



Meeting Minutes Mattishall Parish Council

Monday 6 October 2025 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler, Bob Burrell, Janice Smith, John Pickering, Lloyd Frostdick, Roisin Murray
Parish Clerk: Anita Rose
Members of Public: 0

1 Apologies for absence

Apologies were received and accepted for Cllrs Piper and Goodrum. Apologies were received from District Councillor Paul Plummer. No apologies were received from District Councillor Paul Claussen and 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 meeting held on 1 September 2025

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

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 month of May 2025.

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

4.3. The SLOW markings on Stone Road have been completed; however, concerns have been raised that the markings have been painted in the wrong place. The Clerk will liaise with Highways for confirmation.

4.4. Cllr Frostdick's online Induction Course is scheduled for 17th and 24th November.

4.5. Council and Allotment Society members will meet on 28th October to review the draft Tenancy Agreement.

4.6. The School Patrol Transport Manager from Norfolk County Council will interview candidates for the Mattishall school patrol position tomorrow.

5 Open forum for Public Participation

There were none.

6 Finance

6.1. Second quarter finances

A summary of the second quarter finances was presented to the Council for review, with no questions raised.

6.2. Grant application

The Council reviewed the grant application from Mattishall Parochial Church Council and awarded a £250 grant towards the Churchyard maintenance at St Peters Church.

6.3. The payment list

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

7. Planning

7.1. To receive results of planning applications

PL/2025/1124/TRE: Kensington House, 110 Dereham Road; G2; 3 x lime trees and 1 x chestnut. Reduce all 4 tree's limbs low hanging towards the road (Northeast aspect) back by approx 3-4m to clear road (Dereham Road) for trucks and buses and to reduce weight to help prevent failure. Crown raise all trees to approx. 4-5m to allow traffic to clearly see up and down the road. Conservation group G3; 4 x lime trees and 1 x scots pine. Reduce all 5 tree limbs low hanging towards the road (Northeast aspect) back by approx. 3-4m to clear road (Dereham Road) for trucks and buses and to reduce weight to help prevent failure. Crown raise all trees to approx. 4-5 m to allow traffic to clearly see up and down the road – **APPROVED**.

PL/2025/1019/HOU: Orchard Cottage, Stone Road; First floor rear extension including balcony – **GRANTED WITH CONDITIONS**.

PL/2025/0993/FMIN: The former United Reformed Church Hall, Welgate; Application for the change of use of land to provide off-street parking for visitors to the pre-existing Welgate Church – **GRANTED WITH CONDITIONS**.

PL/2025/0846/FMIN: Gate House, 145a Dereham Road; Proposed conversion of building to residential including extension, internal and external alterations (self-build) – **REFUSED**.

7.2. 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 Burrell and seconded by Cllr Pickering.

PL/2025/1288/HOU: Willow Pool Cottage, 24 Cedar Rise; single storey extension attached to the East side of the following dwelling without separate access - The LPA is asked to consider whether this proposal is consistent with

the conditions attached to previous application 3PL/2021/0695/VAR, particularly in relation to highway safety matters and boundary treatment. The LPA is asked to consider the proposal's design and amenity impact against Neighbourhood Plan Policy MNP HOU4 and its compliance with the Mattishall Design Guide and Code, specifically the requirement that the proposal be accompanied by a completed Household Extensions Checklist. Breckland Local Plan Policies GEN02, COM01, COM03 and HOU11 should also be considered.

PL/2025/1192/HOU: 32 Dereham Road; timber-framed car port to front of property - Mattishall Parish Council has considered this retrospective application on its own merits, as it would with any other application. We have focussed our concerns on whether the breach negatively affects the setting of the important conservation area and adjacent Listed Buildings. The Parish Council is mindful of the recent approval at this site (3PL/2024/0641/HOU) granted to convert an existing garage to form residential annex for family member. The Breckland Council Officer report made particular reference to that proposal being, "at the rear of the dwelling, the proposal would not detract from the character and appearance of the Conservation Area." Clearly this retrospective proposal would deliver development at the front of the dwelling within public view. The NPPF states that 'When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance'. All applications within the Conservation Area are required to pay special attention to the desirability of preserving or enhancing the character or appearance of the area. In this respect the Mattishall Neighbourhood Plan (MNP ENV1) requires that applications within the Conservation Area provide a statement to set out:

- a. The significance of any heritage asset(s) affected including listed buildings.
- b. Any adverse impacts the development may have on the asset(s) and their setting and any proposed mitigation measures; and
- c. How it will contribute to the character and setting of the relevant heritage asset.

Furthermore, the Mattishall Design Guide and Code (Supplementary Planning Document SPD) identifies this proposal as being at the heart of the Methodist Church Character Area. Policy MNP HOU4 of the Mattishall Neighbourhood Plan (2025) seeks to ensure alterations or extensions to existing residential properties should maintain or enhance the design, character and quality of the building. Proposals should be informed by the Mattishall Design Guide and Code document and be accompanied by a completed Household Extensions Checklist (Appendix 4 of the Mattishall Neighbourhood Plan (2025)). The LPA is asked to ensure that in respect to this important location an assessment is undertaken compliant with the SPD Appendix 4.

7.3. Neighbourhood Plan

The Council unanimously **AGREED** to send Cllr Fowler's proposed letter to Breckland District Council outlining the Parish Council's position on the use of the Neighbourhood Plan.

7.4. Bayfield Homes

No update.

8. Local Government Reform

There are currently three proposals submitted.

- 1) One Unitary Authority for the whole of Norfolk, proposed by Norfolk County Council
- 2) Two Unitary Authorities, proposed by South Norfolk and Broadland District Council
- 3) Three Unitary Authorities favoured by the majority of the District Council's in Norfolk (six out of eight).

This model proposes the following

- (i) Unitary 1: Greater Norwich (urban area)
- (ii) Unitary 2: West / Northwest of the county (Breckland, Kings Lynn & West Norfolk)
- (iii) Unitary 3: East coast and remainder (Great Yarmouth, Broadland, South Norfolk and North Norfolk)

The deadline in submitting these proposes to Government was 26 September 2025.

9. Mattishall current foul water capacity and infrastructure

Cllr Fowler circulated a summary document from the information received from Anglian Water.

The table below provides statistics on utility repairs and maintenance in Mattishall for the last 5 years.

YEAR	No. Incidents	Road closure DAYS	Signals DAYS	Some highway incursions DAYS	No highway incursions DAYS
2021	17	1	6	33	10
2022	31	82	14	35	9
2023	21	15	17	25	6
2024	16	10	4	15	31
2025	11	46	8	9	0
TOTALS	96	154	49	117	56

The Council is concerned about the potential impact of 100-500 new houses in Mattishall on local infrastructure and seeks clarification on Anglian Water's ability to support increased residential capacity.

Cllr Fowler had offered to reply to Anglian Water, share these concerns, and invite a representative to a future Parish Council meeting for a meaningful discussion. This will help the Council provide accurate information to the community.

10. Policies

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

11. Highways

11.1. 20mph speed limit extension at Norwich Road, Burgh Lane, Mill Street

Highways confirmed the speed limit extension remains under NP Law. The Clerk was asked to email Cllr Borrett to help move it forward.

11.2. 2026-27 Parish Partnership Scheme

The Council reviewed three proposals for South Green, submitted by a member of public:

1. Road markings and permanent speed signs near New Lane and Gaskins, possible railings at the pavement's end, and a crossing point for the nursery.
2. Larger repeater signs.
3. Warning signage near the Memorial Hall/Social Club to alert drivers to children.

The Council supported option 3 but believes it should be fully funded by Highways, as they are responsible. The Clerk will request installation of a parent/child sign from Highways.

Another option for consideration was to develop a footpath map / booklet of Mattishall. Cllr Murray had offered to liaise with the Footpath Warden and local Walking Group. The Clerk will seek clarification that this criterion meets the Parish Partnership Scheme.

11.3. Bus shelters (part of Kingfishers development) on Dereham Road

After discussion, the Council noted its disappointment that Norfolk County Council, who originally requested the shelters, is now unwilling to maintain.

Ownership and responsibility for the two bus shelters on Dereham Road remain with Norfolk County Council. The Parish Council had declined both the transfer of ownership and the £2,000 offered towards the bus shelters, citing their substandard condition. In the view of the Parish Council, the amount proposed is insufficient for future maintenance and may result in greater costs to the Council in the long term.

12. Open Spaces

12.1. Open Spaces Working Group

No report received.

12.2. All Saints Churchyard Wall

The Council reviewed quotations from Chartered Surveyors for providing a detailed report of All Saint's Mattishall Churchyard wall and appointed Annahigh Consultancy Ltd to carry out the report.

12.3. Dog bin for Kingfishers - entrance to Larwood Drive

Breckland District Council have confirmed that there is no charge for emptying the dog bin, if the bin is situated on highway owned land. The Clerk was asked to write to Matt Lines, Norfolk Highways, for permission.

13. Wild and Wood Committee

13.1. Committee minutes

Noted, no questions raised.

13.2. Wild and Wood Committee draft budget 2026/27

The first draft was shared for councillor's review, no questions raised.

14. Events

14.1. Remembrance Sunday

The first draft of the scheduled roles was circulated for review. The Clerk confirmed that Deputy Lord Lieutenant Alex Bartrum had confirmed attendance.

14.2. Mattishall Christmas Light Celebration

Council members are due to meet with Daylight Electrical towards the end of this month regarding the electrical box installation. The uplighters for the trees have been purchased.

15. Youth Club

15.1. Funding opportunities

Funding applications are still underway.

15.2. September attendance numbers

The Youth Club attendance figures for September were as follows:

Week	Date	Juniors	Seniors
1	05/09/25	Cancelled by YMCA staff shortages and illness	
2	12/09/25	10	15
3	19/09/25	16	18
4	26/09/25	13	16 (capped at 16 due to staffing)

The Council proposed Cllr Piper, Cllr Murray and the Clerk to arrange an online meeting with YMCA to discuss the ongoing staff issues. The contract has been extended to 12th June 2026 to compensate for loss of service.

16. Correspondence and reports

16.1. SAM2

No data received.

16.2. Norwich Western Link

Correspondence noted.

16.3. Norfolk Constabulary – Operation Radium Trigger Plan

Correspondence Noted.

17. Agenda items for the next meeting; Budget, Christmas event and hampers, Remembrance, Call for Site. Any other item Councillors wish to discuss, please report to the Clerk 7 days before the next meeting.

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

An update was received.

18.2. Clerk's annual pay review

Cllr's Burrell and Smith will carry out the annual pay review for the clerk.

The Chair closed the meeting at 21:23pm.

Payment List (approved at item 6.3)

Payment to	Description	Payment	VAT to be reclaimed
TotalEnergies	Electricity	£22.07	£1.05
Anglian Water (Wave)	Water	£179.63	£29.94
Anita Rose	Salary	£1387.03	
HMRC	PAYE	£322.95	
Norfolk Pension Fund	Pension	£459.37	
Roisin Murray	Expenses (Roys – tree wax)	£21.98	£3.66
Roisin Murray	Expenses (Plantlife – yellow rattle seed)	£216.00	
Unity Trust Bank	Bank charges	£6.00	
Scribe Accounts	Accounts software subscription	£58.80	£9.80
Lloyds Bank Ltd	Credit card charges	£3.00	
NALC	Planning webinar	£42.00	£7.00
Anita Rose	WAH Allowance	£26.00	
Paperstone	Stationary	£267.55	£44.59
Paperstone	Stationary	£137.99	£23.00
Jewsons	Materials	£20.41	£3.40
Jewsons	Materials	£20.36	£3.39
Mattishall Parochial Church	Electricity – ASM	£80.00	
Mattishall Memorial Hall	Hall Hire – YMCA	£195.00	
Miscellanea	Parish Newsletter	£262.00	
Ian Edwards	Handyman / Gardener	£748.00	
Dereham Men's Shed	Noticeboard	£150.00	
		£4626.14	£125.83