



Meeting Minutes Mattishall Parish Council

Monday 3 March 2025 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), Bob Burrell, Martin Goodrum, David Fowler, Roisin Murray, Mike Onassis, John Pickering, Janice Smith
Parish Clerk: Anita Rose
District Councillor: Paul Plummer
County Councillor: Not present
Members of Public: 4

1 Apologies for absence

Apologies for absence were received and accepted for Cllr Piper.

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

Cllr Murray declared a personal interest in item 7.3. Footpath Warden.

3 To approve the minutes of the meeting held on 3 February 2025

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

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 September 2024.

4.2. The Clerk had advised that she had chased TTSR regarding the weed spraying to All Saint's Churchyard wall and is waiting for a reply. The Clerk advised that she chase again for a completion date.

4.3. The Clerk reported that Highways had confirmed that the slow markings to Stone Road will be carried out in the Summer 2025. The Clerk also reported that Highways had given permission for a working group to carry out the task of cleaning road signs throughout the village. Cllr Fowler and Cllr Onassis kindly offered their free time to carry out this duty.

4.4. The Clerk had no further update regarding the Emergency Plan however Cllr Smith had advised the Clerk that a plan had already been created and was submitted to Breckland District Council some time ago. District Councillor Plummer had offered to speak to Breckland District Council to identify and obtain a copy.

4.5. The Clerk reported that County Councillor Bill Borrett had advised that Breckland District Council had instructed SERCO to clear the litter from the A47 within the Breckland area.

4.6. The Clerk advised the Council that her Scribe training will commence from 3 April onwards.

5 Open forum for Public Participation

A member of the public had raised some safety concerns regarding the fenced gate to the pond at Bayfield Homes, raising that the fence is not secure and is repeatedly blown open in windy conditions. The Clerk was asked to write to Bayfield Homes to alert them of these concerns and to ask if the gate can be securely locked. The member of public had also asked if Poplar Way will be adopted to a 20mph speed limit. The Clerk was asked to seek clarification with Bayfield Homes.

A member of the public had raised concerns regarding the discarded dog bags on the footpath off Welgate leading to Cedar Rise and asked if an additional dog bin could be located in this area. The Clerk advised that dog bins are located at every entrance of the footpath and are strategically placed near a roadside for emptying. Locations for dog bins are to be agreed by Breckland District Council. Unfortunately, this comes down to dog owners not being responsible.

District Councillor Paul Plummer reported that Breckland District Council will be reviewing the Call for Sites. He advised that the Council will be duly informed by Breckland District Council.

6 Finance

6.1. 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.

6.2. Dereham Meeting Point

The Council received a letter from Dereham Meeting Point asking for a donation to support their organisation as Norfolk County Council has withdrawn their financial support. After discussion, the Council unanimously **AGREED** that more information was required. The Clerk was asked to send the Council's Grant Application, inviting them to apply for funding with the addition of asking them to provide statistics regarding residents of Mattishall. How many attend? How often? Benefits? Who can access it?

6.3. Subscription to Norfolk ALC

The revised annual subscription to Norfolk ALC of £393.15 was **AGREED**. Four voted for whilst three were against. Cllr Clarke abstained from voting.

6.4. Defibrillator at the Kingfisher Estate

The Council reviewed the correspondence and quotations received from Community Heartbeat Trust and Heart to Heart Norfolk. The Council had concerns regarding the reliability of a non-powered defibrillator which led to the

decision of not pursuing this option any further. Cllr Clarke had reported that he had been in touch with Denbury Homes to see if there was an option to obtain power from the substation. The Clerk was asked to contact UK Power Network to explore if this was a possible solution.

7. Planning

7.1. To receive results of planning applications

3OB/2024/0021/VOB: 1 Farm Drive; Variation of Planning Obligation Schedule 2, Affordable Housing attached to application 3PL/2016/0395/O – Remove Affordable Housing provisions – **Withdrawn**.

PL/2025/0127/TC: Anchor House, Church Plain; Tree work application to 1) Pear tree overhanging into neighbouring property – proposed reduction of height by 2m. 2) Bay tree overhanging highway and neighbouring driveway reduce spread by 3m. 3) Lime tree proposed pollarding to main trunk damaged by wind. Trunk to be removed as safety measure – **No objection**.

PL/2024/1185/HOU: 3 Daffodil Way; Proposed front porch and single storey rear extensions – **Granted with conditions**.

PL/2024/1147/VAR: 32 Dereham Road; Variation of condition 2 on 3PL/2024/0641/HOU, enlarge footprint – **Granted with Conditions**.

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

The planning applications below were for information only.

PL/2025/0182/DCA: 43 South Green; Discharge of condition 11 on 3PL/2019/0849/D (plots 13-24).

PL/2025/0201/NMA: Ballards Bridge Farm; Amendment to 3PL/2023/0597/HOU – build external skin of cavity wall in blockwork with k-rend and brickwork to corners on rear and side elevations only.

7.3. The Neighbourhood Plan – Examiner’s Report

Mattishall Neighbourhood Plan Steering Group reported that the final copy of the Neighbourhood Plan Review has been submitted to Breckland District Council. The Council unanimously **AGREED** to the proposed date of the 15th May to hold the Referendum. The Clerk and members of the group will arrange to meet to discuss publicising the plan and referendum date.

The Neighbourhood Plan projects were discussed, with the following volunteered leads **AGREED**.

- Conservation Area appraisals – Cllr Fowler volunteered to lead
- Review of Listed Buildings and TPOs- Cllr Fowler volunteered to lead
- Village wildlife watch project – Cllr Murray volunteered to lead
- Footpath improvement and expansion – Mr Wallace Murray volunteered to lead. The Clerk was asked to purchase an ID badge / lanyard for Mr Murray
- Mattishall Improvement Project (MIP)- Cllr Fowler volunteered to lead
- New community facilities

7.4. Bayfield Homes

Nothing to report.

8. Open Spaces

8.1. Open Spaces Working Group (OSWG)

No report.

Cllr Murray had updated the Council on the following.

- The ditches at Kingfishers have been cleared.
- The guttering at the bus stop opposite the pharmacy has been damaged and requires replacing. The Council **AGREED** to instruct Mr Edwards to replace with a galvanised steel or similar. The Clerk was asked to liaise with Mr Edwards in re-directing the downpipe to the side of the bus stop and not directly in front, which is where it is currently positioned.
- There are currently several Estate Agent signs sitting behind the bus stop opposite the pharmacy. The Clerk was asked to contact the relevant Estate Agents to ask for these to be removed with immediate effect.
- A young person had been arrested following the recent vandalism within the village and has been bailed on stringent conditions.

8.2. Wild and Wood Committee

Wild and Wood Committee minutes were noted.

The Council reviewed the quotations for the Woodland Community shed at Kingfishers and unanimously **AGREED** to purchase a metal shed from Trimetals for £1630.99. The Council also unanimously **AGREED** to appoint Mr Edwards to install a concrete base for £980.00.

It was unanimously **AGREED** to add an additional £600 to the Wild and Wood Committee budget.

9. Polices

The following policies were reviewed and ratified. Proposed by Cllr Murray, seconded by Cllr Pickering and unanimously **AGREED**.

Data Protection Policy / Data Protection Information Audit / Privacy Statement / Financial Risk Assessment / Credit Card Policy / Safeguarding Policy.

Cllr Murray and Cllr Smith volunteered to attend the Safeguarding Level 2 training.

10. Annual Parish Gathering (28 April 2025)

The Clerk reported that the Council has not currently received replies from Breckland District Council and Mattishall Surgery / Public Participation Group (PPG) following the invitations to present at the Annual Parish Gathering in April. The Council discussed the potential of inviting the Police & Crime Commissioner and CAB Dereham as new speakers, if required.

11. February attendance numbers

The Youth club attendance figures for February were as follows:

Week	Date	Juniors	Seniors
1	07/02/25	24	26
2	14/02/25	19	21
3	21/02/25	12	13
4	28/02/25	22	18

12. Events

12.1. Christmas Tree Lighting

Daylight Electrical will supply and fit the additional cabinet for the Christmas lights during the Summer 2025.

13. Correspondence and reports

13.1. SAM2 report for February was noted. The new positionings for March is either side of Kingfishers, Dereham Road.

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

Correspondence noted.

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

15. 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:

15.1. Legal Matter

A working group was formed to investigate and will report back to the Council

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 (February)	£2046.99	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (February)	£576.00	£0.00
Ian Edwards	Expenses – Jewsons – Compost for village beds	£21.60	£3.60
Ian Edwards	Expenses – Roys – Paint for cemetery gates	£63.96	£10.66
Methodist Church	Hall Hire	£15.00	£0.00
Roisin Murray	Expenses – Mileage claim	£56.25	£0.00
Norfolk Parish Training & Support	Spring Seminar – 4 attendees	£224.00	£0.00
SUJ Stanton Joinery	Church gate	£375.00	£0.00
		£3404.80	£14.26

Mattishall Neighbourhood Plan Review Steering Group

		£0.00	£0.00
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Mattishall Wild and Wood Committee (WWC)

Roisin Murray	Expenses-Trees Direct 30 x native trees	£2030.93	£338.49
WildScythe	Scythe set x 2	£480.00	£0.00
WildScythe	Hay rake	£30.00	£0.00
		£2540.93	£338.49

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

Amazon	4 x Prelit Christmas trees	£143.96	£24.00
Amazon	Parking post barrier	£47.13	£7.86
Gree Tech WWC	210 x planting packs	£242.52	40.42
Apples & Orchards WWC	30 x large planting packs	£195.00	£0.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£631.61	£72.28

Payment paid by direct debit on or after 1st February 2025

TotalEnergies	Electricity	£23.26	£1.11
		£23.26	£1.11