



## Meeting Minutes Mattishall Parish Council

Monday 6<sup>th</sup> November 2023 at 7pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke, David Fowler, David Piper, Roisin Murray, Bob Burrell, John Pickering, Richard Turner, Janice Smith  
Parish Clerk: Anita Rose  
District Councillor: Paul Claussen, Paul Plummer  
Members of Public: 2

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### 1 Apologies for absence

Apologies for absence were received and accepted from Cllr Onassis due to being on annual leave.

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

Cllr Pickering declared an interest in item 7.2. planning application b3PL/2023/1010/VAR.

Cllr Fowler declared an interest in item 17.4.

Cllr Piper declared an interest in item 8.2.

### 3 To approve the minutes of the meeting held on 2<sup>nd</sup> October 2023

The minutes of the meeting were **APPROVED** without amendment and signed by the Chair.

### 4 Clerk Report

The Clerk reported the following.

**4.1** All Saints Mattishall Church clock is fully working. The installation of the time regulator is still outstanding. Michlmayr had confirmed that this could take up to a few months while they build the components. In the meantime, they had offered to maintain the clock and make any adjustments free of charge.

**4.2** Continuing with working through the list of works not carried out by the Highway Rangers and investigating the reasons for why.

**4.3** The play area sign at Cedar Rise had been removed by Abel Homes at the request of the Council. The Council is not responsible for this area of land / play equipment.

**4.4** The clerk thanked the Council for the recent training courses attended; Word and Excel training provided by VUE IT.

**4.5** Norfolk Parish Training and Support had refunded the seminar fee for a member that was unable to attend.

**4.6** Reminded the Council that the Winter's edition of the Miscellanea was approaching and to ask all working groups to provide reports by Thursday 9<sup>th</sup> November.

**4.7** The Breckland Food Mobile service will be available from 24<sup>th</sup> October and can be located at the Memorial Hall Car Park every Tuesday between 1 and 2pm.

**4.8** The letter received from Cabinet Office's Parliament and Constitutional Royal Names Team, sadly, have not given the Council permission to use the King's title for the Community Woodland nor the Village Map.

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

District Cllr Claussen reported that information on grants for small businesses will soon be available.

## **6 Finance**

**6.1 Burial Fees 2024** were unanimously **APPROVED**, proposed by Cllr Smith and seconded by Cllr Turner.

**6.2 Allotment Fees 2024** were unanimously **APPROVED**, proposed by Cllr Murray and seconded by Cllr Pickering.

**6.3 Draft Budget 2024/25** was noted. Cllrs were asked to contact the clerk of any new proposed changes between now and the next working group meeting scheduled for 12<sup>th</sup> December.

**6.4 Summary of the Council's finances for the 2<sup>nd</sup> quarter** was noted. Cllr Fowler had asked why the employment costs were at 33% of the budget as opposed to 50%. The clerk did not have the reason to hand but explained that the 2<sup>nd</sup> quarter is reconciled with the cashbook / bank statements and confirmed that the figures presented are correct.

**6.5 Approve the payment list**, the list was unanimously **APPROVED**, proposed by Cllr Burrell and seconded by Cllr Fowler.

**6.6 Internal Auditor 2023/24**, Robin Goreham was unanimously appointed to carry out this financial year's internal audit. Proposed by Cllr Smith and seconded by Cllr Turner.

## **7 Planning matters**

### **7.1 To receive results of planning applications**

3PL/2023/0692/HOU / 3PB/2023/0693/LB: 45 Dereham Road; Proposed two storey rear extension including internal alterations and render to new extension - **APPROVED**.

Appeal Ref: APP/F2605/W/22/3299886 – 3PL/2021/0671/F: 135 Dereham Road – **DISMISSED**.

Appeal Ref: APP/F2605/W/22/3301662 – 3PL/2022/0143/O: Land to the West of Rayners Way – **DISMISSED**.

3PL/2023/0902/VAR: Brecklands 64 Dereham Road; Variation of condition 2 on 3PL/2023/086/HOU – Changes to eaves and roof heights. Changes to windows on side elevations – **APPROVED**.

TRE/2023/0293/TCA: All Saints Church, Allotments and Cemetery Burgh Lane; Outstanding tree works to cemetery, full report attached – **NO OBJECTION**.

## **7.2 To receive recommendation from planning and monitoring group on current Application**

The Council unanimously **AGREED** to submit the following comments to Breckland District Council. Proposed by Cllr Pickering and seconded by Cllr Piper.

**3PL/2023/0924/O:** 16 Willow Close; Outline Planning application, with all matters reserved, for the sub-division of existing residential curtilage and erection of a detached chalet bungalow - Mattishall Parish Council has carefully considered this proposal at its public meeting on November 6<sup>th</sup> 2023 and has resolved to OBJECT.

The adopted Breckland Local Plan (Policy HOU 01) identifies a housing target (149) for Mattishall's settlement boundary. This target has been greatly exceeded. HOU01 clearly states that "Outside these settlement boundaries, development is restricted to recognise the intrinsic character and beauty of the countryside. Development outside the defined settlement boundaries will only be acceptable where it is compliant with all (sic) relevant policies set out in the development plan".

Mattishall Parish Council views this proposal to be contrary to LP Policy HOU01 and HOU 02

The proposal site lies almost immediately north of open countryside (separated from a rural public footpath by a small area of neighbouring garden). This area of open countryside has been identified as a proposed Local Green Space within the pre-submission draft of the reviewed Mattishall Neighbourhood Plan.

Breckland Local Plan Policy HOU 03 "Development outside of the boundaries of Local Service Centres" states that "Development outside the boundaries of Local Service Centres will normally be resisted where the Local Plan housing target (as set in Policy HOU 02) is provided for unless supported by other policies within the Local Plan".

Mattishall Parish Council views this backland proposal as being contrary to \ Policy HOU 03 as Mattishall's housing target has been exceeded and no other relevant exception policies exist.

The Local Planning Authority is asked to consider this proposal against the Mattishall Neighbourhood Plan Policies HOU 04 and HOU 06.

In relation to flood risk, Policy ENV09 of the Mattishall Neighbourhood Plan requires "any new development to give adequate and proportionate consideration to its likely effects on all sources of flooding and surface water drainage" This proposal fails to include an adequate assessment of potential adverse flooding impacts.

**3PL/2023/0952/LB:** Norton House 9 Dereham Road; Install Woodburner with 125mm flue system - The Parish Council makes no comment on the proposed internal installation. It does however, ask that consideration be given to requiring that the external flue element makes use of the existing unused chimney, thereby reducing the proposal's impact on this important Listed Building within the Mattishall Conservation Area.

**3NM/2023/0099/NMA:** 1 Camping Close; Amendment to 3PL/2021/0673/HOU – Change of roof design on side annex from a 17.5 degree monopitch structure with zinc roofing system to an EPDM flat roof construction – No comments.

**3PL/2023/0565/F:** Highborn Heath; Amended location and kitchen and separate parking removed – No further comments.

**3PL/2023/1010/VAR:** Land North of 88 Dereham Road; Variation of condition no and discharge of condition 3 on 3PL/2021/1423/F – minor revisions to the bungalow type and propose a double garage – No comment.

**7.3 Neighbourhood Plan,** the Parish Council had unanimously **APPROVED** the following documents listed below and commencement of the Mattishall Neighbourhood Plan Regulation 14. Consultation to start on 8<sup>th</sup> November 23 and end on 8<sup>th</sup> January 24. Proposed by Cllr Fowler and seconded by Cllr Pickering.

- A) Mattishall Neighbourhood Plan Review 2024-2036 Pre-Submission Version, November 2023
- B) Mattishall Design Guide and Code
- C) Mattishall Neighbourhood Plan Modification Proposal Regulation 14 Statement

#### **7.4 Land Transfer from Denbury Homes**

Cllr Clarke updated the Council that the land transfer is nearing completion. The clerk was tasked with sending the recent correspondence between Council and Denbury Homes to Solicitors for information. It was noted that the landscaping project cannot commence until transfer of land is complete.

**7.5 Bayfield Homes** report was noted. Concerns were raised over contamination with building debris being washed into the pond. Cllr Clarke had offered to approach Bayfield Homes and investigate.

### **8 Open spaces**

**8.1 The Open Spaces Working Group (OSWG) report** was noted. Cllr Murray reported that the recent litter picking event was a success clearing 7.5 kg of rubbish and 39.7 kg rubbish for the whole year. Cllr Murray and her team were thanked by the Parish Council.

**8.2 Allotment Tenancy Agreements** were reviewed and unanimously **APPROVED**. Proposed by Cllr Smith and seconded by Cllr Burrell.

**8.3 War Memorial Bow Top Fencing** quotations were received and reviewed by the Council. CMR Fencing quotation was accepted and unanimously

**APPROVED**, proposed by Cllr Piper and seconded by Cllr Smith. The clerk was tasked with circulating a message to inform members of the public when the work will be carried out and the reasons for why.

**8.4 Tree works at All Saints Church, cemetery and allotment** quotations were received and reviewed by the Council. CK Professional Tree Services quotation was accepted and unanimously **APPROVED**, proposed by Cllr Smith and seconded by Cllr Piper.

**8.5 Play Area Annual Inspection Report** was noted. The Open Spaces Working Group was asked to look at how to improve and implement the recommendations received.

**9 Village Map**, a printed copy was presented to the Council for their consideration. A few minor amendments were **AGREED**. The clerk was tasked with investigating the quality of the final print and to confirm to All Saints Mattishall PCC that the Parish Council take full responsibility of the map and installation.

**10 YMCA**, concerns have been raised regarding the low number of attendees to the Youth Club. It was proposed that Cllrs Piper and Turner have a meeting with the YMCA to discuss improvements and to encourage young people to attend.

**11 Consultation on Polling Places**, the Council have no comment to make on the current polling place at Church Rooms, Mattishall and **AGREED** that the building and location is suitable for this purpose.

**12 Climate and Ecology Bill** correspondence received from Zero Hour was circulated to the Council for their consideration. The Council unanimously **AGREED** for their support to be known.

### **13 Events**

**13.1 Remembrance**, final preparations were discussed ahead of Sunday's service.

**13.2 Christmas tree lighting** preparations were all in hand. Concerns were raised over the telehandler damaging the grass if ground is wet when erecting the tree. The clerk reported that she is awaiting confirmation from Mattishall Burgh and Charity for the number of Christmas Hampers.

**13.3 Summer Fayre**, deferred to next meeting.

**14 Meeting dates for the first half of 2024** were **AGREED** as follows.  
8 January, 5 February, 4 March, 8 April, 22 April (Annual Parish Gathering), 7 May (Annual Parish Council Meeting), 3 June.

**15 Domain name .GOV.UK for email and website** correspondence received from Parish Online and Norfolk Parish Training Support was noted. The clerk explained to the Council that PKF Littlejohn recommended following the recent

external audit that all Parish Councils should have a .gov or .org email address. The clerk also informed the Council that Parish Online were holding and Q&A webinar which she offered to attend to find out more information. Following this the clerk was tasked with seeking further quotes to present to the Council for their consideration.

**16 Trustee appointment to Mattishall Burgh and Charity**, it was unanimously **AGREED** to appoint Richard Norton. Proposed by Cllr Smith and seconded by Cllr Pickering.

**17 Correspondence** was noted on the following: SAM2, NWL Local Liaison Group and Norfolk Parish Training and Support seminar slides.

**18 Items for the next meeting**, Communication Strategy

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

**19.1 Pay review**, the clerk was thanked for her hard work, and it was **AGREED** to move up one SCP grade (NALC pay scales) and backdate it to August 2023.

**The Chair closed the meeting at 21:24pm.**

**Payment List (approved at item 6.5)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	Salary (October)	£1230.04	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£188.49	£0.00
Norfolk Pension Fund	Pension (October)	£407.85	£0.00
Community Car Scheme	Community Car Scheme (June-Sept)	£216.22	£0.00
David Bracey	Play Inspection Report	£132.00	£22.00
D Piper	Expenses – Amazon – Metal cable ties	£11.99	£2.00
D Piper	Expenses – Plastic cable ties	£20.38	£3.40
D Piper	Expenses – Screwfix – cable tie pack	£24.46	£4.08
D Piper	Expenses – Scything Course	£10.00	£0.00
J Smith	Expenses – Roys tap cover and bulbs	£12.99	£2.17
J Smith	Expenses – Lavender plants	£24.00	£0.00
Mattishall Memorial Hall	Hall hire	£120.00	£0.00
Mattishall Memorial Hall	Repairs to light diffusers (broken during youth activities)	£35.20	£0.00
Michlmayr	ASM autowind clock installation	£4120.00	£686.67
Online Playgrounds	Repair to the climber in the play area	£8.16	£1.36
TTSR	Grass maintenance	£556.08	£92.68
TTSR	Grass maintenance	£528.37	£88.06
Miscellanea	Parish Newsletter (Winter issue)	£250.00	£0.00
Ian Edwards	Handyman / Gardener Oct	£512.00	£0.00
Breckland District Council	Election (uncontested)	£75.00	£0.00
R Murray	Expenses – Mileage, scything course and refreshments for litter picking event	£21.23	£0.00
		<b>£8530.46</b>	<b>£902.42</b>
<b>Mattishall Neighbourhood Plan Review Steering Group</b>			
D Fowler	Expenses – Print A Banner	£114.87	£19.14
Modicum Planning	Planning Consultancy	£1980.00	£0.00
Nupremis	Planning Consultancy	£495.00	£0.00
Southgreen Park	Hall hire NPSG	£426.00	£71.00
Gowise Print	NP Printing	£651.60	£108.60
		<b>£3667.47</b>	<b>£198.74</b>
<b>Payment paid by Lloyds Multipay Card (1<sup>st</sup> of each month)</b>			
Vodafone	Office phone top up	£50.00	£0.00
Amazon	Children’s litter picking gloves	£13.98	£0.00
Jax First Aid	Children’s hi vis jackets for litter picking	£22.54	£3.76
J & L International	Name Badges	£67.98	£11.33
RBL Poppy	8x Large Poppies	£40.00	£6.67
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		<b>£197.50</b>	<b>£21.76</b>
<b>Payment paid by direct debit on or after 1<sup>st</sup> October 2023</b>			
TotalEnergies	Electricity	£16.30	£0.78
		<b>£16.30</b>	<b>£0.78</b>