



# Annual Meeting Minutes

## Mattishall Parish Council

Tuesday 6 May 2025 at 7pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke (Chair), David Fowler, Bob Burrell, Janice Smith, John Pickering, Roisin Murray, David Piper  
Parish Clerk: Anita Rose  
District Councillor: Paul Plummer  
Members of Public: 0

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### 1 Election of Chair

It was unanimously **AGREED** to elect Cllr Clarke as Chair for the next year 2025-26, proposed by Cllr Smith and seconded by Cllr Fowler. Declaration of office was signed.

### 2 Election of Vice Chair

It was unanimously **AGREED** to elect Cllr Fowler as Vice Chair for the next year 2025-26, proposed by Cllr Clarke and seconded by Cllr Smith. Declaration of office was signed.

### 3 Apologies for absence

Apologies were received and accepted for Cllr Goodrum for annual leave and Cllr Onassis. No apologies were received from County Councillor Bill Borrett.

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

Cllr Murray and Cllr Piper declared an interest in item 12.4.

### 5 To approve the minutes of the meeting held on 7 April 2025

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

### 6 Clerk Report

The Clerk reported the following.

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

**6.2.** The Clerk distributed the Council's Regulations and Code of Conduct checklist, asking Councillors to sign and date a form confirming they have read and understood the Code of Conduct, Standing Orders, and Financial Regulations, and are aware of their responsibilities.

**6.3.** The Clerk updated the Council that Mr. Edwards is planning to remove the remnants of the ivy and moss from the Churchyard Wall within the next week.

**6.4.** The Clerk reported that Mr. Gunn from Highways had provided an update on the 20mph speed extension. He had received comments from NP Law that he will review. The advice suggests they should be on track for the Traffic Regulations Order (TRO) advertisement around late May or Early June.

**6.5.** The Clerk updated the Council that she had been in contact with Nick Kendrick, Senior Corporate H&S & Resilience Advisor at Breckland Council, about Mattishall's Emergency Plan. She reported that he had found a relevant file, but it is corrupt and inaccessible. The Clerk suggested starting the plan from scratch to make progress.

**6.6.** The Clerk confirmed that concerns raised regarding the unsecure gate at Bayfield Homes are now resolved with a bolt and combination lock now in place.

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

**6.8.** The upcoming First Aid Training course for Cllr Smith, Cllr Murray and the Clerk will take place on 20<sup>th</sup> May.

**6.9.** The Clerk will schedule a meeting with the Policies and Procedures Working Group to review the Reserves Policy, Co-Option Policy, IT Policy, Open Spaces Policy, Financial Regulations, Bad Debt Policy and General Risk Assessment.

## **7 Open forum for Public Participation**

District Councillor Paul Plummer encourage residents to report any missed bins or fly tipping directly to Breckland District Council.

## **8 Finance**

**8.1. The Internal Control Officer** confirmed the continuing effectiveness of controls and that the necessary checks had been made on the 4<sup>th</sup> quarter accounts. The Clerk was thanked for all her hard work.

**8.2. The Internal Auditor** report was noted. A recommendation to review a Reserves Policy was noted and will be reviewed, see item 6.9.

**8.3. 2024/25 Annual Governance Statement** was completed. Proposed by Cllr Murray, seconded by Cllr Piper and unanimously **APPROVED**.

**8.4. 2024/25 Statement of Accounts** was noted and unanimously **APPROVED**, proposed by Cllr Smith and seconded by Cllr Fowler.

**8.5. Bank signatories**, the Council unanimously **AGREED** to make no changes to the bank signatories.

**8.6. Appointment of the Internal Control Officer for the coming year** Cllr Murray appointed. Proposed by Cllr Burrell, seconded by Cllr Smith and unanimously **AGREED**.

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

## **9. Insurance**

The Council reviewed the 2025-26 quotations. The Clerk will clarify:

1. Who insures the Church Clock, the Council or the Church?
2. If the play area mural can be insured.
3. Why a 3-year agreement has not been applied.

Current insurance ends on 3 June, with renewal from the 4th. The Council will appoint an insurer after the Parish Council meeting on 2 June.

## **10. To agree membership of the following Working Groups**

**10.1. Planning and Monitoring Working Group:** Cllr Fowler (Chair), Cllr Clarke, Cllr Pickering and Cllr Burrell.

**10.2. Neighbourhood Plan Steering Group:** Cllr Fowler (Chair), Cllr Clarke, Cllr Murray, Cllr Pickering, Wallace Murray, Gerry Goldner and Glenda Clarke.

**10.3. Open Spaces Working Group:** Cllr Piper (Chair), Cllr Smith, Cllr Onassis, Cllr Murray, Cllr Goodrum, Clerk and Hazel Goodall.

**10.4. Policies and Procedures Working Group:** Cllr Fowler, Cllr Burrell, Cllr Goodrum and the Clerk.

**10.5. Flooding Group:** Cllr Clarke, Cllr Pickering and Cllr Fowler.

**10.6. YMCA representative:** Cllr Piper, Cllr Onassis, Cllr Burrell and Cllr Murray.

**10.7. Local Liaison Group representative:** Cllr Piper and Cllr Fowler.

**10.8. Mattishall Memorial and Playing Field Committee representative:** Cllr Murray and Cllr Fowler.

**10.9. Allotment Society representative:** Cllr Piper and Cllr Murray.

**10.10. Wild and Wood Committee:** Cllr Murray (Chair), Cllr Piper, Cllr Goodrum, Hazel Goodall and the Clerk.

## **11. Planning**

### **11.1. To receive results of planning applications**

PL/2025/0156/HOU: Ebenezer Cottage, Welgate; erection of low profile two storey rear extension with inset balcony (East side), replacement of wooden garage with conservatory and erection of porch – **GRANTED WITH CONDITIONS.**

PL/2024/1129/DCA: Rayners Farm, 88 Dereham Road; Discharge of condition 7 on pp 3PL/2023/1010/VAR – **WITHDRAWN.**

## **11.2. 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 Murray and seconded by Cllr Pickering.

**PL/2025/0479/HOU:** 30 Burgh Lane; proposed alterations affecting the front elevation, to include conversion of garage to additional bedroom, porch infill and new entrance door and removal of chimney - 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. 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 preapplication 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 proposal sees the removal of the garage and therefore an assessment should be made of the resultant reduction in on-site parking provision. MNP Policy TRA1 requires that residential development should not create additional safety risks.

Clarification is sought on the use of external materials. The application form states, "brickwork to match existing", yet the elevation plans show "cream, composite cladding". The LPA is asked to assess the appropriateness of cream cladding against the Design Guidance and Codes (Chapter 3 Mattishall Design Guide).

## **11.3. The Neighbourhood Plan**

The steering group reported that the referendum is next Thursday 15 May. Banners are displayed throughout the village. A drop in session will also be available this Wednesday 7 May, held at the Church Rooms between 10am and

12midday. The group welcomes all members of the public to attend and will be on hand to answer any questions.

#### **11.4. Bayfield Homes**

No update to report.

### **12. Open Spaces**

#### **12.1. Open Spaces Working Group**

Report was noted.

#### **12.2. Litter Picking**

The Council unanimously **AGREED** to the loaning of the litter picking equipment for small groups, providing the equipment is signed in and out and monitored by the lead co-ordinator Cllr Murray.

#### **12.3. Dog Bins**

The Council supports implementing a dog bin replacement programme. The Council **AGREED** to replace two bins each year, substituting metal bins with composite plastic. The Clerk was instructed to liaise with Breckland District Council about relocating the bin on Hall Road and installing an additional bin at the entrance to Kingfishers, on the right-hand side of the entrance to Larwood Drive, adjacent to Godfrey Close.

#### **12.4. New gate at the Allotments at Kingfishers**

The Council has granted permission to Mattishall Allotment Society to install an additional side gate entrance at the Kingfisher allotment site. The gate will be fully funded by the society. The Council will remain responsible for future maintenance of the boundaries.

### **13. Youth Club**

#### **13.1. 2025/26 Service Level Agreement**

The Service Level Agreement (SLA) has been shared for review. The Clerk will discuss with YMCA to challenge the leader-to-attendee ratio. The new SLA sets a maximum of 16 attendees for the Junior Session with 3 leaders, down from the previous ratio of 8 per leader and a capacity of 24. The Clerk will seek clarification for approval at the next Parish Council meeting.

Cllr Fowler had offered to draft a letter to the Director of Children's Services at Norfolk County Council for financial support.

#### **13.2. April attendance numbers**

The Youth Club attendance figures for April were as follows:

<b>Week</b>	<b>Date</b>	<b>Juniors</b>	<b>Seniors</b>
<b>1</b>	04/04/25	23	17
<b>2</b>	11/04/25	20	9
<b>3</b>	18/04/25	Good Friday – No Youth Club	
<b>4</b>	25/04/25	17	15

**14. Meeting dates**

The Council **AGREED** the meeting dates for the second half of 2025.

7 July

4 August

1 September

6 October

3 November

1 December

**15. Clerk's appraisal**

The Council **AGREED** for Cllr Clarke and Cllr Murray to carry out the clerk's appraisal, a date to be confirmed.

**16. Correspondence and reports**

**16.1. SAM2 report** nothing to report.

**16.2. A47 / Norwich Western Link** nothing to report.

**17. Agenda items for the next meeting;** Wild and Wood Committee update.

**The Chair closed the meeting at 20:50pm.**

**Payment List (approved at item 8.7)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
Clerk remuneration	Salary, PAYE, pension	£2,100.05	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (April)	£868.00	£0.00
Ian Edwards	Expenses, Jewson – soil for bench	£18.00	£3.00
Community Car Scheme	January – April	£191.00	£0.00
Norfolk Flyfishers Club	15 x cement bags	£75.00	£0.00
Paperstone	Stationary	£199.17	£33.19
Parish Online	Website services Feb 25 – Feb 26	£504.00	£84.00
Robin Goreham	Internal Audit	£80.00	£0.00
Scene Assessment	First aid training x3	£215.00	£0.00
TTSR	Grass maintenance	£1468.57	£244.76
		<b>£5,744.79</b>	<b>£364.95</b>
<b>Mattishall Neighbourhood Plan Review Steering Group</b>			
D Fowler	Expenses, Print A Banner x2	£84.72	£14.12
Mattishall Parochial Church Council	Hall hire NP	£20.00	£0.00
		<b>£104.72</b>	<b>£14.12</b>
<b>Mattishall Wild and Wood Committee (WWC)</b>			
		£0.00	£0.00
		<b>£0.00</b>	<b>£0.00</b>
<b>Payment paid by Lloyds Multipay Card (1<sup>st</sup> of each month)</b>			
Trees Direct	Fruit Trees (WWC)	£425.90	£12.23
J and A International	Name Badges	£32.03	£5.34
Amazon	Graffiti remover	£19.99	£3.33
Jewson	Shed base (WWC)	£217.80	36.30
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		<b>£698.72</b>	<b>£57.20</b>
<b>Payment paid by direct debit on or after 1<sup>st</sup> April 2025</b>			
TotalEnergies	Electricity	£22.70	£1.08
Scribe	Accounts subscription	£58.80	£9.80
		<b>£81.50</b>	<b>£10.88</b>