



Meeting Minutes

Mattishall Parish Council

Monday 7 October 2019 at 7 pm, Memorial Hall

Parish Councillors present: Terry Wilkins (Chairman), Graham Clarke, Hannah Farrier-Dutton until item 12.1, Michael Nunn (Vice-Chairman), David Piper, Janice Smith and Chris Taylor. Also in attendance: Luisa Cantera (Parish Clerk), Ian Martin (District Councillor) until item 8.2, Paula Gilluley (Police) left after item 6, and three members of the public.

1 Apologies for absence

Parish Councillors Richard Norton and Richard Turner gave their apologies to the Clerk in advance of the meeting and the Council accepted their apologies. Apologies were also received from District Councillor, Paul Claussen.

2 Members' declarations of interest in items on the agenda

No declarations of interest or requests for dispensation were made.

3 Approval of the minutes of the meeting held on 2 September 2019

The minutes of the meeting were approved with one amendment at item 7.4 to be revised to read: *The sign was in Back Lane for 4 weeks in July. Surprisingly, there were fewer speeding vehicles at this location than expected. The sign was not turned round as the post was found to be insecure. As an interim measure the sign was moved to Mill Street for the next 4 weeks while a tree in Burgh Lane, a new location, was pruned to allow the sign to function properly. The sign is now in Burgh Lane.* The minutes were signed by the Chairman as a correct record.

4 Progress on items not on the agenda from the above meeting

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

5 Open forum for Public Participation: an opportunity to hear from the public

Mark McCaghrey, the vicar of All Saints' Church, spoke about the forthcoming Remembrance Day service and gave councillors a draft copy of the order of service. He also spoke about the church building which is expensive to maintain; the church needs to raise £100,000 for required work to the building. He asked councillors to consider their dilemma and the Council agreed he can return to the December Parish Council meeting to discuss this topic in further detail.

Mr Martin, District Councillor, gave an update on the Local Plan for Breckland, the 5-year housing supply, and how the Parish Council could ask a lead planner to a future meeting. He provided a written report for councillors.

6 Paula Gilluley: Norfolk Police Engagement Officer

Police Officer, Paula Gilluley, asked councillors about the types of anti-social in Mattishall. The response was littering behind the war memorial and on land between Walnut Tree Fields and the school playing field; vandalism to the war memorial and trees at the village green, and footballs hitting cars close to the green. Paula will post a message on the Mattishall Facebook page to encourage reporting. She said she would like to talk to the youth club and suggested that the Parish Council asks the village youth what they would like to have available to them in the village to prevent boredom. She will initiate patrols of the two key areas identified.

6.1 Consideration of the installation of goal posts on the village green

Complaints have been received from residents living close to the village green about footballs hitting cars, buildings and cars. Dr Piper presented some initial research on the cost of a goal post which could be sited on the southern edge of the green. Installing a goal post would also include moving a bench to another part of the green and possibly introducing a gate or stile to one side to allow access to the footpath behind. Dr Piper will report further at the November meeting.

7 Planning matters

7.1 Results of applications (decisions taken by Breckland Council)

3PL/2019/0375/F - Land adjacent Four Winds, Mill Road - Erection of 3 detached dwellings and garages - Application approved.

3PL/2019/1011/HOU - 91 Dereham Road - Front single storey extension and side and rear storey extension: Application approved.

3PL/2019/0877/F - Former water extraction plant, Mill Street - Residential re-development comprising two 1.5 storey dwellings: Application withdrawn.

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

3PL/2019/1107/LB - London House, 9 Dereham Road - To replace the commercial entrance door within the central recessed doorway: No objection.

8 Updates from individual council members (for information only)

8.1 Norwich Western Link

Dr Piper reported that the liaison group met on 17 September, although he was unable to attend. He will forward the sustainable transport measure questionnaire to councillors and collate responses in time for the 18 October deadline.

8.2 **SAM2 (speed awareness messaging sign) and Speedwatch**

Mr Turner provided a report in advance of the meeting. The sign was placed in Burgh Lane, the first time in this location, checking traffic travelling towards Dereham Road. Just under 7% of vehicles were travelling at 35 mph or above, with two vehicles travelling at 70 mph. The location used is not suitable for use on traffic travelling in the opposite direction so the sign was moved to the 20 mph location near the school. Brackets are required for the new post on Dereham Road and Back Lane, the post here having been secured.

Eleven volunteers took part in Speedwatch training on 19 September. They began monitoring traffic just two days later and it was noticed that as soon as the Speedwatch team was spotted, traffic slowed down considerably. Five vehicles travelling above the trigger speed have been reported to the Police.

9 **Discussion on the annual inspector's recommendation regarding the play area gate**

The Clerk reported that the inspector's recommendation was to leave the gate as it is. It meets current legislation and opens/closes correctly. He advised the Council not to make any changes to the current gate as this could invalidate the insurance and warranty with the supplier. The Council accepted this recommendation.

10 **Discussion on a way forward with advertising for a new handyman/woman**

The Clerk reported that the person who agreed to take on this role had changed their mind. The Clerk went through the list of tasks that were outstanding in the absence of a handyperson, such as leaf clearing, grass cutting in the allotments, litter picking, planting bedding plants and putting the bins out. The Council asked the Clerk to speak with the gardener to see if she can take on any of these tasks.

11 **General repairs and installations**

11.1 **Agreement on how to address the repairs required for the war memorial**

Two paving slabs on the war memorial need to be replaced due to vandalism. The Council **RESOLVED** to accept the quotation received from Mansfield Fencing for £195.

11.2 **Repointing of the cemetery wall**

The cemetery wall requires repointing on both sides close to the entrance gates. The Council **RESOLVED** that Mr Nunn and Mr Turner will carry out the work this Autumn.

11.3 **Repairs to bench in the gym area**

The bench in the gym area was identified in the annual play area inspection as requiring renovation as some of the wooden slats are rotten. The Council **RESOLVED** to accept the quotation received from J Alden for £60 (excluding materials).

11.4 **Initial ideas for installing the plaque to commemorate WWI airfield**

The Clerk presented a description from a local stonemason of how the plaque could be mounted onto a granite sloping wedge and fixed onto a concrete foundation. The Council said it is interested but wishes to see a sketch of the proposal as well as know the degree of the slope.

11.5 **Agreement to accept a contribution towards repairs to the churchyard wall from Pilgrim Foods**

The Council **RESOLVED** to accept the £250 offered by Pilgrim Foods.

12 **Youth club**

12.1 **September update**

Mr Nunn explained that the youth club is more popular than ever with 39 attendees last Friday and 43 the week before.

12.2 **Consideration of request from YMCA (provider) for a staffing increase and possible change in hours**

Due to the popularity of the youth club, the YMCA have asked the Parish Council to consider two options: to split the club into two age groups with each session lasting for 1.5 hours rather than 2 hours (£16 extra per week plus an increase in hall hire), or increase the staffing by one member each week for an additional £32 per week. The Council discussed these options and it was felt that it might be too soon to split the group as most children are in the younger age bracket. The Council **RESOLVED** to pay for an additional staff member for the remainder of the contract (to 7 February 2020).

13 **Discussion on how to allocate Christmas hampers to villagers in need**

The Clerk confirmed that the Council has £315 of donated funds to pay for 16 hampers. A villager has volunteered to put together the hampers; it is planned that up to three village groups will allocate the hampers to villagers in need this Christmas. The Council **RESOLVED** to use the £315 of donated funds for the hampers.

14 **Village events**

14.1 **Update on organisation of the Remembrance Day service**

Dr Piper said that plans are going well for a service on the village green for Sunday 10 November followed by a service in All Saints' Church. The plan is for more copies of the order of service to be printed with attendees being encouraged to hand them back at the end to be re-used. The Council **RESOLVED** to allow the Clerk a budget of up to £250 for printing the orders of service with a printing company.

14.2 **Update on new date for the Christmas event**

The date of the Christmas tree lighting event has been brought forward a week to Sunday 1 December. This will allow it to be held on the same afternoon as All Saints'

Church children's activity afternoon. An update will be given at the November meeting following a Christmas event planning meeting this week.

14.3 Agreement on purchase of a marquee

Three marquees were presented as options for the Parish Council to select from. The Council **RESOLVED** to purchase a 4 x 10 metre marquee for £629.99.

15 Consideration of a request from villager to install an electric vehicle charger

A villager wrote to the Parish Council to request that it considers an electric vehicle charger in the village centre. The Council would need to research this topic to see whether it is a viable option. It was agreed to discuss this topic further at the November meeting.

16 Agreement on whether to instruct a solicitor to deal with the transfer of open space to the Parish Council from Abel Homes

The Clerk reported that Abel Homes will soon be transferring the open space to the Parish Council. They have asked whether a solicitor will be dealing with the transfer on behalf of the Parish Council. Councillors discussed that responsibilities relating to the boundaries need to be clear at the time of transfer and an inventory of the estate undertaken. The Council **RESOLVED** to allow the Clerk to instruct a local solicitor to deal with the land transfer. The Council also **RESOLVED** to instruct a land agent to assist with the process.

17 Consideration of responses to three consultations: Division boundaries for Norfolk County Council; Norfolk ALC's community, well-being and environment initiative; Norfolk Minerals and Waste local plan consultation

The Parish Council decided that if councillors wished to respond as individuals they were free to do so but it did not wish to respond as a body.

18 Finance

18.1 Receipt of the external auditor's report for year ended 31 March 2019

The external auditor's report was received in late September and no issues were raised. The report and notice of conclusion of audit are available on the website.

18.2 Approval of training for Clerk and Councillors

Mrs Smith wishes to attend a Parish and Town Council seminar in November and the Chairman and Vice-Chairman attended a chairmans' networking event on 3 November. The invoice features in the payment list. The Clerk has started a 2-part webinar in website accessibility. The Council approved the training outlined.

18.3 Summary of the Council's finances for the 2nd quarter

The Clerk provided councillors with the summary prior to the meeting. The Council is 48% spent on budget as at 30 September. The Council has received a generous legacy of £5,000 from the estate of Derek Bingham.

18.4 **Payment of accounts list**

The Council **RESOLVED** to approve the payments list (below).

19 **Correspondence**

The correspondence was available for councillors to read.

20 **Items for the next meeting agenda (Monday 4 November 2019)**

Consideration of a goal post on the village green, Remembrance Day update, 75th anniversary of VE Day commemorations, electric vehicle charger, and Christmas event update will feature as items for discussion on the November agenda.

The Meeting Chairman closed the meeting at 10.10 pm.

Payment of accounts list		
Payment to	Description	Payment
Anglian Water/Wave	Water for allotments and cemetery*	£92.64
J Alden	Gardening service	£292.50
Miscellanea	2-page entry into village magazine	£100.00
Norfolk PTS	Training: 1 place on seminar, 2 places on chairmanship networking	£68.00
PKF Littlejohn LLP	External audit fee for year ending 31 March 2019	£360.00
Royal British Legion	Poppy wreath donation	£18.00
Total Gas & Power	Electricity supply at village green*	£33.38
TTSR Ltd	Grass & hedge cutting for August and September	£1,140.08
Clerk's pay and expenses		
	October net pay/HMRC/Norfolk Pension Fund**	£1,395.78
	Working from home allowance	£18.00
	Litter picker and 2 pairs of work gloves	£23.97
	Eye test	£10.00
	Mileage & refreshments relating to litter pick	£13.18
Total payments approved		£3,565.53
*Paid by direct debit on 24 September, **Payments will be made on 28 October 2019		