



Meeting Minutes Mattishall Parish Council

Monday 7 April 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, David Piper
Parish Clerk: Anita Rose
District Councillor: Not present
County Councillor: Not present
Members of Public: 8

1 Apologies for absence

Apologies for absence were received from District Councillor Paul Plummer.

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

Cllr Murray and Cllr Piper declared an interest in item 9.

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

The minutes of the meeting were unanimously **APPROVED** without amendment and signed by the Chair.

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 October 2024.

4.2. The Clerk was pleased to report that the weed spraying work on the wall of All Saint's Churchyard is now complete. The Clerk has instructed Mr. Edwards to meticulously remove any remnants of moss and ivy. Upon completion of this work the Chair and the Clerk will then assess the condition of the wall and advise the Council with a quotation for the necessary remedial works.

4.3. The Clerk reported on the following Highway updates.

- Cllrs Fowler and Onassis was thanked for cleaning the road signs throughout Mattishall.
- The speed limit extension on Norwich Road is currently going through NP Law with all updated documents and drawings.
- Residents raised concerns about children's safety crossing Dereham Road during school hours and requested a zebra crossing. Highways advised the Council that this is unlikely due to low footfall and parking restrictions. The Council decided that a traffic warden is the best way to

ensure children's safety and offered to help publicise the position if necessary. An applicant may already be in process.

4.4. The Clerk had no further update regarding the Emergency Plan, the Clerk will chase District Councillor Plummer for the copy that is held at Breckland Council offices.

4.5. The Clerk reported that Elsing Heritage Tractor Run will pass through the village on the morning of Sunday 27th April. The route will include Welbourne, Clint Green, and Clippings Green, with a return to Elsing via North Tuddenham.

4.6. The Clerk updated the Council following last month's meeting regarding a concern that was raised about the gate to the pond at Bayfield Homes development being unsecured. The Clerk informed the Council that the developers have agreed to enhance the functionality of the gate but advised that the gate must remain locked. Cllr Clarke had offered to speak to the developers directly to understand the rationale.

4.7. The Clerk had emailed Mr. Horwood at UK Power Networks on two separate occasions regarding the placement of a defibrillator to the external wall of the substation at Kingfishers Development and reported that no reply was received.

4.8. The Clerk advised that Mr. Edwards is currently sourcing the materials for the guttering repairs at Dereham Road bus stop.

4.9. The Clerk informed the Council that Mr. Edwards couldn't find the stop cock within the play area, resulting in the equipment not being cleaned. Councillors suggested asking Mr. Turner and Mr. Rockliff who may know its location.

4.10. The Clerk is now in the possession of the keys for the removable bollard at the Kingfisher Development, granting access to the open space land.

4.11. The Clerk gave her thanks to Cllr Piper and Cllr Onassis for planting the additional trees at the Community Woodland.

4.12. The Clerk extended her thanks to Cllr Piper who also attended to a fallen tree branch resulting in blocking the road at Church Plain and for clearing the debris.

4.13. The Clerk advised that first aid training is up for renewal. It was **AGREED** for Cllrs Murray, Smith and the Clerk to attend.

4.14. The Council approved the Clerk's request for annual leave during the Easter holidays.

5 Open forum for Public Participation

Three members of the public were present to discuss the zebra crossing request, covered under item 4.3.

Three members of the public were present for the discussion of Item 6.3 (II) and to be on hand for any questions the Council may have.

Two members of the public were present to discuss the unsecure gate at Bayfield Homes, covered under item 4.6.

6 Finance

6.1. Asset Register

The Asset Register was reviewed and unanimously **AGREED**, proposed by Cllr Smith and seconded by Cllr Goodrum.

6.2. Grant Applications

(i) **Dereham Meeting Point** – The Council reviewed the situation and noted concerns about supporting a group that might become financially unstable in the future due to the loss of funding from Norfolk County Council. The Council is willing to provide a letter of support to Breckland District Council and will reconsider their stance if the group's financial stability improves. It was determined that, at this moment, a small donation from Mattishall Parish Council would not significantly impact the situation.

(ii) **Mattishall & Burgh Charity** – The Council **AGREED** to award a £500 grant for legal fees related to land access. The income generated from this land supports those that are in need, hardship or distress. The vote was 6 in favour, 3 against.

(iii) **Bob Carter Court Social Club** – The Council **AGREED** to award a £600 grant towards a defibrillator outside Bob Carter Court. The vote was 8 in favour, 1 against.

(iv) **Mattishall Community Hub** – The Council unanimously **AGREED** to award a £500 grant towards an event to celebrate Norfolk Day. The Council also **AGREED** to loan the marquee, gazebos and any games for the event.

6.3. Jewsons Credit Account

The Council unanimously **AGREED** to open a credit account with Jewsons with a credit limit of £1,000.

6.4. **The payment list** was unanimously **APPROVED**. The full list can be viewed on the last page of the minutes.

7. Planning

7.1. To receive results of planning applications

PL/2025/0201/NMA: Bumble Bee Farm, West End; amendment to 3PL/2023/0597/HOU, external skin of cavity wall in blockwork with k-rend and brickwork to corners on rear and side elevations only – **APPROVED**

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

The Council unanimously **AGREED** to submit the following comment to Breckland District Council.

PL/2025/0156/HOU: Ebenezer Cottage, Welgate; erection of low profile two storey rear extension with balcony (east side), replacement of wooden garage with conservatory and erection of porch - The Local Planning Authority is asked to consider this application with regard to the appearance of the proposal, as well as the impact on neighbouring residential amenity and adjacent public footpath. Consideration should be given to policies COM1, COM3, HOU11 and GEN2 of the Breckland Local Plan (2023). Reference should also be made to the recently amended policies HOU03 and HOU04 of the revised Mattishall Neighbourhood Plan (now at Referendum stage [Neighbourhood Plan - Mattishall Parish Council](#)) Specifically Neighbourhood Plan Policy HOU4 which requires the application to be **accompanied by a Design Guide and Code checklist** (Appendix 4 of the reviewed Neighbourhood Plan). Section 4.2 of the **Mattishall Design Guide and Code (Final report October 2023)** sets out that the LPA should use the Guide as a "reference point, embedded in policy against which to assess planning applications (and that) the guidance and codes should be discussed with applicants during any pre-application discussion".

The Neighbourhood Plan household extension checklist (Appendix 4 of the NP) requires consideration to be made to:

1. Does the development respect surrounding buildings in terms of scale, height, form and massing? Does the development adopt contextually appropriate materials and details?
2. Is the roof form of the extension appropriate to the original dwelling (considering angle of pitch)?
3. Do the proposed materials match those of the existing dwelling?
4. Side extensions- does it avoid a terracing effect?
5. Are there any proposed dormer roof extensions?
6. Does the proposal respond to the existing pattern of window and door openings?
7. Is the side extension set back from the front of the house?
8. Does the extension offer the opportunity to retrofit energy efficient measures?
9. Can any materials be re-used in situ to reduce waste and embodied carbon?

The Parish Council would not wish to see any changes made to the existing boundary hedges facing the public footpath and open countryside to the east (Policy MNP ENV2 Important View and Vista No.4).

7.3. Neighbourhood Plan

Mattishall Neighbourhood Plan Steering Group reported that the referendum date has been confirmed by Breckland District Council for the 15th of May 2025. The Steering Group will be devising a publicity plan for banners, posters, mailing lists and social media posts encouraging residents to vote.

7.4. Devolution and Local Government Reorganisation

Correspondence from Breckland District Council and Norfolk County Council was noted. Cllr Clarke and Cllr Fowler offered to write to Norfolk County Council in

response to their letter, asking Parish Councils to consider ways to be more involved in services provided by District and County Councils.

7.5. Call for Sites

Correspondence received from Breckland District Council was noted. Sites should be submitted by 28th April 2025 and sent to planning.policyteam@breckland.gov.uk

7.6. Bayfield Homes

Five properties are now occupied.

8. Open Spaces

8.1. Open Spaces Working Group (OSWG)

Report noted.

Cllr Murray reported that at the recent litter picking event held on 23rd March, there were 12 pickers with 18.5 kilograms of rubbish collected. Cllr Murray thanked all who attended.

8.2. Wild and Wood Committee

Report noted.

9. Tenancy agreement between Mattishall Parish Council and Mattishall Allotment Society

The Council unanimously **AGREED** the minor changes to the policy and accept responsibility of maintaining water pipes, dip tanks and taps at both allotment sites Burgh Lane and Kingfisher.

Standing Orders were suspended

10. Annual Parish Gathering (28 April 2025)

The Clerk reported that Simon Wood, Director of Planning and Building Control and Councillor Sarah Suggitt, Deputy Leader and Executive Member for Housing and Planning, Breckland District Council had accepted the Council's invitation to attend the Annual Parish Gathering to update residents on the Local Plan and Housing Allocations.

Cllr Pickering had offered to build the slides in powerpoint for the meeting and asks all Councillors to forward any photos of Parish Council events to enable to create a picture collage.

11. March attendance numbers

The Youth club attendance figures for March were as follows:

Week	Date	Juniors	Seniors
1	07/03/25	16	21
2	14/03/25	16	22
3	21/03/25	19	23
4	28/03/25	12	19

12. Correspondence and reports

12.1. SAM2 report for March was noted. The new positionings for March are Mill Street heading North and South Green heading North.

12.2. Local Liaison Group (LLG) (A47 / Norwich Western Link (NWL))
Correspondence noted.

12.3. Norfolk Minerals and Waste Local Plan – Publication of Inspector’s Report
Correspondence noted.

13. Agenda items for the next meeting; To consider quotations for an additional access / gate to Kingfisher Allotments.

14. 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:

14.1. Legal Matter

A working group will continue to investigate and will report back to the Council

The Chair closed the meeting at 22:23pm.

DRAFT

Payment List (approved at item 6.4)

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 (March)	£1024.00	£0.00
Ian Edwards	Expenses – Jewsons – wood filler to play area	£49.27	£8.21
Ian Edwards	Expenses – Jewsons – kiln dried joist treatment	£13.54	£2.26
Ian Edwards	Expenses – Halfords – metal paint	£9.63	£1.61
Mattishall Memorial Hall	Hall Hire December	£139.50	£0.00
Mattishall Memorial Hall	Hall Hire January	£186.00	£0.00
Mattishall Memorial Hall	Hall Hire February	£186.00	£0.00
Mattishall Memorial Hall	Broken light fixing, damaged by YMCA	£17.60	£0.00
Miscellanea	Spring newsletter	£257.00	£0.00
Norfolk Parish Training & Support	Subscription	£555.00	£0.00
R Murray	Expenses	£20.52	£1.03
Scribe	Set-up fee	£538.80	£89.80
TTSR	Works to Churchyard wall	£318.00	£53.00
YMCA	Youth club services 4 th quarter	£3975.00	0.00
Norfolk Association of Local Councils	Subscription	£393.15	£0.00
		£9756.00	£155.91
Mattishall Neighbourhood Plan Review Steering Group			
GOWISE Print	Neighbourhood Plan copies	£298.00	£0.00
		£298.00	£0.00
Mattishall Wild and Wood Committee (WWC)			
A Rose	Expenses – Trimetals – woodland shed	£1630.99	£271.83
		£1630.99	£271.83
Payment paid by Lloyds Multipay Card (1st of each month)			
Amazon	Paper bags (WWC)	£27.99	£4.67
Amazon	Duplicate book (YMCA incident book)	£3.79	£0.63
Amazon	Hedgerow ID card (WWC)	£3.80	£0.64
Amazon	Bug catcher (WWC)	£9.65	£1.61
Amazon	Grassland plant ID card (WWC)	£3.80	£0.64
Amazon	Insect boxes	£9.02	£1.58
Amazon	Insect stickers (WWC)	£2.67	£0.45
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£63.72	£10.22
Payment paid by direct debit on or after 1st March 2025			
TotalEnergies	Electricity	£20.92	£0.99
Wave (Anglian Water)	Water	£15.99	£2.67
Scribe	Subscription	£58.80	£9.80
		£95.71	£13.46