



Meeting Minutes

Mattishall Parish Council

Monday 3 June 2019 at 7 pm, Memorial Hall

Parish Councillors present: Terry Wilkins (Chairman), Hannah Farrier-Dutton, Richard Norton, Michael Nunn (Vice-Chairman), Janice Smith and Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk) and two members of the public.

1 Apologies for absence

Parish Councillors David Piper and Chris Taylor gave their apologies to the Clerk in advance of the meeting. The Council accepted their apologies. Apologies were also sent from District Councillors, Paul Claussen and Ian Martin.

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 7 May 2019 and review the Annual Parish Meeting minutes for accuracy

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record. The Council agreed to review the Annual Parish Meeting minutes at the July meeting.

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. The plaque commemorating the life of Mattishall child, Denver Clinton, was fitted on a bench at the play area during May. The family was very touched by the thought; the Chairman thanked Mrs Smith for suggesting the idea.

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

A member of the public spoke regarding the planning application at Four Winds, Mill Road. It was reported that the agent for the applicant has submitted a revised drawing with a number of inaccuracies which they believe Highways has taken as correct and is now supporting.

6 Speaker: Toni Catt, Locality Manager at Norfolk County Council Library/ Information Service

Ms Catt asked spoke about the changes to the local library services. Dereham Library now has a number of activities, such as bounce and rhyme, IT support and an arthritis support group. It is open 69 hours a week including Sundays. The mobile library service, which visited Mattishall twice monthly, now visits once every 4 weeks on a Wednesday. Details will be provided in the next village newsletter, noticeboards and website to signpost local people to library information online.

7 Planning matters

7.1 Results of applications (decisions taken by Breckland Council)

There were no results to report.

7.2 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/2019/0248/F - Feet First Clinic, 38 Dereham Road - Proposed installation of 3 windows within an existing commercial premises: No objection.

3PL/2019/0375/F - Land adjacent Four Winds, Mill Road - Erection of 3 detached dwellings and garages - site plan amended in line with initial highways comments: In addition to its previous objections, the Parish Council is aware that objections have been raised as to the accuracy of the applicant's submission. The Parish Council trusts that this will be properly investigated and if necessary revised plans will be available for further comment.

3PL/2019/0530/VAR - Walnut Tree Farm, Mill Road - Variation of condition no 12 on 3PL/2018/0861/F - Remove requirement for a passing place - Application now withdrawn.

8 Updates from individual council members (for information only)

8.1 A47 dualling

Mr Nunn explained that the last meeting of the A47 dualling group was around 20 months ago although there is a meeting planned to take place towards the end of June. Current key issues are to retain the current A47 road for buses and emergency vehicles and to be clear about access onto the A47, as many of the current entries/exits will be closed on the new dualled road.

8.2 SAM2 (speed awareness messaging sign)

The sign was turned around on 1 June. The highest speed recorded was 75 mph at 12.15 pm (with three others at 75 mph). There were 52,000 movements, 94 vehicles doing over 50 mph in a 40 mph area. The next location will be Back Lane.

8.3 **Youth club**

Mr Nunn reported that there were just 7 attendees last Friday but the lower number was due to it being the beginning of half-term week. The children have been enjoying playing sport outside. All is going well.

8.4 **Visit to the Norfolk Record Office**

Mrs Smith reported that she visited the Norfolk Record Office with the Clerk in April to look into when the cemetery and allotments came into Parish Council's ownership. They looked at the very first set of minutes from 4 December 1894 up to 1898. It was fascinating reading, although slow as the elaborate handwriting was difficult to read in places. The main topics of conversation were the cemetery and allotments but transfer of ownership did not appear to be during that period. The Council said it was happy for Mrs Smith and Clerk to return later in the Summer to continue their research.

9 **Football hitting cars at Old School Green due to children playing football**

The Chairman spoke to Mr Rockliff of the Barlow Charity to ask for his view on whether a no ball games sign on the village green might be the best solution. He reported that a resident was concerned that balls would hit cars but as yet they had not damaged cars. A suggestion was made to have a goal post on the other side of the green but it was dismissed due it not being a big enough area to encourage football being played. There is a residents' meeting in July so it was agreed to leave discussion until after this meeting. The Barlow Charity will report back.

10 **Preparations for Norfolk Day and agreement of an event budget**

Mrs Farrier-Dutton summarised a recent working group meeting to prepare for Norfolk Day. Plans are progressing well. Several items need to be purchased for the event, such as a tug of war rope, egg and spoon race items and sacks for the sack race. The Council **RESOLVED** to agree a budget of £250, £100 of which would come from the outdoor sports and play fund.

11 **Discussion on email received regarding Mattishall's public rights of way**

It was agreed to defer this item to the July meeting due to Mr Taylor's absence, who has some knowledge of local footpaths.

12 **Discussion on a proposal for the Probation Service to undertake maintenance work at the cemetery**

The Clerk explained that she had met with a Probation Officer to discuss whether the Probation Service can tackle some tasks at the cemetery, such as painting the railings and gate, gardening, repainting the bench and removing excess soil. There is no charge to the Parish Council but there are some costs to consider: paint and brushes (for painting railings), skip hire (for the soil), hire of a portaloos for 2 weeks and light refreshments for the workers. A team from the Probation Service has visited the cemetery before and worked successfully on

various similar tasks. The Parish Council will need to complete a service level agreement and confirm that relevant insurance is in place. The Council **RESOLVED** to work with the Probation Service on the cemetery project.

13 Trees and hedges

13.1 Discussion on the tree preservation orders proposed for the primary school

Further information has been received since the May meeting relating to the location of the trees in the school grounds. The Council **RESOLVED** to support the proposed tree preservation order.

13.2 Discussion on how to address hedges overgrowing pavements

Some reports have been received by the Clerk of hedges overgrowing pavements in the village. A reminder will go in the village newsletter to ask householders to trim their hedges.

14 Finance

14.1 Receipt of the Internal Auditor's report and consideration of recommendations

The Clerk presented the Internal Auditor's report. He wrote that the systems and processes used were excellent and indicated an extremely well-run parish council. Many of the assets listed will have a finite lifespan and he recommends that some work is done to try to establish the amount of funding that may be required in the future to replace items as they wear out or become unfit for purpose. The Clerk plans to review the assets later in the summer.

14.2 Approval of the Annual Governance Statement in the 2018-19 Annual Governance Annual Return (AGAR)

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 Annual Governance Statement.

14.3 Approval of the Statement of Accounts in the 2018-19 AGAR

The Clerk read out the figures in the Accounting Statement. The Council **RESOLVED** to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

14.4 Appointment of a councillor as Internal Audit Control Officer for the coming year

A councillor checks the finances quarterly having access to all of the financial records. The Council **RESOLVED** to appoint Mr Turner for the year to May 2020 as Internal Audit Control Officer.

14.5 Consideration of any grant requests

The Council had received one request from Scottie's Little Soldiers. It was agreed to mention in the next newsletter that grants can be applied for from village organisations, and that it will consider all requests received at the September meeting.

14.6 Approval of a grant to Mattishall Cricket Club from the outdoor sport and play fund

The original grant of £889.33 awarded in March 2018 has been distributed as follows: £341.36 (excl VAT) for youth club sports equipment and £100 towards Norfolk Day activities (items described in item 10 above). The Council **RESOLVED** to award the remainder of the fund [£447.97] to Mattishall Cricket Club towards improvements to the outdoor nets and a line marking machine.

14.7 Agreement of the insurance renewal with Norris & Fisher

The Council **RESOLVED** to approve the insurance policy renewal.

14.8 Approval of chairmanship training for the Chairman and Vice-Chairman

The Council **RESOLVED** to approve the chairmanship training to be held in July.

14.9 Payment of accounts list

The Council **RESOLVED** to approve the payments list (refer to final page).

The Chairman proposed that Standing Orders were suspended to allow the meeting to continue beyond the 2.5 hour limit. Councillors present agreed.

15 Discussion on the Parish Council's social media presence

Mrs Farrier-Dutton explained how she feels social media is probably the best way to reach many villagers with information about the parish council's activities, such as village events. Facebook and Twitter were discussed as two possible options. The Council **RESOLVED** to set up a Facebook page. Mrs Farrier-Dutton and the Clerk will work together on this.

16 Consideration of the co-option of a new councillor to fill a vacancy

Two villagers had put themselves forward to join the Parish Council. On a vote, Mr Graham Clarke was chosen to join the Council with immediate effect. The Clerk will meet with him for an induction and book him onto training.

17 Correspondence

The correspondence was available for councillors to read.

18 Items for the next meeting agenda (Monday 1 July 2019)

Public rights of way, a decision on whether to have an August meeting, review of the Annual Parish Meeting minutes, Norfolk Day, and reports on the Norwich western link will feature on the July agenda.

The Chairman closed the meeting at 9.43 pm.

Payment of accounts list (item 14.9)		
Payment to	Description	Payment
Information Commissioner's Office	Annual subscription for data protection***	£35.00
Mattishall Cricket Club	Grant towards improving netting area - from outdoor sport and play fund****	£447.97
Mattishall PCC	Church room hire for Norfolk Day	£25.00
Mattishall Scout Group	Grant towards purchase of new shed (previously agreed in February 2019)	£700.00
Miscellanea	2-page newsletter entry into village newsletter	£100.00
Norfolk PTS	Chairmanship course attendance for Mr Nunn and Mr Wilkins	£120.00
Norris & Fisher	Insurance annual renewal	£676.75
Peter Cresswell	Handyman payment for May	£288.06
Total Gas & Power	Electricity supply at village green*	£13.64
TTSR Ltd	Grass cutting for May	£514.55
Clerk's pay and expenses		
	June net pay/HMRC/Norfolk Pension Fund**	£1,395.78
	Working from home allowance	£18.00
	Composter for newly-split allotment	£27.00
	Plants for village	£49.80
	Website domain 3-year renewal	£32.40
	Mailbox annual renewal	£66.62
Total payments approved		£4,510.57

*Paid by direct debit on 23 May 2019

**Payments will be made on 28 June 2019

*** Agreed to be paid by direct debit with annual payment date of mid-June

**** Amended at meeting to allow £100 to be set aside for Norfolk Day from outdoor sport and play fund