



Meeting Minutes Mattishall Parish Council

Monday 4 March 2024 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler (Vice Chair), Bob Burrell, Richard Turner, Janice Smith, John Pickering
Parish Clerk: Anita Rose
District Councillor: Paul Plummer
Members of Public: 5

1 Apologies for absence

Apologies were received and accepted for Cllrs Murray and Piper for annual leave and Cllr Onassis who was unable to attend due to a prior engagement.

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

There were none.

3 To approve the minutes of the meeting held on 5 February 2024

The minutes of the meeting were **APPROVED** without amendment. The signing of the minutes by the Chair were postponed whilst the clerk corrected the error in being unable to remove the watermark. Proposed by Cllr Piper and seconded by Cllr Turner.

4 Clerk Report

The Clerk reported the following.

4.1 Highways have confirmed the following.

- a) Mill Road, weather permitting will be closed next month for hot rolled asphalt and for ditches to be cleared.
- b) New Lane, road closure to be confirmed to repair the potholes.
- c) Mattishall Lane, just off the junction of Burgh Lane continues to get flooded due the high amounts of rainfall. Highways have confirmed that the soakaways are not coping and that a longer-term scheme is being investigated to resolve.

4.2 Mr Jessee Gough, a local resident, a blacksmith by trade, had kindly offered to repair the historic litter bin attached to the Churchyard wall for free. The Council thanked Mr Gough for his kind gesture and goodwill contribution to the village.

4.3 Jim Freeman from Galliford Try, had accepted the Council's invitation to be a speaker at the Annual Parish Gathering. He will present to residents and any statutory bodies present, an update on the A47 North Tuddenham to Easton scheme.

4.4 The clerk had reported to Breckland District Council the faded and broken street signs at Welgate and Church Plain.

4.5 The clerk circulated a complaint from concerned residents to the Council. The complaint was about the siting of the new bus shelters on Dereham Road near the new development. The clerk updated the Council that she had written to Highways to locate the responsible authority for its installation and future maintenance, and to investigate and resolve the concerns raised.

5 Open forum for Public Participation

No questions were raised.

6 Finance

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

7 Planning

7.1. To receive results of planning applications

3PL/2023/1200/HOU: Crimond 80 Dereham Road; proposed ground floor extensions and rendering of existing dwelling – **APPROVED**.

TRE/2024/0007/TCA: Moat Farm, 35 Dereham Road; requires 1 metre overall crown reduction – **APPROVED**.

TRE/2024/0017/TPO: 7 Lime Tree Close; T10 – Oak – 4 metre reduction. Oak is situated in ditch constantly filled, proposed 4m overall reduction to reduce over extended branches current height approx 12m – **APPROVED**.

3PL/2024/0028/A: 41 South Green; proposed 2 x sales signage flags, 2 x advertising signage boards – **APPROVED**.

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.

3PL/2023/1188/F: Grain Barn 145c Dereham Road; amended design and access statement and structural survey – No further comment, previous comments submitted by the Council remain unchanged.

3DC/2024/0033/DOC: West End house, 135 Dereham Road; Discharge of Condition No 3,5,6,7 on appeal ref APP/F2605/W/22/3299887 relating to 3PL/2022/0234/F – No further comment, previous comments submitted by the Council remain unchanged.

7.3. The Neighbourhood Plan steering group updated the Council on the progress on the Neighbourhood Plan review. The draft plan has been prepared with a few minor corrections from the consultants. The next steps are preparing

the Consultation Statement and the Basic Conditions Statement as well as hearing back from Breckland District Council on the SEA/HRA screening.

7.4. Land Transfer of the Open Space Land at Dereham Road from Denbury Homes Ltd.

The Chair explained that until Denbury Homes have completed the works, we are not able to sign the transfer documents.

The Chair shared pictures of the new development and the progress made so far. Concerns were raised regarding a blocked culvert on Dereham Road adjacent to the post box, opposite 135 Dereham Road. The clerk was asked to report to Highways.

7.5. Bayfield Homes, report was noted. The Council also acknowledged the application submitted to Highways for a road closure on South Green between 08 April and 19 April for a new site entrance to Bayfield Homes.

8 Open Spaces

8.1. Open Spaces Working report, was noted.

9 Village Map, the clerk reported that the map had been printed and is now ready for framing. The framework is out for tender with a deadline of the 8 March.

10 GOV.UK email domain, the clerk reported that the website is now live. Email addresses and passwords will be sent to Councillors in the next week for setting up.

11 Policies

The following policies were reviewed and adopted by the Council. Proposed by Cllr Fowler, seconded by Cllr Pickering and unanimously **AGREED**.

a) Training Policy, b) Safeguarding Policy c) Financial Risk Assessment d) Data Protection Information Audit e) Standing Orders

12 Portrait of 'His Majesty the King', the Council **AGREED** to apply for the portrait and to ask the Memorial Hall Committee if they would like it placed in the Village Hall.

13 Annual Parish Gathering agenda was **AGREED** with a minor correction of including that refreshments are provided. The clerk was tasked with sending out the invitations and sending last year's collection of photos to Cllr Pickering for the slide show.

14 Youth Club, Cllr Turner provided an update on the progress of the Youth Club and confirmed that the junior sessions are thriving, whilst the senior sessions still appear to be struggling with numbers. The Youth Club have increased their marketing which it is hoped will improve the attendance numbers. Cllr Turner reported that he and Cllr Piper will be attending another meeting with the YMCA in April, to discuss the next steps and consider our options.

15 Events

15.1. D Day event working group notes were noted. The Council were pleased to see such an event going ahead and thanked all members of the working group for organising it.

The clerk brought to the Council's attention that the group had asked if the Council could assist with financial support for this event, and would the group be able to loan the marquee. The Council requests that a full proposal is written to the Council for consideration. Detailing the following.

- a) Itemised costings of the amount they would like the Council to consider.
- b) The Council would only consider lending the marquee pending a proposal detailing who would be responsible and who would be liable for any damages.

The Council advised that sadly on this occasion, due to members of the Council not present, they are unable to provide any public liability insurance or risk assessments for this event.

15.2. Planting a Christmas Tree on the Village Green is in working progress. Cllr Pickering will report back to the Council once he has completed his enquiries.

16 Correspondence and reports

16.1. SAM2 report was noted.

16.2. Flooding correspondence received from George Freeman was noted. Correspondence received from CPRE The Charity and Countryside Norfolk are inviting members of the Council to attend the Flood Management Conference held on 22nd May in Dereham. Cllrs Fowler and Pickering had confirmed they would like to attend.

17 Agenda items for the next meeting; the Chair asked members to notify the Clerk of any agenda items for the April meeting.

The Chair closed the meeting at 20:22pm.

Payment List (approved at item 6.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (February)	£1314.38	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£0.00	£0.00
Norfolk Pension Fund	Pension (February)	£441.96	£0.00
Ian's Services	Handyman (February)	£445.00	£0.00
Mattishall Memorial Hall	Hall hire for youth activities	£160.00	£0.00
J Smith	Expenses, plants for the play area	£37.95	£5.60
CK Professional Tree Services	Tree works to Cemetery, Churchyard and Allotments	£2200.00	£0.00
Community Car Scheme	Community Car Scheme	£180.60	£36.38
NPTS	Internal audit course	£55.00	£0.00
Ian Edwards	Expenses, Amazon, gate hinges	£12.64	£2.11
Parish Online	GOV.UK website and email	£504.00	84.00
Parish Online	Government discount to GOV.UK	-£120.00	-£20.00
Miscellanea	Spring newsletter	£250.00	£0.00
Ben Wright	Additional spraying to the play area and surroundings	£40.00	£0.00
		£5,779.04	£108.09
Mattishall Neighbourhood Plan Review Steering Group			
Modicum Planning	Consultancy support	£990.00	£0.00
Nupremis	Consultancy support	£495.00	£0.00
		£1,485.00	£0.00
Payment paid by Lloyds Multipay Card (1st of each month)			
Post Office	5 x First class	£6.25	£0.00
Post Office	Signed for x 2 (Allotment ltrs)	£5.50	£0.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£14.75	£0.00
Payment paid by direct debit on or after 1st February 2024			
TotalEnergies	Electricity	£22.10	£1.05
		£22.10	£1.05