



Meeting Minutes

Annual Meeting of Mattishall Parish Council

Tuesday 4 May 2021 at 7pm, via Video Conferencing

Present: Graham Clarke, David Fowler, Mike Nunn, Richard Norton, David Piper, Jan Smith, Richard Turner (Minutes)

The meeting was opened by Mr. Nunn

1. Election of Chair Nominations were invited for the office of Chair. Mr Turner was nominated by councillors present. It was agreed to elect Mr Turner as Chair for the coming twelve months. Thanks were given to Mr Nunn for his service as Chair and Vice Chair. Mr Turner took the remainder of the meeting as Chair.

2. Election of Vice Chair Mr Turner invited Nominations for the office of Vice Chair. Mr Clarke and Mr Fowler were nominated by councillors present. On a vote Mr Clarke was elected as Vice Chair.

3. Apologies had been received from District Councillor Ian Martin.

4. Declarations of interest in items on the agenda and requests for dispensation Mr Fowler declared a possible interest in items 12, 15, 22.4 due to a pecuniary relationship with Norfolk PTS.
Mr Nunn declared an interest in item 14.9. This application being made by a family member.

5. Approval of the minutes of the meeting held on 6 April 2021 The minutes were approved without amendment and signed by the Chair.

6. Review of the Minutes of the Annual Parish Meeting The minutes had not been completed and this item was deferred until the next meeting.

7. Open forum for public participation There were no members of the public or district councillors present.

8. Finance

8.1 Review asset register There were some minor discrepancies in the register, these would be rectified before finalisation.

8.2 The Internal Audit Control Officer confirmed the continuing effectiveness of controls and that the necessary checks had been made on the 4th quarter accounts.

8.3 The Internal Auditor's report was noted and proposals to address his recommendations would be presented at the June meeting.

8.4 The 2020/21 Annual Governance Statement was completed and approved.

8.5 The 2020/21 Statement of Accounts was noted and approved.

8.6 Appointment of the Internal Audit Control Office for the coming year Resolved that Mr Turner be appointed.

8.7 Approve the payments list The list was approved, it was noted that the handyman had not submitted his timesheet in time for inclusion.

In the absence of a clerk Mr Clarke would set up the payments on the bank account.

9. To agree membership of the working Groups

9.1 Planning and Monitoring Group Mr Fowler (lead), Mr Clarke, Mr Nunn

9.2 Open Spaces Group Dr Piper (lead), Mrs Smith, Mr Clarke, Mr Norton

9.3 North Western Link external meetings Dr Piper with Mr Nunn as substitute

9.4 A47 Dualling external meetings Mr Nunn with Dr Piper as substitute

9.5 Safer Neighbourhood Action Panel (SNAP) external meetings Mrs Smith

9.6 Footpath councillor contact Mr Fowler

10. The Clerk's report was noted

A resolution was passed excluding members of the public and press for confidential items 11 and 12

11. The councillors tasked with interviewing and selecting the replacement clerk gave a report on the selection process and their recommendation for appointment. Points raised by councillors were clarified and the recommendation of Michele Savage was approved. As the previous clerk is no longer in position and a transition period is not possible a training and induction programme had been discussed with Norfolk PTS by Mr Clarke and implementation of this was approved.

12. With the work of parish councils becoming more complex it was felt that training was required which would keep councillors up to date on both changing legislation and societal norms. Such a training session would be undertaken in June at a cost of £275.

13. Planning matters

13.1 Results of planning applications

3PL/2021/0190/HOU 53 Dereham Road **Approved**

3PL/2021/0081/LB Several House Church Plain **Approved**

3PL/2021/0202/HOU Rushbrick House Mill Road **Refused**

3PL/2021/0426/D Plot 4 Gregs Close **Approved**

3PL/2021/0425/D Plot 5 Gregs Close **Approved**

13.2 Recommendations for comments from the Planning and Monitoring Group on current applications.

3DC/2021/0098/DOC Water Treatment Works

Discharge of conditions 8, 9 & 10 of permission 3PL/2020/1172/F

Conditions not discharged:

MPC consider that only condition 9a has been discharged. The GeoEnvironmental Desk Study dated 5 Mar 21 recommends that a Phase 2 GeoEnvironmental ground investigation, a Geotechnical investigation plus an asbestos survey are all necessary.

3NM/2021/0026/NMA 8 Parkers Road Mattishall

Objection:

Mattishall Parish Council objects to the proposed non-material amendments as the applicant has not detailed the requested amendments. The applicant is required to resubmit drawings clearly showing the changes proposed specifically, the changes in fall to the flat roof and the provision for the surface water drainage together with the change of appearance provided by the introduction of face bricks.

3PL/2021/0552/HOU 12 Wesley Close, Mattishall

Mattishall Parish Council supports this application.

3DC/2021/0101/DOC Poplar Farm, South Green, Mattishall

Discharge of condition No. 5 of 3PL/2019/0849/D

Mattishall Parish Council notes that the terms of condition 5 appear to have been met,

3DC/2021/0108/DOC Poplar Farm, South Green, Mattishall

Discharge of condition No. 10

Mattishall Parish Council notes that a construction Management Plan dated 16 April 21 has been submitted.

3DC/2021/0083/DOC Poplar Farm, South Green, Mattishall

Discharge of conditions No. 5, 7, 11, 15 and 17

Mattishall Parish Council notes that the surface water drainage strategy is via SuDS. It would appear that Anglian Water and the Lead Local Flood Authority have yet to be consulted.

3PL//2021/0584/HOU 51 Dereham Road, Mattishall

Mattishall Parish Council supports this application.

3DC/2021/0106/DOC Glenthorne 149 Dereham Road, Mattishall, Rob Nunn

Discharge of conditions No 7, 8, 9, ,12 and 13

Mattishall Parish Council notes the Stephen Moore report dated 12 March 21 and has no further comment to make.

3NM/2021/0029/NMA 29 South Green, Mattishall

None material amendment, change window and door colours from white to anthracite grey. Mattishall Parish Council supports this application.

An update was given on the ongoing negotiations between the Parish Council, Breckland planning department and Hopkins Homes regarding allotments, orchard and public open space on the Old Hall Road development. The sum of up to £1500 was approved if required to obtain independent legal advice on any Section 106 in respect of this.

14. Review of Code of Conduct It was felt that there was a lack of policies addressing any failures to adhere to the code. A working group was needed to recommend suitable policies and any other shortfalls in policies and procedures.

15. Report on Councillors Network Norfolk PTS had trialled a network, similar to that already in existence for Chairs and Vice Chairs, for all councillors. Mr Piper and Mrs Smith had attended this. Both agreed that this was a valuable forum and would be happy to attend in future.

16. Agree a response to Breckland District Council's Planning Policy Officer in respect of Supplementary Planning Documents (SPDs) The suggested response was approved and the new clerk would submit it once in post.

Dear Mr D'Arcy,

Many thanks for your recent email.

Mattishall Parish Council notes that work on the review of the Local Plan has been halted whilst you await a response from MHCLG to their future direction. We look forward to seeing the Minister's response.

The Mattishall Neighbourhood Plan was adopted in the context of the NPPF and the previous Breckland Core Strategy. Clearly, understanding your timescales will enable us to ensure that at the point of our Neighbourhood Plan review we have full alignment with the adopted Breckland Local Plan. We would, however urge you to continue work on the production of Supplementary Planning Documents as was agreed by BDC in November 2019. We reiterate that having adopted SPDs to cover design, and aspect standards; and greater clarification on developer contributions (S106) would be extremely beneficial to both us, as a Parish Council, and yourselves as the LPA. As you have said, SPDs covering these issues will "add value to existing policy", which can only result in better development, support the Council's sustainability ambitions, and bring clarity to applicants, consultees and decision makers.

Yours etc.

Mattishall Parish Council

17. Agree definition of 'local' when dealing with unauthorised signs on the highways. It was decided that local would be limited to those businesses within Mattishall Parish boundaries.

18. Decide if the newsletter in Miscellanea should be printed in colour. This was approved the cost would now be £150 per quarter.

19. Agree judging of the dog poo sign competition. There had been a slow response to the competition and it was agreed that this would be deferred until the next meeting.

20. Open Spaces.

20.1 Agree what action to take over the closing of the play area gate facing Dereham Road Initially it would be checked to see if it was possible to further increase the tension of the spring closing the gate. It was felt that after 4 years use this item may have reached the end of its life and, if this was the case, we would check if we could replace it ourselves or if it was necessary for Playdale to do the work.

20.2 Discuss the closing of the gate at the rear of the village green. The landowner had requested that the gate be locked due to trespass into the farmyard. This had been done but had resulted in damage to the fencing as access to retrieve balls was no longer available. We would investigate the possibility of a high level catch fencing to alleviate this. Dr Piper and Mr Norton would also contact the landowner to see if it was possible to prevent access to the farmyard.

A similar problem had been notified to the clerk, too late to include on the agenda, by the resident at 2 Dereham Road. Children were climbing on the wall between this property and the play area. It was noted that the position of the bench in the adult gym area facilitated this, and it was decided that it be repositioned as a first step to reducing the problem. The open spaces working group would consider further measures and discuss them with the resident.

21.0 Receive items for the 7 June agenda

Meeting closed at 10.05 pm.

Payment of accounts list

Payment to	Description	Payment	VAT to be reclaimed
Jaki Alden	Dec 20 & Jan 21	£393.00	
David Piper	Materials for cemetery maintenance	£181.51	£30.26
M Bergin	Internal Audit	£50.00	£0.00
A Jackson	Miscellanea - Q1	£100.00	£0.00
Norfolk PTS	Training	£132.00	£0.00
Total Gas & Power	Electricity supply at village green*	£13.64	£0.65
TTSR	Hedge cutting	£481.70	£80.28
Richard Turner	Mcaffee anti virus renewal	£59.99	£10.00
Richard Turner	Office 365 renewal	£79.99	£13.33
Richard Turner	Zoom May	£14.99	£2.50