



Meeting Minutes Mattishall Parish Council

Monday 2 March 2026 at 7pm
Poultec Business Park

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

Parish Clerk: Anita Rose

District Councillor: Paul Plummer

County Councillor: Not Present

Members of Public: 1

1 Apologies for absence

Apologies were received and accepted for Cllr's Fowler, Pickering and Frostdick.

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

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

3 To approve the minutes of the meeting held on 2 February 2026

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

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 October 2025.

4.2. Playdale Playgrounds have confirmed an estimate installation date of week commencing the 16 March for replacing the torsion block to the See-Saw swing.

4.3. Alex Gunn from Norfolk Highways had confirmed that Norse now possesses the documents and drawings for the scheme. He will inform us once a date has been set to install the signs.

4.4. Cllr's Murray, Smith and Piper, along with myself will be representing the Council by attending the special induction service for the new rector, Revered Kirsty Long, held on Sunday 8 March at All Saints Mattishall Church at 5pm.

4.5. The Emergency Plan will be referenced at the upcoming Annual Parish Gathering being held on the 27 April. Residents will be invited to share any skills they have that could assist during an emergency and to volunteer for inclusion in the emergency plan.

5 Open forum for Public Participation

District Cllr Plummer had nothing to report.

6 Finance

6.1. Mattishall All Saints Church storage fee

Mattishall All Saints Church requested a yearly £250 storage fee starting 1 April 2026 for Parish Council items stored in the mezzanine of the Church offices. The Council unanimously **APPROVED** the payment, proposed by Cllr Clarke and seconded by Cllr Smith.

6.2. YMCA price increase

YMCA's price for 2026/27 is £19,100.00, and the Council had budgeted £19,109.96. The Council unanimously **AGREED** to proceed with YMCA drafting the Service Level Agreement for services in 2026/27. Proposed by Cllr Murray and seconded by Cllr Smith.

6.3. The payment list

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

7. Planning

7.1. To receive results of planning applications

There were none.

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 Goodrum and seconded by Cllr Murray.

PL/2025/0579/FMIN: Land South of Dereham Road; discharge of conditions 4, 9A, 9B, 11, 12, 13 and 14 on PL/2025/0579/FMIN – **No comment.**

PL/2026/0040/FMIN: 23 Mill Street; retention of existing outbuilding utilised as an ancillary residential annexe to main dwelling (retrospective) – Mattishall Parish Council has assessed this proposal against the policies of the Mattishall Neighbourhood Plan 2025; the Mattishall Design Guide and Code 20925; The draft Breckland Local Plan 2025; the NPPF and **OBJECTS** to the application.

The Parish Council is concerned that the proposal does not meet the LPA's requirements for Detached Annexes (Paragraph 5.111). Specifically, the Parish Council is of a view that the proposal:

- Does not demonstrate a clear dependency with the main dwelling;
- Does not have adequate parking associated with the proposal;
- Is not considered to be within the curtilage of the main house;
- Is not able to demonstrate a boundary demarcation or subdivision of the garden between the proposal and the main house;

- Has not demonstrated that it is possible for the proposed annexe to be attached to the main dwelling.
- Has not given adequate and proportionate consideration to its likely effects on all sources of flooding and surface water drainage. (Mattishall Neighbourhood Plan Policy MNP ENV 9).

The proposal fails to respond positively to the key features specified in Policy MNP ENV2 of the Mattishall Neighbourhood Plan (Important Views and Vistas): 3: New Lane towards All Saints Church.

The development site is immediately adjacent to the Mattishall Conservation Area. The proposal has failed to demonstrate that it has taken into account the historic fabric and features of the Conservation Area, as required by Mattishall Neighbourhood Plan Policy MNP ENV1: Conservation Areas and Heritage.

The Parish Council is also concerned about potential adverse impact on the biodiversity of the site, in particular any harm that the proposed development might have to trees, including that with a TPO.

The detail provided in the application is not to the required standard. The overall impact and appearance of the proposal is difficult to assess as no dimensional drawings have been made available.

Design: Development proposals in Mattishall should comply with Mattishall Neighbourhood Plan Policies MNP HOU3, HOU4, requiring evidence that the proposal has been informed by the Mattishall Design Guide and Code SPD. This proposal is contrary to the above policies as no design assessment has been evidenced.

3PL/2023/118/F: Grain Barn, 145c Dereham Road; discharge of condition 7 on 3PL/2023/1118/F – **No comment.**

7.3. Breckland's Local Plan

The Parish Council unanimously **AGREED** to send the letter prepared by Cllr Fowler to Mr. Parnell, Senior Planning Policy Officer at Breckland District Council, in response to the Regulation 18 Statutory Consultee comments. Cllr Fowler was thanked by the Council for his great efforts in preparing this letter.

8. Community Asset Transfers

Councillors Clarke and Fowler participated in a meeting about the potential acquisition of land deposits owned by Breckland District Council. Councillor Clarke informed that the Council had registered its interest in the strip of land at Rayners Way. Breckland District Council will provide the parish council with all necessary documentation for further review.

9. Local Government Reform Consultation

No further update.

10. Annual Parish Gathering (27 April 2026)

The Council conducted a review of the initial draft plans for the Annual Parish Gathering. The Clerk confirmed that Revered Kirsty Long had agreed to attend and deliver an introduction. Regrettably, Jim Freeman from Galliford Try declined the invitation, as he is now hosting open public sessions to encourage community members to visit the site directly for information, and will no longer provide updates at Parish Council meetings. Following discussion, it was determined that an additional speaker was required. The Council resolved to invite the Mattishall Community Hub to present on their activities and how their services may be accessed in the village.

11. Open Spaces

11.1. Open Spaces Working Group (OSWG)

The OSWG has reported that the allotment tap on Burgh Lane is not functioning. The Clerk has been asked to find a plumber to fix the issue.

The planned inspection date for the Cemetery and Allotments will be rescheduled, with the new date to be confirmed at the next OSWG meeting.

The upcoming OSWG meeting, originally scheduled for 17 March, will now take place at Cllr Murray's residence instead of the Clerk's.

11.2. All Saints Churchyard Wall

The Clerk had advised the Council that invitations to tender have been emailed to 4 appropriate builders giving a closing date of 20 March 2026.

12. Tenancy Agreement between the Council and the Allotment Society

No further update. Clerk will chase solicitors.

13. Policies

The following policies were reviewed and unanimously **AGREED** by the Council. Proposed by Cllr Murray and Seconded by Cllr Piper.

- Data Protection Audit
- Safeguarding Policy
- Financial Risk Assessment

14. Events

14.1. Matt Fest (28 June 2026)

Cllr Murray kindly offered to investigate the provision of games for the Matt Fest scheduled for 28 June and will provide an update to the Parish Council.

14.2. Mattishall Christmas Celebration (6 December 2026)

Councillor Piper and the Clerk recently met with representatives of the Church to review the successes and challenges of last year's event. Following their discussions, several amendments were proposed to enhance the organisation and delivery of future events. A subsequent meeting is scheduled for 15 September 2026 to finalise further details.

15. Youth Club

15.1. Funding opportunities

No further update.

15.2. February attendance numbers

The Youth Club attendance figures for February were as follows:

Week	Date	Seniors	Juniors
1	06/02/26	7	13
2	13/02/26	12	15
3	20/02/26	6	7
4	27/02/26	11	18

15.3. January's report provided by YMCA

The report was noted.

16. Correspondence and reports

16.1. SAM2

The SAM2 data for February was shared and can be viewed on the website. Cllr Goodrum reported that approximately 6,000 road users exceeded the 20 mph speed limit outside the school. The Council requested that Cllr Goodrum share this data with Norfolk Constabulary to express the Council's concerns regarding the volume of speeding incidents near the school.

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

The open public day offering community members the opportunity to attend site and obtain information is to be held on Tuesday 10 March 2026.

17. Agenda items for the next meeting; Any items 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

The Council unanimously **AGREED** to proceed with the proposal discussed. Cllr Clarke was designated to cast the Council's vote at the forthcoming Extraordinary Meeting.

18.2. Staff matter

The Norfolk Pension Employer Rate Contribution letter was signed, confirming an agreed employer contribution of 19.5% for the three-year period from April 2026 to March 2029.

The Chair closed the meeting at 20:44pm.

Payment List (approved at item 6.3)

Payment to	Description	Payment (inc VAT)	VAT to be reclaimed
Total Energies	Electricity	£26.52	£1.26
Playdale Playgrounds Ltd	50% deposit to repair See-Saw swing	£995.64	£165.94
Anita Rose	Salary	£1460.22	
HMRC	PAYE	£368.57	
Norfolk Pension Fund	Pension	490.16	
Anita Rose	WAH Allowance	£26.00	
Unity Trust Bank	Service Charge	£6.00	
Scribe	Accounts Software	£58.80	£9.80
Parish Online	Subscription	£504.00	£84.00
Paperstone	Stationary	£229.19	£38.20
Paperstone	Stationary	£255.58	£42.60
Norfolk Parish Training & Support	Training	£67.20	£11.20
Norfolk Parish Training & Support	Training	£67.20	£11.20
Ian Edwards	Handyman / Gardener	£374.00	
TotalEnergies	Electricity	£26.97	£1.29
CK Tree Services	Emergency tree work (ASM)	£225.00	
		£5,181.05	£365.49