



Meeting Minutes Mattishall Parish Council

Monday 3 August 2026 at 7pm
Poultec Business Park

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

Parish Clerk: Anita Rose

District Councillors: Paul Claussen

County Councillor: Not Present

Members of Public: 9

1 Apologies for absence

Apologies were received and accepted for Cllrs Murray, Frosdick and Burrell. Apologies were also received from County Councillor Paul Carr and District Councillor Paul Plummer.

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

Cllr Goodrum declared a personal interest in Item 10.

3 To approve the minutes of the meeting held on 6 July 2026

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

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 March 2026.

4.2. The Clerk was pleased to report that Norfolk County Council had successfully appointed a new School Crossing Patrol Officer for Mattishall with a proposed start date of 30 September 2026.

4.3. The Clerk informed the Council that Mr Steve Cutler will begin the first year of planned works to All Saints' Churchyard wall during the weeks commencing 7 and 14 September. Mr Cutler advised that he intended to provide a portable toilet on site and asked the Council to confirm its location. The Council asked the Clerk to speak to the Churchwarden to ask whether the contractors could use the church toilet while carrying out the works.

4.4. The Clerk informed the Council that AGAR is moving to a digital format, which will become mandatory from the 2028/29 financial year. Other planned

changes include a requirement for internal audit reports to be considered at Council meetings; a practice the Council already follows to support transparency.

5 Open forum for Public Participation

District Cllr Paul Claussen informed the Council that the Local Plan had reached Regulation 19 stage and reported that the proposed sites at Thynnes Lane and Dereham Road had been removed from the plan.

A member of the public expressed disappointment that there was no Christmas tree last year and asked whether the Council would consider reinstating one. The Chair explained that the Council had shifted its focus after being advised by Berry Hall Farm that trees of the required size were no longer available. This presented an opportunity to take a more environmentally friendly and sustainable approach by lighting the existing trees on the Village Green. The Parish Council also confirmed that additional lights are being purchased in response to residents' requests.

Members of the public raised serious safety concerns for pedestrians and property following the recent diversion of A47 traffic through the Burgh Lane/Norwich Road junction. They reported that an HGV had become stuck earlier today because the road was unsuitable for large vehicles, causing significant congestion in all directions. They asked the Council to support the installation of signage advising large vehicles that the road is unsuitable and noted that similar incidents had occurred before.

The chair brought item 12 on the agenda forward

12 Support for signage at the Burgh Lane/Norwich Road junction advising HGVs that the road is unsuitable for large vehicles

Following discussion with members of the public, the Council agreed to write to Norfolk Constabulary, Norfolk County Council Highways and County Councillor Carr to request support in preventing traffic from being diverted onto a road unsuitable for HGVs. The Council also agreed to request the urgent installation of a prominent short-term yellow and black emergency diversion warning sign advising that the route is unsuitable for HGVs and other large vehicles. A permanent sign was discussed as a longer-term solution. The Council will also ask all parties to investigate and consider other highway management measures to prevent unsuitable vehicles from using this route in future.

6 Finance

6.1. Norfolk Parish Training & Support Autumn Seminar

The Council unanimously **AGREED** for Cllrs Murray, Smith, Clarke and the Clerk to attend the autumn seminar on 1 October 2026.

6.2. SLCC Membership

The Council unanimously **AGREED** the renewal of the SLCC Membership. Proposed by Cllr Clarke and seconded by Cllr Piper.

6.3. Payment list

The payment list was unanimously **APPROVED**. The full list can be

viewed on the last page of the minutes. Proposed by Cllr Fowler and Cllr Goodrum.

7 Planning

7.1. To receive results of planning applications

PL/2026/0765/HOU: Thorn Tree, 3 Rayners Way; front porch – **GRANTED WITH CONDITIONS**

PL/2026/0626/FMIN: 32 Crosskeys Way; change of use of garden shed to small-scale dog grooming business. No external alternations or signage – **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. Proposed by Cllr Pickering and seconded by Cllr Smith.

PL/2026/0920/LB: Clippings Green Farm, Clippings Green; replacement window openings, installation of oak framed glazing to gable end and associated joinery works – internal floor plan to remain unchanged – In relation to the creation of new glazing within the Southwest gable the Parish Council makes the following observations: The affected room already has existing glazed openings and is therefore provided with natural light. Consideration should be given to whether there is a strong justification for additional glazing and whether the proposal therefore constitutes "substantial harm". Mattishall Neighbourhood Plan Design Guide and Code requires compliance with the Plan's overarching design guidance statements. The application must demonstrate how the proposal achieves the corresponding design guidance statement: MNP Policies HOU3 and HOU4. Neighbourhood Plan Policy ENV1 states that "any development which causes significant harm or loss of a listed building, or its setting will not be supported in accordance with the NPPF"

PL/2026/0942/TRE: 13 Lime Tree Close; T12 (Oak) - Approx measurements Canopy N 7m, E 5m, S 6m, W 7m. Height 16m - Reduce by 2m to suitable growth points to maintain height and spread. Lift to 3m to provide clearance of fences, oil tank and outbuildings – No Comment.

PL/2026/0967/HOU: Holy Dale, 145 Dereham Road; polytunnel in residential garden - The Parish Council makes the following observations:
Highways: Support is given to the comment from NCC Highways in relation to "the use being restricted to the Applicant only, is ancillary to the main dwelling with no commercial element." If planning permission is granted, that a condition is applied as suggested by NCC: "The polytunnel hereby approved shall be for the sole use of the named Applicant, be incidental to the use of the main dwelling and shall not be occupied at any time as a separate and un-associated unit of accommodation or let for business purposes."

Water management: The Parish Council supports the comments made by Breckland Environmental Protection in relation to ensuring that resultant surface

water does not cause flooding. It is not clear how the surface water will be managed.

Dark Skies: Mattishall Neighbourhood Plan Policy ENV6: Tranquillity and Dark Skies must be complied with and conditioned if necessary.

Important Views and Vistas (locally valued view): The LPA is asked to consider the potential adverse impact (particularly the height and possible reflection properties of the polytunnel) on MNP ENV2, the site being immediately adjacent to the designated view/vista (Howes Lane, looking northeast from junction of Old Hall Lane).

7.3. Breckland Local Plan – Regulation 19

The Planning Working Group will draft comments for the Council to consider at its September meeting, focusing on support for the removal of the Thynnes Lane and Dereham Road sites. Cllrs Pickering and Fowler will prepare a communication post to share with residents through the Council's social media and website.

8 Local Government Reform

No further update

9 Post Box

After reviewing the Clerk's report and considering the advantages and disadvantages of purchasing a PO Box, the Council unanimously **AGREED** not to proceed with the purchase. The Clerk confirmed she was content to continue using her home address.

10 Village accessibility letter

The Council considered the residents' letter about village accessibility and discussed two main points:

1. Writing to the Post Office about early closure. The Council agreed that the resident should contact Mattishall Post Office directly to ask why it had closed early.
2. Promoting accessibility awareness across the village. The Council agreed to share a friendly post on its social media channels reminding residents to cut back overgrown hedges and keep gravel from spilling onto footpaths, so that disabled residents and people with pushchairs can use them safely. Cllr Pickering offered to prepare and circulate a post.

11 Memorial plaque request for installation in the cemetery without a burial

The Council agreed to allocate a plot for a resident to install a plaque without an interment in the Memorial Garden at Mattishall Cemetery. The full fee for this plot will be applied. Proposed by Cllr Smith and seconded by Cllr Goodrum.

13 Open Spaces Working Group (OSWG)

13.1. OSWG update

None

13.2. Disbanding the Wild and Wood Committee

The Council unanimously **AGREED** to disband the Wild and Wood Committee. The management of the Kingfisher land will be transferred to the Open Spaces Working Group whilst the financial responsibility returned to the full Council.

13.3. Cemetery tree affecting two reserved plots

After careful consideration, taking into account the sensitivity of the matter and the advice and support received from Breckland's Tree Officer, the Council **AGREED** by majority to apply to Breckland District Council for permission to remove the tree. The Council thanked the residents who had offered to purchase a replacement tree.

14 Tenancy Agreement between the Council and the Allotment Society

The Chair of the Allotment Society was unwilling to sign the tenancy agreement, as he believed an indemnity should be included if the Society became unable to pay its bills. The item was deferred to September's meeting.

15 Barlow Charity

The Charity Commission has been updated about the changes to the trustees and objects. The Clerk advised that the Charity Commission may take up to 20 weeks to review and approve the changes.

16 Mattishall Christmas Celebration Lighting

Additional lights have been purchased.

17 Youth Club

17.1. July attendance numbers

The Youth Club attendance figures for July were as follows:

Week	Date	Seniors	Juniors
1	03/07/26	11	18
2	10/07/26	7	26
3	17/07/26		
4	24/07/26	9	20
5	31/07/26	8	16

17.2. July report provided by YMCA

Noted.

18 Speed Awareness

Cllr Goodrum asked the Council and members of the public whether they would be interested in helping to establish a Community Speed Watch team. Given the interest expressed, Cllr Goodrum will investigate what is involved and provide a further update once he has more information.

19 Correspondence and reports

19.1.SAM2

Cllr Goodrum reported that, after reviewing the speed data, the increase in speeding appeared to occur around school pick-up time rather than during the expected rush hour.

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

No further update.

20 Agenda items for the next meeting

Allotment tenancy agreement, volunteer for notice board, signing of the minutes for the last Wild and Wood Committee meeting.

21 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:

21.1. Staff matter

The Staffing Committee confirmed the Clerk's appraisal and noted the new objectives set.

The Chair closed the meeting at 21:11pm.

Payment List (approved at item 6.3)

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	
TotalEnergies	Electricity	£26.06	£1.24
Southgreen Park	Hall Hire	£360.00	£60.00
Anglian Water	Water	£234.44	
Mattishall Memorial Hall	Hall Hire	£195.00	
Scribe	Accounts software	£58.80	£9.80
Lloyds Bank Plc	Credit card charges	£3.00	
Alfrapoco Ltd (Amazon)	Watering can	£9.34	£1.56
Glasdon	Dog bin and base	£226.40	£37.73
Glasdon	Dog bin credit note	-£144.38	-£24.06
Glasdon	Dog bin and base	£226.40	£37.73
Glasdon	Dog bin (replacement)	£144.38	£24.06
Jewsons	Postfix	£31.73	£5.29
Mattishall Methodist Church	Hall Hire	£36.00	
		£4,794.16	£249.35