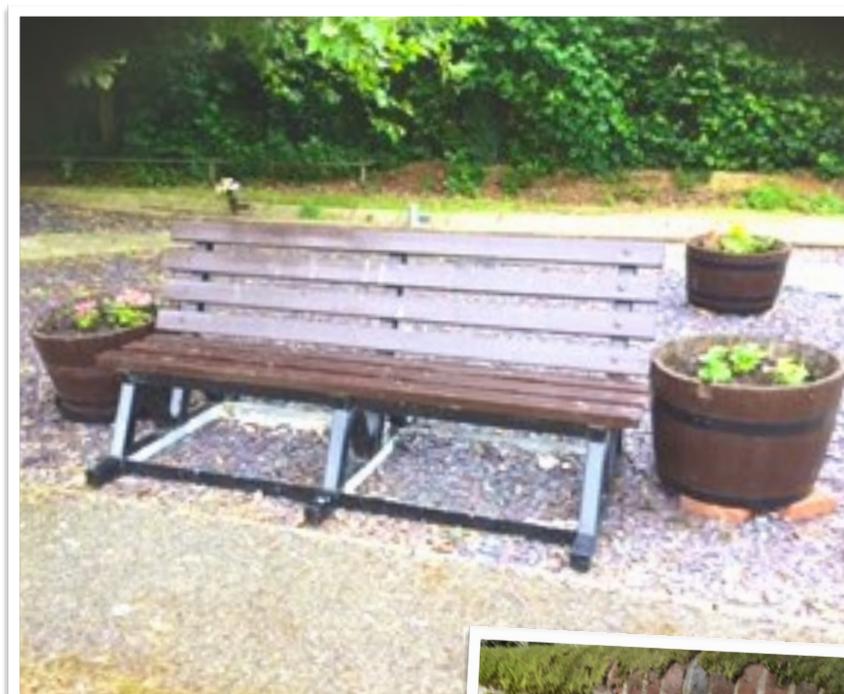


Clerk's report

Mattishall Parish Council



Lots of jobs completed this month, including new plants at the memorial garden (above) and beneath the village signs, and wall repairs to two sections of All Saints Churchyard (right)



Report prepared by Luisa Cantera
Clerk to Mattishall Parish Council

Clerk's report

The items below relate to actions/resolutions from the 8 June meeting:

Item 3: Approved minutes of the May meeting and draft minutes of the June meeting - These have been uploaded to the Parish Council's website.

Item 4: Start date for youth club to restart - Dates were agreed as 2 and 16 August and then weekly Friday nights from September. The Clerk will speak with the manager to see if she has been in contact with the primary school to promote the sessions.

Item 8.2: New planning applications discussed - Parish Council comments have been provided on Breckland Council's planning pages.

Item 8.3: Appointment of Leather Prior Solicitors in Norwich to represent the council regarding s106 agreement - The solicitor has agreed to represent the Parish Council.

Item 9.2: Continuation of kerbing beside All Saints Churchyard wall - Design has been confirmed and 50% of the Parish Council's contribution towards the project has been paid to Norfolk County Council. The Clerk is waiting for an update from Highways on when the project is likely to begin.

Item 10: Gardener for village green and cemetery - Alex Colville started the task of weeding the village green during the week of 28 June and is making good progress. If he has sufficient hours, he will weed the two bedding areas at the front of the cemetery.

Item 12: Dog poo sign competition winners - The two winners will be notified by the head teacher at the primary school. The Clerk has purchased the two £10 gift vouchers (the Council will be reimbursed by the sponsor). Cllr Piper has been liaising with the school to request that one poster is amended slightly before the signs are produced.

Item 13.3: Agreement of a debit card - Unfortunately the bank no longer offers this option. Discussion regarding a council credit card is on the 5 July agenda for discussion.

Item 13.4: Purchase of a mobile phone for the incoming Clerk - A phone has been purchased (organised by the Chairman).

Item 13.5: Monthly payment of accounts - All payments have been made.

Item 16.1: Appointment of Anita Rose as new Clerk - Anita has received her employment contract and accepted the position to start in early August 2021.

Item 16.2: Damage to cemetery wall by driver - This issue is still ongoing and councillors will receive an update at the 5 July meeting.

Items requiring explanation on the 5 July agenda

Item 8.2 & 8.3: Discussion on gardening work at village green - The gardener is interested in working for the parish council to keep the green looking nice over the summer. A proposal will be presented for consideration. To help with suppression of weeds, bark chippings are recommended by the gardener - a quotation will be presented at the meeting.

Item 11: Recording of meetings - The incoming Clerk would like to record meetings for the purpose of minute taking and has asked if the Council will contribute towards a recording device.

Item 12: Website accessibility statement - This requires a review. Can be viewed at: <https://www.mattishallpc.info/website-accessibility-statement>

Item 13: Whether to hold an August meeting - In recent years, the Parish Council has only met in August if there are planning applications/urgent matters to discuss. However, the Council needs to agree to pay regular contractors and staff if there is no meeting.

Additional items for information

Allotments - The allotment tap piping was reported as leaking and was fixed by a contractor within a few days of being reported. There are several issues which the Clerk will work on during July, as identified by the Open Spaces Working Group recent inspections (OSWG).

Cemetery - There were no burials during June. One headstone has been agreed for installation later in the Summer. The noticeboard has been re-set in concrete and varnished by members of the OSWG.

Churchyard gate - The gate was due to be set back by a contractor but they have declined to continue. As a result, members of the OSWG are planning to undertake the work shortly.

Churchyard wall - The damaged wall has been repaired (see photo on front page). A stainless steel reinforcement mesh was secured in place to support the repair. Four helical bars were added to effect a double crack stitch repair. For this type of construction two pairs (of lintels) are sufficient to improve and maintain the structural integrity into the future. The wall has been repointed using lime mortar. Cllr Clarke oversaw the repair works.

Finances/Annual Governance and Accountability Return - This document and other associated documents have been sent to the external auditor and uploaded to the website. The exercise of public rights (where the public can inspect the accounts prior to the external audit) is from 1 July to 11 August 2021. A glass recycling payment for £229.14 was received in June.

Newsletter - The 2-page Parish Council newsletter featured in Miscellanea in June (compiled and written by councillors this time).

Planting - The two village sign planters at the eastern and western entrances to the village have been weeded and refreshed with new bedding plants. Thanks go to Cllr Janice Smith who carried out this task with assistance from her husband, and Cllrs Fowler and Clarke who strimmed the grass.

Play area - There are a couple of minor issues awaiting attention from the engineer who has been booked to visit the play area shortly. The annual inspection by a registered inspector is booked to take place in mid-July. The handyman continues to inspect the play area weekly and litter pick the area. Members of the OSWG moved a bench in the gym area away from a wall where children were using it to walk along the neighbour's wall and throw rubbish into the garden. Thanks to Cllr Piper for organising this.

Village Green - All Saints Church has booked to use the green on Sunday 18 July for an outdoor service. The vandalised bench has now been repaired. Thanks to Cllr David Fowler for the repairs and revarnishing the slats. The defibrillator pads have been replaced as had time-expired.