



Meeting Minutes Mattishall Parish Council

Monday 6 July 2026 at 7pm
Poultec Business Park

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

Parish Clerk: Anita Rose

District Councillors: Paul Plummer

County Councillor: Not Present

Members of Public: 3

1 Apologies for absence

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

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

Cllr Burrell declared a personal interest in Item 15.

Cllr Clarke declared a personal interest in item 7.2. Planning application number PL/2026/0523/FMIN.

Cllr's Piper and Murray declared a disclosable pecuniary interest in item 11.

3 To approve the minutes of the meeting held on 1 June 2026

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

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 February 2026.

4.2. The Clerk confirmed receipt of correspondence from Norfolk County Council advising that the School Crossing Patrol Officer had resigned. Crossing Patrol Manager Charlotte Hayter will interview candidates for the role on 6 July.

4.3. The Clerk informed the Council that Mr. Steve Cutler will commence the first year of planned works to All Saint's Churchyard wall in July / August.

4.4. The Clerk met with Cllrs Fowler and Piper on 29 June to review archived documents from All Saints Mattishall Church. The documents comprised of two sets: one set to be sent to Norfolk Archives, whilst the other set is to be disposed of unless the Council wished to retain it. After reviewing the second set it was considered that photographs, research material, sketches and designs relating to

the drafting and creation of the village sign should be kept and stored by the Clerk.

5 Open forum for Public Participation

District Cllr Paul Plummer informed the Council that Regulation 19 of the Local Plan will run from 31 July – 16 September.

6 Finance

6.1. 1st quarter finances

The first quarter finances were reviewed, with no concerns raised. The budget summary was on track for the first quarter. The Clerk was asked to contact Top Garden Services and request separate invoices for the Kingfisher cuttings, so the payments can be allocated to S106 monies for maintaining the land.

6.2. Payment list

The payment list was unanimously **APPROVED**. The full list can be viewed on the last page of the minutes. Proposed by Cllr Piper and Cllr Burrell. The Clerk advised the Council that she has put in a request to release £5000 from the Hinkley & Rugby Account into the Instant Access account for the continued maintenance of the Kingfisher land.

6.3. Cyber insurance quotations

Deferred to next year.

7. Planning

7.1. To receive results of planning applications

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 and Discharge of Condition 7 – to agree conservation style rooflights – **GRANTED WITH CONDITIONS**

PL/2026/0587/VARLB: 45 Dereham Road: Variation of Condition 2 on 3PL/2023/0693/LB – to change gable lower window to a pair of doors and Discharge of Condition 4 – to agree conservation style rooflights – **GRANTED WITH CONDITIONS**

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 – **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 comments to Breckland District Council. Cllr Clarke **DID NOT** partake in this vote.

PL/2026/0765/HOU: Thorn Tree, 3 Rayners Way; front porch – The LPA is asked to consider this proposal against Mattishall Neighbourhood Plan Policy HOU3 relating to design and character. The proposal will need to demonstrate compliance with the requirements of the Mattishall Design Guide and Code

Supplementary Planning Document, in relation to both the porch design and the proposed removal of existing lawned garden.

The LPA is asked to ensure that the proposal to create an additional parking space on land at the front of the property can be accessed without compromising highway safety.

PL/2026/0523/FMIN: Elm Farm, Mill Road; siting of detached double garage building with hobby / playroom over external staircase ancillary to the dwelling house - The LPA is asked to consider this proposal against Mattishall Neighbourhood Plan Policy HOU3 relating to design and character. The proposal will need to demonstrate compliance with the requirements of the Mattishall Design Guide and Code Supplementary Planning Document.

The LPA is asked to condition any approval to ensure that the proposed development remains ancillary to the host dwelling and not be occupied at any time as a separate and un-associated unit of accommodation.

7.3. Breckland Local Plan

Breckland Council has published the draft Regulation 19 Local Plan, which will be considered at its Cabinet meeting on 13 July. The proposed Mattishall housing site allocations at Thynnes Lane and Dereham Road have been removed from the draft plan. The Council welcomed this news and thanked the Planning & Monitoring Working Group. It was agreed that the group would share the update with residents via social media.

8. Local Government Reform

County Councillor Carr update on Local Government Reform was noted. His full report can be viewed on the website www.mattishallparish.gov.uk.

9. Post Office Box

The Council discussed the option of funding a post office box on an annual basis. Following discussion, councillors felt this would help protect personal address details and provide the Council with a permanent address, avoiding the need to update contact information when staffing changes occur. It was agreed that the Clerk would explore this option further and report back to the Council.

10. Open Spaces Working Group (OSWG)

10.1. OSWG update

The OSWG minutes from 16 June were noted.

Following the difficult decision to discontinue litter-picking events due to low attendance, Cllr Murray thanked fellow councillors for their support, noting that on some occasions she would otherwise have been the only person present. She advised that litter-picking equipment would remain available for local groups and members of the public to use.

Other matters included:

- Ordering a replacement dog bin for Ivy Way, as the existing bin is weathered and no longer fit for purpose.

- Due to the drought, Cllrs Frosdick and Piper and the Clerk offered to water the roadside and cemetery planters during the Council gardener's absence.
- Cllr Piper, Chair of the Allotment Society, was asked to investigate an overgrown plot encroaching into the cemetery.

10.2. Reserved plots at the cemetery

The Council was informed that a tree, believed to be self-seeded but not confirmed with complete certainty, has grown in the area of two burial plots reserved 15 years ago. The Council agreed to seek advice from Breckland's Tree Officer to explore the available options, including whether removal may be possible, as the land is within a conservation area. No decision has been made on whether the Council wishes to remove the tree. The residents who reserved the plots have offered to purchase a replacement tree for replanting if the Council decides to proceed with removal, which is their preferred outcome. Cllr Murray will arrange a meeting with the Tree Officer as soon as possible and report back to the Council.

11. Tenancy Agreement between the Council and the Allotment Society

Spire Solicitors have reviewed the final draft and highlighted considered amendments. The Council unanimously **AGREED** to remove clause 14.2 and agree a commencement date of 1 August 2026. Proposed by Cllr Fowler and seconded by Cllr Clarke. The clerk will make the necessary changes ahead of circulation to Mattishall Allotment Society. Cllrs Piper and Murray **DID NOT** partake in the vote.

12. Policies review

The Council reviewed and unanimously **AGREED** the minor amendments to the Burial and Cemetery Regulations, Reserves Policy, Financial Regulations, Bad Debt Policy and General Risk Assessment. Proposed by Cllr Fowler and seconded by Cllr Smith.

13. Mattishall Christmas Celebration Lighting

Deferred to next meeting.

14. Youth Club

14.1. June attendance numbers

The Youth Club attendance figures for June were as follows:

Week	Date	Seniors	Juniors
1	05/06/26	12	17
2	12/06/26	15	22
3	19/06/26	14	16
4	26/06/26	1	8

14.2. May and June report provided by YMCA

Noted.

14.3. YMCA Funding

Following the successful award of a £2500 grant from Crowdfunder via Norfolk County Council, the Council unanimously **AGREED** to purchase items recommended by YMCA and the young people of Mattishall, to refresh and improve youth activities in Mattishall. The Council requested two amendments: a larger television than the one proposed and the addition of a protective cover for storage. The Clerk will confirm with YMCA that these amendments are acceptable before proceeding with the purchases.

15. “Stopping up” Highway request at 1 Mill Close, asking for Parish Council Support

Following the Council’s public consultation, most respondents from Mill Close and Smithson Drive did not support the Stopping Up request for the hardstanding land adjacent to 1 Mill Close. Considering this, the Council decided **NOT TO SUPPORT** the applicant’s request.

16. Speed Awareness within the village

Deferred to next meeting.

17. Correspondence and reports

17.1. SAM2

No update.

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

A public drop-in session will be held on 16 July at Galliford Try Tuddenham Site Office, Norwich Road, Honingham, NR9 5BS

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

Two letters were considered by the Council, with option 1 being **APPROVED**.

The Chair closed the meeting at 20:54pm.

Payment List (approved at item 6.2)

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	£408.00	
TotalEnergies	Electricity	£25.42	£1.21
ICO	Data Protection fee	£47.00	
Anglian Water	Water	£86.01	£14.34
Unity Trust Bank	Service fee	£7.00	
Scribe	Accounts software	£58.80	9.80
Lloyds Bank Plc	Credit card charges	£3.00	
Gov.Uk	Land registry search	£14.00	
YMCA	Youth Services	£4775.00	
Mattishall Memorial Hall	Hall hire	£195.00	
		£7,912.22	£25.35