



## Meeting Minutes

### Mattishall Parish Council

Tuesday 8 June 2021 at 7 pm  
Mattishall Memorial Hall

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Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Mike Nunn, David Piper, Janice Smith (left at end of item 12) and Richard Turner (Chairman). Also in attendance: Luisa Cantera (Temporary Parish Clerk), 1 representative from the YMCA (left at end of item 4), and 2 members of the public (both left at end of item 9.1)

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#### 1. Apologies for absence

Cllr Norton gave his apologies to the Clerk in advance of the meeting and the Council accepted his apologies. Ian Martin, District Councillor, also gave his apologies.

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

No declarations of interest or requests for dispensation were made.

#### 3. To approve the minutes of the Annual Parish Council meeting held on 4 May 2021

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record.

#### 4. Agreement on a start date for the Friday night youth club

Charlie Smith from YMCA Norfolk spoke about a suggested phased return for the youth club. She explained that it would be wise to re-start when all staffing is in place and to allow plenty of time to advertise the club to local children. She proposed two Friday nights in August (2<sup>nd</sup> and 16<sup>th</sup>) then weekly Friday nights from September – all sessions from 6.30 until 8.30 pm. The Council **AGREED** to re-start the youth club in August, as suggested by the YMCA. The Council thanked Charlie for coming to the meeting.

#### 5. Open forum for Public Participation

There were no comments from the public.

#### 6. Approval of Luisa Cantera as Temporary Clerk and Responsible Financial Officer until a new Clerk is able to join the Council

Mrs Savage had started as new Clerk in May but had decided that the role was not for her and left in late May. The Council **AGREED** to appoint Luisa Cantera as Temporary Clerk/RFO until a new Clerk is able to join (refer to item 16.1). The Council thanked Ms Cantera for returning to the Council to step in during this time without a permanent Clerk.

## **7. To report progress on items not on the agenda from the last meeting (Clerk's Report)**

The Temporary Clerk explained that as she had not been in post during May (only to train the new Clerk) she was not able to write a report reflecting on the past month.

## **8. Planning matters**

### **8.1. To receive results of applications**

3NM/2021/0042/NMA – Poplar Farm, 41 South Green - Amendment to pp 3PL/2019/0849/D - Minor amendments to the siting of dwellings within Plots 7- 12 inclusive (non-material minor amendment): Approved.

3PL/2021/0552/HOU – 12 Wesley Close – Proposed single storey side extension: Approved.

3PL/2021/0408/LB, Ivy Barn, Welgate – Painting existing cedar cladding to rear and side of main building and cart lodge located opposite: Approved.

### **8.2. To receive recommendation from Planning and monitoring group on current applications**

The council agreed to submit the following comments to Breckland Council:

3PL/2021/0608/HOU – 9 Lime Tree Close – Demolition of existing side porch and construction of single storey side and rear extensions: The Parish Council requests that the Local Planning Authority considers the impact the proposal would have on the amenity of neighbouring properties (Local Plan Policy HOU12). Specifically, the assessment should be in respect of overlooking, loss of light, privacy and overshadowing.

3PL/2021/0695/VAR – Willow Lodge, Willow Close – Variation of condition numbers 2 & 3 on 3PL/2019/1602/F Redesign of dwelling: The Parish Council requests that the Local Planning Authority considers the impact the proposal would have on the amenity of neighbouring properties (Local Plan Policy HOU12). Specifically, the assessment should be in respect of overlooking, loss of light, privacy and overshadowing.

3PL/2021/0671/HOU – West End House, 135 Dereham Road – Proposed garage/store/office and new access: The Parish Council objects to this application. This has been submitted as a Householder Application but primarily relates to a business/employment related activity effectively transforming a residential plot to a commercial operation. The application includes additional access driveway which appears to have already been commenced, indicating this to be at least a partially retrospective application. 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 demonstrate that other suitable sites are not available (Policy EC04). The proposal, by virtue of its scale will have a negative overshadowing impact on neighbouring residential properties (Moorfield) and the important visual approach to the village's western gateway. The proposal is thereby contrary to Local Plan Policy COM03 and should be refused.

3PL/2021/0747/LB – Several House Church Plain – Replacement of 7 existing windows with slimline double-glazed units or single-glazed units all to match the existing windows in pattern, detailing and timber sections: This architecturally sympathetic proposal is supported by the Parish Council.

3NM/2021/0042/NMA – Poplar Farm, 41 South Green – Amendment to pp 3PL/2019/0849/D minor amendment to the siting of dwellings with plots 7-12 (non-material amendment): The Parish Council has no objection.

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 annexe (Householder): The Parish Council would bring the following issues to the attention of the Local Planning Authority: 1. The development site is adjacent to and visible from a conservation area and would introduce a changed palette of materials visible from Mattishall Cemetery. 2. Conditioning to ensure the proposed annexe remains ancillary to the main dwelling should be considered. 3. The loss of garage parking space combined with the increase in accommodation may result in inappropriate street parking. 4. Consideration should be given to the impact the proposal would have on the amenity of the neighbouring property. The significant increase in floorspace and its effect of overbearing impact and visual dominance should be assessed in relation to Local Plan Policy COM3.

3PL/2021/0784/HOU – 35 Burgh Lane – New Vehicular Access to the Highway to Provide Additional Off-Road Parking Space: For a previous application: 3PL/2021/0456/HOU Mattishall Parish Council commented that the neighbour at number 40 has driveway access to a garage from Burgh Lane, therefore the proposal is considered to be in keeping. The applicant would however, need to seek approval from the Highways Authority and use an approved contractor to install a dropped kerb to the highway. This application was refused on grounds of visibility and proposed materials. If these concerns have now been addressed to the satisfaction of the Highways Authority then Mattishall Parish Council has no further observations.

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

Cllr Fowler reported that the s106 agreement is very close to conclusion. Breckland Council and Hopkins agree with the creation of a community orchard, open space land and 8 allotments. A solicitor to assist with legal advice had already been approved by the Parish Council so it was confirmed that Leathes Prior Solicitors will be appointed.

## **9. Update from councillors**

### **9.1. Flooding issues**

The Chairman reported that he attended several meetings recently on flooding and picked up some tips on how/where to report flooding issues. There has been some progress in the South Green area as Highways had cleared several water culverts. The public should be encouraged report issues to the Lead Local Flooding Authority (LLFA).

### **9.2. Kerbing outside the churchyard wall**

Kerbing has been agreed to continue from the section in front of the fish and chip shop on Church Plain to the junction of Dereham Road. It will be paid for via the 50/50 Parish Partnership Scheme by the Parish Council and Norfolk County Council. The Clerk was asked to contact Highways to request the final design.

## **10. Update from the Open Spaces Working Group (OSWG)**

Cllr Piper gave an update. Cemetery: The noticeboard has been reset and members plan to varnish it this week. Churchyard: The wall repairs have been agreed by All Saints Church and the diocese and a start date is awaited from the builder. A contractor is working on setting back the gate onto Dereham Road; the Clerk was asked to chase progress. Play area: There is an issue with children climbing onto a wall and throwing rubbish into a neighbouring garden.

The bench in the gym area will be moved away from the wall and Cllr Piper will liaise with the neighbour to monitor the situation. Village green: The slats on the vandalised bench will be repaired by Cllr Fowler. Members of the OSWG will meet with the handyman later this week to discuss his workload and priorities.

#### **10.1. Discussion and agreement on gardening work at village green and cemetery**

The gardener has not returned to continue weeding work at the village green and cemetery. The Council **AGREED** to pay a local gardener up to £300 to clear the weeds at the two locations.

### **11. Working groups**

#### **11.1. Set up a working group to review Council policies and procedures**

Councillors Fowler, Piper and Turner agreed to be part of a new working group to review policies and procedures.

#### **11.2 Membership of a flooding group**

The Chairman and Cllr Clarke agreed to be part of a flooding group that will research ways of resolving any village flooding issues.

### **12. 'Dog poo sign' competition and agreement on a winner**

Five competition entries had been received for a poster design to encourage owners to pick up after their dogs. The Council **AGREED** to select posters B and D. Cllr Piper will liaise with the primary school who had organised the entries. Both children will receive a £10 gift voucher donated by a villager. The villager will pay for the production of two A3 signs.

### **13. Finance**

#### **13.1. Approval of insurance policy**

The Council **AGREED** to engage in a 3-year contract with Norris and Fisher Insurance Brokers at £694 per year.

#### **13.2. Agreement of an amendment to the Council's Financial Regulations document**

The Chairman explained that he had reviewed the Financial Regulations document and proposed the following amendments: 1 To suspend Financial Regulation item 2.2 until the end of April 2022 to allow the Chairman to be Internal Control Audit Officer; 2 To amend item 4.1 to read 'Vice-Chair' instead of Chair to remove any potential conflict in roles; 3 In order to address the recommendations of the Internal Auditor, an additional paragraph should be added to section 3 stating: 'The total budget and precept amounts will be minuted in detail and the Internal Control Audit Officer will approve the precept documentation before it is submitted to the District Council.' The Council **AGREED** to adopt these amendments.

#### **13.3. Agreement of a debit card for use by the Clerk**

The Chairman explained that there are a number of recurring payments, e.g. Office, anti-virus software, Zoom, that are only taken from cards. The Council **AGREED** that a debit card via the Council's current account is organised for the incoming Clerk to use for such payments as well as other Council business as necessary.

#### **13.4. Agreement of a mobile phone for use by the Clerk**

The Chairman proposed that the incoming Clerk is supplied with a mobile phone. This would mean that the reference for the various software packages, contact numbers on the website, Facebook, etc, would remain fixed and not change regardless of circumstances. Many phones are now dual SIM which would enable the clerk to still have access to their private service if

they did not wish to carry 2 phones. The Council **AGREED** to purchase a mobile phone up to £300 and SIM up to £10 per month.

### 13.5. Approval of the list of payments

The payments were approved by the Council. The list is detailed at the end of the minutes.

## 14. Correspondence

### 14.1. Norwich Western Link update

The link road consultation from the A47 to the Norwich Northern Distributor Road is seeking comments which will go to the Planning Inspectorate in mid-June; the planning application is likely to be submitted in 2022.

## 15. Items for the 5 July meeting

No items were suggested.

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

### 16.1. To agree the appointment of a new permanent Clerk/Responsible Financial Officer

The Council **AGREED** to appoint Anita Rose as Clerk/RFO with effect from early August 2021.

### 16.2. To agree way forward regarding damage to the cemetery wall and how to repair

The Council **AGREED** that the Clerk will contact the driver who damaged the wall in November 2020 to ask him to contact his insurer so that the claim can be progressed and repair work can commence.

The Chairman closed the meeting at 10.46 pm.

### Payment list (item 13.5)

Payment to	Description	Payment	VAT to be reclaimed
All Saints Church PCC	Contribution towards electricity of tower (for years ending 8/19 & 8/20)	£160.00	£0.00
Josh Staff	April and May handyman services	£497.25	£0.00
Norfolk PTS	Locum clerk service for May 21	£768.75	£0.00
Norris & Fisher	Insurance policy for 21-22	£694.41	£0.00
Richard Turner	Zoom subscription June 21 (minus 60p overpayment for May)	£13.79	£2.40
Total Gas & Power	Electricity supply at village green*	£13.15	£0.63
TTSR	Grass Cutting for May	£457.67	£76.28
		<b>£1,910.61</b>	<b>£79.31</b>

\* Payment taken on 25 May 2021