

# Clerk's report

## Mattishall Parish Council

May 2026

1. Councillors are requested to complete and sign the Regulations and Code of Conduct checklist. Please also ensure that your Declaration of Interests is up to date and amended where necessary, the interest form can be located and completed online via Breckland's website.
2. In accordance with our Data Protection Information Audit please can councillors delete all appropriate emails for the month of December 2025.
3. The water meter at Kingfisher Allotments was not registered when the Council assumed responsibility for the land in August 2025. The supplier, Wave, has confirmed that water usage began in March 2025. The Council has now been registered as the responsible party, and an invoice is expected shortly. This charge may be substantial, and councillors are advised in advance.
4. CK Professional Trees has carried out the pollarding to the lime tree located in Mattishall All Saint's churchyard, opposite Talbot House.
5. Mattishall Primary School is currently without a school crossing patrol officer due to unforeseen circumstances. Charlotte Hayter, School Crossing Patrol Manager at NCC, is actively working to support a safe return to service.
6. The following policies listed below are due for renewal. I will arrange a meeting with the Policies and Procedures Working Group to review ahead of June's Parish Council Meeting: -

Burial & Cemetery Regulations

Reserves Policy

Financial Regulations

Bad Debt Policy

General Risk Assessment