



## Meeting Minutes Mattishall Parish Council

Monday 8 January 2024 at 7pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke (Chair), David Fowler (Vice Chair), David Piper, Bob Burrell, Richard Turner, Janice Smith, Mike Onassis

Parish Clerk: Anita Rose

District Councillor: Paul Plummer

Members of Public: 0

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### 1 Apologies for absence

Apologies were received and accepted by Cllr Murray due to being unwell and Cllr Pickering on annual leave.

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

Cllr Fowler declared a pecuniary interest in item 7 and will not take part in any vote.

### 3 To approve the minutes of the meeting held on 4 December 2023

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

### 4 Clerk Report

The Clerk reported the following.

**4.1** Twenty Christmas hampers were made and delivered to the vulnerable. The Chair and the Council thanked the Clerk for her hard work in producing these.

**4.2** The websites annual accessibility check was due and carried out by the clerk using the WAVE Web Accessibility Evaluation Tool and confirmed no errors were raised.

**4.3** The War Memorial fencing had been carried out. The Council were pleased with the workmanship. Discussions took place regarding whether the gates should be locked. It was **AGREED** to leave them unlocked and carefully monitor.

**4.4** The Clerk reported the following regarding highway matters.

- a) The Clerk spoke to Mr Lines regarding the list that was rejected and presented to Highway Rangers. Mr Lines had offered to escalate to the Ranger Department on the Council's behalf asking them to investigate and to provide a comprehensive report on reasons for why the work cannot be completed.

b) The 20mph speed extension to Burgh Lane, Norwich Road and Mill Street is progressing well, the funds have been allocated and are now with the legal team.

**4.5** The dog bin at Camping Close is no longer fit for purpose due to wear and tear. A replacement has been ordered and will be fitted as soon as it arrives.

**4.6** An application for the Breckland Community Orchard grant was completed. The application was for 24 fruit trees including tree stakes and tubes. These trees will be planted at the Community Woodland / Orchard if the application is successful.

**4.7** Deferred to item 14.2 flooding.

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

Cllr Plummer had nothing to report.

## **6 Finance**

**6.1 Laptop for the Clerk**, quotations were reviewed by the Council and unanimously **AGREED** to purchase the 2023 model Apple Macbook Air 15.3”.

**6.2 Budget and precept 2024/25**, after careful consideration and with reference to agreeing the budget, it was **AGREED** to increase the precept to £96,391.00. Proposed by Cllr Smith, seconded by Cllr Burrell and unanimously **AGREED**. The Council asked the Clerk to work with Cllr Pickering to produce a visual graph to explain where funds are allocated to.

**6.3 The 3<sup>rd</sup> quarter finances** were noted by the Council with no questions raised.

**6.4 Approve the payment list**, the list was unanimously **APPROVED**, proposed by Cllr Fowler and seconded by Cllr Onassis. The Council **AGREED** to delay the payments for TTSR until the hedging had been cut to the correct height and YMCA until the queries regarding the missed sessions have been resolved.

## **7 Norfolk Parish Training and Support Spring Seminar**

The Council unanimously **AGREED** to the following Councillors listed below to attend the Spring Seminar Update on 21<sup>st</sup> March 2024.

Cllrs Onassis, Piper, Burrell, Smith, Murray and the Parish Clerk.

## **8 Planning matters**

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

3PL/2023/0900/EU: Glenthorne 149 Dereham Road; Certificate of Lawfulness for existing use: Use of a cabin which was constructed in the grounds of Glenthorne in 2009 which is/has been used for holiday letting – **REFUSED**.

3PL/2023/1082/HOU: 44 South Green; Demolition of existing conservatory. Construction of single storey rear extension – **APPROVED**.

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 – **APPROVED**.

## **8.2 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 Fowler and seconded by Cllr Piper.

**3PL/2023/1200/HOU:** Crimond 80 Dereham Road; Proposed ground floor extensions and creation of new vehicular access - The LPA is asked to consider the appropriateness of the proposed design (flat roof construction) and use of materials (off-white render) in this location. Reference should be made to ensuring compliance with Local Plan policies COM01 and GEN02, and Mattishall Neighbourhood Plan Policy HOU6. The LPA is also asked to consider the proposal against the emerging Mattishall Design Guide/Code (having now completed the Regulation 14 consultation stage). Mattishall Neighbourhood Plan Policy ENV9 seeks to ensure that new development does not have an adverse impact on flooding and surface water drainage. This proposal sits immediately adjacent to an important drainage ditch. The LPA is asked to ensure that the proposal does not adversely impact the access to and the effective functioning of the ditch. Mattishall Neighbourhood Plan Policy ENV7 seeks to maintain and enhance biodiversity, ecological networks, and habitat connectivity. In this context the LPA is asked to consider the appropriateness of the removal of a street scene tree and existing hedgerow.

**3PL/2023/1164/F:** Sycamore House, Yaxham Road; Change of use of detached outbuilding to provide holiday accommodation as a “Well Being Retreat” providing overnight accommodation with the option to purchase wellbeing treatments - This proposal sits outside of the Mattishall Settlement Boundary and in creating new overnight accommodation, should be assessed accordingly. Specifically, the Parish Council is concerned that no reference is made in the application as to how the development would mitigate against adverse nutrient impacts. Before the application can be considered in further detail, the Parish Council requests that an appropriate mitigation plan is provided (supported by Natural England's submitted comments).

**3PL/2023/1138/HOU:** Rimington 93 Dereham Road; Conversion to chalet bungalow, dormers to front and rear and extensions to front and rear and front detached garage (revision to previously approved 3PL/2022/1415/HOU) - The proposal seeks to include permission for a significant garage sited at the front of the dwelling's residential curtilage. The garage is indicated to measure 8.0m length, 6.0m width and 4.98m in height to the ridge. The location of the proposed garage is approximately 1.5m from the highway boundary. The siting of the garage would result in a development that would be out of character with the immediate street scene. It would reduce the spaciousness that exists in the

vicinity and would be out of character with the prevailing form of openness which is experienced when travelling along this part of Dereham Road. The Parish Council view this element of the proposal as contrary to Character and Appearance Policies COM01 and GEN02 of the Breckland Local Plan which seek to ensure the highest standards of design are achieved in all new development and require new development to reinforce patterns of development in order to preserve the existing character of the area. The LPA is also asked to consider NPPF paragraphs 131-141 in relation to reinforcing local distinctiveness. The LPA is also asked to consider the entirety of the proposal against the Mattishall Neighbourhood Plan policies (in particular MNP Policy HOU4) and the emerging Design Guide/Code (having now completed the Regulation 14 consultation stage).

**3PL/2023/1129/HOU:** 6 Farrow Close; Proposed demolition of existing rear conservatory extension and construction of new larger single storey rear extension and associated alterations - The Parish Council asks that the LPA consider the appropriateness of the proposed design within this residential location e.g. flat roof construction. Reference should be made to ensuring compliance with Local Plan policies COM01 and GEN 02, and Mattishall Neighbourhood Plan policy HOU6. The LPA is also asked to consider the proposal against the emerging Mattishall Design Guide/Code (having now completed the Regulation 14 consultation stage).

**3PL/2023/1050/LB:** Flats 2 and 3 Sycamore House, Church Plain; Replace broken and work bricks with appropriate bricks for the building utilising non hydraulic lime mortar repointing where necessary - The Parish Council supports the comments raised by the Historic Buildings consultant- i.e. that the extent of proposed work is clarified; the minimum work necessary is carried out, and appropriate materials are used.

**3PL/2016/0395/0:** The Council had **AGREED** to make representation of this application albeit not being consulted. It was agreed to comment that if the 15 trees are beyond saving then the Council would like to recommend that replacement trees are provided at a 3:1 ratio.

**8.3 Neighbourhood Steering Working Group** confirmed that Mattishall Neighbourhood Plan Regulation 14 will end at midnight tonight, and explained that the next stage is for the Group to meet and discuss comments raised.

**8.4 Breckland Local Plan Regulation 18 and Development Strategy Consultation** will run between 8<sup>th</sup> January to the 19<sup>th</sup> of February. Cllr Fowler explained to the Council that Breckland had set out several development strategy options and as far as Mattishall is concerned the options are as follows.

- A. Market Town Focus- this would mean **64** new houses in Mattishall.
- B. Urban/rural split- this would mean **499** new houses in Mattishall.
- C. Maximise strategic sites- this would mean **0** new houses in Mattishall.
- D. Maximise strategic sites and urban / rural split- this would mean **246** new houses in Mattishall.

- E. Urban/rural split, including villages with boundaries- this would mean **349** new houses in Mattishall.
- F. Maximise strategic sites and urban/rural split- this would mean **166** new houses in Mattishall

It was **AGREED** to share this information on the Council's website, notice boards and social media, explaining the importance of this consultation and how it effects Mattishall.

The Planning Working Group will collate a response on behalf of the Council, from which will be considered and agreed at February's meeting.

**8.5 South Norfolk District Council Local Plan Village Clusters Housing Allocations Plan consultation on alternative site and focused changes (Regulation 18)**, the Council **AGREED** to not comment.

**8.6 Land Transfer of the Open Space Land at Dereham Road from Denbury Homes Ltd**, the Chair explained that we are awaiting Appendix's 1-5 from our solicitors at Leathes Prior and are also awaiting answers to questions raised upon reviewing the land transfer documents.

The Council is not able to sign the land transfer documents until these matters have been resolved and outstanding works completed.

**8.7 Naming of the Community Woodland**, the clerk will liaise with Cllr Pickering in circulating a public relations post.

**8.8 Bayfield Homes**, report was noted.

## **9 Open spaces**

**9.1 Open Spaces Working report**, no report. Working group meeting deferred to 12<sup>th</sup> January 2024.

**9.2 Play Area Policy** was reviewed and unanimously **APPROVED**. Proposed by Cllr Onassis and seconded by Cllr Piper.

**10 Village Map** final copy was circulated to the Council and was unanimously **APPROVED**, proposed by Cllr Onassis and seconded by Cllr Piper. The Clerk was tasked with getting the map printed and sourcing three quotations for the armoured glass frame.

**11 Barlow Charity** advertisement for a new trustee was unanimously **AGREED**. Proposed by Cllr Smith and seconded by Cllr Fowler. The clerk will circulate the advert on all communication platforms and will revisit responses at the next Parish Council meeting.

**12 Youth provision**, Cllrs Piper and Turner reported that an upcoming meeting with YMCA is scheduled for 15<sup>th</sup> January 2024. The purpose of this meeting is to follow up questions raised at December's meeting and to address the reimbursement owed due to missed sessions. The Council thanked Cllrs Piper

and Turner for their hard work, working with the YMCA. Members of the Councils expressed that it was reassuring seeing the group advertised and the attendance figures increase and heading in the right direction.

### **13 Events**

**13.1 Summer fayre**, the Chair confirmed that open communications are progressing with Mattishall Sports and Social Club and are hopeful to have a further update by February's meeting.

**13.2 Planting a Christmas Tree on the Village Green** was discussed. The Clerk was tasked with liaising with Cllr Pickering in circulating a public relations post seeking the resident's input.

### **14 Correspondence and reports**

**14.1 SAM2 report** was noted and will be added to the Council's website. Cllr Onassis had raised concerns recorded on the SAM2 machine of speeding of 55mph in a 30mph speed zone, at the T-Junction on Burgh Lane. Cllr Piper advised Cllr Onassis to speak to Mr Wilkins who coordinates the Speed Watch Team to ask if they could spend some time on Burgh Lane. He also reported that he would like to put a proposal of additional site locations for the SAM2 machines for the Council to consider at February's meeting.

### **Standing Orders were suspended.**

**14.2 Flooding**, the Clerk reported that Mr Lines from Norfolk Highways had confirmed following the recent flash flooding he and his team have looked at the flooding on Mill Road and have unblocked a chamber between the two houses at the corner of Mill Road. It is hopeful this will now allow the surface water to drain. Mr Lines did explain that the main problem are ditches not being kept clear, he explained that owners and tenants living next to a watercourse have rights and responsibilities for its maintenance known as "Riparian Rights and Responsibilities". Mr Lines shared the link below with the clerk which provides more information on this <https://www.norfolk.gov.uk/rubbish-recycling-and-planning/flood-and-water-management/information-for-homeowners/living-next-to-a-watercourse/watercourse-maintenance>

**17 Agenda items for the next meeting;** Breckland Local Plan consultation, replacement Christmas lights and SAM2 proposal.

**The Chair closed the meeting at 21:45pm.**

**Payment List (approved at item 6.4)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	Salary (December)	£1807.54	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£594.35	£0.00
Norfolk Pension Fund	Pension (December)	£671.17	£0.00
CMR Fencing	War Memorial Fencing	£3720.00	£0.00
Community Car Scheme	Insurance	£326.93	£0.00
Ian's Services	Handyman (December)	£512.00	£0.00
Mattishall PCC	Contribution to lighting at ASM	£80.00	£0.00
Mattishall Memorial Hall	Hall hire for youth activities	£80.00	£0.00
D Piper	Expenses, Tabnabs refreshments (Erect Christmas Tree)	£20.65	£0.00
J Smith	Expenses, Lidl, Christmas refreshments	£34.47	£0.33
J Smith	Expenses, Tesco, Christmas refreshments	£4.35	£0.00
J Smith	Expenses, Tesco, Chocolates for Christmas entertainers	£3.75	£0.00
YMCA	Youth Club services	£8000.00	£0.00
TTSR	Grass maintenance	£1063.52	£177.25
		<b>£16,944.73</b>	<b>£177.58</b>

**Mattishall Neighbourhood Plan Review Steering Group**

**£0.00      £0.00**

**Payment paid by Lloyds Multipay Card (1<sup>st</sup> of each month)**

Postage	Allotment tenancy agreements	£72.45	£0.00
Amazon	Santa's wig and beard	£20.80	£3.47
Survey Monkey	Subscription for November (NPSG)	£99.00	£16.50
Amazon	Drink stirrers	£4.45	£0.74
Kite Packaging	Hamper boxes	£37.34	£6.21
Makro	Hamper contents	£251.99	£20.07
Tescos	Hamper contents	£188.00	£0.00
Amazon	Ribbon for hamper boxes	£5.99	£1.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		<b>£682.92</b>	<b>£47.99</b>

**Payment paid by direct debit on or after 1<sup>st</sup> December 2023**

TotalEnergies	Electricity	£41.81	£2.00
Wave	Water	£32.49	£5.41
		<b>£74.30</b>	<b>£7.41</b>