



# Meeting Minutes

## Annual Meeting of Mattishall Parish Council

Tuesday 5 May 2020 at 7pm, via Video Conferencing

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Parish Councillors present: Terry Wilkins, Mike Nunn, Graham Clarke, Richard Norton, David Piper, Janice Smith, Chris Taylor, Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk - outgoing), Lorraine Trueman (Parish Clerk – incoming), Ian Martin and Paul Claussen (District Councillors) and Sheryl Meldram (co-opted at item 8).

Mr Wilkins opened the meeting and welcomed everyone.

### **1. Election of Chairman for coming year**

Mr Wilkins invited nominations for the office of Chairman. Mr Wilkins and Mr Norton were nominated by councillors' present. On a vote, it was agreed to elect Mr Wilkins to serve as Chairman for the coming twelve months. Mr Wilkins thanked councillors and agreed to sign his declaration of acceptance and send to the clerk. Mr Wilkins took the remainder of the meeting as chairman.

### **2. Election of Vice-Chairman for the coming year**

Mr Wilkins invited nominations for Vice-Chairman. Mr Nunn was nominated by Mr Wilkins and seconded by Mr Clarke. With no further nominations, all agreed to elect Mr Nunn to serve as Vice-Chairman for the coming twelve months.

### **3. Welcome the incoming Clerk**

Mr Wilkins welcomed Lorraine Trueman as Parish Clerk.

### **4. Apologies for absence**

There were no absences.

### **5. Members' declaration of interest in items on the agenda and any requests for dispensation**

No declarations of interest or requests for dispensation were made.

**6. Approval of the minutes of the meeting held on 2 March 2020 and 9 March 2020**

The minutes of both meetings were approved without amendment.

**7. Progress on the items not on the agenda from the last meeting**

The Clerk (Ms Cantera) gave a summary of her report, which is available to read on the website.

**8. Approval of the co-option of new councillor**

Ms Sheryl Meldram applied for the parish councillor vacancy and spoke briefly to introduce herself. The Council **RESOLVED** to co-opt Ms Meldram onto the Council. The Clerk will meet with her (virtually) to go through a local induction and to arrange signing the declaration of acceptance of office. Ms Meldram observed as a member of the public for the remainder of the meeting.

**9. Open forum for Public Participation: an opportunity to hear from the public**

The Chairman encouraged members of the public to speak but there were no comments.

**10. Planning matters**

**10.1. Results of applications (decisions taken by Breckland Council)**

3PL/2020/0152/F – Erection of polytunnel and timber farm shop with concrete base (Retrospective), change of use of land to mixed use of agricultural and retail farm shop and erection of two polytunnels: Approved.

**10.2. Planning application comments sent to Breckland Council prior to May meeting**

3PL/2020/0152/F – The Acorn Hut Farm Shop and Plant Nursery Watercress Lane. Erection of polytunnel and timber farm shop with concrete base (Retrospective), change of use of land to mixed use of agricultural and retail farm shop and erection of two polytunnels

The Mattishall Neighbourhood Plan broadly supports new commercial enterprises within the parish, and as is recognised in the Breckland Local Plan, it is not always possible for these to be in a fully sustainable location. That is the case with this application and while Highways have offered suggestions that go some way to mitigating this they do not go far enough. Comments made on the application make it obvious that custom will come from further afield and this will involve additional vehicular movements. As stated the business is located on a narrow single-track road currently subject

to a 60 mph speed limit. Unless the speed limit is substantially reduced it is unlikely that local residents will feel safe while walking or cycling to this business resulting in greater rather than less use of motor vehicles.

3PL/2020/0226/D -Land south of Dereham Road. Reserved matters application for the details of appearance, landscaping, layout and scale) relating to a development of 50 dwellings (following outline permission reference 3PL/2015/0498/O)

The Parish Council recognises that there is still considerable opposition to this development but accepts that, with permission being granted on appeal, its task is now to ensure that all relevant policies of the Neighbourhood and Local Plans are applied and the conditions of the Universal Undertaking are adhered to. At this point in the process this does seem to be the case.

3PL/2020/0358/O-Glenthorne, 149 Dereham Road

3 proposed timber cabins to be used for holiday purposes

Mattishall PC response given on 30 April 2020: Policy ECON1 of the Neighbourhood Plan, Policy EC 07 of the Local Plan and NPPF paras 83 & 84 support this type of application. Even though these are not referenced in the supporting documentation the Parish Council has no objection to this application.

Planning comments submitted to Breckland Council on 30/4/2020 by Mattishall Parish Clerk. Comments provided by the Mattishall PC Planning group (Richard Turner and David Piper. Mike Nunn did not take part as the applicant is a relative.

### **10.3. Report and recommendations on planning applications from the Neighbourhood Plan delivery and monitoring group on new applications:**

3PL/2020/0178/HOU - 29 South Green - Proposed two storey side extension with front and rear dormer windows. Re-roofing and new porch to front. Demolition of existing garage, erection of single storey extension forming enlarged lounge and kitchen, new annex and garage. No objection as long as local and neighbourhood planning polices are adhered to.

3PL/2020/0383/HOU - Ashleigh, 117 Dereham Road - Single Storey Extension to Front, Side and Rear of Existing Bungalow. No objection as long as local and neighbourhood planning polices are adhered to.

3PL/2020/0387/HOU - Welgate House, Welgate - Two Storey and Single Storey Extensions to Rear. No objection as long as local and neighbourhood planning polices are adhered to.

3PL/2019/0849/D - Poplar Farm, 41 South Green - Reserved matters application for the erection of 15 market homes (including one existing farmhouse) and 8 affordable dwellings, access road and driveways and a

public link to the sports ground. Neighbourhood Plan Delivery and Monitoring Group to provide commentary.

**11. Agreement on the appointment of councillors to the following groups for the coming year:**

**11.1.** Neighbourhood Plan Delivery and Monitoring Group – The Council **RESOLVED** that Mr Clarke, Dr Piper and Mr Wilkins will be members of this group.

**11.2.** Cemetery Working Group – The Council **RESOLVED** that Mr Clarke, Mrs Smith, Mr Norton, Dr Piper and Ms Meldram will be members of this group.

**11.3.** Norwich Western Link meetings (external meetings) – The Council **RESOLVED** that Dr Piper (with Mr Nunn as substitute) will be members of this group.

**11.4.** A47 dualling meetings (external meetings) – The Council **RESOLVED** that Mr Nunn (with Dr Piper as substitute) will be members of this group.

**11.5.** Safer Neighbourhood Action Panel (SNAP) meetings – The Council **RESOLVED** that Mr Wilkins will be the council representative.

**11.6.** Footpath councillor contact for Mattishall – The Council **RESOLVED** that Mr Taylor will assist the Clerk with footpath issues.

VE/VJ Day Working Group – The Council **RESOLVED** that Mr Wilkins, Mr Clarke, Mrs Smith, Dr Piper and Ms Meldram be members of this group, along with external members Jackie and Steve Clay representing All Saints' Church.

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

**12.1 Youth club**

Mr Nunn reported that the youth club is currently in lockdown due to Covid 19 but the YMCA has provided a detailed annual report highlighting how well the club was doing prior to the lockdown. Dr Piper urged the councillors to attend the club once the lockdown was lifted.

**12.2 The Mattishall Volunteer Hub**

Mrs Brook provided a report on the first 4 weeks of activity. Mr Martin commented how well it was working with Yaxham hub and advised that a grant maybe available. Mr Wilkins will contact Mrs Brooks to discuss.

**13 Discussion on the providing a dog bin for the corner of Orchard Road with Dereham Road**

There were no objections. The Clerk to contact the relevant neighbour (East side of the junction) and Highways.

## **14 Finance**

### **14.1 Review of the asset register**

The Clerk presented the asset register which had been updated to 31 March 2020. She asked councillors to check and agree with the assets listed. The Council **RESOLVED** to approve the asset register presented.

### **14.2 Review the financial regulations document**

The Clerk proposed amendments to the document. The Council **RESOLVED** to approve the amendments.

### **14.3 Completion of review of effectiveness of internal controls**

Mr Turner confirmed the completion of an internal controls checklist. All agreed.

### **14.4 Receive the Internal Auditors report and consider his recommendations**

Mr Bergin carried out the 4<sup>th</sup> internal audit remotely, due to the current lockdown. In his report he commented all matters were in good order, as they were last year, and this reflects the hard work done by an excellent clerk.

### **14.5 Approval of the 2019-20 Annual Governance Statement**

The Chairman read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council **RESOLVED** to approve the 2019-20 Annual Governance Statement.

### **14.6 Approval of the 2019-20 Statement of Accounts**

The Clerk read out the figures in the Accounting Statement. The Council **RESOLVED** to approve the 2019-20 Statement of Accounts. The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council.

### **14.7 Acknowledgement of the payments made in late March and April**

The Council acknowledged the payments made in late March and April.

### **14.8 Approval of the payment of accounts list**

The Council **RESOLVED** to approve the payments list.

### **14.9 Appointment of a councillor as Internal Audit Control Officer for the coming year**

A councillor checks the finances quarterly having access to all the financial records. The Council **RESOLVED** to appoint Mr Turner for the year to May 2021 as Internal Audit Control Officer.

## 15 Discussion on new Clerk training

Website training is going to take place week of 25<sup>th</sup> May to allow the new Clerk to upload documents and update the website before the outgoing Clerk leaves on 31<sup>st</sup> May 2020. The outgoing Clerk recommended an Agenda and Minutes course in June. The incoming Clerk and councillors agreed this would be a beneficial course to take up.

## 16 Correspondence

The correspondence was available for councillors to read.

## 17 Items for the next meeting agenda (Monday 1 June 2020)

Discuss what actions to take on the printer (currently not working) and the outgoing Clerk's laptop will feature on the June agenda.

## 18 The Council **RESOLVED** to exclude members of the public and press (under the Public Admission to Meeting Action 1960) for the following confidential items:

Consider quotations from contractors to report the churchyard wall – the Council asked for a further breakdown of the quote to include materials used.

On behalf of the Council, Mrs Smith thanked Ms Cantera for her support and wished her well for the future.

The Chairman closed the meeting at 9.25pm.

<b>Payment List</b>		
Payment to	Description	Payment
Max Bergin	Internal audit fee	£50.00
Norfolk PTS	Annual subscription - already agreed at 9 March meeting	£330.00
Norris & Fisher	Insurance policy renewal (year 3 of 3-year policy period)	£694.41
Total Gas & Power	Electricity supply at village green*	£16.34
TTSR Ltd	Hedge cutting during March and April	£430.54
Clerks pay and expenses		
	May net pay/HMRC/Norfolk Pension Fund**	£2,694.99
	Working from home allowance	£36.00
	Mailbox with Wix – annual renewal	£66.62
	Laptop	£583.98
	Zoom subscription	£14.39
<b>Total payments approved</b>		<b>£4,917.27</b>