



Meeting Minutes Mattishall Parish Council

Monday 1 June 2026 at 7pm
Poultec Business Park

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

Parish Clerk: Anita Rose

District Councillors: Paul Claussen and Paul Plummer

County Councillor: Not Present

Members of Public: 14

1 Apologies for absence

Apologies were received and accepted for Cllr Goodrum. No apologies were received from County Councillor Paul Carr.

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

Cllrs Piper and Murray declared a disclosable pecuniary interest (DPI) regarding item 14 and will not partake in voting.

3 To approve the minutes of the meeting held on 11 May 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. Councillors that were not present at the Annual Meeting last month 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.

4.2. The Clerk advised all Councillors in accordance with the Data Protection Information Audit to delete all necessary emails for the month of January 2026.

4.3. The Clerk confirmed that the School Crossing Patrol Officer has returned to work.

4.4. The Clerk informed the Council that the Policies and Procedures Working Group will meet on 4 June to review the policies due for renewal.

5 Open forum for Public Participation

District Cllr Paul Plummer informed the Council that the new County Councillor is Cllr Paul Carr.

The chair brought item 7.3 on the agenda forward.

7.3. Breckland Local Plan update

Cllr Fowler provided an update to residents and councillors, outlining the two current proposals at Thynnes Lane and Dereham Road. He also summarised the formal objections, the current stage of the plan, and the expected timeline for further information, which is likely in July.

Residents raised concerns about the increased traffic the proposals could generate and the potential impact on local schools and the GP surgery. The Council shared these concerns.

Cllr Fowler was asked to provide guidance on how residents can submit comments. He agreed to prepare guidance notes, which will be available on the website and shared on the Community Facebook page.

6 Finance

6.1. The Internal Control Officer confirmed the continuing effectiveness of controls and that the necessary checks had been made on the 4th quarter accounts.

6.2. The Internal Auditor report was noted with no actions recommended. The Council congratulated the Clerk on managing the finances efficiently.

6.3. 2025/26 Annual Governance Statement was completed. Proposed by Cllr Smith, seconded by Cllr Fowler and unanimously **APPROVED**.

6.4. 2025/26 Statement of Accounts was noted and unanimously **APPROVED**, proposed by Cllr Murray and seconded by Cllr Burrell.

6.5. Bank signatories, the Council unanimously **AGREED** to make no changes to the bank signatories. Cllr Clarke and Cllr Murray will remain as the signatories.

6.6. Appointment of the Internal Control Officer for the coming year Cllr Murray appointed. This was unanimously **AGREED**.

6.7. The payment list was unanimously **APPROVED**. The full list can be viewed on the last page of the minutes.

6.8. Cyber insurance quotations
Deferred to next meeting.

7. Planning

7.1. To receive results of planning applications

PL/2026/0170/FMIN: Kensington Lodge Farm, Dereham Road; change of use of stable / tac room to create additional accommodation for existing dwelling – **Granted with conditions.**

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

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

PL/2026/0626/FMIN: 32 Crosskeys Way; change of use of garage shed to small scale dog grooming business. No external alterations or signage. Appointment only; weekdays with limited Saturdays; no Sundays / public holidays. Sole operator, low activity up to 5 dogs per day, no material traffic impact. Off-street parking provided - The LPA is asked to consider this proposal against the Mattishall Neighbourhood Plan policy MNP ECON1: New businesses and employment. In particular consideration should be given to the proposal's impact on the local highway network and the amenity of neighbouring properties. In this respect Breckland Local Plan policies COM03 and EC04 should also be considered. Mattishall Parish Council supports the comments submitted by NCC Highways and Breckland Council's Environmental Protection Service.

The chair brought item 10 on the agenda forward.

10. "Stopping up" Highway request at 1 Mill Close, asking for Parish Council Support

The resident of 1 Mill Close asked the Council to support his application to incorporate an area of public highway hardstanding into his driveway. The Council will arrange a site visit and contact neighbouring properties before making a decision. The item was deferred to the July meeting pending review.

8. Local Government Reform

No further update.

9. Staffing Committee

9.1. Committee members

The Council unanimously **ELECTED** Cllr's Pickering, Burrell and Murray as committee members.

9.2. Terms of Reference

The Council unanimously **AGREED** the Terms of Reference.

9.3. Clerk's Appraisal

Date to be confirmed.

11. Open Spaces Working Group (OSWG)

The OSWG reported that the roadside gardens had been re-planted and are looking great. Cllr Smith was thanked for her hard work.

12. Wild and Wood Committee

The committee met on 28 May, and the draft minutes were circulated for Council review. Cllr Murray reported on the trees lost, repairs required to the noticeboard at Kingfishers, and a kind donation of £450 from Mr and Mrs Bodiam towards

installing a bench on the open space land at Kingfishers. She also advised that the Clerk had purchased three benches for Kingfishers open spaces: two park benches and one accessible picnic bench. The Committee also agreed to move the picnic bench from the allotment gardens on Burgh Lane to the enclosed orchard at Kingfishers.

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

The S106 funds for the play area project have now been received. The Committee's next project is to review storage capacity, reviewing options to build an extension, along with updating and refreshing the village hall.

14. Tenancy Agreement between the Council and the Allotment Society

The final draft of the tenancy agreement was unanimously **AGREED**. Proposed by Cllr Fowler and seconded by Cllr Frosdick.

15. Mattishall Christmas Celebration Lighting

The Council unanimously **AGREED** to purchase more lights for this year's Christmas event. Cllr Pickering offered to source these.

16. Youth Club

16.1. May attendance numbers

The Youth Club attendance figures for May were as follows:

Week	Date	Seniors	Juniors
1	01/05/26	10	12
2	08/05/26	8	16
3	15/05/26	12	16
4	22/05/26	10	14
5	29/05/26	Inset day	

16.2. May report provided by YMCA

No report received.

16.3. YMCA Funding

The Chair reported that the Council had received £2,500 in funding from Crowdfunder via Norfolk County Council, thanks to Cllr Fowler's persistence. Cllr Fowler and the Clerk will meet with YMCA members to discuss the funding criteria and procurement process.

17. Correspondence and reports

17.1. SAM2

No update. Cllrs Piper and Fowler had offered assistance in relocating the SAM2 machines.

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:

Legal matter

An update was received.

The Chair closed the meeting at 21:21pm.

Payment List (approved at item 6.7)

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	£544.00	
Clear Insurance	Insurance	£911.50	
Management Ltd			
Unity Trust Bank	Service Charge	£7.00	
Scribe Accounts	Accounts software	£58.80	£9.80
Amazon EU S.A.R.L	Stationary	£1.62	£0.27
Microsoft	Subscription	£104.99	£17.50
Lloyds Bank Plc	Credit card charges	£3.00	
Robin Goreham	Internal Auditor	£85.00	
Miscellanea	Parish Newsletter	£262.00	
Top Garden Services	Grass cutting (March)	£576.00	£96.00
Top Garden Services	Grass cutting (April)	£576.00	£96.00
Top Garden Services	Grass cutting (May)	£576.00	£96.00
Mattishall Memorial Hall	Hall hire	£341.25	
		£6,761.72	£315.57