



## Meeting Minutes

### Meeting of Mattishall Parish Council

Monday 7 December 2020 at 7pm, via  
Video Conferencing

---

Parish Councillors present: Mike Nunn, Graham Clarke, Richard Turner, David Piper, David Fowler, Janice Smith and Richard Norton. Also in attendance: Lorraine Trueman (Parish Clerk), Ian Martin and Paul Claussen (District Councillors), Ben Handford (co-opted at item 5) and 2 members of the public.

---

Cllr Nunn opened the meeting at 7.01pm and welcomed everyone.

#### **1. To receive apologies for absence**

None were received.

#### **2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

Cllr Piper declared an interest in item 9.

#### **3. To approve the minutes of the meeting held on 2 November 2020**

The minutes were approved by the council.

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

The Clerk gave a summary of her report, which is available to read on the website. Cllr Clarke gave an update on works carried out on the cemetery entrance earlier in the day.

#### **5. To approve the co-option of a new councillor onto the Council**

Cllr Nunn introduced Mr Handford and Mr Handford shared some information about himself. The councillors asked Mr Handford some questions about his background and thoughts about the village which he answered. The Council **RESOVLED** to co-

opt Mr Handford onto the council. The clerk will meet with him (virtually) to go through a local induction and to arrange signing the declaration of acceptance of office.

## **6. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors**

Dist. Cllr Martin gave an update on the on-going response Breckland District Council where providing to the local community during the current pandemic and offered his support to help resolve any issues.

Dist. Cllr Martin went on to give an update on planning applications for the land south of Dereham Road, Kensington Forge and The Old Stables.

Breckland District Council now has a 5-year land supply and Mattishall local plan stands, as advised by Dist. Cllr Martin. Dist. Cllr Claussen spoke about his views on the White Paper – Planning for the future, with the councillors asking questions. Cllr Nunn thanked Dist. Cllr Claussen for sharing his views.

Mr Ellis spoke to update the council on the progress he has made with bringing superfast broadband to the village. He advised that Openreach are putting together a proposal with the support of Norfolk County Council, which would enable 700 houses to have the option to take the superfast broadband while bringing the cost down. Using the government voucher scheme, 212 properties would be required to sign up for the installation to be free. Mr Handford advised he had been supporting Mr Ellis with this project, while the councillors asked Mr Ellis questions and spoke about the disruption the implementation would cause to roads and footpaths. Cllr Piper thanked Mr Ellis for his work on this project.

7.57pm Mr Ellis left the meeting.

## **7. Planning matters**

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

3PL/2020/1043/HOU - 8 Parkers Road - Alterations and extension to existing garage in rear garden. APPROVED.

3PL/2020/0358/O - Glenthorne, 149 Dereham Road - Two timber cabins to be used for holiday accommodation. APPROVED.

3PL/2020/1106/HOU - Rowan House, Norwich Road - Reinstatement of detached, fire damaged double garage - works include reducing height of roof on garage and extension of garage to form store. APPROVED.

### **7.2. To receive report from Neighbourhood Plan delivery and monitoring group on applications with comments due before this meeting**

3PN/2020/0056/UC - Agricultural Building at South Green Farm South Green - Prior approval for conversion of barn to one dwelling (General Permitted England Order 2015 as amended Schedule 2, Part 3, Class Q)  
No objection.

### **7.3. To receive report and consider recommendations from the Neighbourhood Plan delivery and monitoring group on new planning applications**

3PL/2020/1289/HOU - The Old Rectory, 4 Stoney End, Mattishall NR20 3RY – rear first floor extension  
Mattishall Parish Council has no objection to the proposed extension and alterations to the Old Rectory. There are no issues relating to overlooking.  
Comments.

3PL/2020/1307/HOU - Moat Farm, Dereham Road, Mattishall NR20 3NL – Siting of temporary greenhouse in garden  
No comments.

3PL/2020/1272/LB - Moat Farm, Dereham Road, Mattishall NR20 3NL - Repairs to south gable window lintel & beam bearing over first floor bedroom & within roof space at south gable & siting temporary greenhouse in garden  
Mattishall Parish Council having reviewed this application have no objection to the necessary repairs nor the methodology.  
The Parish Council appreciates the detail and thoroughness of the Paul Robinson Partnership report.  
Comments.

3PL/2020/1172/F - Water Treatment Works, South Green - Single storey dwelling with and extension to an existing outbuilding.  
No comments.

### **7.4. To receive update from the Neighbourhood Plan delivery and monitoring group on contact with Hopkins Homes regarding site/land South of Dereham Road**

Cllr Fowler advised that the clerk had contacted Hopkins Homes in November to raise some concerns about the application. These concerns included a contribution to a new medical centre, bus shelter design, safety aspects of the attenuation pond, and the allotments, community wood and orchard specification and management. Hopkins Homes had provided positive feedback on the issues raised.

Cllr Nunn thought that the council were looking more favourably towards the Hopkins Homes application and confirmed the Parish Council had received no contact from the other applicants on the same site, Gladman.

The council discussed next steps and agreed for the clerk to contact the case officer to ask for an update on the progression of the S106 and to ask for the speed limit, west of the site, to be reduced from 40mph to 30mph. Cllr Fowler will draft the wording.

The council also agreed for the clerk to contact Dereham Town Council in regards of S106 agreement discussions.

8.32pm Dist. Cllr Martin and a member of the public left the meeting.

#### **8. To discuss the Caravan and Motorhome Club pitches at the golf club**

The councillors discussed the application submitted by the golf club. Cllrs Fowler and Nunn suggested that this is the type of activity the village should welcome as this would support the economic viability of the village.

#### **9. To agree street lighting requirements for development at Poplar Close**

Cllr Piper did not take part in any discussions on this item.

Cllr Nunn confirmed that Mattishall have a dark sky policy, which is why there are no streetlights on the new development of Walnut Tree Fields.

Cllr Smith advised that the only streetlights in the village were compulsory and these are to light the speedhumps.

The council unanimously agreed the streetlights were not required.

#### **10. To receive the latest SAM2 and Speed Watch report**

The sign was placed in the 20mph limit close to the school, facing toward the church, again lockdown has reduced traffic volumes considerably. The figures show a substantial reduction with only 2 days recording more than 2,000 vehicle movements. 30%, just under 12,000, of vehicles were travelling at 25mph or more, 928 at 30mph or more. The highest speed recorded was 40mph, 15 vehicles. The sign was turned to the opposite direction on 22 November, the battery had run down and only 25 days data was recorded. The sign will be relocated on 20 December.

8.45pm Dist. Cllr Claussen left the meeting.

#### **11. To receive an update on the application for new Safer Neighbourhood Action Panel (SNAP) members**

Cllr Smith agreed to be the council representative for the new SNAP and advised she had contacted Paula Gilluley but had no response. The clerk will contact Paul Gilluley to advise her that the council have agreed that Cllr Smith will be the council's representative.

#### **12. To discuss the invitation from the District Superintendent to a strategic level briefing**

As above, Cllr Smith agreed to be the council representative and had contacted Paula Gilluley but had received no response. It was agreed the clerk would also contact Paula Gilluley to advise of the council's decision.

### **13. To receive report and consider the status of the online youth club**

No update was available from YMCA at the time of the meeting.

### **14. To receive an update on Miscellanea**

Eileen Conway is to retire as editor of Miscellanea after 15½ years. The council resolved for the clerk to send a note of recognition for the many years of service given.

Anne Jackson will take over the role of editor.

### **15. To discuss and agree members of a new Chairman's long-term projects working group**

Cllr Nunn spoke about his disappointment that no councillors had come forward to join this working group. The clerk spoke about how this group would be shaping the future of the village and the excitement this role could hold.

Mr Handford expressed an interest in joining this group as he wants to make the village the best it can be. Cllr Clarke also expressed interest in the group.

Cllr Nunn agreed for councillors to consider this working group for another month.

### **16. To receive an update and discuss next steps for Xmas hampers**

The clerk confirmed the funding application to Norfolk Community Foundation had been successful and the Parish Council had been awarded £525 for 30 hampers. Jo Bishop had been contacted to make up the hampers, Mattishall Volunteer Hub had been advised and were preparing to make the deliveries and Mattishall and Burgh Charity are going to give the delivery addresses directly to the hub.

Due to the tight timescale, the council agreed to pay Jo Bishop the £525 before receiving the funds from Norfolk Community Foundation.

Cllr Smith raised concerns about the hub making an incorrect delivery, but the council felt this was a one off and that they should still proceed with the delivery as previously agreed.

## **17. Finance**

### **17.1. To approve the payment list**

The council approved the payments as listed at the bottom of the minutes.

### **17.2. To review draft budget for 2021/22**

The draft budget was available for the councillors to review ahead of the meeting. The councillors RESOLVED to allocate £3,195 of project spend to holding a festival once the current pandemic was over.

The council discussed holding a reserve for professional fees. It was believed that this reserve could be taken from this year's underspend and could be between £5,000 and £10,000. It was agreed not to increase this reserve in 2021/22.

Cllr Smith asked about a budget for the cemetery working group and agreed to draft requirements for the clerk to cost.

## 18. Correspondence

Correspondence was available for councillors to read.  
Cllr Piper advised the next meeting for the Norwich Western Link was on 15 December and he will give an update to the council at the January meeting.

## 19. To receive items for 4 January agenda

Update on the planning application for land south of Dereham Road, update on the youth club, agree members of the long-term projects working group, update on SNAP and police strategic briefing, feedback from Norwich Western Link, discuss government tree scheme and village signs/gates.

9.32pm Cllr Nunn closed the meeting

Payment to	Description	Payment	VAT to be reclaimed
Berry Hall	Xmas Tree	£150.00	£0.00
Glasdon UK	Replacment dog bin for South Green	£159.62	£26.60
J Alden	Oct & Nov gardening	£384.00	£0.00
J Bishop	Xmas hampers	£525.00	£0.00
Mansfield Fencing	Erection of goal post on village green	£195.00	£0.00
Mattishall Memorial Hall	Hire of hall for youth club	£100.00	£0.00
Miscellanea	Winter edition	£100.00	£0.00
PVH Carpentry	Repair to bench at Cedar Rise	£240.00	£0.00
Total Gas & Power	Electricity supply at village green*	£7.68	£0.37
<b>Clerks pay and expenses</b>			
L Trueman	Salary and related expenses***	£1,262.12	£0.00
D Fowler	Concrete for fixing dog bin at S Green	£9.58	£1.60
L Trueman	Expenses	£94.18	-£5.99
		<b>£3,227.18</b>	<b>£22.58</b>

\* Payment taken on 1 Dec 2020

\*\*\* Payments to be made on 31 Dec 2020