Annual Meeting Minutes
Mattishall Parish Council

Monday 11 May 2026 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Piper, Janice Smith, Martin Goodrum, David Fowler, John Pickering
Parish Clerk: Anita Rose
District Councillors: Not Present
County Councillor: Paul Carr
Members of Public: 0

1 Election of Chair
It was unanimously **AGREED** to elect Cllr Clarke as Chair for the next year 2026-27, proposed by Cllr Smith and seconded by Cllr Fowler. Declaration of office was signed.

2 Election of Vice Chair
It was unanimously **AGREED** to elect Cllr Fowler as Vice Chair for the next year 2026-27, proposed by Cllr Piper and seconded by Cllr Pickering. Declaration of office was signed.

3 Apologies for absence
Apologies were received and accepted for Cllrs Burrell, Murray and Frosdick. No apologies were received from District Councillors Paul Claussen and Paul Plummer.

4 Members' declarations of interest in items on the agenda consider any requests for dispensations
Cllr Piper declared a disclosable pecuniary interest (DPI) regarding item 14.

5 To approve the minutes of the meeting held on 20 April 2026
The minutes of the meeting were **APPROVED** without amendment and signed by the Chair. Proposed by Cllr Smith and seconded by Cllr Pickering.

6 Clerk Report
The Clerk reported the following.

6.1. Councillors were asked to complete and sign the Regulations and Code of Conduct checklist. She also reminded them to update their Declaration of Interests, if anything had changed.

6.2. The Clerk advised all Councillors in accordance with the Data Protection Information Audit to delete all necessary emails for the month of December 2025.

6.3. The Clerk advised the Council that the Kingfisher Allotment water meter had not been registered when the land was acquired in August 2025. Wave has confirmed that water usage began in March 2025, and the Council is now registered as the responsible party. The bill received to date has been passed to the Allotment Society for payment.

6.4. The Clerk updated that the lime tree located in Mattishall All Saint's Churchyard, opposite Talbot House had been pollard.

6.5. The Clerk informed the Council that Mattishall Primary School is currently without a school crossing patrol officer due to unforeseen circumstances. Charlotte Hayter, School Crossing Patrol Manager at Norfolk County Council, is actively working to support a safe return to service.

6.6. The Clerk advised the Council that the following policies are due for review: Burial & Cemetery Regulations, Reserves Policy, Financial Regulations, Bad Debt Policy and General Risk Assessment. The Clerk will arrange a meeting with the Policies and Procedures Working Group to consider them.

7 Open forum for Public Participation

The Chair welcomed newly elected County Councillor Paul Carr. Cllr Carr thanked the Council for the invitation and introduced himself.

8 Finance

8.1. The payment list

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

8.2. Insurance

The Council's insurance was renewed with Ecclesiastical through Clear Councils. The Clerk was asked to get three quotes for Cyber Insurance.

8.3. YMCA – Service Level Agreement (SLA) 2026-27

The Service Level Agreement for 2026-27 was unanimously **AGREED** and signed, proposed by Cllr Piper and seconded by Cllr Fowler. As required under the agreement, and because the Council hires the hall for YMCA services, the Clerk will obtain copies of Mattishall Memorial Hall Health and Safety policy and fire protocols and forward them to YMCA. The Clerk was also asked to seek clarification regarding item 5.2, to confirm that it applies only to visitors providing services, rather than to a councillor making a brief visit each Friday.

9 To agree membership of the following Working Groups

9.1. Wild and Wood Committee: Cllr Murray (Chair), Cllr Frosdick, Cllr Piper, Cllr Goodrum, Hazel Goodall and the Clerk

9.2. Staffing Committee and Terms of Reference: Deferred to the June meeting

9.3. Planning and Monitoring Working Group: Cllr Fowler (Chair), Cllr Clarke, Cllr Pickering and Cllr Burrell

9.4. Open Spaces Working Group: Cllr Murray (Chair), Cllr Piper, Cllr Goodrum, Cllr Smith, Hazel Goodall and the Clerk

9.5. Policies and Procedures Working Group: Cllr Fowler, Cllr Burrell, Cllr Goodrum and the Clerk
9.6. Flooding Group: Cllr Clarke, Cllr Pickering and Cllr Fowler
9.7. YMCA representative: Cllr Piper and Cllr Burrell
9.8. Local Liaison Group representative: Cllr Piper and Cllr Fowler
9.9. Mattishall Memorial and Playing Field Committee representative: Cllr Murray
9.10. Allotment Society representative: Cllr Fowler

10 Planning

10.1. To receive results of planning applications

There were none.

10.2. To receive recommendation from the planning and monitoring group on current Applications

The Council unanimously **AGREED** to submit the following comments to Breckland District Council. Proposed by Cllr Pickering and seconded by Cllr Goodrum.

PL/2026/0402/HOU: Ivy Barn, Welgate; replacement of existing car port / garage with new car port / garage with ancillary accommodation on first floor and increase in roof heigh – Mattishall Parish Council notes that whilst there is no specific annexe policy within the adopted Breckland Local Plan (2023), such proposals are required to demonstrate that they are genuinely ancillary to, and functionally related to, the host dwelling.
In this case the LPA is asked to consider whether the development would function as an annexe, or whether it constitutes a separate planning unit tantamount to an independent dwelling. The cart lodge is located approximately 19 metres from, and within the setting of the host dwelling, a Grade 2 Listed Building. The scale, layout and siting of the proposed should be assessed, as the proposal contains all the facilities required for day-to-day independent living, including sleeping, bathroom and kitchen facilities.
The proposal appears to benefit from its own amenity space, with no reliance on the main dwelling for day-to-day living. The separation and layout of the building are such that it appears that occupants would not need to access or rely upon the host dwelling. The LPA is asked to test whether the occupants would need to move between the two buildings. Is there the required level of interdependence typically expected of ancillary accommodation?
Character and Appearance: Policy GEN 02 and Policy COM 01 of the Breckland Local Plan (2023) require development to respect the character and appearance of the surrounding area. In this respect the LPA is asked to consider the building in the context of its setting within the boundary of the Listed Ivy Barn, its proximity to the adjacent Public Footpath and the recently designated Local Green Space. The proposal seeks to alter the profile of the building by raising the roof height and incorporate velux type windows, visible from the Public Footpath. Compliance with Neighbourhood Plan Policy MNP HOU3 Design and Character will need to be demonstrated, as all Mattishall development proposals should be informed by the Mattishall Design Guide SPD.
Highway safety should be considered as the access is via an unadopted gravel highway also serving as a Public Footpath.

The LPA is asked to consider whether the proposal meets disability access standards.
If the LPA were to approve this application it should be conditioned to ensure that the annexe remains in the same planning unit as the main house, preventing it from becoming a separate, independently owned residential unit.

PL/2026/0358/PIP: Land to the East of 68 Dereham Road; permission in principle for 1 no. self-build dwelling – The previous comments submitted by Mattishall Parish Council remains unchanged.

PL/2026/0591/VAR: 45 Dereham Road; variation of condition 2 on 3PL/2023/0692/HOU – to change gable lower window to a pair of doors – No comment.

10.3. Breckland's Local Plan

Regulation 18 – Public comments have been published on Breckland District Council's website. Cllrs Fowler and Pickering will prepare a social media post to inform residents. The next draft of the Local Plan will be published in July.

11 Local Government Reform

No further update.

12 Open Spaces Working Group (OSWG)

The OSWG reported the following updates:

- Five dead trees have been identified at the Kingfisher development. The Clerk has been asked to write to the management company and developer requesting replacements.
- The former grass-cutting contractor, TTSR, did not carry out the hedge cutting despite being paid for the service. The Clerk has been asked to request a refund.
- The Allotment Society raised concerns about the damaged boundary fence at Burgh Lane allotments. It was agreed that the Clerk, the Handyman and the Chair of the Allotment Society would meet to review the issues and address any concerns.

13 To receive an update from the Mattishall Memorial Hall & Playing Fields Committee

Deferred to the June meeting.

14 Tenancy Agreement between the Council and the Allotment Society

The final draft of the tenancy agreement is expected to be available for review at the June meeting.

15 Youth Club

15.1. April attendance numbers

The Youth Club attendance figures for April were as follows:

Week	Date	Seniors	Juniors
1	03/04/26	Good Friday – Bank Holiday	
2	10/04/26	6	13

3	17/04/26	9	21
4	24/04/26	3	13

15.2. April report provided by YMCA
The report was noted.

16 Correspondence and reports
16.1.SAM2
The SAM2 data for April was shared and can be viewed on the website.

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

17 Meeting dates for the next six meetings
6 July 3 August 7 September 5 October 2 November 1 December

18 Agenda items for the next meeting; Christmas lighting and Staffing Committee.

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:
Legal matter
An update was received.

The Chair closed the meeting at 20:59pm.

Payment List (approved at item 6.1)

Payment to	Description	Payment (inc VAT)	VAT to be reclaimed
Staff remuneration	Staff costs	£2266.99	
Anita Rose	WAH Allowance	£26.00	
Ian Edwards	Handyman / Gardener	£714.00	
Anglian Water (Wave)	Water	£42.21	
Anglian Water (Wave)	Water	£362.16	
Anglian Water (Wave)	Water	£17.20	
Unity Trust Bank	Service charge	£7.00	
Lloyds Bank Plc	Credit card charge	£3.00	
Gardening Express	X2 T-Roses	£46.97	
Scribe Accounts	Accounts software	£58.80	£9.80
TotalEnergies	Electricity	£26.57	£1.27
C K Professional Tree Services	Tree surgeon	£985.00	
Roisin Murray	Expenses	£4.50	£0.75
Roisin Murray	Expenses	£4.68	£0.28
Mattishall Community Car Scheme	Community Car Scheme	£264.95	
South Green Park	Refreshments for Annual Parish Gathering	£75.00	£12.50
		£4,905.03	**£24.60**