



Meeting Minutes Mattishall Parish Council

Monday 8 April 2024 at 7pm
Poultec Business Park

Parish Councillors present: David Fowler (Chair), Bob Burrell, Richard Turner, Janice Smith, John Pickering, Roisin Murray, Mike Onassis, David Piper
Parish Clerk: Anita Rose
District Councillor: None
Members of Public: 2

1 Apologies for absence

Apologies were received and accepted for Cllr Clarke for annual leave. No apologies were received from County or District Councillors.

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

Cllr Piper declared an interest in item 10.3 and 10.4. A dispensation has been granted for Cllr Piper to participate in the discussions of these items but not to vote.

3 To approve the minutes of the meeting held on 4 March 2024

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 Highways have completed the works on Mill Road and hot rolled asphalt the potholes on New Lane and Mattishall Lane.

4.2 Mr Edwards asked the Council for permission to install edging around the two war graves in the Cemetery and then filled with gravel. He advises that these works could offer protection from grounds maintenance as well as keeping them in a clean and tidy condition. Mr Edwards has kindly offered to fund this project himself. The Council were very appreciative of his kind gesture and are happy for the works to be carried out pending permission from the Commonwealth War Graves Commission (CWGC).

4.3 The clerk had no further update on the faded and broken street signs at Welgate and Church Plain.

4.4 The rendering to the party wall, adjacent to the play area had been completed. The clerk circulated pictures of the completed work to the Council.

4.5 Item covered under item 10.1.

4.6 The portrait of 'His Majesty The King' should arrive sometime in April. It was noted that the consensus in displaying the portrait at the Mattishall Memorial Hall was not supported by the Memorial Hall Committee. The clerk was asked to contact Mattishall and Tudd Valley Benefice Church Office and Church Rooms to ask if they had a suitable location for it be displayed.

4.7 The clerk reminded the Council of the upcoming Annual Parish Gathering on Monday 22 April and asked all Councillors to encourage residents to attend.

4.8 The mobile food service delivered by Kickstart had sadly come to an end. They are looking into launching a new service and will provide an update as soon as they can.

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 Murray and seconded by Cllr Smith.

6.2. Asset Register was reviewed by the Council. It was **AGREED** for Cllr Murray and the Clerk to work through the Insurance value column and apply the retail price index where appropriate and to report back to the Council at the next meeting for approval.

7 Planning

7.1. To receive results of planning applications

3PN/2023/0035/UC: Richards Hairdressers Church Plain; application to determine if prior approval is required for a proposed change of use from commercial, business and service (use class E) to dwelling houses (use class C3) for second floor of the property only – **REFUSED**.

TRE/2024/0062/TCA: Kandri House, Mill Street; T4 Cherry – remove as tree has died and is leaning towards neighbouring property – **NO OBJECTION**.

3PL/2024/0028/A: 41 South Green; proposed 2 x sales signage flags and 2 x advertising 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. Proposed by Cllr Piper and seconded by Cllr Onassis.

3PL/2024/0164/F: Little Footsteps of Mattishall, Dereham Road; erection of purpose built portacabin to increase childcare facilities - The Local Planning Authority is asked to consider the impact of additional traffic movements and parking (on-site and on Dereham Road) generated by this proposal. The applicant has stated that there are trees or hedges on land adjacent to the proposed development site that could influence the development or might be

important as part of the local landscape character. However, there is no information on this- no tree or hedgerow survey has been provided.

3PL/2024/0153/F: Willow Lodge Annexe, New Lane; change of use of annexe to residential dwelling - The Local planning Authority is asked to consider the following in relation to this application:

1. The impact on highway safety the proposed access road's junction with New Road (national speed limit and proximity to junction with South Green).
2. The impact on the amenity of neighbouring properties.
3. The appropriate provision of car parking spaces.
4. To ensure that the proposal does not cause adverse impacts to the integrity of water courses and whether it would require nutrient neutrality mitigation measures to be demonstrated.

7.3. The Neighbourhood Plan steering group reported that they are still waiting to hear back from Breckland District Council on the SEA/HRA screening. Cllr Fowler advised that he would follow this up for an update.

The Council **AGREED** that when the Neighbourhood Plan, draft Regulation 15 is ready to formally approve, the Council will hold an extraordinary meeting so that it can be discussed and carefully considered in detail.

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 move forward with the signing of the transfer documents.

Cllr Pickering reported, following a conversation with the Project Manager at Denbury Homes, a completion target for the end of April was noted.

7.5. Bayfield Homes, report was noted.

8. Community Woodland, Dereham Road

The Council **AGREED** the official naming of the Community Woodland to be '**Mattishall Coronation Community Woodland**'. Five were in favour, three were against, majority carried.

9. Bus shelters on Dereham Road

Cllr Fowler explained to other members that we had received confirmation in writing that the two new recently installed bus shelters shall be removed and re-installed (turned around) in order to meet the statutory health and safety requirements. Ownership and future maintenance will remain the full responsibility of Norfolk County Council Highways.

In addition, it was noted that the speed signs on Dereham Road / Hall Road were incorrectly positioned since the adoption of the new road layout. After notifying Highways these incorrect signs have now been addressed and appropriately placed.

The redundant poles positioned where the old Mattishall sign used to be, will be investigated by Cllr Onassis to see if they could be used for the SAM2 machines.

The clerk had been asked to monitor the chicane and to approach Highways to ask if a reflected bollard will be installed at a later date.

10. Open Spaces

10.1. Open Spaces Working Group report and inspections for the allotments, cemetery and Churchyard was noted. The following tasks for the Clerk were **AGREED**.

- Seek permission from BDC and All Saints Church (a faculty maybe required) to pollard the tree opposite Talbot House
- Make arrangements for the handyman to remove ivy from the headstones within the Churchyard and cemetery
- Investigate ownership of the weathered notice board within the Churchyard, if the Church are not responsible the Council agreed to remove it, as it is not fit for purpose.
- Contact the CWGC to ask them to clean the war grave headstones
- Make arrangements for the handyman to clean and paint the Cemetery gate
- Ask Bayfield Homes if they would consider funding a gateway sign East side of the Village on Norwich Road
- Hire a woodchipper to dispose of the excess tree branches, chippings to be laid in planting area on the Village Green.
- Seek permission from Highways to install the old Mattishall Sign to the South side of the village on Common Road.

Cllr Piper offered to investigate the options of hiring a skip to remove the excess spoil from the cemetery.

10.2. Allotment Association

The Council unanimously **AGREED** in transferring the rights and responsibilities of the everyday management and maintenance to the Allotment Association. This transfer will take place from 1 January 2025, for all allotments at Burgh Lane and Dereham Road. The Council will retain all legal rights to the land as the landowner, including the right to give notice of withdrawal of the tenancy agreement, if standards are not met. The Council will issue an annual invoice to the Allotment Association for the water consumption at both sites. Proposed by Cllr Pickering and seconded by Cllr Burrell.

10.3. Tenancy Agreement

The draft tenancy agreement between the Council and Allotment Association was supported by the Council. The tenancy agreement is to be formally approved and signed at December 2024 meeting.

10.4. Standpipe installation to Burgh Lane allotments

The Council unanimously **AGREED** to appoint CK Professional Tree Services and Mr Edwards to carry out the works to install an additional standpipe to Burgh Lane allotments. Proposed by Cllr Pickering and seconded by Cllr Burrell.

Cllr Turner left the meeting

10.5. Rubber mulch to the play area

The Council considered the quotes provided by the Clerk and unanimously **AGREED** to appoint NGF Play to carry out the work. Proposed by Cllr Smith and seconded by Cllr Burrell. The clerk was asked to seek clarification on how many years the product would be guaranteed for and a prospective starting date preferably before the school holidays.

Standing orders were suspended

11. Bespoke frame with toughened glass for the Village Map

The Council considered the quotes provided by the Clerk and unanimously **AGREED** to appoint Mr Stanton Moody to carry out the work. Proposed by Cllr Piper and seconded by Cllr Pickering.

12. GOV.UK email domain, the clerk thanked all councillors for their assistance in setting up the emails. She asked the councillors to review the website and report any inaccuracies.

13. Youth Club

Cllr Piper reported that a meeting had been scheduled with the YMCA on 10 April to discuss the youth club services contract for 2024/25. After discussion, it was agreed to consider renewing a yearly contract for the juniors but to consider a 6 month contract for the seniors and monitor its attendance.

14. Events

14.1. D Day event working group notes were noted and the grant funding request for £292.76 was unanimously **AGREED**. Proposed by Cllr Pickering and seconded by Cllr Burrell.

14.2. The planting of a Christmas tree on the Village Green

The Council unanimously **AGREED** to purchase a 6ft pot planted fir tree to be planted on the Village Green. Proposed by Cllr Piper and seconded by Cllr Pickering.

15. Correspondence and reports

15.1. SAM2 report was noted. The clerk reported that we are waiting to hear back from Highways regarding the new SAM2 locations.

15.2. Flooding, nothing to report.

15.3. Norwich Western Link correspondence was noted.

15.4. MP George Freeman correspondence was noted. The Council welcomes an opportunity to meet with MP George Freeman to discuss current issues / matters within Mattishall. The Council agreed that any community surgeries would need to be organised by MP George Freeman directly as we do not own a village hall.

16. Agenda items for the next meeting; cemetery skip hire, Christmas 2024, YMCA SLA, asset register, election of Chair and Vice Chair.

The Chair closed the meeting at 22:11pm.

Payment List (approved at item 6.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (March)	£1314.38	£0.00
HMRC	PAYE	£231.51	£0.00
Norfolk Pension Fund	Pension (March)	£441.96	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (March)	£576.00	£0.00
Ian's Services	Grass maintenance 1 of 8	£537.50	£0.00
Mattishall Memorial Hall	Hall hire for youth activities	£200.00	£0.00
D Piper	Expenses, mileage claim to NPTS Seminar	£7.20	£0.00
NPTS	Annual Subscription	£545.00	£0.00
SJ Cutler Builder	Re-rendering to party wall in play area	£785.00	£130.83
		£4,664.55	£130.83

Mattishall Neighbourhood Plan Review Steering Group

£0.00 £0.00

Payment paid by Lloyds Multipay Card (1st of each month)

Signforce Ltd	Village map	£151.51	£25.25
Vodafone	Phone top up	£50.00	£0.00
Wix	Website subscription	£86.40	£14.40
Wix	Website subscription refund	-£86.40	-£14.40
Defib Store	Replacement battery	£330.00	£55.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£14.75	£0.00

Payment paid by direct debit on or after 1st March 2024

TotalEnergies	Electricity	£22.23	£0.97
Anglian Water	Water	£38.91	£6.49
		£59.14	£7.46