



Meeting Minutes

Mattishall Parish Council

Monday 1st November 2021 at 7 pm
Mattishall Memorial Hall

Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Norton, Janice Smith, Richard Turner (Chairman), David Piper and John Pickering. Also in attendance: Anita Rose and 3 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

There were none.

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

Cllr Clarke declared an interest in item 7.2. Four Winds.

3. Co-option of Councillor John Pickering

The Chairman introduced Mr Pickering to the council. The council agreed to co-opt Mr Pickering onto the council and invited him to join the Councillors. Proposed by Cllr Smith and seconded by Cllr Clarke and unanimously elected. The declaration of office was signed.

4. To approve the minutes of the meeting held on 4th October 2021

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record. Proposed by Cllr Clarke seconded by Cllr Fowler and unanimously approved.

5. Clerks report

- 5.1. The clerk informed councillors that Poultec agreed to the charge of £50.00 for the room hire which included refreshments.
- 5.2. The clerk reported that the parish council article will be included in the autumn edition to the Miscellanea at a cost of £125.00.
- 5.3. The clerk updated councillors that the repairs to the cemetery wall will commence on 17th November 2021.
- 5.4. The clerk circulated emails to councillors regarding the presentation of the memorial plaque which is to commemorate the resilience of the community during the time of the pandemic. It was unanimously agreed to have the plaque presented at the Christmas tree lighting event on Sunday 5th December.
- 5.5. The clerk reported that UK Power Networks will be attending to the untidy verge during November whilst carrying out maintenance works to the substation.
- 5.6. The clerk informed councillors that both volunteers for winding the clock at All Saints Church would like to step down. The chair and the clerk had provisionally volunteered to wind the clock. The clerk was also tasked with getting a quotation from Smith of Derby for the clock to have a mechanism installed allowing the clock to wind automatically.
- 5.7. The clerk informed the council that the family to a recent burial would like to ask the council if they would permit to them having a cremation memorial as opposed to the usual

headstone. It was unanimously agreed to ask the family to provide the council with a picture for them to visually see what it will look like, so an informed decision could be made.

6. Open forum for Public Participation

Two members of the public were present regarding their planning applications that are on the agenda for discussion.

Cllr Clarke updated on behalf of District Cllr Ian Martin in his absence, the following: the Local Plan is Breckland's document which lays down all the planning policies. The current issues are that Breckland's cabinet had voted to carry out a view of the Local Plan which would take 6 years leaving a net result of a 3-year period between 2024-2027 where the Local Plan would carry 'diminishing' weight. Several Parish Councils along with District Councillors made representations to the oversight and scrutiny hearing and thankfully got in overturned to send it back to cabinet.

The council would like to thank Cllr Clarke, Parish Councils and District Cllrs for all their hard work in getting this decision overturned for a review.

7. Planning matters

7.1. To receive results of applications

3PL/2021/1028/F – Grove Farm, Burgh Lane; Construction of new grain store building with lean to – **Approved**.

3DC/2021/0269/DOC: South Green Farm, South Green; Discharge of condition 7 on 3PN/2021/0039/UC – **Approved**.

3DC/2021/0219/DOC: Land South of Dereham Road; Discharge of conditions no's 8 & 10 on 3PL/2020/0462/F – **Approved**.

3DC/2021/0221/DOC: Land South of Dereham Road; Discharge of condition 13 on 3PL/2020/0462/F – **Approved**.

3DC/2021/0222/DOC: Land South of Dereham Road; Discharge of conditions no's 3 & 4 on 3PL/2020/0462/F – **Approved**.

3OB/2021/0043/OB: Land South of Dereham Road; Application to discharge planning obligation on 3PL/2020/0462/F affordable housing scheme (Schedule 1, part 1, 1) to be submitted and agreed pre-commencement – **Approved**.

TRE/2021/0289/TCA: Hewitt's Butchers Shop, Sycamore House, Church Plain; Self-seeded cherry tree – Remove due to potential structure to Grade 2 listed building – **Approved**.

3DC/2021/0220/DOC: Land South of Dereham Road; Discharge of condition 12 on 3PL/2020/0462/F – **Approved**.

3NM/2021/0086/NMA: The Yews, South Green; Amendment to 3PL/2021/0877/HOU – Reduction in size and slight change in position of garage – **Approved**.

TRE/2021/0260/TCA: All Saints Churchyard; Works as specified in supplied professional tree survey – **Approved**.

7.2. To receive recommendation from Planning and Monitoring Group on current applications

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllrs Norton and Pickering and unanimously agreed.

3PL/2021/1139/LB / PL/2021/1138/HOU: Several House, Church Plain; Extension to existing kitchen at ground floor, extension to the main house at ground floor level to form a new garden room - Having now received the additional detail we requested and considering the Historic Building Consultant's comments the Parish Council has no objection to this proposal.

3PL/2021/1336/HOU: 4 All Saints Walk; Erection of a fence - Mattishall Parish Council has no comments regarding this application.

3PL/2021/1270/HOU: Rimington, 93 Dereham Road; Raising of roof height to add additional living accommodation, including front and rear extensions and detached garage - Breckland District Council please remove the comments on the Planning Portal from Hockering Parish Council which do not relate to this application.

Mattishall Parish Council comments: In the absence of a Supplementary Planning Document covering design and aspect standards the Parish Council requests that the Local Planning Authority assesses the proposal in relation to the following Local Plan policies:

HOU11: The LPA must be satisfied that the proposal is not disproportionate in size; respects the character and design of the existing dwelling; and will not adversely affect the amenity of the neighbouring properties.

COM03: The Parish council asks that the LPA satisfies itself that the proposal will not adversely affect the amenity of the neighbouring properties through overshadowing, loss of daylight and/or sunlight, or have an overbearing impact / visual dominance.

TRE/2021/0289/CA: Removal of tree adjacent to Sycamore House, Church Plain - This work has been approved by Breckland DC. The Parish Council had not been consulted and an email expressing our disappointment at this approach has been sent to Breckland DC.

3PL/2021/1423/F: 88 Dereham Road; Erection of 1 dwelling and garage. Re-submission of approval 3PL/2019/1233/F - Mattishall Parish Council objects to this application for the following reasons:

1. Full weight should now be given to the adopted Local Plan and Neighbourhood Plan policies which did not apply when the previous application was approved by BDC.
2. The proposal lies wholly outside the adopted Mattishall settlement boundary and therefore is contrary to Policy HOU3.

Mattishall has met its housing target (Policy HOU2) with sufficient identified sites. The notification to Mattishall Parish Council of this application states that it is partly in the settlement boundary- this is incorrect and should be amended.

3. The Parish Council would draw attention to the Appeal Inspector's report where, in relation to a previous proposal, the Inspector stated that, "The development would be at odds with the prevailing character of the area", "The proposal would appear as a cramped and incongruous form of development that would suburbanise the site, eroding the rural qualities of the area, resulting in material harm to the character and appearance of the area, which would be clearly visible from Dereham Road." The Parish Council is concerned that this latest proposal, which includes a detached garage to be located closer to the existing dwellings on Dereham Road, would display these similar characteristics and is therefore not compliant with current Local Plan policy.

4. There are concerns around road safety issues through the intensified use of the access track. Local neighbours have also questioned the legality of the access and if proven may impact on the deliverability of the proposal.

5. The immediate surrounding area, particularly Dereham Road, has a history of foul water and surface water drainage. This application proposes to discharge surface water into the mains sewer which would deliver unacceptable additional water into an already overloaded infrastructure.

3PL/2019/0375/F: Four Winds, Mill Road; An application for 3 dwellings had been approved by BDC, however only two plots are currently being built. The developers are building two large plots which have 5 bedrooms including an annex and a garage. It had been reported that the developer is not building to the approved planning conditions. The application detailed widen the road however the developer has failed to do this.

The Parish Council and residents had raised concerns to Breckland DC that they are in breach of their planning conditions and not building to scope. The clerk was tasked with chasing this up with the CEO.

7.3. Landscape and settlement character assessment under planning.

Cllr Fowler updated the council regarding a landscape and settlement character assessment survey received from BDC. All were in favour of Cllr Fowler's answers and agreed for them to be submitted.

7.4. Update on the Hopkins development on land south of Dereham Road

Cllr Clarke reported that the Hopkins development are pushing on with the ground works for the 50 houses on Dereham road. The Parish Council had been offered to take on ownership to look after the proposed allotments, orchard, and community woodland. The planning working group had a meeting with Hopkins and Moore to discuss this proposal in more detail to answer questions that were raised.

7.5. Malt House Farm

Cllr Fowler reported that the building inspector from BDC had visited the property and placed markers to monitor the cracks. It was discussed that we had not received communication from the Director of Planning reference our email asking if we could have a meeting to discuss further. It was unanimously agreed to raise this with the CEO as no response was received.

7.6. Family permission requests for Street names for Hopkins and Moore development land south of Dereham Road

The clerk reported to members that she was asked to get permission from BDC for the 5 family street names put forward for the new Hopkins and Moore development. Cllrs Smith and Norton will speak to some of the families or provide addresses to the clerk where permission can be obtained.

7.7. Local Plan Review

Noted in item 6

8. Open Spaces Working Group

Cllr Piper shared his report with other members for their review prior to the meeting. He reported that he is very pleased with the work carried out by the gardener and would like to ask the Council to approve an approximate figure of £300 for the list of additional works provided in the report. All were in favour proposed by Cllr Piper and seconded by Cllr Smith.

9. Events

9.1. Remembrance

Cllr Piper reported that everything is in order for the Remembrance service. All participants are in place for wreath laying. The service will start at 10:40am with a 2 minutes silence at 11am.

9.2. Christmas Tree lighting event

Cllr Piper's report was circulated to all members for their review prior to the meeting and all were in favour of the Christmas budget proposal provided. The clerk was tasked with purchasing the mulled wine and the first aid kit. Cllr Smith offered to purchase the mince pies and sweets. Cllr Fowler and the clerk will draft a risk assessment for the event and circulate to other members for their review. Cllr Piper volunteered to be Father Christmas and Cllrs Fowler and Pickering volunteered to be the Elves.

9.3. Christmas Hampers

It was unanimously agreed by all to organise 30 hampers for the needy within the parish. A proposed budget of £555.00 was put before the council for their consideration, which included the hamper contents (£17.50 per hamper) boxes and wrapping paper. The clerk offered to make them. Proposed by Cllr Piper and seconded by Cllr Clarke.

10. Finance

10.1. Payments

The payments were approved by the Council, proposed by Cllr Turner, and seconded by Cllr Clarke. The list is detailed at the end of the minutes.

10.2. Allotment Annual Charges

It was unanimously agreed by all to increase the allotment charges by 25% with a further review in 12 months. Proposed by Cllr Turner and seconded by Cllr Smith.

10.3. TTSR

All were in favour of accepting the quotation from TTSR for £185.00 + vat to carry out weeding and ivy treatment to the play area and churchyard wall. Proposed by Cllr Smith and seconded by Cllr Clarke.

10.4. Budget 2022/2023

The first draft of the budget was circulated to all members for their review. The chair asked councillors to pay particular attention to the earmarking of the church clock, churchyard wall, professional fees and a second SAM2 machine. It was agreed to keep the precept the same and to use additional funds in the reserves to make up any shortfall. A further date had been set for the working group, to work through the detail to prepare the second draft to discuss at our December's meeting.

10.5. Internal Auditor

It was unanimously agreed by all to appoint Max Bergin as the council's Internal Auditor.

11. Norwich Western Link

Following Cllr Piper's report, an update was provided on the new developments. The next meeting will be in November.

The standing orders were suspended.

12. Barlow Charity

Cllr Piper reported that various repairs to the window mouldings had been replaced and repainted. They will focus next to relay the bricks / slabs to the carpark which are being lifted by tree roots and pursue the restitution of the cracked paving at the entrance to OSG and are hoping to repaint the exterior of the houses next summer. The Barlow Charity accounts for the financial year 2020 – 2021 had been approved and had been posted onto the Parish Council website.

13. Meeting Dates

The following dates for the next six months had been agreed.

Tuesday 4th January 2022

Monday 7th February 2022

Monday 7th March 2022

Monday 4th April 2022

Monday 25th April 2022 (Annual Parish Meeting)

Tuesday 3rd May 2022 (Annual Parish Council Meeting)

Monday 6th June 2022

14. Correspondence

Cllr Turner updated the council on flooding issues and confirmed that a meeting had been arranged for next week with Mark Ogden the Flood and Water Manager from Norfolk County Council to discuss the current issues within the village.

15. Items for the next meeting

The following items were agreed to be added to the December's agenda: Platinum Jubilee

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

16.1 Clerks probation period

The council unanimously agreed to the clerk passing her probation period. Councillors and the clerk are looking forward to a long and fruitful working relationship.

16.2. SCP Grade CILCA status.

The council congratulated the clerk in passing her CILCA qualification and increased her SCP grade following this achievement. Proposed by Cllr Turner and seconded by Cllr Smith and unanimously approved.

The Chairman closed the meeting at 9:55pm.

Payment list (approved at item 10.1)

Payment to	Description	Payment	VAT to be reclaimed
Ian's Services	Shrubs and Materials (AP)	£100.00	£0.00
A Rose	October Salary	£981.42	£0.00
A Rose	WAH Allowance	£13.00	£0.00
HMRC	NI & Tax Deductions (Oct)	£245.07	£90.83
Norfolk Pension Fund	Clerks Pension (Oct)	£355.66	£0.00
Ian's Services	Various jobs	£225.00	£0.00
R Turner	Zoom subscription	£14.39	£2.40
D Piper	Expenses (grass seed and topsoil)	£23.99	£4.00
D Piper	Expenses (3 x post fix)	£21.42	£3.57
J Smith	Expenses (Xmas books and Chocolates)	£91.50	£0.00
John Willers Carpentry & Joinery	Replace churchyard gate	£281.10	£0.00
Mansfield Fencing	Supply and lay topsoil and sow seed to village green	£265.00	£0.00
Mattishall Memorial Hall	Hire of hall for youth club activities	£100.00	£0.00
Smith of Derby Clockmakers	Service to All Saints Church Clock	£273.60	£45.60
A Rose	Expenses Vodafone top up	£20.00	£0.00
A Rose	Norman Wenn Skip Hire	£185.00	£30.83
J Staff	Handyman	£255.00	£0.00
Miscellanea	Newsletter and Advert	£275.00	£0.00
		£3,726.15	£177.23

Payments paid by direct debit taken during October 2021

Total Gas & Power	Electricity supply at village green	£13.13	£0.63
		£13.13	£0.63