



## Meeting Minutes Mattishall Parish Council

Monday 5 January 2026 at 7pm  
Poultec Business Park

---

Parish Councillors present: Graham Clarke (Chair), David Fowler (Vice Chair), Bob Burrell, Roisin Murray, David Piper, Janice Smith

Parish Clerk: Anita Rose

District Councillors: Not present

County Councillor: Bill Borrett

Members of Public: 2

---

### 1 Apologies for absence

Apologies were received and accepted for Cllr Pickering and Cllr Goodrum.

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

Cllr Murray and Cllr Piper declared that they have a disclosable pecuniary interest (DPI) regarding item 12.

### 3 To approve the minutes of the meeting held on 1 December 2025

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

### 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 August 2025.

**4.2.** The tree application for All Saint's Churchyard, Burgh Lane Cemetery and Allotments has been submitted to Breckland District Council and is awaiting approval.

**4.3.** Top Garden Services received positive recommendations. Cllr Murray and the Clerk will meet a representative later this month.

**4.4.** The dog waste bin at Kingfishers has been installed and incorporated into Breckland Council's collection schedule.

**4.5.** Cllr Fowler and the Clerk will meet with Annahigh Consultancy on 6 January to discuss priorities of works for the Churchyard Wall.

**4.6.** The Clerk asked Westcotec about transferring Radar data to a new PC; Westcotec confirmed it is straightforward. The Council supported Cllr Goodrum to get quotes for a new laptop to download SAM2 data.

**4.7.** The Financial Services Compensation Scheme (FSCS) now protects deposits up to £120,000, up from £85,000.

## **5 Open forum for Public Participation**

Members of the public expressed their appreciation to the Council for implementing painted SLOW signs on Stone Road. While acknowledging that the placement may not be optimal and that the signs have limited impact on speed reduction, the public nonetheless valued the Council's efforts.

County Cllr Borrett provided the following updates:

- Breckland District Council is sending out emails to Parish Councils regarding available land for sale. If the Parish Council is interested in any of the land, please contact them and register your interest as soon as possible.
- Mayoral elections have been postponed until May 2028, and devolution proposals are currently on hold.
- Local Government Reform continues to progress quickly.
- The Norfolk County Council elections scheduled for May 2026 may not take place.
- The 20mph speed limit for Cedar Rise has been approved and is now in effect.
- The 20mph speed reduction proposal for Burgh Lane, Norwich Road, and Mill Street are still ongoing. Cllr Borrett will follow up with Highways.

Cllr Fowler asked Cllr Borrett whether Norfolk County Council will also be offering land deposits for sale. Cllr Borrett could not answer at this time but will raise the question when he meets the leader of Norfolk County Council next week.

## **6 Finance**

### **6.1. Third quarter budget v expenditure**

The third-quarter bank reconciliation budget v expenditure was reviewed, with no questions or issues raised. The Council's total cash balance stands at £234,540.22, of which £65,811.46 is held in the current account.

### **6.2. Quotation to restore All Saint's Church Clock**

The quotation received from Michlmayr Clock & Watchmakers was discussed by the Council. It was **AGREED** for the Clerk to obtain another quote for these works.

### **6.3. Membership renewal with CPRE**

The Council unanimously **AGREED** to renew its membership with CPRE. Proposed by Cllr Smith and seconded by Cllr Burrell.

### **6.4. The payment list**

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

## 7. Planning

### 7.1. To receive results of planning applications

PL/2025/0579/FMIN: Land South of Dereham Road; proposed new dwelling, driveway and amenity – **GRANTED WITH CONDITIONS.**

### 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 Murray and seconded by Cllr Piper.

**PL/2025/1808/HOU:** The Yews, South Green; single storey / side / rear conservatory extension - The Local Planning Authority is asked to consider this proposal against the following policies:

Local Plan: COM01 Design

Local Plan: COM 03 Protection of amenity particularly in relation to the adjoining property

Local Plan: GEN 02 Promoting high quality of design

Local Plan: HOU 11 Residential extensions

NPPF Paragraph 139, relating to good design

In relation to the Mattishall Neighbourhood Plan:

Policy MNP HOU4: Residential alterations and extensions. The Parish Council notes that there is no evidence that the proposal has been informed by the Mattishall Design Guide and Code (BDC Supplementary Planning Document 2025), and that, to comply with this Neighbourhood Plan policy, the application "should be accompanied by a completed Household extensions checklist".

**PL/2025/1779/HOU:** Meadow View, Burgh Lane; proposal to raise roof by 1 metre and convert loft space to bedrooms, including dormer and rooflights, cladding proposed for 2 gable ends - The Local Planning Authority is asked to consider this proposal against the following policies:

Local Plan: COM01 Design

Local Plan: COM 03 Protection of amenity

Local Plan: GEN 02 Promoting high quality of design

Local Plan: HOU 11 Residential extensions

NPPF Paragraph 139, relating to good design

In relation to the Mattishall Neighbourhood Plan:

Policy MNP HOU4: Residential alterations and extensions. The Parish Council notes that there is no evidence that the proposal has been informed by the Mattishall Design Guide and Code (BDC Supplementary Planning Document 2025), and that, to comply with this Neighbourhood Plan policy, the application "should be accompanied by a completed Household extensions checklist".

Policy MNP ENV1: Conservation and heritage. An assessment should be made to ensure there is no adverse impact on the setting of the adjacent Grade 2 Listed Grove Farm.

**PL/2025/1565/HOU:** 14 South Green; amendments to proposed single storey side extension and first floor extension over existing garage – No further comment.

### **7.3. Breckland's Local Plan**

The Local Plan consultation ended on December 15, with more than 700 people providing feedback.

### **8. Local Government Reform Consultation**

The Council unanimously **AGREED** to submit a comment on the Local Government Reform Consultation supporting the three unitary option: West/Northwest of the county (Breckland, Kings Lynn & West Norfolk). Proposed by Cllr Burrell and seconded by Cllr Fowler.

### **9. Emergency Plan**

The Council **AGREED** to create a basic Emergency Plan with selected organisations (Churches, Community Hub, Memorial Hall) detailing emergency contact details for all services.

### **10. Open Spaces**

#### **10.1. Open Spaces Working Group**

The report was noted. The Clerk was requested to post a notice regarding the removal of Christmas wreaths and decorations on the cemetery gate.

#### **10.2. Annual Play Inspection Report**

The report was noted and will be thoroughly checked at the next Open Spaces Working Group. It was also noted following the report that the See-Saw-Spinner needed some attention. The Clerk had reported that she was already seeking quotations for replacement for the torsion block.

### **11. Wild and Wood Committee**

The Report was noted. Cllr Murray updated that the recent working party was thriving and had great community presence. Thanks were given to Hazel Goodall for providing the refreshments and to a resident who donated a kettle.

### **12. Tenancy Agreement between the Council and the Allotment Society**

The Council reviewed the three quotations from Solicitors for preparing a legal tenancy agreement. The Council unanimously **AGREED** to appoint Spire Solicitors with a capped budget of £1,500. Proposed by Cllr Smith and Cllr Fowler.

Cllr Murray and Cllr Piper had not voted due to a conflict of interest, see item 2.

### **13. Youth Club**

#### **13.1. Funding opportunities**

So far, two applications have been submitted. Cllr Piper will coordinate with the YMCA to determine what resources are needed or desired to improve the club.

#### **13.2. December attendance numbers**

The Youth Club attendance figures for December were as follows:

<b>Week</b>	<b>Date</b>	<b>Seniors</b>	<b>Juniors</b>
<b>1</b>	05/12/25	9	13

2	12/12/25	0	7 (Staff issues – attendance capped at 16)
3	19/12/25	5	13

### 13.3. November report provided by YMCA

The report was noted.

### 14. Mattishall Christmas Light Celebration

The event was well attended, and thanks were given to all participants. Cllr Piper and the Clerk are planning to meet with Mattishall All Saints Church representatives to review successes and to discuss improvements. The Council suggested moving the light switch-on earlier, between 4:15pm and 4:30pm. Serving mulled wine before the procession needs rethinking, as there is now only a 15-30 minute gap between the end of Santa's grotto and the light switch on.

Cllr Pickering was thanked for his kind generosity in fully funding the Christmas presents and lanterns.

The Clerk was thanked for putting together the hampers for Mattishall and Burgh Charity.

### 15. Correspondence and reports

#### 15.1. SAM2

No data received.

### 16. Agenda items for the next meeting; Any items 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

Ongoing, awaiting update.

**The Chair closed the meeting at 20:57pm.**

**Payment List (approved at item 6.4)**

<b>Payment to</b>	<b>Description</b>	<b>Payment (inc VAT)</b>	<b>VAT to be reclaimed</b>
TotalEnergies	Electricity	£26.23	£1.25
Anita Rose	Salary	£1460.22	
HMRC	PAYE	£368.57	
Norfolk Pension Fund	Pension	£490.16	
Anglian Water	Water	£31.01	£5.16
Unity Trust Bank	Service Charge	£6.00	
Lloyds Bank	Credit card fee	£3.00	
We can source it Ltd	Cup lids	£7.95	£1.33
Amazon	Ribbon	£13.98	£2.34
Amazon	Package tape	£3.49	£0.58
ASDA	Hamper contents	£453.23	£25.69
Amazon	Cable ties	£19.99	£3.33
Scribe Accounts	Accounts software	£58.80	£9.80
Mattishall Methodist Church	Hall Hire	£12.00	
Anita Rose	WAH Allowance	£26.00	
The Play Inspection Company	Annual play area inspection	£217.20	£36.20
Jewsons	Compost	£86.40	£14.40
YMCA	Youth provision	£4546.75	
Janice Smith	Expenses	£2.39	£0.40
Janice Smith	Expenses	£4.80	£0.80
Mattishall Memorial Hall	Hall Hire	£146.25	
Jewsons	Postfix	£7.58	£1.26
Jewsons	Bark mulch bag	£247.14	£41.19
Glasdon UK Ltd	Dog bin x 2	£422.78	£70.46
Mattishall Community Allotment	Community allotment rent	£16.00	
Mattishall Community Car Scheme	Insurance	£407.71	
		<b>£9,085.63</b>	<b>£214.19</b>