



Meeting Minutes Mattishall Parish Council

Monday 3rd July 2023 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke, David Fowler, David Piper, Roisin Murray, Mike Onassis, John Pickering, Bob Burrell, Janice Smith, Richard Turner

Parish Clerk: Anita Rose

District Councillor: Paul Plummer

Members of Public: 2

1. Apologies for absence

There were none.

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

Dispensation request was **APPROVED** for Cllr Piper to partake in discussion only for the Allotments for the four-year term (MAY 2027).

3. To approve the minutes of the meeting held on 5th June 2023

The minutes of the meeting were approved without amendment and signed by the Chair as a correct record, proposed by Cllr Murray, seconded by Cllr Fowler, and unanimously **APPROVED**.

4. Clerk Report

The clerk reported the following.

4.1. Highways have reported that the white lining work to Dereham Road should be completed by the end of August. The Clerk was tasked with asking the Highways officer for a detail list of the work to be carried out.

4.2. Wallace Murray kindly lead on the litter picking event held on 1st July. Cllr Murray reported that 14 people attended, 9kg of rubbish was collected with 1kg being recyclable. A big thank to those who attended and a huge thank you to Wallace Murray for Co-ordinating.

4.3. The Memorial Hall had thanked the Council for the £500 grant and confirmed the items purchased were as follows; 2 Metal Containers, 1 Direct Seed Drill, 1 Tractor Transporter Box, 1 Strimmer, 1 Motor Hedge Trimmer, 1 Chainsaw, 2 Pitch Markers, 1 Set of Portable Goal Posts / Corner Posts and various small tractor attachments.

4.4. The measurements for the missing machine screws and wingnuts to the Marquee are as follows; 10mm diameter and 50mm long. The clerk was tasked with purchasing a quantity of 90 from Norfolk Fastenings.

- 4.5. Michlymar Clockmakers had confirmed that they were reconnecting the strike on 28th June. Unfortunately, the clock is still not working. The clerk was tasked to chase for an update.
- 4.6. The clerk updated the Council that the Data Protection course she was due to attend on 15th July has been rescheduled to 19th October.
- 4.7. The clerk delivered the remaining Coronation medals to the local schools at Yaxham and Barnham Broom Primary on 27th June.
- 4.8. The Policies and Procedure Working Group has been rescheduled to 11th July.
- 4.9. The clerk reminded councillors of her upcoming annual leave.

5. Open forum for Public Participation

A member of the public raised concerns regarding the speed of traffic on South Green. The Council agreed that the speed of traffic through the village can be alarming but advised the member of public that ultimately it is the responsibility of Norfolk Highways and advised that he speaks to County Councillor Bill Borrett for advice. The Council agreed to consider submitting for approval the allocation of a further site for the SAM2 machine for South Green. Cllr Piper also advised that he speak to Terry Wilkins (Lead Coordinator of the Community Speed Watch Team) to ask if South Green can be the next area to be monitored.

6. Finance

- 6.1. **The 1st quarter finances** were circulated to all members with no questions raised.
- 6.2. **Chairing Successful Meetings training course** was unanimously **AGREED** for the Chair. Proposed by Cllr Smith and seconded by Cllr Piper.
- 6.3. **Parish Partnership Scheme 2024/25** was deferred to September's meeting.
- 6.4. The Council unanimously **AGREED** to not purchase the signage nor consider trialling the deployable surveillance cameras proposed by Breckland District Council.
- 6.5. **Approve the payment list**, the list was unanimously **APPROVED**, proposed by Cllr Piper and seconded by Cllr Fowler.

7. Planning matters

7.1. To receive results of planning applications

TRE/2023/0136/TCA: 10 Burgh Lane; 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– **NO OBJECTION**.

TRE/2023/0141/TCA: 2 Kandri House, Mill Street; T1-Cherry, remove as tree has died, T2-Conifers, reduce in height and prune to assist with maintenance, T3-Holly, remove on boundary causing issues with boundary fence and neighbours summer

house as discussed with Tree Officer Richard Fisher at premises 13/04/23– **NO OBJECTION.**

TRE/2023/0129/TPO: 18 Mill Road; TPO 2020 NO2 tree species is a mature Oak as per photo – **REFUSED.**

7.2. To receive recommendation from planning and monitoring group on current application

The Council unanimously **AGREED** to submit the following comments to Breckland District Council. Proposed by Cllr Onassis and seconded by Cllr Smith.

3PL/2023/0577/HOU: 33 South Green; Proposed rear extension for a gym and swim room - This proposal has been considered by the Parish Council primarily in relation to LP Policies COM01, COM03, GEN02 and Mattishall NP Policies HOU5 and HOU6. It is difficult to make a full assessment of the likely impact as no dimensions have been provided with the application. Whilst the use of natural timber cladding is viewed as acceptable, the proposed flat roof design is questionable in relation to LP policy GEN02 and the requirement for development to be "high quality" and "making a positive architectural and urban design contribution to its context and location". Similarly, an assessment needs to be made in relation to MNP policy HOU6's requirement that extensions should "maintain or enhance the design, character and quality of the building". The preference would be to reflect the pitched roof elements of the host building.

3PL/2023/0597/HOU: The Barn at Ballards Bridge Farm West End; Erection of a detached double garage and workshop, with upper storage / home office space - In respect to LP Policies GEN02 and COM01 the Parish Council considers the proposal to be of high-quality design. It is suggested that the office element of the proposal is conditioned to ensure it remains ancillary to the host dwelling. There is a lack of detail concerning surface water drainage proposals on the front and rear elevations.

3PL/2023/0601/F: Former United Reformed Church Hall, Welgate; Improvements to and modernisation of the Former Church Hall including improved entrance at the rear of the building, disabled toilet facilities, a new entrance foyer / lobby and on-site car parking. Erection of 1.8m fencing - Given the historical significance of the building (the working draft Revised Mattishall Neighbourhood Plan proposes that the building should be designated on a local list as a heritage asset), the Parish Council's observations are:

1. Consideration needs to be given to ensure that the proposed vehicular access onto Welgate can be achieved safely given the close proximity to the junction of Willow Close. Parking on Welgate itself would create visibility obstructions for existing residential properties.
2. As the proposed development covers an area in excess of 100m² a Design and Access Statement should have been provided.
3. The Parish Council wishes to understand the level of likely usage and therefore assess whether the number of proposed on-site carparking spaces is appropriate.

4. More sympathetic use of materials are sought. i.e., upvc and powder coated aluminium are not considered appropriate materials in this historic setting- timber sash windows would be more appropriate. For the disabled toilet, preference would be for this to use brick and mortar similar to the existing historic building rather than render.

5. Whether an archaeological survey is required- for example, has the proposed parking area ever been used as a burial ground?

6. Given its close proximity to residential properties, there should be some restriction on hours of opening. Events and evening activity which could generate noise nuisance should be considered against Local Plan amenity policies. The Parish Council would expect the proposed hours of opening to be detailed within a Design and Access Statement, and subsequently conditioned.

7. No details of exterior lighting have been provided. Consideration should be given to the relevant Neighbourhood Plan policy in this respect.

3PL/2023/0591/HOU: 18 Cedar Close; proposed single storey rear and side extension - The proposal has been considered in relation to LP policies COM01, COM03, GEN 02. Proposed materials are acceptable. In relation to HOU11 consideration should be given to the level of separation between the proposed development and the neighbouring property. There are concerns about the proposed surface water drainage arrangements, and in particular the lack of proposed soakaway details.

3PL/2023/0610/LU: Rowan House, Malthouse Farm; To install 27 solar panels on property East facing roof – Certificate of lawfulness – proposed use - Mattishall Parish Council would draw to the attention of the Local Planning Authority that this application is within Mattishall Conservation Area, is clearly visible from Norwich Road, and affects the setting of the Grade 1 Listed All Saints Church. In this instance the roofscape is a prominent part of the conservation area. Further we have a clear and evidenced opinion that the majority of Parishioners to our recent survey of 24 April 2023 wish to protect this key view and vista. The existing NP1 protects this important view and vista. The Parish Council is in favour of and actively promotes renewable energy where appropriate. The Parish Council does not consider that highly visible solar panels within our Conservation Area to be appropriate and urge BDC to refuse permission in this instance as the harm the solar panels would cause to the setting of the Conservation Area outweigh the environmental gain.

7.3. Neighbourhood Plan working group is progressing. The Design guide comments had been submitted. A zoom meeting is scheduled with the consultants, to be followed up with a site visit early August.

Potential funding is looking possible, Cllr Fowler will investigate to check eligibility.

7.4. Land transfer for the Blue Bordered Land, was discussed and documents received from the solicitor viewed by all members. The Planning Monitoring Group had compiled a list of questions (included in the shared documents) seeking further clarification.

- 7.5. **Denbury Homes** report was noted. A site visit is planned within the next few weeks.

Bayfield Homes update was noted, no concerns were raised.

- 7.6. **The Greening Our Communities Fund** scheme run by Norfolk Community Foundation was discussed. It was decided for the Clerk to get in contact with them to bring to their attention that we are in the process of transferring the land and have appointed a landscaper to provide a masterplan of planting. To gather further understanding if we are eligible to apply for the grant and if so what the next steps would be. Funding is only required for the Community Woodland and not the Community Orchard as this is fully funded by Denbury Homes.

The Council **AGREED** to appoint Cllr Murray to represent the Council as a Co-ordinator between the Landscaper and working groups “The Planning Monitoring Group and Open Spaces Working Group”.

8. Open spaces

- 8.1. **The Open Spaces Working Group (OSWG) report** was noted.
- 8.2. **Allotment and Cemetery Inspections** carried out on the 26th June 2023 were noted with recommended actions **AGREED**.
- 8.3. **The Allotment Petition** signed by majority allotment holders was acknowledged. The Council carefully considered the proposal detailed in the petition and unanimously **AGREED** to uphold the existing policy adopted on 3rd April 2023 and to continue with the Installation of the dip tanks as it was **AGREED** this is a more sustainable solution.
- 8.4. **Community Allotment**, Cllr Murray presented a brief PowerPoint slide updating the Council on meetings attended, research carried out and next steps to continuing this project.
- 8.5. **Table Tennis at the Village Green**, it was **AGREED** by majority to appoint Mansfield Fencing to remove the table tennis from the Village Green and reinstate at Mattishall Primary School during the Summer Holidays.
- 8.6. **Tree Risk Assessment**, it was **AGREED** by majority to appoint Treecare Consultants to carry out the biannual tree hazard risk assessment.
- 8.7. **War Memorial Fencing**, deferred to August meeting.

9. **Working Group Practices**, the Chair reminded working groups of the email protocol and asked Cllr Pickering to recirculate for members information. Emails should be discussed within group members and only addressed to the clerk with the actions.

10. **Pear Tree Close**, the Council had **AGREED** to not purchase the land and remains of the view that the site is an important community resource and should not be sold and remain in the ownership of Breckland District Council.
11. **Youth Club**, concerns have been raised regarding the attendance numbers and how significantly lower they are than to the previous year. It was **AGREED** to contact YMCA to ask how the group is advertised and how it can be promoted / improved.
12. **Being a Mindful Village** means local residents and organisations have undertaken free training courses to better support colleagues, members and service users with their mental health and signpost towards support for help. The Council fully support this status and **AGREED** to Cllrs Burrell, Onassis, Murray and the Parish Clerk to attend the training.
13. **Future events** were deferred to September's meeting.

Standing Orders were suspended.

14. **Mattishall Burgh Charity**, Anita Rose was unanimously **ELECTED** as trustee. Proposed by Cllr Smith and seconded by Cllr Piper.

15. Correspondence

15.1. **SAM2** Report was noted. Cllr Turner had decided to step down from his duties of managing the SAM2 machines and was thanked by the Council for his time. Cllr Onassis had kindly offered to step in once an adequate computer is purchased to enable the downloading.

15.2. **Flooding**, no report.

15.3. **Mattishall and Lenwade Surgeries Patient Participation Group** report was noted and explained by Cllr Onassis.

15.4. **Norwich Western Link**, project on hold for a few months, to reduce spending until funding commitment is received from central government.

15.5. **Local Liaison Group**, A47 dualling awaiting decision of judgement.

16. **Items for the next meeting**, send items to clerk.

17. **To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press for staff matters.**

17.1. **Appraisal** noted and unanimously **AGREED**.

The Chair closed the meeting at 21:50pm.

Payment list (approved at item 6.5)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (June)	£1230.04	£0.00
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£188.49	£0.00
Norfolk Pension Fund	Pension (June)	£407.86	£0.00
YMCA	Youth Services May-Oct	£8,000.00	£0.00
YMCA	Credit note for services not run	-£619.00	£0.00
Glasdon	Litter bin inner to replace the one vandalised	£78.14	£13.02
Mattishall Memorial Hall	Room hire for Youth activities	£200.00	£0.00
NPTS	Councillor Induction Training	£52.00	£0.00
Paperstone	Stationary	£185.98	£30.99
R Murray	Expenses – Litter pick refreshments	£11.74	£0.00
Southgreen Park	Hall hire for Council meetings Jul-Dec	£300.00	£49.98
D Fowler	Expenses – Council banner	£44.71	£7.45
Ian Edwards	Handyman June	£528.00	£0.00
TTSR	Grass Maintenance	£556.08	£92.68
NPTS	Seminar	£324.00	£0.00
		£4551.22	£117.27
		£11,514.04	£194.12
Mattishall Neighbourhood Plan Review Steering Group			
Payments paid by Lloyds multipay card (1st of each month)			
ESTY	Frame for the Freedom of Parish Certificate	£8.90	£0.00
Lloyds Bank	Multipay card fee	£3.00	£0.00
		£11.90	£0.00
Payments paid by direct			
Wave	Water to Burgh Lane	£39.66	£6.62
		£39.66	£6.62