



# Annual Meeting Minutes

## Mattishall Parish Council

Tuesday 7 May 2024 at 7pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke (Chair), David Fowler, Bob Burrell, Janice Smith, John Pickering, Roisin Murray, Mike Onassis  
Parish Clerk: Anita Rose  
District Councillor: None  
Members of Public: 1

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### 1 Election of Chair

It was unanimously **AGREED** to elect Cllr Clarke as Chair for the next year 2024-25, proposed by Cllr Smith and seconded by Cllr Fowler. Declaration of office was signed.

### 2 Election of Vice Chair

It was unanimously **AGREED** to elect Cllr Fowler as Vice Chair for the next year 2024-25, proposed by Cllr Pickering and seconded by Cllr Onassis. Declaration of office was signed.

### 3 Apologies for absence

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

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

Cllr Murray declared an interest in item 11.2, planning application number 3PL/2024/0349/HOU.

Cllr Clarke declared an interest in item 11.2, planning application number 3PL/2024/0212/F.

Cllr Pickering declared an interest in item 11.2, planning application number 3PL/2024/0158/F.

### 5 To approve the minutes of the meeting held on 8 April 2024

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

### 6 Clerk Report

The Clerk reported the following.

**6.1** The commonwealth War Graves Commission had confirmed that they will arrange for a volunteer to carry out a check on the two war graves and clean if deemed necessary. They had also advised that the graves must remain as turf only and that any proposed modifications will not be considered. They had confirmed that they are not responsible for the War Memorial, therefore they do

not have funding available to help with additional subscriptions. They advised that the War Memorial Trust might be able to assist. The Clerk was tasked with contacting them.

**6.2** The Clerk had no further update on the faded and broken street signs at Welgate and Church Plain. In addition, the Clerk was tasked with reporting the broken sign at Burgh Lane, adjacent to Mattishall Lane.

**6.3** Highways had confirmed in response to the reported blocked culvert on Dereham Road that they had found a blockage which has now freed up and is now flowing freely. Highways advised the Council that the landowner of the ditch is responsible for keeping it kept clear. The Council **AGREED** that Highways should consult with the property owner to enforce this course of action.

**6.4** The Council **AGREED** to offer the portrait of 'His Majesty the King' to either Mattishall Primary School, Scouts, Methodist Church, or Evangelical Church.

**6.5** The Clerk shared correspondence received from Mr Linton, a placement coordinator with the Probation Services Community Payback teams to the Council. It was **AGREED** to offer the following projects. 1) Staining and re-staining the bench in the Cemetery. 2) Cleaning and re-painting of the cemetery gates 3) Add spoil to the skip, if provided.

**6.6** The allotment standpipe installation will be carried out on Saturday 11<sup>th</sup> May. The Clerk will circulate communications of these upcoming works by the website, social media and noticeboard. All allotment holders will be sent an email.

**6.7** NGF Play, the Council have paid a 30% deposit for the installation of the new rubber mulch to the play area and are currently awaiting a confirmed installation date.

**6.8** The Village Map is near completion with an approximate date of 13<sup>th</sup> May.

## **7 Open forum for Public Participation**

No questions were raised.

## **8 Finance**

**8.1 Asset Register** was unanimously **AGREED**, proposed by Cllr Smith and seconded by Cllr Onassis.

**8.2 The Internal Control Officer** confirmed the continuing effectiveness of controls and that the necessary checks had been made on the 4<sup>th</sup> quarter accounts.

**8.3 The Internal Auditor** report was noted. The Clerk was thanked by members of the Council for her hard work in achieving this report with no formal recommendations made, and the reference that the governance procedures and accountancy records are maintained to a good standard.

**8.4 2023/24 Annual Governance Statement** was completed. Proposed by Cllr Smith, seconded by Cllr Onassis and unanimously **APPROVED**.

**8.5 2023/24 Statement of Accounts** was noted and unanimously **APPROVED**, proposed by Cllr Onassis and seconded by Cllr Burrell.

**8.6 Bank signatories**, the Council unanimously **AGREED** to add Roisin Murray as a new signatory and to remove Richard Turner. The clerk will complete the necessary mandate. Proposed by Cllr Fowler and seconded by Cllr Pickering.

**8.7 Appointment of the Internal Control Officer for the coming year**  
Cllr Murray appointed. Proposed by Cllr Clarke, seconded by Cllr Burrell and unanimously **AGREED**.

**8.8 CPRE Membership renewal** was **AGREED**, four were in favour, three were against, majority carried.

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

## **9 Insurance**

The Council unanimously **AGREED** the insurance renewal with Clear Councils under the 3-year long-term undertaking agreement. Proposed by Cllr Murray and seconded by Cllr Onassis.

## **10 To agree membership of the following Working Groups**

**10.1. Planning and Monitoring Working Group:** Cllr Fowler (Chair), Cllr Clarke, Cllr Pickering and Cllr Burrell

**10.2. Neighbourhood Plan Steering Group:** Cllr Fowler, Cllr Clarke, Cllr Murray, Cllr Pickering, Wallace Murray, Gerry Goldner and Glenda Clarke

**10.3. Open Spaces Working Group:** Cllr Piper (Chair), Cllr Smith, Cllr Onassis, Cllr Murray, Clerk and Hazel Goodall

**10.4. Policies and Procedures Working Group:** Cllr Fowler, Cllr Burrell and the Clerk

**10.5. Flooding Group:** Cllr Clarke, Cllr Pickering and Cllr Murray

**10.6. YMCA representative:** Cllr Piper, Cllr Onassis and Cllr Murray

**10.7. Local Liaison Group representative:** Cllr Piper and Cllr Fowler

**10.8. Mattishall Memorial and Playing Field Committee representative:**  
Cllr Murray

**10.9. Allotment Society representative:** Cllr Piper and Cllr Murray

## 11 Planning

### 11.1. To receive results of planning applications

APP/F2605/W/22/3299887 relating to 3PL/2022/0234/F: West End House 135 Dereham Road; Discharge of condition No. 3,5,6,7 - **APPROVED**.

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) – **APPROVED**.

3DC/2024/0076/DOC: Land South of Dereham Road (known as the Kingfishers); discharge of condition 8 on 3PL/2020/0462/F – **APPROVED**.

**Cllrs, Murray, Clarke and Pickering left the meeting.**

**Cllr Fowler presided the meeting for item 11.2.**

### 11.2. 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 Onassis and seconded by Cllr Burrell.

**3PL/2024/0158/F:** Rayners Farm, 88 Dereham Road; change of use of existing annexe to 3 bed holiday let – The Parish Council asks the LPA to consider this application in respect of the Mattishall Neighbourhood Plan policy ECON1 which supports new businesses subject to meeting the following criteria: "the development can be accommodated without significant adverse impacts on the local environment; Residential amenity for nearby occupiers is protected or enhanced in line with Policy COM03 in the Breckland Local Plan, and; the development not having an unacceptable impact on the capacity of the local highway network". The LPA is asked to ensure that appropriate measures have been made to ensure "nutrient neutrality".

**3PL/2024/0212/F:** Ash Tree Barn, Watercress Lane; detached single-storey dwelling with means of access – The Parish Council objects to this proposal. The proposal is considered not to comply with paragraph 84 of the NPPF (2023), in that

- a) this is not a proposal for a farm worker;
- b) the development does not represent the optimal viable use of a heritage asset or would be appropriate enabling development to secure the future of heritage assets;
- c) the development would not re-use redundant or disused buildings and enhance its immediate setting;
- d) the development would not involve the subdivision of an existing residential building; or
- e) the design is not of exceptional quality.

There is no evidence provided that the proposal has been assessed against the Breckland Design Guide or the Mattishall Neighbourhood Plan Design Guide. The location of the proposal is not considered to be "isolated" as defined in paragraph 84 of the NPPF. The Parish Council restates its concern that this site is outside the

settlement boundary of Mattishall and the proposal is therefore contrary to Policies HOU03, GEN01, GEN03 and GEN05 of the adopted Breckland Local Plan due to the location of the site away from the Settlement Boundary of Mattishall. The proposal is contrary to Policy HOU1 of the Mattishall Neighbourhood Plan. The Parish Council concurs with the LPA's view relating to the previous application in that the back-land form of development is considered contrary to the character, grain and pattern of development seen within the surrounding area and is not sympathetic to the character of the wider rural area. The introduction of built form in an open area is also considered to be harmful to the intrinsic character and beauty of the countryside. The proposed development is therefore contrary to Policies ENV05, COM01 and GEN02 of the Breckland Local Plan (adopted 2019). The site is immediately adjacent to flood zone 3 and the LPA should assess the potential of this site to the risk of flooding and of the development to contribute further to the risk of flooding. The Parish Council can see no evidence that appropriate mitigation measures would be provided to deal with nutrient neutrality matters. Has a Unilateral Undertaking in relation to GIRAMS been provided? The development site is located immediately south of the Rosie Curston's Meadow SSSI and therefore consideration should be given to Mattishall Neighbourhood Plan Policy ENV7 "Development proposals shall identify and assess any potential impact on a Site of Special Scientific Interest, by taking into account Natural England's Impact Risk Zones.

**3PL/2024/0349/HOU:** 4 Ivy Way; proposed extension to side of property – The LPA is asked to consider this application with regard to the appearance of the proposal, as well as the impact on residential amenity. Consideration should be given to policies COM1, COM3 and GEN2 of the Breckland Local Plan (2023), and relevant policies in the Mattishall Neighbourhood Plan.

**3DC/2024/0071/DOC:** Poplar Farm, 41 South Green; discharge of condition 11 on 3PL/2019/0849/D – No Comment.

**Cllrs, Murray, Clarke and Pickering re-joined the meeting.**

**11.3. The Neighbourhood Plan** steering group reported that the Council had received a response from Breckland District Council on the SEA/HRA screening, but unfortunately the response was relating to the current adopted plan and not the review, this has caused a delay of approximately 5-6 weeks, before progressing to the next stage.

Cllr Fowler updated the Council following the Cabinet meeting held on 13<sup>th</sup> May. He shared that the Local Plan agrees with 3 of the 9 local green spaces in the Neighbourhood Plan Review.

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

The Council are waiting for the Kingfisher site to be completed.

**11.5. Bayfield Homes** report was noted. The first phase and show home is almost complete.

## 12 Open Spaces

**12.1. Open Spaces Working Group** report was noted. The Council asked the clerk to contact the handyman to trim the bank at Camping Close.

**12.2. Book Library**, the Council received a proposal from the Mattishall Community Hub to install a book library. The proposed location of this library is to be sited next to the bus stop (Dereham Road) opposite Mattishall Surgery. The Council are keen to support this project, however, agree that further information is required and clarity in positioning. The clerk advised that the land for the proposed location could belong to Highways therefore permission from them would be required.

## 13 Youth Club

The Service Level Agreement was unanimously **AGREED** after amendments for a further 12 months. Proposed by Cllr Onassis and seconded by Cllr Smith.

The following amendments were agreed.

- Remove the £1 donation charge (the service is to remain free of charge for the young people in Mattishall)
- Clarify and have noted in the agreement the number of sessions

It was agreed to monitor the senior sessions over the next 3 months to re-evaluate in August. The Council will promote between now and then and campaign to use it or lose it. The Council would like to see a 50% attendance in order to make this service viable.

## 14 Events

**14.1. D Day event** working group notes were noted. The Council have decided to not loan the marquee for the event due to the organisers not providing a care plan for being responsible for it.

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

Cllr Pickering updated the Council that only a 5ft tree can be purchased.

### **14.3. Santa's grotto**

It was noted that the majority of items used to decorate Santa's grotto was supplied personally by Mr Turner. The Council agreed to purchase items for this year's Christmas event and to ask Mr Turner if he would consider selling some of the items that he no longer uses, that were previously used. Cllr Fowler offered to prepare a budget for items needed to present to the Council at next month's meeting for consideration.

**Standing Orders were suspended.**

## 15. Meeting dates

The Council **AGREED** the meeting dates for the second half of 2024.

1 July / 5 August / 2 September / 7 October / 4 November / 2 December

**16. Clerk's appraisal**

The Council **AGREED** for Cllrs Smith and Burrell to carry out the clerk's appraisal, a date to be confirmed.

**17. Correspondence and reports**

**17.1. SAM2 report** was noted. The Clerk reported that we are still waiting to hear back from Highways regarding the new SAM2 locations.

**17.2. Flooding**, nothing to report.

**17.3. Norwich Western Link** correspondence was noted.

**17.4. MP George Freeman** proposed a community meeting for 31<sup>st</sup> May.

**17.5. Police SNAP meeting**, Cllr Onassis raised the speeding concerns in South Green and advised that the police will do what they can to monitor the situation.

**17.6. Road Safety Community Fund** for the 20mph speed extension to Mill Street, Norwich Road and Burgh Lane was acknowledged.

**18. Agenda items for the next meeting;** Neighbourhood Plan, Street Trees, Christmas items for Santa's grotto.

**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. Staffing matter**, a discussion took place.

**The Chair closed the meeting at 22:04pm.**

**Payment List (approved at item 8.9)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	Salary (April)	£1323.90	£0.00
HMRC	PAYE	£221.99	£0.00
Norfolk Pension Fund	Pension (April)	£434.34	£0.00
NGF Play	30% deposit for the rubber mulch	£5,037.07	£839.51
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (April)	£384.00	£0.00
Ian's Services	Grass maintenance 2 of 8	£537.50	£0.00
Mattishall Memorial Hall	Hall hire for youth activities	£160.00	£0.00
Clear Council's	Insurance	£763.35	£0.00
Robin Goreham	Internal Audit	£80.00	£0.00
Paperstone	Stationary invoice 1	£215.97	£35.99
Paperstone	Stationary invoice 2	£32.19	£5.36
Southgreen Park	Refreshments for APG	£75.00	£12.50
		<b>£9,291.31</b>	<b>£893.36</b>
<b>Mattishall Neighbourhood Plan Review Steering Group</b>			
Modicum Planning	Planning consultancy	£742.50	£0.00
Nupremis	Planning consultancy	£1,237.50	£0.00
		<b>£1,980.00</b>	<b>£0.00</b>
<b>Payment paid by Lloyds Multipay Card (1<sup>st</sup> of each month)</b>			
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		<b>£3.00</b>	<b>£0.00</b>
<b>Payment paid by direct debit on or after 1<sup>st</sup> April 2024</b>			
TotalEnergies	Electricity	£21.35	£1.02
		<b>£21.35</b>	<b>£1.02</b>