



# Mattishall Parish Council

Meeting Agenda (published 31 October 23)

**Date:** Monday 6 November 2023

**Time:** 7 – 9.30pm

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

---

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

Anita Rose, Parish Clerk

---

1. To receive apologies for absence
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations
3. To approve the minutes of the meeting held on 2 October 2023
4. To report progress on items not on the agenda from the last meeting (Clerk's Report)
5. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors
6. Finance
  - 6.1. To review Burial fees
  - 6.2. To review Allotment fees
  - 6.3. To review 1<sup>st</sup> draft of the budget 2024/25
  - 6.4. To receive a summary of the Council's finances for the 2<sup>nd</sup> quarter
  - 6.5. To approve the list of payments
  - 6.6. To appoint an Internal Auditor to carry out audit of accounts for 2023/24
7. Planning
  - 7.1. To receive results of applications  
3PL/2023/0692/HOU / 3PB/2023/0693/LB: 45 Dereham Road; Proposed two storey rear extension including internal alterations and render to new extension – **APPROVED**

Appeal Ref: APP/F2605/W/22/3299886 - 3PL/2021/0671/F: 135 Dereham Road, NR20 3NU – **DISMISSED**

Appeal Ref: APP/F2605/W/22/3301662 - 3PL/2022/0143/O: Land to the West of Rayners Way, Mattishall, Dereham NR20 3NQ – **DISMISSED**

3PL/2023/0902/VAR: Brecklands 64 Dereham Road; Variation of condition 2 on 3PL/2023/086/HOU – changes to eaves and roof heights. Changes to windows on side elevations – APPROVED.

TRE/2023/0293/TCA: All Saints Church, Allotments and Cemetery Burgh Lane; Outstanding tree works to cemetery, full report attached (Tree Work App CA) – **NO OBJECTION**

- 7.2. To receive recommendations from the planning and monitoring group on current applications (see at the bottom of agenda)
  - 7.3. To agree the Regulation 14 Neighbourhood Plan Proposed Review for the purpose of undertaking statutory consultation with residents, stakeholders and statutory bodies and agree that the Parish Council will run the 6-8 week consultation in line with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended) and to agree for the Neighbourhood Planning Steering Group to run the consultation process commencing on the 8 November 2023
  - 7.4. To receive an update on the land transfer from Denbury Homes and proposed tree planting plan in conjunction with the approved consultant
  - 7.5. To receive a progress report on development sites at Denbury and Bayfield Homes
8. Open Spaces
- 8.1. To note report from the Open Spaces Working Group
  - 8.2. To review and agree tenancy agreements to the Allotment Association and Allotment Tenants
  - 8.3. To review quotations and appoint contractor to carry out fencing to the War Memorial
  - 8.4. To review quotations and appoint contractor to carry out tree works at All Saints Church, cemetery and allotments (pending decision on application TRE/2023/0293/TCA)
  - 8.5. To review the Annual Play Inspection Report carried out by David Bracey Play Safety Inspections
9. To receive an update on the Village Map
10. To receive an update on the Youth Club provision provided by YMCA and to agree Parish Council representation at a meeting to be held during the month of November
11. To consider the consultation launched by Breckland Council on its existing and proposed Polling Places (comments to be submitted by 17 November, Church Rooms)
12. To consider the correspondence received from Zero Hour in supporting the Climate and Ecology Bill (second reading due 24 November)
13. Events
- 13.1. Remembrance Sunday
  - 13.2. Christmas Tree Lighting (including hampers)
  - 13.3. Summer Fayre

14. To agree meeting dates for the first half of 2024
15. To consider the Parish Council options for changing to GOV.UK domain name email and website
16. To agree appointment of Richard Norton as trustee to Mattishall and Burgh Charity (4-year term)
17. Correspondence and reports (information only)
  - 17.1. SAM2 report
  - 17.2. Flooding
  - 17.3. NWL Local Liaison Group
  - 17.4. Norfolk Parish Training & Support seminar slides
  - 17.5. Mattishall & Lenwade Surgery Patient Participation Group
18. To receive items for the next meeting agenda
19. 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:
  - 19.1. To discuss a pay review for the Clerk

New planning applications to agree comments (item 7.2)

3NM/2023/0099/NMA	1 Camping Close	Amendment to 3PL/2021/0673/HOU – Change of roof design on side annex from a 17.5 degree monopitch structure with Zinc roofing system to an EPDM flat roof construction. (Non Mat Minor Amend)
3PL/2023/0565/F	Highborn Heath Road	Amended location and kitchen and separate parking removed
3PL/2023/0924/0	16 Willow Close	Outline planning application, with all matters reserved, for the sub-division of existing residential curtilage and erection of a detached chalet bungalow
3PL/2023/0952/LB	Norton House, 9 Dereham Road	Install woodburner with 125mm flue system
3PL/2023/1010/VAR	Land North of 88 Dereham Road	Variation of condition no. 2 and discharge of condition 3 on 3PL/2021/1423/F – minor revisions to the bungalow type and propose a double garage (Variation of cond's)