



Meeting Minutes

Mattishall Parish Council

Monday 11th July 2022 at 7 pm
Poultec Business Park

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

Parish Clerk: Anita Rose
District Councillor: Paul Claussen
2 members of the public

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

1. Apologies for absence

Apologies were received and accepted from Cllrs Clarke and Norton.

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

There were none.

3. To approve the minutes of the meeting held on 6th June 2022

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

4. Clerk report

4.1. The clerk reported that no further update had been received reference the village map. The clerk asked District Cllr Claussen for help in speaking to the correct department to resolve.

4.2. The clerk provided an update on purchasing an Xbox one for the Youth Club and confirmed that a reconditioned console will cost £89.99 with a 12-month guarantee, this was unanimously **APPROVED** by all to purchase.

4.3. The clerk reported that circa 20 platinum jubilee mugs were remaining, it was **AGREED** for the clerk to distribute to local organisations.

4.4. The clerk purchased the remaining leftovers from the Jubilee fayre which consisted of 5 x bottles of lemonade, 1 bottle of pimm's and 5 bottles of red wine at a cost of £44.00.

4.5. With upcoming new events the following items were discussed.

It was **AGREED** a good idea for All Saints Church to invite Alexandra Bartram Deputy Lieutenant to the upcoming Remembrance service in November.

It was **AGREED** to hold the upcoming Christmas Tree Lighting Event on Sunday 4th December and to investigate hiring the Dereham Brass Band for the event.

4.6. It was **AGREED** that once quotations had been obtained, financial approval to engage the landscape architects would be sought from the Council.

4.7. With the time capsule complete the Council **AGREED** to add a photo of the Council staff and members.

4.8. The clerk reported that the electrics to All Saints Clock are complete. Michlmayr had confirmed a delay to installing the auto wind due to stock issues.

5. Data Protection Officer

The clerk was appointed as the Data Protection officer, proposed by Cllr Turner, seconded by Cllr Piper and unanimously **AGREED**.

6. Open forum for Public Participation – A resident asked for Item 16.1. to be brought forward to discuss the latest statistics on the SAM2. The Chair confirmed that there is no report from the SAM2 for this month. It was **AGREED** going forward that the SAM2 reports will be accessible from the website.

A resident had raised concerns regarding accessibility to footpaths and trod paths throughout the village. The clerk advised the resident to report any concerns to Highways using their online portal. The Council also suggested to invite highways officer Matthew Lines to September's Parish Council meeting to advise on these concerns.

A resident raised concerns regarding the recent 20mph village survey public consultation explaining that along with vehicles some cyclists are also travelling faster than the speed limit.

District Councillor Claussen gave an update on the Local Plan and said the raw data will be published by the end of the month.

7. Planning matters

7.1. To receive results of planning applications

3OB/2021/0046/OB: Land South of Dereham Road; discharge of planning obligation schedule 5 1.1 footpath link scheme on planning application 3PL/2020/042/F – **Approved**.

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 clause 1.2 of part 1, schedule 2 within the S106 agreement dated 30th July 2021 – **Approved**.

3PL/2022/0571/HOU: Stonewood, 2 West End; proposed first floor extension over existing kitchen and single storey flat roof rear extension and associated works – **Approved**.

7.2. 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 Pickering and unanimously **AGREED**.

3PL/2022/0652/LB: Sycamore House, Hewitts Butchers, Church Plain; Change of use of ground floor from butchers to bakery, repairs to exterior, replacement windows and doors, internal alterations - The Parish Council welcomes this proposal to retain this important asset in retail use. The proposed alterations are sympathetic to the building's Listed status and its location within the Mattishall Conservation Area.

The Parish Council is aware that a sign board has been installed above the front door and that is not featured in this application. The Local Planning Authority is asked to request that the details of the new signage (installed within the last year) is either assessed as part of this application or as a separate retrospective application.

7.3. Consultants letter for the Mattishall Neighbourhood Plan review was noted, the PWG confirmed that interviews will take place on Wednesday 31st August 2022.

8. Open spaces

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

- Ask handyman to trim the area at Camping Close.
- The flower beds at either end of the village are dead, Cllr Smith will purchase some more plants to plant when the warmer weather has cooled.

8.2. The Council reviewed all three quotations to install the Platinum Jubilee bench. It was unanimously **AGREED** to appoint Mansfield Fencing to carry out these works for £475.00. Proposed by Cllr Smith and seconded by Cllr Piper. The clerk informed the Council that Highways had granted permission to install the bench left hand side entrance to Parkers Road.

8.3. The clerk circulated the correspondence received regarding the repair to the play area wall. The Council acknowledged that the damaged wall is not the responsibility of the Council and had offered as a good will gesture to repair the wall on this occasion. The clerk will inform the resident to seek permission and ask the builders to re-quote for the repair of the wall to its original state.

8.4. The Council reviewed the quotations received for the trod path at South Green between Poultec Business Park and Welbourne Road. It was unanimously **AGREED** to not pursue this project under the Parish Partnership Scheme.

9. Communications Working Group

Cllr Pickering gave an update following the recent Communications Working Group (CWG) meeting to discuss our audience and how we communicate effectively within the community. The meeting revealed that the most effective way of communicating with the community is primarily Notice Boards and Banners with a proposal to move away from the Miscellanea to more focused and cost-effective media channels. It was noted that the Miscellanea is distributed to every household but only two pages are used for the Parish Council. It was suggested to not move away from Miscellanea as the Council would like to support a valued community magazine. The following actions were **AGREED**:

- To work towards the strategy and branding.
- To submit a proposal regarding the Miscellanea and confirm if they would be eligible to receive a grant under the Council's Grant Policy.

10. Norfolk Parish Training and Support autumn seminar

It was unanimously **AGREED** for Cllrs Clarke and Smith to attend.

11. Finance

11.1. **1st Quarter Finances** were circulated to all members with no questions raised. The clerk notified the Council that the finances are aligned with the budget.

11.2. **Approve the payments list**, the list was unanimously **APPROVED**, proposed by Cllr Turner and seconded by Cllr Piper. The list is detailed at the end of the minutes.

11.3. **Grant** - The majority of the Council **AGREED** to award £450.00 grant to All Saints Mattishall & St Peter's Mattishall Burgh Church for grass maintenance and removal of dead trees.

12. Norfolk County Council (NCC) and Breckland District Council (BDC) grass cutting areas

The clerk circulated to members the responses received from NCC & BDC regarding the grassed areas they are responsible for. In summary NCC are in favour of the Council taking on the contract. We are still waiting on BDC to confirm when their contract ends and if a financial contribution could be considered. The clerk was tasked with contacting TTSR asking for a quotation to manage the additional areas and to confirm they can meet the criteria set out by NCC.

13. **Clerk's appraisal** was **AGREED** to be held on Monday 12th September at 10:30am

carried out at the clerk's home address with Cllrs Smith and Piper.

14. August meeting will go ahead to approve planning and payments only.

15. Correspondence

Councillors noted an upcoming meeting with the flooding managing team and public consultation for the NWL / North Tuddenham to Easton.

16. Items for the next meeting

20mph village public consultation and land the Council enquired from NCC.

The Chairman closed the meeting at 21:13pm.

Payment list (approved at item 11.2)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary June (AP)	£981.95	£0.00
D Piper	Expenses (Fence hire to play area)	£9.60	£1.60
D Piper	Expenses (Fence hire to play area wk2)	£9.60	£1.60
D Piper	Expenses (Fence hire to play area wk3)	£14.41	£2.40
D Piper	Expenses (Fence hire to play area wk4)	£14.40	£2.40
D Piper	Expenses (Fence hire to play area wk5)	£14.40	£2.40
Ian Edwards	Expenses (2 x Cable locks)	£19.98	£0.00
Ian Edwards	Handyman / Gardener June	£105.00	£0.00
Mattishall Memorial Hall	Youth Club Hire	£112.00	£0.00
NPTS	Writing minute course	£36.00	£0.00
Poultec Business Park	Room hire	£300.00	£49.98
TTSR	Grass maintenance	£500.95	£83.49
Viking Direct	Voice recorder for meetings	£124.09	£20.68
Wensum Valley Electrical	Electric works to All Saints Clock	£885.60	£147.60
A Rose	Expenses (Toilets+ PJE remaining balance)	£248.00	£58.00
HMRC	Tax & NI (06 Jun-05 Jul)	£311.47	£0.00
Norfolk Pension Fund	Clerk's pension June	£379.01	£0.00
A Rose	Working at home allowance	£13.00	£0.00
		£4079.06	£370.15

Payments paid by direct debit taken on or after 20th June 2022

ICO	Data protection	£35.00	£0.00
Anglian Water	Water	£59.56	£9.93
Total Gas & Power	Electricity	£14.01	£0.67
Unity Trust Bank	Service Charge	£18.00	£0.00
Lloyds Bank	Multipay card	£169.47	£0.00
		£296.04	£10.60