



Meeting Minutes

Mattishall Parish Council

Tuesday 3rd May 2022 at 7 pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Turner (Chairman), Andrea Taylor, John Pickering and Jan Smith.

The Chair announced to members of the council and public that the meeting will be recorded for minute purposes.

1. Election of Chair

It was unanimously agreed to elect Cllr Turner as Chair, proposed by Cllr Smith, seconded by Cllr Norton. Declaration of office was signed.

2. Election of Vice Chair

It was unanimously agreed to elect Cllr Clarke as Vice Chair, proposed by Cllr Fowler, seconded by Cllr Pickering. Declaration of office was signed.

3. Apologies for absence

There were none. District Cllr Clausen sent his apologies.

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

There were none.

5. To approve the minutes of the meeting held on 4th April 2022

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record, proposed by Cllr Pickering, seconded by Cllr Piper, and unanimously **APPROVED**.

6. Open forum for Public Participation

Maggie Oechsle introduced herself to the Council as an independent candidate for the upcoming Mattishall Ward by-election which will be held on Thursday 9th June.

Cllr Fowler proposed that the Council provide a venue for a husting meeting. It was unanimously **AGREED** to be held on Wednesday 18th May. The clerk was tasked with booking a venue and publicising the meeting via social media sites, notice boards and neighbouring parishes.

7. Finance

7.1. The Internal Audit Control Officer confirmed the continuing effectiveness of controls and that the necessary checks had been made on the 4th quarter accounts. Cllr Turner advised that transparency is key from which it was **AGREED** to share to councillors read only access to the financial files at year end.

7.2. The Internal Auditors report was noted with no recommendations received.

7.3. The 2021/22 Annual Governance Statement was completed. Proposed by Cllr Smith, seconded by Cllr Clarke and unanimously **APPROVED**.

7.4. The 2021/22 Statement of Accounts was noted and unanimously **APPROVED**, proposed by Cllr Smith and seconded by Cllr Clarke.

7.5. Appointment of the Internal Audit Control Office for the coming year
Resolved that Mr Turner be appointed. Proposed by Cllr Fowler and seconded by Cllr Piper.

7.6. Approve the payments list, the list was unanimously **APPROVED**, proposed by Cllr Smith and seconded by Cllr Norton. Following discussion in Item 10.5. it was agreed for Cllrs Smith and Piper to meet with CK Professional Trees to discuss satisfaction of works prior to releasing payment.

8. To agree membership of the working Groups

8.1. Planning and Monitoring Group Cllr Fowler (lead), Cllr Clarke, Cllr Pickering.

8.2. Open Spaces Group Dr Piper (lead), Cllr Smith, Cllr Norton, Cllr Taylor.

8.3. Norwich Western Link / A47 meetings Cllr Piper, Cllr Fowler.

8.4. YMCA representative Cllr Piper.

8.5. Flooding Group Cllr Turner, Cllr Clarke

9. Insurance

The Chair explained that the current insurers for the Council have ceased trading. After discussion it was voted 6 out of 8 to appoint BHIB Insurance as the Council's insurers and opted for a 3-year long term agreement. Prior to offering acceptance the clerk was tasked with investigating if the clock was owned by the Council and if so, how much would it cost to insure. Proposed by Cllr Fowler and seconded by Cllr Clarke.

10. Clerk report

10.1. The clerk reported that no further update had been received reference the trod path.

10.2. The clerk reported that no further update had been received reference the village map.

10.3. The Council had raised concerns regarding the maintenance of the grass cutting areas managed by Norfolk County Council and Breckland District Council. Cllr Fowler had offered to investigate a plan and propose a solution at the next Parish Council meeting. It was noted that East Tuddenham verges were immaculate and tasked the clerk with contacting their clerk to find out who is responsible for their verges. The clerk was tasked with writing to NCC and BDC to ask if they would be willing in transferring the areas managed by themselves to the Parish Council and whether they would be willing to contribute to these costs.

10.4. The clerk informed the Council that the AGM of Mattishall Memorial Hall will be held on 23rd May if anyone would like to attend.

10.5. The clerk circulated an email from a parishioner reference tree's surrounding his property that had not been cut to their satisfaction following the recent tree works carried out in April. The clerk advised the Council that the last survey report was carried out in 2020 and recommends another report is carried out. Cllrs Smith and Piper had agreed to meet with CK

Professional Trees to discuss satisfaction of works prior to payment being released. The clerk was tasked with getting 3 quotes for a renewed tree survey report

10.6. The clerk reminded the Council of the upcoming litter pick event on Saturday 28th May 10:30am -12:00 midday.

10.7. The clerk confirmed that she is awaiting confirmation from YMCA reference the game console to purchase.

10.8. Miscellanea had informed the council the day before the meeting that the discounted rate we had received to date can no longer be applied. Their annual charges have increased from £600 to £1500 with immediate effect, Cllr Turner had offered to have a discussion with them to renegotiate. Due to being so close to the next deadline it was **AGREED** to go back to black and white for the next edition and for an item to be added to the next agenda to discuss in more detail.

10.9. The clerk informed the council that the Parish Partnership Scheme application for the additional SAM2 machine had been accepted.

11. Planning Matters

11.1. To receive results of planning applications

TRE/2022/0078/TPO: Honeysuckle Cottage, 29 Dereham Road; Walnut-Fell – **Approved**

3PL/2022/0234/F: West End House, 135 Dereham Road; Erection of a garage with mezzanine storage level within the garden area and new entrance access – **Refused**.

3PL/2021/1618/HOU: 17 Cedar Close; Proposed rear extension and conversion of existing garage into integral residential annex – **Approved**.

11.2. To receive recommendation from Planning and Monitoring Group on current Application.

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllr Fowler, seconded by Cllr Norton and unanimously **AGREED**.

3OB/2022/0020/OB: Land off Dereham Road; Application to Discharge the Planning Obligation on 3PL/2020/0462/F - Approval & Discharge of Open Space Obligation Within the S106 Agreement - The Parish Council notes the good progress being made on site and remains committed to the transfer of the allotments, orchard, and blue edged area (community woodland), subject to an acceptable legal agreement.

The orchard site is shown bisected by an open ditch- the Parish Council requests that this be culverted if possible.

3PL/2021/1713/HOU: 3 Cedar Rise; Orangery extension to the rear of property - The Parish Council notes that the plans and application form do not contain sufficient information to enable a comprehensive comment to be made. Specifically, the proposal does not fully explain the relationship of the development with the neighbouring property. No information is provided as to the positioning of the new cavity wall relative to the neighbours house wall. i.e., what air gap will be provided, how will the air gap be protected from leaf and debris build up in order to protect the neighbours house wall? No height dimensions are provided to the top of the lantern roof. Details are required regarding the roof surface water arrangements. Details are required regarding the roof surface water arrangements. A Party Wall agreement is likely to apply.

LGN22OEA: 70 South Green; Fixed link broadband apparatus – No comment

11.3. Denbury Homes development land South of Dereham Road

Cllr Clarke reported that the progress on site is very good, the builder expects to complete 37 properties by the end of Apr 2023. Cllr Clarke proposed that the Council take on the blue boarded land ahead of the orchard and allotments to be able to plant trees this autumn. It was **AGREED** for the planning working group to work towards this and report back at next month's meeting with an update.

11.4. Local green space designation for the Local Plan

Cllr Fowler explained to the Council the criteria of the local green spaces. After reviewing all eight proposed sites via the projection, it was unanimously **AGREED** to put forward these sites to Breckland District Council. Proposed by Cllr Fowler and seconded by Cllr Norton.

The planning working group will look into revising a plan to reviewing the Neighbourhood Plan

12. Review of Policies

Financial Regulations / Standing Orders / Grants Policy / Code of Conduct / General Risk Assessment / Co-option Policy / Freedom of Information.

The above policies were reviewed and ratified with the minor amendments listed below. Proposed by Cllr Smith, seconded by Cllr Clarke and unanimously **AGREED**.

- Replace Chairman and Vice Chairman with Chair and Vice Chair.
- Replace all gender specific pronouns with non-specific.
- Keep clerk details up to date.
- Anywhere referenced committees / subcommittees change to working groups.
- Review the Financial Regulations every two years as opposed to every four.
- Standing orders section 5.c and 12 amend meeting time to 7pm from 6pm and to increase members of public speaking to 3 minutes.
- Change review dates to September / October to avoid busier times of year.
- Clerk to speak to Norfolk Parish Training and Support reference the Equality Policy and processes to adhere to for the monitoring in section 3.
- Agreed for draft minutes to be out within two weeks with short sentences recording actions. The clerk would like it noted that she will try her best pending busier periods.

The Cemetery Regulations are to be reviewed at our next meeting.

The Standing Orders were suspended

13. Open Spaces Working Group

The Open Spaces Working Group report was circulated to all members for review, with the following actions raised:

- Clerk to ask Handyman to trim the flower beds each end of the village.
- Clerk to forward the Allotment Policy from Norfolk Parish Training and Support to agree and adopt at our next Parish Meeting from which actions will be agreed reference cultivating and providing water to allotment holders.

14. Platinum Jubilee

The notes following the recent Platinum Jubilee working group had been circulated for councillor's review.

After discussion the following actions were agreed.

- Jubilee bench will be arriving w/c 16th May.
- The Beacon event on Thursday 2nd June needs more structure, it was proposed that it is raised as a priority at the next working group.
- Cllr Turner had kindly offered to compose a flyer for the Jubilee Children's Street party along with setting up the Eventbrite for booking tickets.
- The clerk will confirm the Insurance cover regarding stall holders.
- To discuss the maypole requirements at the next working group.

The Risk Assessments for the Platinum Jubilee events held on Thursday 2ND June and Saturday 4th June were **Agreed** and ratified with a few minor amendments. Proposed by Cllr Fowler and seconded by Cllr Turner.

15. Correspondence

Cllr Clarke gave an update from attending the Flooding Forum held on 26th April and noted one of the main issues is at Back Lane. Anglian Water had advised that they will be carrying out another camera survey to re-review, Cllr Clarke had asked to attend representing the Council. Anglian Water had also advised that they will be leaflet dropping door to door advising residents what they should and shouldn't be flushing down the drains.

Councillors noted the correspondence received and reports for the SAM2.

Cllr Norton left the meeting.

16. Meeting dates for the next 6 meetings

It was unanimously agreed to book the first Monday of the first Month for the next 6 meetings.

17. Items for the next meeting

Grass cutting, Neighbourhood Plan, Clock, Microphone.

18. Resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item: Legal matters concerning the damage to the cemetery wall.

18.1. No correspondence received from the County Court, Cllr Turner to chase.

The Chairman closed the meeting at 22:03pm.

Payment list (approved at item 7.6)

| Payment to | Description | Payment | VAT to be reclaimed |
|---|--|------------------|----------------------------|
| A Rose | April Salary (Already Paid) | £981.95 | £0.00 |
| HMRC | NI & Tax deductions (Apr) | £311.47 | £0.00 |
| Norfolk Pension Fund | Clerk pension Apr | £372.59 | £0.00 |
| A Rose | WAH Allowance | £13.00 | £0.00 |
| A Rose | Expenses (PJE Tom Tojnikis music deposit) | £110.00 | £0.00 |
| A Rose | Expenses (PJE Toilet+ hire deposit) | £100.00 | £0.00 |
| A Rose | Expenses (PJE ASA Forces Charity for PJ Bench) | £980.00 | £80.00 |
| Ashley Ads | Supervise children signs for play area | £187.56 | £31.26 |
| Ashley Ads | PJE posters | £78.72 | £13.12 |
| CK Professional Tree Services | Tree works | £1885.00 | £0.00 |
| Community Car Scheme | Village car scheme | £117.35 | £0.00 |
| I Edwards | Expenses (Jewsons)(Already Paid) | £41.71 | £6.95 |
| I Edwards | Handyman / Gardener (Apr) | £495.00 | £0.00 |
| Mattishall Memorial Hall | Youth club hire | £100.00 | £0.00 |
| R Turner | Expenses (Zoom subscription May) | £14.39 | £2.40 |
| Robin Goreham | Internal Audit | £75.00 | £0.00 |
| Scene Assessment | First Aid Training x 3 | £225.00 | £0.00 |
| Breckland District Council | TEN licence PJE (Multipay card) | £21.00 | £0.00 |
| TTSR | Grass Maintenance | £500.95 | £83.49 |
| A Jackson | Miscellanea | £150.00 | £0.00 |
| | | £6,760.69 | £217.22 |
| Payments paid by direct debit taken on or after 28th April 2022 | | | |
| Total Gas & Power | Electricity supply at village green | £14.48 | £0.69 |
| | | £14.48 | £0.69 |