



## Meeting Minutes

### Mattishall Parish Council

Monday 4<sup>th</sup> January 2022 at 7 pm  
Poultec Business Park

---

Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Janice Smith, Richard Turner (Chairman) and David Piper.

---

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

#### **1. Apologies for absence**

We received and accepted apologies from Cllrs Taylor, Pickering, and Norton. The clerk also sent her apologies as she was unable to attend due to testing positive for Covid.

District Councillor Ian Martin also sent his apologies.

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

There were none.

#### **3. To approve the minutes of the meeting held on 6<sup>th</sup> December 2021**

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record and unanimously approved.

#### **4. Clerks report**

**4.1.** After reviewing the clerk's report, it was agreed for the Clerk to liaise with Helen Brooke from Mattishall Volunteer Hub to arrange a date for a small ceremony for the reveal of the commemorative plaque.

**4.2.** The clerk was tasked with arranging a zoom meeting with the Parish Council, All Saints Church and the Sports and Social Club to brainstorm ideas for the upcoming Platinum Jubilee.

**4.3.** The clerk's report confirmed that an email had been sent to Highways regarding the trod path request between Poultec and Church Road.

**4.4.** The clerk's report confirmed that numerous emails had been sent to the CEO of Breckland District Council, District Councillors and to the Director of Planning regarding updates and questions to Malt House Farm, TPO's in the conservation area and Four Winds, with no response received from any of the said parties. It was unanimously agreed by all due to the Christmas holidays to chase District Councillor Claussen within 14 days for an update.

**4.5.** After reviewing the clerk's report, it was unanimously agreed to donate the remaining 50 books from Santa's Grotto to the Daisy Programme.

**4.6.** After reviewing the clerk's report, it was unanimously agreed to appoint Robin Goreham as the Council's Internal Auditor for 2021 / 2022. Proposed by Cllr Clarke and seconded by Cllr Fowler.

#### **5. Open forum for Public Participation**

There was none.

## 6. Planning matters

### 6.1. To receive results of applications

3PL/2021/1469/F: Mattishall Golf Club, South Green Park; Create internal area under existing lean-to for office / storage space in conjunction with applicant's business – **Approved**.

TRE/2021/0328/TPO: 25 All Saints Walk; T1 oak all over reduction removing 3m from height and 1.5m from the lateral branches' current height 19m finished height 16m current width 10m finished width 7m – **TPO work consent**.

### 6.2. To receive recommendation from Planning and Monitoring Group on current applications

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllrs Fowler, seconded by Cllr Piper and unanimously agreed.

**3PL/2021/1605/HOU:** 24 Burgh Lane, Proposed Single Storey Front Extension - The proposal appears to reduce the off-road parking arrangements. In this respect the LPA should assess whether the proposal would adversely impact the amenity of the neighbouring properties (Local Plan HOU11).

**3PL/2021/1618/HOU:** 17 Cedar Close; Proposed rear extension and conversion of existing garage into living / dining area - The application omits dimensional and design details of the proposed retaining wall.

**3PL/2021/1423/F:** 88 Dereham Road Mattishall; Erection of 1 dwelling and garage. Re-submission of approval 3PL/2019/1233/F - Mattishall Parish Council's objection to this amended application remain. Please refer to our reasons for objection dated 2.11.21 on your planning portal. The Parish Council makes two additional observations:

A) Mattishall Parish Council receives many residents' complaints about flooding issues and is working closely with the LLFA to ensure new development does not contribute to the flooding problem.

This application presents insufficient wastewater management information. The application has not included a flood risk assessment which BDC has required on neighbouring sites (135 Dereham Road and Hopkins and Moore site Dereham Road). The application's proposed discharge of surface water into the mains sewage system is contrary to current regulations. In the absence of evidence of permission from the water company to receive surface water, it is suggested that BDC further consult with Anglian Water on this specific matter.

B) The application fails to identify any waste collection bin storage area within the application red edge. Contrary to that stated in the application there is no 'existing' bin storage at present. The proposed bin storage area appears to be within the public highway boundary and therefore undeliverable through this application.

**3DC/2021/0319/DOC:** Four Winds Mill Road; Discharge of Condition No10 on 3PL/2019/0375/F – Mattishall Parish Council seeks to alert Breckland District Council to the failure of the submitted plans to address the requirements set out in Condition 10 of approval 3PL/2019/0375/F.

1. The applicant has developed the site above slab level prior to the approval of the off-site highway improvement works.
2. The drawings submitted in 3DC/2021/0319/DOC do not acceptably detail the off-site highway improvements indicated in drawing 1018/07 as part of 3PL/2019/0375/F.

3. The submitted drawings do not indicate a widening of the adoptable carriageway to 4.8m as required by the Highway Authority (ref Kay Gordon NCC).
4. The drawings do not indicate acceptable visibility splays of 120m as approved.
5. The development site accesses a narrow de-restricted highway (60MPH) with no pedestrian provision. The approval sought to impose conditions to ensure future highway safety. The DOC proposals fail to meet stipulations required to be imposed by the Highway Authority.

In conclusion, Mattishall Parish Council is not satisfied that this proposal effectively demonstrates the appropriate discharge of Condition 10.

**3OB/2021/0058/OB:** Land South of Dereham Road; Discharge of planning Obligation Schedule 1, 2 Affordable Housing Heads of Terms to be forwarded to Council prior to 1st Open market Occupation - 3PL/2020/0462/F - The Notice of Application or Discharge a Planning Obligation document of the Application Form link on the Planning Portal is not working- Error Code 404. Please provide the Parish Council with the relevant document to enable the Council to comment.

### **6.3. Hopkins and Moore development land South of Dereham Road**

Cllr Clarke reported that the last conversation with Hopkins and Moore was just before Christmas. He reported that once the houses start to build which could be up to 2 months, a monthly onsite visit will be arranged to update on progress and raise any concerns.

Cllr Smith mentioned about R.W. Training, an events co-ordinator for tree planting and the Woodland Trust that would be able to donate some trees towards the community woodland.

## **7. Open Spaces Working Group**

**7.1.** Cllr Piper reported that the bus shelter is still outstanding to repair. Cllr Turner had confirmed that he had ordered the parts, once the parts are received the working group will immediately carry out the works.

Cllr Clarke reported that the Cemetery Wall had been repaired and is pleased with their workmanship. The curb next to the Churchyard wall is now installed which was completed on behalf of the Parish Partnership Scheme. All agreed that they both look great and are pleased with the result.

**7.2.** Cllr Piper reported that the Clerk and himself are very pleased with Mr Edwards workmanship. He is thorough, has excellent communication skills, observant, and hard working. He is clear in submitting his invoices, receipts, and play inspections to the clerk in a timely manner. Cllr Piper confirmed that a meeting had been arranged with Mr Edwards for this upcoming Thursday with himself and the clerk to discuss works outstanding.

Cllr Piper asked the Councillors to keep the clerk updated of outstanding works for the clerk to compile a list.

The clerk was tasked with inviting Mr Edwards to a Parish Council meeting to ask for his ideas and input into the upkeep of the village and for an opportunity to meet all Councillors.

## **8. Annual Parish Meeting**

### **8.1. Date and time of meeting**

Monday 25<sup>th</sup> April 2022 held at Poultec Business Park at 7pm.

## **8.2. Speakers / Invitees:**

Rob Walker / District Councillors / County Councillor / Police / Mattishall Primary School / Mattishall Burgh Charity / Mattishall Volunteer Hub / Scouts / Cubs / Beavers / Guides / Brownies / Rainbows / Mattishall Society / WI / Barlow Charity / YMCA / Community Car Scheme / Ian Edwards.

## **9. Finance**

### **9.1. Summary of the Council's finances for the 3<sup>rd</sup> quarter**

The clerk provided councillors with a financial summary to 31<sup>st</sup> December. No questions were raised, and all were in favour of approving the finances for the 3<sup>rd</sup> quarter, proposed by Cllr Fowler, and seconded by Cllr Smith.

### **9.2. Payment List**

The payments were approved by the Council, proposed by Cllr Fowler, and seconded by Cllr Smith and unanimously agreed. The list is detailed at the end of the minutes.

### **9.3. Budget and Precept for 2022/2023**

After discussion and with reference to the agreed budget it was agreed to increase the precept from £58,869.00 to £59,204.00, resulting in tax band D remaining the same as last years at £64.45 for 2022/2023. Proposed by Cllr Fowler, seconded by Cllr Clarke and unanimously agreed.

## **10. Asset Register**

Deferred to next meeting.

## **11. YMCA**

After discussion it was unanimously agreed to accept the quotation from YMCA for a further 12 months for 3 members of staff for £8,621.00. Proposed by Cllr Smith and seconded by Cllr Piper.

## **12. Correspondence**

Councillors noted the correspondence received and reports for the SAM2 and flooding.

## **13. Items for the next meeting**

Councillors will confirm items prior to the next meeting.

## **14. Resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item: Legal matters concerning the damage to the cemetery wall.**

It was unanimously agreed to send a letter (sent special delivery) requesting payment in full for the works carried out within 14 days. Failure to make payment it was agreed to take legal action. Proposed by Cllr Smith and seconded by Cllr Clarke.

The Chairman closed the meeting at 9:24pm.

**Payment list (approved at item 9.2)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	December Salary (Already Paid)	£973.52	£0.00
A Rose	WAH Allowance	£13.00	£0.00
HMRC	NI & Tax deductions (Dec)	£291.95	£0.00
Norfolk Pension Fund	Clerks pension (Dec)	£366.09	£0.00
Community Car Scheme	Car Scheme	£243.35	£0.00
G Clarke	Expenses (marquee bags)	£77.98	£13.75
Hugh Harrison & Co	Iron works to repair cemetery wall	£1,100.00	£183.33
J Staff	Handyman	£127.50	£0.00
Mattishall Memorial Hall	Youth Activities	£60.00	£0.00
NPTS	Cllr Training	£40.00	£0.00
SJ Cutler Builder	Repair works to cemetery wall	£1,286.89	£214.48
A Rose	Expenses (hamper items, postage (allotment agreements), Vodafone top up £20	£42.94	£0.00
		<b>£4,623.22</b>	<b>£411.56</b>

**Payments paid by direct debit taken on or after 31st December 2021**

Total Gas & Power	Electricity supply at village green	£14.20	£0.68
Wave (Anglian Water)	Water	£84.39	£17.78
Unity	Service charge	£18.00	£0.00
		<b>£116.59</b>	<b>£18.46</b>