



Meeting Minutes Mattishall Parish Council

Monday 2nd October 2023 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke, David Fowler, David Piper, Roisin Murray, Mike Onassis, Bob Burrell, John Pickering, Richard Turner, Janice Smith
Parish Clerk: Anita Rose
District Councillor: Paul Claussen
Members of Public: 2

1 Apologies for absence

There were none.

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

Cllr Piper declared an interest in Item 8.3, however the Council noted he had a dispensation to participate in discussion only.

3 To approve the minutes of the meeting held on 4th September 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 Smith, and unanimously **APPROVED**.

4 Clerk Report

The Clerk reported the following.

4.1 The Clerk had received a report from Highways confirming that the overgrown weeds adjacent to the churchyard wall on Dereham Road are not causing an obstruction to road users at present. Highways will not be progressing with the request in clearing them. The Council was disappointed to hear this response and had asked the clerk to write a letter expressing our disappointment and highlighting the potential damage it is causing to the Churchyard wall and to ask them to reconsider our request.

The clerk was also asked to liaise with TTSR is obtaining a quote regarding spraying the ivy growth along the churchyard wall.

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 The clerk has scheduled a meeting with Michlmayr to discuss the progress regarding the Church clock on 3rd October.

4.3 A budget working group had been formed to discuss the draft 2024/25 budget and the clerk will circulate a date confirming the first meeting. Working group members are Cllrs Onassis, Turner, Clarke, and the clerk.

- 4.4 The clerk reported that Abel Homes had confirmed that the removal of the incorrect sign at the play area in Cedar Rise will be removed within the next 28 days.
- 4.5 The annual Play Inspection will be carried out on Tuesday 24 October, Cllr Murray will attend to represent the Council.
- 4.6 The clerk is waiting permission from Breckland District Council to carry out the tree works as recommended by Treecare Consultants and will be seeking quotations for the Council to consider at November's meeting.
- 4.7 Highways engineer Matthew Lines had confirmed that the 20mph speed proposal on Norwich Road, Burgh Lane and Mill Street is not likely to have a decision until early 2024.
- 4.9 The Wellbeing training held on 19th September was well attended. The clerk thanked all that attended.
- 4.10 Breckland Food Mobile anticipated a start to Mattishall on 3 October, unfortunately, an agreed site location had proven to be challenging. The clerk was tasked seeking permission in the following potential locations, the Swan Car Park, Evangelical Church and the Memorial Hall.

5 Open forum for Public Participation

District Cllr Claussen confirmed that the partial review for the Local Plan was approved by the Planning Inspectorate.

A member of the public asked why Cllr Piper had declared an interest in item 6.2. The Chair explained this was due to a pecuniary interest.

The Chair brought items 8.2 and 8.3 on the agenda forward

6 Allotment holders meeting held on 20 September

6.1 Cllr Murray had circulated notes following the outcome of this meeting for Cllr's review and explained the pros and cons in having an Allotment Association. Another meeting will be held on 11th January inviting all allotment tenants to become a member of the Allotment Association as part of their tenancy agreement. The clerk was tasked with writing to all tenants, attaching a copy of the notes from the meeting held on 20 September and inviting them to the meeting scheduled on 11 January.

6.2 Dip Tanks to the Allotments

This was deferred to the Allotment meeting on 11 January.

7 Finance

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

8 Planning matters

8.1 To receive results of planning applications

3DC/2023/0191/DOC: Kensington Forge, 7 & 8 Dereham Road; Discharge of Condition No 4C & 4D on 3PL/2017/112/F (plots 7 & 8 only) – **APPROVED**.

8.2 To receive recommendation from planning and monitoring group on current Application

The Council unanimously **AGREED** to submit the following comments to Breckland District Council.

3PL/2023/0902/VAR: Brecklands, 64 Dereham Road; Variation of Condition 2 on 3PL/2023/0686/HOU- Changes to eaves and roof heights. Change to windows on side elevations – **NO COMMENT**.

3PL/2023/0900/EU: Glenthorne, 149 Dereham Road; Certificate of Lawfulness for existing use: Use of a cabin which was constructed in the grounds of Glenthorne in 2009 which is / has been used for holiday letting – **No comment to submit the Council are not being consulted**.

8.3 Neighbourhood Plan working group is pleased to confirm that the pre-submission draft is complete and had been sent to Breckland District Council for informal comments. The working group would like to set up a meeting to informally discuss the draft plan to council members, for a formal vote to be agreed at November's Parish Council meeting. Following this the next stage will be a pre-submission consultation lasting between 6-8 weeks prior to it being submitted to the local authority for independent examination.

Cllr Fowler was pleased to report that the Locality grant from Groundworks had been approved and has been received. A further grant application to Breckland District Council is underway, and we await their decision.

8.4 Breckland Council Local Validation List comments will be provided and circulated by the Planning Working Group.

8.5 Land Transfer from Denbury Homes

Cllr Clarke updated the Council of a meeting between the Solicitor (Leathes Prior) Julia Routledge, Cllrs Fowler, Clarke, and the Clerk to discuss outstanding questions regarding the land transfer TP1, and reported that the questions raised were answered satisfactory. The solicitor had advised that completion is looking possible for the end of October.

However, upon reviewing the allotment drawings emailed by the Solicitor post this meeting, concerns are raised in reference to the placement of the footpath and fence line. It was **AGREED** for Cllrs Clarke and Fowler to liaise with Denbury Homes and report back to the Council.

8.6 Tree Planting to Kingfisher (Denbury Homes), Cllr Murray reported that there are opportunities for grant funding towards tree planting with Norfolk County Council and Norwich Freemans Charity. Cllr Murray had offered to investigate further to check the Council are eligible to apply.

8.7 Bayfield Homes report was noted. **Denbury Homes** construction work should be completed by Christmas / New Year.

9 Open spaces

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

9.2 War Memorial Fencing, this was deferred to the next meeting.

9.3. Party wall repairs in the Play Area, the clerk invited 3 builders to tender with only one providing a quotation for the Council to consider. The Clerk explained that she had difficulty in builders wanting to quote for the work. The Council unanimously **AGREED** to appoint S Cutler Builders to carry out the repairs to the play area party wall. Proposed by Cllr Smith and seconded Cllr Murray.

10 Village Map, the Clerk circulated an email from Breckland District Council confirming that if the size of the frame to the village map is less than 1.55 square meters, planning permission is not required. The Clerk reported that a meeting with the Scarning Art group is scheduled on 5th October.

11 Future events

11.1 Remembrance report was noted with the following roles assigned.

The week before Cllrs Fowler, Onassis, Pickering, Clarke and Piper will set up the poppy displays throughout the village.

Day of the event:

Initial set up volunteers of gazebo, pa system, chairs and ground sheets are Cllrs Fowler, Clarke, Pickering, Turner, Burrell and Onassis.

Handing out of Booklets – The Clerk

Reading out the names of the fallen – Cllr Smith

Organising the wreath laying – Cllr Onassis

Laying Mattishall Parish Council's wreath – Cllr Murray

Poem reading – Cllrs Smith, Murray and Burrell

Remembering – Cllr Piper

Bugle Playing – Cllr Turner to provide recording

Prayers – Cllr Murray (Armed Forces), Cllr Smith (Leadership) and Cllr

Piper (Medical – back up)

Kohima Epitaph – Cllr Smith

Tidy up volunteers are Cllrs Fowler, Clarke, Turner and Pickering

The clerk was tasked with purchasing the following; 8 large plastic poppies, 200 cable ties various sizes and to chase TTSR in cutting the village green the week leading up to the day.

Cllr Piper reported that the keyboard previously used is broken. Cllr Turner had offered the use of his piano organ.

11.2 Christmas Tree Lighting Event Sunday 3 December, after discussion the following roles were **AGREED**.

Cllrs Fowler and Piper to pick the tree

Cllrs Fowler, Pickering, Onassis, Burrell and Clarke to erect the tree. (Cllr Piper will speak to the local farmer to ask if we could use his forklift to help lifting the tree).

Cllrs Turner, Piper, Fowler and Clarke to put up the banners on Sunday 26th November.

Lizzie loades confirmed for the carol singing on the village green between 4-5pm.

Cllr Piper – Father Christmas

Cllrs Fowler and Pickering – Elfs

Clerk to purchase; Stainless still cable ties, mulled wine, tea, coffee, mince pies, cloak tickets and 100 Christmas bags for Santa's Grotto.

Santa's Grotto charge will remain the same as last year's at £3 per child.

Christmas Hampers to be capped at £25 per box.

Standing orders were suspended.

11.3 Summer Event / Beer Festival, Cllr Clarke had shared concerns that he had received from Mattishall Social Club regarding criminal and anti-social behaviour held at beer festivals in the past. The Council agreed to defer this item to next meeting to discuss in more detail. Councillors were encouraged to put forward alternative suggestions for consideration.

12 Title changes to the Annual Parish Meeting was changed to Annual Parish Gathering. This was unanimously **AGREED** by the Council, proposed by Cllr Fowler and seconded by Cllr Onassis.

13 Communications Strategy item was deferred to January's meeting.

14 Correspondence

14.1 SAM2 reports were noted. Cllr Onassis to suggest new sites for the SAM2 sign and present to the Council for their consideration.

14.2 Flooding, Cllr Turner had updated the Council on correspondence received regarding concerns on a ditch at Moorfield Road. Cllr Turner had explained that he is in contact with the Norfolk Strategic Flooding Alliance group and offered to respond to the concerned resident with an update.

15 Items for the next meeting, Mattishall and Lenwade Patient Participation Group, meeting dates for 2024, salary review for the Clerk (staffing committee cllrs are Clarke, Burrell and Smith).

The Chair closed the meeting at 22:18pm.

Payment list (approved at item 7)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (September)	£1230.04	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£188.49	£0.00
Norfolk Pension Fund	Pension (September)	£407.85	£0.00
Ian Edwards	Expenses – COOP – Compost for planters	£21.07	£3.51
Ian Edwards	Expenses – Jewsons – Postfix for dog bin	£17.88	£2.98
D Piper	Expenses – mileage	£24.75	£0.00
Ian Edwards	Handyman / Gardening September	£448.00	£0.00
Ian Edwards	Fencing to the play area	£205.00	£0.00
Mattishall Memorial Hall	Hall Hire for youth activities and meetings	£230.00	£0.00
Paperstone	Stationary	£105.55	£17.59
R Murray	Expenses – mileage and QD storage boxes	£23.46	£1.17
TTSR	Grass maintenance	£1063.52	£177.25
		£3991.61	£202.50

Mattishall Neighbourhood Plan Review Steering Group

		£0	£0
Payments paid by Lloyds multipay card (1st of each month)			
Amazon	Gloves x 24 for litter picks	£16.22	£2.70
Post Office	Postage – Ltrs to allotment tenants	£55.80	£0.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£75.02	£2.70
Payments paid by direct debit on or after 1st September 2023			
TotalEnergies	Electricity	£2.18	£0.80
Wave Anglian Water	Water	£169.48	£28.25
		£171.66	£29.05