



Meeting Minutes Mattishall Parish Council

Monday 3 February 2025 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), Bob Burrell, David Piper, Martin Goodrum, David Fowler, Roisin Murray
Parish Clerk: Anita Rose
District Councillor: Paul Plummer
County Councillor: Bill Borrett
Members of Public: 2

1 Apologies for absence

Apologies for absence were received and accepted for Cllr Onassis, Cllr Pickering and Cllr Smith.

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 6 January 2025

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

4.2. The Clerk reported having spoken to 3 well known organisations (Heart to Heart Norfolk, British Heart Foundation and Community Heartbeat Trust) that a solar powered defibrillator cabinet is not 100% guaranteed in extreme weather conditions, which is why these organisations do not supply this type of cabinet. The Clerk reported that Community Heartbeat Trust do offer a cabinet that does not need power. Considering this information the Council had decided to not pursue the solar powered option and to explore other possibilities. The Clerk was asked to contact Community Heartbeat Trust to investigate the non-powered option.

4.3. TTSR will be carrying out the weed spraying to All Saint's Churchyard Wall during February.

4.4. The Clerk shared the updates following the Highway defects that was reported in December. Highways have confirmed that they cannot give a specific

date for cleaning road signs. Highways have suggested that the Council could potentially clean the signs themselves if they would like them cleaned sooner rather than later. Highways had advised that other parishes have arranged a working party to clean the road signs, which have been effective. The Clerk was asked to seek permission from Highways to carry out this work.

4.5. The slow road markings to Stone Road have been agreed between County Councillor Bill Borrett and Highways. The Clerk has been asked to liaise with Highways directly regarding a date for the works to be completed.

4.6. The tree pollarding at All Saint's Church Churchyard is now complete.

4.7. The Council, on behalf of Norfolk County Council circulated the crossing patrol position to the community groups, in the hopes it will be filled soon.

5 Open forum for Public Participation

County Councillor Bill Borrett reported the following.

- County Councillor elections due to May might be postponed
- Norfolk County Council has agreed to express an interest in being part of the Devolution Priority Programme for Norfolk and Suffolk.
- Norfolk County Council had also agreed to Local Government Reform into a two-tier government of Unitary of Councils.

District Councillor Paul Plummer reported the following.

- Reports have been received regarding deer shooting, hare coursing and pigs roaming. Advice from the police is to not approach any individual but to report to the police providing as much detail as possible. For example, type / colour of vehicle, number plate, physique / clothing of suspect.

Cllr Fowler raised concerns regarding the amount of litter on the A47 within the Breckland area. He reported that there appears to be some confusion regarding responsibility in clearing the litter off the highway. Cllr Borrett had offered to investigate and will report back to the Council the outcome.

6 Finance

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

6.2. Kingfisher Open Space 10-year budget forecast and S106 funding

The 10-year budget forecast for the open spaces at the Kingfisher Estate was unanimously **AGREED**. The Allotment expenditure £4418.20, already spent, will be transferred from the S106 funding account to the Council's current account. Proposed by Cllr Fowler and seconded by Cllr Goodrum.

Cllr Murray will provide quotations for the council to consider at the March meeting for a community allotment / woodland shed.

6.3. Norfolk Parish Training & Support Spring Seminar (20 March 2025)

It was unanimously **AGREED** for Cllr Smith, Cllr Murray, Cllr Burrell and the Clerk to attend. Proposed by Cllr Goodrum and seconded by Cllr Clarke.

7. Planning

7.1. To receive results of planning applications

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

PL/2024/1021/HOU: 13 Thynnes Lane; demolition of timber framed structure and erection of single storey side extension – **Granted with conditions**.

PL/2024/0979/HOU: Amber, 81 Dereham Road; proposed single storey rear extension, proposed reduction of garage to farm store, proposed porch – **Granted with conditions**.

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 dormer window to rear – **Granted with Conditions**. The Clerk was asked to investigate this planning application to understand why it does not exist on the Breckland Council planning portal.

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 Piper and seconded by Cllr Murray.

PL/2024/1147/VAR: 32 Dereham Road; variation of condition 2 on 3PL/2024/0641/HOU - This application seeks to vary condition 2 of approval 3PL/2024/0641/HOU. The Parish Council is of the view that the proposal under application PL/2024/1147/VAR is "fundamental and substantial" and therefore requires a new application to be submitted.

The revised plan substantially extends the footprint of the existing building. This has resulted in a proposal that no longer meets the justification set out in the previous officer report. An assessment should be made to consider whether the current proposal "is an acceptable level of provision providing only the minimum amount of accommodation required for an annex". The Parish Council asks that the LPA considers the impact of the proposal as a whole, and not solely the variation to the condition.

The LPA is asked to consider this conservation area application with regard to the appearance of the proposal, as well as the impact on residential amenity. It is not clear how this new proposal either preserves or enhances the Mattishall Conservation Area. Of particular importance here is the location of the proposed development within the setting of various Listed Buildings and important trees 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 review of the Mattishall Neighbourhood Plan. The LPA is asked to ensure that appropriate measures have been made to ensure that all relevant habitat, ecological and biodiversity matters are considered.

There are a number of mature trees located either on or immediately adjacent to the development site, yet the application states that none of them are in falling distance of the proposal. The LPA is asked to assess the possible adverse impact of the proposal on these conservation area trees and to assess whether BNG is applicable.

PL/2024/1185/HOU: 3 Daffodil Way; proposed front porch and single storey rear extensions - 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.

7.3. The Neighbourhood Plan – Examiner’s Report

Mattishall Neighbourhood Plan Steering Group circulated proposed comments for the Council to agree following the Examiner’s report. The Council unanimously **AGREED** the comments. Proposed by Cllr Goodrum and seconded by Cllr Piper.

7.4. Bayfield Homes

Report was noted. Four plots are now occupied. Bayfield Homes reported that they will report monthly on legal completions.

8. Open Spaces

8.1. Open Spaces Working Group (OSWG)

Report was noted.

The OSWG had asked the Council if a secondary gate could be installed at the allotments to allow easy access to the plots at the back. Cllr Fowler offered to write to Denbury Homes and EWS Property Management to reach out with an initial enquiry.

Cllr Murray raised that the Play area at Kingfishers is looking neglected from weeds. She raised concerns that residents will think this is the responsibility of the Council and not the land agent. Cllr Clarke had offered to speak to Denbury Homes regarding a permanent sign next to the play area, to inform residents,

who is responsible and how they can be contacted. The Council had also agreed to add a sentence to the Parish Council newsletter confirming these details.

9. January attendance numbers

The Youth club attendance figures for January were as follows:

Week	Date	Juniors	Seniors
1	03/01/25	No club – staff training day	
2	10/01/25	9	16
3	17/01/25	12	18
4	24/01/25	16	14
5	31/01/25	20	14

10. Events

10.1. Christmas Tree Lighting

The four 4ft pre-lit trees for Santa's Grotto have been purchased and stored. Lizzie Loads confirmed she is happy to entertain us again this year and have booked a provisional date Sunday 7 December.

Quotation received from Daylight Electrical to supply and fit additional cabinet for the Christmas lights was unanimously **AGREED** at £346.67. Proposed by Cllr Burrell and seconded by Cllr Murray.

11. Mattishall Emergency Plan

The Clerk was tasked with drafting a basic Emergency Plan for the Council to consider.

12. Annual Parish Gathering (28 April)

The invitee list remains the same with no changes. The Clerk was asked to write to the following to invite them to speak at our Annual Parish Gathering to update our residents to anything new or upcoming changes.

Simon Wood, Andy Darcy and Sarah Suggitt (Local Plan and Housing Allocations)

Mattishall GP Surgery and Public Participation Group (PPG)

13. Correspondence and reports

13.1. SAM2 report for January was noted. The new positionings for February are Burgh Lane heading South and Welgate heading North.

13.2. Flooding, report from Norfolk Strategic Flooding Alliance was noted.

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

Correspondence noted. Cllr Piper reminded the Council that the A47 will be closed this weekend between 8pm on the 7 February to 6am on the 10 February.

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 20:55pm.

Payment List (approved at item 6.1)

Payment to	Description	Payment	VAT to be reclaimed
Clerk Remuneration	Salary, PAYE and pension (January)	£2046.98	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (January)	£560.00	£0.00
Abel Groundworks	Cemetery spoil removal	£460.00	£0.00
Community Allotment	Annual rent	£17.00	£0.00
Ian Edwards	Expenses, Screwfix	£20.88	£3.48
Ian Edwards	Expenses, Jewsons	£8.02	£1.34
Southgreen Park	Hall Hire	£495.00	£82.50
YMCA	Youth services (3 rd quarter)	£3975.00	£0.00
Michlmayr Clock & Watchmakers	Installation of pendulum time regulator	£2640.00	£440.00
M Goodrum	Expenses, Jewsons – fencing pins	£48.99	£8.17
		£10,297.87	£535.49
Mattishall Neighbourhood Plan Review Steering Group			
		£0.00	£0.00
Payment paid by Lloyds Multipay Card (1st of each month)			
CPRE	Annual membership	£36.00	£0.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£39.00	£0.00
Payment paid by direct debit on or after 1st January 2025			
TotalEnergies	Electricity	£22.81	£1.09
		£22.81	£1.09