



Meeting Minutes Mattishall Parish Council

Monday 20 April 2026 at 7pm
Poultec Business Park

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

Parish Clerk: Anita Rose

District Councillor: Not Present

County Councillor: Not Present

Members of Public: 0

1 Apologies for absence

No apologies were received from Cllr Frosdick.

No apologies were received from the County and District Councillors.

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 14.1.

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

The minutes of the meeting were **APPROVED** without amendment and signed by the Chair.

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 November 2025.

4.2. Playdale Playgrounds has repaired the torsion block on the see-saw swing.

4.3. Norfolk Highways has now installed the signage for the new 20mph limit on Norwich/Dereham Road, Burgh Lane and Mill Street.

4.4. Cllr's Murray, Smith and Piper, attended the induction service for Reverend Kirsty Long.

4.5. The tree works to All Saint's Churchyard, Burgh Lane Cemetery and Allotments were carried out on 7 and 8 of April.

4.6. Cllr Smith and the Clerk attended the Spring Norfolk Parish Training and Support seminar, which covered Operation Menai Bridge, cyber security insurance, and workplace bullying and harassment.

5 Open forum for Public Participation

No members of the public were present.

6 Finance

6.1. Asset register

After amendments the asset register was unanimously **APPROVED**. Proposed by Cllr Murray and seconded by Cllr Goodrum.

6.2. The payment list

The list was unanimously **APPROVED**, proposed by Cllr Murray and seconded by Cllr Piper. 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 Pickering and seconded by Cllr Murray.

PL/2026/0180/FMIN: Kensington Lodge Farm, 112 Dereham Road; change of use of stable / tac room to create additional accommodation for existing dwelling – No comment.

PL/2026/0330/TCA: 32 Dereham Road; T1 – oak tree remove close to ground level – No comment.

PL/2026/0391/FMIN: The Swan Public House, 3 Dereham Road; Proposed refurbishment, alteration and extension of the existing Public House, together with associated works to the external parking and pedestrian areas – Mattishall Parish Council welcomes this proposed business investment in line with Neighbourhood Plan Policy MNP ECON 1.

The LPA is asked to consider the following observations:

It is not clear how the stated number of car parking spaces will be achieved given the removal of parking at the front (Dereham Road).

The applicant has rightly acknowledged that the development site sits within the Conservation Area and setting of a Grade 1 Listed Building. It is essential that the proposal can demonstrate enhancement to the Conservation Area and does not "compete" with the adjacent church. Therefore, in relation to the design/colour and finish of the proposed cladding it is important that there is demonstrable compliance with the requirements of the Mattishall Design Guide and Code SPD. In addition to the advice from the LPA's Conservation and Historic Building Officers the Parish Council would welcome the opportunity for further discussion/agreement on the external colour and finish.

The Parish Council also requests to be consulted on any subsequent application under the Advertisement regulations as it is not clear whether the existing signage would be retained.

The applicant is asked to note that there are established access rights of way through the rear carpark to the allotments and the Parish Council storage unit. These access points must be retained.

It has been brought to the Council's attention that the recycle bins located at the Swan Car Park have been removed. The Clerk will speak to Breckland District Council to understand the reasons why.

PL/2026/0358/PIP: Land to the East of 68 Dereham Road; 1No. proposed $\frac{3}{4}$ bed self-build dwelling with attached double garage. Adjacent to and within the same site boundary as Five Oaks, 68 Dereham Road. New garage attached to the original dwelling (Five Oaks) to replace the existing - The Parish Council has assessed this PIP application in terms of Location, Land-use, and amount of development.

The LPA is asked to consider this proposal against the following Mattishall Neighbourhood Plan Policies:

MNP ENV3 to ensure that trees, and hedgerows are retained and protected in line with Local Plan policy ENV06.

MNP ENV7 to ensure that any future development retains and enhances features of existing biodiversity value.

MNP ENV9 to ensure that the proposal gives adequate consideration to its likely effects on all sources of flooding and surface water drainage.

MNP HOU2 to ensure that there is compliance with Paragraph 3 in relation to the Self Build and Custom Housebuilding Act.

MNP HOU6 to ensure that the proposal demonstrates sufficient off road parking provision for the proposed new build and the existing dwelling.

Breckland Local Plan policies relating to potential adverse impact on the amenity of neighbouring properties should be assessed.

The applicant should note that any subsequent full application would need to demonstrate compliance with MNP HOU03 relating to the requirements set out in the Mattishall Design Guide and Code SPD.

7.3. Breckland's Local Plan

No further update.

8. Community Asset Transfers

Following careful consideration, Mattishall Parish Council has decided not to pursue any of the community assets offered by Breckland Council, as they do not represent a community benefit.

9. Local Government Reform Consultation

The Government has confirmed that, as part of Local Government Reform, the Breckland area will be absorbed into a new unitary council structure, becoming part of the West Norfolk Authority under a three-authority model for Norfolk. This will replace the current district and county system by April 2028.

10. Annual Parish Gathering (27 April 2026)

Final preparations are in hand.

11. Operation Menai Bridge

The Council **AGREED** that the protocols used for Queen Elizabeth II will also apply to King Charles III. A lightbox featuring a black ribbon and a brief statement from the Chair will be displayed on the Council's website.

12. Staffing Committee

The Council **AGREED** to form a staffing committee. The committee members and terms of reference will be agreed at the Council's Annual meeting in May.

13. Open Spaces

13.1. Open Spaces Working Group (OSWG)

The OSWG reported the following updates:

- Hedge cutting to be undertaken as soon as possible.
- The cemetery noticeboard will be cleaned and stained by Cllr Fowler.
- Mr Edwards will address actions arising from inspections of the allotment boundaries, cemetery and churchyard.
- A successful working party took place at the Kingfishers wildflower meadow, during which thistles were removed.
- Maps and contact details will be added to the Kingfishers noticeboard to identify areas of responsibility and the named contact person.

13.2. Fitness Gym at Mattishall Play Area

After careful consideration, it was **AGREED** that priority should be given to promoting and raising awareness of the fitness gym, rather than undertaking a public consultation to assess its level of use. A write up for the next miscellanea was suggested.

13.3. Churchyard Wall

The Council invited five builders to tender for a three-year contract to carry out repairs to the Churchyard Wall. Two quotations were received. Following careful consideration of the submissions, it was unanimously **AGREED** to accept the quotation from SJ Cutler Builders and to appoint them to undertake the repairs over the three-year period, in accordance with the Surveyor's report. Proposed by Cllr Fowler and seconded by Cllr Smith.

This decision was subject to confirmation that the proposed mortar mix is appropriate for the age of the wall. The Council will make provision within the budget and will apply for relevant grants in an effort to secure financial support.

Standing orders were suspended

14. Allotments

14.1. Tenancy Agreement between the Council and the Allotment Society

The draft tenancy agreement was unanimously **AGREED** after minor amendments. This agreement is to be shared with the Allotment Society and its holders for comments to be heard at the Allotment meeting being held on 6th May.

14.2. Allotment meeting 6th May, held at Mattishall Memorial Hall

Cllrs Fowler and Goodrum and the Clerk will attend the meeting, representing the Council.

15. Events - Matt Fest (28 June 2026)

The Council expressed disappointment on learning that entry fees were being charged to residents for Matt Fest, organised by Mattishall Social Club, as it had been understood that the event would be free to attend. In light of this information, Mattishall Parish Council **AGREED** to withdraw its participation in the event.

Cllr Murray was thanked for her efforts to date, and it was **AGREED** that the Council would reimburse any expenses incurred.

16. Youth Club

16.1. Funding opportunities

No further update.

16.2. March attendance numbers

The Youth Club attendance figures for March were as follows:

Week	Date	Seniors	Juniors
1	06/03/26	4	17
2	13/03/26	18	18
3	20/03/26	14	17
4	27/03/26	13	15

16.3. February's report provided by YMCA

The report was noted.

16.4. Service Level Agreement (SLA)

The SLA has not been received. Clerk to chase YMCA.

17. Correspondence and reports

17.1. SAM2

The SAM2 data for March was shared and can be viewed on the website.

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

Correspondence was noted.

18. Agenda items for the next meeting; Any items Councillors wish to discuss, please report to the Clerk 7 days before the next meeting.

19. 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:

19.1. Legal matter

Ongoing, no further update to report.

The Chair closed the meeting at 22:01pm.

Payment List (approved at item 6.2)

Payment to	Description	Payment (inc VAT)	VAT to be reclaimed
CK Professional Tree Services	Tree surgeon	£225.00	
Staff remuneration	Staff costs	£2318.95	
Anita Rose	WAH Allowance	£26.00	
Ian Edwards	Handyman / Gardener	£399.50	
Anglian Water	Water	£76.19	£12.70
Unity Trust Bank	Service charge	£7.00	
Lloyds Bank Plc	Credit card charge	£3.00	
Scribe Accounts	Accounts software	£58.80	£9.80
TotalEnergies	Electricity	£24.24	£1.16
Norfolk Parish Training & Support	Subscription	£690.00	£115.00
Norfolk Parish Training & Support	Training	£28.80	£4.80
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Miscellanea	Parish Newsletter	£262.00	
Mattishall Memorial Hall	Hall Hire	£32.50	
Spire Solicitors	Legal advice	£780.30	£130.05
Playdale Playgrounds	Repair to play equipment	£995.45	£165.91
Trade Tech Home Services	Plumbing repair to Allotment tap	£133.20	£22.20
Jewsons	Compost bags	£18.00	£3.00
Jewsons	Paint and paint brushes	£28.28	£4.71
YMCA	Youth provision	£4546.75	
Mattishall Memorial Hall	Hall Hire – YMCA	£195.00	
		£10,877.76	£474.13