



Meeting Minutes

Meeting of Mattishall Parish Council

Monday 6 July 2020 at 7pm, via Video Conferencing

Parish Councillors present: Mike Nunn, Graham Clarke, David Piper, Janice Smith, Richard Turner and Sheryl Meldram. Also in attendance: Lorraine Trueman (Parish Clerk), Ian Martin (District Councillor) and 1 member of the public.

Cllr Mike Nunn opened the meeting and welcomed everyone.

1. Apologies for absence

Cllr Richard Norton gave his apologies to the Clerk in advance of the meeting and the Council accepted his apologies.

2. Members' declaration of interest in items on the agenda and any requests for dispensation

There were no declaration of interests or requests for dispensation.

3. Approval of the minutes of the meeting held on 1 June 2020

The council approved the minutes with no changes.

4. Election of new chairperson

Cllr Nunn invited nominations for the office chairperson. Cllr Nunn was nominated by Cllr Turner and seconded by Cllr Clarke. With no further nominations Cllr Nunn was elected a chairperson to stand for the remaining 10 months. Cllr Nunn chaired the rest of the meeting.

5. Election of new vice chairperson

With Cllr Nunn taking up the position of chairperson, vice chairperson was vacant. Cllr Nunn invited nominations, Cllr Clarke nominated Cllr Turner and was seconded by Cllr Piper. With no further nominations, Cllr Turner was elected as vice chairperson to stand for the remaining 10 months.

6. Progress on the items not on the agenda from the last meeting

The Clerk gave a summary of her report, which is available to read on the website.

7. Open forum for Public Participation: an opportunity to hear from the public

A member of the public spoke about concerns regarding planning application 3PL/2020/0477/HOU.

District Councillor, Ian Martin, spoke about the importance of encouraging people back into the towns and the review of local plans. He also advised that Breckland planning meetings are taking place virtually.

The member of the public left the meeting.

8. Planning matters

8.1. Results of applications (decisions taken by Breckland Council)

3PL/2020/0178/HOU – 29 South Green. Proposed two storey side extension with front and rear dormer windows. Re-roofing and new porch to front. Demolition of existing garage, erection of single storey extension forming enlarged lounge and kitchen, new annex and garage. Approved.

3PL/2020/0383/HOU – Ashleigh, 117 Dereham Road. Single Storey Extension to Front, Side and Rear of Existing Bungalow. Approved.

3PL/2020/0466/F – Summer Meadow, Mill road. Refused.

8.2. Planning application comments sent to Breckland Council prior to July meeting

3PL/2020/0462/F – Land south of Dereham Road.

HOU 1 Size of development. The size of this development is too large and not appropriate to the size of the village. Based on completions and commitments to date, Mattishall has fulfilled its minimum housing allocation of 141 dwellings prior to 2036 and, has no requirement for affordable housing.

HOU 3 Affordable housing. 25% affordable housing is being proposed i.e.: 12 homes. An application to reduce the number of affordable properties below the original 40% was refused.

HOU 4 Complement and enhance existing character of the village. This proposed development, although now modified, will be noticeable on entering a village of different styles of properties.

ENV 2 Important views and vistas. In the Mattishall Neighbourhood plan, it was noted that, the approach from Dereham is listed as one of three. At the appeal, the inspector commented that the development would harm the character of the area would conflict with the MNP policy ENV2.

ENV 5 Distinct villages. Villages need to be kept separate and, therefore need to have green space between them. We object to building on farmland because in the future out of the EU, farmland will be needed for producing arable and livestock.

TRA 1 Safe and sustainable transport. The development will be over 1km from the main village. This will ultimately mean an influx of vehicles into a congested, at times, centre of the village, which has inadequate parking facilities, a medical centre that is oversubscribed and a small school. The infrastructure of the village would not be able to support a development of this size.

HOU 6 Affordable Housing. Paragraph 3.53, the report recommends 25% affordable housing. Paragraph 3.57, when considering fractions of 0.5 dwelling, financial sum equivalent will be due payment.

HOU 4 Complement and enhance existing character of the village.

This is a large housing estate with a modern design which will not sit well in the entrance to the village.

TRA 1 The development will be over 1km from the main facilities. Therefore, residents are unlikely to walk, causing more vehicles into an already small congested area. There is no significant parking in the centre of the village. The school and medical centre would not sustain another minimum of 100 residents. We believe that Highways should be consulted in the access to and from the site, due to two blind bends coming from the west with vehicles entering the village at high speeds.

In conclusion, it could be argued that as the Greater Norwich Partnership area, a more sustainable location in relation to employment and, facilities, currently has a land supply well in excess of five years, these houses are not necessary in Mattishall.

3PL/2020/0466/F – Summer Meadow, Mill road.

Table 3.67 the gypsy and traveller topic paper, provides an assessment of existing permitted sites, where there is need arising for additional pitches, and assesses whether they can be expanded. The topic paper considers that the following two sites would be suitable for 1 pitch each. One of those sites is the above application. We as the Parish Council are concerned that this site has contravened planning policy and has already installed four (4) out of seven (7) pitches and four (4) Caravans. We wish it to be noted that grey water is being discharged into a ditch in an adjacent field and, would request some form of enforcement and environmental investigation. Objection.

8.3. Report and recommendations on planning applications from the Neighbourhood Plan delivery and monitoring group on new applications:

3PL/2020/0477/HOU - 34-36 The Old Stables Dereham Road - Construction of detached Cart Shed Garage with first floor storage and associated works.

The Parish Council objects to this planning application which sits in the centre of Mattishall village within the conservation area.

Reasons for objection: Scale, design and overdevelopment of the site. The design does not respect the character of the village, in particular, the end elevation and mass when viewed from the roadway. All are not in accordance With Policies GEN 1, HOU 4 and COM 03.4 of the Adopted Core Strategy of the Development Plan Document 2009.

The original planning application 3PL/2013/0817/F states “Prior to the first occupation of the development hereby permitted the proposed on-site car parking shall be laid out in accordance with the approved plan and retained thereafter available for that specific use.

Reason: To ensure the permanent availability of the parking/manoeuvring area, in the interests of highway safety. An acceptably worded condition requiring the removal of the caravan prior to the first occupation of the approved dwelling and for the area occupied to by the caravan to be incorporated into the parking area.”

The latest plan goes against this and therefore against the highways safety issue the original application supports.

3PL/2020/0601/VAR - Development Site 605237 310880, Gregs Close - Variation of Condition No's 2, 10 & 11 on 3PL/2018/1409/O.

The Parish Council supports the variation: Reserved matters (condition 2) rewording to permit the infrastructure works (subject to design approval) i.e. foul, surface water and power etc. to be installed as part of the pre-commencement works. Reason: To prevent flooding on site in accordance with Policies DC1 and DC3 of the Adopted Core Strategy of the Development Plan Document 2009.

3PL/2020/0607/HOU - Heath Cottage, Heath Road - Proposed 2 story side extension & workshop/store.

The Parish Council has no objection to this application.

8.4. Report of action taken on Kensington Forge planning applications 3PL/2017/1112/F & 3DC/2020/0050/DOC.

The Parish Council sent a letter to Breckland Planning Department raising concerns over this development. Please contact the clerk if you wish to view a copy of this letter.

9. Neighbourhood Planning and Monitoring Group

9.1. Members of the Neighbourhood Planning and Monitoring Group

The council debated the number of members required in this group with planning issues take up the majority of the council's time. It was agreed that this group should consist of 5 permanent members from the parish council but members of the community could be called upon where the councillors thought appropriate.

It was RESOLVED that the members of the Neighbourhood Planning and Monitoring Group would be Cllrs Piper, Turner, Clarke, Nunn and Norton.

9.2. Review of Neighbourhood Planning and Monitoring Group policy

The newly formed working group would review this together and present any suggested changes to the full council at a future meeting.

District Councillor, Ian Martin, left the meeting.

10. Amendments to working groups

10.1. Safer Neighbourhood Action Panel (SNAP) meetings – The Council RESOLVED that Cllr Smith will be the council representative.

10.2. Footpath councillor contact – this remains vacant.

11. Repairs to churchyard wooden gate (opposite chip shop) and gate posts on Dereham road

Concerns were raised over the safety aspect of the gate opening onto Church Plain. Cllr Piper will contact the church to discuss placing a padlock on the gate to prevent pedestrians from using this and stepping into the road. The Council APPROVED the quote from Mansfield for the repairs to the gate. Suggestions to move the gate on Dereham Road side away from the road were discussed. Cllr Piper will discuss this with the church.

12. Risk assessments

12.1. All Saints Churchyard and Burgh Lane cemetery

The cemetery working group completed risk assessments during June for All Saints churchyard and Burgh Lane cemetery and shared these documents with the Council ahead of the meeting. It was agreed that 1) Cllrs Piper and Clarke would re-site the Council's garden bin to sit alongside the bin kept at Burgh Lane cemetery and they would move the bench from underneath the plane tree at the memorial garden, 2) the clerk would speak to contractors about repairing the fencing around the cemetery, 3) Cllr Clarke and the clerk would look at repairing the wall at the entrance to the cemetery and 4) the clerk would see if the Highway Rangers could remove the weeds from the wall alongside Dereham Road at All Saints churchyard and arrange for repairs to the seating area around the village sign on Church Plain. It was also noted that some of the trees needed attention, but this would be discussed as part of item 22.

12.2. Risk assessments for allotments and village green

The council noted that these needed to be completed soon and the cemetery working group would agree dates outside of the meeting.

13. VJ Day event due to take place on 15 August

The council discussed several options but it was agreed that the event could not go ahead on 15 August as planned due to current legislation and there being no indication from the government if legislation would change sufficiently to make this event viable. It was agreed that the clerk would arrange for poppy wreaths to be laid on the war graves at Burgh Lane cemetery and at the war memorial on the village green.

14. Reopening of the play area

The council were keen to open the play area ahead of the summer holidays but felt that they were unable to take the necessary steps to mitigate the risks involved. The councillors reached a unanimous decision to keep the play area closed.

15. Donation to Mattishall Sports and Social Club

The councillors agreed that the clerk should contact the Sports and Social Club to ask for more information.

16. Request for dog bin at Orchard Road/Dereham Road junction

The residents in the surrounding area could not agree the location of the requested bin. Therefore, the Council have decided not to proceed this request any further at this stage.

17. Request for dog bin at Walnut Tree Farm

The resident who requested this had not provided any further information on the siting of the bin. The Council noted that the Walnut Tree Farm did not fall within their jurisdiction and was still maintained by Abel Homes. It was therefore unlikely they would be able to proceed with any request.

18. Bid for highways improvement as part of the Parish Partnership Scheme

The All Saints churchyard wall around the corner of Dereham Road and Mill Street has been damaged numerous times over recent years and the Council agreed to submit a bid to put in some protection. The clerk will work with Cllr Piper to prepare the submission.

19. SAM2 (Speed Awareness Messaging sign)

Cllr Turner provided an update.

20. Finance

20.1. The Council RESOLVED to approve the payments list.

20.2. The Council reviewed quarter 1 finance

20.3. The Council agreed to add Cllr Clarke to the bank mandate, to create and approve payments and to remove Cllrs Smith and Norton if they were both unable to access internet banking.

21. August meeting

The Council agreed to hold the next meeting on 3 August. This would be for urgent items only.

22. Tree survey

The council RESOLVED to go ahead with quote from Treecare Consultants at a cost of £429.

23. Repair to churchyard wall at the corner of Dereham Road and Mill Street

The council considered the comments from the Diocese and have asked the clerk to contact the insurance company to enable the repair to proceed.

24. Items for next meeting agenda (3 August)

Christmas Tree to be discussed at the September meeting.

The Chairman closed the meeting at 9.53pm.

Payment of accounts list - for approval on 6 July 2020

Payment to	Description	Payment	VAT to be reclaimed
David Piper	Compost for gardens by village signs	£14.85	
Harlequin Colour Print	Printing of planning policy documents	£84.82	£14.14
Information Commissioner's Office	Data protection - annual fee**	£35.00	
Jaki Alden	Gardening services for Jun 2020	£210.00	
Norfolk PTS	Induction for clerks and councillors - S Meldram	£40.00	
Terry Wilkins	ID badges and materials for play area repairs	£83.32	£13.88
Total Gas & Power	Electricity supply at village green*	£15.35	£0.73
TTSR	Grass cutting for June	£448.51	£74.75
Wave	Water bill for Cemetery and Allotments**	£107.18	£17.86
Clerks pay and expenses			
L Cantera	Pension****	£5.97	
L Trueman	Net pay***	£694.60	
	HMRC for tax & NI***	£225.11	
	Norfolk Pension Fund***	£268.62	
	Expenses	£47.48	
		£1,936.14	£107.22

* Payment taken on 30 June 2020

** Payment taken on 17 June 2020

*** Payment to be made on 31 July 2020

**** Payment made June payment list understated