



# Meeting Minutes

## Annual Meeting of Mattishall Parish Council

Tuesday 7 May 2019 at 7 pm, Memorial Hall

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Parish Councillors present: Hannah Farrier-Dutton (from item 8), Michael Nunn, David Piper, Janice Smith, Chris Taylor and Terry Wilkins. Also in attendance: Luisa Cantera (Parish Clerk), Paul Claussen and Ian Martin (District Councillors) and two members of the public. Mr Claussen left the meeting after item 12.2 and Mr Martin left the meeting after item 16.

Mrs Smith opened the meeting in Mr Norton's absence and welcomed everyone.

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

Mrs Smith invited nominations for the office of Chairman. Mr Norton and Mr Wilkins were nominated by councillors present. On a vote, it was agreed to elect Mr Wilkins to serve as Chairman for the coming twelve months. Sincere thanks were expressed to Mr Norton for his time as Chairman. Mr Wilkins signed his declaration of acceptance of office for chairman and took the remainder of the meeting as chairman.

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

Mr Wilkins invited nominations for Vice-Chairman. Mrs Smith and Mr Nunn were nominated by councillors present. On a vote, it was agreed to elect Mr Nunn to serve as Vice-Chairman for the coming twelve months. Councillors expressed thanks to Mrs Smith for her time as Vice-Chairman.

### **3 Apologies for absence**

Apologies were received and accepted for Richard Norton and Richard Turner (both for personal reasons). Mrs Farrier-Dutton had indicated that she would be arriving late to the meeting.

### **4 Members' declarations of interest in items on the agenda and any requests for dispensation**

No declarations of interest or requests for dispensation were made.

### **5 Consideration of declarations of acceptance of office that have not been received**

The Clerk reported that all councillors present had passed their completed declarations of acceptance of office forms to her prior to the start of the meeting. Mr

Norton and Mr Turner will be asked to complete their forms as soon as they are able to during May and Mrs Farrier-Dutton on arrival at the meeting.

## **6 Approval of the minutes of the meeting held on 1 April 2019**

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

## **7 Review of the Annual Parish Meeting minutes for accuracy**

The Clerk explained that the minutes will be ready for checking at the June meeting.

## **8 Clerk's Report**

The Clerk gave a summary of her report, which is available to read on the website. Mrs Farrier-Dutton arrived at the meeting during this item.

## **9 Discussion on the process for the co-option of a councillor for the vacancy arising from the election process**

Eight of the nine seats were filled as a result of the election process. The Council agreed to advertise the vacancy on Next Door (an online community noticeboard to Mattishall residents only), put up posters on the village noticeboards and include information on the website.

## **10 Confirmation of eligibility to adopt the General Power of Competence**

The Clerk explained that the Council is able to adopt this power as it has a qualified clerk and two thirds of councillors elected at the May election. It enables a council to do anything that an individual may do so long as it is lawful, but still securing value for money for the public purse. The Council **RESOLVED** to adopt the General Power of Competence.

## **11 Agreement to appoint councillors to the following:**

11.1 Neighbourhood Plan Delivery and Monitoring Group - The Council **RESOLVED** that Dr Piper, Mr Nunn and Mr Turner will be members of this group.

11.2 Cemetery Working Group - The Council **RESOLVED** that Mr Wilkins, Mrs Smith, Dr Piper, Mr Turner and Mr Norton will be members of this group.

11.3 Norwich Western Link meetings (external meetings) - The Council **RESOLVED** that Dr Piper and Mr Nunn will be the Mattishall representatives at these meetings.

11.4 A47 dualling meetings (external meetings) - The Council **RESOLVED** that Dr Piper and Mr Nunn will be the Mattishall representatives at these meetings.

- 11.5 Safer Neighbourhood Action Panel (SNAP) meetings (external meetings) - The Council **RESOLVED** that Mr Wilkins will be the Mattishall representative at these meetings.
- 11.6 Footpath councillor contact for Mattishall - The Clerk normally deals with footpath issues since a helpful villager gave up this role some time ago. She asked that a councillor assists her with footpaths issues. The Council **RESOLVED** that Mr Turner and Mr Taylor will work on footpath issues alongside the Clerk.

The Chairman adjourned the meeting for public participation.

Two members of the public spoke to object to the planning application at Four Winds, Mill Road. The Council thanked them for their comments.

Mr Martin introduced himself as newly elected District Councillor for Breckland. Breckland Council is now made up of 37 conservatives, 6 labour, 4 independents and 2 green party members. Sam Chapman-Allen is the new leader and Paul Claussen is the deputy. For the year ahead, the District Councillors will prepare a report for each Parish Council meeting with the objective of attending Parish Council meetings once a quarter.

The Chairman reconvened the meeting.

## **12 Planning matters**

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

3PL/2018/1409/O - Development site for six self/custom build residential properties - Part of the field to the west of Gregs Close: Application approved.

3PL/2019/0199/HOU - 8 Mill Road - Proposed extensions to front and side of property. Replacement garage and proposed new driveway: Application approved.

3PL/2019/0226/O - Land adjacent Moorfield, 133 Dereham Road - Application of single storey dwelling: Application refused.

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

3PL/2019/0375/F - Four Winds, Mill Road - Erection of 3 detached dwellings and garages: Objection. This application appears to be speculative, based on the historical lack of a 5-year land supply. This site was not included in the call for sites for either the Neighbourhood or Local Plans. Applications for over 1700 dwellings have been approved in the period 1 April 2018 to 31 March 2019, around a quarter of these smaller sites which can be delivered quickly. Approaching 70 further applications have been approved up to the end of April 2019. Mattishall already has more dwellings completed or committed for the period to 2036 than the minimum number allocated in the draft Local Plan. This allocation was not increased in the inspector's

amendments to the draft LP. The application is outside the settlement boundary and fails to meet the following Neighbourhood Plan policies: ENV5, HOU1, HOU2, HOU3, HOU4, HOU5 and HOU6. It is believed that there are flooding issues on this site. The Parish Council does not support this application.

3PL/2019/0443/F - Mattishall Golf Club, South Green - Erection of single-storey steel portal framed building to house green keepers and golf professional facilities - The Parish Council supports this application.

3PL/2019/0011/OB - Poplar Farm, 41 South Green - Modify planning obligation on pp 3PL/2016/0395/O to reduce provision of affordable housing: The Parish Council gave qualified support to the original application 3PL/2016/0395/O when reviewed against the then draft Neighbourhood Plan, even though it did not reach the threshold of Policy HOU3 for affordable housing. The removal of provision for affordable housing means that the Parish Council objects to this revision.

### **13 Updates from individual council members (for information only)**

#### **13.1 Bank Holiday Easter event**

Everyone agreed it was a very successful event with fantastic weather for mid-April. Special thanks were given to Mrs Farrier-Dutton whose idea it was originally to hold this new event. It was held on the village green and included an Easter egg hunt, races, Easter bonnet competition, glitter tattoos for children, guess the number of eggs in the jar and refreshments.

#### **13.2 Latest Safer Neighbourhood Action Panel meeting**

The Chairman reported that he attended the April meeting in Dereham. Crimes for the last month in Breckland area were up by 3. Speed Watch, rural crime and county lines were discussed (county lines is where children from other areas, often London, are selling/dealing drugs in another area). This is a problem that local Police teams are focussing on at the moment.

#### **13.3 Norwich Western Link Road**

Dr Piper reported that he had attended a meeting that afternoon to discuss progress on linking the Norwich Western Link Road with the A47 near Easton. A representative from Highways England gave an update on the A47 dualling and has promised to come to future meetings of the group. The team is still developing a junction strategy for the A47 (some junctions will close and others will have new exits). Norfolk County Council's cabinet will make a decision on the link road route in July. Parishes involved in the meetings will be notified of the milestones; work on the link road is due to start at the end of 2021/beginning of 2022.

#### **13.4 SAM2 (speed awareness messaging sign)**

The sign has been located on Welgate for the past 8 weeks. During the 4 weeks it was facing north towards Dereham Road, there were 12,600 vehicle movements (most travelling at 35 mph or below) with 59 movements at 40 mph or above. The highest

speed was 60 mph on a Thursday afternoon. The sign is now on Dereham Road on the 40 mph stretch at the western end of the village.

#### **14 Update from the Youth provision working group**

Mr Nunn reported that the last of the sports equipment has now been given to the youth club (organised by the Clerk). Mr Nunn and one of the youth leaders plan to visit the primary school to encourage the soon-to-be year 6 children to attend from mid-June. Pizzas will be ordered for a taster evening for these children to attend.

#### **15 Update from the Barlow Charity**

Dr Piper said that new signs had been put up on the request of residents to make it clearer to visitors where to park/which areas are for residents only. A gardener has been appointed and starts work soon to keep the bedding areas tidy. The exterior of some of the Old School Green houses have been repainted due to the paint blistering.

#### **16 Speed Watch scheme for Mattishall**

The Chairman was pleased to say that he knows of seven willing volunteers, enough people to set up a team. He will speak with the Police to arrange for the volunteers to receive training and organise receipt of the equipment.

#### **17 Footballs hitting cars at Old School Green due to children playing football**

It was reported that some of the children playing football at the village green are kicking balls towards the car park and sometimes the balls are hitting cars. Dr Piper agreed to take the item to the Barlow Charity, who own the green, for further discussion.

#### **18 Finance**

##### **18.1 Review of the asset register**

The Clerk presented the asset register which had been updated to 31 March 2019. She asked councillors to check that they agreed with the assets listed. The Council **RESOLVED** to approve the asset register as presented.

##### **18.2 Completion of review of effectiveness of internal controls and completion of checks for 4th quarter by Internal Audit Control Officer**

Mr Rockliff met with the Clerk on 5 April to undertake the 4th quarter checks and review the internal controls. In his final report, which he passed to the Clerk before leaving the Council, he commented that the finances were in good order and there were no issues with internal controls.

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

This item was deferred to the June meeting.

18.4 **Appointment/confirmation of bank signatories for the coming 4-year period**  
The Council **RESOLVED** to add [name redacted] as a signatory and continue with [names redacted] as signatories.

18.5 **Payment of accounts list**  
The Council **RESOLVED** to approve the payments list (refer to final page).

## 19 **Proposal for the base for the WWI commemorative plaque**

Mr Rockliff provided the Council with a sketch plan of how to secure the plaque to the ground. Councillors agreed they would like a second proposal, this time for a granite plinth. The Clerk will contact a stonemason for a quotation.

## 20 **Preparations for Norfolk Day (27 July 2019)**

It was agreed to set up a separate working party to continue discussions.

## 21 **Correspondence**

The correspondence was available for councillors to read. Councillors asked the Clerk to respond to item 21.4, a newsletter from George Freeman MP for bringing electricity from offshore wind farms to the National Grid, to support the proposal.

## 22 **Comment on a Tree Preservation Order (TPO) at Mattishall Primary School**

A letter with little detail from Breckland Council had been presented to the Parish Council about a proposed TPO in the school grounds. The Council **RESOLVED** to support the TPO but asked the Clerk if any further information could be provided.

## 23 **Items for the next meeting agenda (Monday 3 June 2019)**

Update from the Norfolk Day working group and update from a visit to the Norfolk Record Office to view old minutes will feature on the June agenda.

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

24.1 Consideration of a request from the Clerk for a review of working from home expenses - The Council **RESOLVED** an allowance of £18 per month from 1 June 2019.

24.2 Consideration of additional information relating to quotation from contractor to repair the churchyard wall - Irons & Stone felt that they would be able to complete most of the work from the inside of the wall, using cones/safety barriers and wearing hi-viz jackets whilst working on the outside. The Parish Council **RESOLVED** to appoint Irons & Stone to repair the churchyard wall.

The Chairman closed the meeting at 9.45 pm.

**Payment of accounts list - approved on 7 May 2019 (item 18.5)**

Payment to	Description	Payment
Anglia Sign Casting	Plaque for bench in play area	£75.55
Hannah Farrier-Dutton	Expenses relating to Easter event	£53.54
LF and HF Harrison	Repairs to cemetery gate	£149.88
Janice Smith	Expenses relating to Easter event and rose tree for war grave	£41.19
Mattishall Community Car Scheme	Contribution towards car scheme from January - March 2019	£245.80
Mattishall Memorial Hall	Room hire for youth club (1 April - 30 September 2019)	£600.00
Max Bergin	Internal audit for year ending 31 March 2019	£100.00
Peter Cresswell	Handyman payment for April	£181.08
Total Gas & Power	Electricity supply at village green*	£14.16
TTSR Ltd	Grass cutting for March and April	£514.55
Westcotec	Bracket for SAM2	£60.00
Clerk's pay and expenses		
	May net pay/HMRC/Norfolk Pension Fund**	£1,428.09
	Working from home allowance	£13.00
	Gazebo for village events	£65.00
	Equipment for youth club	£401.15
	Mileage	£25.38
	Key cut for youth club cupboard	£5.05
Total payments		£3,973.42

\*Paid by direct debit on 24 April 2019

\*\*Payments will be made on 28 May 2019