



Meeting Minutes

Mattishall Parish Council

Monday 3 February 2020 at 7 pm, Memorial Hall

Parish Councillors present: Terry Wilkins (Chairman), Graham Clarke, Richard Norton, Michael Nunn (Vice-Chairman), David Piper, Janice Smith and Richard Turner. Also present: Luisa Cantera (Parish Clerk), Ian Martin (District Councillor, left meeting at end of item 10) and 3 members of the public.

1 Apologies for absence

Parish Councillor Chris Taylor gave his apologies to the Clerk in advance of the meeting and the Council accepted his apologies. The Chairman reported that Mrs Farrier-Dutton had resigned during the afternoon. He said he was very sorry to lose such an inspiring councillor.

2 Members' declarations of interest in items on the agenda

No declarations of interest or requests for dispensation were made.

3 Approval of the minutes of the meeting held on 6 January 2020

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

4 Progress on items not on the agenda from the above 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

A member of the public spoke about his planning application at Willow Lodge, Willow Close. He asked the Council to consider his application favourably.

A member of the public spoke to object to the planning application at Land at South Green.

Ian Martin spoke about the latest housing commitments list from Breckland Council. The total for Mattishall is currently at 168 but the minimum target was set at 149. He asked councillors to consider what they would like to see in the new local plan.

6 Planning matters

6.1 Results of applications (decisions taken by Breckland Council)

3PL/2019/1273/PIP - Permission in principle for two detached dwellings (Town & Country Planning (Permission in Principle) Amendment) Order 2017 - Land to the north of Rushbrick House, Mill Road: Withdrawn by the applicant.

6.2 Planning application comments sent to Breckland Council during January

The following comments were made by the Neighbourhood Plan delivery and monitoring group and sent into Breckland Council on 22 January as the date of the call-in was before the next council meeting on 3 February 2020:

3PL/2019/1602/F - Willow Lodge, Willow Close - Change of use of swimming pool to dwelling with new double garage and new vehicular access off Cedar Rise: The Parish Council objects to this application. Mattishall has already exceeded its minimum requirement, to 2036, of dwellings as detailed in the Local and Neighbourhood Plans. The adopted Local Plan shows no further allocations for the Parish and none of the other policies in that Plan justify giving this application permission.

The plans submitted with this application are very poor quality and appear to show access to the proposed dwelling via land designated in the adjoining development, Walnut Tree Fields, as communal. The Parish Council is currently in the process of taking responsibility for this land and has not been made aware of any changes in status of any part of the land. The Parish Council will be seeking clarification on this matter from the developer of Walnut Tree Fields before finalising its acceptance of responsibility for this land.

3PL/2019/1585/VAR - Land adjacent to Daryl Farm, Mill Road - Variation of conditions no 2 & 7 on 3PL/2018/0252/F - Alteration to approved garage design: The Parish Council objects to the removal of condition 7. The original application was supported by the Parish Council on the basis that the dwelling would be a Passiv House; if that is no longer the case the Parish Council cannot continue to offer its support.

The officer's recommendation on the original application, 3PL/2018/0252/F, is very clear on this matter: Para 7.3 given that a 5-year land supply cannot be demonstrated, the proposal is to be considered in the context of the NPPF, this, together with the fact that the dwelling is to be a Passiv House, tips the balance and conditional approval is recommended.

3PL/2019/1587/VAR - 1 Cedar Close: Variation of condition 2 of 3PL/2015/0237/F - garage roof amended: No objection.

3PL/2019/1580/VAR - Walnut Tree Farm, Mill Road - Variation of Condition 2 of 3PL/2019/0631/F - amended design: No objection.

6.3 Report and recommendations on planning applications from the Delivery and Monitoring Group (DMG) - Comments will be sent to Breckland Council:

3PL/2010/1295/F - Land at South Green - Amended scheme - conversion and extension of existing building on site with new garage/cartshed: Objection.

Completions and commitments are now significantly in excess of the allocation to 2036

and there is a confirmed 5 year land supply. The application site is some distance outside the settlement boundary and approval is not permissible under any policies in either the Breckland Local Plan or the Mattishall Neighbourhood Plan.

3PL/2019/1602/F - Willow Lodge, Willow Close - Change of use of swimming pool to dwelling with new double garage and new vehicular access off Cedar Rise - Plan amended to include access within red line (notice served on Abel Homes): The Parish Council voted to support this application [a change from the comment previously submitted on 22 January 2020].

6.4 Agreement on delegated authority to the Neighbourhood Plan delivery and monitoring group to allow the group to comment on planning applications if time does not allow plans to be considered at the next council meeting

The Parish Council **RESOLVED** to delegate authority to the NP delivery and monitoring group to comment on planning applications as described above with the proviso that if the group feels that an application should be discussed by the Parish Council they will ask the Chairman to call an extraordinary meeting. Planning application comments will be sent to the Clerk for submission to Breckland Council.

7 Updates from individual council members (for information only)

7.1 SAM2 (speed awareness messaging sign) and Speed watch

The Chairman reported that two members of the Speed watch team met in January to monitor traffic in a 30 mph zone. Two speeding vehicles driving at 42 mph were reported to the Police.

The SAM2 sign was positioned on Welgate during January. Councillors were surprised to hear that 12,000 vehicle movements were detected during the 4-week period.

7.2 A47 dualling

Mr Nunn gave an update. He has raised concerns from the last multi-parish meeting concerning the proposed junctions on the new A47 dual carriageway and in particular the Wood Lane junction.

7.3 January youth club sessions

Mr Nunn reported that the numbers were lower than usual possibly due to illness and the dark, winter nights. The Clerk was asked to advertise the youth club to encourage youngsters to return.

8 Village events

8.1 Update from the VE Day working group

Dr Piper has spoken to Poultec and they have agreed to supply some food for the event. Tabnabs has agreed to bake a special cake, the Scouts and Mattishall Society will run a stall, the Women's Institute will bake cakes from the era. One wartime vehicle will be on show at the event and two people dressed in full wartime military dress. The

Mattishall village website editor will be providing items, such as wartime photographs, for the display. The working group proposed that bunting, banners, trilbies, replica ID cards and ration books are purchased. The Council **RESOLVED** to purchase these items.

8.2 **Safeguarding policy for use at village events**

The Chairman, Dr Piper and the Clerk met during January to draft a safeguarding policy. Mr Clarke offered to be the Council's safeguarding officer. The Council **RESOLVED** to adopt the policy and appoint Mr Clarke as the safeguarding officer.

8.3 **Operation London Bridge update**

Mrs Smith reported that the vicar at All Saints Church has plans in place, including books of condolence and tolling of bells following death of the Queen. Mrs Smith suggested a tea party when the time comes to commemorate the life of the Queen.

9 **Update from the Barlow Charity**

Dr Piper reported that a footpath has been constructed from Old School Green carpark down to the pavement on Dereham Road in response to a recent issue raised by a resident.

10 **Discussion on the transfer of open space at Walnut Tree Fields**

The Council discussed various outstanding tasks and issues prior to the handover of open space land at the site. It was **RESOLVED** to withdraw from the agreement with Abel Homes.

11 **Village Green**

11.1 **Discussion on dealing with anti-social behaviour on the village green and** & 11.2 **discussion on whether to purchase a goal post for the village green**

It was agreed to postpone discussion on these items until the next meeting.

12 **Discussion on whether to send a letter to UK Power Networks expressing dissatisfaction with the recent power cuts in Mattishall**

The Council **RESOLVED** to send a letter to UK Power Networks, copying in George Freeman MP.

13 **Discussion on the bench requiring repair at the gym area**

The Clerk explained that two of the slats on the bench were rotten and the Council either needed to agree to replace the slats or dispose of the bench. The Clerk was asked to speak to contractors to find out the cost of repairs.

14 Discussion on outstanding tasks previously undertaken by the handyman and not being undertaken by the gardener

The Clerk explained that the two areas that were not being undertaken by the gardener were litter picking and general repairs. There is a village litter pick planned for 28 March and there could be two further litter picks later in the year. The plaster on the wall at the play area requires the plaster to be removed, rendered and painted. The Clerk was asked to obtain quotations for this work.

15 Speakers for the Annual Parish Meeting

The Clerk provided councillors with a draft agenda for the Annual Parish Meeting planned for Wednesday 22 March and asked who they would like to invite to speak. The Clerk will invite a variety of local organisations.

It was **RESOLVED** to suspend Standing Orders to extend the meeting over 2.5 hours.

16 Training for councillors

The Chairman and Vice-Chairman would like to attend a chairs' networking event in March and Mrs Smith would like to attend a parish council seminar, also in March. The Council **RESOLVED** to approve the training.

17 Finance

17.1 Consideration of a payment to the Community Car Scheme for their annual insurance

The Clerk explained that the Car Scheme has asked if the Parish Council can reimburse them for the cost of the recent annual insurance premium (this has been paid by the Parish Council for many years and the document has been presented as proof of payment). The Council **RESOLVED** to pay £193.05 to the Car Scheme.

17.2 Payment of accounts list

The Council **RESOLVED** to approve the payments list (final page).

18 Correspondence

The correspondence was available for councillors to read.

19 Items for the next meeting agenda (Monday 2 March 2020)

Update from the VE Day working party, goal posts for the village green and village green security, A47 dualling update and clerk recruitment update will all feature as discussion items on the next agenda.

20 The Council **RESOLVED** to exclude members of the public and press (under the Public Admission to Meetings Act 1960) for the following confidential items:

20.1 To acknowledge the Clerk's resignation

The Clerk explained that she had taken the difficult decision to resign to concentrate on her other job. The Council thanked Luisa for her 14 years of service. Her planned leave date is 31 March 2020.

20.2 To agree the recruitment process for a new Clerk

The Clerk provided a draft advert for the Council to consider. A few minor changes were made and it was agreed where it would be advertised. The recruitment team will be the Chairman, Vice-Chairman and Mrs Smith with assistance from the current Clerk. A recruitment timetable was also agreed.

The Chairman closed the meeting at 10.15 pm.

Payment of accounts list - approved at item 17.2		
Payment to	Description	Payment
J Alden	Gardening service for January including purchase of landscaping bark and fencing wire	£274.46
Mansfield Fencing	Installation of two security posts on village green	£245.00
Mattishall Community Car Scheme	Contribution from October - December 2019	£188.40
Mattishall Community Car Scheme	Insurance	£193.05
Mattishall Memorial Hall	Hall hire for youth club from 14 February - 27 March 2020	£182.00
Norfolk PTS	Chairmanship networking event for chairman and vice-chairman and seminar attendance for Janice Smith	£68.00
SLCC Norfolk Branch	Return of the £100 bursary for clerk's training	£100.00
Total Gas & Power	Electricity supply at village green*	£16.56
Clerk's pay and expenses		
	February net pay/HMRC/Norfolk Pension Fund**	£1,502.57
	Working from home allowance	£18.00
	Microsoft Office 365 for 2018/19 (previously unclaimed) and 2019/20	£159.98
	First aid kit to accompany defibrillator	£11.40
Total payments approved		£2,959.42

* Total Gas & Power paid by direct debit on 30 January 2020

** Payments will be made on 28 February 2020