



## Meeting Minutes

### Mattishall Parish Council

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

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Parish Councillors present: Richard Turner (Chair), Graham Clarke (Vice Chair), David Fowler, David Piper, Janice Smith, Richard Norton, John Pickering, Mike Onassis

Parish Clerk: Anita Rose

District Councillor: Paul Plummer

Members of Public: 3

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

#### 1. Apologies for absence

There were none.

#### 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 3<sup>rd</sup> October 2022

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 Piper, and unanimously

**APPROVED.**

#### 4. Clerk report

The clerk reported the following updates.

**4.1.** No update on the village map.

**4.2.** Works have commenced to All Saints Church Clock; the work can take up to six weeks to complete. The clerk had emailed a volunteer to ask if they could continue to wind the clock manually during this period.

**4.3.** Simon Wood (Director of Planning and Building controlled) emailed to confirm that the empty properties team will be looking into Malt House Farm.

**4.4.** Norfolk and Waveney CCG had responded to the letter regarding the S106 health provision and advised that they will provide a response in due course.

**4.5.** Norfolk Police had confirmed that Mattishall had been raised as a priority area for the next 3 months.

**4.6.** A meeting with Highways had been arranged for Thursday 17<sup>th</sup> November to discuss the 20mph speed consultation.

**4.7.** Cllr Clarke had completed the Rural Mobility survey on behalf of the Council.

**4.8.** Cllr Andrea Taylor had resigned as Councillor, the Council thanked her for her service and wished her well for the future.

**4.9.** The Council **AGREED** to arrange the reveal of the Platinum Jubilee bench when installation is complete. Contributors will be invited to attend and will be asked if they would like to be included in the next edition of the Council's newsletter.

## 5. Open forum for Public Participation

Cllr Turner shared that other Parish Councils are supporting / providing a “Warm Room” for residents to keep warm (a safe space, a place to socialise, a space for Children to do their homework) in times of need due to increases in energy bills. Cllr Turner had offered to get in contact with Rector Mark McCaghrey to discuss the project and investigate possibilities to fulfilling this project.

## 6. Finance

**6.1. Approve the payments list**, the list was unanimously **APPROVED**, proposed by Cllr Onassis, Seconded by Cllr Norton. The list is detailed at the end of the minutes.

The Council **AGREED** to cancel the subscription with Zoom.

**6.2. The 2<sup>ND</sup> quarter finances** were circulated to all members with no questions raised. The clerk notified the Council that the finances are aligned with the budget.

The Chair moved item 6.6 on the agenda forward.

**6.3. Grant application form** received from Mattishall Community Hub was reviewed by the Council. It was unanimously **AGREED** to support the project, the Council awarded £500, £250 to be paid with immediate effect with a further £250 to be at their disposal when needed. Proposed by Cllr Clarke and seconded by Cllr Fowler. Helen Brooks was thanked by the Council for organising a service that benefits the whole village.

**6.4. Allotment fees** proposed by the budget working group was unanimously **AGREED**, proposed by Cllr Smith, and seconded by Cllr Piper. The fees for 2023 have been increased to incorporate the water charges incurred in Oct 21 to Oct 22, and fairly portioned to allotment holders due to size. The Open Spaces Working Group will be looking into the feasibility of two dip tanks which will be strategically and conveniently positioned so that easy access is provided to all allotment holders.

**6.5. Burial fees** were unanimously **AGREED** to increase by 8.8% in accordance with the consumer price index in October. Proposed by Cllr Clarke and seconded by Cllr Fowler.

**6.6. Draft budget 2023-24**, the clerk circulated the first draft for the Council to review and explained that the focus was reviewing and agreeing any increases for receipts. The next budget working group meeting had been arranged for Wednesday 4<sup>th</sup> January to finalise expenditure to present to the Council at January’s meeting.

**6.7. Appointment of Internal Auditor 2022-23**, unanimously **AGREED** to appoint Robin Goreham.

## 7. Planning matters

### 7.1. To receive results of planning applications

3OB/2022/0053/0B: Land at Cedar Rise; Discharge the planning obligation on 3PL/2015/0279/O - Confirmation of compliance with all conditions under the S106, or confirmation of which conditions are yet to be complied with (Planning Obligation) – **WITHDRAWN**

3PL/2022/0164/VAR: Four Winds Mill Road; Amended Plot Design to Plots 1 and 2 (including single storey extension to rear and amended garage design/material treatment) following permission ref:

3PL/2019/0375/F, also to include variation of condition 10 working to omit 'no works above slab level shall commence on site' and to include 'no works prior to first occupation' – **APPROVED**

3OB/2022/0045/OB: Land off Dereham Road; Application to discharge the S106 obligation, Sch 2, P1 1.1 - Open Space Scheme on 3PL/2020/0462/F – **APPROVED**

3PL/2022/0114/F: Poplar Farm, 41 South Green; Demolition of existing farmhouse and its replacement with a single dwelling – **APPROVED**

TRE/2022/0203/TPO: 147 Dereham Road; T3 Beech Reduce Height from 22-24m to 19-21 meters cut back north crown from 10m to 7m T4 As T3 T5 Cut back crown radius from 8m to 6m - **APPROVED**

## **7.2. 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 Norton and unanimously **AGREED**.

**3PL/2022/1062/F:** South Green Farm; Installation of a domestic solar array to power the electricity requirements of the house, change of use of 5,000m<sup>2</sup> of agricultural land to wild garden/recreational use, planting of 100 trees - This proposal appears to conform with Local Plan Policy ENV10. The Parish Council has no objection on the provision that any adverse bio-diversity impacts are mitigated and appropriately conditioned.

**30B/2022/0059/OB:** Land off Dereham Road; To modify planning obligation to sell the intermediate housing as shared equity at 50% - 80% of the full market value % to be the highest affordability of the buyer on application 3PL/2020/0462/F (Planning Obligation) – No comment.

**3PL/2022/1172/F:** Glenthorne, 149 Dereham Road; Demolition of 1 no. existing/redundant timber framed storage building, construction of 1 no. timber framed holiday cabin & 1 no. timber framed garage building - The Parish Council (PC) notes that this proposal for one additional single story holiday accommodation building and a garage bringing the total number of holiday cabins on this site to three. The Local Plan (LP) Policy EC 07 and Mattishall Neighbourhood Plan Policy ECON 1 supports tourism related business however, the PC would request that the total development be conditioned and limited to 3 holiday lets being the maximum for this site in order to protect the amenity of neighbouring properties. LP Policy GEN 03 takes regard to the Settlement Boundary the PC wish to draw the Officers attention to the fact that the access to the site is located approximately 200m to the West of the boundary. LP Policy EC 07 and MNP Policy ENV 8 requires Officers to take account of safe means of access to local transport. Access on foot to the nearest bus stop via a grass verge is in the PC's opinion unsafe. Notwithstanding the above comments the PC supports this application but would not wish the site to be further expanded in future.

**3PL/2021/0671/F / APP/F2605/W/22/3299886:** West End House, 135 Dereham Road; Proposed garage/store/office and new access - In respect of application No. 3PL/2021/0671/F Mattishall Parish Council is against the appeal proposals. The Parish Council submitted its objections to Breckland District Council on 6.7.21 and 5.10.21. We respectfully ask that our submission be considered as part of this appeal. For clarity our objection statement is set out below: Mattishall Parish Council objects to this application. The Parish Council notes that this has now been correctly validated as a Full application and not a Householder application as previously submitted. This application, in essence, inappropriately proposes to transform a residential plot, in a wholly residential part of the village, to a commercial, employment led operation. The application includes additional an access driveway described in the application as "current extent of existing driveway". In fact, the groundworks of a driveway have already been commenced. Members should note therefore that this is a least partly a retrospective application. It is not clear whether this aspect was raised during the pre-app discussion. Whilst the Parish Council, in its Neighbourhood Plan, seeks to support existing businesses, it is felt that this proposal is not on a scale compatible with Mattishall's rural character and function as a Local Service Centre (NP Objective 11). This

proposal is for a large building (20m x 7m x 6m high) and is contrary to Local Plan Policy EC03 by virtue of its scale, bulk, and appearance being incompatible with the character of its surroundings. No evidence has been provided to the Council to demonstrate that other suitable sites are not available (Local Plan Policy EC04). The Parish Council believes there to be an available supply of appropriate commercial premises within a reasonable distance of Mattishall/Dereham i.e. nearer to the application site than Norwich. The proposal site is in an extremely visible location at the immediate western gateway to the village. This approach is specifically recognised as an important view and vista and covered by Policy ENV2 in the Mattishall Neighbourhood Plan "Approaching Mattishall along Dereham Road from the West". The proposal, by virtue of its scale will have a negative overshadowing impact on neighbouring residential properties (e.g. Moorfield) thereby being contrary to Local Plan Policy COM03. Similarly, it is contrary to Mattishall Neighbourhood Plan Objective 6. The Flood Risk Assessment prepared by Evans Rivers and Coastal Ltd, proposes that the building be set 0.75 metres above existing ground level. This would result in the overall building height being 6.75m thereby having an increased adverse impact on the character of its surroundings (contrary to Local Plan Policy EC03). For Planning Committee Members' information, this proposed building is 2.25 metres higher than a double decker bus and has a volume above ground level of 945 square metres, which is the equivalent of seven double decker busses. The applicant proposes to garage two medium sized commercial vans and spare parts and equipment for his business however, the applicant has not demonstrated that he has attempted to source a suitable building on a business park. Mattishall Parish Council wishes to make a supplementary observation: Submitted plans (in particular drawing No 261021/02) suggests that the proposed building will be shielded by "the existing mature trees to the east boundary (which will) remain and not be affected by the proposals". The Design and Access Statement says that the proposed building will "be set hard against the field side boundary", which would make the provision of "new mature hedging" impossible within the site boundary. The Parish Council questions whether the landscaping mitigation proposals are deliverable by the applicant as any suggested landscaping scheme would lie outside the red edge application boundary and not be enforceable through planning conditions.

**TRE/2022/0252/TPO:** 147 Dereham Road; T1 Beech Fell to as low as poss dead/dying T4 Fit non-invasive supporting strop compression Joint at 4m NW T5 Beech One sided crown with stress leave at 15m W Stem tip back north crown by 2.3m and reduce height from 18-20m to 14-16m -No comment.

**7.3. Neighbourhood Plan Review,** Cllr Fowler updated the Council that a Working Group had now been formed with himself as Chair, Cllr Clarke as Vice Chair and Lorraine Trueman as Secretary. A locality grant had been accepted with an application in progress towards a second grant to support the work involved in design codes and biodiversity. The steering groups next step is a community questionnaire and listening phase from local residents, "likes, don't likes and changes". The steering group is next meeting in January. Cllr Fowler was tasked with checking if referendum costs were included in the grants received.

**7.4. Breckland District Council Local Plan review,** the Planning Working Group gave an update, the following was highlighted.

- Site 9 - South and West of Ivy Way was unanimously **AGREED** to be submitted for a "Protected Green Space".
- Letters were sent to Poultec Business Park and Mattishall Surgery inviting them to meet with the Council to discuss the Local Plan, Call for Sites and Neighbourhood Plan future proposals.
- It was noted that Mattishall has over delivered on housing allocation.

**7.5. Denbury Homes,** no further update.

## **8. Open spaces**

**8.1.** The Open Spaces Working Group (OSWG) report was noted and circulated to all members for review. Their next meeting is on Wednesday 30<sup>th</sup> November.

Cllr Onassis updated the Council following Saturday's meeting with Steve Cutler (builder) and residents regarding the repairs to the boundary wall. Cllr Onassis reported that residents were happy with the proposed works with works due to commence towards the end of November.

**8.2. Annual play area inspection report** was noted and circulated to all members for their review. The following remedial works were **AGREED**.

- Remove covid signs from the play area
- Cut the overgrown roses hanging over the path way next to the gym play area
- Remove the side gate to the village green, cut back any weeds and make good
- Cut back exposed bolt threads on play area signs
- Clean off the algae from the Rock and Roll Multiplay equipment
- Raise the flat swing seats to prevent wear and tear on the rubber matting surfacing

## **9. Communications Working Group**

**9.1.** The Communications Working Group (CWG) report was noted and circulated to all members for review.

## **10. Christmas Tree Lighting Event**

**10.1. Dereham Band** hire was unanimously **AGREED**. Proposed by Cllr Pickering and seconded by Cllr Turner.

**10.2. Christmas Hampers**, the clerk reported that Mattishall Burgh Charity had received 23 applications for Christmas Hampers. It was unanimously **AGREED** to set a contents budget of £21 per hamper, proposed by Cllr Smith and seconded by Cllr Clarke. The clerk was tasked with raising a risk assessment for the volunteer's delivering hampers, as advised by the Council's insurers. The clerk offered to make the hampers.

## **11. Remembrance**

Cllr Piper updated the Council that all was ready for Sunday's service.

**12. Meeting dates for the first half of 2023** was unanimously **AGREED**.

9<sup>th</sup> January    6<sup>th</sup> February    6<sup>th</sup> March    3<sup>rd</sup> April  
24<sup>th</sup> April (Annual Parish Meeting)    9<sup>th</sup> May (Annual Parish Council Meeting)    5<sup>th</sup> June

## **13. Correspondence**

Councillors noted the SAM2 report.

Watton Flooding Group have arranged a meeting on 22<sup>nd</sup> November.

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

Budget, Neighbourhood Planning Working Group and Communication Working Group.

## **15. Resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following item:**

The Council **AGREED** to increase the clerks SCP grade to 27 with effect from 1st November 2022.

The clerk circulated to Councillors the pay award for local government staff on National Joint Contract terms and conditions. The new local government pay scales have increased, back pay to the clerk had been **AGREED** and back dated to 1st April 2022.

The additional contract changes below were also **AGREED**

- One extra day's annual leave (pro-rata for part-time employees) from 1 April 2023.
- Spinal column point 1 will be removed from 1 April 2023.
- New rates for allowances, updated by 4.04%, backdated to 1 April 2022.

The Chair closed the meeting at 21:53pm.

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Payment list (approved at item 6.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (October)	£1011.76	£0.00
Ian Edwards	Expenses (Brushes)	£3.50	£0.00
Ian Edwards	Expenses (Gate hinges)	£11.75	£1.96
HMRC	PAYE	£281.66	£0.00
Norfolk Pension Fund	Clerk pension	£379.02	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Community Car Scheme	July- Sept	£51.45	£0.00
David Bracey	Annual Play Area Inspection	£120.00	£20.00
Hollinger Print	Remembrance booklets	£184.00	£0.00
Paperstone	Stationary	£58.70	£9.78
R Turner	Expenses (zoom subscription)	£14.39	£2.40
TTSR	Grass Maintenance (cuts in Aug & Sept)	£475.99	£79.33
J Smith	Expenses (Xmas books)	£118.80	£0.00
R Turner	Expenses (Gutter supplices downpipe)	£39.49	£6.58
R Turner	Expenses (Microphone PA)	£50.24	£8.37
R Turner	Expenses (Bluetooth PA Equip)	£64.99	£10.83
Miscellanea	Newsletter	£375.00	£0.00
Ian Edwards	Handyman / Gardening	£720.00	£0.00
Anglian Sign Casting	Memorial Plaque	£110.64	£18.44
TTSR	Grass Maintenance (Cuts in Oct)	£500.92	£83.49
Ian Edwards	Handyman / Gardening (31 <sup>st</sup> Oct & 1 <sup>st</sup> Nov)	£225.00	£0.00
R Turner	Expenses (Zoom subscription Nov)	£14.39	£2.40
Ian Edwards	Expenses (Cement)	£32.21	£5.37
Ian Edwards	Expenses (Varnish)	£15.21	£2.54
		<b>£4,885.14</b>	<b>£251.49</b>

**Mattishall  
Neighbourhood Plan  
Review Steering  
Group**

Miscellanea	Article	£125.00	£0.00
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**Payments paid by  
Lloyds multipay card  
(1<sup>st</sup> of each month)**

Jewsons	Play area fencing 300922	£24.00	£4.00
X2 Connect Ltd	Replacement glass to telephone box	14.64	2.44
Jewsons	Play area fencing 141022	£24.00	£4.00
Lloyds	Multipay card fee	£3.00	£0.00
		<b>£65.64</b>	<b>£10.44</b>

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**Payments paid by  
direct debit taken on  
or after 1<sup>st</sup> November  
2022**

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Total Energies	Electricity	£13.69	£0.66
		£13.69	£0.66

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