



Meeting Minutes

Mattishall Parish Council

Monday 7 January 2019 at 7 pm, Memorial Hall

Parish Councillors present: Richard Norton (Chairman), Janice Smith (Vice-Chairman), Hannah Farrier-Dutton (from item 5), Michael Nunn, David Piper, John Rockliff, Chris Taylor, Richard Turner and Terry Wilkins. Also in attendance: Luisa Cantera (Parish Clerk) and Paul Claussen (District Councillor). There were 18 members of the public present.

1 Apologies for absence

Mrs Farrier-Dutton gave her apologies in advance of the meeting to say that she might arrive late at the meeting or might not be able to attend due to personal reasons. The Council accepted her apology.

2 Members' declarations of interest in items on the agenda

The Chairman declared an interest in item 6.2, the planning application at Gregs Close, as a neighbour of the applicant.

3 Approval of the minutes of the meeting held on 3 December 2018

The minutes of the meeting were approved and signed by the Chairman as a correct record without amendment.

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

The Chairman welcomed Mr Wilkins to his first meeting as a parish councillor. He signed his declaration of acceptance of office on 10 December 2018. The Clerk gave a summary of her report, which is available to read on the website. Mrs Smith thanked all those involved in the successful organisation of the Christmas event.

5 Open forum for public participation

Mrs Farrier-Dutton joined the meeting.

Several members of the public spoke to object to the planning application on land adjacent to Gregs Close. Local residents explained that they are concerned about noise and disruption during building and the homes being built at different times representing a prolonged period of disruption. There was concern about self-builders working at weekends and into the evening. One member of the public spoke about foul water drainage issues in the vicinity adding that the issue could worsen due to

further properties using the drainage system. Residents spoke about parking issues, both during development and after with 8 additional homes parking their vehicles in the street. Another resident spoke of their concern that the properties will not be in keeping with the area and the development is in the wrong part of the village.

The development agent spoke to the Council and public regarding the outline plans. He explained that it is an opportunity for people to build their own homes and it is likely that it will be more affordable to do this than buying a home that is already built.

6 Planning matters

6.1 Results of applications (decision taken by Breckland Council)

3PL/2018/1355/HOU - 46 Burgh Lane - Loft conversion to include 2 dormer windows to south side elevation and new roof lights to side elevations: 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/2018/1409/O - Part of the field to the west of Gregs Close Mattishall (605242,310862) - Development site for 8 self/custom build residential properties: Mrs Smith took the chair for this item. The Parish Council heard from local residents and debated the matter at some length. On balance the Council supported the application, although points were raised both in favour and against. The Chairman did not take part in this discussion or vote.

3PL/2018/1464/HOU - 5 Welgate Close - Timber frame carport to the front of property: No objection.

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 Mill Street. Welgate was identified as another area experiencing speeding vehicles. The Clerk will ask Highways if a suitable location for a new post for the equipment can be found in Welgate.

7.2 A47 dualling

Highways England have a new project team working on this project. The consultation period ends at the end of this year.

7.3 Norwich Western Link road

The consultation on the four options for a road linking the Broadland Northway and the A47 ends on 18 January. Construction is due to start in 2022.

7.4 Youth club

Mr Nunn reported that the youth club is particularly popular with the year 6 children; it would be good to attract more children from years 7 & 8.

8 Update from the Barlow Charity

Mr Rockliff reported that a trustee meeting was held on 10 December and the minutes will be posted on the Parish Council noticeboard shortly. Residents from Old School Green are in the process of setting up a residents' group. The annual submissions to Companies House and the Charity Commission have been made.

9 Events

9.1 Donations from the Christmas event

It was suggested that the donations (£131 for the grotto and £105.40 from the refreshments on the village green) should be allocated to benefit children in the village. This item will feature on the next agenda for further discussion.

9.2 Purchase of matting and gazebo for events

The Council has recently borrowed these items to use at recent events and several councillors suggested that the Council purchases them. The Clerk presented prices for each item. The Council **RESOLVED** to purchase matting (around £30) and a gazebo (around £65).

9.3 Possible organisation of an Easter event

Due to the success of the Christmas event, some councillors said they were keen to organise an Easter event. Mrs Farrier-Dutton will email councillors to see who would like to be involved and to ask for initial ideas for discussion at the February meeting.

9.4 Discussion on whether to book a band for the 2019 Christmas event

SqueezEast have asked whether the Parish Council wishes them to return to play at the event as they are already receiving bookings for December. The Council **RESOLVED** to book the band for Sunday 1 December 2019.

10 CCTV for the village green

There has been some minor vandalism at the village green in recent months, including tampering with the Christmas tree lights and paving damaged on the war memorial. Initial research indicates that installation of CCTV for the village green is in the region of £1,000 plus around £20 per month for a data card. The Council decided that due to the costs involved no action would be taken at present.

11 Cemetery

11.1 Update from cemetery working group meeting

The working group (Mr Norton, Mr Turner, Mrs Smith, Dr Piper and the Clerk) met on 7 January to discuss the future of the cemetery. The main focus of discussion was how to accommodate burials after the final burial spaces have been used. The group considered an extension of the cemetery into the allotments, re-burial, no action, purchase of land elsewhere, and redeploying land currently allocated for ashes. The group explained why it favours re-burial, which is using plots older than 100 years for

additional burials. The group will research re-burials and will report back to the council shortly.

11.2 **Cemetery fees for 2019**

The working group reviewed the fees currently charged against those charged by other burial authorities, including the Church of England. The group has further research to complete as the CofE fees were unclear. This topic will come back to the Council in either February or March for further discussion.

11.3 **Request from a villager for the positioning of a plaque in the cemetery**

The working group considered a request for a plaque in memory of a resident's wife, currently located in another cemetery, to be installed in Burgh Lane cemetery. The Council **RESOLVED** to allow the plaque to be installed in the cemetery on a temporary basis (for the lifetime of the gentleman). A fee of £147 will be charged.

12 **Agreement of allotment rental fees for 2019**

The Clerk presented the current fees charged. The Council **RESOLVED** to increase the fees by 5%. Allotment tenants will be written to during January.

13 **Finance**

13.1 **Grant applications**

The Council received two requests for grants. The Mattishall Scout group requested a contribution towards the purchase of a new shed to replace an outdoor storage container. The Council **RESOLVED** to award £700 towards the new shed.

The Council considered a request from the local Citizens' Advice Bureau for a grant towards running costs of a service that includes supporting members of Mattishall. The Council **RESOLVED** to award £300 towards the local CAB service.

13.2 **Update from the internal audit control officer for the 2nd and 3rd quarters**

Mr Rockliff reported that he had checked the finances up to 31 December 2018 and found them to be kept in good order.

13.3 **Update on the Council's finances for the 3rd quarter**

The Clerk presented the finance figures against budget.

13.4 **Agreement on the 2019-20 precept and budget**

The Clerk presented a second draft of the budget for discussion. The Council **RESOLVED** to approve the budget and set the precept at £43,000.

13.5 **Payment of accounts list**

The Council **RESOLVED** to approve the payments list (refer to final page). The grants awarded at item 13.1 were included on the list.

13.6 Outdoor sport and play fund grant received in March 2018

The Council received £889.33 in March 2018 from the Breckland outdoor sport and play fund which needs to be allocated by March 2019. It can be used towards relevant parish council activities or activities in the community, allowing some funding to be passed on to village organisations. The purchase of a table tennis table for the youth club for £150 should qualify for the funding. The Clerk was asked to write to village sports organisations to ask if they would like to bid for the funding.

14 Correspondence

Councillors were reminded that they are able to attend the Town and Parish Council forum on 21 February at Breckland Council's offices. Breckland Council is also holding a prospective councillor evening on 12 February.

15 Items for the next meeting agenda (Monday 4 February 2019)

Donations from the Christmas event, Easter event ideas, preparation for Norfolk Day will all feature on the next agenda.

The Chairman closed the meeting at 9.30 pm.

Payment of accounts list - approved on 7 January 2019 (item 13.5)

Payment to	Description	Payment
P Cresswell	Handyman payment for December	£244.62
Total Gas & Power	Electricity supply at village green*	£13.72
TTSR Ltd	Grass cutting	£168.30
Wave (was Anglian Water)	Water at allotments and cemetery**	£53.35
Mattishall Scout group	Grant towards purchase of a new shed (s137)	£700.00
Citizens' Advice Bureau	Grant towards local service (s137)	£300.00
Clerk's pay and expenses		
Luisa Cantera / Norfolk Pension Fund / HMRC	December staff salary, pension contributions to Norfolk Pension Fund, and tax/NI to HMRC***	£1,363.49
	Working from home	£13.00
	Stationery	£2.99
Total payments approved		£2,859.47

*Paid by direct debit on 22 December 2018

**Paid by direct debit on 2 January 2019

***Payments will be made on 28 January 2019

This list was amended on 7 January to include the grant awards to Mattishall Scout group and the Citizens' Advice Bureau following decisions made at item 13.1