



## Meeting Minutes Mattishall Parish Council

Monday 4 November 2024 at 7pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke (Chair), Bob Burrell, Roisin Murray, David Piper, Martin Goodrum, John Pickering, David Fowler  
Parish Clerk: Anita Rose  
District Councillor: Not present  
County Councillor: Not present  
Members of Public: 1

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### 1 Apologies for absence

Apologies were received and accepted for Cllr Onassis due to annual leave and Cllr Smith due to being unwell. Apologies was also received from District Councillor Paul Plummer.

### 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 October 2024

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

### 4 To approve the minutes of the extraordinary meeting held on 24 October 2024

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

### 5 Clerk Report

The Clerk reported the following.

**5.1.** The recycling centre have made some changes from the 18 November 2024. Everyone will need to book a slot to visit a Norfolk recycling centre. For more information phone: 0344 800 8020 or visit: [www.norfolk.gov.uk/recyclingbooking](http://www.norfolk.gov.uk/recyclingbooking).

**5.2.** Investigation of a defibrillator to the Southwest side of the village is still ongoing.

**5.3.** The Information Audit amendments were unanimously **AGREED**.

**5.4.** The Clerk advised the Council that SJ Cutler had advised that upon a detailed inspection further work is required to the Churchyard wall. His original

quotation was for £516.00. His revised quotation includes brick replacements, crack stitching to the corner of Dereham Road / Mill Street and the removal of the moss and ivy off the wall. This amount equates to £3765.00 (inc VAT). He also advised that if the Council would appoint their own contractor to remove the moss and ivy this would reduce the quotation to £1865.00 (inc VAT).

The Council discussed that further clarity regarding the repairs should be explored with the following actions agreed. 1) The Clerk will liaise with the Handyman to obtain a price in spraying the moss and ivy. 2) Cllr Clarke will liaise with SJ Cutler to gain clarity on all works required to repair the wall. 3) Cllr Murray had been advised that a rare plant is growing on the wall and would like to gain advice from the Woodland Trust to relocate, if possible, prior to any chemicals being sprayed onto the wall.

**5.5.** £22,113.65 of the S106 monies had been transferred to the NS&I account. The opening account for Hinckley & Rugby Building Society for the remaining s106 funding is still in progress.

**5.6.** Following the announcement of Mr Bracey's retirement the Clerk advised the Council that the Play Inspection Company had been appointed to carry out this year's annual ROSPA play inspection. This will be carried out in the next 12-16 weeks. The Council's insurers have been informed.

## **6 Open forum for Public Participation**

Charlene Girling a representative from YMCA was welcomed to join the Council in discussing item 7 on the agenda.

## **7 YMCA**

### **7.1. YMCA future at Mattishall**

Ms Girling updated the Council on recent attendance numbers for the last two months and advised that the youth club had been promoted on various platforms. The following questions were raised by the Council?

1) The Council was informed that a staff member had been promoted, does this mean they will no longer be present at Mattishall Youth Club?

A) Ms Girling reassured the Council that they will remain at Mattishall Youth Club.

2) Can you please explain why there has been a sudden increase in the seniors?

A) This is due to 4 new registrations with a further few transitioning from the junior club to the senior club.

3) The Council raised concerns regarding male staffing overseeing a group which is predominantly girls, can you please advise us of your safety protocols?

A) All staff are fully trained, and DBS checked, YMCA have set protocols that staff must follow to ensure safety of the young people as well as staff members. A suggestion of a female volunteer / helper was mentioned to help assist the staff.

The Council unanimously **AGREED** to continue with the current contract which ends 6 June 2025 for both the senior and junior club. The Clerk had asked YMCA to provide 2025/26 costings ahead of the Council's budget year.

Ms Girling was thanked by the Council for her attendance.

## 7.2. October attendance numbers

The Youth club attendance figures for October were as follows:

Week	Date	Juniors	Seniors
1	04/10/24	18	7
2	11/10/24	17	13
3	18/10/24	16	11
4	25/10/24	6	14

## 7.3. Underspent amount of £346

It was unanimously **AGREED** for the YMCA to spend the underspend amount of £346 at their discretion in providing resources to benefit both clubs. Proposed by Cllr Murray and seconded by Cllr Goodrum.

## 8 Finance

### 8.1. Burial fees

It was unanimously **AGREED** that the burial fees for 2024 will remain the same for 2025. Proposed by Cllr Murray and seconded by Cllr Burrell.

### 8.2. Budget (1<sup>st</sup> draft)

The Clerk talked through the 2025/26 draft budget and explained in detail each section. She advised that she is still waiting on some figures, e.g. YMCA, water / electricity, chain link fencing and confirmation for the approval of spending S106 for the community woodland set up budget. The working group will meet again on 2 January 2025 to finalise the budget for the Council's approval.

In addition, the Clerk was asked to investigate the option of purchasing an outdoor artificial tree between 15ft and 20ft.

**8.3. The payment list** was unanimously **APPROVED**. Proposed by Cllr Murray and seconded by Cllr Fowler. The 3% price increase for the Miscellanea was noted. The full list can be viewed on the last page of the minutes.

### 8.4. 2024/25 Internal Auditor

The Council unanimously **AGREED** to appoint Robin Goreham as Internal Auditor for Mattishall Parish Council accounts 2024/25 at an **AGREED** fee of £85.

## 9. Planning

### 9.1. To receive results of planning applications

3PL/2024/0676/HOU: 6 Cherry Tree Close; single storey front extension – **APPROVED**.

3PL/2024/0641/HOU: 32 Dereham Road; proposed conversion of existing garage to form residential annex for family – **APPROVED**.

### **9.2. 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 Murray.

**PL/2024/0754/HOU:** Maroondah, 66 Dereham Road; proposed garage conversion, single storey front extension, single storey rear extension, first floor dormer extension and associated alterations and replacement claddings - 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, now at examination stage, review of the Mattishall Neighbourhood Plan). The proposal includes provision of an extra bedroom and to remove the garage immediately adjacent to the existing driveway serving the property. The LPA is asked to make an assessment of the parking arrangements based on the total number of bedrooms proposed and removal of garage space.

### **9.3. The Neighbourhood Plan**

The Independent Examiner Andrew Ashcroft plans to visit Mattishall sometime this week. He will present his findings to Breckland District Council, giving the opportunity for the Parish Council to respond prior to it going to a referendum.

**9.4. Bayfield Homes** report was noted. The first two properties of the development is occupied.

## **10. Open Spaces**

**10.1. Open Spaces Working Group** report was noted. The Council unanimously **AGREED** the costings to install a water drip ledge to the Village Map and the installation costs for the mural, amounting to £307. The installation of the mural will be carried out on 16 November. Cllr Murray will liaise with Mattishall Primary School and Dereham Times / EDP for a photo opportunity.

**10.2. Litter picking event** held on Sunday 20 October was attended by 6 residents, collecting 8 kilos of litter. Cllr Murray and the Council expressed thanks to all who attended. The next litter pick will be on Saturday 30 November.

### **10.3. Mattishall Wild and Wood Committee**

The Council **AGREED** in principle the Wild and Wood Committee budget for seasons 1-3 subject to receiving written confirmation from Breckland District Council that this budget can be funded using S106 monies.

Cllr Murray reported that the 30 fruit trees from Apples and Orchards and the 210 whips from the Woodland Trust are expected to be delivered between January and March, from which a working party will be organised.

#### **10.4. Handyman**

The Clerk and Cllr Piper updated the Council in regards to the meeting held with Mr Edwards, the Parish Councils handyman, to discuss the revision of his contract and hourly rate of pay. It was unanimously **AGREED** to accept the revised job description of 12 hours a week and to approve an hourly increase from £16 to £17 per hour. Proposed by Cllr Piper and seconded by Cllr Pickering.

#### **10.5. Grass maintenance 2025**

The Council unanimously **AGREED** to appoint TTSR grass maintenance contractors for 2025.

#### **11. Parish Online Maps**

The Parish Council do not foresee any benefit from this service at this moment in time and made the decision to not subscribe.

#### **12. Allotment Society**

The Allotment Society have confirmed that the allotment paths at Kingfishers are being laid using turf, work commencing 11 November. There is currently 14 on the waiting list and the Annual General meeting will be held on 3 December 2024.

#### **13. Highways**

##### **13.1. Speed reduction to 20mph at Norwich Road, Burgh Lane, Mill Street and Dereham Road**

Cllr Clarke reported that the Parish Council is still waiting for the legal process to be complete, prior to any timeframe being allocated to when the works can start.

##### **13.2. Cedar Rise / Dereham Road**

Without the financial support from Highways the Parish Council has made the decision to no longer pursue the verge planting at the verge on Cedar Rise / Dereham Road.

##### **13.2. Parish Partnership 2025/26 – gateway signs at Norwich Road**

The Parish Council have made the decision to not submit a bid to the Parish Partnership scheme for 2025/26.

#### **14. Consultation on allowing remote and hybrid attendance and proxy voting at local authority meetings**

The Clerk shared correspondence following an announcement from the Ministry of Housing, Communities and Local Government to seek views on the detail and practical implications of allowing remote and hybrid attendance at local authority meetings. It also tests views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, maybe unable to attend. This consultation is held for 8 weeks with the closing date of 19 December. The Clerk encourages all Councillors to submit their comments regarding this consultation.

#### **STANDING ORDERS WERE SUSPENDED**

## **15. Events**

### **15.1. Remembrance (10 November)**

Cllr Piper advised the Council that all is in hand and that a final schedule will shortly be circulated. Cllr Piper was also pleased to announce that Deputy Lord Lieutenant of Norfolk Hang-Yang Yap of Norfolk will be in attendance.

### **15.2. Christmas (1 December)**

Cllr Piper had circulated the Christmas event schedule for Councillors review. Cllr Pickering has kindly offered to donate battery-operated candles for each child when processioning to the village green for the Christmas Tree light switch on.

The Clerk advised the Council that 21 Hamper applications were received. A budget of £25 per box was unanimously **AGREED**.

## **16. Correspondence and reports**

**16.1. SAM2 report** for October was noted. The new positionings for November are Mill Road for traffic heading South and South Green for traffic heading North.

**16.2. Flooding**, nothing to report.

### **16.3. Local Liaison Group (A47 / NWL)**

Cllr Piper attended the recent A47 meeting at the compound site and confirmed the scheme is well under way. He advised that they spoke about an A47 Community Fund that could help support the Community Woodland.

## **17. Meeting dates for the first half of 2025**

6 January  
3 February  
3 March  
7 April  
28 April (Annual Parish Gathering)  
6 May (Annual Parish Council Meeting)  
2 June

**18. Agenda items for the next meeting;** The Council was asked to contact the Clerk for any items they wish to discuss.

**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. Local Government services pay agreement 2024**

The Clerk's back pay owed was noted.

### **19.2. Annual pay review**

The Council **AGREED** that the Clerk's SCP grade remains the same.

**The Chair closed the meeting at 21:57pm.**

**Payment List (approved at item 8.3)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
Clerk Remuneration	Salary, PAYE and pension (October)	£1980.23	£0.00
Memorial Hall	Grant towards the play area	£500.00	0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (October)	£544.00	£0.00
Anglian Sign Casting	War Memorial plaque	£553.40	£92.23
All Saints Church	Lighting	£80.00	£0.00
South Green Poultec	Hall Hire	£60.00	£10.00
Miscellanea	Winter issue	£257.00	£0.00
D Piper	Expenses; Roys – plants for play area	£51.45	£42.87
Ian Edwards	Expenses; Mole – shield stake for roses	£5.46	£.91
Ian Edwards	Expenses; Jewson – padlock for play area gates	£20.63	£3.44
		<b>£4078.17</b>	<b>£149.45</b>

**Mattishall Neighbourhood Plan Review Steering Group**

£0.00      £0.00  
**£0.00      £0.00**

**Payment paid by Lloyds Multipay Card (1<sup>st</sup> of each month)**

Defibstore Ltd	Replacement pads	£64.80	£10.80
Apples and Orchards	30 x fruit trees	£835.00	£0.00
Amazon	30m waterproof extension lead	£44.99	£7.50
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		<b>£947.79</b>	<b>£18.30</b>

**Payment paid by direct debit on or after 1<sup>st</sup> November 2024**

TotalEnergies	Electricity	£19.75	.94
		<b>£19.75</b>	<b>£0.94</b>