



Meeting Minutes

Meeting of Mattishall Parish Council

Monday 4 January 2021 at 7pm, via
Video Conferencing

Parish Councillors present: Mike Nunn, Graham Clarke, Richard Turner, David Piper, David Fowler, Janice Smith, Ben Handford and Richard Norton. Also in attendance: Lorraine Trueman (Parish Clerk), Ian Martin (District Councillor) and 3 members of the public.

Cllr Nunn opened the meeting at 7.02pm and wished everyone a happy new year. He spoke about the amount of work covered last year and that he looked forward to carrying on this good work in 2021. He also stated that we would miss the speech by Boris Johnson PM at 8pm and that we could all catch up after the meeting.

1. To receive apologies for absence

None were received; however, Cllr Norton was not present, this was possibly due to his work commitments.

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

None were received.

3. To approve the minutes of the meeting held on 7 December 2020

The minutes were approved by the council.

4. To report progress on items not on the agenda from the last meeting (Clerk's Report)

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 members of the public and Breckland District Councillors

Cllr Nunn advised all councillors that Dist Cllr Martin needed to leave the meeting early and asked for any questions relating to agenda points 6 and 7 to be asked at this point.

Members of the public spoke about the flooding that had happened over the Xmas period at South Green. They explained how this issue had once been resolved, several years ago, by digging out a pond and installing private drains. Recently, they had contacted the county council to ask for help but was advised there was no budget to clear to clear the blockages. The rain over the Xmas period caused substantial flooding and despite residents contacting the county council they had not received any response. They thanked the clerk for visiting the site and asked for support from the parish council again to get this matter investigated thoroughly. Dist Cllr Martin advised there was another property that had been impacted by the flooding at South Green, along with properties in Yaxham and Shipdham. He suggested the parish council contact; the Local Lead Flood Authority, Anglian Water, George Freeman MP and Cllr Bill Borrett.

The councillors discussed flooding in other areas within the parish and their own experiences of trying to get the matter resolved.

Dist Cllr Martin suggested contacting residents to gain photographic evidence to use to support communications, and to contact the planning department to raise the issue of the flooding at Old Hall Road in relationship to the 2 planning applications. He also advised that he would contact Cllr Borrett on the matter.

Dist Cllr Martin advised that the Hopkins Homes planning application on the land south of Dereham Road (3PL/2020/0462/F) had gone to the chairman's panel and it was agreed this would now go to the planning committee, date to be confirmed. He advised that the parish council needed to agree speakers on behalf of the parish council and that they could let interested residents know the situation.

7.35pm Cllr Norton joined the meeting, apologising for the lateness due to internet connection.

Dist Cllr Martin advised that he had been contacted by a resident with concerns that Breckland District Council were no longer accepting cheque payments. He confirmed that this is not the case, while the district council are urging people to move to online payments, they are not withdrawing the ability to pay by cheque. Cllr Smith also advised that there was the ability to pay by phone, she had used this service herself in the past and found it easy to use. The details can be found on the back of the council tax bill.

Dist Cllr Martin spoke about the current situation with the opening of schools but also advised this could change after the speech Boris Johnson PM was to give at 8pm.

7.47pm Dist Cllr Martin thanked the parish council for their flexibility and left the meeting.

6. Planning matters

6.1. To receive results of applications

3PL/2020/0890/LU - Kensington Forge Dereham Road - Proposed Residential Development for 12 dwellings including change of use from storage/distribution and light industrial (Certificate of Lawfulness) under planning permission
3PL/2017/1112/F. APPROVED.

3PL/2020/1289/HOU - The Old Rectory, 4 Stoney End - Rear first floor extension.
APPROVED.

3PL/2020/1272/LB - Moat Farm, 35 Dereham Road - Repairs to south gable window lintel & beam bearing over first floor bedroom & within roof space at south gable.
APPROVED.

3PL/2020/1172/F - Water Treatment Works, South Green - Single storey dwelling with and extension to an existing outbuilding. APPROVED.

6.2. To receive report from Neighbourhood Plan delivery and monitoring group on applications with comments due before this meeting

3PL/2020/1410/HOU - 7 Geddes Way - Proposed loft conversion with dormer windows

Mattishall Parish Council makes the following observation:
Breckland District Council should consider the adverse overlooking impact this proposal would have 28, 29, 30 Back Lane and 8 Geddes Way.

Comments

6.3. To receive update from the Neighbourhood Plan delivery and monitoring group on contact with Hopkins Homes regarding site/land South of Dereham Road

Cllr Fowler summarised the 2 applications on the site and the progress made with each applicant.

The councillors agreed that the principle of application had been lost and that houses would now be built on this land. They agreed they now had the responsibility to get the best option for the village possible.

They discussed the differences between the 2 applications, with a key difference being Gladman (3PL/2020/0226/D) had 40% affordable housing while Hopkins Homes (3PL/2020/0462/F) had 25%. It was believed that the Gladman application would reduce to 25% in line with Breckland District Council's policy, thereby making this difference disappear.

The council unanimously agreed to make no further comments on the Gladman application and to submit the comments below relating to the Hopkins Homes application.

3PL/2020/0462/F

It is acknowledged that outline planning permission has been granted for this site despite previous opposition from Mattishall Parish Council and Breckland District Council. Considerable opposition from Mattishall residents still exists and this is evidenced by the volume of written representations.

Having discussed the proposal with the applicant, the Parish Council has sought to ensure that if BDC approve the application then crucial mitigation measures are secured. The Parish requests that BDC condition (by S106 agreement or planning condition) any approval accordingly.

1. The provision of a LEAP scheme and associated POS accessible to the whole village. That an agreement ensures the long-term maintenance of the provision to a high standard.
2. The provision of a Orchard and Allotment scheme. That the details of these elements be agreed in consultation with Mattishall Parish Council. The Orchard and Allotments to be available to and accessible by all residents of Mattishall Parish. That adequate parking provision is made solely for the use by the allotments. That the orchard is planted with a variety of fruit trees each with deer protection. That the applicant ensures the long-term maintenance of this provision.
3. That the area (edged in Blue) to the west of the site is made available (through transfer of land ownership to Mattishall Parish Council or by other acceptable means) for the use as a community woodland with appropriate footpaths and seating. That the design, layout and features of the woodland be agreed with Mattishall Parish Council. That the community woodland be accessible by the public.
4. That the Attenuation Basin be maintained by the applicant (or other body agreed by BDC) and that it be kept in a safe condition, having been fully risk assessed with appropriate safety measures in place. Child protection/safety at this facility is a major concern of the Parish Council.
5. That in the interest of highway safety the Highways Authority agree to the amendment of the speed limit on Dereham Road adjacent to the site, such that a 30MPH limit applies from the junction with Old Hall Road towards Mattishall village centre.
6. That should NCC require the provision of new Bus shelters on Dereham road, the design, position and future maintenance of these should be agreed in consultation with the Parish Council.
7. That in the interest of sustainable development, electric vehicle charging points be provided within the development. These should be provided as standard at each plot.
8. That the appropriate financial sum be made to the NHS to mitigate the adverse impact of the development on health services.

7. To discuss contacting Norfolk County Council and Environment Agency to highlight issue of roads flooding and request action.

The councillors agreed the need for photos as discussed under agenda item 5 and would contact those Dist Cllr Martin had suggested. Cllr Nunn asked if the residents were happy with the parish council's planned actions, which they confirmed they were and asked if they could be invited to any on site meetings.

8.18pm 2 members of the public left the meeting.

8. To receive an update on the A47 and NWL and discuss any further action

The councillors discussed the progress made on the proposals so far and agreed that many of their concerns had been listened to.

The Wensum Valley Alliance had identified some concerns and are looking for others to join them in highlighting these.

The council agreed the clerk should contact Highways England to express their support and Cllr Piper should attend the meeting to be held by Wensum Valley Alliance as an observer.

9. To receive update on SNAP and police strategic briefing

Cllr Smith attended the police strategic briefing meeting on behalf of the parish council. She explained to the councillors that various groups gave talks on their individual areas and that she found it informative.

10. To agree training for councillors

All councillors agreed Cllr Handford should attend the Induction course provided by Norfolk PTS at a cost of £40.

Cllr Smith asked for details of other courses Norfolk PTS gave and the clerk agreed to send a link to their website to all councillors.

11. To agree members of the chairman's long-term projects working group and agree first meeting date

Cllr Nunn and the clerk spoke to explain that this working group should consider all aspects within the village, clubs, charities, businesses and residents. The aim should be to bring the village together and the working group could contain non council members along with councillors, with people leaving and joining as the projects develop over a 5-year rolling timeframe. Councillors asked questions about the working of the group and any parameters and Cllr Nunn confirmed these would need to be agreed by the working group during their first meeting.

Cllrs Clarke, Piper, Fowler and Handford agreed to be the founding members of the group and will present to full council in February or March.

12. To review safeguarding policy

All councillors agreed the policy was still relevant and needed no changes. This will be reviewed again in February 2022.

13. To discuss social media policy

Cllr Handford had drafted a social media policy that was circulated to councillors ahead of the meeting.

Some of the councillors felt that the parish council were missing out by not being active on social media while some had concerns over the level of communication and the control of postings.

The council agreed they should focus on Facebook with Cllr Handford as administrator. It was also agreed that the draft policy should be amended to read “If, however references to your employment or connection with the council are made on a personal social media profile.....declare on each posting that the views expressed are yours alone” and reviewed in 12 months’ time.

9.28pm Cllr Norton left the meeting due to an early shift tomorrow.

14. To discuss events for 2021

The councillors appreciated that some events may not be able to go ahead again this year but provisional agreed the following;

- Litter picks – Tuesday 1 June, Saturday 3 July and Saturday 18 September
- Easter egg hunt and family fun day – would not go ahead this year
- Remembrance Sunday – Sunday 14 November
- Christmas lights switch on and service – Sunday 5 December
- Post COVID-19 celebration – tbc

9.41pm the councillors agreed to abandon the standing orders and carry on with the meeting. The member of the public left.

15. Annual Parish Meeting

15.1. To agree date and time meeting to be held

The council agreed to hold the meeting on Tuesday 18 May.

15.2. To agree speakers to be invited

The councillors suggested some speakers and Cllr Nunn asked them to give is some more thought and to let the clerk know.

16. Finance

16.1. To approve the payment list

The council discussed the additional spend on the Xmas hampers and agreed that they would share the additional cost of £53.38 rather than use public money. The payments as listed at the bottom of the minutes were approved.

16.2. To agree allotment and cemetery fees for 2021

Figures relating to 2019/20 and 2020/21 for the allotment and cemetery income and expenditure was available to the councillors ahead of the meeting. They discussed increasing the allotment fees but agreed for 2021/22 the fees would remain unchanged for both the allotment and cemetery.

16.3. To approve the budget for 2021/22

The budget was available to the councillors for review ahead of the meeting. The changes made since last month were, an update on 2020/21 spend and reallocation of the underspend for 2020/21 into reserves for professional fee and post COVID-19 celebrations. No further spend was allocated to the cemetery working group/gardening as no proposals were submitted. The council agreed the budget.

17. Correspondence

Correspondence was available for councillors to read.

18. To receive items for 1 February agenda

Updates on cemetery wall repair, handyman and broadband progress. Consider the government tree scheme, village signs/gates, sending a letter to inquire about SPD's (supplementary planning documents), quotes for installation of gate at the rear of the village green, action to be taken on defects on highways and report and recommendations from the cemetery working group for works to be carried out at cemetery, allotment, All Saints', village green and play area.

The clerk handed the hosting of the meeting over to Cllr Turner and the clerk was placed in the waiting room. No members of the public were remaining at the meeting.

19. 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: to agree to pay the clerk for additional hours worked

The council agreed to pay the clerk for the additional hours worked from September to December.

10.32pm Cllr Nunn closed the meeting.

Payment of accounts list - for approval on 4 January 2021

Payment to	Description	Payment	VAT to be reclaimed
J Bishop	Balance for Xmas hampers	£53.38	£0.00
S Cutler	Repairs to cemetery wall	£489.60	£81.60
Total Gas & Power	Electricity supply at village green*	£13.03	£0.62
TTSR	Grass cutting contractor	£448.51	£74.75
Wave	Water bill**	£92.88	£15.48
Clerks pay and expenses			
L Trueman	Salary and related expenses***	£2,342.16	£0.00
L Trueman	Expenses	£26.40	-£5.99
		£3,465.96	

* Payment taken on 7 Jan 2021

** Paid on 23 Dec 2020

*** Payments to be made on 29 Jan 2021