



Meeting Minutes Mattishall Parish Council

Monday 6 January 2025 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), Bob Burrell, David Piper, Martin Goodrum, David Fowler, Janice Smith, Mike Onassis
Parish Clerk: Anita Rose
District Councillor: Not present
County Councillor: Not present
Members of Public: 0

1 Apologies for absence

Apologies for absence were received and accepted for Cllr Murray and Cllr Pickering.

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 2 December 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 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 July 2024.

4.2. The Clerk had no further update regarding the solar powered defibrillator to the Kingfisher's Estate but had advised she will make great efforts to obtain an update for February's meeting.

4.3. Following from last month's meeting the Clerk had advised the Council that permission was received from both Breckland District Council (BDC) and Mattishall Parochial Church Council (PCC), for the weed kill spraying to Mattishall All Saint's churchyard wall for the removal of the ivy, moss and algae. The Council unanimously **AGREED** to appoint TTSR to carry out this work for £265.00. Proposed by Cllr Smith and seconded by Cllr Onassis.

4.4. The Clerk thanked members for their contribution in identifying Highway defects for the Highway Rangers. A copy of the reported defects was shared with Councillors. The Clerk was asked to email Highways for an update.

4.5. Following from last month's meeting the Clerk updated the Council regarding the investigating of a speed limit extension in the built-up area of Stone Road from 60mph to 40mph. The Clerk advised that she had spoken to Highways Engineer Matthew Lines, who advised on the process of carrying out a feasibility study. Mr Lines had shared some concerns that Stone Road will not meet the criterion. He provided estimated costs for both the feasibility study and the TTRO speed extension, totalling a circa £12,000. Given the costs implied and concerns raised regarding the criterion, Mr Lines had suggested an alternative, painting SLOW markings on Stone Road. The Clerk advised that this could be fully supported by County Councillor Bill Borrett, who kindly offered £500 towards this at last month's Parish Council meeting held on 2 December.

After careful consideration the Council **AGREED** to proceed with Mr Lines alternative suggestion of the SLOW markings and asked the Clerk to contact Cllr Borrett to start the process. The Clerk advised the Council that Cllr Borrett's funding is likely to be awarded in next year's budget, April 2025 onwards.

4.6. Following from last month's meeting the Clerk confirmed that permission was granted from Mattishall PCC, with an application submitted to BDC, which is awaiting a decision to carry out the tree pollarding to All Saint's Churchyard.

4.7. The Clerk shared with the Council, concerns from a local resident regarding a request for a zebra crossing outside Mattishall Primary School. Dereham Road, has been absent from a school crossing patrol for some time and has raised concerns regarding the safety of people travelling to and from school. The Council had agreed to write to Highways to enquire about the position and why it remains vacant.

4.8. The Clerk reported that Unity Trust Access Account 2 is now closed.

4.9. The Clerk reported that the spoil at the Cemetery has now been cleared.

5 Open forum for Public Participation

No-one present.

6 Finance

6.1. 3rd Quarter finances

These were unanimously **AGREED** with no questions raised. Proposed by Cllr Smith and seconded by Cllr Piper.

6.2. 2025/26 Budget and precept

The budget and precept for 2025/26 was unanimously **AGREED**. An increase of 3.72% will be applied, increasing the precept to £103,838.00. Proposed by Cllr Goodrum and seconded by Cllr Piper.

6.3. Accounts software package

The Clerk shared a report along with quotations for the Council to consider, detailing the pros and cons in using an accounts software package. The Council were in support and unanimously **AGREED** to appoint Scribe.

6.4. Norfolk ALC Subscription

The majority of the Council **AGREED** to subscribe to Norfolk ALC for 2025/26. Five were for whilst two were against. Cllr Fowler was appointed to represent the Council at the NALC meetings.

6.5. Campaign to Protect Rural England (CPRE) Subscription

The Council unanimously **AGREED** to renew the annual subscription with CPRE. Cllr Onassis was appointed to represent the Council at any meeting.

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

7. Planning

7.1. To receive results of planning applications

3PL/2023/1010/VAR: Rayners Farm, 88 Dereham Road; discharge of condition 7 – **granted with conditions**.

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 Onassis and seconded by Cllr Burrell.

PL/2024/0979/HOU: Amber, 81 Dereham Road; proposed single storey rear extension, proposed reduction of garage to form store, proposed porch – The Local Planning Authority (LPA) is asked to consider this application with regard to the appearance of the proposal, as well as the impact on neighbouring 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. The LPA is asked to assess the application against the reviewed Mattishall Neighbourhood Plan (Submitted version) Design Guide and Code at Paragraph 4.1 (Checklist). In particular reference should be made to:

Checklist point 1: General design-

Checklist point 7: Building heights and roofline.

Checklist point 8:-Household Extensions.

The proposal reduces the garage size and presumably prevents its use by motor vehicles. The LPA is asked to make an assessment of the resultant reduction in parking arrangements. The location of the proposed 1.8 metre fence is not clear from the submitted plans. The Parish Council would not wish to see any changes made to the existing boundary hedges facing Dereham Road and Orchard Road. The LPA is asked to ensure that the proposal fully complies with the Mattishall Neighbourhood Plan Tranquillity and Dark Skies Policy ENV6.

PL/2024/1021/HOU: 13 Thynnes Lane; demolition of existing timber framed structure and erection of a single storey side extension to dwelling – The LPA is asked to consider this application with regard to the appearance of the proposal, as well as the impact on neighbouring 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. The LPA is asked to assess the application against the Mattishall Neighbourhood Plan (Submitted version) Design Guide and Code at Paragraph 4.1 (Checklist). In particular reference should be made to Checklist point 8- Household Extensions.

PL/2024/1094/HOU: 1 Crosskeys Way; removal of poor-quality rear extension. Construction of new single storey rear extension and loft conversion to include former window to rear – The LPA is asked to consider this application with regard to the appearance of the proposal, as well as the impact on neighbouring 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. The LPA is asked to assess the application against the reviewed Mattishall Neighbourhood Plan (Submitted version) Design Guide and Code at Paragraph 4.1 (Checklist). In particular reference should be made to:

Checklist point 1: General design- Does the development respect surrounding buildings in terms of scale, height, form and massing? Does the development adopt contextually appropriate materials and details?

Checklist point 7: Building heights and roofline.

Checklist point 8:-Household Extensions.

Clarity is sought on the proposed cladding material and colour- plan vaguely refers to "Grey Cladding or similar".

PL/2024/1066/TCA: Mattishall All Saints Church, Church Plain; proposed stem shoot pollarding to lime trees 6,7,11,13,15,16 – No comment.

7.3. Revised version of the National Planning Policy Framework (NPPF) and Breckland District Council's housing targets

The Council acknowledges the email from Breckland Council Leader Cllr Sam Chapman-Allen regarding an update on the NPPF and the 45% housing target increase for the construction from 625 homes to 903 homes per year until 2036 within their Local Plan.

7.4. The Neighbourhood Plan

Mattishall Neighbourhood Plan Steering Group reported that the Examiner's report was received this afternoon. The Group will meet to agree a response to present to the Council at February's meeting.

7.5. Bayfield Homes

No report received.

8. Open Spaces

8.1. Open Spaces Working Group (OSWG)

Nothing to report. The OSWG will next be meeting on 29 January 2025.

8.2. Litter picking event held on Saturday 4 January was attended by 2 residents, collecting 5.5 kilos of litter. Cllr Murray and the Council expressed thanks to all who attended. The next litter picking date is Sunday 23 March 2025.

8.3. Annual Play Inspection report

The Clerk circulated the annual report for Councillors review. The major risk highlighted in the report for the flat swings regarding the shackles and bolts have been replaced and made safe. The report will be reviewed in detail by the OSWG and will carry out any additional works accordingly. Ahead of the OSWG meeting the Clerk was asked to investigate with the handyman the play area gate, regarding the slow closing mechanism as it was reported that it is no longer working.

9. Allotment Society

The Society are pleased to confirm the following for 2025:

Burgh Lane: 19 Signed agreements (2 vacancies)

Kingfishers: 19 Signed agreements (5 vacancies)

Clr Clarke was asked to chase BDC regarding the written agreement for the budgeted expenditure for the Allotments and Community Woodland using monies from the S106.

10. December attendance numbers

The Youth club attendance figures for December were as follows:

Week	Date	Juniors	Seniors
1	06/12/24	20	19
2	13/12/24	10	16
3	20/11/24	18	8
4	27/11/24	No youth club	

11. Events

11.1. Christmas Tree Lighting

In preparation for this year's tree lighting event the Council have **AGREED** to purchase 4 4ft pre-lit Christmas trees for Santa's Grotto and to arrange a meeting with Daylight Electricals to discuss the electrical installation for the tree lighting arrangement for the existing trees on the village green.

12. Correspondence and reports

12.1. SAM2 report for December was noted. The new positionings for January are Burgh Lane and Mill Street both heading South.

12.2. Flooding, nothing to report.

12.3. Local Liaison Group (LLG) (A47 / Norwich Western Link (NWL))

A47 is progressing well whilst the NWL is on hold. The LLG is next meeting on the 27 January 2025.

13. 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 20:59pm.

Payment List (approved at item 6.6)

Payment to	Description	Payment	VAT to be reclaimed
Clerk Remuneration	Salary, PAYE and pension (December)	£2046.99	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (December)	£560.00	£0.00
Community Car Scheme	Claim period Sept – Dec	£265.90	£0.00
Community Car Scheme	Insurance	£350.92	£0.00
Fenland Leisure OLP	Shackle and bolts for flat seat swings to play area	£163.44	£27.24
J Smith	Expenses, QD – mince pies	£18.11	£0.00
The Play Inspection Company	Annual safety play inspection	£210.00	£35.00
D Fowler	Expenses, Amazon – headphone jack adaptor for PA system	£5.99	£1.00
Ian Edwards	Expenses, Jewsons – adhesive	£23.69	£3.95
		£3671.04	£67.19

Mattishall Neighbourhood Plan Review Steering Group

		£0.00	£0.00
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Payment paid by Lloyds Multipay Card (1st of each month)

Aldi Stores	Hamper items	£172.83	£13.96
Tesco Stores	Hamper items	£161.50	£21.00
Amazon	Bird spikes	£79.98	£13.34
Tesco Stores	Hamper items	£72.75	£0.00
Vodafone	Phone top up	£50.00	£0.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£540.06	£48.30

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

TotalEnergies	Electricity	£22.40	£1.07
Anglian Water	Water	£20.84	£3.47
		£43.24	£4.54