



Meeting Minutes Mattishall Parish Council

Monday 2 September 2024 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler, Bob Burrell, Roisin Murray, David Piper, Mike Onassis, Martin Goodrum
Parish Clerk: Anita Rose
District Councillor: Paul Plummer
County Councillor: Bill Borrett
Members of Public: 1

All members of the Council gave their sincere condolences to the family of Ian Martin who sadly passed away on 14 August. He was a District Councillor for the Mattishall Ward for many years, and will be sorely missed.

1 Apologies for absence

Apologies were received and accepted for Cllr Pickering for work commitments and Cllr Smith for medical reasons.

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 5 August 2024

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

4 Clerk Report

The Clerk reported the following.

5.1. The Weglate street name sign had been replaced.

5.2. All Saint's Church clock is now fully working.

5.3. The Clerk reminded the Council that £828.00 had been received from the Community Orchard Grant, paid by Breckland District Council. She advised that this amount must be spent by 31 January 2025 under the terms and conditions of the grant.

5.4. A Councillor Induction course had been booked for Cllr Goodrum on 20 September with Norfolk Parish Training and Support

5.5. The clerk reminded councillors of the GDPR training with Norfolk Parish Training and Support. This is taking place on Monday 16 September at Mattishall Memorial Hall at 7pm.

5.6. The clerk reported to Breckland District Council for their records, the official naming of the Community Woodland “Mattishall Coronation Community Woodland”.

5.7. The Traffic Regulation Order (TRO) received from Alex Gunn, Norfolk County Highways, was noted that it was not consistent with the original application of the speed reduction to 20mph on Dereham Road / Norwich Road, Mill Street / Burgh Lane. County Councillor Bill Borrett advised he had an update.

5 Open forum for Public Participation

County Councillor Bill Borrett had reassured the Council that the Council’s original application for the 20mph speed limit reduction on Dereham Road / Norwich Road, Mill Street / Burgh Lane remains correct. The TRO was in the process of being corrected.

Cllr Borrett also advised that the Street Tree proposal to the grassed verges on Cedar Rise / Dereham Road would not be a viable project. He did however suggest as an alternative, bed planting and shrubs and advised it can be supported under the Parish Partnership Scheme.

District Councillor Paul Plummer had advised that the Local Plan had currently come to a stop, at Regulation 18, until the amendments to the National Planning Policy Framework (NPPF) have been agreed. He also expressed his disappointment regarding the discharge of conditions for affordable housing, at the Bayfield Homes development on South Green.

A member of the public asked the Council for permission on behalf of the Beavers (part of the Scout Group) if they could plant bulbs at the village green as part of their badge work. The Council were in support of the project and asked the scout leader to liaise with Cllrs Piper and Murray for guidance in confirming appropriate locations.

6 Finance

6.1. PKF Littlejohn External Audit report was noted with no advisories. The Clerk was thanked by the Council for her hard work.

6.2. The payment list was unanimously **APPROVED**.

7. Planning

7.1. To receive results of planning applications

TRE/2024/0151/TPO: 11 Gogle Close; oak tree 2005 No.21 (T14). A whole crown reduction and pruning to remove branches below 6 meters would enable this to be rectified whilst still preserving the tree – **APPROVED**.

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

There were none.

7.3. The Neighbourhood Plan

The Neighbourhood Plan Steering Group reported that Regulation 16 had been submitted and is well under way. The six-week public consultation will end on

15 September from which the Parish Council and Breckland District Council will appoint an examiner.

7.4. Bayfield Homes, Cllrs Clarke and Fowler met with the Planning and Land Manager for a site visit. It was reported that the homes have been built to good quality standard.

8. Open Spaces

8.1. Open Spaces Working Group report was noted. A question was raised regarding the skip hire to the cemetery, to ask if an alternative method would be more straightforward by using a grab truck and dump truck. Cllr Murray and the clerk will investigate if this is a viable and more cost-effective solution and report back at October's meeting.

8.2. Mural competition of 26 entries of which 2 were winners were circulated to Councillors. The quotation of £1280 received from artists Sunny & Pea was unanimously **APPROVED**, which included the anti-graffiti coating. It was **AGREED** to fund this project through the bequest fund. Cllr Piper had offered to seek a quotation from S.U.J. Stantons Unique Joinery for a quotation to fit the artwork to the rendered walls.

8.3. All Saints Mattishall Churchyard Wall repair quotation of £516 received from SJ Cutler was unanimously **APPROVED**.

8.4. Litter picking event held on Sunday 4th August was attended by 4 Residents, collecting 3.5 kilos of rubbish. Cllr Murray and the Council expressed thanks to all who attended.

8.5. Community Woodland, Cllr Murray presented an update following the advice received from local experts Jonathan Cheetham and Chris Bingham. After an in-depth discussion it was unanimously **AGREED** to accept the new proposed plan, combining a wildflower meadow and community woodland at the Kingfisher site. Cllr Murray was asked to prepare a budget plan and a water care plan for the planted trees. In addition, Cllr Fowler had offered to speak to Anglian Water regarding a connection fee to install a water meter. Cllr Murray had also asked the Council to consider changing the working group to a committee with an agreed budget for the committee to manage. This was deferred to October's meeting.

8.6. Mattishall Open Spaces Assessment was noted with no amendments.

9. Allotment

9.1. Mattishall Allotment Society would like to ask the Council if the land tenancy agreement could be re-written so that responsibilities for both parties are made clear. Cllr Murray and the Clerk will draft an agreement for the Council to consider at October's meeting.

9.2. Community allotment sheds at the Kingfisher site was deferred to October's meeting.

10. Street Trees

Covered in item 5.

11. Youth Club

The Youth club attendance figures for August were as follows:

Week	Date	Juniors	Seniors
1	02/08/24	9	7
2	09/08/24	13	7
3	16/08/24	8	1
4	23/08/24	15	3
5	30/08/24	5	9

The Council **AGREED** to monitor the attendance for the senior club for another month. The underspent amount of £346 was deferred to October's meeting.

12. Events

12.1. Remembrance (10 November)

Cllr Piper will provide a plan for October's meeting, itemising a list of duties. It remains unclear as to who will be carrying out the service due to no vicar being appointed yet. Cllr Piper will liaise with members of the Church office for an update.

Standing Orders were suspended

12.2. Christmas (1 December)

The clerk reported that Mr Turner has kindly donated some Christmas items for the event. Cllr Smith and the Clerk will liaise with Mr Turner to arrange to collect them. The Council thanked Mr Turner for his generosity.

13. Correspondence and reports

13.1. **SAM2 report** for July and August was noted. The new positionings for September are Dereham Road near Kingfishers Estate, at the road narrowing for traffic heading in each location.

13.2. **Flooding**, no update.

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

14. **Agenda items for the next meeting**; Community Woodland, Christmas Event, YMCA, Street Trees, Neighbourhood Plan, Allotments.

The Chair closed the meeting at 21:43pm.

Payment List (approved at item 6.2)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (August)	£1323.90	£0.00
HMRC	PAYE	£221.99	£0.00
Norfolk Pension Fund	Pension (August)	£434.34	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (August)	£560.00	£0.00
Community Car Scheme	Community Car June-August	£236.65	£0.00
Mattishall Memorial Hall	Hall hire	£210.00	£0.00
Michlmayr Clock Makers	Repair to the church clock	£2529.60	£421.60
Miscellanea	PC newsletter	£312.50	£0.00
NPTS	Various training courses	£687.00	£0.00
Online Playground	Repair part (spring) to play area gate	£59.00	£9.83
PKF Littlejohn	External Auditor	£378.00	£63.00
YMCA	2 nd Quarter	£3975.00	£0.00
		£10,953.98	£494.43

Mattishall Neighbourhood Plan Review Steering Group

£0.00 £0.00
£0.00 £0.00

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

Etsy	Certificate	£2.78	£0.47
SLCC	Membership	£188.00	£0.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£193.78	£0.47

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

TotalEnergies	Electricity	£20.44	£0.97
TotalEnergies	Electricity	£19.75	£0.94
TotalEnergies	Electricity	£20.52	£0.98
		£60.71	£2.89