



## Meeting Minutes Mattishall Parish Council

Monday 4<sup>th</sup> September 2023 at 7pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke, David Fowler, David Piper, Roisin Murray, Mike Onassis, Bob Burrell  
Parish Clerk: Anita Rose  
District Councillor: None  
Members of Public: 8

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### 1. Apologies for absence

Apologies were received and accepted from Cllrs Pickering, Turner and Smith.

### 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 7<sup>th</sup> August 2023

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

### 4. Clerk Report

The clerk reported the following.

4.1. Highways have undertaken white lining as per their specification. Mill Road Junction, Dereham Road had been missed. The clerk had reported to highways to emend.

Cllr Fowler asked if the work raised with the Highways Rangers had been carried out. The Clerk confirmed that some works have been completed however a fair few were rejected. The Clerk was asked to contact Highways Engineer Matthew Lines to ask if he can assist with the remaining outstanding works.

4.2. The missing bolts and wing nuts to the Marquee had been purchased, these have been passed onto Cllr Piper for checking.

4.3. No further update on the clock, the clerk was tasked with chasing.

4.4. The Russell Curtis Cup had been returned to the Council.

4.5. The clerk reminded councillors of her upcoming annual leave.

### 5. Open forum for Public Participation

A member of the public along with builder developers Living Space discussed and shared a display of a potential building development along Dereham Road.

Jim Freeman from Galliford Try gave an update to the Council on the A47 North Tuddenham to Easton Project. It was noted that the A47 will remain open during construction. Jim Freeman handed out a brochure detailing the scheme update.

## 6. Finance

**6.1. Parish Partnership Scheme 2024/25**, it was **AGREED** to not apply for next year's scheme but to look at considering a village gate sign on Norwich Road for 2025/26.

**6.2. Grant Application** was received from All Saints Mattishall & St Peter's Mattishall Burgh PCC. A grant of £450.00 was unanimously **AGREED** to go towards the costs of maintaining the Churchyard at St Peter's. Proposed by Cllr Fowler and seconded by Cllr Piper.

**6.3. Approve the payment list**, the list was unanimously **APPROVED**, proposed by Cllr Onassis and seconded by Cllr Piper.

## 7. Planning matters

### 7.1. To receive results of planning applications

3PL/2023/0610/LU: Rowan House, Malthouse Farm, Church Plain; To install 27 solar panels on property East facing roof – Certificate of lawfulness – proposed use – **APPROVED**.

3PL/2023/0591/HOU: 18 Cedar Close; Proposed single storey rear and side extension – **APPROVED**.

3PL/2023/0639/HOU: Broggers House, 91A Dereham Road; Two storey and single storey extension to rear and proposed timber gates brick piers and paving to front – **APPROVED**.

3PL/2023/ 0686/HOU: Brecklands 64 Dereham Road; Two storey rear extension and single storey rear extension – **APPROVED**.

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

There were none.

**7.3. Neighbourhood Plan working group** is progressing well. The Design guide had been circulated to members for comments. The draft Neighbourhood Plan Review incorporating the Design Guide should be ready for the Council's consideration at the next Parish Council meeting. Next steps will be a 6-week consultation followed by a potential referendum.

**7.4. Letter of support to protect Neighbourhood Plans to MP George Freeman**, was **AGREED** following correspondence received from a recent planning inspector's decision to allow a housing development in Staffordshire that is in direct contravention of their Neighbourhood Plan.

- 7.5. **Denbury Homes** report was noted. The clerk was tasked with arranging a zoom meeting between the Solicitor and members of the Council to finalise any queries / questions regarding the land transfer prior to completion.
- 7.6. **Bayfield Homes** update was noted. It was noted to monitor the mud on the road, especially as we approach the wetter months.
8. **Open spaces**
- 8.1. **The Open Spaces Working Group (OSWG) report** was noted.
- 8.2. **Allotment dip tanks update**, this was deferred to the next meeting.
- 8.3. **Proposal of an Allotment Association**, after discussion it was unanimously **AGREED** that the Council support tenants forming an Allotment Association to manage the allotments at both sites at Burgh Lane and Dereham Road. The Council **AGREED** that a constitution will need to be formed and rules and regulations approved by the Council. All tenants will be invited to a meeting on 20<sup>th</sup> September held at the Memorial Hall at 7pm for this matter to be discussed in detail.
- 8.4. **War Memorial Fencing**, the Council **AGREED** to publish a statement in the Miscellanea, Website and social media to inform residents of a necessary change to protect our War Memorial and to seek the views of residents. Decision of works have been deferred to October's meeting.
- 8.5. **Future repairs to the party wall in the Play Area**, the clerk was tasked with getting quotations.
- 8.6. **Tree Risk Assessment** was circulated to all members for review. The clerk was tasked with getting quotes for works listed in the hazard report and to seek permission from Breckland District Council for work to be carried out in a conservation area.
9. **Village Map** is progressing well. The Council **AGREED** that the ideal location to display the map would be the Church Room wall on Dereham Road, pending permission from Mattishall PCC, Committee and Breckland District Council.
10. **Future events**
- 10.1. **Remembrance**, no changes from previous year except to read out the two names of the fallen soldiers which are to be added to the War Memorial at the earliest opportunity. The clerk was asked to contact the War Graves Commissioner to ask if they can inspect, advise, and assist with the repairs of the War Graves in the Cemetery. The clerk was also asked to contact the Grass Contractors to ask for an additional cut to the village green late October early November.
- 10.2. **Xmas Tree Lighting Event** will be held on Sunday 3<sup>rd</sup> December. Church activities along with Santa's Grotto will be held between 2-4pm. Mulled wine, teas, coffees, mince pies and carol singing will be held on the Village Green between 4-5pm, the light switch on for the Christmas Tree will be 5pm. The

Clerk was tasked with getting in touch with Liz and Bob to ask if they would be willing to entertain us again this year. The clerk was also asked if she could email Cllr Turner to ask if he would be willing to contact Berry Farm to arrange the Christmas Tree picking along with Cllr Fowler.

**10.3. Summer Event / Beer Festival**, Cllr Clarke had spoken to the Chair of the Sports and Social Club regarding arranging a joint event. This was warmly received by the Council. Cllr Clarke will liaise with the Chair in confirming a date in July 2024.

**11. Policies** listed below were unanimously **AGREED**, proposed by Cllr Fowler and seconded by Cllr Burrell. It was discussed that it would be good practice for all members to acknowledge receipt and understanding of the Code of Conduct, Standing Orders and Financial Regulations. The clerk had prepared a form for all Councillors to sign. This form will be reviewed every election (4-year term) or when a new Councillor is elected.

**General Risk Assessment, Dignity at Work Policy and Disciplinary, Dismissal and Grievance Policy, Code of Conduct**

**11.4. Civility and Respect Pledge**, the Council **AGREED** to sign the pledge.

**12. Correspondence**

- 12.1. SAM2**, Cllrs Onassis and Turner to confirm new sites for the SAM2.
- 12.2. Flooding**, no report.
- 12.3. Mattishall and Lenwade Surgeries Patient Participation Group** report was noted.
- 12.4. Norwich Western Link and Local Liaison Group**, report was noted and covered in item 5.
- 12.5. Vattenfall Norfolk Offshore Wind Zone Community Drop In Event**, was noted.
- 12.6. Community Speed Watch** report was noted.

**13. Items for the next meeting**, Communications Strategy.

**Standing orders were suspended.**

**14. To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press regarding a tendering matter.**

**14.1.** A discussion took place.

**The Chair closed the meeting at 22:02pm.**

Payment list (approved at item 6.3)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (August)	£1230.04	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£188.49	£0.00
Norfolk Pension Fund	Pension (August)	£407.85	£0.00
D Piper	Expenses – Timpson key cut for lock up	£9.00	£1.50
Ian Edwards	Handyman / Gardening August	£848.00	£0.00
Mansfield Fencing	Re-siting the Table Tennis	£530.00	£0.00
Mattishall Memorial Hall	Room hire for Youth activities	£144.00	£0.00
Miscellanea	Newsletter September Issue	£250.00	£0.00
PPL PRS	Music licence	£14.74	£2.46
Treecare Consultants	Tree Hazard Risk Assessment	£596.40	£99.40
A Rose	Expenses Richard Norton farewell	£38.10	£6.35
A Rose	Expenses – Postage	£5.20	£0.00
A Rose	Expenses – Postage	£2.60	£0.00
Glasdon	Dog Bin	£218.26	£36.38
		<b>£4508.68</b>	<b>£109.71</b>
<b>Mattishall Neighbourhood Plan Review Steering Group</b>			
Mattishall Memorial Hall	Hall hire for consultants meeting	£60.00	£0.00
Modicum Planning	Consultancy Support	£1279.80	£0.00
Nupremis	Consultancy Support	£1237.50	£0.00
A Rose	Expenses – Postage (Ltrs LGS)	£5.50	£0.00
		<b>£2582.80</b>	<b>£0.00</b>
<b>Payments paid by Lloyds multipay card (1<sup>st</sup> of each month)</b>			
SLCC	Membership	£187.00	£0.00
Parish Online	Digital Mapping	£153.60	£25.60
Jax First Aid Supplies	Hi Vis Vests	£112.24	£18.71
Amazon	Bin Bag hoops x 20	£139.80	£23.40
Amazon	Litter pickers x 24	£61.98	£10.34
Norfolk Fasteners	Machine screws and bolts	£14.29	£2.38
Parish Online	Refund Digital Mapping	-£153.60	-£25.60
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		<b>£518.31</b>	<b>£54.83</b>
<b>Payments paid by direct debit on or after 1<sup>st</sup> August 2023</b>			
		£0.00	£0.00