16.97	£2.83
Ian's Services	Expenses gate hinges (AP)	£12.77	£0.00
Norfolk Pension Fund	Clerk Pension (August)	£379.02	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£281.66	£0.00
NPTS	Seminar update for two Councillors	£104.00	£0.00
Paperstone	Stationary	£263.95	£43.99
R Turner	Expenses (Zoom subscription)	£14.39	£2.40
TTSR	Grass maintenance (Cuts in July)	£475.99	£79.33
TTSR	Grass maintenance (Cuts in August)	£912.79	£152.13
South Green Park (Poultec)	Hall hire (Neighbourhood planning consultant interviews)	£132.00	£22.00
YMCA	Junior 8-week trial session	£425.00	£0.00
YMCA	Youth club session (6 month period)	£4310.00	£0.00
Ian's Services	Handyman / Gardening for August	£1245.00	£0.00
D Fowler	Exxpenses (ink / printing prep for planning consultant interviews)	£15.53	£2.59
		£9651.88	309.36
Payments paid by Lloyds multipay card (1st of each month)			
GAME	Xbox one console	£94.98	£0.00
Jewsons	Play area fence	£21.61	£3.60
Jewsons	Play area fence	£14.41	£2.40
Defibstore	Replacement defib pads	£61.19	£10.20
Lloyds	Multipay card fee	£3.00	£0.00
		£195.19	£16.20
Payments paid by direct debit taken on or after 31st August 2022			
Total Gas & Power	Electricity	£13.98	£0.67
		£13.98	£0.67