



Meeting Minutes

Mattishall Parish Council

Monday 3rd October 2022 at 7 pm
Poultec Business Park

Parish Councillors present: David Fowler, Richard Turner (Chair), Janice Smith, Graham Clarke (Vice Chair), David Piper and Mike Onassis.

Parish Clerk: Cllr Smith as temporary clerk
District Councillor: None
No members of the public

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 Cllrs Taylor, Norton and Pickering due to work commitments.

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

Cllr Onassis declared an interest in item 10.3.

Cllr Fowler declared an interest in item 7.2 application TRE/2022/0203/TPO

Cllr Clarke declared an interest in item 7.2 application 3DC/2022/0238/DOC & 3PL/2022/0164/VAR.

3. To approve the minutes of the meeting held on 5th September 2022

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 Piper, and unanimously **APPROVED**.

4. Clerk report

The clerk reported the following updates.

4.1. Continuing to chase Norfolk County Council regarding the village map replacement.

4.2. Michlmayr advised that installation of the auto wind clock to All Saints Church will be within the next four weeks.

4.3. The damaged sign caused by fire, at the T-Junction to Back Lane from Parkers Road is scheduled for repair / replacement from Highways within the next 6 weeks.

4.4. Malt House Farm, the clerk is awaiting an update from Simon Wood (Director of Planning and Building Control from Breckland District Council), emailed 27th September.

4.5. Letter to Norfolk and Waveney CCG regarding S106 Health provision had a reply acknowledging the letter and confirming a response in due course.

4.6. Mattishall Burgh Charity will confirm the number of Christmas hampers required after 31st October 2022.

4.7. Norfolk County Council had confirmed that the four pieces of land the Council was interested in are not owned by them, therefore no further action required.

4.8. Prior to the initial meeting with Mr Jackman to discuss the website update, the clerk was tasked with arranging a meeting with the Communications Working Group.

4.9. The clerk is in the process of arranging a meeting with Highways and County Councillor Bill Borrett to discuss the 20mph public consultation.

5. Open forum for Public Participation

There were none.

6. Finance

6.1. **Approve the payments list**, the list was unanimously **APPROVED**. Cllr Piper raised a question regarding the water bill for the allotments. After discussion it was unanimously **AGREED** that the Council would consider covering the cost of the water bill by dividing the amount to the allotment holders, adding the additional charge to their annual rent. The Open Spaces Working Group (OSWG) will investigate options for providing a dip tank.

6.2. **The 2ND quarter finances** were deferred to next meeting.

6.3. **Draft Budget Working Group meeting** will consist of Cllrs Smith, Piper and the Clerk, with the first draft meeting taking place in October. Members of the Council were asked to email budget items to the clerk by the 17th October.

6.4. 5-Year audit appointments with Small Authorities Audit Appointments (SAAA)

The Council unanimously **AGREED** that they do not want to opt out of the next round of 5-year audit appointments.

6.5. External audit report PKF Littlejohn

The external report was received, and it was noted that section 2, Box 9 for 2021/22 should read £115,492 and not £141,661, the clerk was tasked with ensuring this amendment was carried forward when filing next year's Annual Governance and Accountability Return (AGAR).

7. Planning matters

7.1. To receive results of planning applications

3PL/2022/0831/HOU: Five Oaks, 68 Dereham Road; Removal of existing roof, increase pitch of roof and provide dormer to rear to form loft conversion, including velux rooflights to front – **APPROVED**.

3PL/2022/0777/HOU: Hall View Barn, 88A Dereham Road; Single storey extension to the east of the existing single storey element – **APPROVED**.

TRE/2022/0173/TCA: 6 Mill Street; S1 Laurel Fell and treat stump with eco plugs (broadleaved), T1 Beech Fell and treat stump with eco plugs (broadleaved), T2 Beech Fell and treat stump with eco plugs (broadleaved) (Tree Work App CA) – **REFUSED with a recommendation that T1 has a Tree Preservation Order**.

3PL/2022/0220/HOU: Rimington, 93 Dereham Road; Conversion from bungalow into house with front and rear extensions and detached garage with annex above – **REFUSED**.

3PL/2022/0941/HOU: West End House, 135 Dereham Road; Conversion of garage to habitable accommodation. Works include two Velux roof lights in the rear roof slope on North elevation and the replacement of roller doors within South elevation with a door and window – **APPROVED**.

TRE/20220219/TPO: Mattishall Middle School, Dereham Road; TPO-2019-04 T1- TAG No (701) Ash Tree- Stem diameter 90cm, Height 25m, crown spread 15m, application to remove deadwood, suppressed and crossing branches from trees crown. T2- TAG No (702) Oak Tree- Stem diameter 90cm Height 25m crown spread 20m, application to remove all deadwood, suppressed and crossed branches from the trees crown, Raise the lower crown on the south side over the car park to allow a ground clearance of 3.5m, and to raise lower crown to the east to allow 1m of clearance over shelter. (Tree Work App TPO) – **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 Turner, seconded by Cllr Onassis and unanimously **AGREED**.

Cllr Fowler left the meeting whilst this application was discussed.

TRE/2022/0203/TPO: 147 Dereham Road; T3 Beech Reduce Height from 22-24m to 19-21 meters cut back north crown from 10m to 7m, T4 As T3,T5 Cut back crown from 8m to 6m (Tree Work App TPO) – Mattishall Parish Council strongly opposes this application to reduce the height and crown of these Beach trees that are all subject to a tree preservation order.

- The Parish Council is concerned that a neighbour seeks to have these protected trees reduced in height for no apparent logical reason.
- These mature trees form an important part of the western gateway to Mattishall village and is a protected vista as stated within Mattishall Neighbourhood Plan.
- There is no apparent arboricultural reason for these mature trees being reduced in height.
- The impact of this proposal on the local wildlife is most likely to be detrimental.
- This year trees have suffered from a lack of rainfall and to further stress these otherwise healthy trees is nonsensical.

The Parish Council considers this application to be somewhat unusual given that it is placed to apparently appease a neighbour. The neighbour has not provided any evidence in support of this application therefore the Parish Council for all of the reasons stated above requests that the Tree Consultant rejects this application.

Cllr Fowler re-joined the meeting

Cllr Clarke left the meeting whilst this application was discussed.

3DC/2022/0238/DOC & 3PL/2022/0164/VAR: Four Winds, Mill Road; Discharge of conditions 10 and 11 on 3PL/2019/0375/F - Mattishall Parish Council is extremely concerned with the manner in which this application has been managed by the applicant and the subsequent approach taken by Breckland District Council. This was always a fairly simple application for three dwellings outside the Mattishall settlement boundary but has resulted in work proceeding contrary to approval and with little or no evidence of effective enforcement.

A clear set of appropriate planning conditions was attached to the approval 3PL/2019/0375/F. Despite repeatedly bringing breaches of these conditions to the attention

of your enforcement team no action has apparently been taken. This is particularly apparent in respect of a variation to Condition 10, where we now have a retrospective application over three years after the original decision to amend this important condition. This is despite clear requirements from Norfolk County Highways having not been met, and the fact that the dwellings are now almost completed. This development has been constructed immediately adjacent to and accessed from a 60MPH highway, where the Highway conditions have yet to be discharged (3PL/2022/0238/DOC).

Similarly, the amended plot designs, single storey extensions and amended garage design are all retrospective and amendments to approvals given over three years ago- despite the planning authority having been alerted to these serious breaches at an early point of construction.

The Parish Council respectfully asks that this application, the other outstanding application on this site and all previous applications relating to this site are reviewed and that a clear explanation be given to enable the Parish Council to relate the course of events to its residents.

Cllr Clarke re-joined the meeting.

3OB/2022/0053/OB: Land at Cedar Rise; Discharge the planning obligation on 3PL/2015/0279/O - Confirmation of compliance with all conditions under the S106, or confirmation of which conditions are yet to be complied with – No comment.

7.3. Neighbourhood Plan Review, Cllr Fowler recapped that a consultant had been appointed and the application for funding had been submitted. He updated the Council on the next following steps.

- Looking into applying for additional funds for design guide.
- Gaining enough interest from the recent article in the Miscellanea to form a steering group.
- In addition to the Miscellanea submit a post on Facebook.
- Finding an Administrator.

7.4. Breckland District Council Local Plan review, Cllr Fowler updated the Council that Breckland District Council have asked us to re-submit our comments due to the process being contested. The Planning Working Group will provide comments to agree at our next Parish Council meeting.

Following the “Call for Sites” process, it was noted that four sites had been selected for potential development. They are the following.

- 1) South Green Business Park, this site will be viewed to be a Doctor / Medical Surgery with 20 bungalows.
- 2) Ivy Way / Rayners Way, this site viewed to be up to 30 units.
- 3) Poplar Farm, extension to Fleur Homes development for additional 20 units.
- 4) Thynnes Lane, this site viewed to be up to 5 units.

Cllr Fowler added that Mattishall had met its housing allocation and according to the current policy these sites are outside the settlement boundary, however under review settlement boundaries can be adjusted. He also informed the Council that the “Call for Sites” process has been extended to December 2022 and that additional sites could come forward.

7.5. Denbury Homes development is progressing well. Cllr Clarke advised the Council that the Planning Working Group will be arranging a site meeting in the upcoming weeks.

7.6. Norfolk Minerals and Waste Local Plan, the Council **AGREED** to no comment.

8. Open spaces

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

8.2. Play area wall, the Council **AGREED** to appoint SJ Cutler Builder to repair the play area wall, following agreement from Mr and Mrs Molony. The clerk was tasked with writing a letter confirming the agreed works to be carried out and arranging a meeting in person with Mr and Mrs Molony as well as Cllr Onassis to discuss in detail.

9. Communications Working Group

9.1. No report was received from the Communications Working Group, the Chair confirmed that the group will be arranging a meeting in due course.

9.2. Welcome Pack (directory of local services), Cllr Clarke suggested to the Council to produce a A4 laminated directory, listing businesses and organisations that could be distributed to each new incoming family. This will benefit from making each family feel welcome, directing them to local services and potential recruiting of Councillors / volunteers and helpers within the village. The Council is in support of this idea and agrees to the benefits of the service it will provide. The Communications Working Group will carry out further work to submit to the Council at the next Parish Council meeting.

9.3. Public reports to be covered under item 9.1.

10. Anti-Social Behaviour

10.1. The Council noted the crime reports raised by Norfolk Constabulary.

10.2. Crime Prevention Survey provided by Norfolk Constabulary PC Austin and PC Arbutnot on 24th September was circulated to the Council. The following actions were **AGREED**:

- Remove the gate on the Village Green and tidy the entrance.
- Re-site the litter bin from the entrance to the Village Green next to the picnic table.
- Planting to the play area when the wall has been repaired and bench re-sited.
- Installing 1-metre-high fencing around the War Memorial.
- To explore CCTV and investigate costings.

10.3. Cllr Onassis reported that he had set up and registered a Neighbourhood Watch Scheme for the Village. It was noted that the scheme had been set up independently and not through the Parish Council. The Council fully support the scheme and thanked Cllr Onassis for his huge efforts in getting it up and running. The Council informed Cllr Onassis that any financial help would require submission of a grant application form for the Council's consideration.

11. YMCA

11.1. Cllr Piper reported to the Council that the Memorial Hall Committee are happy for the Council to continue to hire the hall for both the senior and junior youth club sessions.

11.2. The Junior Youth Service Agreement was unanimously **AGREED**, proposed by Cllr Fowler and seconded by Cllr Piper.

12. Remembrance

Cllr Piper reported that arrangements are thought to be the same as in previous years, with the change of Andrea Wood conducting the service.

13. Christmas Tree Lighting

Cllr Piper reported that the event is jointly coordinated with All Saints Church and will be held on Sunday 4th December 2022. The Christmas tree had been selected, lollipops and books purchased for Santa's grotto. It was **AGREED** for Cllr Turner to purchase a generic banner that could be used year on year.

14. Appointment of trustees for the Mattishall Burgh Charity

Mrs Ruth Starling and Urban Hawkins was unanimously appointed for a further four years.

15. Correspondence

Councillors noted the SAM2 report.

No report received for flooding.

16. Items for the next meeting

Councillors were asked to submit agenda items to the clerk ahead of the next meeting.

17. Resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following item:

17.1. The Clerks appraisal was carried out by Cllrs Clarke and Smith and circulated for Cllrs review. SCP grade increase to be reviewed at the next meeting.

The Chair closed the meeting at 22:32pm.

Payment list (approved at item 6.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary Sept (AP)	£1011.76	£0.00
HMRC	PAYE	£281.66	£0.00
Norfolk Pension Fund	Pension Sept	£379.02	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Glasdon	2 x dog bins	£263.80	£43.97
I Edwards (Ian's Services)	Handyman / Gardener (Sept)	£900.00	£0.00
J Smith	Expenses	£4.77	£0.00
Miscellanea	Parish Council Newsletter	£375.00	£0.00
Norfolk Parish Training & Support	Cllr Induction and Autumn seminar	£98.40	£0.00
Norfolk Parish Training & Support	Elections refresher course	£36.00	£0.00
R Turner	Expenses (zoom subscription)	£14.39	£2.40
R Turner	Expenses (SAM2 padlocks)	£30.78	£5.14
Westcotec	SAM2 machine and batteries	£3861.60	£643.60
Mattishall Memorial Hall	Hall hire for youth club	£180.00	£0.00
PKF Littlejohn	External auditors	£360.00	£60.00
		£7,823.18	755.11

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

Jewsons	Play area fencing 220822	£24.00	£4.00
Jewsons	Play area fencing 020922	£24.00	£4.00
Jewsons	Play area fencing 160922	£24.00	£4.00
Lloyds	Multipay card fee	£3.00	£0.00
		£75.00	£12.00

Payments paid by direct debit taken on or after 30th September 2022

Total Energies	Electricity	£14.11	£0.68
Wave	Anglian Water	£234.58	£39.10
Unity Trust Bank	Service Charge	£12.00	£0.00
		£260.79	£39.78