



## Meeting Minutes

# Mattishall Parish Council

Monday 2 March 2020 at 7 pm, Memorial Hall

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Parish Councillors present: Terry Wilkins (Chairman), Graham Clarke, Richard Norton, Michael Nunn (Vice-Chairman), David Piper, Janice Smith, Chris Taylor and Richard Turner. Also present: Luisa Cantera (Parish Clerk). There were no members of the public or district councillors present.

### **1 Apologies for absence**

Apologies were received from District Councillor Ian Martin.

### **2 Members' declarations of interest in items on the agenda**

No declarations of interest or requests for dispensation were made.

### **3 Approval of the minutes of the meeting held on 3 February 2020**

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 above meeting**

The Clerk gave a summary of her report, which is available to read on the website. Mrs Smith spoke to give the Council's sincere thanks to Mrs Farrier-Dutton for her time on the Council, in particular her drive and enthusiasm for recent events.

### **5 Open forum for Public Participation: an opportunity to hear from the public**

There were no members of the public present.

### **6 Planning matters**

#### **6.1 Results of applications (decisions taken by Breckland Council)**

3PL/2019/1580/VAR - Walnut Tree Farm, Mill Road - Variation of condition 2 of 3PL/2019/0631/F - amended design: Application approved.

3PL/2019/1585/VAR - Land adjacent to Daryl Farm, Mill Road - Variation of condition 2 of 3PL/2018/0252/F - Alteration to approved garage design: Application approved.

3PL/2019/1587/VAR - 1 Cedar Close - Variation of condition 2 of 3PL/2015/0237/F amended to reduce impact - Application approved.

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

3PL/2020/0178/HOU - 29 South Green - Removal of existing roof to dwelling and increasing existing front and rear dormer sizes and re-roofing. New porch to front. Demolition of existing garage, erection of single storey extension forming new annexe and garage: No objection.

**7 Updates from individual council members (for information only)**

7.1 **SAM2 (speed awareness messaging sign) and Speed watch**

Mr Turner reported a problem with the SAM2 sign which he thinks could be the battery. He will speak with Westcotec who supplied the sign.

The Speed watch team has not met during the past month due to the cold weather. A member of the public has asked that Mill Road is included. The Chairman indicated to the Mill Road resident that this is only possible in the 30 mph area, not the unrestricted part of Mill Road.

7.2 **A47 dualling**

Mr Nunn attended a recent joint Highways England and Norwich Distributor Road meeting. He reported that the meeting was not particularly productive because Highways England did not have anything additional to update the meeting on. Consultation on the A47 dualling has been brought forward to late February to early March with a number of local village halls hosting these events. The working group, made of local parishes, will meet shortly to form a joint view on the consultation.

7.3 **February youth club sessions**

Mr Nunn, who sends a weekly report to the Council, reported that the numbers had increased to normal levels during February. He has written an article for Miscellanea, the village magazine, promoting the good work of the youth club. He encouraged councillors to drop into the youth club to see how well the club is doing.

7.4 **VE Day working group**

The working group is looking for stories and photographs of Mattishall during World War II. The Clerk has placed an order for the memorabilia (reproduction ID cards and ration cards, tommy hats and bunting). A previous teacher at the school is going to help with stories from the village school during the war. Military vehicles will be attending the event.

7.5 **Events attended by councillors during February**

Mr Taylor attended the Breckland footpaths' seminar in late February. He said it was a very informative session.

Mr Clarke attended the Breckland Council Town and Parish Council forum in early February. There were different district council teams to visit in one room but he had been expecting a meeting or the opportunity to speak to other parish councillors.

## **8 Vacancies**

### **8.1 Update on the Clerk vacancy**

The Clerk explained that the interview panel will be meeting interview candidates at the end of the week. The Chairman will be calling an extraordinary meeting to be held on 9 March so that the Council can approve the appointment of the new Clerk soon after the interviews.

### **8.2 Update on the councillor vacancy created by the resignation of Mrs Farrier-Dutton**

The Clerk reported that she would find out this week whether the council will be able to co-opt to the councillor vacancy.

## **9 Issue raised by householder regarding vehicle crashing into their home**

A resident asked the Council to support her plea to Highways regarding safety on Norwich Road following a vehicle damaging her home recently. The Clerk was asked to write an email of support to the resident. The Clerk will ask for permission to forward the email to Highways.

## **10 Update on repairs required to the churchyard wall**

The Clerk explained that the same section of the churchyard wall that had been repaired in August had been damaged by a vehicle crashing into it. The owner of the lorry has admitted liability. The Clerk will liaise with the lorry owner, their insurance company and obtain quotations for the repairs.

## **11 Risk assessment and policies due for review**

11.1 Financial risk assessment - The Council **RESOLVED** to approve this document making minor amendments to items 1.6 and 3.4.

11.2 General risk assessment - The Council **RESOLVED** to approve this document with one addition at item 12: to include details about safeguarding of children.

11.3 Data protection information audit document - The Council **RESOLVED** to approve this document without amendment.

11.4 Training policy - The Council **RESOLVED** to approve this document with one addition at item 8: to support the Clerk to achieve the Certificate in Local Council Administration.

## **12 Options for purchase of a PA system and set a revised budget**

Mr Nunn explained that he had conducted research online and had spoken to a music shop in Dereham about sourcing a PA system for village events. The availability of new PA systems has reduced considerably in recent months due to China ceasing production (due to the coronavirus outbreak) and the cost of systems increasing due to this shortage. The shop offered a good alternative option: a secondhand system that

has a higher specification than previously considered. The secondhand system has bluetooth and music can be streamed from other devices which lower specification models do not offer. The Council **RESOLVED** to revise the budget to £800 to purchase a PA system including two microphones. This will allow Mr Nunn to secure the secondhand system at Shake, Rattle and Roll in Dereham. The Clerk will organise the purchase.

### **13 Discussion on creating compost bins for use by the gardener**

The Chairman obtained six wooden pallets that were free from someone in Mattishall and, with the help of Dr Piper, has been able to move them to a secure location. The gardener plans to build the new compost bins over the coming weeks.

### **14 Re-appointment of Eileen Browne to the Mattishall & Burgh Charity**

The Clerk explained that the Mattishall & Burgh Charity requires the Parish Council to confirm the appointment of their trustees. The Council **RESOLVED** to appoint Eileen Browne with effect from 3 April 2020 for a 4-year period.

### **15 Finance**

#### **15.1 Consideration of grants to local organisations**

Three local organisations requested grants from the Parish Council. The Council **RESOLVED** to award £315 to the 1st Mattishall Scouts, £275 to the Priscilla Bacon Hospice and £250 to the Norfolk Accident Rescue Service. These payments will be released during March.

#### **15.2 Payment of accounts list**

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

#### **15.3 Acknowledgement of the Norfolk Pension Fund rates letter**

The Council acknowledged receipt of the letter and asked the Clerk to respond to the Norfolk Pension Fund to confirm receipt.

### **16 Further ideas for mounting the Mattishall WWI airfield plaque**

Mrs Smith presented several designs from a stonemason (previous designs from a different stonemason had already been considered). The stonemason suggested mounting the plaque onto a black granite memorial. The Council **RESOLVED** to accept the quotation from S & A Robinson Stone Masons for £680.

### **17 Correspondence**

The correspondence was available for councillors to read.

## 18 Items for the next meeting agenda (Monday 30 March 2020)

Updates from the VE Day working party and Norwich Western Link meetings will feature as discussion items on the next agenda.

The Chairman closed the meeting at 9.20 pm.

<b>Payment of accounts list</b>		
Payment to	Description	Payment
Fresh Air Fitness	Rubber edging for air skier equipment	£29.94
J Alden	Gardening service for February including purchase of landscaping bark and fencing wire	£60.00
Mike Nunn	Reimbursement of expenses: items purchased for youth club	£16.00
Miscellanea (E Conway)	2-page quarterly entry into village magazine	£100.00
Shake, Rattle & Roll	Secondhand PA System	£800.00
Total Gas & Power	Electricity supply at village green*	£16.75
TTSR Ltd	Hedge cutting during February	£279.00
YMCA	Youth club: 14 February - 15 August 2020	£3,919.50
Clerk's pay and expenses		
	March net pay/HMRC/Norfolk Pension Fund**	£1,502.57
	Working from home allowance	£18.00
	Annual subscription for Council website (Wix)	£86.40
	Colour printing (Poultec)	£1.80
	Items for VE Day event (bunting, ration books, ID cards and tommy hats)	£316.80
Total payments approved		£7,146.76

\* Total Gas & Power paid by direct debit on 25 February 2020

\*\*Payments will be made on 30 March 2020