



## Meeting Minutes Mattishall Parish Council

Monday 5<sup>th</sup> June 2023 at 7pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke, David Fowler, David Piper, Roisin Murray, Mike Onassis, John Pickering, Bob Burrell  
Parish Clerk: Anita Rose  
District Councillor: Paul Plummer  
Members of Public: 0

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### 1. Apologies for absence

Apologies were received and accepted from Cllr Smith due to other commitments and Cllr Turner due to annual leave.

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

Cllrs Murray and Fowler declared an interest in item 7.1. and abstained from voting.  
Cllr Pickering declared a pecuniary interest in item 8.1. application  
3PL/2023/0336/HOU.

### 3. Co Option

Bob Burrell was unanimously **ELECTED** as Councillor and the declaration of office was signed. Proposed by Cllr Clarke and seconded by Cllr Pickering. It was unanimously **AGREED** to book the upcoming Induction Course held on 20<sup>th</sup> July.

### 4. To approve the minutes of the meeting held on 9<sup>th</sup> May 2023

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

### 5. Clerk Report

The clerk reported the following.

5.1. The clerk has chased Michlymar Clockmakers for an update with the Church clock and is waiting to hear back from them.

5.2. The Policies and Procedures Working Group have arranged a date to discuss the policies due for renewal and will present to the Council at August's meeting.

5.3. The table tennis to the Village Green was covered under item 9.1.

5.4. The clerk updated the Council of outstanding work still yet to complete; quotations for the tree survey, signpost for the village map and the plaque and meter high fencing to the War Memorial. It was noted that the fencing to the War Memorial is made high priority due to the recent damages.

5.5. The gas cylinders from the Beacon had been gifted to the Social Club as agreed.

5.6. It was **AGREED** to carry forward the missing bolts and wing nuts to the marquee to the next meeting until Cllr Turner had returned from his annual leave. This is to ensure the correct item is purchased.

5.7. The clerk informed the Council the copy held on file of the Council's logo is not of good quality. Cllr Pickering kindly offered to create a new copy.

5.8. YMCA letter was noted, informing the Council of their difficulties with staff numbers.

5.9. The Council **AGREED** to loan the PA System for East Tuddenham's Fete on the condition it was well looked after and insured.

## 6. Open forum for Public Participation

Cllr Plummer reported the following.

- The Food Service Bus is back on the road and will be visiting Mattishall, a date to be confirmed.
- Norfolk Fasteners, Rashers Green, Dereham would be a good place to go to get the bolts and nuts for the marquee.
- Received correspondence from resident regarding the speeding on South Green, he explained that this is County Council level but will raise it the Highways meeting he is attending on Thursday. Cllr Clarke and Fowler also asked if he could follow up the 20mph speed proposal on Norwich Road / Burgh Lane and Mill Street along with the white lining to the speed humps on Dereham Road.

## 7. Finance

7.1. **Memorial Hall Grant Application** of £500.00 was unanimously **AGREED** by all. Proposed by Cllr Clarke and seconded by Cllr Piper. The Council would like to ask the Memorial Hall Committee to provide an Asset Register of the items purchased using this grant.

Following the football disbandment, the Council would like to ask if the Mattishall Football sign will be removed on Dereham Road and if so when.

7.2. **Norfolk Parish Training and Support autumn seminar**; it was unanimously **AGREED** for the following members to attend, Cllrs Murray, Onassis, Smith, Clarke, Burrell, and the Clerk.

7.3. **BHIB renewal (3-year LTA)**, was unanimously **AGREED**, proposed by Cllr Fowler and seconded by Cllr Piper.

7.4. **Approve the payment list**, the list was unanimously **APPROVED**, proposed by Cllr Murray and seconded by Cllr Pickering.

## 8. Planning matters

### 8.1. To receive results of planning applications

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 design of extension – **APPROVED**.

3PL/2023/0357/HOU: 36 South Green; detached garage to front – **REFUSED**.

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 – **APPROVED**.

### 8.2. 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 Murray and unanimously **AGREED**.

**3DC/2023/0150/DOC:** 1-4 Kensington Forge, Dereham Road; discharge of condition No. 4c & 4d on 3PL/2017/1112F – No comment.

**3PL/2023/0515/HOU:** Walnut Cottage, South Green; proposed two bay cart shed - The application states that the proposed development cannot be seen from the public Road- is this correct as the associated plans suggest otherwise? Consistent with the Decision Notice for application 3PL/2023/0357/HOU the LPA is asked to consider whether the proposal is considered contrary to Policies COM1 and GEN2 of the Breckland Local Plan (Adopted 2019) as well as having regard to Paragraph 134 of the NPPF and Mattishall Neighbourhood Plan.

**TRE/2023/0141/TCA:** 2 Kandri House, Mill Street; T1 – Cherry remove as tree has died. T2- conifers reduce in height and prune to assist with maintenance. T3 – Holly remove on boundary causing issues with boundary fence and neighbours summer house as discussed with Tree Officer Richard Fisher at premises 13/04/23 – No comment.

**8.3. Neighbourhood Plan working group**, following the public consultation event the data had been analysed and presented to the Council. The data is to be converted into graphs and pie charts to be easily viewed by all. The converted data will be presented to the inspectorate and made accessible on the Neighbourhood and Local Plan.

**8.4. Local Green Spaces**, it was raised by some landowners of the listed 9 Local Green Spaces at the Neighbourhood Plan Consultation that they had not been informed regarding their land being nominated as Local Green Space. Although not obliged to do so the Council **AGREED** that it would be polite to inform landowners. The Council **AGREED** to identify said landowners by land registry. Proposed by Cllr Murray, seconded by Cllr Onassis.

**8.5. Denbury Homes** is progressing well. The Planning Working Group will arrange a site visit in the next couple of weeks.

**Bayfield Homes** update was noted, no concerns were raised.

## 9. Open spaces

### 9.1. **The Open Spaces Working Group (OSWG) report** was noted.

Cllr Piper suggested of offering second refusal of the table tennis to the school, if not wanted by the Social Club. The clerk was asked to contact TTSR reminding them to close the cemetery gates when leaving, to prevent deer from entering and causing damage.

### 9.2. **Dip tanks to the allotments**, was unanimously **AGREED**. Proposed by Cllr Murray and seconded by Cllr Onassis. Cllr Piper abstained from voting as agreed with his dispensation.

### 9.3. **Landscaping to the Play Area** was discussed in detail, the following actions were **AGREED**.

To relocate the bench opposite the swings to the Village Green between the two birch trees. Cllrs Pickering, Fowler, Onassis, Clarke and Piper had kindly offered to move the bench and will arrange a convenient time between them to do this.

To install the knee rail fencing to denote the area. Landscaping to be agreed once first stages of work are completed.

### 9.4. **Community Allotment proposal** was discussed in detail. Cllr Murray updated the following.

- An article will be published in the summer edition of the Miscellanea, explaining what it is about and how residents can get involved.
- A speaker at the next Community Hub session held in July.
- Attended the Norfolk Wildlife Trust workshop held on 19<sup>th</sup> May, visited a community allotment and orchard, and made some good contacts.
- A Councillor from Norwich City Council is actively involved in community allotments, to arrange a site visit and share ideas.
- To attend the upcoming Vattenhall meeting at Aylesham, possible funding opportunities.
- To arrange a site visit to Denbury Homes.

## 10. **Banner to promote the Council**, was **AGREED**, it was decided to purchase version 3 (green border) of the three designs. Proposed by Cllr Pickering and seconded by Cllr Piper. Cllr Fowler kindly offered to purchase on behalf of the Council.

## 11. **Pear Tree Close**, correspondence received from Melanie Badman (Land and Development Officer BDC) was acknowledged. The Council was disappointed to hear that Breckland Council had not replied to the Clerk's numerous emails, asking why the community asset nomination form was not accepted. We have since been informed that the person from BDC dealing with our request has since left. District Cllr Paul Plummer had acknowledged our frustrations and kindly offered to speak to the officer

to request the land does not go to auction until the Parish Council has been fully informed and updated.

12. **Village Map** update was noted. The Council is very pleased with its progress and agrees it will make a great asset to the village. It was noted that the location of the bus stops was not correct and would like the map to include minor street roads.
13. **Website** update was noted. The Council agreed that the website needs to be accessible to all users and **AGREED** to revert to managing the news feeds manually.
14. **Correspondence** was noted, no report received for SAM2 or Flooding.

**Standing Orders were suspended.**

15. **Items for the next meeting**, Clerk's appraisal, community allotment update, War Memorial and future events.
16. **To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press for staff matters.**
  - 16.1. **AGREED**
  - 16.2. Contractual increases were **AGREED**.
  - 16.3. Cllr Clarke and Murray are to carry out the appraisal to the clerk.

**The Chair closed the meeting at 21:38pm.**

**Payment list (approved at item 7.4)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	Salary (May)	£1230.04	£0.00
I Edwards	Expenses – Amazon paint	£5.57	£0.93
I Edwards	Expenses – Homebase	£30.00	£0.00
L Keeler	Expenses Coronation picnic	£41.25	£4.75
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£188.49	£0.00
Norfolk Pension Fund	Pension	£407.86	£0.00
I Edwards	Handyman	£585.00	£0.00
BHIB	Insurance	£756.19	£0.00
Clerks & Councils Direct	Freedom Scroll	£108.66	£18.11
Mattishall Memorial Hall	Room hire for youth activities	£144.00	£0.00
Miscellanea	Newsletter	£250.00	£0.00
R Murray	Expenses	£4.69	£0.42
TTSR	Grass maintenance	£528.37	£88.06
Community Car Scheme	Car scheme Jan-May	£210.10	£0.00
		<b>£4551.22</b>	<b>£117.27</b>

**Mattishall Neighbourhood Plan Review Steering Group**

**Payments paid by Lloyds multipay card (1<sup>st</sup> of each month)**

Harlequin Colour	Printing NPSG	£26.40	£4.40
ASDA	Coronation decorations	£9.00	£1.50
TESCO	Coronation raffle prize	£23.30	£3.88
Vodafone	Top up	£50.00	£0.00
ROYS	Coronation raffle prize	£21.97	£3.66
Wix	Website business email	£66.62	£11.10
RANGE	Coronation sweets for races	£14.44	£2.41
Microsoft	Subscription 365	£79.99	£13.33
CC Wells	Coronation raffle prize	£20.40	£3.40
Ebay	Storage bags canopy joints	£35.04	£0.00
Ebay	Storage bags extra long	£133.16	£0.00
X2 Connect	Replacement glass for telephone box	£15.84	£2.64

Lloyds Bank	Multipay card fee	£3.00	£0.00
		£499.16	£46.32
<b>Payments paid by direct</b>			
Information Commissioner	Data Protection / GDPR	£35.00	£0.00
		<b>£35.00</b>	<b>£0.00</b>