



## Meeting Minutes

### Mattishall Parish Council

Monday 6<sup>th</sup> March 2023 at 7pm  
Poultec Business Park

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

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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

Apologies were received and accepted from Cllr Pickering due to work commitments.

#### 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 6<sup>th</sup> February 2023

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

#### 4. Clerk report

The clerk reported the following updates.

**4.1.** Village Map - Cllr Piper and the Clerk gave an update following the meeting that was held on 2<sup>nd</sup> March with Scarning Art Group. Cllr Piper was pleased to confirm that they are happy to help with creating a unique map for the village. The Clerk was tasked with acquiring quotations for the frame and seeking approval if required from Breckland District Council. The Council **AGREED** to donate £250.00 to Scarning Art Group. Proposed by Cllr Piper and seconded by Cllr Smith.

**4.2.** Michlmayr had reported some mechanical faults within the church clock. This had caused a delay in completing the works. They are hoping to have this work completed by next week.

**4.3.** Cllr Clarke will liaise with Helen Brooke regarding the A4 directory.

**4.4.** The Council discussed the inclusion of Private Albert James Frost to the War Memorial, and asked for this item to be deferred to the next meeting following further investigation. The Open Spaces Working Group was asked to visit the War Memorial to ascertain how and where Private Norman Wrighton can be added, and any future missed soldiers if agreed. The Clerk was tasked with looking at potential funding from the Royal British Legion, Commissioners War Grave and Breckland District Council.

## 5. Open forum for Public Participation

Cllr Claussen updated the Council that the date for the Issues and Options document for the Local Plan is still yet to be released.

The Council asked both District Cllrs if there was anything they could do to stop the auction for the land at Daffodil Way and encourage Breckland District Council (BDC) to engage with the resident directly. As the resident had been managing and leasing the piece of land for numerous years. Cllr Plummer had advised that BDC had been speaking directly with the resident and will ensure the resident understands that the land will be sold at auction.

## 6. Finance

**6.1. Approve the payments list**, the list was unanimously **APPROVED**, proposed by Cllr Smith, Seconded by Cllr Onassis. The list is detailed at the end of the minutes.

**6.2. Data Protection Training**, the Council unanimously **AGREED** for the clerk to attend this course on 15<sup>th</sup> June 23 for the cost of £40.00. Proposed by Cllr Smith and seconded by Cllr Piper.

## 7. Planning matters

### 7.1. To receive results of planning applications

3OB/2022/0059/OB: Land off Dereham Road; Discharge of obligation 4 of Schedule 1 Part 1 of s106 attached to planning permission 3PL/2020/0462/F – **Approved**.

### 7.2. To receive recommendation from planning and monitoring group on current application

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

**3PL/2022/1415/HOU**: Rimington, 93 Dereham Road; Conversion to chalet bungalow, dormers to front & rear and extensions to front & rear - The Parish Council's concerns given in our comment 11.2.23 remain and should be considered by the Local Planning Authority. Having noted BDC's recent commitment to preparing a Local Plan Design Code and the importance given to delivering good design, the Parish Council queries whether the proposal meets all the criteria in Local Plan Policy COM01.

**TRE/2023/0056/TCA**: Several House, Church Plain; There are 10 trees in the application - 5 requesting felling and 5 cutting back. Felling - 1 Walnut tree (T1 on Key) requested as interferes with hard landscaping building extension plans granted permission ref. No. 3PL/2021/1139/LB. 2 Ash trees (T2, T10) require felling as (very sadly) have advanced Ash dieback, are large, and near domestic buildings 1 small Rowan (T4) is dead and needs to be removed. 2 Sycamore trees: (T3,T5). The trunk of T3 is directly adjacent to (2m) - and canopy directly above - artists working studio (Barn on Key). Would like to remove as blocks light entering and a building(Grade II listed) maintenance issue. T5 is dangerous as it has grown at an acute angle over neighbours property and is large. Cutting Back - 1 Willow (T6) 30% prune - blocking neighbours light. 2 Cherry trees (T7,T8) 30% prune - blocking neighbours light. 1

Walnut (T9) 30% prune - blocking neighbours light (Tree Work App CA) - The Parish Council does not object to this proposal. However, it asks that the Local Planning Authority requests the planting of replacement trees either on site or at an alternative location to be agreed.

**3PL/2022/1432/F:** Mattishall Golf Club, South Green; Clarification re use and response to Environmental Health queries - description also amended / Enclosure of existing open sided lean-to for conversion to additional heated 2 no. office/retail space and a central open plan space for ancillary use to the golf club only - The Parish Council's previous comments (7.2.23) remain and should be considered by the Local Planning Authority. The proposed use of the central open space is still not clearly defined, and a term such as "golf related events" is not specific, raising many concerns around potential noise nuisance as understood by the Environmental Health officer and nearby residents. The Parish Council believes that the proposal falls outside the defined limits of its existing class and should be treated as a "Sui Generis" use.

**3PL/2022/1257/HOU:** 2 Cedar Rise; Raising the roof to convert existing bungalow into a 4-bedroom chalet style house with roof dormers - The Parish Council notes the comments from the Historic Buildings Consultant (8.2.23) following the observations we made on 16.12.23. The amended plans (Drawing A1-02 Rev E) present a more sympathetic design given the proposal's sensitive setting in relation to the conservation area and nearby Listed Buildings. However, the Local Planning Authority is asked to consider the use of materials against Local Plan Policy COM01 in light of its recent commitment to adopting a Design Code within the revised Local Plan. The proposal does not give ground levels details for the parking area and therefore the Local Planning Authority and Highways Authority are asked to assess the suitability of a 1.8m wall and fence immediately adjacent to the public highway.

**3PL/2023/0120/F:** Mattishall Pharmacy, 15 Dereham Road; Installation and operation of a prescription collection automated dispenser - The Parish Council makes the following observations in relation to the submitted supporting document: a) Design. The LPA is asked to consider the proposal in relation to its impact on the immediately adjacent conservation area. (Local Plan Policy COM03; Mattishall Neighbourhood Plan policy ENV1 b) Access. d) Amenity. This proposal seeks approval for 24hour/7-day access which far exceeds the current use of the site. The proposal is immediately adjacent to residential properties and the LPA is asked to consider whether, in the interest of the amenity of neighbouring properties, the hours of operation should be restricted/conditioned appropriately. (Neighbourhood Plan Policy ENV6 relating to noise intrusion and dark skies).

**3PL/2023/0017/F:** Daryll Farm, Mill Road; Demolition of existing building and proposed single storey replacement building for engraving studio/workshop – No further comments.

**7.3. Neighbourhood Plan working group,** updated the Council that the plan is progressing well. A drop in Public Consultation will be held on 24<sup>th</sup> April between 10:30am to 18.45pm. The group asked the Council to underwrite funding for up to £7500 in 23/24, to ensure timely progress is made and that the plan review is completed. Cllr Fowler agreed to provide a detailed financial breakdown of the

Neighbourhood Plan for councillors to review. The Council unanimously **AGREED** to underwrite the additional funds up to £7500, proposed by Cllr Norton and seconded by Cllr Piper.

**7.4. Breckland District Council (BDC) Local Plan Review** was covered in Item 5.

**7.5. Denbury Homes** is progressing well, with draft contracts exchanged between solicitors for the land transfer to the Blue Bordered Land. The Council was unable to give the go ahead on the bus shelter proposal due to more information required. Cllr Clarke had offered to draft a letter for further clarify prior to any decision made.

**7.6. Bayfield Homes** is progressing well, however complaints were received due to the amount of mud left on the road and flint stones flying up onto the footpath from moving vehicles. Cllr Clarke had offered to speak to the Operations Manager alerting them of these concerns and to ask if they could sweep the road more frequently than they had been.

## **8. Open spaces**

**8.1. The Open Spaces Working Group (OSWG) report** was noted and circulated to all members for review.

**8.2. Allotment Policy** was deferred to the next meeting after revisions.

**The Standing Orders were suspended.**

**9. Policies and procedures**, the Council unanimously **APPROVED** the review of the following polices; Data Protection Policy and Data Protection Information Audit, Safeguarding Policy, Credit Card Policy and Financial Risk Assessment with the following amendment – “The total of balances on accounts at a bank shall not exceed the amount guaranteed by the Financial Services Compensation Scheme. If additional bank accounts are required these must not be at a bank who share a banking licence with a bank at which there is an existing account”. Proposed by Cllr Murray and seconded by Cllr Clarke.

**10. Pear Tree Close and Bob Carter Court**, the clerk circulated correspondence received from BDC that said not enough information had been received to process our application, in having these pieces of land nominated as assets of community value. The Council felt that enough information was provided and asked the clerk to speak to District Cllrs Paul Claussen and Paul Plummer for their help and support.

**11. 20mph speed limit proposal on Mill Street / Dereham-Norwich Road and Burgh Lane**, Highway engineer Matt Lines had confirmed that our proposal will be considered in the 2023/24 financial year along with other proposals for the RSCF within the Breckland and South Norfolk district areas. The clerk had made a note to chase in a couple of months for an update if no information received.

**12. Kings Coronation (Sunday 7<sup>th</sup> May 2-6pm)**, an update was circulated to members for their review.

**12.1.** The Council appointed Venn Products for the Coronation medals. It was

unanimously **AGREED** to purchase 200 medals at the cost of £300.00. Proposed by Cllr Fowler and seconded by Cllr Piper.

**12.2.** The Council unanimously **AGREED** to support the Mattishall Community Hub as a guarantor for the Coronation grant. The Parish Council would solely receive and distribute the funds, but with no responsibility of how the funds are spent.

**13. Annual Parish Meeting speaker,** the clerk was pleased to confirm that Lorraine Varney (Community Enabler BDC) had accepted our invitation as a speaker for the Annual Parish Meeting. The clerk also confirmed that an invitation was sent to PC Austin Clarke and awaiting his reply.

**14. Correspondence,** SAM2 report was noted, Cllr Turner added that further sites would be beneficial to the village, he will liaise with Highways. No further update on flooding. Correspondence received from NWL was noted.

**15. Items for the next meeting,** Website, Insurance, Allotment Policy.

**16. To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press for staff matters.**

**16.1.** Norfolk Pension Fund contribution rate for the next three years was unanimously **AGREED**, proposed by Cllr Murray and seconded by Cllr Onassis.

**16.2.** The Council unanimously **AGREED** all recommendations following the meeting with the Handyman.

**The Chair closed the meeting at 22:08pm.**

Payment list (approved at item 6.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (February)	£1092.24	£0.00
A Rose	WAH Allowance (Jan & Feb)	£52.00	£0.00
HMRC	PAYE	£326.29	£0.00
Norfolk Pension Fund	Clerk Pension (Feb)	£414.89	£0.00
A Rose	Expenses (Amazon – wheelbarrow wheel)	£18.99	£3.17
Mattishall Memorial Hall	Hall hire for youth activities	£144.00	£0.00
Miscellanea	Newsletter	£375.00	£0.00
Nature Barn	Gate replacement Churchyard wall	£330.00	£0.00
Paperstone	Stationary	£77.97	£12.99
Paperstone	Stationary	£177.58	£29.59
Ian Edwards	Handyman / Gardening Feb	£975.00	£0.00
		<b>£3983.96</b>	<b>£45.75</b>
<b>Mattishall Neighbourhood Plan Review Steering Group</b>			
		£0.00	£0.00
<b>Payments paid by Lloyds multipay card (1<sup>st</sup> of each month)</b>			
Jewson	Play area fencing (20.01.23)	£24.00	£4.00
Survey Monkey	Subscription	£99.00	£0.00
Jewson	Play area fencing (04.02.23)	£36.00	£6.00
Jewson	Credit o/charged on last payment	-£12.00	-£2.00
CPRE	Subscription	£36.00	£0.00
Lloyds Bank	Multipay card fee	£3.00	£0.00
		<b>£186.00</b>	<b>£8.00</b>
<b>Payments paid by direct debit (1<sup>st</sup> of each month)</b>			
Total Energies	Electricity	£16.57	£0.79
		<b>£16.57</b>	<b>£0.79</b>