



## Meeting Minutes Mattishall Parish Council

Monday 3 June 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  
Parish Clerk: Anita Rose  
District Councillor: Paul Claussen and Paul Plummer  
County Councillor: Not present  
Members of Public: 3

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### **1 Apologies for absence**

Apologies were received and accepted for Cllrs Piper and Onassis for annual leave. No apologies were received from the County Councillor.

### **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 7 May 2024**

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

### **4 Clerk Report**

The Clerk reported the following.

**4.1.** The Clerk had no further update on the faded and broken street signs at Welgate, Church Plain and Burgh Lane (adjacent to Mattishall Lane).

**4.2.** The clerk was pleased to report that the King's portrait was gifted to the Scout Hut with thanks.

**4.3.** The Clerk reported that Mr Linton, the Placement Coordinator from the Probation Services Community Payback team, advised the Council that they have stipulations regarding a suitable length of work, which is usually a minimum of 6 weeks. The clerk was asked to email Mr Linton to clarify this stipulation as previously the council was not aware of a 6-week timeframe.

**4.4.** The allotment standpipe installation was successfully carried out on Saturday 11 May 2024.

**4.5.** NGF Play had confirmed that the new rubber mulch resurfacing to the play area is being carried out this week.

**4.6.** The Village Map installation to the Church Rooms car park wall was completed on 29 May 2024. The Clerk thanked all those who attended. A special thank you to Cllr Murray for taking the photos and writing the press release.

**4.7.** A member of the public had asked the Council to consider installing additional dog bins at the following locations: 1) Corner of Old Hall Road, 2) Heath Road, Welbourne Common, 3) Mattishall Lane, Clippings Green Junction. After careful consideration the Council agreed that the proposed locations are not currently suitable for dog bins, it was agreed that these sites are at the periphery of the village and the consensus is that they would not be regularly used. The Council **AGREED** that two additional dog bins sited at the new Kingfisher site adjacent to Dereham Road are necessary. The Clerk was tasked with contacting Denbury Homes to enquire if they would be able to assist financially in installing the dog bins.

**4.8.** The Clerk circulated a thank you email from Mr Ray Taylor, thanking the Council for including the additional inscriptions honouring fallen soldiers Private Frank Henry Norman Wrighton and Private Albert James Frost to the bottom of the War Memorial on the village green.

**4.9.** The Clerk reminded Councillors that permission had been sought from the landlord and landlady of the Swan Public House for a skip to be positioned in their car park. The Council were asked to restrict the hire for one day and for it to be delivered on a Monday and collected on the Tuesday by 3pm. The Clerk was tasked with circulating dates to Councillors for a date to be agreed.

**4.10.** The Clerk informed the Council that she had reported to Highways following concerns raised by members of the public, that several large tree branches had fallen onto South Green Road outside Mattishall Hall. Highways are currently investigating under enquiry number ENQ900268049.

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

District Councillor Paul Claussen informed the Council that dates had been released for Breckland's Local Plan and workshops.

A member of the public had asked the Council if they could clarify the arrangements with the allotment holders and the Swan Public House regarding the car park adjacent to the allotments. The Chair informed the resident that the car park is owned by the Swan with allotment holders having a right of access. He advises that the landlord and landlady had been kind enough to allow allotment holders to park in their car park but only outside their opening hours. He explained that a schedule of timings had been emailed to all allotment holders confirming this. Alternatively, allotment holders can sensibly park in the entrance to the allotments.

## **6 Finance**

**6.1. A grant of £500 to Mattishall Memorial Hall Committee** was unanimously **AGREED**. These funds are to contribute to the works for building a new play area at Mattishall Memorial Hall Playing Fields, adjacent to the Social Club. The Committee will contact the clerk for the funds to be transferred once the work is ready to commence.

**6.2. All Saints Church clock** quotations were reviewed for the repairs to the gears in the clock hands facing Dereham Road. The Council unanimously appointed Michlmayr to carry out the repairs. The Clerk was asked to contact Clear Councils insurers to clarify if these works can be covered under the Councils insurance.

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

## **7. Planning**

### **7.1. To receive results of planning applications**

3PL/2024/0153/F: Willow Lodge Annexe, New Lane; change of use of annexe to residential dwelling – **WITHDRAWN**.

3PL/2024/0349/HOU: 4 Ivy Way; proposed extension to side of dwelling – **APPROVED**.

### **7.2. To receive recommendation from planning and monitoring group on current Application**

There were none.

**7.3. The Neighbourhood Plan** steering group reported that there had been no further update regarding the SEA/HRA screening. The group is hopeful that the Council will formally approve the review and push forward to regulation 15 at the July meeting.

**7.4. Bayfield Homes** report was noted. The Council is disappointed with the poor conditions of the road at South Green and concerns were raised for the safety of residents. The Chair had offered to email the Site Manager to ask them to rectify as soon as possible.

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

A site inspection was carried out with Denbury Homes on 23 May, resulting in a detailed snagging list for all three areas, Orchard, Allotments and Community Woodland. The Council had raised concerns regarding the ownership and responsibility of a water course between the allotments and the orchard. Denbury Homes are investigating and will report back to the Council.

## **8. Community Woodland Working Group**

Cllrs Murray and Pickering will initially work together in putting together a plan in developing a working group / Friends of Mattishall initiative to develop, grow and implement the Community Woodland.

## **9. Open Spaces**

**9.1. Open Spaces Working Group** reported that the painted mural competition pictures will be collected this Friday. Cllr Murray and the Clerk will collaborate on the entries received.

Cllr Smith reported that the village beds have been re-planted and wanted to express great thanks to Graham Moy for his assistance.

**9.2. Book Library**, no update.

**9.3. Grass Cutting**, the Council acknowledge the written confirmation received from Mr Edwards in terminating the grass cutting contract with Mattishall Parish Council. The Council unanimously **AGREED** to appoint TTSR to carry out the remaining grass cutting responsibilities for 2024. Proposed by Cllr Smith and seconded by Cllr Fowler.

**10. Street Trees** is a new project the Council would like to fulfil. It was agreed that the two verges either side of Cedar Rise, off Dereham Road would benefit from street trees. The clerk was asked to investigate to obtain permission from landowner and to agree the appropriate trees for the area.

## **11. Youth Club**

The Youth club attendance figures for May were as follows:

Week	Date	Juniors	Seniors
1	03/05/24	16	7
2	10/05/24	20	7
3	17/05/24	20	8
4	24/05/24	15	3
5	31/05/24	Cancelled staff sickness	Cancelled staff sickness

## **12. Events**

**12.1. D Day event** working group notes were noted. The Council wished the group a successful day and look forward to the event.

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

Cllr Pickering confirmed that he will purchase the potted tree from Forsters Garden Centre and will keep it at his place of residence until it is ready to be planted onto the Village Green.

### **12.3. Santa's grotto items**

Cllr Smith will liaise with Mr Turner regarding the Santa's grotto items. This year's event will be held on Sunday 1<sup>st</sup> December 2024.

## **13. Correspondence and reports**

**13.1. SAM2 report** was noted. The new positionings for the SAM2 machine are South Green heading North and Mill Street heading North.

**13.2. Flooding**, Cllrs Fowler and Pickering attended the CPRE Flood Management conference on 22 May. They both reported that it was a great event and well attended. A draft management flood plan was discussed at the event and the benefits of adopting a flood plan. It was agreed that a flood plan would be beneficial to Mattishall. Cllr Fowler kindly offered to draft a flood plan following the completion of the Neighbourhood Plan review.

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

**13.4. Breckland Electoral Consultation review**, the Council agreed to not comment.

**14. Agenda items for the next meeting;** Neighbourhood Plan and Community Woodland Working.

**The Chair closed the meeting at 20:52pm.**

**Payment List (approved at item 6.3)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	Salary (May)	£1323.90	£0.00
HMRC	PAYE	£221.99	£0.00
Norfolk Pension Fund	Pension (May)	£434.34	£0.00
CPRE	Annual membership	£36.00	£0.00
Ian's Services	Materials for the standing pipe installation to the Allotments	£70.24	£11.71
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Grass maintenance 3 of 8	£537.50	£0.00
Ian's Services	Handyman (May)	£616.00	£0.00
Mattishall Memorial Hall	Hall hire for youth activities	£168.00	£0.00
C K Professional Tree Services	Digger work for the standing pipe installation	£200.00	£0.00
David Piper	Expenses (Toolstation – cable ties and barrier tape)	£13.62	£2.27
Miscellanea	Newsletter summer edition	£250.00	£0.00
R Murray	Expenses (milk and biscuits for litter picking event)	£1.84	£0.00
Southgreen Park	Hall hire for the next 6 meetings	£360.00	£60.00
		<b>£4,259.43</b>	<b>£73.98</b>
<b>Mattishall Neighbourhood Plan Review Steering Group</b>			
		£0.00	£0.00
		<b>£0.00</b>	<b>£0.00</b>
<b>Payment paid by Lloyds Multipay Card (1<sup>st</sup> of each month)</b>			
Post Office	Postage for HMRC & NS&I ltrs	£6.55	£0.00
Microsoft	Subscription Microsoft office 365	£79.99	£13.33
Post Office	Postage for NS&I application	£3.80	£0.00
Jewsons	Materials for standing pipe installation to the allotments	£217.33	£36.22
Makro	Lollypops for Christmas event	£12.70	£2.12
Jewsons	Woodchipper hire	£96.67	£16.11
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		<b>£420.04</b>	<b>£67.78</b>
<b>Payment paid by direct debit on or after 1<sup>st</sup> May 2024</b>			
TotalEnergies	Electricity	£21.35	£0.97
ICO	Data protection	£35.00	£0.00
		<b>£56.35</b>	<b>£0.97</b>