



Meeting Minutes

Mattishall Parish Council

Monday 6th June 2022 at 7 pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Vice-Chairman), David Fowler, Richard Turner (Chairman), Andrea Taylor, John Pickering, Jan Smith, David Piper and Richard Norton.

District Councillor: Paul Claussen

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 Fowler declared an interest in item 12 and a pecuniary interest in Item 13.2.

3. To approve the minutes of the meeting held on 3rd May 2022

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 Pickering, and unanimously **APPROVED**.

4. To approve the minutes of the extraordinary meeting held on 26th May 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**.

5. Clerk report

5.1. The clerk reported that no further update had been received reference the trod path.

5.2. The clerk reported that no further update had been received reference the village map.

5.3. YMCA confirmed that the young people would prefer to remain with an Xbox one game console. The clerk will purchase a reconditioned Xbox and obtain a guarantee for as long as possible.

5.4. The clerk confirmed that the Church clock cannot be insured without insuring the Church. The clerk was asked to approach the church to ask if their insurance includes the clock and if not, could they include it.

5.5. The clerk was pleased to report that East Anglian Traditional Music Trust had not charged us for the Maypole Hire that was not used for the Platinum Jubilee event.

5.6. A printer had been found in the storage container, the clerk was tasked with checking to see if it is in good working order and if not, it was agreed to offer it to the Men's Shed.

6. Open forum for Public Participation - Maggie Oechsle Chair of Yaxham Parish Council asked the Council to work closely with Yaxham Parish Council along with other neighbouring parishes when reviewing the neighbourhood plan. Mattishall Parish Council agreed.

The Chair brought Item 13 and 14 on the agenda forward

7. Minutes

7.1. It was unanimously **AGREED** that draft minutes were to be published within two weeks of the last meeting.

7.2. It was **APPROVED** for the Clerk to attend a Professional Minute Writing training course provided by Norfolk Parish Training and Support. Proposed by Cllr Turner and seconded by Cllr Piper.

8. Time management of meetings

After discussion it was unanimously **AGREED** that reports for items listed on the agenda must be received 3 days prior to the meeting. Failure to do so will result in the business item being deferred. The clerk will send a reminder couple days prior to the 3-day deadline.

9. Planning matters

9.1. To receive results of planning applications

3PL/2021/1713/HOU: 3 Cedar Rise; orangery extension to rear - **APPROVED**

9.2. 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 Fowler, seconded by Cllr Piper and unanimously **AGREED**.

3PL/2022/0363/F: Little Footsteps; extension to existing children's nursery - The application plans do not clearly indicate the relationship of the proposal to the neighbouring residential properties, particularly the flats at No. 14 Dereham Road. The LPA is asked to consider whether the proposal will have an adverse amenity impact of the neighbouring residential properties i.e., assess against Local Plan Policy COM03. It is not clear whether the proposal will result in a loss of open space. The LPA is therefore asked to assess the proposal against Local Plan Policy ENV04. The proposal is not considered to be of high-quality design. The use of OSB material and flat roof structure needs to be assessed against Local Plan Policy GEN02.

3PL/2022/0513/HOU: 2 Robert Key Drive; proposed single storey flat roof garden room and associated works - It is not clear from drawing No. 035/22/02 or the elevations how the proposed development interacts with the existing garage building.

3PL/2022/0571/HOU: Stonewood, 2 West End; proposed first floor extension over existing kitchen and single storey flat roof rear extension and associated works - The LPA is asked to consider whether the proposal complies with Local Plan Policy COM03, particularly whether the proposal will have an adverse overbearing and overshadowing impact on the neighbouring property. The LPA is asked to assess the proposal against Local Plan Policy GEN02- promoting high quality design; HOU11 i.e., whether the proposal is considered to respect the character of the host dwelling and does not impact adversely on the amenity of the adjoining property.

3PL/2022/0140/DOC: Land off Dereham Road; discharge of condition 4 on 3PL/2020/0462/F – No comment.

LLCON/2022/0001: The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond to our consultation – No comment.

9.3. Denbury Homes

The planning working group reported that the development was going well with a plan to meet with the developers Denbury Homes in the next month.

9.4. Mattishall Neighbourhood Plan review

After discussion it was **AGREED** for the planning working group to conduct interviews on three planning consultants. These are Lanpro, Modicum and Rachael Leggett and Associates. It was discussed that whilst we face challenges in reviewing the Neighbourhood Plan due to the Local Plan also being reviewed, it was agreed that there were things we could still move forward on in reviewing; policies / vision / aims and design codes. It was also noted that funding is available to financially assist with the Neighbourhood Plan review.

10. Open spaces

10.1. The Open Spaces Working Group report was circulated to all members for review, with the following actions raised:

- Letter sent to two allotment holders requesting their plot is cultivated within 30 days.
- Obtain two further quotes to repair the damaged wall in the play area.
- Obtain three quotes to install 2.4m high mesh security climb fencing to the play area.

10.2. It was agreed to defer the Allotment Policy until the new plots are established.

10.3. The Cemetery Rules and Cemetery Regulations were **RATIFIED** with the minor amendment of amalgamating into one. Proposed by Cllr Piper, seconded by Cllr Fowler and unanimously **ADOPTED**.

10.4. After discussion it was **AGREED** to attend to the additional tree work proposed by the OSWG. The clerk will ask Breckland District Council for planning permission to carry out said works and will then obtain three quotations for the Council to consider.

11. Platinum Jubilee

It was agreed that the event went really well with everyone enjoying themselves. The clerk reported the following finances:

Funds towards Xmas Hampers = £475.66

Funds towards Parish Council to cover expenses = £471.60

The following actions were unanimously **AGREED**, proposed by Cllr Fowler, and seconded by Cllr Turner:

- Sell the gas bottle used for the beacon
- Dispose of the banners
- Donate left over mugs to Link (30), Youth Club (30) and a dozen to the drop-in centre.

It was noted that Cllr Piper had put a spreadsheet together to summarise what went well and what we could have done better. All members were asked to add their comments for future reference. It was agreed to send a letter of thanks to Anne Jackson, Mark McCaghrey, Liz Keeler and Liz Hunton for their commitment throughout the Jubilee event.

11.1. Jubilee Bench and Capsule

It was **AGREED** that the preferred location for the Jubilee bench and capsule would be on the corner of Parkers Road on the left-hand side. The following actions were raised:

- Request permission from highways for location to install Jubilee bench.
- Notify neighbouring residents if permission is agreed.
- Obtain 3 quotes to install the bench on a plinth and to place and seal the time capsule with covering plaque.

12. Finance

12.1. Approve the payments list, the list was unanimously **APPROVED**, proposed by Cllr Piper and seconded by Cllr Clarke. The list is detailed at the end of the minutes.

12.2. Financial Regulations document: it was **AGREED** to suspend Financial Regulation item 2.2 until the end of April 2023 to allow the Chair to be Internal Control Audit Officer. Proposed by Cllr Clarke and seconded by Cllr Smith.

13. NCC & BDC grass cutting areas

Cllr Fowler carried out an exercise regarding the grassed areas managed by NCC and BDC, and reported the following:

Norfolk County Council are responsible for the highway verges, they cut once a year unless a further cut is required for safety reasons. The contractors they use are Tarmac Trading Ltd

Breckland District Council are responsible for the District Council land throughout the village, they cut every 3-4 weeks weather permitting. The contractors they use are Serco.

After discussion the following actions were **AGREED**.

- Contact CEO at NCC and BDC to discuss whether it would be viable for the Parish Council to take responsibility of these areas.
- Contact CEO at NCC to enquire about the two pieces of land owned by NCC.

14. Miscellanea

Cllr Turner had reported that he emailed Miscellanea raising concerns of their increased prices, pointing out that our content is for the community and not commercial purposes. It was **AGREED** for Cllr Clarke to chase Miscellanea for a response and negotiate best possible fees.

It was suggested that the Council form a Communication Working Group to investigate ways to effectively keep the whole community informed of the work of the Council. The working group members are Cllrs Turner, Clarke, Pickering and Taylor with a suggested to invite Mr Ben Handford, a date to meet will be arranged between the members.

15. Correspondence

Councillors noted the correspondence received and reports for the SAM2. It was agreed for Cllr Turner to purchase an ordnance survey map and to invite County Councillor Bill Borrett to our next meeting to discuss our flooding concerns.

16. Items for the next meeting

There were none, items to be agreed over the next few weeks.

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

17.1. The cemetery wall claim is settled in full.

17.1. The clerk notified the Council that she had handed in her resignation at Stoke Holy Cross Parish Council to gain a better work life balance. It was **AGREED** to increase the working at home allowance to £26.00 as this amount would no longer be shared with Stoke Holy Cross Parish Council. The voice recorder is a shared asset, the Council **AGREE** to offer SHC PC the other half of the purchase.

The Chairman closed the meeting at 21:44pm.

Payment list (approved at item 12.1)

Payment to	Description	Payment	VAT to be reclaimed
Ian Edwards	Expenses Ham sat blk solvent-based product (AP)	£22.80	£0.00
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Anne Jackson	Expenses PJE (AP)	£58.94	£0.00
Anne Jackson	Expenses PJE (AP)	144.00	£14.36
Ian Edwards	Expenses refuse sacks (AP)	£6.46	£1.08
A Rose	Salary May (AP)	£981.95	£0.00
A Rose	PJE float (AP)	£150.00	£0.00
Anne Jackson	PJE float (AP)	£25.00	£0.00
HMRC	PAYE	£311.47	£0.00
Norfolk Pension Fund	Clerk pension May	£385.44	£0.00
Amazon	Refuse sacks and hazard tape (Multipay card)	£30.25	£0.00
Anglian Sign Casting	Memorial plaque for Waters	£110.64	£18.44
BHIB Insurance	Insurance	£719.56	£0.00
Daylight Norfolk	EICR to village green	£78.00	£13.00
D Fowler	Expenses PJE groundsheets	£39.98	£6.66
Amazon	Face painting PJE (multipay card)	£45.17	£0.00
Ian Edwards	Gardening / handyman for May	£675.00	£0.00
Ian Edwards	Adhesive	£6.68	£1.11
J Smith	Expenses bedding plants	£22.40	£0.00
Mattishall Memorial Hall	Meeting hire for youth activities / hustings	£132.00	£0.00
Miscellanea	June edition	£250.00	£0.00
Paperstone	Stationary	£128.96	£21.49
R Turner	Expenses PJE banners	£71.74	£11.96
R Turner	Expenses PJE banner 2	£69.98	£11.66
R Turner	Expenses PJE gas for beacon	£196.21	£21.25
R Turner	Mileage claims to collect gas for beacon	£31.50	£0.00
R Turner	Expenses zoom June	£14.39	£2.40
R Turner	Expenses zoom May	£14.39	£2.40
R Turner	Expenses Microsoft 365 subscription	£79.99	£0.00
Tescos	PJE wine, squash, lemonade (multipay card)	£192.15	£0.00
Tescos	PJE paper cups, strawberries, ice cubes, jugs (multipay card)	£87.10	£0.00
Tescos	PJE tubs (multipay card)	£3.95	£0.00
Tescos	PJE pimm's (multipay card)	£60.00	£0.00
TTSR	Grass maintenance	£475.99	£79.33
Liz Keeler	Expenses PJE	£94.18	£0.00
Anne Jackson	Expenses PJE	£37.23	£2.34
D Piper	Expenses PJE postage returning costume	£15.45	£0.00
Michlmayr	Church clock repairs	£468.00	£78.00

		£6,258.95	£285.48
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Payments paid by direct debit taken on or after 31st May 2022

Total Gas & Power	Electricity supply at village green	£13.64	£0.65
Lloyds Bank	Multipay card	£281.15	
		£294.79	£0.65
