



## Meeting Minutes

### Meeting of Mattishall Parish Council

Monday 1 June 2020 at 7pm, via Video Conferencing

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Parish Councillors present: Terry Wilkins, Mike Nunn, Graham Clarke, Richard Norton, David Piper, Janice Smith, Chris Taylor, Richard Turner and Sheryl Meldram. Also in attendance: Lorraine Trueman (Parish Clerk), Paul Claussen (District Councillors) and 2 members of the public.

Mr Wilkins opened the meeting and welcomed everyone.

#### 1. **Apologies for absence**

Parish Councillor Mike Nunn gave his apologies to the Clerk in advance of the meeting and the Council accepted his apologies.

#### 2. **Members' declaration of interest in items on the agenda and any requests for dispensation**

Dr Piper declared an interest in planning application 3PL/2020/0466/F.

#### 3. **Approval of the minutes of the meeting held on 5 May 2020**

Correction to item 12.1 should read "Mr Nunn reported that the youth club is currently in lockdown due to Covid 19 but the YMCA has provided a detailed annual report highlighting how well the club was doing prior to the lockdown. Dr Piper urged the councillors to attend the club once the lockdown was lifted.

#### 4. **Progress on the items not on the agenda from the last meeting**

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 the public**

Members of the public spoke about the Gladman's/Hopkins Homes planning application. They reported that the original application received 400 objections from the village. They urged the Parish Council to continue to object to the application highlighting that the affordable housing was below the quantity required by the neighbourhood plan.

## **6. Planning matters**

### **6.1. Results of applications (decisions taken by Breckland Council)**

3PL/2019/1295/F – Land at South Green Mattishall. Amended scheme - conversion and extension of existing building on site to dwelling with new garage/cart shed: Approved.

3PL/2020/0387/HOU – Welgate House, Welgate. Two Storey and Single Storey Extensions to Rear: Approved.

### **6.2. Planning application comments sent to Breckland Council prior to June meeting**

3PL/2019/0849/D – Poplar Farm, 41 South Green. A number of holders of older permissions are seeking to modify these to take account of policies of the recently adopted Local Plan. Therefore, if this is the accepted procedure this application must be considered against the policies of that Plan. The Neighbourhood plan policies also have to be complied with.

It does not comply with Policy HOU07, or policy HOU3 of the Neighbourhood plan, in respect of the provision of affordable housing.

No provision has been made for the local community under policy INF 02.

The parish already meets it's minimum allocation of housing to 2036 without the dwellings in this application: Objection.

### **6.3. Report and recommendations on planning applications from the Neighbourhood Plan delivery and monitoring group on new applications:**

- 29 South Green - Proposed two storey side extension with front and rear dormer windows. Re-roofing and new porch to front. Demolition of existing garage, erection of single storey extension forming enlarged lounge and kitchen, new annex and garage. The Parish Council does not have any objection to the amendment.

3PL/2020/0462/F – Land South of Dereham Road - Erection of 50 residential dwellings with associated infrastructure. The Neighbourhood Plan Delivery and Monitoring Group to provide commentary.

3PL/2020/0466/F – Land East of Summer Meadows, Mill Road – Change of use of land to use as a gypsy caravan site, including the stationing of 7 caravans for residential purposes, together with the laying of hardstanding. The Neighbourhood Plan Delivery and Monitoring Group to provide commentary.

The members of the public left the meeting.

## **7. Repairs and maintenance**

### **7.1. Update on Churchyard wall repair quote**

Two quotes have now been received. The Council **RESOLVED** that these would share these with the Diocese.

### **7.2. Discuss repairs to the playground**

The Council agreed that Mr Wilkins and Mr Clarke will fix the new anchor and install the replacement chains.

### **7.3. Discuss repairs to churchyard wooden gate (opposite chip shop) and gate posts on Dereham road**

The Council agreed that the gardener would be asked to quote for the work required.

### **7.4. Discuss maintenance of cemetery**

Complaints had been received about the condition of the cemetery. Due to the lockdown the gardener had started late this year but was now beginning to make progress. A local resident had taken it upon themselves to replace some of the rotting posts supporting the roses. The Council agreed to contact an arborist and the cemetery working group would complete a risk assessment.

## **8. VJ Day**

There has been no confirmation from the government that this can go ahead. The Council agreed that they should not start to invest financially and to wait until the July meeting before making any decisions.

## **9. Dog Bins**

### **9.1. Update on new bin at Orchard Road/Dereham Road junction**

Mr Wilkins had contacted the nearest resident who was adamant that they do not want it in the suggested position. The Council agreed that the green opposite would be considered and Mr Wilkins would try to make contact with the nearest homeowner.

### **9.2. Discuss damaged bin at Welgate/Thynne's Lane junction**

The Parish Council believe that the bin is still serviceable, but Mr Wilkins agreed to clean the bin to improve the appearance.

## **10. Discuss action to be taken with 2 assets**

### **10.1. Printer**

The Council **RESOLVED** that the printer was not economically viable to repair, and it should be donated to the Wayland Men's Shed. Current printing will be done by the Clerk using her personal printer and she will be reimbursed for any ink purchased.

### **10.2. Laptop**

The Council **RESOLVED** to offer the laptop to the Ms Cantera (the previous Clerk) at a cost of £150 with no warranty.

## **11. Discuss training for councillors**

The Council **RESOLVED** that the parish council would pay for Ms Meldram to attend an "induction for clerks and councillors" course at a cost of £40.

## **12. Discuss the reopening of the playground**

The Council agreed that repairs mentioned in item 7.2 and a weekly inspection must be completed before the playground can reopen. If a meeting is not due to be held between the government announcing the re-opening and the re-opening date the Parish Council may still reopen the playground if they believe they can do so safely. This will be agreed over email and reported at the following meeting.

## **13. Finance**

### **13.1. To approve the payments list**

The Council **RESOLVED** to approve the payments list.

### **13.2. To discuss renewal of Zoom subscription**

The Council agreed to renew the monthly Zoom subscription while they are unable to meet face to face.

## **14. Correspondence**

The Council **RESOLVED** to join the Mobile library scheme and to donate £250 to Marie Curie.

## 15. Items for the next meeting agenda (Monday 6 July 2020)

To agree action to take in preparation of the VJ Day celebrations.

To agree whether to hold the August meeting.

The Chairman closed the meeting at 8.45pm.

## Payment of accounts list - for approval on 1 June 2020

Payment to	Description	Payment	VAT to be reclaimed
Norfolk PTS	Writing professional agendas and minutes - L Trueman	£36.00	
Playdale Playgrounds	Ground anchor replacement item for play area	£103.49	£17.25
SLCC	Membership and joining fee for L Trueman	£173.00	£0.00
Steve Jackman	Website support and training	£67.50	
Total Gas & Power	Electricity supply at village green*	£14.93	£0.71
TTSR	Grass cutting for April and May	£430.54	£71.76
Wave	Water bill for Cemetery and Allotments**	£1.10	£0.19
<b>Clerks pay and expenses</b>			
L Cantera & L Trueman	Net pay	£1,001.94	
	HMRC for tax & NI	£225.31	
	Norfolk Pension Fund	£355.39	
L Trueman	Expenses	£18.00	
		<b>£2,427.20</b>	<b>£89.91</b>