

# Clerk's report

## Mattishall Parish Council

February 2026

1. In accordance with our Data Protection Information Audit please can councillors delete all appropriate emails for the month of September 2025.
2. Breckland District Council have approved the tree work recommended by Tree Care Consultants for All Saints Churchyard, Burgh Lane Cemetery, and the Allotments. The tree surgeon will complete this work on April 7th and 8th. All Saint's Church and Mattishall Allotment Society have been informed.
3. Cllr Murray and I met with Tom from Top Garden Services to review grass maintenance areas in the village. He informed us that we will receive access to their app for real-time updates on maintenance activities, which will aid in event planning.
4. Two new dog bins are now installed: one at Thynnes Lane/Welgate and another at Mill Road.
5. Alex Gunn (Norfolk Highways) will meet Norse on site Friday, 30<sup>th</sup> January, to finalise sign locations. A Traffic Regulation Order (TRO) will follow for the necessary works.
6. Spire Solicitors have been instructed regarding the Allotment Tenancy agreement. I followed up by phone and email on January 26<sup>th</sup> and am awaiting a response.
7. Cllr Piper and I will meet Sue and Alan Cossey from All Saint's Mattishall church on February 3<sup>rd</sup> to review last year's Christmas Light Celebration and discuss improvements for this year.
8. Residents of the Kingfisher Housing Estate have generously offered to fund a seating bench for the Kingfishers open spaces. Unless there are any questions, I will coordinate with the residents and Cllr Murray regarding the selection and placement of the bench to ensure alignment with the approved plans.
9. Data Protection Audit, Safeguarding Policy, and Financial Risk Assessment are due for renewal. I will coordinate with the Policy and Procedures working group to schedule a review date for ratification at our March meeting.

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10. Mattishall Sports and Social Club are holding a festival behind the village hall on Sunday 28<sup>th</sup> June and would like to ask if we would like to partake by having a stall / game.