



Meeting Minutes Mattishall Parish Council

Monday 7 July 2025 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler, Bob Burrell, Janice Smith, John Pickering, David Piper
Parish Clerk: Anita Rose
District Councillor: Paul Claussen
Members of Public: 2

1 Apologies for absence

Apologies were received and accepted for Cllr Murray and Cllr Goodrum. Apologies were also received from District Councillor Paul Plummer. No apologies were received from County Councillor Bill Borrett.

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

There were none.

3 To approve the minutes of the annual meeting held on 2 June 2025

The minutes of the meeting were **APPROVED** without amendment and signed by the Chair.

4 Councillor Vacancy

The Chair informed the Council that the period for electors to request an election has ended, allowing the Council to proceed with filling the vacancy through co-option. The Clerk reported that a Councillor Vacancy advertisement is currently being circulated, with applications closing on 18 July.

5 Community Governance Review

The Council unanimously **AGREED** to consider increasing Mattishall Councillor seats from 9 to 11. The Chair will contact Breckland District Council for more information to report back at the September meeting.

6 Clerk Report

The Clerk reported the following.

6.1. The Clerk advised all Councillors in accordance with the Data Protection Information Audit to delete all necessary emails for the month of January 2025.

6.2. The Clerk informed the Council that Cllr Smith had started her Safeguarding Level 2 qualification.

6.3. The Clerk reported to the Council that she had received an email from a resident expressing concern about the condition of the newly installed bus

shelters on Dereham Road. Following multiple email exchanges, the Clerk advised Mr. Robert Pratt (Public Transport Development Officer, Norfolk Highways) who has agreed to address the issue. Mr. Pratt indicated there was some confusion from Norfolk Highways regarding the ownership and responsibilities for the bus shelters, and noted that if no one assumes responsibility, the shelters may be removed. The Clerk further informed the Council that a letter has been sent to Mr. Pratt seeking clarification on his response and is currently awaiting a reply.

6.4. The Clerk has not yet started the Emergency Plan; she intends to undertake this task during the less busy periods in July and August.

6.5. The Clerk informed the Council that the guttering repairs at Dereham Road bus stop has been completed.

6.6. The Clerk informed the Council she had requested permission from Breckland District Council to move the dog bin on Hall Road and install a new one near Larwood Drive's entrance and is awaiting their response.

7 Open forum for Public Participation

District Councillor Claussen noted that Local Government Reform remains the primary subject of discussion. He stated that Breckland District Council's preferred option is to merge with Kings Lynn and West Norfolk.

Members of the public had raised that a condition on planning application 3PL/2024/0028/A was for Bayfield Homes' advertising signs to be removed by 31 May 2025, but they remain. The Council advised the public to report directly to Breckland District Council's enforcement team for investigation.

8 Finance

8.1. 1st Quarter Finances

The Clerk presented the 1st quarter finances using Scribe accounts in the new format. Small discrepancies between budgeted and actual figures were due to the layout changes. The Clerk noted that subscription costs exceeded budget because Scribe was authorised after the budget was set, but confirmed the Council had sufficient funds. The 1st quarter finances were unanimously **APPROVED**, proposed by Cllr Burrell and seconded by Cllr Fowler.

8.2. Norfolk Parish Training and Support Autumn Seminar

The Council **AGREED** that Cllrs Clarke, Smith, and the Clerk will attend. As Cllr Murray expressed interest but is absent, the Clerk will confirm if she wishes to attend.

8.3. The payment list

The list was unanimously **APPROVED**, proposed by Cllr Pickering and seconded by Cllr Fowler. The full list can be viewed on the last page of the minutes.

9. Planning

9.1. To receive results of planning applications

There were none.

9.2. To receive recommendation from the planning and monitoring group on current Application

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

PL/2025/0839/VAR: Bluebell Barn, Stone Road; VAR application for removal or variation of a condition following a grant of planning permission - The application seeks the removal of the condition 4 applied in 2012: "Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 or any statutory amendment thereof, the accommodation shall not be used other than as holiday accommodation and not as principle residences.

Reason for condition: The site lies in an area where the Local Planning Authority would not normally grant permission for new dwellings. This permission is granted in recognition that the scheme is providing holiday accommodation in accordance with PPS7: Sustainable Development in Rural Areas and the Good Practice Guide on Planning for Tourism."

The Parish Council is therefore assessing this proposal as being for the creation of a dwelling as a principle residence. As such the LPA is asked to consider the proposal against the following policies, acknowledging that Breckland Council can no longer demonstrate a five-year housing land supply.

Breckland Local Plan (2023):

HOU02: Mattishall has exceeded its Local Plan housing allocation.

HOU03: The site sits outside (and is not adjacent to) the Mattishall Settlement boundary and would lead to Mattishall further exceeding its housing target.

GEN01, GEN02, GEN03, COM01, COM03: Appropriateness of design and impact on neighbouring properties.

ENV03, ENV06, ENV09: Potential impact on the natural habitat and impact on flooding Mattishall Neighbourhood Plan and Design Guide SPD (2025) policies particularly assessing the impact on highway safety, nutrient neutrality, biodiversity and flooding.

The site is close to Badley Wood SSSI, located within a Nutrient Neutrality Impact Zone for The River Wensum SAC.

PL/2025/0846/FMIN: Gate House, 145a Dereham Road; Proposed conversion of building to residential including extension, internal and external alterations (self-build) - The Parish Council acknowledges the positive changes made from the previous proposal.

The LPA is asked to consider the impact of the proposal on the neighbouring property May House which is now a Non-designated Heritage Asset within the Mattishall Neighbourhood Plan 2025. As such, the impact of the proposal on the NDHA should be a consideration of the LPA. (MNP ENV1)

The LPA is asked to ensure that the proposal complies with MNP Policy HOU4 and to ensure that the proposal has been appropriately informed by the

Mattishall Design Guide SPD.

It is not clear from the application whether sufficient regard has been given to highway safety MNP TRA1. Previous applications in this location have raised concerns by the Highway Authority on the grounds of access visibility onto Dereham Road (40MPH). Consideration should be given to the cumulative impact of existing traffic using this access along with an outstanding application for a further dwelling 3PL/2023/1188/F.

PL/2025/0821/HOU: Ivy Barn, Welgate; Replacement of existing car port/garage with new car port / garage with office space on first floor - The Parish Council queries why this proposal has not been submitted as a Full application, given that it appears to include the provision of three offices. It is not clear whether these offices are ancillary to the use of the host dwelling or are a commercial use (MNP Policy ECON3) potentially generating additional vehicle movements/ parking considerations. Assessment should be made against MNP Policy TRA1, given that vehicular access is shared with a Public Footpath.

No Design and Access statement has been provided which would likely be provided if this has been a Full application.

No assessment has been provided to demonstrate that the proposal satisfies the requirements of the Mattishall Design Guide/Code SPD.

The proposal is within the grounds of Stables and Barn at Ivy Farm, a Grade 2 Listed Building Ref: 220868 and impacts on the setting of the Listed Building.

Consideration should therefore be given to MNP Policy ENV1. No overall height of the proposal has been given. No dimensions of the existing building have been given, therefore it is not clear how the proposed development compares in scale and massing. The proposal appears to introduce the provision of three offices, kitchen and wc. No details have been provided as to the proposal's method of foul water treatment and potential impact on flood risk and surface water drainage.

9.3. Call for Sites

The Planning Monitoring Group confirmed that submissions for Breckland District Council's Call for Sites, including 11 for Mattishall, have closed. Breckland District Council will review each site according to a set criteria, with a review by October. The group updated residents on the status and process of the Call for Sites via social media, signposting them to Breckland District Council website.

9.4. Neighbourhood Plan

The steering group reported that the Neighbourhood Plan is now 'Made' and will carry full weight until the Local Plan is made. It was also noted that Central Government has announced the discontinuation of financial support for Neighbourhood Plans. The Council unanimously **AGREED** to disband the Neighbourhood Plan Steering Group and thanked members for their hard work and dedication throughout the whole process.

9.5. Bayfield Homes

12 properties are now occupied.

10. Local Government Reform

County Councillor Bill Borrett will give a Local Government Reform update at Dereham Memorial Hall on 21 July at 6pm.

11. Open Spaces

11.1. Open Spaces Working Group

No report received.

11.2. All Saints Churchyard Wall

A working party is scheduled for 12 July from 10am to 12pm to remove ivy and moss from the wall. The Clerk was tasked with purchasing some wire brushes for the public to use.

11.3. Litter Picking Event

There was 1 attendee, 2 kilos of rubbish were collected. The revision of future events was deferred until the presence of Cllr Murray.

12. Wild and Wood Committee

12.1. Committee Meeting

The minutes from the last Committee meeting was circulated for members review. It was **AGREED** to revise the Terms of Reference to include the Community Orchard and to review budgeted accounts quarterly in line with the Council's budget review.

12.2. Committee 1st Quarter Budget v Actual

The Clerk circulated the budget v actual finances for the 1st quarter for the Council's review. Total expenditure for year ending 31 March 2025 was £8,762.73. This financial year 2025/26 the committee has spent £194.21.

12.3. Wildflower Meadow

The Clerk confirmed Mr. Bingham had sown the seeds in early June.

12.4. Grass Cutting

The Clerk reported that TTSR has commenced the cutting regime to the Community Woodland at Kingfishers, avoiding the wildflower meadow and cluster of planted trees.

The Community Orchard pathway had been scythed by Cllrs Pickering, Fowler and Clarke, however it was unanimously **AGREED** that it required further assistance from TTSR to denote the pathway. The Clerk was tasked with arranging this work.

13. Polices

The following policies were reviewed and unanimously **AGREED**. Proposed by Cllr Smith and seconded by Cllr Fowler.

Reserves Policy, Co-option Policy and Application Form, IT Policy, Open Spaces Policy, Financial Regulations, Bad Debt Policy, General Risk Assessment.

14. Barlow Charity

14.1. Responsibilities of Roles

After discussion Cllr Clarke had offered to devise roles and responsibilities and circulate to the trustees for their review.

Questions were raised regarding the current constitution and its impact on the Parish Council. The Council unanimously **AGREED** to obtain legal advice to clarify its responsibilities and liabilities. The Clerk was tasked with seeking quotations from Solicitors.

14.2. Trustees

The Council **AGREED** to advertise for Trustees. The Chair had advised the Council that he had reached out to an individual that could bring expertise within the Charity and is awaiting their reply.

15. Allotment Society

15.1. Tenancy Agreement

The Allotment Society had confirmed that they agree with the forming of a legal tenancy agreement between the Society and the Council. The Clerk was tasked with seeking quotations from Solicitors. The Society had confirmed that they have appropriate insurance cover as required by the Council, a copy of the policy will be sent to the Clerk.

15.2. Allotment Gate at Kingfishers

The Allotment Society has agreed the design of the gate and is waiting for the installation date to be confirmed. The Council asked the Society to ensure the design mirrors the gate already in situ.

Standing Orders were suspended

16. Youth Club

16.1. Letter to Director of Children's Services at Norfolk County Council

In response to the Council's letter Mr. Paul Webb, Strategic Lead – Youth & Participation at Norfolk County Council Children Services had offered to meet with Cllrs Piper and Fowler and the Clerk on 18 July to discuss support in working together to continue to provide youth provision for the young people in Mattishall.

16.2. June attendance numbers

The Youth Club attendance figures for June were as follows:

Week	Date	Juniors	Seniors
1	06/06/25	25	17
2	13/06/25	29	17
3	20/06/25	17	10
4	27/06/25	12	10

The sharing of the outdoor space continues to be problematic.

17. Highways

The Clerk updated the Council that the 20mph speed extension on Norwich Road, Mill Street and Burgh Lane was delayed due to a discrepancy on the speed limit at Cedar Rise, which consequently had an impact in preparing the TRO for advertisement. Mr Gunn from Highways had reported that this should now be corrected however is waiting for the green light from NP Law. The Clerk was asked to chased weekly for an update.

18. Correspondence and reports

18.1. SAM2

The SAM2 data for May and June were circulated to the Council. The data can be viewed on the Parish Council website. The new positions for July were Dereham Road heading West and East.

Mr Onassis carried out a handover with the Clerk. The Clerk will organise a date with Cllr Goodrum to show him the process of managing the SAM2 machines going forward.

18.2. Norwich Western Link

Norfolk County Council cabinet has given the green light to start the options assessment work regarding the next steps for the Norwich Western Link. There will be a further update at the upcoming Local Liaison Group on the 23 July.

19. Agenda items for the next meeting; Payments, Planning, Co-option and The Barlow Charity.

20. To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press for the following confidential item:

20.1. Staff matter

The Council unanimously **AGREED** the Clerk's appraisal.

The Chair closed the meeting at 21:45pm.

Payment List (approved at item 8.3)

Payment to	Description	Payment	VAT to be reclaimed
TotalEnergies	Electricity	£21.71	£1.04
ICO	Data Protection	£47.00	
Clear Councils	Insurance	£906.42	
Anglian Water (Wave)	Water	£273.49	£45.59
Norfolk Pension Fund	Pension	£445.10	
Anita Rose	Salary	£1353.00	
HMRC	PAYE	£301.95	
Unity Trust Bank	Bank Charges	£6.00	
Anita Rose	WAH Allowance	£26.00	
Miscellanea	Parish Newsletter	£262.00	
Paperstone	Stationary	£87.92	£14.65
Norfolk Parish Training & Support	Training	£72.00	£12.00
Ian Edwards	Handyman/Gardener (June)	£901.00	
Jewsons	Guttering materials to repair bus shelter	£70.28	£11.71
John Pickering	Signomatic - Mattishall Parish Council plaque for noticeboard at Kingfishers	£53.68	£8.95
Chris Bingham	Wildflower Meadow	£1050.00	
Roisin Murray	Flying Tiger – Padlock for noticeboard at Kingfishers	£3.00	£0.50
Janice Smith	Tesco – plants for roadside gardens	£98.00	£16.33
Janice Smith	The Range – plants for roadside gardens	£6.00	£1.00
		£5890.61	£111.77