



## Meeting Minutes

### Mattishall Parish Council

Monday 4th October 2021 at 7 pm  
Mattishall Memorial Hall

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Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Norton, Janice Smith, Richard Turner (Chairman), and David Piper. Also in attendance: Anita Rose and 1 member of the public.

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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 6 September 2021**

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record. Proposed by Cllr Fowler seconded by Cllr Smith and unanimously approved.

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

- 4.1. The clerk informed councillors that TTSR are exceptionally busy but endeavour to get the quotes to us as soon as possible for the community woodland and the weed spraying to the play areas and churchyard wall. It was unanimously agreed to chase TTSR.
- 4.2. The clerk reported that work to All Saints Churchyard gate will be carried out on 12<sup>th</sup> and 13<sup>th</sup> October.
- 4.3. The clerk updated councillors following the site visit from Fresh Air Fitness. The limiters were changed on the Air Skier and the tamper cap was replaced and whilst they were there they touched up on some paintwork.
- 4.4. The clerk circulated an email to councillors confirming that the clock winding is carried out by two volunteers. One of the volunteers would like to take a step back and asks the council to find a replacement. The clerk was pleased to report that the church warden had informed the council that a volunteer had come forward. The clerk will liaise with the volunteers to assist in a smooth handover.
- 4.5. The clerk reported that the recent litter picking event was a success. It was unanimously agreed to hold another event around March / April 2022.
- 4.6. The clerk informed councillors that despite numerous times she was unable to get in contact with Berry's Hill Farm regarding the Christmas Tree. Cllr Turner had offered to pay a visit to the farm.
- 4.7. The clerk circulated an email from Poultec to councillors where they had offered the Council a meeting room to hold the Parish Council meetings free of charge. All were in favour in moving to Poultec, however it was agreed to not accept this as a gift. The clerk was tasked with writing to Poultec thanking them for their kind gesture but due to it being a commercial transaction it is felt that a contribution towards the hall should be paid.

4.8. The clerk, Cllrs Smith and Fowler attended the NPTS seminar, they found the seminar very informative and thanked the council for the opportunity. Following the seminar, a recommendation was put forward to invite the chair from the Mattishall Volunteer Hub to our next Parish Council meeting to discuss ways forward in working together for the community.

## 5. Open forum for Public Participation

District Councillor Ian Martin circulated his report prior to the meeting and highlighted the following.

- Breckland District Council offices are now fully functioning.
- Planning application for West End House had been referred to the Planning Committee which is likely to take place on 1<sup>st</sup> November.
- The Local Plan Review paper was agreed at the Cabinet meeting on 20<sup>th</sup> September setting out the Council's approach to neutralise Policy INFO3 and to commence the substantive review of the current Local Plan.
- The latest 5 Year Land Supply Statement was presented to the Planning Committee today and notes that as of 1<sup>st</sup> April 2021 Breckland continues to be able to demonstrate it has over 5 years housing land supply of 5.63 years. By having more than 5 years, it means that Local Plan and Mattishall Neighbourhood Plan policies \ retain full planning weight until the next review on 1<sup>st</sup> April 2022.

Concerns were raised about the timeframe Breckland District Council had agreed for the reviews and the gap period of 2024-2027. It was agreed for members of the council to attend the Overview and Scrutiny meeting on 28<sup>th</sup> October to express our concerns.

## 6. Planning matters

### 6.1. To receive results of applications

3PL/2021/1061/HOU – Brookfield Howes Lane; Proposed single storey side and rear extensions – **Approved.**

3OB/2021/0043/OB – Land South of Dereham Road; Application to discharge planning obligation on 3PL/2020/0462/F Affordable housing scheme to be submitted and agreed pre-commencement – **Approved.**

3PN/2021/0039/UC – Agricultural building at South Green Farm, South Green; Conversion of agricultural barn to a single dwelling – **Approved.**

3PL/2021/1146/HOU – 22 Crosskeys Way; Demolition of existing conservatory and installation of new flat roof extension with lantern rooflight – **Approved.**

3PL/2021/0673/HOU – 1 Camping Close; Demolition of garage and conservatory and erection of extension to rear (including dormer / first floor extension) and single storey extension to side to form annex – **Approved.**

3PL/2021/1072/HOU – 7 Geddes Way; Proposed loft conversion with dormers to front and rear (revised design) – **Approved.**

TRE/2021/0234/TPO – 29 Dereham Road; Walnut Tree – Reduce by 3 meters all over and clean deadwood – **Approved.**

3PL/2021/1047/LB – London House, 9 Dereham Road; Conversion of office / residential to form one residential unit, including alterations – **Approved.**

3PL/2021/1076/HOU – 50 Dereham Road; Proposed single storey side extension – **Approved.**  
DC/2021/0223/DOC – Land South of Dereham; Discharge of Condition 25 on 3PL/2020/0462/F – **Approved.**

3PL/2020/0226/D – Dereham Road; Reserved matters application for the details of appearance, landscaping, layout, and scale) relating to a development of 50 dwellings – **Withdrawn.**  
3PL/2021/1217/HOU – 27 Dereham Road; Proposed Single Storey Extension to Side of Property – **Approved.**

## **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 Graham and Smith and unanimously agreed.

**3DC/2021/0253/DO:** Land South of Dereham Road; Discharge of Condition No's 16 & 18 on 3PL/2020/0462/F (Discharge Conditions) - The Parish Council is in discussion with the applicant with a view to Mattishall Parish Council ultimately owning and maintaining elements of the site (exact boundaries to be agreed), namely: allotments, orchard, area edged in blue on the original application. Subsequently, amendments may be necessary to the landscaping components of the areas to be transferred.

**3DC/2021/0218/DOC:** Land South of Dereham Road; Conditions 14, 15, 20, 23 - The Parish Council supports the views of NCC's Ecological and Biodiversity Consultant and awaits further detail of the external lighting strategy. The Parish Council does not wish to see any street lighting within the development, consistent with our dark skies policy.

**3DC/2021/0219/DOC:** Land South of Dereham Road; Conditions 8,10 - The Parish Council awaits further information in relation to condition 8 - off site works.

**DC/2021/0220/DOC:** Land South of Dereham Road; Condition 12 - No Comment.

**3DC/2021/0221/DOC:** Land South of Dereham Road; Condition 13 - The Parish Council is extremely concerned about flooding in the village and the severe problems that have been caused by recent flooding incidents. Breckland District Council and Norfolk County Council are urged to ensure that appropriate measures are in place to guarantee that this development does not contribute to surface water or foul water flooding.

**3DC/2021/0220/DOC:** Land South of Dereham Road; Conditions 3 and 4 - No comment.

**3OB/2021/0046/OB:** Land South of Dereham Road; Discharge of Planning Obligation Schedule 5 1.1 Footpath link scheme on planning application 3PL/2020/0462/F - The Parish Council supports the concept of this footpath connection but is concerned that the proposed route dissects the land to be occupied by the proposed orchard. The Parish Council requests that the route of the footpath be relocated further east adjacent to the most easterly boundary of the site. This request has been made directly to Hopkins and Moore (Josh Moore) at a meeting attended by Chris Hobson (BDC).

**3PL/2021/0671F:** 135 Dereham Road; Proposed garage/store/office and new access (full) - 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.

**3PL/2021/1270/HOU:** 93 Dereham Road; Raising of roof height to add additional accommodation, extension to existing building - The Local Planning Authority is urged to consider the potential adverse impact this proposal would have on the neighbouring property to the east. Specifically, the Parish council has concerns that the proposal would result in overshadowing, loss of light and privacy to the neighbouring property. Furthermore, the proposal seeks to increase the height and scale of the original dwelling thereby substantially altering the character of the building (Local Plan Policy HOU11).

### **6.3. Update on the Hopkins development on land south of Dereham Road**

Cllr Clarke reported that the Planning Working Group had requested a further meeting with Hopkins and Moore to discuss the detail, following a series of questions which the clerk had forwarded onto them. In brief the questions are to clarify the following.

- Design of fencing and gates.
- Whose responsibility in maintaining the fencing and gates around the open spaces.
- Details of easement and wayleave across the blue boarded land.
- Planting regime in detail of the Orchard.
- Additional bus shelter.
- Double gate way signs to both entrances of the village.
- Precise meterage of the 3 areas.

### **6.4. Street names for Hopkins and Moore development land south of Dereham Road**

After discussion it was agreed to shortlist, the names provided by our parishioners subject to meeting the street name criteria provided by Breckland District Council. All were in favour to submit all.

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

Cllr Piper shared his report with other members for their review prior to the meeting. The following actions were agreed.

- To accept Ian Edwards quotation for £225.00 to carry out various gardening jobs around the village and will commence work on 18<sup>th</sup> October. It was unanimously agreed to transfer £100.00 to Ian Edwards for purchasing of shrubs and materials and to hire a 4 cubic yard skip to discard the spoil and the cemetery. Proposed by Cllr Piper, seconded by Cllr Smith and unanimously agreed.
- The area on the village green next to the football goal is very worn and requires maintenance. It was recommended for Simon Mansfield to remove the goal posts, apply topsoil and re-seed for £265.00. To be carried out over the winter, whilst the grass is re-established. The clerk and Cllr Piper will display notices on the fenced area, notice boards and social media sites. Proposed by Cllr Piper seconded by Cllr Fowler and unanimously agreed.
- It was noted that some remedial works were still outstanding, spreading of the remaining wood chippings at the village green behind the electric cabinet; replacement guttering to the bus shelter and repairing the rotten bottom corner to the telephone box.

- The clerk was tasked with liaising with the Handyman for the bus shelters to be swept and to email UK Power Networks to tidy up the verge next to the electric sub-station on Dereham Road just before the Methodist Church.

## **8. Finance**

### **8.1. Summary of the Council's finances for the 2<sup>ND</sup> quarter**

The clerk provided councillors with a financial summary to 30<sup>th</sup> September. No questions were raised, and all were in favour in approving the finances for the 2<sup>nd</sup> quarter, proposed by Cllr Clarke, and seconded by Cllr Norton.

### **8.2. Approval of payment list**

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

### **8.3. Items for budget**

After an in-depth discussion the follow items were listed as a consideration for 2022-23 Budget.

- All Saint's churchyard wall
- Refurbishment of the Church clock (5-year plan)
- To reinstate the Cemetery fence
- To consider a full-time handyman position
- Professional Fees
- Tree maintenance

### **8.4. Budget working group**

A budget working group was formed, and a meeting date set to work on the first draft. A working group was agreed with Cllrs Turner, Smith, Piper, and the clerk.

## **9. Representatives**

It was unanimously agreed to appoint Cllr Piper as representative for the YMCA and school governor for Mattishall Primary school.

## **10. New Councillors**

After a few amendments it was agreed by all to publish the parish councillor article in the Miscellanea as an additional page.

## **The Chairman suspended the Standing Orders**

### **Cllr Norton left the meeting**

## **11. Remembrance**

Cllr Clarke updated members on the progress for Remembrance Sunday 14<sup>th</sup> November. The same format will be used as 2019, wreaths will be laid from various organisations, tommy signs and poppies will be displayed on the village green.

Cllr Piper will circulate the format to all once finalised.

## **12. Correspondence**

Councillors noted the correspondence received and reports, including a report on the SAM2 for September and flooding issues.

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

The following items were agreed to be added to the November agenda: Internal Auditor, Clerks probation, SCP Grade following CILCA, draft budget, Christmas event and Hampers.

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

### **14.1 Damage to the cemetery wall**

It was proposed to appoint Steve Cutter and Harrisons to carry out the repairs to the cemetery wall. Proposed by Cllr Fowler and seconded by Cllr Smith and unanimously agree.

### **14.2. Contractual Matters Item 7**

Minuted in Item 7

The Chairman closed the meeting at 22:09pm.

**Payment list (approved at item 8.2)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
J Staff	Handyman Services for Aug (AP)	£267.75	0
Norfolk Pension Fund	Clerk's pension (Aug) (AP)	£355.65	0
J Staff	Handyman Services for Sept	£191.25	0
A Rose	Expenses (plum slate gravel)	£108.00	£18.00
A Rose	Expenses (Rubber grass mats)	£155.99	£26.00
A Rose	Expenses (RBLI Tommy Statues)	£545.00	£90.83
A Rose	Thank you drinks for litter picking volunteers	£20.20	£0.00
YMCA	Youth Club provision	£1644.25	£0.00
A Rose	September Salary	£838.49	£0.00
A Rose	WAH Allowance	£13.00	£0.00
HMRC	NI & Tax deductions (Aug & Sept)	£433.57	0
Norfolk Pension Fund Membership	Clerks pension (Sept)	£355.65	£0.00
TSSR	Grounds maintenance	£457.67	£76.28
Mattishall Memorial Hall	Hall Hire	£80.00	
		<b>£5,466.47</b>	<b>£211.11</b>

**Payments paid by direct debit taken during September 2021**

Total Gas & Power	Electricity supply at village green (AP)	13.40	£0.64
		<b>£13.40</b>	<b>£0.64</b>