



## Meeting Minutes

### Mattishall Parish Council

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

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Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Turner (Chairman), Andrea Taylor, John Pickering and Jan Smith.

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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

We received and accepted apologies from Cllrs Piper and Norton

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

Cllr Clarke declared an interest in item 6.2. application number 3PL/2022/0164/VAR

#### 3. To approve the minutes of the meeting held on 7<sup>th</sup> March 2022

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

#### 4. Clerks report

- 4.1. The clerk reported that Matthew Lines from Highways is looking into the trod path request and will get back to us.
- 4.2. The clerk confirmed that the village map is still working progress and will continue to chase BDC.
- 4.3. NCC & BDC cutting regime was deferred from the last Parish Council meeting due to no District Councillors present to answer questions the Council would like to raise. Unfortunately, same again had happened with no District Councillors in attendance. Cllr Fowler had asked for this item to be added to our next meeting's agenda and to ask the clerk to write an email to District Councillors asking for them to attend our next meeting to push this item forward.
- 4.4. The clerk updated the Council reference the repairs and auto wind for All Saints Church Clock and confirmed that the clock will be out of order between 27<sup>th</sup> April and 18<sup>th</sup> May whilst these repairs are carried out. The clerk circulated the quotation received from Wensum Electricals who the church had confirmed is their preferred electrician due to their familiarity with the Church's height, grade 1 listed building and its surroundings. Cllr Fowler proposed that we source another quote from Daylight Electricals for a comparator. The council agreed to take all factors into consideration the price, permission from the Church and availability, with this in mind it was unanimously **AGREED** to appoint an electrician to carry out the works in preparation for the auto wind providing a further quotation was received and all factors above were met.
- 4.5. The clerk informed the Council that the Safety Camera Partnership Team have yet to have a meeting to discuss funding for 2022/23, under the Parish Partnership Scheme for the SAM2 machine and informed us of a further delay of 2-3 months for a decision to be made.

- 4.6. The clerk was pleased to inform the Council that parishioners Andrea and Tamara had kindly offered to donate £300.00 towards the Platinum Jubilee bench. The Council would like to show their appreciation by inviting Andrea and Tamara to carry out the reveal.
- 4.7. The clerk reported that a parishioner had asked the Council when agreeing to the precept could they share their breakdown to the members of public. The Council is happy to share this information in keeping to being open and transparent. The clerk was tasked with providing a breakdown on the Councils website and posting via social media.
- 4.8. The clerk was pleased to confirm that Wendy Flew from Community Car Scheme will be attending our upcoming Annual Parish Meeting and would like to bring to the Council and community's attention that they have lost drivers due to the increase in fuel prices. The Council agreed to share the need for drivers on their notice boards, website, and social media platforms.
- 4.9. The clerk reported to the Council that an email had been received from a parishioner asking the Council if we would consider not putting the goal post back onto the school green or consider relocking the gate for safety purposes to the farm. The Council sympathises with the challenges the parishioner is facing, however does not see that relocking the gate will have much impact as children will continue to retrieve balls by climbing over the fence. The Council would like to ask Cllr Piper in his absence if he would agree to have a chat with said parishioner to understand the situation to resolve.
- 4.10. The clerk reported to the Council that an email had been received from a parishioner highlighting the ongoing litter issues to Church Plain and would like to suggest to the Council that providing an additional litter bin could be the answer. The council noted the continued litter issues and had tasked the handyman to expand his litter route periodically to include Church Plain and the footpath behind the village green.
- 4.11. The clerk reported to the Council that she had received notification yesterday of the defibrillator being used, the clerk will make the necessary checks / replacements prior to reactivating on The Circuit.

## 5. Open forum for Public Participation

Planning consultant of applicant to 135 Dereham Road, presented boards showing the Council the proposed changes they had made for Council's review. The Council advises the applicant to address the scale and mass of the proposed garage as this is what the planning committee had objected to.

Neighbours to applicant of 93 Dereham Road had expressed their objections to the conversion from bungalow to house with front and rear extensions. They fear this will have a detrimental impact to their loss of light and privacy. The Council read out their proposed comments and advised the members of public to put in a request to Breckland asking for the application to be delegated to the planning committee.

Applicant of 93 Dereham Road had expressed that he had sought professional advice and ensured that all elements i.e., loss of light, privacy etc had been taken into consideration. He explained and reassured that the proposed application is not for commercial use.

## 6. Planning matters

6.1. To receive results of applications.

3PL/2021/1540/F: 26 Burgh Lane; Demolition of No. 26 Burgh Lane to form one replacement dwelling, garaging, revised access drive and amenity – **Approved**

3PL/2021/1423/F: 88 Dereham Road; Erection of 1 dwelling, re-submission of approval 3PL/2019/1233/F – **Approved**.

3PL/2022/0138/HOU: Hall View Barn, 88a Dereham Road; Single storey extension to the west of the existing single storey element – **Approved**.

3PL/2022/0143/O: Land to the West of Rayners Way; Outline permission for the erection of 4 new single storey dwellings – **Refused**

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

Cllr Clarke left the room.

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllr Fowler, seconded by Cllr Smith and unanimously **AGREED**.

**3PL/2022/0220/HOU:** In the absence of a Supplementary Planning Document covering design and aspect standards the Parish Council requests that the Local Planning Authority assesses the proposal in relation to the following Local Plan policies: HOU11: The LPA must be satisfied that the proposal is not disproportionate in size; respects the character and design of the existing dwelling; and will not adversely affect the amenity of the neighbouring properties.

COM03: The Parish council asks that the LPA satisfies itself that the proposal will not adversely affect the amenity of the neighbouring properties through overshadowing, loss of daylight and/or sunlight, or have an overbearing impact / visual dominance. Specifically, the proposed windows on the East elevation may have an unacceptable overlooking impact on the neighbouring property.

The forward location of the proposed garage disrespects the character of properties at that part of Dereham Road and adversely impacts on the established building line and openness of the frontage gardens. The use of the garage seems (in part) to potentially be for commercial use this would be totally unacceptable in a residential area.

**3PL/2022/0234/F:** Mattishall Parish Council objects to this application. The minor amendments made to this application from 3PL/2021/0671/F do not satisfactorily address the previous reasons for refusal.

This application 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. 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, which requires new Comments development to be "of a

scale that reinforces local character". In conclusion, Mattishall Parish Council has assessed this proposal to be inappropriate and inconsistent with secured policies within the Breckland Local Plan and Mattishall Neighbourhood Plan and should be refused.

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.

In conclusion, the Parish Council agrees with Breckland Council's Planning Committee that development of this size and scale and the resultant adverse amenity impact on neighbours is unacceptable and contrary to Local Plan and Neighbourhood Plan policy.

Mattishall Parish Council urges the Local Planning Authority to refuse this application consistent with the previous reasons given.

**3PL/2021/1618/HOU:** The altered design from a pitched roof to a flat roof with roof light better respects the form of the neighbouring property. However, the Local Planning Authority is asked to consider whether the proposal conforms to Local Plan Policy HOU11 i.e. is the proposal disproportionate in size and does it alter substantially the character of the dwelling; is the design in keeping with the existing building; whether the proposal will adversely affect the amenity of the neighbouring property.

**3PL/2022/0164/VAR:** Consistent with previous comments submitted relating to this site, the Parish Council objects to this new retrospective full application. The site lies wholly outside of the Mattishall Settlement boundary defined by the adopted Breckland Local Plan. Mattishall has exceeded its agreed Local Plan target of housing and therefore this proposal is contrary to Local Plan Policy HOU03 and should be resisted. Mattishall Parish Council notes that current Highway conditions have been unable to be discharged to the satisfaction of BDC and NCC. The Parish Council has previously made BDC aware that this development has proceeded beyond slab level, in fact roof structures are now in place and tiled. This is clearly contrary to the condition appropriately attached to the previous approval, and fundamentally necessary on grounds of highway safety. Furthermore, the Parish Council is aware of neighbour concerns that the lack of an effective metalled entrance and failure to widen the road as required is causing great inconvenience.

Despite successive applications, no evidence has been presented in this current application to demonstrate that the highway access conditions required by NCC can ever be met. The Parish Council therefore views it to be expedient for BDC to manage the breach of planning conditions through appropriate enforcement.

**3DC/2022/0046/DOC:** The Parish Council makes no observations on this DOC application.

### **6.3. Denbury Homes development land South of Dereham Road**

Cllr Clarke from the planning working group provided the Council with an update on the development. He reported that the show home could be ready by June and shared photos of the current progress the development had made. Next month the group will be introducing monthly meetings with the contractors which they anticipate holding before every Parish Council meeting.

#### **6.4. Neighbourhood planning event**

Cllr Fowler from the planning working group provided the Council with an update on Breckland District Councils review of the Local Plan and their first phase for landowners and developments on “call for sites”. Alongside this they are also looking at “call for sites on local green spaces” for protection. The deadline to submit these sites is 20<sup>th</sup> May.

Cllr Fowler would like to propose to the Council that the planning working group work on compiling a list of local green spaces to put forward to consider at our next meeting in May.

Cllr Clarke would like to propose an alliance with Swanton Morley and Yaxham Parish Council to monitor the ongoing situation to ensure we are being informed and updated with the ongoing progress.

Cllr Clarke also reported that our neighbourhood plan was discussed at this event, and it was mentioned that Mattishall Neighbourhood Plan being formed in 2017 was due for renewal. The advice received is to review the plan a minimum of every 5 years as it carries less weight as time goes on.

It was **AGREED** for the Planning Working Group to provide recommendations regarding the local green spaces, assess Mattishall’s housing allocation position and put forward recommendations into the next steps for the Neighbourhood Plan.

### **7. Review of Policies**

#### **7.1. Data Protection Information Audit**

The Council reviewed and ratified the Data Protection Information Audit with no changes.

#### **7.2. Safeguarding Policy**

The Council reviewed and ratified the Safeguarding Policy with no changes.

#### **7.3. Financial Risk Assessment**

The Council reviewed and ratified the Financial Risk Assessment with one amendment to the title in item 1.2.

All policies in item 7 were unanimously adopted; proposed by Cllr Clarke, seconded by Cllr Smith and unanimously **RATIFIED**.

The clerk informed the Council that there are many upcoming policies that need reviewing. It was agreed to set up a working group to review the policies that need updating to then be ratified at our next meeting in May.

### **8. Open Spaces Working Group**

The Open Spaces Working Group report was received with no questions raised.

The clerk explained to the Council that two of the allotment holders although have paid have not returned their signed tenancy agreements. The clerk recommends that the tenancy agreements are to be signed annually, to remind allotment holders the rules and regulations of being an allotment holder.

The clerk was tasked with speaking to Cllr Piper to propose to the Council the next steps regarding the outstanding agreements and to discuss best course of action regarding water fees.

## 9. Platinum Jubilee

The notes following the recent Platinum Jubilee working group had been circulated for councillor's review.

After discussion the following actions were agreed.

- Cllr Turner will go back to A Jackson regarding the questions raised.
- 6 Cllrs have agreed to attend both events as volunteers.
- The clerk raised concerns that we only had one first aider on site on the day of the event and advises the Council that there should be a least two. Cllr Smith will liaise with one of her contacts and the clerk will ask Mark McCaghrey if they know of a first aider available for the event.
- To ask Cllr Piper to ask the school if they could form a choir to sing the Jubilee song at Thursday's event.
- The clerk to apply for a Temporary Event Notice.
- 181 mugs will be delivered to Mattishall Primary School and Mark McCaghrey had kindly offered to work with the 3 local schools to identify children living in Mattishall to ensure they receive a mug.

After reviewing quotations for the Platinum Jubilee bench, it was unanimously **AGREED** to accept the quotation from AS Scotland for £900.00. Proposed by Cllr Taylor and seconded by Cllr Turner.

Cllr Pickering kindly purchased a time capsule as a project for the school and local village organisations to be part of.

## 10. Finance

### 10.1. Payments

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

### 10.2. Asset Register

Upon reviewing the Asset Register it was suggested that further clarity is required in adding the Church Clock / Church wall as a Parish Council asset, being that the Parish Council is responsible for the maintenance and upkeep. The clerk was tasked with asking NPTS in regards to listing as an asset and speaking to Michaymar for the cost to replace.

## 11. YMCA

### 11.1. Update

The YMCA report was received with no questions raised.

### 11.2. Game Console

It was unanimously **AGREED** to purchase a game console up to the value of £500.00. The clerk will liaise with YMCA in deciding which console to purchase.

## 12. Litter pick

The council agreed to hold a litter picking event on 30<sup>th</sup> April or 28<sup>th</sup> May.

## 13. Annual Parish Meeting (25<sup>th</sup> April)

The agenda for the Annual Parish Meeting was agreed with amendments to add an item for District and County Councillors and an item to receive a report from other organisations.

#### **14. Correspondence**

Councillors noted the correspondence received and reports for the SAM2.

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

Report on progress from Denbury Homes and the Local Plan.

#### **16. 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.**

**16.1.** An extension for the county court claim had been granted which runs out at 4pm tomorrow.

The Chairman closed the meeting at 21:50pm.

Payment list (approved at item 10)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	March Salary (Already Paid)	£1,082.98	£0.00
HMRC	NI & Tax deductions (Mar)(Already paid)	£380.76	£0.00
I Edwards	Expenses (Already paid)	£5.46	£0.00
I Edwards	Expenses (Already paid)	£17.00	£0.00
L Trueman	April Salary 1.75% increase (Already Paid)	£27.74	£0.00
Utility Trust Bank	Service Charge (Already Paid)	£18.00	£0.00
A Rose	WAH Allowance	£13.00	£0.00
A Rose	Expenses (PJE Mugs)	£1014.95	£169.16
D Piper	Expenses (generator)	£30.00	£0.00
Scouts	Grant Jamboree donation	£500.00	£0.00
I Edwards	Handyman / Gardener March	£540.00	£0.00
Mattishall Memorial Hall	Hall hire for Youth Club	£80.00	£0.00
NPTS	Subscription 2022/23	£380.14	£0.00
Online Playgroup	Cradle swing	£111.60	£18.60
Paperstone	Stationary	£85.17	£14.19
Paperstone	Stationary	£67.50	£11.25
Paperstone	Stationary	£27.87	£4.64
Paperstone	Credit note	-£5.94	-£0.99
Poultec	Refreshments APM	£62.50	£10.42
YMCA	Youth activities	£4,310.50	£0.00
Norfolk Pension Fund	Clerk pension March	£427.97	£0.00
		<b>£9,177.20</b>	<b>£227.27</b>

Payments paid by direct debit taken on or after 24<sup>th</sup> March 2022

Total Gas & Power	Electricity supply at village green	£13.22	£0.63
Wave	Water	£23.99	£4.01
		<b>£37.21</b>	<b>£4.64</b>