



Meeting Minutes Mattishall Parish Council

Tuesday 9th May 2023 at 7pm
Poultec Business Park

Parish Councillors present: Richard Turner, Graham Clarke, David Piper, Janice Smith, Roisin Murray, Mike Onassis
Parish Clerk: Anita Rose
District Councillor: Paul Plummer and Paul Claussen
Members of Public: 2

Declarations of office were signed by all Councillors present prior to the meeting commencing.

The Chair announced to members of the council and public that the meeting will be recorded for minute purposes.

1. Election of Chair

It was unanimously agreed to elect Cllr Clarke as Chair, proposed by Cllr Smith, seconded by Cllr Piper. Declaration of office was signed.

2. Election of Vice Chair

Two nominations were received Cllr Fowler and Cllr Smith. Cllr Fowler was elected as Vice Chair by majority. Proposed by Cllr Piper and seconded by Cllr Onassis. Declaration of office to be signed by next meeting.

3. Apologies for absence

Apologies were received and accepted from Cllr Fowler due to annual leave and Cllr Pickering due to work commitments.

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

There were none.

5. Declarations of office that have not been received and granted an extension

Cllrs Fowler and Pickering have been granted an extension to sign declarations of office by Monday 5th June prior to the next Parish Council meeting. This was unanimously **AGREED** by all members.

6. To approve the minutes of the meeting held on 3rd April 2023

The minutes of the meeting were approved without amendment and signed by the Chair as a correct record, proposed by Cllr Smith, seconded by Cllr Onassis, and unanimously **APPROVED**.

7. Clerk Report

The clerk reported the following.

7.1. The village map is progressing well, a further meeting is scheduled for 1ST June.

7.2. There had been minor issues to the auto wind clock at All Saints church, these are hoping to be rectified in the upcoming days.

7.3. Any matters relating to All Saints Church please contact Mark McCaghrey or Mandy Burnett in the Church office until further notice.

7.4. The fingerpost on Dereham Road opposite Mill Road had been replaced.

7.5. The mini recycling centre had been moved back to its original location.

7.6. The Village Hall Annual General Meeting will be held on Monday 22nd May at 8pm.

8. Open forum for Public Participation

The Chair congratulated District Cllrs Paul Claussen and Paul Plummer following their recent election.

District Cllrs reported that they have their first meeting this Thursday 11th May.

9. General Power of Competence

The Council unanimously **AGREED** to adopt the General Power of Competence and confirmed eligibility from having a qualified clerk with two thirds of councillors elected (unopposed) at the last election.

10. Co-option

The clerk confirmed a vacancy for a councillor had arisen from the election process.

The Council **AGREED** to advertise the vacancy on noticeboards, newsletters, and the website. Councillors were also asked if they had anyone, they would like to nominate please ask them to contact the clerk.

11. Finance

11.1. **The Internal Audit Control Officer** confirmed the continuing effectiveness of controls and that the necessary checks had been made on the 4th quarter accounts.

11.2. **The Internal Auditors** report was noted with no recommendations received.

11.3. **The 2022/23 Annual Governance Statement** was completed. Proposed by Cllr Smith, seconded by Cllr Onassis and unanimously **APPROVED**.

11.4. **The 2022/23 Statement of Accounts** was noted and unanimously **APPROVED**, proposed by Cllr Onassis and seconded by Cllr Piper.

The Chair brought item 11.7 on the agenda forward.

- 11.5. Bank Signatories**, it was unanimously **AGREED** that Cllrs Clarke and Turner remain as bank signatories.
- 11.6. Appointment of the Internal Audit Control Office for the coming year**
Cllr Turner appointed. Proposed by Cllr Onassis, seconded by Cllr Murray and unanimously **AGREED**.
- 11.7. Approve the payments list**, the list was unanimously **APPROVED**, proposed by Cllr Murray and seconded by Cllr Piper.

The clerk was asked to write a thank you letter to NPN Mower Service.

12. To agree membership of the following working Groups

- 12.1. Planning and Monitoring Group** Cllr Fowler (Lead), Cllr Clarke, Cllr Pickering.
- 12.2. Neighbourhood Plan Steering Group** Cllr Fowler (Lead), Cllr Clarke, Cllr Murray.
- 12.3. Open Spaces Group** Cllr Piper (Lead), Cllr Smith, Cllr Murray, Cllr Onassis.
- 12.4. Policies and Procedures Group** Cllr Turner, Cllr Fowler.
- 12.5. Flooding Group** Cllr Clarke, Cllr Turner, Cllr Onassis.
- 12.6. YMCA representative** Cllr Piper, Cllr Onassis, Cllr Murray.
- 12.7. Norwich Western Link / A47 meetings** Cllr Piper, Cllr Fowler, Cllr Onassis.
- 12.8. Mattishall Memorial and Playing Field Association representative**, Cllr Turner.

13. Planning matters

13.1. To receive results of planning applications

3NM/2023/0047/NMA: Poplar Farm, 41 South Green; amendment to pp 3PL/2019/0849/D – Substitution of sliding sash windows with casement windows on the Farmstead house type and minor amendments to boundary treatments and patios, paving, footpaths, and bin stores on individual plots – **APPROVED**.

3NM/2023/0225/HOU: Poplar Farm, 41 South Green; Non material amendment to pp 3PL/2022/0114/F – Substitution of sliding sash windows with casement windows and paving area (plot 24) – **APPROVED**.

3PL/2023/0225/HOU: 2 Robert Key Drive; Single storey rear flat roofed extension – **APPROVED**.

3PL/2023/0120/F: Dr Jones and Partners, 15 Dereham Road; Installation and operation of a prescription collection automated dispenser – **APPROVED**.

3PL/2023/0017/F: Daryll Farm, Mill Road; Demolition of existing building and proposed single storey replacement building for engraving studio / workshop – **APPROVED**.

3PL/2022/1432/F: Mattishall Golf Club, South Green; Enclosure of existing open sided lean to for conversion to additional heated 2 no. office / retail space and a central open plan space for ancillary use to the golf club only – **APPROVED**.

3PL/2022/1415/HOU: Rimington, 93 Dereham Road; Conversion to chalet bungalow, dormers to front & rear and extensions to front & rear – **APPROVED**.

13.2. To receive recommendation from planning and monitoring group on current application

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllr Piper, seconded by Cllr Onassis and unanimously **AGREED**.

3PL/2023/0336/HOU: Hall View Barn, 88a Dereham Road; Single storey extension to East of existing single storey element – revised scheme (part retrospective). Minor changes to the design of extension (approved under planning permission ref 3PL/2022/0777/HOU – As the applicant is a Member of Mattishall Parish Council and the Planning Monitoring Group the suggestion is that no comment be submitted.

3PL/2023/0357/HOU: 36 South Green; New garage - The Local planning Authority is asked to consider any adverse overshadowing/loss of light amenity impact on the neighbouring property to the south of the application site. LP Policies COM01, COM03.

TRE/2023/0105/TPO: Little Footsteps of Mattishall, Dereham Road; G1- Stem Diameters- 0.6-0.9m, Canopy height's- 8m, Canopy width 8m. G1 consists of a row of 5 Oak trees, these Oak trees are within close proximity to the Little Footsteps Nursery, building and outdoor play area (see photos attached). Permission is being requested to raise the lower canopy branches of each individual Oak tree, which are over hanging the outdoor play area, back to either suitable growth points, or back to the branch collar on the main stem of the trees. Permission is also being requested to reduce the upper canopy branches (Little footsteps nursery side) of these 5 Oak trees by 1.5m, creating a more balanced canopy reducing the potential risk of future failures, as well as intercepting before the limbs become larger and more troublesome to both the outdoor play area, and the nursery itself. (Tree Work App TPO) – No comment.

3PL/2023/0290/HOU: Melarron, 91 Dereham Road; Proposed two storey side extension to include new garage, single storey rear extension, canopy to frontage and associated alterations with rendering finish throughout new and existing walls - No additional comment. Previously stated observation remains.

TRE/2023/0136/TCA: 10 Burgh Lane; The tree is a Cedrus Atlantico glauca situated in the front garden adjacent to the road. The tree has a crown diameter of around 15 m. to reduce the crown diameter removing 2 m all round leaving a crown diameter of approximately 11 m – No comment.

TRE/2023/0129/TPO: 18 Mill Road; TPO 2020 no.2 tree species is a mature oak as per photo - In the absence of evidence from a professional arborist the Parish Council objects to the removal of this protected tree which pre-dates the property.

13.3. Neighbourhood Plan working group, following the consultation event held on 24th April; 86 completed questionnaires were received. The event was well attended. The Council thanked all members involved for their contribution. The group will work on analysing the data and report back to the Council.

13.4. Denbury Homes, no site visit to report. Clerk was asked to chase solicitors for an update on the land transfer for the blue bordered land.

Bayfield Homes progress report was noted.

Cllr Clarke kindly offered to ask both developers if they could spare some soil to top up the village planting beds.

13.5. Community Woodland, the letter received from Windsor Castle was noted. The Clerk was asked to write to Cabinet Office's Parliament and Constitutional Team to ask permission to use a Royal name / title for the Community Woodland.

14. Open spaces

14.1. The Open Spaces Working Group (OSWG) report was noted.

Cllr Murray asked the Council to consider using one or two allotments from the new development (Denbury Homes) as a Community Allotment. The Council **AGREED** for Cllr Murray to investigate further and gather interest.

14.2. Knee rail fencing to the play area was discussed, it was **AGREED** to cross check the police recommendations as the height of the fencing wasn't clear.

14.3. War Memorial proposal was circulated to members for review. Cllr Murray was thanked for her efforts in producing the diagram with dimensions for the additional plaques. The Council agreed that it looked symmetrical and complemented the War Memorial. These additional alterations will free up space for 4 additional names (missed fallen soldiers) to be added. It was **AGREED** that no further amendments / alterations will be made. The clerk was tasked with gathering quotations for the additional plaques and inscriptions.

15. Coronation Village Fayre was a huge success and well attended. The finances were noted with no questions raised. It was noted that the marquee is difficult to transport and **AGREED** for the clerk to purchase storage bags. It was also noted for future events that more parking attendants will be required. The Clerk had written to the following on behalf of the Council expressing thanks for their huge efforts in making the event a huge success; Liz Keeler and team, Vivian MacGillivray, Anne Salmon and Ivan Cushion.

16. Land to the Cemetery and Allotments on Burgh Lane were discussed following a visit to the Norfolk Archives. Cllr Turner reported that good progress is being made, with evidence found that suggests the Council are the owners of the land. Cllr Turner had offered to revisit the archives to gain further evidence to support this, he will report back to the Council in due course.

17. **To agree a date for the Policy and Procedures Group to discuss the following policies;** General Risk Assessment; Dignity at Work Policy; Code of Conduct; Adopting the SLCC Civility & Respect Pledge. The clerk will arrange a meeting with the group to review and report back to the Council.
18. **Next 6 meeting dates,** were **AGREED** as follows.
 - Monday 3 July
 - Monday 7 August (kept short)
 - Monday 4 September
 - Monday 2 October
 - Monday 6 November
 - Monday 4 December
19. **Litter Pick dates,** Cllr Murray will circulate dates for the year.
20. **Correspondence,** no reports were received for the SAM2 or Flooding. The increase to Anglian Sign Casting were noted with no action required.
21. **Items for the next meeting,** Clerk's appraisal.
22. **To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press for staff matters.**
 - 22.1. The Council **AGREED** to the Clerk's additional employment with another Council.

The Chair closed the meeting at 21:11pm.

Payment list (approved at item 11.7)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (April)	£1230.04	£0.00
Face It Painting	Face painter for Coronation Fayre	£200.00	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£188.49	£0.00
Norfolk Pension Fund	Pension (April)	£407.86	£0.00
Ian's Services	Handyman / Gardening Apr	£480.00	£0.00
Robin Goreham	Internal Auditor	£75.00	£0.00
Mattishall Memorial Hall	Hall Hire Youth Activities	£144.00	£0.00
TTSR	Grass Contractors	£556.08	£92.68
A Rose	Expenses Coronation	£107.42	£17.25
R Turner	Expenses Print A Banner	£107.29	£17.88
R Turner	Expenses Amazon wheelie bin stickers	£5.69	£0.95
NPN Mower Service	Petrol Strimmer	£106.00	£17.67
David Piper	Expenses postage to return Town Crier Costume	£17.44	£0.00
		£3651.31	£146.43

Mattishall Neighbourhood Plan Review Steering Group

Groundwork	Underspent grant repayment	£286.92	£0.00
Harlequin Colour Print	Printing for the NP Consultation event	£26.40	£4.40
G Clarke	Expenses Amazon clipboards	£15.99	£2.66
South Green Park	Poultec Hall Hire Consultation event	£430.80	£71.80
		£760.11	£78.86

Payments paid by Lloyds multipay card (1st of each month)

Venn Products	Coronation Medals	£300.00	£0.00
The Range	Coronation decorations	£18.22	£3.04
Norse Group	4 x Compost bins	£36.00	£6.00
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Screwfix	Grass marking paint	£13.98	£2.33
Lloyds Bank	Multipay card fee	£3.00	£0.00
		£407.20	£17.37

Payments paid by direct

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