



Meeting Minutes

Meeting of Mattishall Parish Council

Monday 3 August 2020 at 7pm, via Video Conferencing

Parish Councillors present: Mike Nunn, Graham Clarke, Janice Smith, Richard Turner and Richard Norton. Also in attendance: Lorraine Trueman (Parish Clerk), Ian Martin (District Councillor) and 4 members of the public (including, David Fowler co-opted at item 4)

Cllr Nunn opened the meeting at 7.20pm and welcomed everyone.

1. To receive apologies for absence

The councillors accepted apologies from Cllr Piper and the clerk advised the council that Cllr Meldram had resigned earlier that day.

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

No declarations of interest or requests for dispensation were made.

3. To approve the minutes of the meeting held on 6 July 2020

The councillors approved the minutes from 6 July 2020 without amendment.

4. To approve the co-option of a new councillor onto the Council

Mr David Fowler applied for the parish councillor vacancy and spoke briefly to introduce himself. The Council **RESOLVED** to co-opt Mr Fowler onto the Council. The Clerk will meet with him (virtually) to go through a local induction and to arrange signing the declaration of acceptance of office. Mr Fowler observed as a member of the public for the remainder of the meeting.

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

Members of the public spoke about the Hopkins Homes planning application. Concerns were raised that this application is unlikely to go to Breckland planning committee and they urged the Parish Council to continue highlighting the issues with this application.

District Cllr explained the call in process and advised this had been called in today, Monday 3 August. The Parish Council could support this process by sending an email of support to the District Cllr.

Cllr Nunn advised this would be discussed with the other councillors later in the meeting.

2 members of the public left the meeting.

6. Planning matters

6.1. To receive results of applications

3PL/2020/0607/HOU - Heath Cottage, Heath Road. Proposed 2 storey side extension & workshop/store. Approved.

3PL/2019/0849/D - Poplar Farm, 41 South Green. Reserved matters application for the erection of 15 market homes (including one existing farmhouse) and 8 affordable dwellings, access road and driveways and a public link to the sports ground. Approved.

6.2. To receive report and consider recommendations from the Neighbourhood Plan delivery and monitoring group on new planning applications – see list on page 2

3PL/2020/0703/HOU - 29 South Green
Mattishall Parish Council have no objections to the proposed changes of materials.
No objection.

3PL/2020/0717/LB - Ivy Barn, Welgate
Mattishall Parish Council does not support this application on a Grade 2 Listed building. According to external decoration guidance notes provided by Historic England “Windows and doors need regular painting to protect the wood from weather.” “The only exemption being hardwood such as oak which is best left unpainted but may benefit from oiling or other traditional treatment.” To grant this application would contravene Historic England.
Objection.

3PL/2020/0477/HOU - 34-36 The Old Stables Dereham Road
The Parish Council’s objection dated 7 July 2020 remains unchanged. The applicants Amended Site Plan dated 27 July 2020 613 - PLO 1 - A revised 15 July 2020, has not addressed the Council’s fundamental issues; being scale, mass, overdevelopment, adequate and safe parking without reversing in from the public highway (if a vehicle is parked in the cart lodge space). The wide aspect street scene drawing has not been provided as requested. The drawing that has been submitted does not sufficiently illustrate how the proposed development will sit alongside its neighbours within the village conservation area.
Objection.

6.3. To receive report from the Neighbourhood Plan delivery and monitoring group on unauthorised development as mentioned in the comments for planning application on Land East of Summer Meadows (ref. 3PL/2020/0466/F)

The Neighbourhood Plan delivery and monitoring group shared a letter sent to Breckland District Council on behalf of the Parish Council to highlight frustrations about the planning process and the issues raised on this planning application. For a copy of this letter contact the clerk.

6.4. To receive report from the Neighbourhood Plan delivery and monitoring group on planning issues at Kensington Forge (ref. 3PL/2017/1112/F & 3DC/2020/0050/DOC)

The Neighbourhood Plan delivery and monitoring group shared a letter sent to Breckland District Council on behalf of the Parish Council to chase a response to the letter sent 1 July and to raise concerns about the changes to the road layout. For a copy of this letter contact the clerk.

1 member of public left the meeting.

7. To receive an update on the reopening of the youth club

Cllr Nunn gave an update on the reopening of the Youth Club, run by the YMCA. The first session is due to take place on Friday 7 August at the Memorial Hall where the outside space only will be used. YMCA are in the process of contacting the parents/carers of the youths in regular attendance so that numbers can be controlled. All councillors were in support of the reopening of the Youth Club.

8. Play area

8.1. To review and agree actions from play area inspection report

The annual inspection of the play area took place mid-July. From the report produced the councillors decided to investigate an alternative to using weed killer around the equipment and to purchase plastic spikes to prevent birds fowling on the swings.

8.2. To discuss reopening of play area

The clerk advised that the insurance company had confirmed that the play area would be covered within the policy if government guidelines were followed. Councillors agreed that before the play area can reopen the spikes above the swings should be installed, appropriate signage be in place and weekly inspections resume. Cllr Piper agreed to take on the inspections, while the clerk would arrange for the signage in line with government guidelines. The councillors agreed to aim for reopening of the play area mid-August.

9. To discuss if goal posts should be installed on the village green

All councillors agreed to install goal posts on the village green due to ongoing complaints received by the Barlow Trust about balls hitting cars and gardens. Due to the costs involved the council require 3 quotes and currently have one. Cllr Piper will gather 2 further quotes for September meeting.

10. To receive an update on the donation request from the Sports and Social Club

This request has been withdrawn by the Sports and Social Club.

11. To receive an update on the installation of the WW1 airfield plaque

Cllr Smith advised she had been in touch with the stonemasons to rearrange the installation of the plaque and it is hoped that this will take place this week. Cllr Smith thanked Cllr Nun for gaining the verbal agreement from the landowner.

12. To review the tree survey and agree next steps

The report received from the arborist was comprehensive but due to timings the councillors had little time to study this prior to the meeting. It was agreed that the clerk would gather quotes for the 2 priority trees, investigate permission required and report back to the councillors at the next meeting.

13. To receive an update on All Saints churchyard wall repair

The Diocese has agreed to the work being carried out by Irons and Stone. The insurance company has accepted the quote and transferred the funds to the Parish Council bank account. Irons and Stone have agreed to commence works in September.

14. Finance

14.1. To approve the payment list

The Council RESOLVED to approve the payments list.

14.2. To receive an update on bank mandate

The clerk advised the council that the submission form to put Cllr Clarke on the bank mandate had been uploaded to the bank. Cllr Clarke had not yet received confirmation from the bank. Once this has been received the clerk will go ahead with removing Cllrs Norton and Smith from the mandate as agreed at July's meeting.

14.3. To review the external audit report

The external audit report was available to the council ahead of the meeting for review. Cllr Nunn commented on the high standard maintained last year and thanks was given to the previous clerk who worked hard for these results.

15. Correspondence

The correspondence was available for councillors to read.

16. To receive items for 7 September agenda

Goal posts (from item 9), Tree works update (from item 12), unauthorised notices posted around the village, fridges etc left outside Mattishall News.

The council agreed that the Hopkins Homes matter raised by the members of the public could not wait until the next meeting due to the deadline being before the next Parish Council meeting. The council discussed the matter and agreed that the clerk should send an email to the District Cllr on behalf of the Parish Council supporting the call in.

The District Councillor and Cllr Norton left the meeting.

17. 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:

17.1. To discuss an increase in gardener's hourly rate

With Cllr Norton not present, the remaining councillors were below quorum and therefore were unable to make any further decisions. This matter will now move to September's agenda.

The Chairman closed the meeting at 8.58pm

Payment of accounts list - for approval on 3 August 2020

Payment to	Description	Payment	VAT to be reclaimed
David Bracey	Annual play area inspection & report	£96.00	£16.00
Janice Smith	Replacement rose bush for war grave	£8.99	£1.50
Total Gas & Power	Electricity supply at village green*	£14.94	£0.71
Treecare Consultants Ltd	Tree survey carried out in July	£514.80	£85.80
TTSR	Grass cutting for July 2020	£448.51	£74.75
TTSR	Cut back footpath alongside cemetery	£30.00	£5.00
Clerks pay and expenses			
L Trueman	Salary and related expenses***	£1,159.28	
L Trueman	Expenses	£63.32	
		£2,230.85	£166.26

* Payment taken on 28 July 2020

*** Payment to be made on 28 August 2020