



## Meeting Minutes

# Mattishall Parish Council

Monday 1 July 2019 at 7 pm, Memorial Hall

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Parish Councillors present: Terry Wilkins (Chairman), Graham Clarke, Richard Norton, Michael Nunn (Vice-Chairman), David Piper, Janice Smith, Chris Taylor and Richard Turner. Also in attendance: Luisa Cantera (Parish Clerk) and Ian Martin (District Councillor). Mr Martin left the meeting prior to the start of item 7.4. There were no members of the public present.

### **1 Apologies for absence**

Parish Councillor Hannah Farrier-Dutton gave her apologies to the Clerk in advance of the meeting and the Council accepted her apologies. The Chairman welcomed Mr Clarke to his first meeting as Parish Councillor. The Clerk confirmed that Mr Clarke had signed his declaration of acceptance of office and completed his declaration of interests form.

### **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 3 June 2019 and review of 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 Annual Parish Meeting minutes were confirmed as accurate and will be formally approved at the Annual Parish Meeting in April 2020.

### **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 Clerk was given the email address of the cabinet member at County Council to write to about Highway issues.

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

Mr Martin, District Councillor, spoke about the Local Plan (the current consultation finishes on 12 July). The examiner's report is currently scheduled for mid-August with the Plan to go to adoption in mid-September. The 5-year land supply statement is being completed but there is no indication as to whether Breckland has or has not

managed to achieve the 5-year land supply. Mr Martin gave updates on planning applications in and close to Mattishall.

## **6 Planning matters**

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

3PL/2019/0248/F - Feet First Clinic, 38 Dereham Road - Proposed installation of 3 windows within an existing commercial premises: Application approved.

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: Application approved.

### **6.2 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/2019/0604/LB - Talbot House, Church Plain - Replacement of some defective window and doors: No objection.

3PL/2019/0631/F - Walnut Tree Farm, Mill Road - Erection of a dwelling, amended highway changes to approved application 3PL/2018/0861/F: No objection.

3PL/2019/0666/HOU - Ash View, Church Lane - Single storey side and rear house extension, together with internal modifications and a new larger front bedroom elevation window: No objection.

3PL/2019/0710/HOU - 46 Burgh Lane - Loft conversion to include dormer windows to south side elevation and new roof lights to side elevations: No objection.

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

### **7.1 A47 dualling**

Mr Nunn reported that he attended the A47 dualling group in June. The group has decided to wait for the long-awaited decision on the Norwich Western Link road, which will be in mid-July, as the two projects are inextricably linked. Highways England is looking to visit parish councils in September/October to consult further.

### **7.2 Norwich Western Link**

Dr Piper reiterated Mr Nunn's report that the decision is awaited on the Norwich Western Link to connect the road to the A47 west of Norwich. He will be attending a meeting of the NWL road on 9 July.

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

The sign was last located on Dereham Road facing traffic leaving the village in the 40 mph section. There were 54,000 vehicle movements in a 29-day period. Most traffic

abides by the speed limit (or within 5 mph), but the highest speed recorded was 75 mph. The sign is now located on Back Lane.

#### 7.4 **Youth club**

Mr Nunn reported that the youth club had a great evening last Friday. They played several sports games outside using the new equipment. The Clerk was asked to find out if the cricket club are willing to spend an evening in August teaching cricket to the youngsters. The YMCA leaders will be attending the Norfolk Day event.

### 8 **Preparations for Norfolk Day**

Those involved in Norfolk Day agreed to meet on Wednesday afternoon to discuss the final details.

### 9 **Discussion on the 75th anniversary of VE Day commemorations**

Dr Piper reported that the early May bank holiday will be held on Friday 8 May 2020 to coincide with the anniversary of VE Day. He had been asked by the vicar of All Saints Church whether the Parish Council would like to be involved in a commemorative event. The Parish Council agreed that it would like to be involved and asked Dr Piper to attend the meetings with the church and report back.

### 10 **Agreement on an approach on how to recruit a handyman/woman**

The Clerk explained that the handyman had stepped down and finished working for the Parish Council in late June. The Council **RESOLVED** to advertise the role. In the meantime, the Clerk was tasked with finding a gardener to work at the village green so that it looks nice for the Norfolk Day event. The Chairman, Vice-Chairman and the Clerk will meet suitable applicants and will appoint on behalf of the Council.

### 11 **Finance**

#### 11.1 **Summary of the Council's finances for the 1st quarter**

The Clerk presented the summary and answered questions.

#### 11.2 **Payment of accounts list**

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

### 12 **Correspondence**

The correspondence was available for councillors to read.

### 13 **Agreement on whether to hold an August meeting**

The Council **RESOLVED** to cancel the scheduled August meeting. Any planning applications that need to be responded to prior to the September meeting will be dealt with by the Neighbourhood Planning Delivery and Monitoring Group.

## 14 Items for the next meeting agenda (Monday 2 September 2019)

Remembrance Day event, Christmas tree purchase, A47 dualling update, Norwich Western Link, and Norfolk Day will feature as items for discussion on the September agenda.

The Chairman closed the meeting at 8.55 pm.

<b>Payment of accounts list (item 11.2)</b>		
Payment to	Description	Payment
Norfolk PTS	Induction course for Graham Clarke	£44.00
Peter Cresswell	Handyman payment for June	£193.12
Total Gas & Power	Electricity supply at village green*	£14.06
TTSR Ltd	Grass cutting for June	£421.55
Wave/Anglian Water Business	Water for allotments and cemetery	£44.60
Clerk's pay and expenses		
	July net pay/HMRC/Norfolk Pension Fund**	£1,395.78
	Working from home allowance	£18.00
	Printing of posters for Norfolk Day	£1.00
	Glitter tattoos for Norfolk Day	£27.98
	Mileage	£10.08
Total payments approved		£2,170.17

\*Paid by direct debit on 22 June 2019

\*\*Payments will be made on 29 July 2019