



Meeting Minutes Mattishall Parish Council

Monday 2 February 2026 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler (Vice Chair), Bob Burrell, David Piper, Janice Smith, John Pickering, Martin Goodrum, Lloyd Frostdick
Parish Clerk: Anita Rose
District Councillors: Paul Plummer
County Councillor: Not Present
Members of Public: 2

1 Apologies for absence

Apologies were received and accepted for Cllr Murray.

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

Cllr Piper declared a disclosable pecuniary interest (DPI) regarding item 13.

3 To approve the minutes of the meeting held on 5 January 2026

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

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 September 2025.

4.2. Breckland District Council has approved the tree work recommended by Tree Care Consultants for All Saint's Churchyard, Burgh Lane Cemetery and the Allotments. The tree surgeon will be completing this work between 7 - 8 April.

4.3. Cllr Murray and the Clerk met with Top Garden Services to review the grass maintenance areas in the village. He had advised that the Council will receive access to an app they use to receive real-time updates on maintenance activities.

4.4. Two new dog bins have been installed at Thynnes Lane and Mill Road.

4.5. Alex Gunn (Norfolk Highways) had met with Norse on 30 January to agree the new locations for the 20mph speed signs. The revised drawings will be signed off by the end of next week.

4.6. The Clerk has not received a response from Spire Solicitors about the Tenancy Agreement with the Allotment Society, despite repeated emails and calls. She will continue to follow up.

4.7. Cllr Piper and the Clerk will meet with Alan and Sue Cossey on 3 February to review last year's Christmas event and to discuss any concerns or improvements. The Clerk noted that the Council recently received an email about storage, which will be discussed in detail at the next meeting.

4.8. Residents of Kingfisher's Housing Estate offered to fund a seating bench. The Council thanked them and asked the Wild and Wood Committee to convey appreciation, coordinate with residents on quality, and ensure the installation meets the Landscape Plan.

4.9. The Policy and Procedures Working Group will be meeting in the upcoming weeks to review the following policies: Data Protection Audit, Safeguarding Policy and Financial Risk Assessment.

4.10. The Clerk informed the Council that an invitation had been received to participate in the Mattishall Sports and Social Club festival on Sunday 28 June. The Council agreed to attend and suggested organising a tombola game or a similar activity. The Clerk will coordinate with Mattishall Sports and Social Club to confirm their participation and will also ask about the amount of space allocated to them.

5 Open forum for Public Participation

District Cllr Plummer provided the following updates:

- Norfolk County Council had made the decision to cancel County Councillor Elections that were scheduled for May 2026. A by election is to be held following the resignation of Cllr Connolly.
- The housing minister has suggested that they are committed to meeting the housing demand goal of 1.5 million homes, even if this means exploring new planning reforms.

6 Finance

6.1. Quotations to restoring the clock dials at Mattishall All Saints Church

The council considered two quotes from Smith & Derby Clockmakers and Michlmayr Clock and Watchmakers for restoring the clock dials at Mattishall All Saints Church. After discussion, the Council decided to seek financial support for this project by applying for grants from Lottery Funds, Big Lottery Fund, Heritage Lottery Fund, and Mattishall All Saints Church. Cllr Pickering offered to support the Clerk with submitting the grant applications.

6.2. Quotation to replacing the torsion block to the See-Saw-Swing at Mattishall Play Area

The Council appointed Playdale Playgrounds to replace the torsion block. Proposed by Cllr Piper, seconded by Cllr Smith and unanimously **AGREED**.

6.3. Laptop for SAM2 data

The Council unanimously **AGREED** a budget of £300 to purchase a laptop for the SAM2 data. Proposed by Cllr Smith and seconded by Cllr Fowler.

6.4. Norfolk Parish Training & Support Spring Seminar (10 March 26)

The Council unanimously **AGREED** for Cllr Smith and the Clerk to attend the Spring Seminar.

6.5. The payment list

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

7. Planning

7.1. To receive results of planning applications

PL/2025/1896/TCA: All Saints Church, Burgh Lane Cemetery and Allotments; various tree work, as per the specification report provided by Tree Care Consultants - **NO OBJECTION**.

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 - **GRANTED WITH CONDITIONS**.

PL/2025/1916/HOU: Castleton Farm, Watercress Lane; single storey front porch extension to replace the existing - **GRANTED WITH CONDITIONS**.

PL/2025/1808/HOU: The Yews, South Green; single-storey side / rear conservatory extension to dwelling - **GRANTED WITH CONDITIONS**.

PI/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 is North – 6m, East – 6m, South – 7.5m and West – 6m – **APPROVED**.

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

There were none.

Application PL/2026/0028/HOU was withdrawn.

7.3. Breckland's Local Plan

The Local Plans next review will be June / July 2026.

8. Local Government Reform Consultation

No further update, awaiting decision in March 2026.

9. Mattishall Community Governance Review

Cllr Clarke and Cllr Fowler attended the General Purposes Committee meeting held on 15th January where the committee resolved to carry out a Community Governance Review for Mattishall. This review will start from June with a process of up to 6 months.

10. Annual Parish Gathering (27 April 2026)

The Council reviewed the plans for the annual gathering and decided to invite Jim Freeman from Galliford Try to provide an update on the A47 scheme, as well as welcome Kirsty, the new Vicar, who will be joining in March to introduce herself. Another suggestion was to invite Mattishall Surgery to provide an update on changes they have made to improving the service they provide.

11. Emergency Plan

The Council reviewed the draft plan and expressed some good progress had been made. Some gaps remain, particularly regarding volunteers. It was proposed to address this at the Annual Parish Gathering by inviting skilled volunteers to register their interest with the Clerk.

12. Open Spaces

12.1. Open Spaces Working Group

Nothing to report.

12.2. All Saints Churchyard Wall

The Council examined the report submitted by Cllr Fowler and the Clerk and approved the proposed process. The planned schedule of works will be issued for tender to the parties recommended in the report.

13. Tenancy Agreement between the Council and the Allotment Society

No further update. Clerk will chase solicitors.

14. Youth Club

14.1. Funding opportunities

No further update. The Clerk will liaise with Cllr Borrett regarding the Crowd Funding application and the complications around the identification requirements.

14.2. January attendance numbers

The Youth Club attendance figures for January were as follows:

Week	Date	Seniors	Juniors
1	09/01/26	4	9
2	16/01/26	7	11
3	23/01/26	6	13
4	30/01/26	6	17

14.3. December report provided by YMCA

The report was noted.

15. Correspondence and reports

15.1. SAM2

SAM2 data for January was shared, this data can be viewed on the website.

15.2. Local Liaison Group A47 / Norwich Western Link (NWL)

Cllr Piper provided an update regarding the upcoming road closure on the A47, scheduled from 8pm on 13th February to 6am on 6th February. This closure may result in increased traffic through Mattishall.

Alternative proposals for the NWL are currently under review, with further updates to follow.

15.3. NPPF Seminar

Cllr Fowler attended the seminar and confirmed it had a good turnout. He informed the Council that Breckland District Council currently does not have a five-year housing supply, which has resulted in the use of the tilted balance approach in decision-making. In these conditions, the recently adopted Neighbourhood Plan plays an important role when evaluating planning applications.

15.4. Wellbeing Champion

Cllr Smith attended the Wellbeing Champion session and confirmed it was well attended. The session focused around mental health.

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.

The Chair closed the meeting at 21:28pm.

Payment List (approved at item 6.5)

Payment to	Description	Payment (inc VAT)	VAT to be reclaimed
Ian Edwards	Handyman / Gardener Dec	£527.00	
Southgreen Park	Hall Hire	£420.00	£70.00
TotalEnergies	Electricity	£26.52	£1.26
CPRE	Annual Subscription	£36.00	£0.36
Anita Rose	Salary	£1460.22	
Norfolk Pension Fund	Pension	£490.16	
HMRC	PAYE	£368.57	
Lloyds Bank Plc	Credit card charge	£3.00	
Scribe	Accounts Software	£58.80	£9.80
Mymart Ltd (Amazon)	Storage Boxes	£21.29	£3.55
Ian Edwards	Handyman / Gardener	£561.00	
Norfolk Parish Training & Support	Training	£72.00	£12.00
Parish Online	Mapping software	£172.80	£28.80
Jewsons	Postfix	£29.57	£4.93
Mattishall Memorial Hall	Hall Hire	£146.25	
Treecare Consultants Ltd	Tree Survey	£686.40	£114.40
		£5,079.58	£245.10