



Meeting Minutes Mattishall Parish Council

Monday 1 July 2024 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler, Bob Burrell, Janice Smith, John Pickering, Roisin Murray, David Piper, Mike Onassis, Martin Goodrum

Parish Clerk: Anita Rose

District Councillor: Paul Plummer

County Councillor: Not present

Members of Public: 1

1 Apologies for absence

There were none.

No apologies were received from the County Councillor.

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

Cllr Fowler declared a personal interest in Item 10.

3 To approve the minutes of the meeting held on 3 June 2024

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

4 Co-option

The co-option of Martin Goodrum to Mattishall Parish Council was unanimously **AGREED**. The declaration of office was signed. The clerk advised Cllr Goodrum to complete the Register of Interests form and return to Breckland District Council within 28 days.

5 Clerk Report

The Clerk reported the following.

5.1. The Clerk had no further update on the faded and broken street signs at Welgate, Church Plain and Burgh Lane (adjacent to Mattishall Lane). The clerk was asked to chase Breckland District Council.

5.2. The rubber mulch resurfacing to the play area is now complete.

5.3. Skip hire to clear the lock up near the allotments had been agreed for 22nd July. The clerk was asked to investigate the additional delivery charges (subject to AM and PM appointments) prior to booking.

5.4. Michlmayr Clock & Watchmakers had confirmed that they will remove the hands and motion works of the clock facing Dereham Road for repair on 2nd July.

5.5. All Saints Church had asked the Council prior to the 30th of June to use the Village Green for their annual Churches Together service.

5.6. The additional engraving to the War Memorial will be revisited. It was **AGREED** for Cllr Fowler and the Clerk to meet up to finalise the exact size and wording for quotations.

5.7. The old, weathered noticeboard in the Churchyard had been removed. An email from a resident who expressed their disappointment in the noticeboard being removed was heard and acknowledged. The Council had asked the Clerk to respond to the resident offering the use of the Council's noticeboards which they would be welcomed to use.

6 Open forum for Public Participation

There were none

7 Finance

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

8. Planning

8.1. To receive results of planning applications

3NM/2024/0028/NMA: Former Poplar Farm, 41 South Green; amendment to planning application 3PL/2019/0849/D – move wardrobes to opposite ensuite in bedroom 2. Re-introduce a window to the rear elevation for house type: The Corn Barn (previously approved at reserved matters but removed on planning application 3NM/2021/0109/NMA) – **APPROVED**.

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 – **REFUSAL**.

3PL/2024/0164/F: Little Footsteps of Mattishall, Dereham Road; erection of purpose built portacabin to increase childcare – **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 Burrell and seconded by Cllr Onassis.

3OB/2024/0021/DOB: Former Poplar Farm, 41 South Green; Discharge planning obligation schedule 2, paragraphs 1.7.1 a) and b) on application 3PL/2016/0396/0 - The Parish Council objects to any condition variation that would reduce or eliminate the agreed provision of affordable housing on this site. Please formally advise Mattishall Parish Council when the independent report has been received, and the Parish Council will then provide a detailed submission to the Local Planning Authority.

8.3. Breckland Local Plan consultation workshop run by Filigree Communications was attended by Cllrs Clarke, Fowler and Murray. The Council was disappointed to hear that Breckland would like to change the settlement boundary criteria base, despite hearing that 80% of residents are wanting the settlement boundary retained.

Cllr Fowler was pleased to report that there are no defined development sites for Mattishall.

Cllr Fowler also explained that in our Neighbourhood Plan review we had submitted 9 local green spaces, 3 of which have been approved in Breckland's Local Plan. However, he noted and raised with Breckland that an error had occurred on the plan for the local green space at Welgate / Ivy Way, reporting that it had been missed.

Comments proposed by the Planning and Monitoring Group under Regulation 18 were unanimously **AGREED**, proposed by Cllr Piper and seconded by Cllr Onassis.

8.4. The Neighbourhood Plan

It was unanimously **AGREED** that Mattishall Parish Council will submit the submission version of the Mattishall Neighbourhood Plan review, together with its accompanying Consultation Statement, Basic Conditions Statement and required SEA and HRA screening determination statements. The submission version is the version 12.

Mattishall Parish Council also unanimously **AGREED** for the submission of the Regulation 15 Modification Statement. This confirms that the Parish Council is of the opinion that the changes to the currently adopted Mattishall Neighbourhood Plan, as proposed through the Mattishall Neighbourhood Plan Review are:

1. Material modification that requires examination, and
2. These material modifications do not change the nature of the currently adopted Mattishall Neighbourhood Plan and therefore the Parish Council does not consider that a referendum is required to take place in addition to the examination.

All the above was unanimously **AGREED**, proposed by Cllr Murray and seconded by Cllr Piper.

8.5. Bayfield Homes report was noted.

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

No further update, the Council are awaiting a response from Denbury Homes. Cllr Clarke will chase.

9. Policies

The following policies were reviewed and **APPROVED** by the Council. Proposed by Cllr Fowler and seconded by Cllr Onassis.

Open Spaces Policy, Financial Regulations, Investment Policy, Bad Debt Policy, Recording of Meetings Policy and General Risk Assessment.

10. Data protection training

The Council **AGREED** to the full Council training for Data Protection. The clerk will arrange a training date and venue with the training provider Norfolk PTS.

11. Community Woodland Working Group

Cllrs Murray and Pickering shared a presentation to the Council outlining the planning and suggested next steps forward. The following items were discussed.

- Divide the design into 4 areas, retaining the integrity of the plan
- Plant circa 180 trees of mixed maturity in late autumn
- Create attractive wildflower meadows and open green space
- Conduct over 4 days or 2 long weekends
- Obtain a water source to water trees
- Plan, advertise and encourage residents of Mattishall to be involved

Cllrs Murray and Pickering expressed their concern for planting by Autumn, especially as the Council are still waiting for the land transfer documents to be completed. The Council agreed to the proposal in obtaining the completion of the land transfer by September to enable planting to be commenced during Autumn.

12. Open Spaces

12.1. Open Spaces Working Group report was noted. It was also raised by Cllr Smith that the cemetery is looking very untidy and that the red roses have yet again been chopped by the grass contractors. The clerk will liaise with the contractors to resolve.

12.2. Litter Pick

A litter picking event was held on Saturday 22 June, there were 5 attendees who collected 2 kilograms of rubbish. Cllr Murray and the Council expressed thanks to all those who attended.

13. Gambling Policy

Mattishall Parish Council had **AGREED** to submit a comment on the Gambling Act Policy to Breckland District Council asking them to prepare a Local Area Profile, in line with the strong recommendation set out by the Gambling Commission.

14. Street Trees

Item deferred to next meeting.

15. Youth Club

15.1. The Youth club attendance figures for June were as follows:

Week	Date	Juniors	Seniors
1	07/06/24	16	7
2	14/06/24	17	7
3	21/06/24	17	3
4	28/06/24	25	8

15.2. Annual Report was received and noted.

16. Events

16.1. Christmas event (1 December)

Cllr Smith is liaising with Mr Turner regarding Christmas items and Cllr Pickering updated that the tree at Forsters Garden Centre is no longer available, he will continue his search in finding one.

STANDING ORDERS WERE SUSPENDED

17. Correspondence and reports

17.1. SAM2 report was noted. The new positionings for the SAM2 machine are Mill Road and Mill Street both heading South.

17.2. Flooding, no update.

17.3. Norwich Western Link, no update.

18. Agenda items for the next meeting; Community Woodland, Christmas Event, YMCA, Street Trees.

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. Clerk's Appraisal was discussed by the Council and unanimously **APPROVED** and signed.

The Chair closed the meeting at 21:50pm.

Payment List (approved at item 7.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (June)	£1323.90	£0.00
HMRC	PAYE	£221.99	£0.00
Norfolk Pension Fund	Pension (June)	£434.34	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (June)	£560.00	£0.00
Community Car Scheme	Community Car	£203.10	£0.00
NGF Play	Rubber mulch to play area (remaining balance)	£11,753.17	£1,958.86
S.U.J. Stantons Unique Joinery	Village map frame and installation	£169.22	£0.00
Unity Trust	Service charge	£18.00	£0.00
D Piper	Expenses (mileage for Wildflower meadow course in Wreningham)	£12.60	£0.00
		£14,722.32	£1,958.86
Mattishall Neighbourhood Plan Review Steering Group			
		£0.00	£0.00
		£0.00	£0.00
Payment paid by Lloyds Multipay Card (1st of each month)			
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£3.00	£0.00
Payment paid by direct debit on or after 1st June 2024			
Wave	Water	£58.53	£9.75
		£58.53	£9.75