



Meeting Minutes

Mattishall Parish Council

Monday 1 April 2019 at 7 pm, Memorial Hall

Parish Councillors present: Michael Nunn, John Rockliff, Janice Smith (Vice-Chairman), Chris Taylor, Richard Turner and Terry Wilkins. Also in attendance: Luisa Cantera (Parish Clerk), Paul Claussen (District Councillor), one member of the public and one member of Yaxham Parish Council.

1 Apologies for absence

Chairman, Richard Norton (working), Hannah Farrier-Dutton (working) and David Piper (personal reason) gave their apologies to the clerk in advance of the meeting. The Council accepted their apologies.

2 Members' declarations of interest in items on the agenda

No declarations of interest were made.

3 Approval of the minutes of the meeting held on 4 March 2019

The minutes of the meeting were approved without amendment and signed by the Meeting 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

A member of Yaxham Parish Council spoke about a hustings event they are hosting on 12 April. All prospective district councillors have been invited to put forward their views on what they plan to achieve if they are elected on 2 May. Mattishall Parish Councillors were encouraged to attend.

6 Planning matters

6.1 Results of applications (decision taken by Breckland Council)

3PL/2019/0092/HOU - 4 All Saints Walk - Proposed Proposed single storey side extension: Application approved.

3PL/2019/0062/F - Willow Lodge, Willow Close - Change of use of swimming pool building to dwelling with new double garage: Application refused.

3PL/2019/0063/F - 18 Willow Close - New dwelling and double garage: Application refused.

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

3PL/2019/0199/HOU - 8 Mill Road - Proposed extensions to front and side of property and replacement garage and proposed new driveway: No objection.

3PL/2019/0226/O - Land adjacent to Moorfield, 133 Dereham Road - Erection of single storey dwelling: The emerging local plan acknowledges that existing completions and commitments already meet Mattishall's minimum target for the plan period to 2036. It is therefore not necessary to permit further new housing. This site was not put forward in the call for sites for either the neighbourhood plan or the local plan. The application does not meet Mattishall's NP policies HOU1, HOU4, HOU5, HOU6 and given the restricted nature of the site (the plot is very narrow and close to neighbouring properties) it is unlikely to meet HOU7.

3PL/2019/0277/LB - Talbot House, Church Plain - Replacement of all windows and doors: No objection.

6.3 Consideration of plans drawn up by Abel Homes for a small play area at Walnut Tree Fields

The plans appear to be what Abel Homes originally proposed at the outset of the project. The Council agreed the plans were acceptable.

7 Updates from individual council members (for information only)

7.1 Data collected from the SAM2 (speed awareness messaging sign)

The equipment is currently sited in Welgate, which is a new location. The data from when the SAM2 was in Dereham Road showed a top speed of 75 mph with 54,000 movements in a 27-day period. On average 12 vehicles a day travelled over 50 mph (this section of Dereham Road has a 30 mph limit).

7.2 Norwich Western Link

Mr Nunn reported that the Highways England project team is still analysing the results of the recent public consultation. There appears to be strong support for a new link from the Norwich Northern Distributor Road to the A47 west of Norwich. Option D looks to be the most popular option (west of Taverham travelling south-west towards just west of Easton). The next meeting of the multi-parish meeting with Highways England will be held on 7 May in Costessey.

7.3 **Youth club sessions held during March**

Numbers during mid-late March have been lower than previous months. The leaders are not concerned as some of the children have been attending birthday events or away for the weekend. The children have been enjoying participating in craft activities and playing games. Mr Nunn expressed a wish by the leaders to encourage the upcoming year 6 children to attend the youth club during the Summer. The Council **RESOLVED** that the leader should approach the school to talk to the current year 5s about joining the youth club after Easter.

The Meeting Chairman allowed the Yaxham Parish Councillor to speak at this point in the meeting. He expressed his concern that a broken footbridge had not been dealt with by Highways and that he had made contact with Highways himself to report it. He also contacted district and county councillors.

8 **Update from the Barlow Charity**

Mr Rockliff reported that the trees at Old School Green have been reduced in height. The charity is looking for a gardener to work in the communal area in front of the housing to start this Spring.

9 **Events**

9.1 **Update on organisation of an Easter event**

The Easter event on Bank Holiday Monday (22 April) will involve an egg and spoon race, Easter egg hunt, Easter bonnet competitions, face painting and a tug of war contest.

9.2 **Preparation for Norfolk Day**

The Women's Institute has expressed an interest in helping at this event. Further details will be given at the May meeting as two of the main organisers were absent.

10 **Plaque for a bench at the play area**

Mrs Smith reported that the mother of the child to be dedicated on the plaque was touched by the idea and has supplied the wording. The Clerk provided councillors with a draft. The mother would like the plaque to be sited on the bench closest to the witch's hat in the play area. The Council **RESOLVED** to order the plaque, as presented.

11 **Discussion on the WWI airfield commemorative memorial plaque**

Mr Rockliff reported that he had spoken with the representative from the Airfields in Britain Conservation Trust. The plaque weighs 35kg and is 60cm by 60cm. Mr Rockliff proposed an angle iron is set into concrete and the plaque is fixed on top. He will provide a sketch drawing with dimensions for the Council to consider at the next meeting.

12 Finance

12.1 Update on the Council's finances at year-end

The Clerk presented the finances. The Council ended the year with a slightly higher year-end balance than expected (£53,960) due to some anticipated work not being carried out and committed grants not yet released by year-end.

12.2 Consideration of a grant from the outdoor sport and play fund to the cricket club

Mattishall Cricket Club has requested a grant to improve their netting area. The fund, received from Breckland Council in March 2018, can be allocated to community sporting clubs. The Council **RESOLVED** to commit the remainder of the fund to the cricket club. This is £889 minus the sporting equipment being purchased for the youth club of around £360.

12.3 Payment of accounts list

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

13 Correspondence

The correspondence was available for councillors to read.

14 Items for the next meeting agenda (Tuesday 7 May 2019)

Update from the Easter event, discussion on how to fix the WWI memorial plaque (drawing to be provided by Mr Rockliff), Norwich Western Link, and Norfolk Day will all feature on the May agenda.

The Meeting Chairman thanked Councillors for their contributions and the Clerk for her help and guidance over the past four years as this was the final council meeting before the 2 May election.

The Meeting Chairman closed the meeting at 8.40 pm.

Payment of accounts list (item 12.3)

Payment to	Description	Payment
Anglian Water Business/Wave	Water bill for allotments and cemetery from December 2018 - March 2019*	£173.41
Miscellanea	2-pages in village magazine	£100.00
Peter Cresswell	Handyman payment for March	£133.90
Burgh Lane resident	Reimbursement of cost of new arial due to cemetery tree falling on house in high winds	£100.00
Society of Local Council Clerks	Annual membership subscription	£156.00
Total Gas & Power	Electricity supply at village green**	£12.81
Clerk's pay and expenses:		
Luisa Cantera / Norfolk Pension Fund / HMRC	April staff salary, pension contributions to Norfolk Pension Fund, and tax/NI to HMRC**	£1,363.49
	Working from home allowance	£13.00
	Printing posters for Easter event	£1.00
Total payments approved		£2,053.61

*Paid by direct debit on 1 April 2019

**Paid by direct debit on 23 March 2019

***Payments will be made on 29 April 2019 - these are based on 2018-19 payments and due to meeting before year-end it is not possible to complete the first payment for the 2019-20 financial year until year-end completed