



Meeting Minutes Mattishall Parish Council

Monday 1 September 2025 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler, Bob Burrell, Janice Smith, John Pickering, David Piper, Lloyd Frostdick, Martin Goodrum
Parish Clerk: Anita Rose
County Councillor: Bill Borrett
Members of Public: 2

1 Apologies for absence

Apologies were received and accepted for Cllr Murray. No apologies were received from District Councillors Paul Claussen and Paul Plummer.

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 4 August 2025

The minutes of the meeting were **APPROVED** without amendment and signed by the Chair. Proposed by Cllr Smith and seconded by Cllr Goodrum.

4 Clerk Report

The Clerk reported the following.

4.1. The Clerk advised all Councillors in accordance with the Data Protection Information Audit to delete all necessary emails for the months of March and April 2025.

4.2. The Clerk reported to the Council that she had not received a response from Mr. Pratt regarding the questions raised on 3 July regarding the responsibility and continued maintenance the two bus shelters on Dereham Road. County Cllr Borrett advised ahead of the meeting that he has update to present to the council, which will be covered under item 5.

4.3. The Clerk has not yet started the Emergency Plan; she intends to undertake this task as soon as she is able.

5 Open forum for Public Participation

Norfolk County Councillor Borrett reported the following.

- Norfolk County Council acknowledges an error regarding the communication of the ownership of the two bus shelters located on Dereham Road. Normally, the process for Norfolk County Council regarding new bus shelters is that they are owned and maintained by the Parish Council through a formal agreement, but this was not done here. As a goodwill gesture, Norfolk County Council has

offered the Parish Council £2,000 to assume ownership and responsibility, or they will remove the shelters entirely.

- Legal documentation for the 20mph extension on Dereham Road, Norwich Road, Burgh Lane, and Mill Street is complete and published. Objections can be submitted until 9th September; if none are received, the extension will proceed.
- Cllr Borrett is more than happy to support the Council in applying to the Norfolk Community Fund for Mattishall Youth Club.

Two members of the public asked the Council when the SLOW markings at Stone Road will be painted. The Clerk advised that she is liaising with Norfolk Highways for a date.

Cllr Borrett left the meeting

6 Community Governance Review

Breckland District Council will be reviewing the Community Governance Partial Review for Mattishall, to consider the council's request to increase Councillor seats from 9 to 11. The Chair and the Clerk will attend the committee meeting on 20th November to answer any questions.

7 Finance

7.1. PKF Littlejohn report and Assertion 10

The Council unanimously noted the External Auditors report with no matters to consider. The Clerk was congratulated in completing another successful year.

The Clerk had informed the Council of the upcoming changes for 2025/26 regarding Assertion 10 and confirmed that the Council is fully compliant.

7.2. Grant application

The Council reviewed the grant application from 1st Mattishall Scouts and determined that more information is needed. They noted the lack of fundraising efforts and existing funds available. The Clerk will ask the Scouts how much of their own funds they plan to use, encourage them to seek funding from other sources, and request clarification on whether they are seeking full or partial funding. The Council will reconsider the application once this information is provided.

7.3. Norfolk Day

Mattishall Community Hub reported a successful Norfolk Day event and thanked the Council for grant funding. Of the £500 grant, £54.27 remained unspent; the Hub requested this balance be allocated to future events. The Council unanimously **AGREED** subject to receiving receipts and evidence of spending.

7.4. NALC Planning Event

The Council unanimously **AGREED** for Cllr Fowler to attend the "Planning for the Future: Navigating the New Planning Framework" event on 29 October 2025, at the cost of £35.

7.5. Councillor Induction Course

The Council unanimously **AGREED** for Cllr Frosdick to attend the Councillor Induction Course with Norfolk Parish Training & Support, at a cost of £56.

7.6. The payment list

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

8. Planning

8.1. To receive results of planning applications

PL/2025/1108/TRE: 16 Ivy Way; 2 Large oak trees (T1 & T2) reduce the radial spread on the East side by approximately 1.5 metres, from approximately 7 to 5.5 metres. Raise the crowns on the East side to approximately 5 metres above ground level. Sever the ivy on the trunks near ground level and leave to die off. Cut out the 2 larger leylandii growing into the T1 – **APPROVED**.

PL/2025/0901/DCA: 1 Camping Close; Discharge of condition 5 on 3PL/2021/0673/HOU – **APPROVED**.

PL/2025/0839/VAR: Bluebell Barn, Stone Road; Removal of condition 4 on 3PL/2012/0218/F, allow property to be primary residence – **REFUSED**.

PL/2025/0821/HOU: Ivy Barn, Welgate; Replacement of existing car port / garage with new car port / garage with office space on first floor – **APPROVED WITH CONDITIONS**.

PL/2025/0605/FMIN: Land to rear of Nomads, 127 Dereham Road – Erection of 3 no. 2 storey dwellings together with new access, parking and turning arrangements – **REFUSED**.

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

There were none.

8.3. Bayfield Homes

14 properties are now occupied.

9. Local Government Reform

Item deferred to October's meeting.

10. Highways

10.1. 20mph speed limit extension at Norwich Road, Burgh Lane, Mill Street

Item was discussed in Item 5.

10.2. 2026-27 Parish Partnership Scheme

Item deferred to October's meeting.

11. Open Spaces

11.1. Open Spaces Working Group

No report received.

11.2. All Saints Churchyard Wall

After reviewing the report provided by Cllr Fowler the following actions were agreed.

- Contact all appropriately qualified Chartered Surveyors for a quotation to inspect the wall and to provide a report of work required, materials to use and accredited contractors.
- Liaise with the Clerk at Shipdham Parish Council regarding recent repairs and grants used to repair their Churchyard Wall.
- Continue to arrange working groups to remove moss and ivy from the wall using scrapers. Arrangements to be made via the Open Spaces Working Group.

11.3. Dog bin for Kingfishers

After reviewing the correspondence from Breckland Council Environmental Services, the Clerk reported the following.

The Council sought permission to relocate the dog bin on Hall Road to an area just over the knee rail within the Community Woodland at Kingfishers. This was refused due to its single-track nature, and no area for the vehicle to pull in.

In addition, the Council sought permission to erect a new dog bin to the entrance of Larwood Drive. The Council was informed that the land is privately owned which would result in a fee of £251.77 to 31 March 26 for the emptying of any bin. The Clerk had suggested moving the location of this bin back a metre or two to the grassed verge on Dereham Road, which is presumed to be owned by Norfolk Highways. To then ask permission from Highways to site the new bin which would avoid any fees being applied, as long as Breckland were able to empty the bin at its new location.

11.4. Litter Picking Event

There were 8 attendees, 9.5 kilos of rubbish were collected. The next litter pick will take place on 7 September.

12. Wild and Wood Committee

Report provided by Cllr Murray was read in her absence with no questions raised. Cllr Frosdick will continue to work with Mr Bingham in monitoring the Wildflower Meadow.

13. Events

13.1. Remembrance Sunday

The Council discussed sound quality issues raised by residents about last years' service. The Clerk will consult Mr Turner about buying a multidirectional microphone, and Cllrs Piper and Goodrum will present a proposal at next month's meeting on improving sound, so it reaches the back of the Village Green.

13.2. Mattishall Christmas Light Celebration

The Council decided to use the existing Village Green trees for Christmas lights instead of buying a new tree. Cllr Pickering will prepare a post for Miscellanea about the Christmas plans and present details of the Light up Celebration at next month's meeting. The Clerk will confirm the budget, and Cllrs Piper and Fowler will coordinate with Daylight Electricals for installing the electric cabinet.

14. Allotments

14.1. Tenancy agreement

Meeting between the Allotment Association and members of the Council has been rescheduled. Date to be confirmed.

14.2. Gate installation at Kingfishers Allotments

Cllr Piper reported that the gate had been successfully installed to a high standard.

15. Youth Club

15.1. Funding opportunities

Covered in item 5. Cllr Fowler was thanked for all his efforts in applying to funding organisations, for financial help in supporting Mattishall Youth Club.

15.2. July and August attendance numbers

The Youth Club attendance figures for July and August were as follows:

Week	Date	Juniors	Seniors
1	04/07/25	20	22
2	11/07/25	23	18
3	18/07/25	14	18
4	25/07/25	12	13
1	01/08/25	13	14
2	08/08/25	10	9
3	15/08/25	14	4
4	Cancelled		
5	29/08/25	11	2

Recruitment for additional leaders is in progress to resolve the recent staffing issues.

16. Correspondence and reports

16.1. SAM2

Cllr Goodrum presented the data for July and August. After discussion, Cllr Goodrum had offered to change the layout of presenting the data showing the frequent speeders, highlighting the times when speeding takes place. It was agreed that this data could help assist the Police in reducing speeding within the village. It was also agreed that the current format, presenting speed and vehicle counts, is also helpful when determine planning applications. Cllr Goodrum will take this on board when presenting the data for next month's meeting.

16.2. Norwich Western Link

Another option for the Norwich Western Link is currently being explored by Norfolk County Council.

16.3. Cllr Borrett's July Report

Noted.

- 17. Agenda items for the next meeting;** any item Councillors wish to discuss, please report to the Clerk 7 days before the next meeting.

Standing Orders were Suspended

- 18. 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:**

18.1. Legal matter

The Council considered both options presented with their preference in exploring Option 2.

The Chair closed the meeting at 22:15pm.

Payment List (approved at item 7.6)

Payment to	Description	Payment	VAT to be reclaimed
Community Action Norfolk	Subscription	£50.00	
HMRC	PAYE	£407.31	
Anita Rose	Salary	£1522.82	
Norfolk Pension Fund	Pension	£445.10	
Unity Trust Bank	Bank Charges	£6.00	
Scribe Accounts	Scribe Software	£58.80	£9.80
Lloyds Bank Plc	Credit Card Charges	£3.00	
PKF Littlejohn PLC	External Audit	£756.00	£126.00
Anita Rose	Expenses – Brown Garden bin	62.00	
Ian Edwards	Handyman (August)	£544.00	
Roisin Murray	Expenses – Litter pick refreshments and storage box	£20.99	£2.68
Mattishall Community Car Scheme	Community Car scheme	£197.85	
TTSR	Grass maintenance	£1468.57	£244.76
Anita Rose	WAH Allowance	£26.00	
		£5639.76	£383.24