



Meeting Minutes

Mattishall Parish Council

Monday 6th December 2021 at 7 pm
Mattishall Memorial Hall

Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Norton, Janice Smith, Richard Turner (Chairman), David Piper and John Pickering, Andrea Taylor. Also in attendance: Anita Rose and 4 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

District Councillor Ian Martin sent his apologies.

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

There were none.

3. Co-option of Councillor Andrea Taylor

The Chairman introduced Mrs Taylor to the Council. The Council agreed to co-opt Mrs Taylor onto the Council and invited her to join the Councillors. Proposed by Cllr Turner and seconded by Cllr Smith and unanimously elected. The declaration of office was signed.

4. To approve the minutes of the meeting held on 1st November 2021

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record. Proposed by Cllr Piper seconded by Cllr Clarke and unanimously approved.

5. Clerks report

5.1. The clerk reported that she had received family permission for four out of the five road names selected for the Hopkins and Moore development.

5.2. All were in favour in sending an invitation to Helen Brooke to ask if she or a member of her team would like to be involved in the installation of the commemorative plaque and to be mentioned in our next edition of the miscellanea to recognise the hard work the Mattishall Volunteer Hub had achieved during the covid pandemic for 2020-2021.

5.3. The clerk had asked the Council for permission to spend an hour a week mentoring the new clerk to Yaxham Parish Council. This was unanimously agreed by all members if the clerk felt that she could manage the extra work.

5.4. The clerk asked the Council if they would be interested in uniting the Platinum Jubilee event with the Church and Social Club. All agreed of this being a good idea, the clerk was tasked with contacting all parties to see if they are interested and arrange a working group to brainstorm ideas.

5.5. The clerk reported that a parishioner would like to ask if the Council would consider installing a trod path between Poultec and church Road (left hand side heading out of the village Southeast). The council agreed to investigate the matter and asked the clerk to contact highways and County Cllr Bill Borrett.

5.6. It was unanimously agreed by all to put a notice in the cemetery informing all visitors that Christmas flowering arrangements must be removed by mid-February.

5.7. The clerk reported that various emails had been sent to the CEO of Breckland on planning issues where we had not received a reply. District Cllr Paul Claussen had offered to look into this matter on our behalf.

6. Open forum for Public Participation

Planning consultant and applicant of 135 Dereham Road had discussed and shared drawings of the previous and revised proposals. The Council advised the applicants that they should conform to the policies of the Neighbourhood and Local Plans.

7. Planning matters

7.1. To receive results of applications

3PL/2021/1138/HOU: Several House, Church Plain; Extension to existing kitchen at ground floor, extension to the main house at ground level to form a new garden room – **Approved**.

3PL/2021/1270/HOU: Rimington, 93 Dereham Road; Raising of roof height to add additional living accommodation, including front and rear extensions and detached garage – **Withdrawn**.

3DC/2021/0218/DOC: Land South of Dereham; Discharge of conditions 14,15,20 & 23 on 3PL/2020/0462/F – **Approved**.

3PL/2021/0671/F: West End House, 135 Dereham Road; Proposed garage/store/office and new access – **Refused**.

7.2. To receive recommendation from Planning and Monitoring Group on current applications

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllrs Smith and Norton and unanimously agreed.

3PL/2021/1469/F: Mattishall Golf Club, South Green Park; Create internal area under existing lean-to for office / storage space in conjunction with applicants' business – The Parish Council has no observations to make on this application.

3PL/2021/1540/F: 26 Burgh Lane; Demolition of No. 26 Burgh Lane to form one replacement dwelling and one new dwelling, garaging, revised access drive and amenity – The Parish Council has no observations to make on this application.

TR2/2021/0328/TPO: 25 All Saints Walk – No application form has been loaded onto the planning portal. Please make a copy available to the Parish Council to enable it to comment.

3PL/2021/1577/HOU: Broggers House, 91a Dereham Road; Proposed rear extension – The Parish Council makes no comment on this application.

7.3. Update on the Hopkins development on land south of Dereham Road.

After an in-depth discussion it was agreed that Autumn 2022 would be the best time to start the legal proceedings in transferring the land for the allotments, orchard, and blue boarded land to the Council.

7.4. Update on the Local Plan and Policy INFO3 review

Brecklands Cabinet's decision on reviewing the Local Plan and Policy INFO3 had remained the same, with INFO3 being reviewed at the end of 2023 and the local plan by 2027.

7.5. Statement of community involvement consultation

It was unanimously agreed by the Council to submit the proposed comments provided by the planning working group, about the statement of community involvement consultation. Proposed by Cllr Smith and seconded by Cllr Clarke.

8. Open Spaces Working Group

Cllr Piper reported that the area that was re-seeded on the village green is germinating well.

It was noted following the Christmas tree lighting event that the village green was wet and slippery. Cllr Smith proposes that we put up a notice to warn residents of this potential danger. All were in favour.

It was noted that the bollard to the village green had been damaged and needs replacing.

Following the recent pictures that were circulated for the cemetery fencing, it was unanimously agreed to replace the chain link fencing and for the clerk to obtain quotations.

9. Cemetery / Churchyard

9.1. Tree Works

After reviewing all three quotations, it was unanimously agreed to appoint CK Professional Tree Services following that a copy of his certificate for Public Liability Insurance is received. Proposed by Cllr Fowler, seconded by Cllr Piper.

9.2. Burial Charges 2022

Burial fees for 2022 were circulated and agreed with all members. Proposed by Cllr Smith and seconded by Cllr Fowler.

9.3. Cemetery Wall

Cllr Clarke reported that the railings to the damaged cemetery wall had been repaired and the builder will be returning early next week to complete. Cllr Clarke also asked the council to consider the repairs to All-Saints Churchyard Wall, taking into account the costs of the works and to consider materials used. Cllr Clarke had offered to work with the builder and report back to the council with findings. Cllr Fowler suggested professional advice should be considered from a builder engineer.

9.4. Church Clock

After reviewing the quotation received from Smith & Derby the clerk reported that an additional quote will shortly be received by Michlmayr Clock & Watch Makers. The Council had asked the clerk to get quotations to have the mechanism of the clock made electrical. Cllr Fowler had offered to investigate whether permission was required due to the Church being a listed building.

10. Remembrance

Cllr Piper reported that the Remembrance service went well and had thanked all those involved. Items to note for next year was to test the microphone prior to the service and sanitise the microphone between users and to start the remembrance 10 minutes later.

11. Christmas Event

11.1 Christmas Tree Lighting Event Risk Assessment

Copies of the risk assessment for the Christmas Tree Lighting event were circulated to all Councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council.

11.2 Christmas Tree Event

The chairman reported that the Christmas Tree Lighting event went well and thanked Santa and his two elves and all those involved in making a great event succeed. It was noted that additional help will be required when putting up the tree next year and the items left over were donated as follows.

- Box of biscuits and chocolates donated to the Jenny Lind
- 5 boxes of mince pies donated to the Youth Club
- Remaining Santa presents (50 books) and mulled wine (11 x bottles) to be kept in storage for next year

11.3 Christmas Hampers

The clerk reported that the hampers were almost ready and will email the Mattishall Burgh Charity to arrange delivery.

12. Finance

12.1. Payments

The payments were approved by the Council, proposed by Cllr Piper, and seconded by Cllr Fowler. The list is detailed at the end of the minutes.

12.2. Budget 2022/2023

The second draft of the budget 2022/2023 had been circulated to all councillors for review prior to the meeting. All were in favour with the proposed budget and agreed in keeping the precept the same as 2021/2022. The clerk will finalise this year's figures for the next parish council meeting where the precept and budget will be agreed.

12.3. Keyboard and extension lead for village events

After discussion it was agreed to only purchase 3 additional extension leads (2 x 25m and 1 x 50m) for future events.

12.4. Subscription for Adobe InDesign

The clerk reported that the software Adobe InDesign used for MAC's, is a publishing software that is charged monthly via a subscription at a circa cost of £30.00. The clerk confirmed that the software would help to produce the Miscellanea more effectively. It was unanimously agreed that the monthly cost is expensive and asked the clerk to investigate and look at other options.

13. Norwich Western Link

Cllr Fowler reported that NWL road and the continuation of the NDR consultation will be early next year.

14. Mattishall Burgh Charity

It was unanimously agreed to appoint Fred Garner as a trustee for the Mattishall Burgh Charity for a further 4 years. Proposed by Cllr Norton and seconded by Cllr Clarke.

The clerk was tasked with reviewing appointment of all trustees and to ask if Mattishall Burgh Charity has indemnity insurance.

The Standing Orders were suspended.

15. YMCA

The council was pleased to report that the Youth Club is thriving and have the possibility of having more than 20 children if enough resources are in place. The clerk circulated that an extra helper, provided by YMCA till the end of the year (Feb) will cost an extra amount of £357.00. All were in favour, proposed by Cllr Smith, seconded by Cllr Piper, and unanimously agreed.

The clerk reported that the Xbox is broken and despite numerous tries to resolve to no avail. The clerk's son had kindly donated his Xbox and games to the Parish Council for the Youth Club to use.

16. Parish Partnership Scheme

All were in favour in purchasing a second SAM2 machine through the Parish Partnership Scheme. Proposed by Cllr Clarke, seconded by Cllr Turner and unanimously agreed.

17. Correspondence

Councillors noted the correspondence received and reports for the SAM2 and flooding.

18. Items for the next meeting

Platinum Jubilee, first aid courses, Cllr training and email strategy.

19. Resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item:

It was agreed that the services provided by the Handyman, were not meeting the Council's satisfaction, despite numerous opportunities given. It was unanimously agreed to terminate his contract with immediate effect.

The Chairman closed the meeting at 9:55pm.

Payment list (approved at item 12.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	November Salary (Already Paid)	£973.52	£0.00
I Edwards	Cemetery Fence (Already Paid)	£150.96	£0.00
A Rose	WAH Allowance	£13.00	£0.00
HMRC	NI & Tax Deductions (Nov)	£291.95	£0.00
Norfolk Pension Fund	Clerks Pension (Nov)	£366.09	£0.00
A Rose	Expenses	£789.38	£45.53
Berry Hall Farm	Christmas Tree	£170.00	£0.00
D Piper	Expenses	£15.00	£0.00
J Smith	Expenses	£42.88	£0.90
J Staff	Handyman (Nov)	£255.00	£0.00
Mattishall Memorial Hall	Youth Activities	£80.00	£0.00
Paperstone	Lever arch files and first aid kit	£42.87	£7.14
R Turner	Expenses	£158.90	£26.49
TTSR	Ivy and weed spraying treatment	£222.00	£37.00
TTSR	Grass Maintenance (Nov)	£481.67	£80.28
I Edwards	Gardening	£210.00	£0.00
		£4,263.22	£197.34
Payments paid by direct debit taken on or after 30th November 2021			
Total Gas & Power	Electricity supply at village green	£14.32	£0.69
		£14.32	£0.69