



## Meeting Minutes

# Mattishall Parish Council

Monday 6 January 2020 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 present: Luisa Cantera (Parish Clerk), Paul Claussen (District Councillor) and 2 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. Ian Martin (District Councillor) also gave his apologies.

### **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 2 December 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**

There were no comments from the public.

### **6 Planning matters**

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

3PL/2019/0032/OB - 6 Old School Green - Modification of obligation  
3PL/2006/0113/F is required to enable a prospective purchaser to receive funds VIAM mortgage. The current clause does not meet lender's current standards: Application approved.

3PL/2019/0036/OB - Land south of Dereham Road - To bring the affordable housing in line with the emerging local plan. To bring the wording in line with current requirements of registered providers - Application refused.

3PL/2019/1266/F - Land off Welgate - Three detached dwellings and associated works: Application refused.

## 6.2 **Discussion on future action following the planning committee decision on 16 December 2019 relating to the site south of Dereham Road 3OB/2019/0036**

It was agreed that the three councillors involved in planning (Mr Nunn, Dr Piper and Mr Turner) would be given delegated authority to speak to the developer to see if there is any common ground for discussion.

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

### 7.1 **SAM2 (speed awareness messaging sign) and Speed watch**

The SAM2 sign was positioned on the new post outside 111 Dereham Road facing towards Yaxham. The battery ran down on 11 December so there were only 25 days of data. Traffic volumes were consistent with those previously recorded with over 2,000 vehicle movements each weekday, the highest speed was 70 mph. 25% of vehicles were travelling at 35 mph or more and 167 of them at 50 mph or more. The sign was moved to Welgate on 15 December facing towards the Dereham Road junction.

No Speed watch sessions were undertaken in November or December. Of the 12 vehicles reported, one registration appeared to be wrong but two others did not receive a letter as they were lease vehicles. This was disappointing news as the team was left one short of the trigger point for the attendance of a camera van.

### 7.2 **A47 dualling**

Dr Piper and Mr Nunn attended an A47 dualling meeting before Christmas organised by Highways England. The discussion focussed on two major junctions on the new A47 dualled section. Highways England is planning a further public consultation shortly.

### 7.3 **December youth club sessions**

Mr Nunn reported that the numbers were lower than usual for some of the December sessions due to some families going away or having other plans over the Christmas period.

## **8 Village events**

### 8.1 **Donations from the Christmas event**

The Clerk reported that £321.36 had been received from the Christmas tree lighting event and santa's grotto; a villager donated £30 towards Christmas activities. The Council agreed to carry forward the donations to the next council-organised event.

## 8.2 **Agreement on a date and band for the tree lighting event in December 2020**

The Clerk explained that All Saints Church are planning to run their children's activities afternoon on Sunday 6 December. If the Parish Council wishes to run the same event with a grotto in the church and tree lighting event on the green this would be the best date. The Council **RESOLVED** to set Sunday 6 December for the Christmas event and to book Squeezeast to play at the event.

## 8.3 **Agreement on whether to hold an Easter event**

The Council **RESOLVED** not to go ahead with plans for an Easter event as it was felt it is too close to the planned VE Day event.

## 8.4 **Agreement on funding for the VE Day celebrations and set up a working group**

Dr Piper reported that he had submitted a grant proposal to Breckland Council for up to £500 funding. The working group members will be Dr Piper Mrs Smith and Mr Clarke. They will report progress at the February meeting.

## 9 **Discussion on council-specific email addresses for councillors**

Mrs Farrier-Dutton had asked the Clerk if councillors could have their own council email addresses. Councillors discussed the options and decided that each councillor should make their own decision and if they change their email address they should let the Clerk know.

## 10 **Village Green**

### 10.1 **Discussion on whether to install goal posts on the village green**

The Council decided to postpone discussion on this item to the February meeting.

### 10.2 **Agreement to set up a working group to look into CCTV for the village green**

The Council had started to consider the installation of CCTV for the green due to recent vandalism but this option is expensive and there might be other ways to tackle this issue. The Council **RESOLVED** to set up a working group to look at ways of reducing vandalism. Mr Nunn and Mr Turner will report back to the Parish Council shortly.

## 11 **Agreement to continue the youth club contract with the YMCA beyond the current contract end date of 7 February 2020**

The Clerk reported that the contract with the YMCA to run the Mattishall youth club expires on 7 February 2020. The YMCA normally extend their contracts for a further year so that they can plan for staffing. It was felt that as the youth club was thriving and doing excellent work with young people it would be worthwhile to continue. The Council **RESOLVED** to extend the contract with the YMCA to 5 February 2021.

## **12 Continuation of discussion on Operation London Bridge**

At the December meeting, the vicar of All Saints' Church said that he was well-briefed on this topic. Mrs Smith will contact him to find out what the plan involves to see if there is anything that the Parish Council might want to do.

## **13 Discussion on setting up a working party to work on drafting two new policies: safeguarding policy for village events and a social media policy**

Dr Piper explained that the recent Breckland Council grant application for VE Day required a safeguarding policy. He sent in the church's policy as it will be a joint event but it prompted him to consider whether the Parish Council should have its own. It was agreed that Dr Piper will work with the Clerk on drafting a safeguarding policy. The Council volunteered Mrs Farrier-Dutton to work with the Clerk on a communications policy to include social media. Mr Norton will assist the Clerk if Mrs Farrier-Dutton is unable to be involved.

## **14 Finance**

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

The Clerk provided councillors with a summary of the Council's finances in advance of the meeting. The Council is 60% spent against budget at the end of the 3rd quarter (to 31 December 2019) although this increases to 78% taking into account the January payment commitments.

### **14.2 Review of cemetery fees**

The Council **RESOLVED** to increase cemetery fees by 5% with immediate effect. The Council normally reviews cemetery fees every two years but the Clerk was asked to bring this topic forward for discussion in a year.

### **14.3 Grant request from Mattishall Scouts**

The Scout group asked for a grant for maintenance of the Scout hut. The Council wanted to see evidence of the Scouts looking for some of the funding to come from other means, such as the The Scout Association and local fund-raising as a Scout troop. The Clerk will write to the Mattishall Scouts to pass on the Council's views encouraging them to re-apply for a partial grant.

### **14.4 Agreement on the 2020-21 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 £54,400 for 2020-21. This represents an increase of £11,400.

### **14.5 Payment of accounts list**

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

## 15 Correspondence

The correspondence was available for councillors to read.

## 16 Items for the next meeting agenda (Monday 3 February 2020)

Update from the VE Day working party, goal posts for the village green, A47 dualling update will all feature as discussion items on the next agenda.

The Chairman closed the meeting at 9.05 pm.

<b>Payment list</b>		
Payment to	Description	Payment
Anglian Water/Wave	Water for cemetery and allotments*	£29.61
Barriers Direct	Two bollards for village green	£136.34
J Alden	Gardening service including edging for village green	£165.00
Norfolk Trees	Felling and reduction of trees as per survey	£3,306.00
Total Gas & Power	Electricity supply at village green*	£16.18
TTSR Ltd	Grass cutting	£421.54
YMCA	Youth club 3rd instalment and 3rd worker to 7 February 2020	£3,726.00
Clerk's pay and expenses		
	January net pay/HMRC/Norfolk Pension Fund**	£1,502.57
	Working from home allowance	£18.00
	Landscape bark and grass seed for village green	£20.95
	Brown bin for use by gardener - annual fee	£46.00
Total payments approved		£9,388.19

