



Meeting Minutes Mattishall Parish Council

Monday 7 October 2024 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), Bob Burrell, Roisin Murray, David Piper, Martin Goodrum, John Pickering, Janice Smith
Parish Clerk: Anita Rose
District Councillor: Paul Clausen
County Councillor: Not present
Members of Public: 2

1 Apologies for absence

Apologies were received and accepted for Cllr Onassis for other commitments and Cllr Fowler for annual leave.

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

Cllr Pickering declared an interest in item 7.1 and Cllrs Murray and Piper declared an interest in item 9.

3 To approve the minutes of the meeting held on 2 September 2024

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

4 Clerk Report

The Clerk reported the following.

4.1. Sunny & Pea, appointed contractors for the mural to the play area rendered walls will confirm an estimated completion date in the next upcoming weeks.

4.2. Cllr Murray reported an update regarding the clearing of the spoil at the Cemetery and advised it is still working progress.

4.3. The new play area at Kingfishers Estate off Dereham Road opened on Wednesday 25 September. Denbury Homes remain responsible for this area until the land has been transferred to EWS Property Management (Tel: 01473 216200).

4.4. A member of the public had asked the Council if a defibrillator could be installed Southwest of the village, near Mill Road / Kingfisher Estate. Cllr Murray informed the Council that she had been approached by another resident at Bob Carter Court also regarding an installation of a new defibrillator. Cllr Murray kindly offered to investigate further options regarding the location for a defibrillator at Bob Carter Court, whilst the Clerk continue to investigate the solar powered

option at the Kingfisher Estate. Both options to be presented to the Council as soon as possible.

4.5. Following the recent Data Protection Training the Clerk proposed some changes were made to the Information Audit. 1) Remove allotment information as the Council should no longer hold this data due to the allotments being managed by the Allotment Society and 2) To add that all emails should be deleted after 6 months unless they conflict with the other documents listed in the Information Audit. The changes proposed were unanimously **AGREED** by the Council. Proposed by Cllr Smith and seconded by Cllr Goodrum.

4.6. SJ Cutler had advised that the repair works to the Churchyard wall is scheduled to be completed in the next couple of weeks, weather permitting.

4.7. Mattishall Sports & Social Club had advised the Council that they have removed their advertisement at the corner of Old Hall Road, whilst they seek permission from Norfolk County Council Highways.

5 Open forum for Public Participation

District Councillor Paul Clausen had advised that the Local Plan is paused until confirmation of changes to the National Planning Policy Framework (NPPF) have been agreed. He also advised that Breckland District Council boundary review has been approved and that the Mattishall Ward we become a single member ward as opposed to two.

A member of the public had raised concerns regarding flooding at Old Hall Road and Dereham Road. It was noted that the 6-inch culvert pipe on Old Hall Road is not big enough to cope with the surface water, the Council agreed to monitor and continue to report any concerns to Norfolk Highways with supporting evidence. The Council advised the resident to do the same. Concerns were also raised regarding the attenuation pond at the Kingfisher Estate and its filtration onto Dereham Road. The Chair explained that the attenuation ponds are designed to temporarily hold and gradually release water to prevent flooding during heavy rainfall.

6 Finance

6.1. Budget working group was **AGREED** with the following members Cllr Burrell, Cllr Fowler and the Clerk.

6.2. The payment list was unanimously **APPROVED**. Proposed by Cllr Murray and seconded by Cllr Piper.

6.3. Application to a new bank account to deposit the S106 funding

The Council unanimously **AGREED** to open an account called "Local Council 45-day notice deposit" (interest rate 2.85%) with Hinckley & Rugby Building Society to deposit £85,000 of the S106 funding. The 3 signatories are Cllr Clarke, Cllr Murray and the Parish Clerk / Responsible Finance Officer.

The Council unanimously **AGREED** to bank transfer the remaining S106 funding £22,113.65 to the NS&I account.

The Council unanimously **AGREED** to close the two Instant Access accounts set up in Unity Trust Bank once the S106 funding has been transferred and cleared from the account.

Cllr Pickering left the meeting room

7. Planning

7.1. To receive results of planning applications

3DC/2024/0173/DOC: Rayners Farm, 88 Dereham Road; discharge of condition 6 on 3PL/2024/0158/F (Discharge Conditions) – **APPROVED**.

Cllr Pickering re-entered the meeting room

7.2. 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 Pickering and seconded by Cllr Smith.

3PL/2024/0641/HOU: 32 Dereham Road; proposed conversion of existing garage to form residential annex for family member - The LPA is asked to consider this application with regard to the appearance of the proposal, as well as the impact on residential amenity. Of particular importance here is the location of the proposed development within the setting of various Listed Buildings within the Mattishall Conservation Area. Specific attention should be made to Mattishall Neighbourhood Plan Policy ENV1 relating to Conservation Areas and heritage. Consideration should be given to policies COM1, COM3 and GEN2 of the Breckland Local Plan (2023), and other relevant policies in the Mattishall Neighbourhood Plan. The Parish Council requests that consideration is given to MNP Policy HOU3 relating to Design and Character. This Policy is included within the submitted Regulation 16 review of the Mattishall Neighbourhood Plan. The LPA is asked to ensure that appropriate measures have been made to ensure "nutrient neutrality". No reference to this important matter appears within the submitted application.

3PL/2024/0676/HOU: 6 Cherry Tree Close; proposed single storey front extension and parking provision shown on plan - 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 HOU03 and HOU04 in the Mattishall Neighbourhood Plan (including the Design Guide integral to the submitted Regulation 16 review of the Mattishall Neighbourhood Plan).

3OB/2024/0021/VOB: Former Poplar Farm, 41 South Green; application changing to VOB and an amended description – No comment.

7.3. Local Plan and National Planning Policy Framework (NPPF)

Covered in item 5.

7.4. The Neighbourhood Plan

The Neighbourhood Plan is now in the hands of the Independent Examiner Andrew Ashcroft and are now waiting for comments.

7.5. Bayfield Homes report was noted.

8. Open Spaces

8.1. Open Spaces Working Group report was noted. The next Open Spaces Working Group meeting is to be held on 9 October.

8.2. Litter picking event held on Saturday 7 September was attended by 3 residents, collecting 2 kilos of litter. Cllr Murray and the Council expressed thanks to all who attended. The next litter pick will be on Sunday 20 October.

8.3. Community Woodland

Cllr Murray expressed her thanks to all who attended the drop-in session held on 27 September, it was a great turn out.

Cllr Murray also gave an update regarding the progress on area 1 and reported that 30 fruit trees had been ordered from Apples and Orchards, using the grant funding received from the Kings Coronation Living Heritage Fund and ordered 210 whips funded by the Woodland Trust.

8.4. Mattishall Wild and Wood Committee was formed with the terms and reference unanimously **AGREED**. Proposed by Cllr Burrell and seconded by Cllr Smith.

8.5. Mattishall Wild and Wood Committee Budget was deferred to November's meeting.

9. Allotment

9.1. Burgh Lane Allotments

The Council unanimously **AGREED** for the Allotment Society to take on the management of what was known as the picnic area. The Council advised the Allotment Society that this area cannot be used as an allotment plot due to the tree roots of the Walnut Tree.

9.2. Allotment land tenancy agreement between Mattishall Parish Council and Mattishall Allotment Society was unanimously **AGREED**. Proposed by Cllr Goodrum and seconded by Cllr Smith.

9.3. Kingfisher Allotments

The Allotment Society had asked the Council to pay the set-up costs for denoting the plot areas at Kingfishers Site. The figures were presented to the Council for consideration. An amount of £4418.20 was **AGREED** by majority.

Suspend Standing Orders

10. Cedar Rise / Dereham Road

After discussion it was **AGREED** for the Clerk to arrange a site meeting between the Council and Highways Engineer Matt Lines to discuss possible options to enhance the area.

11. Mattishall Community Hub library proposal

The proposal to install a little library was on land that is not owed by the Parish Council. The Clerk was asked to contact the hub to advise they speak to landowners Norfolk County Council for permission.

12. Parish Partnership 2025/26

The Council discussed a potential project of installing gateway signs on Norwich Road. It was **AGREED** for this project to be discussed with Highways at the same time when discussing item 10.

13. Youth Club

The Youth club attendance figures for September were as follows:

Week	Date	Juniors	Seniors
1	06/09/24	No numbers given	No numbers given
2	13/09/24	15	2
3	20/09/24	16	8
4	27/09/24	21	9

The Council had **AGREED** to write to YMCA asking for a representative to attend November's meeting to discuss the Youth Club's future going forward.

14. Events

14.1. Remembrance (10 November)

Cllr Piper provided an update and assigned roles.

14.2. Christmas (1 December)

The Clerk reported that a Christmas tree had been ordered and will be delivered on Monday 25th November at 9am. 4 x 5ft trees had also been ordered along with foliage for Santa's Grotto. Cllr Piper advised that a preliminary meeting was on the horizon to meet with All Saints Church to discuss the Christmas event.

The Clerk advised the Council that the Hamper applications were in circulation with a closing date of 31 October. The Clerk will be able to report numbers at November's meeting.

15. Correspondence and reports

15.1. SAM2 report for September was noted. The new positionings for October are Dereham Road (by the school) for traffic heading East and Mill Street for traffic heading North.

15.2. Flooding, nothing to report.

15.3. Local Liaison Group (A47 / NWL) correspondence was noted.

16. Agenda items for the next meeting; Community Woodland budget, Christmas event, grass cutting contract 2025, 2nd quarter finances, noticeboards, budget.

The Chair closed the meeting at 22:30pm.

Payment List (approved at item 6.2)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (September)	£1323.90	£0.00
HMRC	PAYE	£221.99	£0.00
Norfolk Pension Fund	Pension (September)	£434.34	£0.00
Ian Edwards	Expenses (Homebase, compost and Jewsons, resin for War Memorial)	£45.68	£7.61
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (September)	£576.00	£0.00
Gowise Print	2 x A3 waterproof posters of the Community Woodland plan	£6.00	£1.00
M Goodrum	Expenses (Screwfix, marker paint)	£13.98	£2.33
R Murray	Expenses (Tesco's & Morrisons, refreshments for litter pick, Range - clipboards, Screwfix – oil for village map)	£17.13	£2.15
TTSR	Grass maintenance (August)	£680.21	£113.37
TTSR	Grass maintenance (September)	£680.21	£113.37
Ian Edwards	Expenses (Dereham Decorating – varnish for the Churchyard gates)	£17.65	£2.94
J Smith	Expenses (Abigail's, condolence card)	£2.79	£0.46
		£4045.88	£243.23
Mattishall Neighbourhood Plan Review Steering Group			
		£0.00	£0.00
		£0.00	£0.00
Payment paid by Lloyds Multipay Card (1st of each month)			
Café Verde	Refreshments RT goodbye presentation	£72.50	£12.08
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£75.50	£12.08
Payment paid by direct debit on or after 1st September 2024			
TotalEnergies	Electricity	£20.37	£0.97
Anglian Water	Water	£134.76	£22.47
		£155.13	£23.44