



## Meeting Minutes

# Mattishall Parish Council

Monday 4 November 2019 at 7 pm, Memorial Hall

---

Parish Councillors present: Terry Wilkins (Chairman), Graham Clarke, Richard Norton, Michael Nunn (Vice-Chairman), David Piper, Janice Smith, Chris Taylor and Richard Turner. Also present: Luisa Cantera (Parish Clerk), Bill Borrett (County Councillor) and 11 members of the public.

### **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. Apologies were also received from District Councillors, Paul Claussen and Ian Martin.

### **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 7 October 2019**

The minutes of the meeting were approved without 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.

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

- A member of the public spoke to object to the application on Mill Street (should be referred to as South Green). The amendments fail to address the issues.
- A member of the public commented on the planning application for Poppyland. They said that because the proposed property is moving 3 metres from the original footprint it will affect light into the neighbouring property.
- The applicant at land to the north of Rushbrick House, Mill Road, spoke about their application. They spoke about flooding on the site stating that it has only been flooded once. They are working with the nearby neighbour to ensure the properties are sympathetic and unobtrusive.
- County Councillor, Bill Borrett, introduced himself to the Council and public.

- A member of the public who wishes to organise a Christmas lunch for lonely and homeless people at the Memorial Hall, would like cars to be available on the day and to ask the Parish Council for a financial donation.

## **6 Donation towards a village Christmas lunch at Mattishall Memorial Hall**

Having heard the proposal at the end of public participation, the Parish Council said it would like to support the Christmas lunch in some way. The Parish Council will consider donating the funds taken at the tree lighting event to this cause.

## **7 Planning matters**

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

3PL/2019/1107/LB - London House, 9 Dereham Road - To replace the commercial entrance door within the central recessed doorway: Application approved.

3PL/2019/0631/F - Walnut Tree Farm, Mill Road - Erection of a dwelling, amended highway changes to approved application 3PL/2018/0861/F: Application approved.

### **7.2 Report and recommendations on planning applications from the Delivery and Monitoring Group (DMG) - Comments will be sent to Breckland Council:**

3PL/2019/1233/F - Rayners Farm, 88 Dereham Road - Erection of 2 dwellings and garages: Objection. The Parish Council is of the opinion that this application does not conform to the following neighbourhood planning (NP) policies: ENV2 (Important views and vistas); HOU1 (Size of individual developments); HOU2 (Housing types); HOU3 (Affordable housing); HOU4 (Complement and enhance existing character of the village); HOU5 (High quality and energy efficiency). The Parish Council does not accept that the planning inspector's reasons for dismissing the appeal in respect of application 3PL/2017/1599/F have been addressed and are no longer applicable to the current application.

3PL/2019/1250/F - Poppyland, Welborne Road - Demolition of existing dwelling and proposed replacement dwelling house and garage - Objection. This application does not conform to the following NP policies - HOU1 (Size of individual developments) - specifically 'their design and layout has regard to their immediate surroundings'; HOU4 (Complement and enhance existing character of the village); HOU5 (High quality and energy efficiency) - specifically 'form and character', 'density, height, massing and scale'; HOU6 (Single dwelling, alterations and extensions).

3PL/2019/1266/F - Land off Welgate - Three detached dwellings and associated works: Objection. The Parish Council is of the opinion that this application does not conform to the following NP policies: HOU1 (Size of individual developments); HOU2 (Housing types); HOU3 (Affordable housing); HOU4 (Complement and enhance the existing character of the village); HOU5 (High quality and energy efficiency). The reasons given by the inspector for dismissing the appeal against refusal of permission of the previous application, 3PL/2016/1200/O, at this location have not been addressed.

3PL/2019/1267/HOU - Rhospen, Welborne Road - Proposed rear first floor extension to create larger bedroom and other associated works: No objection.

3PL/2019/1295/F - Land at Mill Street - Single storey dwelling with cart-shed garage: The parish council objects to this application. This application does not conform to following neighbourhood plan policies: ENV3 (Trees, hedgerows and boundaries); ENV5 (Distinct villages); ENV6 (Tranquillity and dark skies); ENV7 (Protecting and enhancing the local environment); HOU1 (Size of individual developments); HOU2 (Housing types); HOU4 (Complement and enhance the existing character of the village); HOU5 (High quality and energy efficiency); TRA1 (Safe and sustainable transport). Additional comments about the incorrect address, highways' previous comment and vehicle movements were also given.

3PL/2019/1273/PIP - Land to the north of Rushbrick House, Mill Rd - Permission in principle for two detached dwellings: Objection. This application does make reference to the NP citing several policies as being relevant to the application. However, it does not indicate anywhere how it actually conforms to these policies. The Parish Council is of the opinion that this application does not conform to the following NP policies: ENV5 (Distinct villages); ENV9 (Flood risk and drainage); HOU1 (Size of individual developments); HOU2 (Housing types); HOU3 (Affordable housing); HOU4 (Complement and enhance the existing character of the village).

All applications (apart from Rhospen) also included a comment about Breckland Council now having a 5-year land supply. The Inspector's amendments to the Local Plan show that, based on completions and commitments to that date, no further allocations are required for Mattishall as the minimum requirement to 2036 had already been exceeded.

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

### **8.1 SAM2 (speed awareness messaging sign) and Speedwatch**

Mr Turner provided a report in advance of the meeting. The SAM2 sign was placed in the 20 mph limit near the school facing into the village from mid-September to mid-October. During that time, just under 60,000 vehicle movements were recorded, the highest volume at any location in Mattishall since purchasing the sign in early 2018. Two vehicles were recorded at 50 mph.

Speedwatch: Traffic was monitored at the Dereham Road location for an hour mid-afternoon on 18 October. Twelve vehicles were reported for exceeding the trigger speed, most being recorded when a downpour reduced visibility.

### **8.2 Allocation of Christmas hampers project**

The Clerk reported that the organising committees of All Saints' Church and the Mattishall & Burgh Charity will each select 8 people to receive the hampers. The Clerk and Chairman will liaise with the volunteer who is making up the hampers.

### **8.3 October youth club sessions**

Mr Nunn reported that the club is going from strength to strength regularly attracting between 38 to 45 young people each week.

## **9 Purchase of three brackets for use by the speed activated messaging sign**

The three brackets are proposed for one in Back Lane and two in Dereham Road, where there are currently no brackets. This allows the sign to be moved between sites with ease. The Council **RESOLVED** to purchase three brackets from Westcotec at £50 each. The Clerk was asked to request permission from Highways for the sign to be used on Thynnes Lane.

## **10 Contract extension with J Alden, gardener, working for the Parish Council**

The Council agreed that Ms Alden's quality of work had been excellent since she started working for the Parish Council in July. The Council **RESOLVED** to extend the contract with Ms Alden on the same terms to 31 October 2020.

## **11 Agreement on councillors to be involved in inspections of the cemetery and churchyard**

The Clerk explained that once a year areas that the Parish Council maintains are inspected by the Parish Council and she asked for volunteers for the task. Mrs Smith, Dr Piper and Mr Clarke agreed to be involved.

## **12 Continuation of discussion on an electric vehicle charger for the village**

Dr Piper and Mr Clarke spoke about their initial research as they felt it was a good idea in principle. It is possible to obtain a grant of up to 75% but it appears that grants are for cities and towns, such as areas that have no off-road parking. Dereham and Norwich have charging points already. The cost of installing a charger in Mattishall is not clear from online information but given that the grant is for more urban areas, the Council felt that it wasn't the right time to install a charger in the village.

## **13 Village events**

### **13.1 Update on organisation of the Remembrance Day service**

Dr Piper reported that organisation for this event is complete. Anyone helping should arrive at the green at 10 am. Several village organisations are planning to lay wreaths at the war memorial.

### **13.2 Update on Christmas tree lighting event and agree a budget**

The working group met in mid-October to finalise plans. As the grotto was a success last year, this will be held again in All Saints' Church during the children's activities afternoon organised by the church. A budget is needed to purchase refreshments for the village green light-switch on and gifts for the grotto (not including cost of the Christmas tree, which has already been ordered). The Council **RESOLVED** to set a budget of £250 for the Christmas event. The new marquee has been delivered and will be used for the first time at this event.

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

Dr Piper volunteered to work with the vicar of All Saints' Church to come up with a proposal. A grant is available from Breckland District Council.

### 13.4 **Discussion on whether to hold a summer event**

The Parish Council has run Norfolk Day events in the past two years but it was felt that 27 July is a poor choice of date as many families go on holiday just after schools break up. With this in mind, provisional dates of 20 or 27 June will be considered. Dr Piper will look at published local events for mid-late June in order to avoid holding a Mattishall event that clashes with others nearby.

## 14 **Discussion on the installation of two security posts at the village green**

A quotation from a local contractor had been received for a lockable security post in front of the gates onto the green and a wooden post on the grassed slope entrance from the carpark. Councillors ask the Clerk to obtain a further quotation to include two wooden posts on the grassed slope entrance and a lockable security post near the gates. This will be discussed at the December meeting.

## 15 **Purchase of ID badges for councillors for use at events and meetings**

The Chairman and Clerk presented two ID badge options. The Council **RESOLVED** to purchase 9 badges as presented by the Chairman. The total cost is likely to be just under £60.

## 16 **Sketch drawing for mounting the WWI airfield plaque onto a granite wedge**

The Clerk presented a sketch drawing from a local stonemason. Councillors liked the idea but felt the price was a lot to pay for this project. Two further ideas were put forward: to build a brick surround for the plaque to be fixed onto and to fix the plaque onto the wing of an old aeroplane. The Council decided to obtain quotations for a brick surround, the aeroplane wing idea, and approach a second stone mason for a quotation based on the original idea.

## 17 **Finance**

### 17.1 **Drafting the budget for 2020-21**

The Clerk asked for two councillors to help her to prepare the first draft of the budget. Mr Taylor and Mr Turner will assist the Clerk with this task.

### 17.2 **Payment of accounts list**

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

## **18 Meeting dates for 2020**

The Clerk presented a list of dates for 2020, mostly first Mondays of the month. The Council agreed to the dates and the Clerk will advertise them.

## **19 Correspondence**

The correspondence was available for councillors to read.

## **20 Items for the next meeting agenda (Monday 2 December 2019)**

Donation towards the Christmas lunch and security posts at the village green will feature on the next agenda.

**21** The Council **RESOLVED** to exclude members of the public and press (under the Public Admission to Meetings Act 1960) for the following confidential items:

### **21.1 Request from the Clerk for payment of additional hours worked**

The Council **RESOLVED** to approve payment of 23.85 hours additional hours worked by the Clerk in 2019. Due to extra hours worked each year, the Council **RESOLVED** to increase the Clerk's working hours by 1 hour per week from 1 November 2019.

### **21.2 Request from the Clerk to attend a conference in February 2020**

The Council **RESOLVED** to pay for the Clerk to attend the Society of Local Council Clerks' Practitioners' Conference on 26 & 27 February 2020.

The Chairman closed the meeting at 9.21 pm.

<b>Payment of accounts list</b>		
Payment to	Description	Payment
H Farrier-Dutton	Councillor expense: books for Xmas event (grotto)	£99.91
J Alden	Gardening service	£300.00
Jo Bishop	16 Christmas hampers	£314.88
LF Harrison	Repairs to village green gates	£147.60
Mansfield Fencing	Supply and fitting slabs to war memorial	£195.00
Mattishall Community Car Scheme	Contribution towards car scheme from July to September 2019	£279.65
Mattishall Memorial Hall	Hall hire for youth club from October 2019 to 7 February 2020	£494.00
Playdale Playgrounds Ltd	Basket swing secondary support (as required by recent annual inspection)	£328.80
SLCC Enterprises Ltd	Training course for clerk	£72.00
Smith of Derby Ltd	Servicing of village clock	£258.00
Total Gas & Power	Electricity supply at village green*	£14.86
TTSR Ltd	Grass & hedge cutting for October	£421.54
Clerk's pay and expenses		
	November net pay/HMRC/Norfolk Pension Fund**	£1,395.78
	Working from home allowance	£18.00
	Bark for village green and items for renovation of bench	£68.57
	Mileage	£5.04
	Marquee for village events	£629.99
Total payments approved	*paid on 28 October **to be paid on 28 November	£5,043.62