



## Meeting Minutes

### Meeting of Mattishall Parish Council

Tuesday 6 April 2021 at 7pm, via  
Video Conferencing

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Parish Councillors present: Mike Nunn, Graham Clarke, Richard Turner, David Piper, Janice Smith and David Fowler. Also in attendance: Lorraine Trueman (Parish Clerk), Ian Martin (District Councillor).

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Cllr Nunn opened the meeting at 7.05pm

**1. To receive apologies for absence**

None were received.

**2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

None.

**3. To approve the minutes of the meeting held on 1 March 2021**

The council AGREED to amend item 20: To receive an update from Barlow Charity, to read, there was nothing to update.

**4. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors**

Cllr Ian Martin spoke to give an update. Cllr Piper raised the issue of the overflowing bins, Cllr Martin agreed to ask Breckland if these can be emptied more regularly.

## **5. Finance**

### **5.1. To receive an update on the council's finances for the 4th quarter**

The clerk gave an update.

### **5.2. To approve the payment list**

The council AGREED that the clerk is to write to J Alden requesting for the lockup key to be returned within 14 days or the cost of a new lock would be deducted from the outstanding amount. All other payments, as listed at the end of these minutes, were AGREED.

## **6. To report progress on items not on the agenda from the last meeting (Clerk's Report)**

The Clerk's report is available to read on the website.

## **7. Planning matters**

### **7.1. To receive results of applications**

TPO 2020 No.2, 18 Mill Road, Tree Preservation Order, PERMANENT.

3PL/2020/1492/D, PLOT 3, 23 Gregs Close, Reserved matter application for six self/custom build residential properties dwellings following outline permission Reference number 3PL/2018/1409/O (Plot 3). APPROVED

3PL/2021/0048/D, PLOT 1, 27 Gregs Close, Reserved matters for Plot 1 only following outline permission 3PL/2018/1409/O. APPROVED

3PL/2021/0135/HOU, The Old Stables 51 South Green Mattishall, Single storey timber garden room. APPROVED.

3PL/2021/0138/LB, Mattishall Hall 53 South Green, Single storey timber orangery. APPROVED.

3PL/2021/0137/HOU, Mattishall Hall 53 South Green, Single storey timber orangery. APPROVED.

3PL/2021/0080/D, PLOT 2 25 Gregs Close, Reserved matters for Plot 2 only following outline permission 3PL/2018/1409/O. APPROVED.

3PL/2021/0094/VAR, Heath Cottage Heath Road Mattishall, Variation of Condition No 2 on 3PL/2020/0607/HOU additional Dormer and Rooflight. APPROVED.

3PL/2021/0187/HOU, 2 Tithe Barn Close, Single storey rear extension and loft conversion with dormer windows. APPROVED

3PL/2020/1489/D, 17 Gregs Close (Plot 6), Reserved matter application for six self/custom build residential properties dwellings following outline permission Reference number 3PL/2018/1409/O (Plot 6). APPROVED.

3PL/2021/0071/HOU, Rookery Barn Rookery Farm, Occupation Road, 2no Single Storey Extensions to bungalow. APPROVED.

3PL/2021/0020/D, Glenthorne, 149 Dereham Road, Reserved matters application for two timber cabins for holiday accommodation following outline permission 3PL/2020/0358/O. APPROVED.

## **7.2. To receive recommendation from Planning and monitoring group on current applications**

The council **AGREED** to submit the following comments.

3PL/2021/0190/HOU, 53 Dereham Road Mattishall NR20 3NP  
Mattishall Parish Council notes that amended plans were submitted on 09.03.21. The Parish Council's objection remains in that despite the inset of the proposed extension the mass and terracing remain unchanged contra to Local Plan GEN02 Policy. OBJECTOR

3PL/2021/0081/LB, Several House, Church Plain, Mattishall NR20 3QF  
Mattishall Parish Council comments that the applicant proposes to repair or replace the existing casement windows. Those that are to be replaced will be of a heritage double glazed design. SUPPORTER

3PL/2021/0426/D Plot 4 and 3PL/2021/0425/D Plot 5, Gregs Close, Mattishall NR20 3QN  
Mattishall Parish Council objects to this application. The NPPF references to 'self build' are all on the basis that the applicants/builders are the intended occupants. Mr and Mrs Hill have submitted applications for plots 4 and 5. Mattishall Parish Council question whether Mr and Mrs Hill intend living in both properties? The Parish Council do not consider that multiple 'self build' applications are consistent with the LPA's policies and the NPPF. OBJECTOR

3PL/2021/0408/LB, Ivy Barn, Welgate Mattishall NR20 3PL  
Mattishall Parish Council have no comments other than the proposed paint treatment should enhance and help preserve the timbers of this historic building. COMMENT

3NM/2021/0012/NMA, Water Treatment Works, Mattishall NR20 3J2  
Mattishall Parish Council comments that the non-material amendment changing from facing brick to timber feather edged boarding will soften and be in keeping with the surrounding area. SUPPORTER. Breckland District Council planning portal does not allow for comments to be uploaded and therefore this comment have not been submitted.

3PL/2021/0456/HOU, 38 Burgh Lane, Mattishall NR20 3QP

Mattishall Parish Council comments that the neighbour at number 40 has driveway access to a garage from Burgh Lane, therefore the proposal is considered to be in keeping. The applicant will however, need to seek approval from the Highways Authority and use an approved contractor to install a dropped kerb to the highway.  
COMMENT.

**To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items 12 and 13:**

**8. To review the terms of reference for the Data Protection working group**

The councillors AGREED the proposed terms of reference.

**9. To agree date and details of Annual Parish Meeting, currently scheduled for 18 May**

The council AGREED to amend the date to Monday 26 April, 7pm. The clerk advised she may not be available for this date.

**10. To receive update on flooding issues**

The council discussed the site visit with LLFA, Highways and Anglian Water, the correspondence between the council and Breckland District Council and Anglian Water, and the monies offered to the Parish Council from Bill Borrett.

**To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items 11 to 15:**

**11. To report the outcome of the clerk's appraisal held in March**

Cllr Piper spoke to give a summary of the appraisal. The appraisal group recommended that appraisals would be 6-monthly for the first 12 months and then move to every 12 months, that Cllr Smith would be a go to councillor if the clerk needed any advice or details of past events and discussions and that the current job description be amended slightly.

**12. To agree paying clerk for additional hours worked**

The council AGREED to pay the additional hours worked.

**13. To agree next steps due to clerk's resignation**

The council AGREED to advertise the position on the village noticeboard, website, Facebook page and with Norfolk PTS, that the deadline for applicants would be 2 weeks after the advert is first placed and that the contracted hours would increase from 15 to 20 hours per week. Before the job can be advertised the council AGREED that the job description should be amended and that this would be agreed by Cllrs Nunn and Turner offline. The council AGREED that the interview panel would be

Cllrs Nunn, Smith and Clarke. The clerk asked to discuss the current work and the best way to handover to the next clerk, but it was decided there was not sufficient time during the meeting.

9.32pm The council AGREED to suspend Standing Orders and continue until 10pm.

**14. To receive an update on the handyperson position**

Cllr Piper gave an update.

**15. To consider quotes in relation to repairs required to All Saints Churchyard wall**

The council AGREED their preferred quote but before they could accept this, they would need permission from the Diocese.

**16. To discuss the next steps to take in relation to the damage to Burgh Lane cemetery wall caused by a lorry in November 2020**

The clerk confirmed no response had been received from the company whose lorry had damaged the wall. The council AGREED that the clerk should contact the council's insurance company to proceed with the matter.

Cllr Nunn, as Chairman, decided to change the order of the meeting due to the time left before the meeting would close.

**19. To agree changing the Facebook closed group to a page**

The council AGREED to change the Facebook presence from a closed group to a page.

**18. To discuss impact of gate at rear of village green on farm**

The clerk advised the local farmer had confirmed the problem of children playing on the farm had significantly reduced over the past week. The council AGREED to monitor the situation.

**17. To consider councillors training**

The council AGREED Cllr Piper to attend the Understanding the Council's Finances course on 22 April and for both Cllrs Piper and Smith to attend the NPTS Essential Update Seminar on 30 June.

The council AGREED all remaining items would be rolled over to the next meeting.

10.04pm Cllr Nunn closed the meeting.

## Payment of accounts list - for approval on 6 April 2021

Payment to	Description	Payment	VAT to be reclaimed
Jaki Alden	Dec 20 & Jan 21	£393.00	£0.00
Josh Staff	March services	£19.13	£0.00
Matt Currie	Installation of gate at rear of village green	£311.46	£0.00
Norfolk PTS	Subscription for 2021/22	£360.00	£0.00
Norfolk CC	PP Scheme	£1,250.00	£0.00
Total Gas & Power	Electricity supply at village green*	£12.24	£0.58
TTSR	Hedge cutting	£384.00	£64.00
Wave	Water charges for cemetery & allotment**	£84.37	£14.07
<b>Clerks pay and expenses</b>			
L Trueman	Salary and related expenses***	£2,755.64	£0.00
L Trueman	Expenses	£45.96	£0.00
		<b>£5,615.80</b>	<b>£78.65</b>

\* Payment taken on 30 Mar 2021

\*\* Paid on 23 Mar 2021

\*\*\* Payments to be made on 29 Apr 2021