



Meeting Minutes

Meeting of Mattishall Parish Council

Monday 1 March 2021 at 7pm, via
Video Conferencing

Parish Councillors present: Mike Nunn, Graham Clarke, Richard Turner, David Piper, Janice Smith, David Fowler and Richard Norton. Also in attendance: Lorraine Trueman (Parish Clerk), Ian Martin (District Councillor) and 3 members of the public.

Cllr Nunn opened the meeting at 7pm

1. To receive apologies for absence

None were received.

2. To receive declarations of interest in items on the agenda and consider any requests for dispensations

Cllr Clarke declared an interest in a planning application 3PL/2021/0202/HOU, included in agenda item 10.2 and advised he had not taken part in any discussions.

3. To approve the minutes of the meeting held on 8 February 2021

The minutes were **APPROVED** by the council.

4. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors

7.09pm a member of the public left the meeting.

James Ellis, a member of the public, spoke to give an update on the progress made on the implementation of Broadband. He advised that Open Reach had confirmed 963 premises across Mattishall and Welbourne could be part of the final scheme. The Department of Culture, Media and Sport will setup a website where residents can pledge their voucher should they wish to take part in the scheme. The scheme will need to reach approx. 430 households although this could be less if more businesses take part. Mr Ellis is now looking for 40 residents to become “champions”

for the scheme to speak to neighbours and friends and family to help reach the target. Once the target has been reached Open Reach will commit to the installation with 12 months.

Cllr Turner enquired about the cost of installation from the edge of the property to the residential building. Mr Ellis advised this would vary depending upon the residents chosen Broadband supplier, but the cost was minimal.

DC Ian Martin congratulated Mr Ellis on getting the scheme this far and asked if he would help support other local parishes trying to achieve similar Broadband installation.

7.20pm Mr Ellis left the meeting.

DC Ian Martin gave a summary of his monthly report. The Parish Council asked for Breckland District Council's response to the Greater Norwich Local Plan which DC Martin agreed to pass onto the clerk.

5. Finance

5.1. To approve the payment list

The council did not approve the proposed payment to J Alden and asked for more details on the works carried out in January. The council **APPROVED** all other payments as listed at the bottom of the minutes.

5.2. To agree change in bank mandate for NS&I account

The council **AGREED** to amend the bank mandate to reflect the existing mandate with Unity Bank. The signatories on these accounts are Cllrs Clarke and Turner.

6. To report progress on items not on the agenda from the last meeting (Clerk's Report)

The Clerk's report is available to read on the website.

7. Risk assessments and policies due for review.

7.1. General risk assessment document

Cllrs Turner and Smith form the Data Protection working group. The council **AGREED** to review the terms of reference for the Data Protection working group at the next meeting. The General Risk Assessment document was **APPROVED** by the council.

7.2. Financial risk assessment document

The council **AGREED** for section 5.1 to be amended to include the goal post on the village green for health and safety checks.

Cllr Piper asked for the goal post to be added to the play area weekly inspection sheet.

The clerk highlighted that the workstation risk assessment included under section 6.6 had not been carried out but advised this was due to COVID restrictions. The council **AGREED** the nominated internal auditor should always be able to access the finance files and cashbook. The council **AGREED** that the clerk would make the changes above and release the document.

7.3. Data protection policy and privacy notice

The council **AGREED** the policy and privacy notice.

7.4. Data protection information audit document

The council **AGREED** the document.

7.44pm a member of the public left the meeting.

8. To discuss and agree an Open Spaces Policy

The council **AGREED** the document and requested that it be reviewed annually or before if required.

9. To update the social media policy, following the resignation of Cllr Ben Handford

The council **AGREED** to amend the wording of the policy to appoint “a designated Parish Councillor” rather than a named individual and **AGREED** to appoint Cllr Turner as the designated councillor. It was also **AGREED** that any posts on behalf of the Parish Council would be made by accounts named as Parish Clerk or Parish Council, rather than named individuals.

10. Planning matters

10.1. To receive results of applications

3PL/2021/0136/LB, The Old Stables 51 South Green, Single storey timber garden room. WITHDRAWN.

3PL/2020/1424/LB, The Old Vicarage, 11 Dereham Road, Replacement of 3 no. dormer windows to the front of the property. WITHDRAWN

3AG/2021/0002/AG, North View Farm 118 Dereham Road, Erection of agricultural building for the storage of grain, PRIOR APPROVAL IS NOT REQUIRED

3PL/2021/0076/HOU, 13 Parkers Road, Demolition of garage and erection of side extension. APPROVED.

10.2. To receive recommendation from Planning and monitoring group on current applications

The council **AGREED** to submit the following comments.

3PL/2021/0135/HOU, The Old Stables 51 South Green, Single storey timber garden room. Mattishall Hall is a significant and historic Listed Grade 2 Building within the parish. The Council considers that the timber orangery and the timber garden room are an appropriate modernisation that will enhance and not be detrimental to the historic building with little impact upon the surrounding vistas. **COMMENTS.**

3PL/2021/0138/LB, Mattishall Hall 53 South Green, Single storey timber orangery. Mattishall Hall is a significant and historic Listed Grade 2 Building within the parish. The Council considers that the timber orangery and the timber garden room are an appropriate modernisation that will enhance and not be detrimental to the historic building with little impact upon the surrounding vistas. **COMMENTS.**

3PL/2021/0137/HOU, Mattishall Hall 53 South Green, Single storey timber orangery. Mattishall Hall is a significant and historic Listed Grade 2 Building within the parish. The Council considers that the timber orangery and the timber garden room are an appropriate modernisation that will enhance and not be detrimental to the historic building with little impact upon the surrounding vistas. **COMMENTS.**

3PL/2021/0187/HOU, MATTISHALL 2 Tithe Barn Close, Single storey rear extension and loft conversion with dormer windows. Mattishall Parish Council have no specific comments regarding this application and note that a neighbour is in broad agreement with the proposal. **COMMENTS.**

3PL/2021/0190/HOU, 53 Dereham Road, First floor extension over garage. Mattishall Parish Council objects to this application due to a number of concerns: The proposal will fundamentally change the appearance of the front elevation of the property and upset the balance with the adjoining link detached property at number 55 Dereham Road contra to Local Plan GEN02 policy. The proposed plans show that the existing garage party wall is to be built on and elevated to form a second storey. The party wall is likely to require underpinning to accept the additional loading. The floor plan details that a new inner skin block wall is to be constructed adjoining the garage party wall. This wall will need new foundations under and alongside the existing party wall foundations. The Parish Council notes that a Party Wall Notice does not accompany this application. **OBJECTOR.**

Cllr Clarke left the screen.

3PL/2021/0202/HOU, Rushbrick House, Mill Road, Demolition of the existing garage. Erection of new pool enclosure over existing outdoor pool and with new 2 storey ancillary accommodation. The council were advised that Cllr Turner was the third councillor who had supported the proposed comments prior to the meeting. Mattishall Parish Council objects to this application for the following reasons: The proposal is contrary to Local Plan Policy GEN02 in that the proposal's scale and massing is not sensitive to the character of the surrounding area and does not respect or improve the character and quality of the host property's setting. The proposal, which falls outside of the Mattishall village settlement boundary is contrary to Local Plan Policy HOU03. Its disproportionate design fails to contribute to or enhance the historic nature and connectivity of the community. The proposed

extension and alteration, by means of its height, massing and scale does not meet Local Plan Policy HOU11 in that it does not respect the character nor is it in keeping with the host dwelling. The proposal is contrary to Policy HOU6 of the adopted Mattishall Neighbourhood Plan which requires alterations or extensions to maintain or enhance the design, character and quality of the building. It is noted that, contrary to Section 8 of the Application Form, the proposal results in the loss of garage parking and may therefore result in an overall reduction in parking spaces.

OBJECTOR

Cllr Clarke returned to the screen.

DC Martin asked the council if they wished application 3PL/2021/0202/HOU, Rushbrick House to be called in. The council **AGREED** with 6 votes in favour and Cllr Clarke abstaining from the vote.

10.3. To agree response to Greater Norwich Local Plan

The council **AGREED** that their response should reflect that the support the response from the CPRE.

10.4. To discuss if a review of the neighbourhood plan is required.

The council discussed if there was a need to review the neighbourhood plan. DC Martin spoke about Breckland District Council having paused the revision of their local plan following the planning white paper, the 5-year land statement that is due in April 2021, local plans needing to be reviewed every 5 years and this not being the case for neighbourhood plans. DC Martin offered to produce a written note on the subject for the council to consider further. The council **AGREED** this item was a work in progress.

10.5. To discuss formally disbanding the neighbourhood planning group

The council **AGREED** not to disband the planning group as this group may still be needed for future, but they did **AGREE** to remove non parish council members from the group. The councillors will provide a list, to the clerk, of people to contact to thank them for their input and advise them that the working group is being reduced to council members only.

8.57pm DC Ian Martin left the meeting.

11. To agree prizes for dog fouling signs competition.

The council discussed putting 2 of the signs on the school field and that the competition could be open to different age groups. The clerk explained that the resident offering the donation towards the cost of the signs was in favour of the competition and had offered to donate a further £20 towards a prize fund. The

council also **AGREED** to allow a maximum of £60 from Parish Council funds for the prize fund.

To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items 12 and 13:

No members of the public were present.

12. To receive an update and agree next steps for handyperson position

The council received an update from the clerk and Cllrs Piper and Smith on the applications received for the position and the steps taken to review the CV's. They then went on to recommend a 3-month trial period with applicant, Joshua Staff, if insurance could be resolved. A pay range, that could include insurance cover, but would not exceed a total cost to the council of £297 a calendar month based on 5 hours per week was also recommended. The insurance cover could be part of the council's own policy or the applicant's own insurance. The council **AGREED** with the recommendations.

13. To consider quotes for installation of gate at the back of the village

The council reviewed the quotes and **AGREED** to accept the quote from Matt Currie at £320.

Cllr Piper raised the issue of needing a gate at the outdoor gym.

9.29pm The councillors **AGREED** to suspend standing orders and continue the meeting.

14. To agree next steps for reopening of Youth Club

Cllr Nunn explained that no staff were available at the YMCA to provide an update ahead of the meeting. The council **AGREED** to start the Youth Club in April if this was possible for YMCA and memorial hall.

15. To consider request from Mattishall Memorial Hall and Playing Fields Association for grant towards children's play area equipment

The councillors **AGREED** to support this in principle but asked the clerk to respond to Mattishall Memorial Hall with the following comments i) they would like to know if other quotes for the equipment have been/could be obtained ii) other funding sources iii) the council would be willing to offer support in terms of knowledge and experienced and iv) could the memorial hall consider something for the older children of the village, e.g. skatepark

16. To discuss Operation Forth Bridge

The councillors believed this was controlled by the Church of England and **AGREED** that they would work with the church while continuing business as usual.

17. To discuss post COVID-19 celebration and agree working group.

All councillors will be asked to support the organisation of the event, along with residents and local businesses. The council **AGREED** a steering group to be made up of Cllrs Nunn, Piper, Smith and Clarke. The steering group will meet offline to discuss next steps which could be a post on the Parish Council's Facebook page and/or the clerk to contact various clubs and businesses.

18. To receive update on flooding issues

The clerk advised that much of the information was included in the clerk's report. Since the Local Lead Flood Authority visit, some of the areas had been visited by Highways. Residents have contacted the clerk to advise highways had suggested the Parish Council could contact landowners to ask them to clear ditches, ponds, etc. The council **AGREED** the clerk should only do this if this was advised by the LLFA. Cllr Turner advised he had attended a Water Resources East webinar and suggested that the council consider using some of the professional fees reserve to support this issue.

19. To agree who will be involved in the clerk's appraisal.

Cllrs Piper and Smith **AGREED** to be involved in the clerk's appraisal which should be completed by the end of April.

20. To receive an update from Barlow Charity

There was nothing to update.

21. To receive an update from the long-term working group

Cllr Nunn confirmed there was no update from the group although the group could consider the cemetery expansion, existing allotments and potential new allotments.

22. To receive items for Tuesday 6 April agenda

The councillors requested the following items, i) agree funding for legal representation to deal with the S106 on the Hopkins Homes site, ii) report back on progress made on Hopkins Homes S106, iii) to agree on a response to the SPDs (supplementary planning documents) response from Breckland District Council's Planning Policy Officer, iv) to agree definition of "local" when dealing with unauthorised signs on the highways.

23. Correspondence and reports (information only)

23.1. NWL project minutes from meeting 28 January

23.2. BDC member briefings

23.3. Net-Zero government: Addressing the climate change emergency

23.4. CAN's Funding Newsletter

All correspondence was taken as read.

Cllr Nunn closed the meeting at 10.37pm

Payment of accounts list - for approval on 1 March 2021

Payment to	Description	Payment	VAT to be reclaimed
Jaki Alden	January	£128.00	£0.00
Total Gas & Power	Electricity supply at village green*	£13.68	£0.65
Clerks pay and expenses			
L Trueman	Salary and related expenses***	£1,262.12	£0.00
L Trueman	Expenses	£140.77	£18.89
		£1,544.57	£19.54

* Payment to be taken on 2 Mar
2021

*** Payments to be made on 31 Mar 2021