



## Meeting Minutes

### Mattishall Parish Council

Monday 7<sup>th</sup> February 2022 at 7 pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Norton, Richard Turner (Chairman), Andrea Taylor, John Pickering and David Piper.

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The Chair announced to members of the council and public that the meeting will be recorded for minute purposes.

#### **1. Apologies for absence**

We received and accepted apologies from Cllrs Smith.

District Councillor Ian Martin and Paul Claussen also sent their apologies.

#### **2. Members' declarations of interest in items on the agenda consider any requests for dispensations**

Cllr Clarke declared an interest in item 6.1. application number 3PL/2019/0375/F.

#### **3. To approve the minutes of the meeting held on 4<sup>th</sup> January 2022**

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record and unanimously approved. Proposed by Cllr Clarke and seconded by Cllr Fowler.

#### **4. Clerks report**

- 4.1. The clerk reported that the commemorative plaque reveal will be held on 21<sup>st</sup> February 2022 at 10:30am.
- 4.2. The clerk confirmed that Rob Walker had accepted our invitation to attend our Annual Parish meeting, which will be held on 25<sup>th</sup> April 2022. The clerk also confirmed that Ian Edwards is happy to provide a report for this meeting but will not be attending.
- 4.3. The trodpath enquiry between Poultec Business Park and Church Road is still on going. The clerk had chased on 7<sup>th</sup> February and is waiting for their reply.
- 4.4. The clerk reported that the Secretary of State for Business Energy and Industrial Strategy decision is to award Vattenfall a development consent order for the Norfolk Boreas Offshore Wind Farm.
- 4.5. The clerk updated the Council following discussions with Breckland District Council in getting a replacement village map. Cllr Piper informed members that we had made a request to the Church to ask if the village map can be relocated to their wall.
- 4.6. The clerk reported that the tree works in Mattishall will be carried out w/c 19<sup>th</sup> April 2022.
- 4.7. The clerk confirmed that a replacement grit bin had been purchased for Burgh Lane and is liaising with Highways to get it filled.
- 4.8. The clerk circulated an email to councillors from concerned residents reference parking at Church Plain and having difficulty in accessing their property. It was agreed to add a post to the next edition of the Miscellanea asking residents to park more considerately ensuring residents and emergency vehicles safe access to their homes.
- 4.9. It was unanimously agreed to appoint Simon Mansfield to fit the additional football sockets to the village green if Ian Edwards was unable to collect the sockets using his trailer.

**4.10.** The clerk asked the council what upcoming adverts / posters they would like to publish in the Miscellanea. It was unanimously agreed to create a poster for the Platinum Jubilee Celebrations.

**4.11.** The council received a donation request from Citizens Advice Bureau. After discussion it was unanimously agreed to ask organisations when asking for donations to fill in the grants application form, where applications will be agreed in the months of February and August.

## **5. Open forum for Public Participation**

There was none.

## **6. Planning matters**

### **6.1. To receive results of applications**

3PL/2021/1577/HOU: Broggers House, 91A Dereham Road; Proposed rear extension – **Approved.**

3DC/2021/0269/DOC: South Green Farm; Discharge of condition 7 on 3PN/2021/0039/UC – **Approved.**

3DC/2021/0325/DOC: Land South of Dereham Road; Discharge of condition No 24 on 3PL/2020/0462/F – **Approved.**

3PL/2021/1605/HOU: Duahoam 24 Burgh Lane; proposed single storey front extension – **Approved.**

### **6.2. To receive recommendation from Planning and Monitoring Group on current applications**

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllr Turner, seconded by Cllr Norton and unanimously agreed.

**3NM/2021/0108/NMA:** Poplar Farm, 41 South Green; Amendment to 3PL/2019/0849/D (Plots 1-12) – description, access road alignment and house types (Non material minor amend) - No observation as no formal consultation requested.

**3NM/2021/0109/NMA:** Poplar Farm, 41 South Green; Minor changes to layout and house types for plots 13 to 23, including siting of electrical sub-station of 3PL/2019/0849/D (Non Mat Minor Amend - No observation as no formal consultation requested.

**3PL/2021/0425/D / 3PL/2021/1670/VAR:** 19 Plot 5 Gregs Close; Variation of condition no2 on 3PL/2021/0425/D – revised design to plot 5 - No comment from the Parish Council.

**3NM/2021/0110/NMA:** Poplar Farm, 41 South Green; Non material amendment - No observation as no formal consultation.

**3OB/2021/0058/OB:** Land South of Dereham Road; The seller (Hopkin Homes) intends to sell the 8 affordable housing plots to Saffron Housing Trust who will let them with “affordable” rents - No comment from the Parish Council.

**3PL/2021/1618/HOU:** 17 Cedar Close; Revised proposed elevation and floor plan –  
1. No details of the 400mm retaining wall have been provided. Despite the Parish Council's request, its method of construction and drainage has not been provided.

2. The rear elevation drawing shows a new rainwater down pipe to the proposed extension. Drainage details are required as to how this additional rainwater and that from 1. above will be dealt with.

3. The application does not show clearly the proposed works in relation to the neighbouring property, contrary to Government Guidance- "Guidance on information requirements and validation" DCLG March 2010.

4. The Parish Council comments on the unconventional proposed layout, and questions whether the use of the proposed extension has been correctly described. The proposed living/dining room extension is accessed internally only via the master bedroom. It appears illogical to take meals from the kitchen at the other side of the property through the master bedroom to the new "dining room."

**3PL/2019/0375/F:** Four Winds, Mill Road; Discharge of condition No 10 - Mattishall Parish Council is pleased that BDC recognises that the above condition has not been satisfactorily discharged. The Parish Council had previously made BDC aware that this development had proceeded beyond slab level- in fact roof structures are now in place and partially tiled. This is clearly contrary to the condition appropriately attached to the approval, and fundamentally necessary on grounds of highway safety. Furthermore, the Parish Council is aware of neighbour concerns that the lack of an effective metalled entrance and failure to widen the road as required is causing great inconvenience. The Parish Council therefore requests that BDC now instigate immediate planning enforcement action. The Parish Council would appreciate being kept advised of the action taken.

#### **Hopkins and Moore development land South of Dereham Road**

The planning working group informed the council that Hopkins and Moore are now Denbury Homes. The group circulated a response to his questions raised regarding the bus shelter, the open space land and site visits. After an in-depth discussion the group responses and recommendations were unanimously agreed.

#### **Simon Wood Director of Planning – Malt House Farm**

The planning working group circulated a written response to Simon Wood Director of Planning to address the Council's concerns regarding the condition and the negative impact Malt House Farm is having on the village. The group's suggested response was unanimously agreed by all.

### **7. Open Spaces Working Group**

**7.1.** Cllr Piper circulated his report for members review with no questions raised.

**7.2.** Cllr Piper reported that the Open Spaces Working Group and Clerk are extremely pleased with Ian Edwards workmanship and his excellent communication. He also confirmed that Ian Edwards had agreed to attend our next Parish Council meeting as an opportunity to introduce himself and meet all Councillors.

**7.3.** It was agreed by all to defer the discussion regarding the cutting regime between Norfolk County Council and Breckland District Council to the next meeting when District Councillors would be present.

### **8. Platinum Jubilee**

#### **8.1. Platinum Jubilee Update**

The clerk updated the council that the first working group had commenced with the Parish Council, Sports and Social Club and All Saints Church. The celebrations proposed is for a 4-day event from 2<sup>nd</sup>-5<sup>th</sup> June. A second meeting is scheduled for the 9<sup>th</sup> of February 2022.

## **8.2. Working Group Members:**

It was unanimously agreed to have three working group members representing the Council for the ongoing platinum jubilee working group, with actions then agreed at our parish council meetings. Cllr Turner was appointed Events Co-ordinator.

## **8.3. First Aid Training**

It was unanimously agreed for Cllr Clarke and the Parish Clerk to attend a level 3 Emergency First Aid at Work training course. The clerk was tasked with looking into further courses including the one held at Poultec prior to booking.

## **8.4. Actions for next working group**

After an in-depth discussion the following actions were agreed.

- Hiring / Purchasing the beacon
- Hire of Dann's Ice-cream
- Live Music
- Portable toilets
- List of organisations / businesses
- Music Licence
- Implementing a Gantt chart

## **9. Finance**

### **9.1. Payment List**

The payments were approved by the Council, proposed by Cllr Clarke, and seconded by Cllr Piper and unanimously agreed. The list is detailed at the end of the minutes.

## **10. NPTS Training**

The following training courses were agreed.

Cllr Pickering to attend the Planning course on 27<sup>th</sup> April 2022 7-9:15pm.

Cllrs Clarke, Smith, and the parish clerk to attend the Spring Seminar on 31<sup>st</sup> March 2022. The clerk notified the council that NPTS had agreed a 50% discount off the third attendee.

## **11. Asset Register**

Deferred to next meeting. The chair would like to encourage all members to have a thorough look through and report any anomalies.

## **12. YMCA**

Cllr Piper reported that a meeting is scheduled with Mattishall Memorial Hall on 21<sup>st</sup> February to discuss the possibility of holding double sessions with the YMCA for the younger and older children should the council decide to go down this route. We had asked YMCA to provide us with a quotation for a month's trial to ascertain the demand and need.

## **13. Grass maintenance 2022**

After reviewing quotations, all were in favour in appointing TTSR for 2022. Proposed by Cllr Fowler and seconded by Cllr Clarke.

## **14. Church Clock**

After reviewing quotations, all were in favour in appointing Michlmayr Clock & Watchmakers to change the mechanics in the clock to electrical and provide an ongoing annual service. The clerk was tasked with exploring all possible grants options prior to appointing and informing All Saints Church. Proposed by Cllr Fowler and seconded by Cllr Clarke.

### **15. Mattishall Burgh Charity**

After an in-depth discussion it was agreed that the constitution will remain the same and reappointment of trustees will be made in a timely manner.

### **16. Land ownership of the Cemetery and Allotments**

After discussion it was proposed that we identify a few land agents to supply us with a quotation for plotting and registering the allotment and cemetery land.

### **17. Email strategy**

Councillors thanked Cllr Pickering for his proposal in managing high volumes of traffic emails. All were in favour in adopting this strategy, suggested wording in subject titles ACTION / INFO / REVIEW.

### **18. 20mph Village extension**

Cllr Fowler shared his proposal in seeking residents' views in extending 20mph zone on Dereham Road. All were in favour of his proposal and agreed this would really benefit the village, and due to the current changes to the highway code this could be a good opportunity to ask. Cllr Fowler will contact Terry Wilkins for data and draft an email to Norfolk County Council. It was also proposed that holding a public consultation would be the primary way of communicating with our residents to seek their views. It was unanimously agreed to publicise the consultation in the upcoming edition of the Miscellanea asking residents to fill out a survey.

### **19. Correspondence**

No correspondence had been received.

### **20. Items for the next meeting**

Councillors will confirm items prior to the next meeting.

### **21. Resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item: Legal matters concerning the damage to the cemetery wall.**

It was unanimously agreed to process the matter through County Courts. Proposed by Cllr Clarke and seconded by Cllr Piper.

The Chairman closed the meeting at 10:00pm.

**Payment list (approved at item 9.1)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	January Salary (Already Paid)	£973.52	£0.00
A Rose	WAH Allowance	£13.00	£0.00
HMRC	NI & Tax deductions (Jan)	£291.95	£0.00
Norfolk Pension Fund	Clerks pension (Jan)	£366.10	£0.00
Anglian Sign Casting	Memorial plaque	£110.64	£18.44
A Rose	Expenses	£340.98	£48.50
I Edwards	Expenses	£322.50	£52.33
I Edwards	Handyman invoice (Jan)	£697.50	£0.00
Mattishall Community Car scheme	Insurance	£266.88	£0.00
Mattishall Memorial Hall	Hall Hire	£80.00	£0.00
Paperstone	Stationary (Name Holders)	£55.12	£9.18
Poultec	Room Hire (Jan)	£50.00	£8.33
Poultec	Room Hire (Feb)	£50.00	£8.33
R Turner	Expenses	£101.16	£16.86
Allotment Holder	Refund change of plot 12 to 4b	£4.00	
Smith of Derby	Repair fault to clock	£180.00	£30.00
TTSR	Grass maintenance	£853.67	£142.28
		<b>£4,757.02</b>	<b>£334.25</b>

**Payments paid by direct debit taken on or after 30<sup>th</sup> January 2022**

Total Gas & Power	Electricity supply at village green	£14.63	£0.70
		<b>£14.63</b>	<b>£0.70</b>