



# Mattishall Parish Council

Annual Meeting Agenda (published 2<sup>nd</sup> May 2023)

**Date:** Tuesday 9<sup>th</sup> May 2023

**Time:** 7 – 9.30 pm

**Place:** Poultec, South Green Park Enterprise Centre, Mattishall NR20 3JY

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Councillors are summoned to attend the next meeting of the Parish Council. The public are most welcome to attend.

*Anita Rose, Parish Clerk*

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1. To elect the Chair for the coming year
2. To elect the Vice-Chair for the coming year
3. To receive apologies for absence
4. To receive declarations of interest in items on the agenda and consider any requests for dispensations
5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant
6. To approve the minutes of the meeting held on 3<sup>rd</sup> April 2023
7. To report progress on items not on the agenda from the last meeting (Clerk's Report)
8. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors
9. To reconfirm eligibility and to consider re-adopting the General Power of Competence
10. To consider the process for the co-option of councillor for the vacancy arising from the election process
11. Finance
  - 11.1. To confirm completion of the review of effectiveness of internal controls and completion of checks for the 4<sup>th</sup> quarter by Internal Audit Control Officer
  - 11.2. To receive the Internal Auditor's report and consider his recommendations
  - 11.3. To approve 2022-23 Annual Governance Statement
  - 11.4. To approve 2022-23 Statement of Accounts
  - 11.5. To appoint a Councillor as Internal Audit Control Officer for the coming year
  - 11.6. To approve the payment list
  - 11.7. To consider bank signatories
12. To agree the appointment of Councillors to the following:

- 12.1. Planning and Monitoring Working Group
- 12.2. Neighbourhood Plan Steering Group
- 12.3. Open Spaces Working Group
- 12.4. Policies and Procedures Working Group
- 12.5. Flooding Group
- 12.6. YMCA representative
- 12.7. Norwich Western Link / A47 meeting (external meetings) representative
- 12.8. Mattishall Memorial and Playing Field Association representative

### 13. Planning

13.1. To receive results of applications  
3NM/2023/0047/NMA: Poplar Farm, 41 South Green; Amendment to pp 3PL/2019/0849/D - Substitution of sliding sash windows with casement windows on The Farmstead house type and minor amendments to boundary treatments and patios, paving, footpaths and bin stores on individual plots– **APPROVED**

3NM/2023/0225/HOU: Poplar Farm, 41 South Green; Non Material Amendment to pp 3PL/2022/0114/F : Substitution of sliding sash windows with casement windows and paving area (Plot 24) – **APPROVED**

3PL/2023/0225/HOU: 2 Robert Key Drive; Single storey rear flat roofed extension – **APPROVED**

3PL/2023/0120/F: Dr Jones and Partners, 15 Dereham Road; Installation and operation of a prescription collection automated dispenser – **APPROVED**

3PL/2023/0017/F: Daryll Farm, Mill Road; Demolition of existing building and proposed single storey replacement building for engraving studio/workshop - **APPROVED**

3PL/2022/1432/F: Mattishall Golf Club, South Green; 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 – **APPROVED**

3PL/2022/1415/HOU: Rimington, 93 Dereham Road; Conversion to chalet bungalow, dormers to front & rear and extensions to front & rear – **APPROVED**

- 13.2. To receive recommendations from the planning and monitoring group on current applications (see at the bottom of agenda)
- 13.3. To receive an update on Mattishall Neighbourhood Plan Review
- 13.4. To receive an update on Denbury Homes and Bayfield Homes
- 13.5. To discuss the letter received from Windsor Castle regarding the Community Woodland

### 14. Open Spaces Working Group

- 14.1. To note report from the Open Spaces Working Group
- 14.2. To agree additional work to the Handyman (Knee rail fencing to play area)
- 14.3. To discuss the War Memorial proposal (additional subscriptions)

15. To discuss the outcome of the Coronation Village Fayre

16. To discuss the land to the allotment and cemetery following the visit to the Norfolk Archives and discuss next steps

17. To agree a date for the Policy and Procedures Working Group to meet to discuss the General Risk Assessment; Dignity at Work Policy; Code of Conduct; Adopting the SLCC Civility & Respect Pledge
18. To agree dates for the next 6 meetings and decide if we are to hold a meeting in August
19. To agree litter pick dates for the year
20. Correspondence and reports (information only)
  - 20.1. SAM2 report
  - 20.2. Flooding
  - 20.3. Anglian Sign Casting price increase
21. To receive items for the next meeting agenda
22. To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press for the following confidential items:
  - 22.1. Staffing Matter

New planning applications to agree comments (item 10.2)

<b>3PL/2023/0336/HOU</b>	Hall View Barn, 88a Dereham Road	Single storey extension to east of existing single storey element - revised scheme (Part Retrospective). Minor changes to the design of extension (approved under planning permission ref. 3PL/2022/0777/HOU.
<b>3PL/2023/0357/HOU</b>	36 South Green	New garage
<b>TRE/2023/0105/TPO</b>	Little Footsteps of Mattishall, Dereham Road	G1- Stem Diameters- 0.6-0.9m, Canopy height's- 8m, Canopy width 8m. G1 consists of a row of 5 Oak trees, these Oak trees are within close proximity to the Little Footsteps Nursery, building and outdoor play area (see photos attached). Permission is being requested to raise the lower canopy branches of each individual Oak tree, which are over hanging the outdoor play area, back to either suitable growth points, or back to the branch collar on the main stem of the trees. Permission is also being requested to reduce the upper canopy branches (Little footsteps nurseryside) of these 5 Oak trees by 1.5m, creating a more balanced canopy reducing the potential risk of future failures, as well as intercepting before the limbs become larger and more troublesome to both the outdoor play area, and the nursery itself. (Tree Work App TPO)
<b>3PL/2023/0290/HOU</b>	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
<b>TRE/2023/0136/TCA</b>	10 Burgh Lane	footsteps The tree is a Cedrus Atlantico glauca situated in the front garden adjacent to the road. The tree has a crown diameter of around 15m to reduce the crown diameter removing 2m all round leaving a crown diameter of approximately 11m
<b>TRE/2023/0129/TPO</b>	18 Mill Road	TPO 2020 NO2 Tree Species is a mature Oak as per photo