



## Meeting Minutes Mattishall Parish Council

Monday 4 December 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, Mike Onassis  
Parish Clerk: Anita Rose  
District Councillor: Paul Plummer  
Members of Public: 1

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### 1 Apologies for absence

There were none.

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

Cllr Piper declared an interest in item 8.1. A granted dispensation will allow him to participate in discussion but not take part in any vote.

### 3 To approve the minutes of the meeting held on 6 November 2023

The minutes of the meeting were **APPROVED** without amendment and signed by the Chair. Proposed by Cllr Pickering and seconded by Cllr Smith.

### 4 Clerk Report

The Clerk reported the following.

- 4.1 No further forward with the outstanding list of works to be carried out by the Highway Rangers. The clerk was asked to chase again copying County Cllr Borrett into the email.
- 4.2 CK Professional Trees had confirmed that they plan to carry out the tree works to Burgh Lane Cemetery, Allotments and All Saints Church between 21<sup>st</sup> – 23<sup>rd</sup> February.
- 4.3 Poultec have increased their prices by 20%, the cost of the hall hire will now be from 2024 £50.00 + vat as opposed to £41.67 + vat.
- 4.4 Councillors were reminded to complete the online Neighbourhood Plan Questionnaire by 8<sup>th</sup> January 2024.

### 5 Open forum for Public Participation

The clerk had asked Cllr Plummer if he could investigate whether Breckland District Council offer something like a Winter Pressures Grant in line with South Norfolk District Council, if not would they consider this for the future? The clerk explained that the grant enables communities to support residents through the winter period. For example, grants towards warm spaces, Christmas hampers for the vulnerable and the purchasing of warm equipment (hats, blankets etc). Cllr

Plummer had offered to look into this, and the clerk offered to forward the email onto him for his information.

## 6 Finance

**6.1 Second draft of 2024/25 budget** was noted. The budget working group had confirmed that they have a meeting scheduled on 12<sup>th</sup> December to work through the final figures to present to the Council at January's meeting for approval.

**6.2 Approve the payment list**, the list was unanimously **APPROVED**, proposed by Cllr Onassis and seconded by Cllr Piper.

## 7 Planning matters

### 7.1 To receive results of planning applications

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 EPMD flat roof construction - **APPROVED**.

3PL/2023/0565/F: Highborn Heath Road; Erection of annexe – **APPROVED**.

3PL/2023/0952/LB: Norton House, 9 Dereham Road; Install freestanding termatech tile woodburner with 125mm schidel icid plus flue system to lounge area – **APPROVED**.

3PL/2023/0924/0: 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 and garage – **REFUSED**.

### 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 Murray and seconded by Cllr Pickering.

**TRE/2023/0319/TPO**: 14 Gogle Close; TPO-2005/21 oak, remove lower branches to a height of 5m reduce height and spread by 2-2.5m removing deadwood and ivy – No comment.

**3PL/2023/1082/HOU**: 44 South Green; Demolition of existing conservatory. Construction of single storey rear extension – No comment.

**7.3 Neighbourhood Plan Working Group** confirmed that the public consultation Regulation 14 is well under way and will collate responses accordingly to present to the Council in January / February's meeting. The accounts for the Neighbourhood plan were noted confirming that the remaining balance is circa £3,000. The earmarked funding of £7,500 agreed by the Council remains untouched.

### 7.4 Land Transfer from Denbury Homes

Cllr Clarke updated the Council that the land transfer is nearing completion. He explained that there is a discrepancy regarding the access and

responsibility of the perimeter footpath and proposed that the Council hold a zoom meeting with all parties to resolve. The council were in support of Cllr Clarke's recommendation and asked the clerk to set up the meeting as soon as possible.

A discussion took place regarding the official name for the Community Woodland. The Council agreed to ask residents for their input. It was agreed to circulate a post on social media, website and Miscellanea, Cllr Pickering offered to write a few sentences for circulation.

**7.5 Bayfield Homes** report was noted. Concerns were raised over the condition of the entrance to the site and the build-up of parked cars (belonging to workers) on South Green. Cllr Murray updated the Council that Bayfield Homes had approached the Memorial Hall Committee to ask if they could park up to 12 cars in their car park whilst the new road is being land. It was hopeful if agreed by the Memorial Hall that this would resolve the problem.

## **8 Open spaces**

**8.1 Allotment policy**, amendments were unanimously **AGREED**. Proposed by Cllr Murray and seconded by Cllr Turner.

**8.2 Grass maintenance 2024** quotations were reviewed and carefully considered. The Council unanimously **AGREED** to accept the quotation received from Ian's Services. The contract is for one year only with a 6-month review. Proposed by Cllr Piper and seconded by Cllr Smith.

**9 Biodiversity policy** was unanimously **AGREED**, proposed by Cllr Smith and seconded by Cllr Murray.

**10 Village Map**, a revised printed copy was presented to the Council for their consideration. A few minor amendments were **AGREED**.

**11 Youth provision**, Cllrs Piper and Turner had attended a meeting on Wednesday 29<sup>th</sup> November with members of the YMCA to discuss concerns regarding the number of missed sessions (staff sickness) and low attendance numbers. They reported that the meeting went well but further clarification was needed on monies owed, contracts and delivery of good service. It was agreed that Cllrs Piper and Turner will follow up with another meeting to ask YMCA to provide a full break down on sessions missed so that the clerk can reconcile to agree monies owed. The clerk was asked to investigate other youth providers, Momentum and Benjamin Foundation were providers mentioned.

**12 Communication Strategy**, Cllr Pickering explained the importance of communicating with our residents. Explaining what's changed, why it has changed and what that change means. Listening to their feedback and taking this into account when making decisions.

He explained that by raising our profile residents are more aware of what we do and what we are responsible for. Cllr Pickering had offered to circulate a post following our recent Christmas event.

Cllr Pickering was thanked for his time in putting together and presenting the Communication Strategy.

**13 Trustee to the Mattishall and Burgh Charity**, Pauline Cox was unanimously **ELECTED** and appointed for a further four-year-term. Proposed by Cllr Smith and seconded by Cllr Onassis.

**14 Trustee to the Barlow Charity**, Cllr Piper explained that John Rockliff, currently the secretary, will be leaving the village in the not-too-distant future and had advised the committee to look for an alternative trustee. It was unclear as to whether the recruiting would be the responsibility of the Council or the Charity itself. Cllr Piper had offered to look into the constitution and report back to the Council.

## **15 Events**

**15.1 Christmas tree lighting** event was a huge success despite the weather and last-minute changes. The Council were delighted to hear that 71 children had visited Father Christmas and thanked all those involved. In addition, the clerk was asked to send thank you letters to Lizzie Loads and Sue Cossey.

The clerk reported that she is awaiting confirmation from Mattishall Burgh and Charity for the number of Christmas Hampers.

**15.2 Summer Fayre** was deferred to next meeting.

**16 Flooding**, correspondence was circulated by Cllr Turner to ask the Council to consider seeking legal advice on riparian obligations. He explained that Norfolk County Council, as Lead Local Flood Authority (LLFA), have stated both in writing and at various meetings that they are unable to enforce riparian obligations unless internal flooding occurs. To properly support our residents, we need to understand what remedies the LLFA has available. The clerk was tasked with contacting NALC and Breckland District Council legal team to seek advice on Powers and Duties on riparian rights.

## **17 Correspondence**

**17.1 SAM2** reports were noted and will be added to the Council's website.

**17.2 Norwich Western Link Local Liaison Group** correspondence was noted. Cllr Piper added, Cabinet had approved all recommendations and are seeking approval for the increased project budget.

**17.3 Norfolk Parish Training and Support newsletter** was noted.

**17.4 Mattishall Memorial Hall Committee**, Cllr Turner updated the Council that the constitution is currently in the process of being rewritten into a corporate charity. The Council asked if there was any update regarding the storage cupboard at the Memorial Hall. Cllr Turner had offered to raise this at the next committee meeting.

**18 Agenda items for the next meeting;** Breckland Local Plan consultation and a proposal of planting a Christmas tree on the Village Green.

**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 Local Government services pay agreement 2023** was noted with the back dated pay unanimously **AGREED**. Proposed by Cllr Smith and seconded by Cllr Onassis

**The Chair closed the meeting at 21:33pm.**

**Payment List (approved at item 6.2)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	Salary (November)	£1230.04	£0.00
I Edwards	Expenses (Jewsons – slab replacement to War Memorial)	£9.52	£1.59
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£188.49	£0.00
Norfolk Pension Fund	Pension (November)	£407.85	£0.00
Berry Hall Farm	Christmas tree and foliage for Santa's Grotto	£255.00	£0.00
Elwood Landscape Design	Descriptive landscaping planting for the Community Woodland	£1,044.00	£174.00
I Edwards	Expenses – (Jewsons – sleepers added to the fencing to the play area plant bedding)	£69.55	£11.59
J Smith	Expenses – (mixed plants)	£13.50	£0.00
Paperstone	Stationary	£218.37	£36.39
Paperstone	Stationary	£61.16	£10.19
Southgreen Park (Poultec)	Hall hire (7 x PC meetings)	£420.00	£70.00
I Edwards	Handyman / Gardening Nov	£464.00	£0.00
Scarning Art Group	Grant donation for works to village map	£250.00	£0.00
R Turner	Expenses (Screwfix – 20 meter case reel and extension lead)	£65.48	£10.92
R Murray	Expenses (Mole Country Stores – rubber eggs and Wilkos – rubber spoons)	£19.70	£2.14
		<b>£4,742.66</b>	<b>£316.82</b>
<b>Mattishall Neighbourhood Plan Review Steering Group</b>			
Gowiseprint	Printing for public NP event	£46.80	£0.00
G Clarke	Expenses (Café Verde refreshments for public NP event)	£6.50	£1.08
		<b>£53.30</b>	<b>£1.08</b>
<b>Payment paid by Lloyds Multipay Card (1<sup>st</sup> of each month)</b>			
Tescos	Refreshments for Christmas event	£24.15	£0.00
Makro	Mulled Wine for Christmas event	£46.76	£7.79
Survey Monkey	Subscription for October (NPSG)	£99.00	£16.50
Aldi	Chocolate coins for Christmas event	£13.22	£0.00
Amazon	Christmas gifts for Santa's grotto	£76.04	£9.99
The Works	Christmas gifts for Santa's grotto	£41.00	£6.83
Postage	Letters NPSG	£6.25	£0.00
Amazon	Bungee cords for marquee	£14.39	£0.00
Amazon	Blue tac	£1.10	£0.18
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		<b>£324.91</b>	<b>£41.29</b>
<b>Payment paid by direct debit on or after 1<sup>st</sup> October 2023</b>			
TotalEnergies	Electricity	£20.82	£0.99
		<b>£20.82</b>	<b>£0.99</b>