



Meeting Minutes Mattishall Parish Council

Monday 1 December 2025 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), Bob Burrell, John Pickering, Lloyd Frosdick, Roisin Murray, David Piper, Martin Goodrum

Parish Clerk: Anita Rose

District Councillor: Paul Plummer

Members of Public: 1

1 Apologies for absence

Apologies were received and accepted for Cllr Fowler and Cllr Smith.

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 3 November 2025

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

4 To approve the minutes of the meeting held on 24 November 2025

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

5 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 July 2025.

4.2. The Clerk has made a start but little progress on the Emergency Plan.

4.3. The start date for the School Crossing Patrol has been pushed back to 2 December as opposed to 26 November.

4.4. The Council has received a range of comments through facebook and email about Breckland's District Council's Local Plan proposals. The Clerk has directed all individuals to Breckland's website asking them to submit their feedback.

4.5. The Remembrance Service was well-received, with residents praising its presentation as a fitting tribute to those who gave their lives for the country. All contributors were thanked for their efforts.

6 Open forum for Public Participation

No comments were raised.

7 Finance

7.1. Grass Maintenance

It was unanimously **AGREED** to appoint TOP Garden Services and to enter into a three-year contract, contingent upon the inclusion of a clause stating that if the service does not meet satisfaction, the contract may be terminated with three months' notice. Proposed by Cllr Goodrum and seconded by Cllr Murray.

7.2. Tree works

The Council unanimously **AGREED** to appoint C K Professional Tree Services for the recommended tree works from the October survey. The Clerk will apply to Breckland District Council for permission, as the trees are in a conservation area. Proposed by Cllr Piper and seconded by Cllr Pickering.

7.3. Parish Online Mapping

The Council **AGREED** by a majority vote to subscribe with Parish Online Mapping for the first year on a trial basis. Proposed by Cllr Piper and seconded by Cllr Murray.

7.4. Budget / Precept for 2026/27

The budget and precept for 2026/27 was unanimously **AGREED**. An increase of 1.45% will be applied, increasing the precept to £109,046.00. Proposed by Cllr Frosdick and seconded by Cllr Murray.

7.5. The payment list

The list was unanimously **APPROVED**, proposed by Cllr Burrell 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/2025/1192/HOU: 32 Dereham Road; timber-framed open car port to front of property – **GRANTED WITH CONDITIONS**.

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

There were none.

The following tree applications were noted:

PL/2025/1715/TRE: 18 Mill Road; T1 oak – reduce the upper crown in height by 2.5m from 19m to 16.5m. Reduce the remaining crown by 2m leaving a crown spread of North-4.5m, East-4.5m, South-4.5m and West-4.5m. The existing crown spread is North-6m, East-6m, South-7.5m and West-6m.

PL/2025/1727/TRE: 5 The Oaks; T4 common hazel – dismantle to ground level. T11 field maple – remove specific branch / limb. T13, T14 and T15 pedunculate oak – remove deadwood.

PL/2025/1620/TRE: 6 Greys Close; T1 ash – crown has succumbed to ash dieback and there is only approximately 15% still live. Pollard at 6m.

8.3. Breckland's Local Plan

The Council unanimously **AGREED** to the comments suggested by the Planning and Monitoring Group in response to the Local Plan Regulation 18 Public Consultation. Proposed by Cllr Burrell and seconded by Cllr Pickering. The full response can be viewed at www.mattishallparishcouncil.gov.uk

Breckland District Council are hosting an online virtual engagement event on Monday 8th December between 6-7pm to answer any questions regarding the plan.

9. Local Government Reform Consultation

Deferred to January's meeting.

10. Open Spaces

10.1. Open Spaces Working Group

Meeting notes were noted.

10.2. Dog bin for Kingfishers - entrance to Larwood Drive

The bin has been purchased and is waiting for installation.

10.3. All Saint's Mattishall Churchyard Wall

The report from Annahigh Consultancy was received, but its priorities were unclear. The Clerk was instructed to seek clarification from Annahigh Consultancy.

10.4. Annual service report from Michlmayr Clock & Watchmakers for the Church clock

The Annual Service report was noted. The Clerk will consult with Michlmayr and present required works and cost estimates to the Council at the January meeting.

10.5. Litter picking

The litter picking report was noted. Based on 2025 attendance, it was **AGREED** to reduce events to four in 2026: dates to be confirmed.

11. Wild and Wood Committee

11.1. Wild and Wood Committee minutes (draft)

Noted. Cllr Murray gave an update that the Noticeboard at Kingfisher's is currently being repaired by Wallace Murray.

11.2. Expenditure vs budget for 3rd quarter

The Clerk provided an update on budget v actual expenditure for the 3rd quarter. As of 2025/26, £2484.85 of £8187.70 had been spent.

11.3. Wild and Wood Committee budget 2026/27

The Council unanimously **AGREED** a £6232.72 budget for the Wild and Wood Committee for 2026/27. Proposed by Cllr Goodrum and seconded by Cllr Pickering.

12. Events

12.1. Mattishall Christmas Light Celebration

The uplighters have been installed in preparation for the event. All final arrangements have been confirmed. The Clerk was tasked with purchasing a variety pack of black cable ties.

12.2. Hampers for Mattishall & Burgh Charity

The Clerk confirmed there were 18 applicants. The Clerk offered to continue sourcing and assembling the hampers as in previous years.

13. Youth Club

13.1. Funding opportunities

Cllr Fowler and the Clerk applied for two grants a) Norfolk Family Hub, provided by Norfolk County Council and b) Community Grant Scheme, provided by Breckland District Council.

13.2. November attendance numbers

The Youth Club attendance figures for November were as follows:

Week	Date	Seniors	Juniors
1	07/11/25	No Youth Club due to MSSC fireworks	
2	14/11/25	4	16
3	21/11/25	Both sessions cancelled due to staff sickness	
4	28/11/25	4	16

14. Mattishall & Burgh Charity re-election

The Council unanimously **AGREED** to re-elect Fred Garner for another 4-year term as trustee to the Mattishall & Burgh Charity.

15. Correspondence and reports

15.1. SAM2

Cllr Goodrum reported being unable to download SAM2 data for November due to laptop issues, noting the device is outdated. He suggested that a new laptop would improve data retrieval speed. The main concern is whether the Radar program from Westcotec can be transferred. The Clerk will consult with Westcotec and update accordingly. November data to be confirmed.

16. Agenda items for the next meeting; Response to LGR Consultation. Any other item Councillors wish to discuss, please report to the Clerk 7 days before the next meeting.

17. 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:

17.1. Legal matter

No further update. The Clerk was asked to follow up.

17.2. Clerk's annual pay review

The Clerk was awarded a pay increase.

The Chair closed the meeting at 21:35pm.

Payment List (approved at item 7.5)

Payment to	Description	Payment (inc VAT)	VAT to be reclaimed
TotalEnergies	Electricity	£21.45	£1.03
Sedgetek Electricals	Electrical uplighters for Xmas event	£540.00	£90.00
Anita Rose	Salary	£1387.03	
Norfolk Pension Fund	Pension	£459.37	
HMRC	PAYE	£322.95	
Ian Edwards	Handyman / Gardener	£442.00	
Glasdon UK Ltd	Dog Bin	£226.40	£37.73
Michlmayr Clock & Watchmakers	ASM Clock service	£288.00	£48.00
Annahigh Consultancy Ltd	Conservation Survey	£780.00	£130.00
Anita Rose	WAH Allowance	£26.00	
Scribe Accounts	Software	£58.80	£9.80
SLCC	Subscription	£188.00	
Miscellanea	Parish Newsletter	£262.00	
Mattishall Community Car Scheme	Grant	£272.00	
T & A Upholstery Supplies	Christmas event	£25.99	£4.33
Amazon	Christmas event	£31.98	£5.33
Anita Rose	Expenses – Makro – Christmas event	£52.30	£7.05
Mattishall Memorial Hall	Hall Hire	£243.75	
David Fowler	Expenses – Consumables	£22.99	£3.83
Anita Rose	Expenses – Pest Expel Ltd – mole traps	£29.95	£4.99
		£5,680.96	£342.09