



## Meeting Minutes

### Mattishall Parish Council

Monday 6 September 2021 at 7 pm  
Mattishall Memorial Hall

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Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Norton, Janice Smith and Richard Turner (Chairman). Also in attendance: Anita Rose and 7 members 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.

The Chair informed the council and members of the public of Mike Nunn resigning as Councillor. The council members were sad to receive his resignation and wish him all the best for the future. It was unanimously agreed by all to send a letter of thanks, thanking him for his years of service.

#### **1. Apologies for absence**

District Councillor, Ian Martin, gave his apologies in advance of the meeting.

Apologies for absence were received and accepted from Cllr Piper.

#### **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 5 July 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 reported that the Annual Governance and Accountability Return had been completed by the external auditors. It had been noted that PKF Littlejohn highlighted that section 2 had not been signed by the Responsible Finance Officer before approval which was due to the change in clerk.

**4.2.** It was unanimously agreed to hold a litter picking event at the Village Green on Saturday 25<sup>th</sup> September. The clerk was tasked with publicising the event and liaising with Breckland District Council for collection of litter bags.

**4.3.** The clerk reported that Playdale had arranged for engineers from Fresh Air Fitness to attend site on Tuesday 14<sup>th</sup> September to inspect the gym equipment.

**4.4.** It was unanimously agreed to purchase the bark chippings according to what was agreed in the last minutes dated 5<sup>th</sup> July (item 8.3) and for members of the council to distribute the bark chippings at the village green and cemetery themselves.

## 5. Open forum for Public Participation

Members of the public had raised concerns about the rapidly deteriorating and dangerous state of Malt House Farm. It was noted that the house had been empty since 2002 which is almost 20 years ago. The public explained that the north gable wall had a large crack, windows had been smashed and fallen guttering. The garden is greatly overgrown, and the area is becoming a dumping ground. The building is in a dangerous state and urgent action is required.

The Council unanimously agreed to write to Breckland District Council director of planning and our two district councillors setting out our concerns, and to ask for assurances to resolve this unacceptable position and the negative impact this is having on the conservation area.

## 6. Planning matters

### 6.1. To receive results of applications

3PL/2021/0784/HOU: 35 Burgh Lane; New vehicular access to the highway to provide additional off-road parking space – **Approved with conditions.**

3PL/2021/0992/F: Four Winds, Mill Road; Redesign of plots 1 and 2 - **Withdrawn**

### 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 Turner and Norton and unanimously agreed.

3PL/2021/0671F: West End Hse, 135 Dereham Rd; Proposed garage/store/office and new access (full). Comments already uploaded and we await a decision on the date this is to be considered by the BDC Planning Committee.

3PL/2021/0673/HOU: 1 Camping Cl; Amended application received. The amended application makes no material planning change to that originally submitted. The Parish Council's comment entered on 9th June remain unaltered.

3PL/2021/1146/HOU: 22 Crosskeys Way; Demolition of existing conservatory and installation of new flat roof extension with lantern rooflight. The Parish Council has no objection but asks that the Local Planning Authority considers the application in relation to Local Plan Policy COM3. Specifically, to ensure that the proposal does not have an adverse overshadowing or overlooking impact on neighbouring properties and that the additional floorspace does not have an unacceptable impact on residential amenity.

3PL/2021/1139/LB / 3PL/2021/1138/HOU: Several House, Church Plain; Extension to existing kitchen at ground floor, extension to the main house at ground floor level to form a new garden room. This proposal is in a particularly sensitive location at the heart of the Mattishall Conservation Area and immediately opposite the Grade 1 listed Church. The Parish Council concurs with the view of the Historic Buildings Consultant i.e., it is not possible to assess the impact that the heightened boundary wall and extension will have on the Church Plain elevation. We formally request that additional detail is submitted for our consideration prior to any decision being made.

3PL/2021/1061/HOU: Brookfield, Howes Lane; Proposed single storey side & rear extensions. No comment submitted.

3PL/2021/1076/HOU: 50 Dereham Rd; Proposed Single Storey Side Extension. The Parish Council has no comment other than to ensure that the proposed fencing height will maintain highway visibility at the Welgate / Dereham Road junction.

3PL/2021/0069/NMA: Plot 4 Greys Cl. No comment submitted.

3PL/2021/1028/F: Grove Farm, Burgh Lane; Construction of new grain store building with lean to. The Parish Council believes that this application should not have been validated by the local planning authority as it fails to acknowledge its important setting immediately adjacent and within the curtilage of the Grade 2 listed Grove Farm. The Parish Council cannot support this proposal unless its impact on Grove Farm is properly assessed and that relevant heritage policies, particularly ENV1 within the adopted Neighbourhood Plan, have been considered. The Parish Council requests that the Local Planning Authority take into account the proposal's close proximity to the Grade 2 listed Grove Farm. The application fails to acknowledge the proposal's location in respect of Grove Farm as an important heritage asset.

3PL/2021/1217/HOU: 27 Dereham Road; Proposed Single Storey Extension to Side of Property. The Parish Council's only comment is that the proposed double opening doors should be fitted with obscure glass.

3DC/2021/0219/DOC: Land South of Dereham Road; Discharge of Conditions Nos 8 & 10 on 3PL/2020/0462/F. No comment submitted.

TRE/2021/0234/TPO: 29 Dereham Road; Walnut Tree - Reduce by 3-4meters all over & clean deadwood. Tree itself is overbearing the property/ touching the house. (Tree Work App TPO). No comment submitted.

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

The planning working group updated the following: the S106 had been signed and agreed between Hopkins and Moore Developers and Breckland District Council. The Parish Council are not signatories at this stage but are hoping to be a nominated body to take over an orchard, allotments and community woodland.

### **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 following the street name criteria provided by Breckland District Council.

**6.5.** Conservation area; Malt House Farm – minuted item 5.

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

### **7.1. Report from the Open Spaces Working Group**

Cllr Clarke shared the report with other members for their review. The following actions were agreed.

- To replace the guttering to the bus shelter.
- To obtain three quotations from a qualified tree surgeon to carry out the recommend tree maintenance provided by Tree Care consultants and agreed planning permission

from Breckland District Council. It was unanimously agreed by all to reinstate a bi-annual rotation between the Churchyard and Cemetery once remedial works are completed and up to date.

- It was unanimously agreed to postpone the review of the Handyman for a further 5-weeks.
- The dog fouling signs have been printed and are ready for installation. The dog bins require rubbing down prior to sticking the dog waste labels onto them
- Behind the village green, the footpath sign had been uprooted and pulled over and requires replacing. The clerk was tasked with contacting Breckland District Council / Highways to investigate responsibility and get it rectified.
- The Open Spaces Working Group will work through the list of priorities following the annual play inspection report.
- Recommendations were received to allocate a budget towards the maintenance of Churchyard Cemetery wall and flower beds at either end of the village.
- The paving slabs in the memorial garden are a hazard due to the tree roots lifting. It was unanimously agreed by all to lift the slabs and replace with slate chippings. The clerk was tasked with ordering a bulk bag of plum slate chippings.

## **7.2. All Saints Churchyard Gate**

It was unanimously agreed to appoint John Willers Carpentry to replace the Churchyard Gate for £281.10. Proposed by Cllr Clarke and seconded by Cllr Turner.

## **8. Finance**

### **8.1. Mandate to NS&I account**

The mandate to the NS&I account was unanimously agreed by all, appointing the Parish Clerk, Cllrs Turner and Clarke as signatories. Proposed by Cllr Fowler and seconded by Cllr Smith.

### **8.2. Clerk's overtime**

The clerk's overtime of 21.5 hrs was unanimously agreed, proposed by Cllr Fowler and seconded by Cllr Smith.

### **8.3. SLCC Membership**

Membership agreed by all, proposed by Cllr Smith and seconded by Cllr Norton.

### **8.4. Approval of payment list**

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

### **8.5. Agree budget preparation and working group**

Cllr Turner asked members of the council to consider items / projects for 2022 / 2023 budget, for our next meeting in October and agree a working group. Couple of items were already suggested like the Queen's Platinum Jubilee, trees and benches for the community woodland.

## **9. Policy & Procedures Working Group**

The following policies listed below were ratified and adopted by the council, proposed by Cllr Smith, seconded by Cllr Fowler and unanimously approved.

Dignity at work

Grievance & Disciplinary Procedure

Open spaces & Allotments Procedure

Reserves Policy  
Credit / Debit Card Policy  
Recording of Meeting Policy  
Financial Regulations

## **10. Future Events**

### **10.1. Remembrance Day**

Cllr Clarke informed members that we had received a grant of £500 for VE Day and asked for an extension due to the pandemic. Cllr Clarke proposed that the grant is used for Remembrance Day which was unanimously agreed by all.

### **10.2. Christmas**

After discussion it was agreed for the clerk to contact Berrys Hall Farm for the Christmas tree and Squeezeast for the entertainment. It was agreed to have the tree delivered on 1<sup>st</sup> December in readiness for the Christmas event on the 5<sup>th</sup> of December.

### **10.3. Events 2022**

Cllr Turner asked members to start thinking about future events i.e., Easter, Summer Fete.

## **11. Armed Forces Covenant**

The Armed Forces covenant was ratified and adopted by the Council with Cllr Clarke nominated as the Armed Forces Champion. Proposed by Cllr Clarke, seconded by Cllr Fowler and unanimously agreed.

## **12. Correspondence**

Councillors noted the correspondence received and reports, including a report on the SAM2 for July and August, flooding issues and draft Dereham town delivery plan.

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

The following items to be added to the October agenda: Budget and councillor vacancies.

## **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 To agree a way forward regarding damage to the cemetery wall.**

The Parish Council agreed to a 14-day notice period to allow the contractor time to appoint his own builder providing contact from his builder is made within this period. Failure to do so the Parish Council will organise the repairs and recover the costs from the contractor.

### **14.2. Contractual Matters**

Minuted in item 7.1.

The Chairman closed the meeting at 9.21pm.

**Payment list (approved at item 8.4)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
Richard Turner	Zoom Subscription Aug- Sept	£14.39	£2.40
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Playdale	Site visit to check roundabout an adjust the gate	£126.00	£21.00
PKF Littlejohn LLP	External Audit	£360.00	£60.00
Ashley Ads	Dog fouling signs & wheelie bin stickers	£356.40	£59.40
Miscellanea	Newsletter September edition	£150.00	£0.00
Mattishall Memorial Hall	PC meetings hall hire (Jun-Dec)	£156.00	£0.00
Anita Rose	Clerk salary (Aug)	£1226.40	£0.00
Anita Rose	WAH Allowance	£13.00	£0.00
Anita Rose	Council mobile top up	£20.00	£0.00
TTSR Ltd	Grass cutting for Aug	£877.67	£146.28
John Willers Carpentry & Joinery	Replace churchyard gate	£281.10	£0.00
SLCC Membership	Membership for clerk	£178.00	£0.00
Anita Rose	Overtime	£329.60	
		<b>£5,526.67</b>	<b>£285.69</b>

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

Information Commissioner's Office	Annual renewal - paid 24 June 21	£40.00	£0.00
Total Gas & Power	Electricity supply at village green - paid 29 June 21	£13.43	£0.64
Wave (Anglian Water)	Water for cemetery and allotments: credit on a/c £48.19	£0.00	
		<b>£53.43</b>	<b>£0.64</b>