



Meeting Minutes

Mattishall Parish Council

Monday 5 July 2021 at 7 pm
Mattishall Memorial Hall

Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Norton, Mike Nunn, David Piper, Janice Smith and Richard Turner (Chairman). Also in attendance: Luisa Cantera (Temporary Parish Clerk) and 1 member of the public

1. Apologies for absence

District Councillor, Ian Martin, gave his apologies in advance of the meeting.

2. Members' declarations of interest in items on the agenda consider any requests for dispensations

Cllr Clarke declared an interest in item 6.2 (Summer Meadows) as a near neighbour.

3. To approve the minutes of the meeting held on 8 June 2021

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 last meeting (Clerk's report)

Councillors had the opportunity to read the Clerk's report ahead of the meeting; it is also available to read on the website. The Clerk thanked councillors for rolling up their sleeves to achieve the completion of several tasks during June, including repairing a broken bench, moving a bench in the gym area, changing the pads in the defibrillator, planting bedding plants under the village signs, and overseeing a contractor's repair work to the churchyard wall.

5. Open forum for Public Participation

Anita Rose introduced herself as the incoming Clerk who will start working for the Parish Council in early August. She was given a warm welcome.

6. Planning matters

6.1. To receive results of applications

3PL/2021/0608/HOU – 9 Lime Tree Close – Demolition of existing side porch and construction of single storey side extensions: Approved.

3PL/2021/0584/HOU – 51 Dereham Road – Single storey rear extension: Approved.

3DC/2021/0106/DOC – Glenthorne, 149 Dereham Road – Discharge of conditions 7, 8, 9, 12 & 13 on 3PL/2020/0358/O: Discharged in part.

3OB/2021/0029/OB – Poplar Farm, South Green – Schedule 2 Affordable Housing part 1 requires submission of an affordable housing scheme plots 22 & 23 3PL/2016/0395/O: Approved.

3PL/2021/0747/LB – Several House, Church Plain – Replace of 7 existing windows with slimline double-glazed unit or single-glazed units all to match the existing windows in pattern, detailing and timber sections: Approved.

3DC/2021/0098/DOC – Water Treatment Works – Discharge of conditions 8, 9 & 10 on pp 3PL/2020/1172F: Discharged in part.

3PL/2021/0695/VAR – Willow Lodge, Willow Close – Variation of condition nos 2 & 3 on 3PL/2019/1602/F – Redesign of dwelling: Approved.

6.2. To receive recommendation from Planning and Monitoring Group on current applications

The Council agreed to submit the following comments to Breckland Council:

3PL/2021/0029/OB – Poplar Farm South Green – Schedule 2 Affordable Housing Part 1 requires submission of an affordable housing scheme Plots 22 & 23 Planning Reference 3PL/2016/0395/O: Objection. The S106 agreement does appear to not meet minimum standards in relation to affordable housing space standards.

3PL/2021/0877/HOU – The Yews, South Green – Detached cart shed garage with integral store/potting shed: No comment submitted.

3PL/2021/0671/HOU – West End House, 135 Dereham Road – Proposed garage/store/office and new access (full): Objection in relation to the change from a residential plot, in a wholly residential part of the village, to a commercial, employment-led operation. A more detailed response was submitted.

3PN/2021/0039/UC – Agricultural Building at South Green Farm Prior Approval for conversion of agricultural barn to a single dwelling (General Permitted Development England Order 2015 as amended Schedule 2, Part 3 Class Q) – No comment required.

A detailed objection comment was submitted to the Planning Inspectorate in relation to APP/F2605/W/21/3266443 – 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.

6.3. Update on the Hopkins development on land south of Dereham Road

Cllr Fowler reported that Leathes Prior Solicitors have been appointed to advise on the proposed wording of the S106 in relation to the potential transfer of the public spaces to the Parish Council.

7. Update from councillors

7.1. Kerbing outside the churchyard wall

Cllr Clarke reported that the 50/50 Parish Partnership scheme has been accessed for the extension of kerbing to protect the wall (which is a Parish Council responsibility because it is a closed churchyard) as it has been damaged by vehicles several times in recent years. The

Parish Council is waiting for further news of when the work will commence.

7.2. Dog poo sign competition

Cllr Piper explained that the vouchers to the two winners will be presented at the primary school this week. The Council agreed to order two copies of each poster to make into signs and will order further copies if sufficient funds from the £120 donation are available.

8. Open Spaces Working Group (OSWG)

8.1 Report from the Open Spaces Working Group

Cllr Piper provided a report for June. He reported that inspections have been carried out at the Council's areas of responsibility (cemetery, churchyard, village green and allotments). The cemetery noticeboard has been re-anchored and re-stained; All Saints' Churchyard wall has been repaired; the allotment water tap has been repaired; and new bedding plants added to the planters at the east and west end of the village. A review meeting with the handyman is planned for mid-July.

8.2 Gardening work until October 2021

Councillors agreed that the recent weeding of the bedding areas at the village green had been well done. If bark chippings are now added to the bedding areas it would not be necessary to have a gardener visit regularly. It was **AGREED** to use Alex Colville, who had undertaken the recent weeding, on an ad-hoc basis.

8.3 Purchase of bark chippings for the village green

The gardener suggested that bark chippings could be used to suppress the weeds at the village green and cemetery. The Council **AGREED** to purchase 6 tonnes of bark chippings for the village green from Greenacre Property Development at £240. Alex Colville, the gardener, will distribute the bark chippings at his hourly rate which is likely to be a day's work. The Clerk was given the authority to order up to a further 3 tonnes for the village green/cemetery if necessary.

9. Finance

9.1 Summary of the Council's finances for the 1st quarter

The Clerk provided councillors with a financial summary to 30 June and answered questions. The Council has spent 15% against budget, a little lower than would normally be expected at the end of the first quarter.

9.2 Credit card for use by the Clerk

The Chairman had researched the options for a credit or debit card instead of the Clerk or councillors using their own cards to pay for Council items and being reimbursed. One issue in particular has been paying recurring fees for the website, email, Zoom, Microsoft Office and anti-virus software using the Clerk's own credit card (there is a time-element in administering this approach). A credit card is available from the Council's bank although it is not a free service. The set-up fee is £50 and a £3 monthly fee. The Council **AGREED** to organise a bank credit card with Unity Trust Bank.

9.3 Grant request from Mattishall Parochial Church Council

The Council **AGREED** to give a grant of £400 towards churchyard maintenance at St Peter's Churchyard for 2021-22. This is included in the payment list.

9.4 Approval of payment list

The payments were approved by the Council. The list is detailed at the end of the minutes.

10. Correspondence

Councillors noted the correspondence received and reports, including a report on the SAM2 for June, an update from the policies and procedures working group, mobile phone purchased for new Clerk, flooding issues, and the Parish Partnership Scheme for 2022-23.

11. Discussion on whether to record Council meetings: request from incoming Clerk for contribution towards recording device

Anita Rose, the incoming Clerk, requested if she could record meetings in order to help with minute-taking. She had already purchased a recording device and asked if the Parish Council would be willing to pay half towards the cost, which would be £50.83 excluding VAT. Recordings would be deleted immediately after the minutes are approved. The Council **AGREED** to record meetings from August 2021 and pay a 50% contribution to Mrs Rose's other Council where she is also the Clerk, Stoke Holy Cross.

12. Website accessibility statement review

The Clerk explained that the website accessibility statement requires an annual review. The changes are minor and relate to dates of testing and the next review. The next review will be in July 2022.

13. August meeting

The Council **AGREED** to only hold an August meeting if there are any contentious planning applications and/or if there is any urgent business. Planning applications will be dealt with by the Planning Group and the Clerk will submit the comments.

14. Items for the next meeting

The following items will be added to the September agenda: Remembrance Day, Christmas event, events programme for 2022, Armed Forces Covenant, policies and procedures for agreement, and replacement fencing at the cemetery.

15. Resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item:

15.1 To agree a way forward regarding damage to the cemetery wall and how to repair
The Parish Council **AGREED** to organise and pay for the repairs required to the cemetery wall and recover the cost of the repairs from the contractor who damaged the wall.

The Chairman closed the meeting at 9.04 pm.

Payment list (approved at item 9.4)

Payment to	Description	Payment	VAT to be reclaimed
A Colville	Gardening at village green and cemetery	£300.00	£0.00
David Fowler	Cllr expense reimbursement for wood varnish	£13.99	£2.33
Janice Smith	Cllr expense reimbursement for bedding plants and compost	£26.49	£0.00
Josh Staff	June handyman services	£229.50	£0.00
Mattishall PCC	Grant towards St Peter's Churchyard maintenance for 21-22	£400.00	£0.00
Norfolk Pension Fund	April pension contributions for L Trueman	£605.73	£0.00
Norfolk PTS	Locum clerk service for June and reimbursement for £20 of competition vouchers	£1,870.00	£0.00
Norfolk PTS	Training course fee for session held on 17 June 21	£275.00	£0.00
Richard Turner	Cllr expense reimbursement for purchase of mobile phone for new Clerk	£249.00	£41.50
SJ Cutler	Builder: repairs to Churchyard wall	£969.46	£161.58
Steve Jackman	Repairs to allotment water tap	£55.00	£0.00
Stoke Holy Cross PC	50% contribution towards meeting recording device	£50.83	£0.00
TTSR Ltd	Grass cutting for June	£481.67	£80.28
		£5,526.67	£285.69

Payments paid by direct debit taken during June 2021

Information Commissioner's Office	Annual renewal - paid 24 June 21	£40.00	£0.00
Total Gas & Power	Electricity supply at village green - paid 29 June 21	£13.43	£0.64
Wave (Anglian Water)	Water for cemetery and allotments: credit on a/c £48.19	£0.00	
		£53.43	£0.64