



Meeting Minutes

Mattishall Parish Council

Monday 4 March 2019 at 7 pm, Memorial Hall

Parish Councillors present: Richard Norton (Chairman), Michael Nunn, David Piper, Janice Smith (Vice-Chairman), Chris Taylor, Richard Turner and Terry Wilkins. Also in attendance: Luisa Cantera (Parish Clerk), District Councillor Paul Claussen and one member of the public present (left the meeting after item 7.3).

1 Apologies for absence

Hannah Farrier-Dutton (working) and John Rockliff (personal reason) gave their apologies to the clerk in advance of the meeting. The Council accepted their apologies.

2 Members' declarations of interest in items on the agenda

The Chairman declared a personal interest in item 15, a request to divert a public footpath from Gregs Close, as he is a neighbour of the applicant.

3 Approval of the minutes of the meeting held on 4 February 2019

An amendment to item 6.2, a planning application at Gregs Close, was suggested. In line 4, the development boundary was amended to 'settlement boundary'. The minutes of the meeting were approved including this amendment and 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. Given that the speed activated messaging sign (SAM2) has been given permission for use on Welgate, the Clerk will order another bracket.

5 Open forum for public participation

A member of Hockering Parish Council spoke about the Norwich Western Link road. Hockering PC feel that the project is being rushed and they have several concerns. They have asked for Mattishall Parish Council's support at the meeting on 5 March to ask the team leaders to listen to local voices. Dr Piper confirmed that he is attending a meeting the on 5 March and Mattishall Parish Council gave him the go-ahead to support the views expressed by Hockering Parish Council.

6 Planning matters

6.1 Results of applications (decision taken by Breckland Council)

There were no results to report.

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/2019/0062/F - Willow Lodge, Willow Close - Change of use of swimming pool building to dwelling with new double garage: Objection. The emerging Local Plan acknowledges that existing completions and commitments already meet Mattishall's minimum target for the plan period to 2036. It is, therefore, not necessary to permit further new housing. This site was not put forward in the call for sites for either the Neighbourhood Plan or the Local Plan. This application does not accord with policies HOU1, HOU4 and HOU5 of the Neighbourhood Plan.

The same comment was sent for 3PL/2019/0063/F - 18 Willow Close - New dwelling and double garage.

3PL/2019/0092/HOU - 4 All Saints Walk - Proposed single storey side extension - No objection.

3PL/2019/0119/LU - Bimbles, 12 Thynnes Lane - Move kitchen internally, creation of 2 new small windows in external wall (obscured glass): No objection.

6.3 Discussion on the Breckland local plan modifications

The public consultation on the local plan runs ends on 1 April 2019. The plan has been independently examined by the Planning Inspector and the public is being asked to comment on his amendments. Parish Councillors were given access to the details on Breckland Council's website ahead of the meeting. The Council **RESOLVED** to respond to the consultation to say that it is happy with the amendments.

7 Updates from individual council members (for information only)

7.1 Data collected from the SAM2 (speed awareness messaging sign)

The equipment is currently sited on Dereham Road. Looking back at the data from when the SAM2 was in Mill Street, a speed of 75 mph was recorded at 4 pm on a weekday last month and 500 vehicles drove 35 mph or more (out of 15,000 movements during a 4-month period).

7.2 Norwich Western Link

This item was discussed during public participation. Dr Piper will report back at the April meeting.

7.3 A number of highways issues were raised by councillors. The Clerk will research these.

8 Update from the Barlow Charity

Dr Piper reported that the ground rents on the homes at Old School Green will be increased from 1 April 2019. The trees in front of the houses are due to be topped shortly.

9 Events

9.1 Update on organisation of an Easter event

Plans are progressing well for an event on Bank Holiday Monday (22 April). The Clerk was asked to write to a local chocolate producer to ask for any Easter egg donations.

9.2 Preparation for Norfolk Day

A working group will work on the preparation for this July event. Members of the group are Mrs Smith, Dr Piper, Mrs Farrier-Dutton and Mr Taylor. An update will be given at the next meeting.

10 Youth club

10.1 Update from February's weekly sessions

Mr Nunn reported that he had attended a memorial hall committee meeting to discuss use of outdoor space during the Summer by the youth club. The committee agreed to the request, although they did not agree to a basketball hoop being fitted outside. A member of the cricket club has offered to spend an evening with the children teaching them cricket, which the youth club is keen to do. Mr Nunn has written an article for the village magazine about the youth club. Mr Nunn was thanked for attending the committee meeting.

10.2 Purchase of equipment using the outdoor sport and play grant

The Clerk provided councillors with a list of equipment asked for by the youth club. The Council **RESOLVED** to spend £360 from the outdoor sport and play grant on equipment for the youth club.

11 Naming the play area

Mrs Smith asked the council to consider naming the play area after someone in the village. It was felt that the play area should continue to be called the Mattishall Play Area, although asked Mrs Smith to discuss how the family feels about a commemorative plaque for a bench at the play area.

12 Discussion on the possibility of setting up Speed Watch for Mattishall

Mr Wilkins spoke to explain that he is willing to be the Speed Watch coordinator for Mattishall. This involves organising a small team that meets regularly to monitor traffic speeds on the busiest village roads. The Clerk will advertise for volunteers in Miscellanea. The Council **RESOLVED** that Mr Wilkins will lead on the Speed Watch project.

13 Discussion on the scope of repair work required to the cemetery wall

The handyman provided a thorough breakdown of the work required to repair the cemetery wall. The wall on both sides at the cemetery entrance has several large cracks, some from the top of the wall to ground level. The handyman is willing to undertake the work and suggests that reinforcement of the brickwork should stabilise the wall sufficiently to make it safe and restore its appearance. The estimated cost of the work, including materials and labour, is £200. The Council **RESOLVED** to appoint Mr Cresswell [handyman] to repair the cemetery wall. Mr Turner offered to assist Mr Cresswell.

14 Discussion on the scope of repair work required to the cemetery gate

The cemetery gates are difficult to open and close due to a problem with the left-hand gate hinge and possibly also the post. The handyman has given his evaluation of the work required and the Clerk will seek quotations and appoint a contractor if the work is under £300.

15 Request to divert public footpath 13 from Gregs Close to south of the play area (linking to footpath 5a)

The Green Infrastructure Officer at Norfolk County Council received a request from the agent for the proposed self-build development at Gregs Close to divert footpath 13. The agent claims that this will correct a long-standing anomaly on the definitive map, and would re-route the path to reflect what is being used on the ground. The diversion retains the rural aspect of FP13 (behind the proposed housing) but there will also be an alternative footway for users along Gregs Close which will be adopted. The Council **RESOLVED** to send a comment to Norfolk County Council to favour the proposal. The agent also proposed a surfaced link to the play area. This will need further discussion with the agent as the play area gate is locked and is likely to remain locked for the foreseeable future. Access to the play area is from Dereham Road.

16 Finance

16.1 Consideration of subscription renewal to the Society of Local Council Clerks

The Clerk asked if the Council would be willing to pay the annual subscription renewal to the SLCC. The Clerk explained that she felt the subscription was valuable, particularly their regular newsletter, in helping her to keep up to date with council procedures and best practice. The Council **RESOLVED** to renew subscription to the SLCC for the coming year, commencing 1 April.

16.2 Payment of accounts list

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

16.3 **Review of the financial risk assessment document**

The Clerk presented the document recommending a few minor amendments. The Council **RESOLVED** to approve the document with the amendments presented. The next review is due March 2020.

16.4 **Review of the general risk assessment document**

The Clerk presented the document with one suggestion for removal of the 2-3 year plan as this isn't something that the council has created. The Council **RESOLVED** to approve the document with the amendment presented. The next review is due March 2020.

17 **Data protection policies**

As the new General Data Protection Regulation (GDPR) came into force in May 2018, the Clerk reviewed the three GDPR documents. The policy and information audit were recommended for approval without amendment, and the privacy notice had one suggested amendment (to add a hyperlink to the Information Commissioner's website). The Council **RESOLVED** to approve all three documents. The information audit must be reviewed once a year (next due in March 2020); the other two documents will be reviewed in March 2021.

18 **Correspondence**

The correspondence was available for councillors to read. Dr Piper asked to attend the Breckland Town and Parish Council forum on 21 February.

19 **Consideration of re-election of Diana Talbot to the Mattishall & Burgh Charity**

The Council **RESOLVED** to approve the re-election of Mrs Diana Talbot for a period of 4 years from 1 March 2019.

20 **Items for the next meeting agenda (Monday 1 April 2019)**

No items were mentioned.

21 **The Council resolved (under the Public Bodies Admission to Meetings Act 1960) to exclude the members of the public and press for the following confidential item: Report on the outcome of the Clerk's appraisal held in late February**

The Chairman and Mrs Farrier-Dutton met with the Clerk to undertake the Clerk's annual appraisal. The Council **RESOLVED** to approve the recommended 2% cost of living pay increase recommended by the SLCC and NALC from 1 April 2019.

The Chairman closed the meeting at 9.30 pm.

Payment of accounts list (item 16.2)		
Payment to	Description	Payment
David Piper	Councillor expenses (mileage to meetings and purchase of bingo equipment for youth club)	£48.72
Mattishall Memorial Hall	Hall hire for youth club from January - March 2019	£312.00
P Cresswell	Handyman payment for February	£114.57
Total Gas & Power	Electricity supply at village green*	£14.28
YMCA	Youth club	£3,300.00
Clerk's pay and expenses		
Luisa Cantera / Norfolk Pension Fund / HMRC	March staff salary, pension contributions to Norfolk Pension Fund, and tax/NI to HMRC**	£1,363.49
	Working from home	£13.00
	Annual website fee (WIX)	£86.40
Total payments approved		£5,252.46

*Paid by direct debit on 23 February 2019

**Payments will be made on 28 March 2019