



Meeting Minutes

Mattishall Parish Council

Monday 4 February 2019 at 7 pm, Memorial Hall

Parish Councillors present: Richard Norton (Chairman), Hannah Farrier-Dutton, Michael Nunn, David Piper, John Rockliff, Chris Taylor, Richard Turner and Terry Wilkins. Also in attendance: Luisa Cantera (Parish Clerk) and District Councillors Paul Claussen (left the meeting after item 9.4) and Pablo Dimoglou (left the meeting after item 13). There were no members of the public present.

1 Apologies for absence

Vice-Chairman Janice Smith gave her apology to the clerk in advance of the meeting (personal reason). The Council accepted her apology.

2 Members' declarations of interest in items on the agenda

The Chairman declared an interest in item 6.2, the planning application at Gregs Close, as a neighbour of the applicant.

3 Approval of the minutes of the meeting held on 7 January 2019

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

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. Dr Piper confirmed that is able to attend the Town & Parish Council forum on 21 February.

5 Open forum for public participation

There were no comments made during this item.

6 Planning matters

6.1 Results of applications (decision taken by Breckland Council)

3PL/2018/1464/HOU - 5 Welgate Close - Timber frame carport to the front of property: Approved.

3PL/2018/1305/HOU - Meanwood, Welgate - Single storey extension and new porch to front elevation: Approved.

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:

3AG/2019/0002/AG - Old Hall Farm, Old Hall Road - To upgrade a route way used by farm machinery to transport feed to livestock and avoid/reduce dirty water produced: No objection.

3AG/2019/0003/AG - Old Hall Farm, Old Hall Road - To cover a livestock gathering area and reduce dirty water produced: No objection.

3PL/2018/1409/O - Development site for 8 self/custom build residential properties [reduction to 6 properties] - Part of the field to the west of Gregs Close: The Council was divided when debating this comment, however the overall vote was for objection. This application is for properties outside the settlement boundary. The development does not adhere to policies ENV2 (protecting important views and vistas) and HOU 3-5 in the Mattishall neighbourhood plan. The development does not compliment and enhance the existing character of the village or provide affordable housing. The Chairman chaired the item but did not take part in the discussion or vote.

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 on Mill Street facing traffic approaching from the south.

8 Update from the Barlow Charity

Mr Rockliff said that there was no particular news to report this month.

9 Events

9.1 **Donations from the Christmas event**

At the last meeting, it was suggested that the donations (£131 for the grotto and £105.40 from the refreshments from the Christmas event) should be allocated to benefit children in the village. The Council **RESOLVED** to purchase bingo books and dabbers for the youth club who are keen to organise a bingo evening for the children. The remainder of the fund will be used for future events, such as Easter and Norfolk Day.

9.2 **Easter event**

Councillors commented that they are keen to organise an Easter event for families and an Easter egg hunt was suggested. The Council **RESOLVED** to organise an Easter egg hunt on Easter Monday, 22 April. Mrs Farrier-Dutton, Dr Piper and Mr Taylor agreed to work together on the organisation.

9.3 **Discussion regarding speakers for the Annual Parish Meeting**

The Clerk has asked a speaker from Community Action Norfolk to talk about tips on saving money on energy bills. Other ideas were to invite local organisations to attend and ask whether they would like to speak briefly about their work. The Clerk will organise the evening and advertise it shortly.

9.4 **Preparations for Norfolk Day**

Norfolk Day will be held on 27 July and many communities will be holding events around the county. The Council said that it would like to run an event. A working party will work on the detail and report progress at council meetings.

10 **Youth club**

10.1 **Update from January's weekly sessions**

Mr Nunn reported that the youth club is going from strength to strength with 22 children attending last Friday. The leaders would like to use the outdoor space at the memorial hall on warmer evenings. The Clerk will contact the hall to find out whether the youth club can use some of all of the outdoor space.

10.2 **Youth club contract extension**

As the youth club has been such a success, the Council **RESOLVED** to extend the contract with the YMCA to 7 February 2020.

11 **Consideration of a request to write to Highways regarding road gritting**

A villager wrote to the Parish Council to ask if Stone Road leading into Mattishall Road could be gritted. The villager is aware that it is a County Council Highway responsibility but requires the support of the parish council to make any progress with his request. This is a well-used road which includes school bus routes. The only road through the village gritted at present is the east-west route (Dereham Road). The Clerk had contacted Highways prior to the meeting and the engineer said that it was highly unlikely that an existing route would be considered for gritting. There are many bus routes in the county that are un-gritted. The Council **RESOLVED** to find out the cost of gritting Stone Road into Mattishall Road and to request permission for the SAM2 to be used on an existing post close to the Stone Road bridge.

12 **Ownership of the cemetery and allotments**

The Parish Council does not have title deeds for the cemetery and allotments. The Council **RESOLVED** to begin research by contacting local cemetery expert, Mr Fairchild, to ask if deeds are likely to be found.

13 **Dog fouling on Mattishall's public footpaths**

Mr Wilkins spoke about the recent issue of owners not picking up after their dogs in some areas around the village. The Clerk had spoken to the dog warden who gave a few tips, such as letting him know the problem areas so that he can monitor, talking to

each other and other dog owners, and mentioning the problem areas in a newsletter article.

14 Finance

14.1 Community Car Scheme

The Council considered a request to contribute towards the car scheme's insurance policy. The Council **RESOLVED** to pay £193.05 to the car scheme.

14.2 Contribution towards lighting the church tower

The Council considered a request to contribute towards the lighting the church tower; a project that was initiated by the Parish Council some years ago. The Council **RESOLVED** to pay £60 contribution to Mattishall PCC.

14.3 Payment of accounts list

The Council **RESOLVED** to approve the payments list (refer to final page). Items 14.1 & 14.2 were included on the list.

14.4 Outdoor sport and play fund grant received in March 2018

The Clerk reported that some of the fund could be used for the youth club and she had been discussing ideas with the leaders. The Clerk was asked to find out if a sport-related trip by the youth club could be paid for by the fund.

15 Clerk's appraisal

The Council agreed that Mrs Farrier-Dutton and the Chairman would be involved in the Clerk's appraisal later in February.

16 Correspondence

The correspondence was available for councillors to read. Dr Piper asked to attend the Breckland Town and Parish Council forum on 21 February.

17 Items for the next meeting agenda (Monday 4 March 2019)

Discussion on cleaning the war memorial will be included on the March agenda.

18 The Council resolved (under the Public Bodies Admission to Meetings Act 1960) to exclude the members of the public and press for the following confidential items:

18.1 Consideration of quotations received for the grass and hedge cutting contract

The Clerk contacted 3 contractors and 3 responded with quotations. The Council **RESOLVED** to appoint TTSR Ltd as the contractor for a 3-year contract from Spring 2019 to Autumn 2021.

18.2 **Consideration of quotations received for tree work**

The Clerk contacted 4 contractors and 3 responded with quotations. The Council **RESOLVED** to appoint Norfolk Trees & Landscaping.

18.3 **Consideration of quotations received for the churchyard wall repairs**

The Clerk contacted 5 contractors and 1 responded with a quotation. The Clerk was asked to speak with the company that quoted to gain further detail on how they propose to work on the highway when repairing the wall. This item will be discussed again at the March meeting.

18.4 **Appointment of an internal auditor for the coming year**

The current internal auditor decided not to put herself forward for the 2018-19 audit. The Clerk asked a local, retired clerk who is an internal auditor for 13 other parish councils if he would quote. The Council **RESOLVED** to appoint Mr Max Bergin for the 2018-19 internal audit.

The Chairman closed the meeting at 9.20 pm.

Payment of accounts list - approved on 4 February 2019 (item 14.3)		
Payment to	Description	Payment
Mattishall Community Car Scheme	Contribution towards car scheme journeys, October - December 2018	£211.89
Mattishall Community Car Scheme	Grant for annual insurance cover	£193.05
Mattishall PCC	Contribution towards lighting top of tower at All Saint's Church	£60.00
P Cresswell	Handyman payment for January	£113.30
Total Gas & Power	Electricity supply at village green*	£14.16
TTSR Ltd	Hedge cutting at cemetery, November 2018	£300.00
YMCA	Youth club	£2,100.00
Clerk's pay and expenses		
Luisa Cantera / Norfolk Pension Fund / HMRC	February staff salary, pension contributions to Norfolk Pension Fund, and tax/NI to HMRC**	£1,363.49
	Working from home	£13.00
	Plastic cups for youth club	£4.80
	Colour printing (posters)	£1.00
Total payments approved		£4,374.69

*Paid by direct debit on 25 January 2019

**Payments will be made on 28 February 2019