



Meeting Minutes Mattishall Parish Council

Monday 2 December 2024 at 7pm
Poultec Business Park

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

Parish Clerk: Anita Rose

District Councillor: Not present

County Councillor: Bill Borrett

Members of Public: 2

1 Apologies for absence

None, all Councillors were present.

Apologies were 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 4 November 2024

The minutes of the meeting were unanimously **APPROVED** with a minor amendment to record Cllr Fowler's presence and signed by the Chair. Proposed by Cllr Murray and seconded by Cllr Piper.

4 Clerk Report

The Clerk reported the following.

4.1. The Clerk advised all Councillors in accordance with the Data Protection Information Audit to delete all necessary emails for the month of June 2024.

4.2. After discussion it was agreed to investigate the costings of installing a new defibrillator at the Kingfisher housing estate.

4.3. Cllr Clarke gave an update regarding the upcoming works to All Saints Churchyard wall. It was advised that the ivy and moss is to be removed prior to the builder reassessing the condition of the wall and advising the repair and cost of works involved.

The Clerk advised the Council that TTSR grass contractors have confirmed they are happy to treat the wall with weed killer and ivy treatment, to then return six weeks later to spray a mould, lichen and algae biocide, which in their expert advice works well on a wall of this age and condition. TTSR had confirmed that the costs to carry out this work will be £265 for both visits. The Clerk was asked

to liaise with Breckland District Council for permission prior to approving any works due to the wall being in a conservation area.

4.4. The Council acknowledges both the resident's and the practice manager's email regarding the parking concerns at Mattishall Surgery. The Council have agreed to monitor the situation and to work closely with the surgery when necessary.

4.5. The Clerk informed the Council that the Highway Rangers are coming to Mattishall and have asked councillors to send a list of any defects by 9th December.

4.6. The Clerk reported that residents off Stone Road had raised concerns regarding the speed of traffic in the built-up area. They would like to ask the Council for support in an application to reduce the speed limit in the built-up area from 60mph to 40mph. The Clerk had been advised by Matthew Lines, Norfolk Highways Engineer that he would be happy to investigate but advises that it would need to be fully funded externally, for example Local Member Fund and Parish Council. The Clerk was asked to investigate the costings of this work and to report back at January's meeting. County Councillor Bill Borrett had offered a figure between £500 - £1,000 towards the cost of this project.

The Clerk was also asked to speak to Matthew Lines regarding the repainting of the white lines at the speed bumps on Dereham Road.

5 Open forum for Public Participation

County Councillor Bill Borrett reported on the following:

- The devolution white paper has been delayed until this month. This is to consider new legislation for local government to have a unitary of Councils as opposed to County and District Councils, to provide all local services.
- The Norwich Western Link project is currently on hold. Norfolk County Council (NCC) have written to Natural England and Government Ministers and are awaiting responses from them. Cllr Borrett advises that unless a decision can be agreed by Natural England and NCC, it will be down to the Government to decide its outcome.
- Breckland District Council carpark consultation is underway, the deadline to comment is 15th December. Cllr Borrett encourages all to complete.

6 Finance

6.1. Council bank account overview

The Clerk presented a spreadsheet detailing the Council's accounts and explaining what money sits where, since receiving the S106 monies and to ensure the Council remains under the recommend £85K financial protection. The Council unanimously **AGREED** to the clerk's recommendations in keeping the Instant Access account 1 open and to continue with the closure of the Instant Access account 2.

6.2. Budget (2nd draft)

The Clerk talked through the 2025/26 amendments and explained in detail each section. The working group will meet again on 2 January 2025 to finalise the budget for the Council's approval.

6.3. The payment list was unanimously **APPROVED**. Proposed by Cllr Fowler and seconded by Cllr Onassis. The full list can be viewed on the last page of the minutes.

7. Planning

7.1. To receive results of planning applications

There were none.

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

There were none.

7.3. The Neighbourhood Plan

Mattishall Parish Council welcomes the Examiner's supportive comments on the Mattishall Neighbourhood Plan review. The Council are pleased that the Examiner had recognised that the revised Neighbourhood Plan had been updated to reflect both national and local policy and is underpinned by robust and appropriate evidence. The Council unanimously **AGREED** the response to the Examiner's clarification note provided by the Neighbourhood Planning Steering Group. Proposed by Cllr Piper and seconded by Cllr Pickering.

7.4. Bayfield Homes report was noted.

8. Open Spaces

8.1. Open Spaces Working Group report was noted.

The Council unanimously **AGREED** the quotation from Abel Groundworks to removal the spoil at the Cemetery. Proposed by Cllr Burrell and seconded by Cllr Smith. The Clerk was asked to check he had a waste disposal licence and to request a copy of it.

The Council reviewed and discussed the replacement of the Church side gate opposite Dereham Road. The Council voted 6 for, 2 against and 1 abstain. Majority carried and **AGREED** to replace the gate with oak hardwood for £375.

8.2. Litter picking event held on Saturday 30 October was attended by 5 residents, collecting 8.7 kilos of litter. Cllr Murray and the Council expressed thanks to all who attended. Dates for 2025 have been published, the next litter pick will be on Saturday 4 January.

8.3. Mattishall Wild and Wood Committee

The Committee held their first meeting on 29th October. Cllr Murray was appointed Chair and Mrs Goodall as Vice Chair. The next meeting will be Tuesday 11 February held at the Methodist Church.

9. Allotment Society

The allotments have successfully been denoted at Kingfishers using turf. The society have shared concerns regarding the recent wet weather but will continue to monitor. The Society are pleased to confirm that 18 plots out of 24 have been allocated, which leaves 6 unallocated. The Society's Annual General Meeting will be held on 3 December 2024.

10. November attendance numbers

The Youth club attendance figures for November were as follows:

Week	Date	Juniors	Seniors
1	01/11/24	MSSC Fireworks (No session took place)	
2	08/11/24	16	19
3	15/11/24	23	18
4	22/11/24	20	7
5	29/11/24	10	14

11. Events

11.1. Remembrance (10 November)

The Council was pleased to see so many attend this years' service. All members were thanked for their contribution in making the service successful. Some feedback was received regarding the service on the village green and how difficult it was to hear the service from the double gate entrance opposite the Church Rooms. The Council suggested the following changes from next year to enhance the sound quality.

- Raise the speaker from the ground to the table.
- Move the Chairs and matting further forward to encourage residents to step closer.
- Hold microphone closer to the mouth.

11.2. Christmas (1 December)

A successful event with 61 young people visiting Santa. Cllr Pickering was thanked by the Council for his kind donation for Santa's presents.

The Council briefly discussed next years' event regarding the Christmas tree lighting. This year's tree was the last full-grown tree at Berry Farm, so other options were discussed. The Council suggested for next year, to light the existing trees on the village green opposite the Surgery. The Clerk has been asked to obtain a quotation for the electrical work involved.

11.3. Norfolk 2025 VE Day and VJ Day

The Council have decided to not hold an event for Norfolk VE Day and VJ Day and will not be applying to the Armed Forces Covenant 2025 Commemoration Fund for a grant. The Council would consider being involved or otherwise support other local organisations if they choose to hold an event for this.

12. Barlow Charity

Cllr David Piper has resigned as treasurer to the Barlow Charity but will remain as a trustee. The Council gave they're thanks to Cllr Piper for all his efforts and hard work over the years.

Cllr Burrell was appointed by the Council as the new Treasurer.

13. Correspondence and reports

13.1. SAM2 report for November was noted. The new positionings for December are Dereham Road heading East and West.

The Clerk shared the correspondence received from Elsing Parish Council regarding the borrowing or hiring of one of the Council's SAM2 machines for a month or two per year. After careful consideration the Council decided to not share the SAM2 machine as it was considered that they are still very much needed in the village, and having 12 sites to manage, a machine missing for a month or two would have a significant impact.

13.2. Flooding, nothing to report.

13.3. Local Liaison Group (A47 / NWL)

Updated in item 5.

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

The Chair closed the meeting at 21:22pm.

Payment List (approved at item 6.3)

Payment to	Description	Payment	VAT to be reclaimed
Clerk Remuneration	Salary, PAYE and pension (November)	£2514.29	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (November)	£512.00	£0.00
Berry Hall Farm	Christmas Tree	£324.00	£0.00
D Piper	Expenses, Toolstation – cable ties	£3.98	£0.67
D Piper	Expenses, Range – paint and masonry roller & Timpson – lock up key	£22.48	£3.75
Gary's Services	Welding repair to Church main gate	£80.00	£0.00
I Edwards	Expenses, Homebase – 6 x compost	£36.00	£6.00
Mattishall Memorial Hall	Hall hire Sept & Oct	£496.00	£0.00
Mattishall Methodist Church	Hall hire committee meeting	£15.00	£3.44
Paperstone	Stationary	£326.23	54.37
Sunny & Pea	Mural	£1280.00	£0.00
TTSR	Grass maintenance (invoice 6 of 6)	£680.21	£113.37
SUJ Stanton Unique Joinery	Installation and fitting of the mural	£173.00	£0.00
SUJ Stanton Unique Joinery	Oak map drip	£134.00	£0.00
D Piper	Expenses, Range – items for Santa's Grotto	£9.47	£1.58
		£6632.66	£183.18
Mattishall Neighbourhood Plan Review Steering Group			
Nupremis	Consultancy support to the examiner's clarification note	£495.00	£0.00
		£0.00	£0.00
Payment paid by Lloyds Multipay Card (1st of each month)			
Amazon	Storage boxes	£53.36	£8.90
Xmas Direct	Tree lights	£527.88	£87.99
Post Office	Rugby & Hinckley bank application, sent special delivery	£8.35	£0.00
Kite Packaging Ltd	Hamper boxes	£34.02	£5.67
Amazon	Ribbon for hamper boxes	£13.98	£2.34
Makro	Hamper items	£70.18	3.40
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£710.77	£108.30
Payment paid by direct debit on or after 1st December 2024			
TotalEnergies	Electricity	£22.40	£1.07
		£22.40	£1.07