



Meeting Minutes Mattishall Parish Council

Monday 3rd April 2023 at 7pm
Poultec Business Park

Parish Councillors present: Richard Turner, Graham Clarke, David Piper,
Janice Smith, Rosin Murray, Mike Onassis
Parish Clerk: Anita Rose
District Councillor: Paul Plummer and Paul Claussen
Members of Public: 3

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 Fowler due to annual leave and 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 6th March 2023

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

4. Clerk report

The clerk reported the following updates.

- 4.1. Village map, pictures of the village have been sent to Scarning Art Group. Cllr Piper and the Clerk reported a meeting had been scheduled for 20th April to discuss progress.
- 4.2. Michlmayr have confirmed an appointment of Tuesday 4th April to complete the installation of the clock.
- 4.3. Mattishall Community Hub have kindly shared their directory of social groups for the Council to adopt / grow.
- 4.4. The Open Spaces Working Group (OSWG) will arrange a site meeting to discuss a place to add Private Norman Wrighton to the War Memorial.
- 4.5. The clerk reported that a resident asked via the Council's Facebook page if anything could be done about the traffic parking near Mattishall News. The Council sympathised with its inconvenience at times, however raised that this issue was discussed a few years ago with Highways with no action due to it acting as a traffic calming measure.

- 4.6. The Swan landlord had asked the Council if the Mini Recycling Centre could be relocated to its previous position. This was **AGREED** and the clerk was asked to contact Breckland District Council.
- 4.7. The Clerk and Cllr Turner gave an update following their visit to Norfolk Archives to investigate the land ownership at the Cemetery and Allotments. A further visit is scheduled for 18th April. An update will be presented to the Council at the next meeting.
- 4.8. Norfolk Parish Training and Support Spring Seminar was informative and well attended.
- 4.9. The clerk reminded councillors that we remain in a period of purdah and that election nominations must be delivered by hand to Breckland District Council by 4th April at 4pm.
- 4.10. Mattishall Surgery are holding a Practice Engagement Event on 27th April 6:30-7:30pm, held at Poultec.
- 4.11. Yaxham Village Hall are hosting a Hustings for District Councillors Elections on Saturday 15th April at 11am.

5. Open forum for Public Participation

Cllr Claussen reported that due to the Unison strike bin collections have been impacted. He also advised that further strikes are possible around the Coronation weekend.

6. Finance

- 6.1. **Approve the payments list**, the list was unanimously **APPROVED**, proposed by Cllr Clarke, Seconded by Cllr Onassis. The list is detailed at the end of the minutes.
- 6.2. **Asset register** was unanimously **APPROVED** by the Council after the following amendments: laptop remain listed and a strimmer added. Proposed by Cllr Murray and seconded by Cllr Smith.
- 6.3. **Mattishall Community Hub** asked the Council if they would act as their guarantor allowing them to apply to organisations like Spark Up for funding opportunities to support the hub. The Council unanimously **AGREED** to act as a guarantor.

7. Planning matters

7.1. To receive results of planning applications

3DC/2022/0278/DOC: Kensington Forge, Dereham Road; Part Discharge of Condition(s) No 4c & 4d on 3PL/2017/1112/F for plots 5 and 6 (Discharge Conditions) – **APPROVED**.

3PL/2023/0060/F: Ash Tree Barn, Watercress Lane; new single storey dwelling with means of access – **REFUSED**.

3PL/2022/1257/HOU: 2 Cedar Rise; Raising the roof to convert existing bungalow into a 4- bedroom chalet style house with roof dormers – **APPROVED**.

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 – **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 Clarke, seconded by Cllr Murray and unanimously **AGREED**.

3DC/2023/0016/DOC: Poplar Farm, 41 South Green; part discharge of conditions 5,6,7 & 8 on 3PL/2022/0114/F – No comment.

3PL/2023/0225/HOU: 2 Robert Key Drive; single storey rear flat roofed extension - The LPA is asked to ensure that the proposal is appropriately compliant with Local Plan Policy HOU 11 and in particular does not adversely affect the amenity of neighbouring property. No details have been provided regarding how the rainwater from the main roof and the new garden room will be managed. The LPA should consider conditioning that the new rainwater pipes must be connected to an appropriately designed sustainable method of urban drainage system and under no circumstances must they be connected into the nearby foul water sewer. The detailed drainage system should be submitted to and approved in writing by the LPA prior to any commencement of works.

3PL/2023/0290/HOU: Melarron, 91 Dereham Road; Proposed two storey side extension to include new garage, single storey rear extension, canopy to frontage and associated alterations with rendering finish throughout new and existing walls - It is not clear from the submitted plan how the eastern rear elevation will impact on the adjoining semi detached property. The LPA is asked to ensure that the proposal is appropriately compliant with Local Plan Policy HOU 11 and in particular does not adversely affect the amenity of neighbouring property. The application refers to new external lighting. The LPA is asked to ensure the proposal complies with Neighbourhood Plan Policy ENV6: Tranquillity and dark skies. The application proposes a "coloured render" treatment of the external elevations. The LPA is asked to consider the appropriateness of this treatment given that the immediately adjoining semi-detached property and nearby properties are of a brick finish. Local Plan Policy GEN 02 Promoting High Quality Design, states that development should be of high quality and "respects and is sensitive to the character of the surrounding area and makes a positive architectural and urban design contribution to its context and location". Drawing 02 details new rain water pipes to the rear elevation from the main roof to the new flat roof and from the flat roof to the ground. The LPA should consider

conditioning that the new rainwater pipes must be connected to an appropriately designed sustainable method of urban drainage system and under no circumstances must they be connected into the nearby foul water sewer. The detailed drainage system should be submitted to and approved in writing by the LPA prior to any commencement of works.

- 7.3. **Neighbourhood Plan working group** updated the Council that the review is progressing well and to remind all that the Drop In Event is held on 24th April between 10am to 6.45pm at Poultec.
- 7.4. **Breckland District Council Local Plan Issues and Options comments**, were unanimously **AGREED**, proposed by Cllr Clarke and seconded by Cllr Onassis.
- 7.5. **Denbury Homes** development continues to progress well. Unfortunately, we are no further forward with the transfer of the blue bordered land. The clerk was tasked with chasing Stephen Haslam-Rose.
- 7.6. **Bayfield Homes** development is well organised and working to programme. Cllr Clarke reported that he had spoken to the site manager regarding the debris overflowing onto the road / footpath of South Green. They have budgeted to a once a week clean and have agreed to increase to twice a week in inclement weather. It was discussed that any further concerns are reported to Highways.

8. Open spaces

- 8.1. **The Open Spaces Working Group (OSWG) report** was noted.
- 8.2. **Allotment Policy** was unanimously **APPROVED**, proposed by Cllr Smith and seconded by Cllr Onassis.

9. **Website**, after discussion it was raised that having the newsfeed partially working on some browsers was not the long-term fix. The Council would like to explore other options in providing a more permanent option like JavaScript. The clerk was tasked with contacting Steve Jackman to explore and provide options to resolve.

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

- 10.1. The Council **AGREED** to appoint Face It Face Painting for the Coronation Village Fayre and to have a donation tin for the Mattishall Christmas hampers for the vulnerable.
- 10.2. A budget of £250.00 was **AGREED** for raffle prizes.
- 10.3. After discussion it was agreed that providing a minibus for residents to attend the village fayre would take some organising and could become quite costly. For these reasons it was **AGREED** to not pursue this any further.
- 10.4. The Big Help Out Litter Pick will be managed by Cllr Murray. It will be held between 2:30 – 3:30pm followed by tea and cake.
- 10.5. Banners **AGREED** to be purchased either ends of the village.

11. Correspondence reports were noted. The SAM2 machines are to moved next week.
Cllr Murray will be attending the CPRE APM on behalf of the Council.

12. Items for the next meeting, Insurance, War Memorial and Year End Accounts

The Chair closed the meeting at 20:50pm.

Payment list (approved at item 6.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (March)	£1092.24	£0.00
Norfolk Pension Fund	Clerk Pension (Mar)	£414.89	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£326.29	£0.00
Face It	Face painting (deposit for Coronation Fayre)	£50.00	£0.00
Norfolk Parish Training & Support	Data Protection training course	£40.00	£0.00
Norfolk Parish Training & Support	Annual Subscription	£430.49	£0.00
Memorial Hall	Hall Hire Youth Activities	£180.00	£0.00
Ashley Ads	Coronation A3 Posters	£39.60	£6.6
Ian's Services	Handyman / Gardening Mar	£600.00	£0.00
		£3199.51	£6.60

**Mattishall
Neighbourhood Plan
Review Steering
Group**

D Fowler	Expenses (Print A Banner NP Consultation)	£84.67	£14.11
Modicum	Consultancy Support	£1350.00	£0.00
Southgreen Park (Poultec)	Hall Hire	£93.06	£15.51
Nupremis	Consultancy Support	£3375.00	£0.00
Paperstone	Stationary	£90.54	£15.09
		£4993.27	£44.71

**Payments paid by
Lloyds multipay card
(1st of each month)**

WIX	Website subscription	£86.40	£14.40
Lloyds Bank	Multipay card fee	£3.00	£0.00
		£89.40	£14.40

**Payments paid by
direct debit (1st of
each month)**

Anglian Water (Wave)	Water	£19.06	£3.19
		£19.06	£3.19