



Meeting Minutes Mattishall Parish Council

Monday 5 August 2024 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler, Janice Smith, John Pickering, Roisin Murray, David Piper, Mike Onassis, Martin Goodrum
Parish Clerk: Anita Rose
District Councillor: Paul Plummer and Paul Claussen
County Councillor: Not present
Members of Public: 0

1 Apologies for absence

Apologies were received and accepted for Cllr Burrell 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 1 July 2024

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

4 Finance

4.1. The 1st quarter finances were noted by the Council with no questions raised. The clerk had noted on the report that the Administration and Expenses was slightly over 25%, this was due to the payments for the annual subscriptions, hall hire and insurance. This should level out as the Council progresses through the year. It was also noted that the Projects was over 30% with the explanation that the earmarked funding spent on the rubber mulch to the play area, only £598.82 had been spent on projects outside this earmarked funding, resulting in the budget for this 1st quarter for projects being within budget. The full report can be viewed on the Parish Council's website.

4.2. Renewal of SLCC Membership was unanimously **AGREED** for the annual amount of £188.00. Proposed by Cllr Smith and seconded by Cllr Murray.

4.3. Plaque to the War Memorial, a majority vote was carried to accept the quotation from Anglian Sign Casting for the additional plaque to be added to the War Memorial.

4.4. Grant application received from All Saints Mattishall and St Peter's Mattishall Burgh PCC was unanimously **AGREED** for the amount of £450.00. To help towards the cost of maintaining the churchyard at St Peter's Church. Proposed by Cllr Fowler and seconded by Cllr Onassis.

4.5. Norfolk PTS Autumn Seminar, the Council unanimously **AGREED** for the following members to attend, Cllrs Onassis, Smith, Murray, Clarke and the Parish Clerk. The Clerk was to ask Cllr Burrell due to his absence if he would like to attend.

4.6. Approve the payment list, the list was unanimously **APPROVED** omitting the payment to Michlmayr Clock Watchmakers, due to unfinished works. Proposed by Cllr Murray and seconded by Cllr Pickering.

5. Planning

5.1. To receive results of planning applications

3NM/2024/0035/NMA: Little Footsteps of Mattishall, Dereham Road; to add alternative windows and doors placement on the new floor plan– **APPROVED**.

3DC/2024/0071/DOC: Poplar Farm, 41 South Green; discharge of condition 11 on 3PL/2019/0849/D (plots 1-12)(discharge conditions) – **APPROVED**.

3PL/2023/1050/LB: Flats 2 & 3 Sycamore House, Church Plain; replace broken and worn bricks with appropriate bricks for the building utilising non hydraulic lime mortar repointing where necessary – **APPROVED SUBJECT TO CONDITIONS**.

3PL/2024/0158/F: Rayners Farm, 88 Dereham Road; change of use of existing annex to 3 bed holiday let – **APPROVED**.

5.2. 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 Piper.

3PL/2024/0579/HOU: 6 Daffodil Way; proposed removal of existing porch and provision of single storey front extension - The Local Planning Authority is asked to consider this proposal in relation to its design and the impact on neighbour amenity. Consideration should be given to Local Plan policies COM3, GEN2 and COM1 and Policy HOU3 of the Mattishall Neighbourhood Plan.

5.3. Land Transfer of the Open Space Land (Kingfishers site) at Dereham Road from Denbury Homes Ltd.

The Council unanimously **APPROVED** the signing of the transfer documents for the open space land at Mattishall from Denbury Homes Ltd. These were signed pending a minor amendment to the Orchard and Allotment transfer document to include on page 1, Plan 1, Parcel 2. Proposed by Cllr Murray and seconded by Cllr Pickering.

The Council unanimously **APPROVED** the application from Unity Trust Bank to open two Instant Access Accounts for the S106 funds to be deposited to. The Clerk was tasked with looking into various saving accounts to maximise the

Councils return, protected under the Financial Service Compensation Scheme up to £85,000.

6. Youth Club

The recent attendance figures received from July indicated that the juniors still thrive whilst the seniors still struggle to maintain 50%. After discussion, it was **AGREED** to invite representatives from YMCA to attend September's meeting, to gain an understanding of the reasons behind the low attendance figures, and to offer support where needed prior to considering the decision of disbanding the senior youth club.

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

The Chair closed the meeting at 20:05pm.

Payment List (approved at item 4.6)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (July)	£1323.90	£0.00
HMRC	PAYE	£221.99	£0.00
Norfolk Pension Fund	Pension (July)	£434.34	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (July)	£768.00	£0.00
A Rose	Expenses, Range – picture frame	£4.39	£0.73
J Smith	Expenses, H Eagle – Plants	£22.00	£0.00
Mattishall Memorial Hall	Hall hire youth activities	£168.00	£0.00
Mattishall Methodist Church	Hall hire for allotment meeting	£10.00	£0.00
R Murray	Expenses, Café Verde – refreshments for mural meeting	£8.70	£1.20
R Murray	Expenses, Starlings – gift vouchers for mural competition	£20.00	£0.00
TTSR	Grass maintenance June	£680.21	£113.37
TTSR	Grass maintenance July	£680.21	£113.37
YMCA	First quarter youth services	£3975.00	£0.00
		£8,342.74	£228.67

Mattishall Neighbourhood Plan Review Steering Group

£0.00 £0.00
£0.00 £0.00

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

Vodafone	Mobile phone top up	£50.00	£0.00
Sun Skips	Skip hire	£276.00	£46.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£329.00	£46.00

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

£0.00 £0.00
£0.00 £0.00