



Meeting Minutes Mattishall Parish Council

Monday 7 September 2026 at 7pm
Poultec Business Park

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

Parish Clerk: Anita Rose

District Councillors: Not Present

County Councillor: Not Present

Members of Public: 19

1 Apologies for absence

Apologies were received and accepted for Cllrs Frosdick and Burrell.

No apologies were received for Cllr Goodrum.

Apologies were also received from District Councillor Paul Plummer.

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

Cllr Pickering declared an interest in item 7.2. planning application number PL/2026/1135/OMIN.

Cllr's Murray and Piper declared a pecuniary interest in item 12.

3 To approve the minutes of the meeting held on 3 August 2026

The minutes of the meeting was unanimously **APPROVED** without amendment and signed by the Chair.

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 April 2026.

4.2. The Clerk was pleased to report that the faculty for the planned works to All Saints Churchyard wall had been approved. Mr Cutler from S C Builders will begin the first year of works during week commencing 7th and 14th September.

4.3. The Clerk informed the Council that she had received a complaint from a resident about the congested parking on Church Plain. Congestion affecting residents, with vehicles obstructing access routes and making it difficult to enter and leave the area safely. The Clerk was asked to raise the matter with Highways and request an assessment of the area, along with practical solutions to improve parking, maintain residents' access to their properties and ensure emergency vehicles can gain access if needed.

5 Open forum for Public Participation

No questions / comments were raised.

6 Finance

6.1. Report from PKF Littlejohn (External Auditors) for 2025/26

Item deferred to October's meeting.

6.2. Grant application received from 1st Mattishall Scout Group

The Council unanimously **APPROVED** a £500 grant to 1st Mattishall Scout Group for sound-absorbing panels to improve acoustics and reduce noise levels in the Scout hut.

6.3. Payment list

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

7 Planning

7.1. To receive results of planning applications

PL/2026/0967/HOU: Holly Dale, 145 Dereham Road; proposed erection of polytunnel within residential garden – **GRANTED WITH CONDITIONS**

PL/2026/0942/TRE: 13 Lime Tree Close; T12 (Oak) – approx. measurements canopy N 7m, E 5m, S 6m, W 7m. Height 6m – reduce by 2m to suitable growth points to maintain height and spread. Lift to 3m to provide clearance of fences, oil tank and outbuildings – **APPROVED**

PL/2026/0920/LB: Clippings Green Farm, Clippings Green; replacement windows and doors, insertion of new window openings, installation of oak-framed glazing to gable end and associated joinery works – internal floor plan to remain unchanged – **GRANTED WITH CONDITIONS**

PL/2026/0266/DPO: Warmer Car Spares, Stone Road; discharge of planning obligation paragraph 2c (i)(ii) and (iii) of the section 52 agreement dated 23/08/1990 for the planning permission 3/89/0086 to remove the business occupancy tie from Alder House – **REFUSED**

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 Smith and seconded by Cllr Piper.

PL/2026/1135/OMIN: Land to the West of Rayners Way; outline application with all matters reserved except for access for the erection of two detached self-build bungalows including detached garages with associated access - The proposed development site sits outside of the Local Plan designated Settlement Boundary. The application form states incorrectly that the site is not currently vacant. The application's Flood Risk Assessment has been prepared in accordance with NPPF 2025. The Local Planning Authority is asked to ensure an assessment is made and compliance demonstrated with the new 2026 NPPF, given that the site

is located in Flood Zone 1. Specifically, as referenced in the previous planning appeal decision and confirmed in NPPF 2026 an assessment should be made as to whether the proposal should be subject to a sequential test. The LPA in consultation with the LLFA should assess whether the use of soakaways to manage surface water drainage in this application is acceptable. The Parish Council understands that the proposal appears to have been submitted three days before the National Self Build exemption was removed. The Parish Council further notes that the exemption cannot be finally claimed or approved until reserved matters/commencement steps have been met. The LPA is asked to give consideration to the impact of this proposal on a series of TPO protected trees. The Breckland My Maps site shows four protected trees immediately adjacent to the application site's eastern boundary. In particular, consideration should be given to the appropriateness of the total removal of mature tree T6 in relation to Local Plan policies ENV06 and ENV02. The Flood Risk Assessment report drawing RS 1666-01-GEO wrongly shows trees on the site which have now been felled. The Planning Statement at paragraph 5.41 states that "existing trees will be maintained". Required highway access: The Parish Council notes that the Location Plan's "Red Edge" does not include the area of Rayners Way grass verge (in the ownership of Breckland Council) which sits between the application site and the public highway access point. The application does not reference any necessary third party land ownership or appropriate easement which may be required from BDC Property Services. The LPA is asked to ensure that the proposed highway access is appropriate to the location and does not compromise vehicular and pedestrian safety. The Parish Council reserves its right to further comment at any subsequent Reserved Matters stage on details not included in this outline application, particularly relating to MNP Policies MNP HOU01, HOU 02, HOU 03, HOU 05, HOU 06.

7.3. Breckland Local Plan – Regulation 19

The Council unanimously **AGREED** the Planning Working Group's proposed response to Regulation 19.

8 Local Government Reform

The proposal to replace Norfolk's eight existing Councils with three unitary authorities is on hold.

9 Community Governance Review

Breckland District Council is currently conducting a Community Governance Review following a request from Mattishall Parish Council to increase the number of parish councillors from 9 to 11. A public consultation is being held from 1 September 2026 to 13 October 2026. If successful, the new councillors would be elected or co-opted in the May 2027 parish council elections.

10 Highways

10.1. Response from Highways and Norfolk Constabulary asking for support in Investigating the need for signage at Burgh Lane/Norwich Road junction advising HGVs that the road is unsuitable for large vehicles

The Council noted the response from Highways Area Manager David Jacklin, who confirmed that he would investigate the matter. The Clerk was asked to follow up in six weeks.

The Clerk confirmed that no response had yet been received from Norfolk Constabulary, and the Council asked her to follow this up.

10.2. Parish Partnership 2027-28

After discussion, the Council asked the Clerk to liaise with Norfolk Highways to understand if a temporary yellow and black sign or something similar could be permitted to limit the usage of HGV's on Burgh Lane / Norwich Road junction under the Parish Partnership 2027-28 scheme.

11 Open Spaces Working Group (OSWG)

11.1. OSWG update

The Open Spaces Working Group reported that inspections had been carried out at the allotments, cemetery and All Saints' Churchyard, and that all defects had been reported to the Clerk for action.

The group reported that the wildflower meadow at Kingfishers had been scythed, with Mid Norfolk Conservation volunteers due to attend on 18 September to clear the cuttings.

Only five whips have been lost in the woodland at Kingfishers, despite five droughts, thanks to the volunteers who kept them watered. Mattishall Parish Council recognised the volunteers' valuable work and expressed its special thanks to them.

11.2. Cemetery tree affecting two reserved plots

No further update.

12 Tenancy Agreement between the Council and the Allotment Society

Following the Parish Council's decision not to amend the Tenancy Agreement, the Allotment Society is updating its members and will report back to the Council at the October meeting.

13 Election of a representative for the Memorial Hall Committee

It was unanimously **AGREED** to re-elect Cllr Murray.

14 Barlow Charity

No further update.

15 Events

15.1. Remembrance Sunday (8 November)

Cllr Piper confirmed that he would be happy to organise this years' service again. As he will not be standing next term, he asked for someone to shadow him so he can show them what is involved.

The Clerk was asked to invite the Norfolk Lord-Lieutenant or Deputy Lieutenant to attend and take part in the service to commemorate the fallen.

15.2. Mattishall Christmas Celebration Lighting

The Clerk shared that the Church along with members of the Council have a pre-Christmas meeting to discuss the detail of the upcoming Christmas event on 15 September.

16 Youth Club

16.1. August attendance numbers

The Youth Club attendance figures for August were as follows:

Week	Date	Seniors	Juniors
1	07/08/26	7	11
2	14/08/26	1	14
3	21/08/26	-	-
4	28/08/26	0	15

16.2. July Senior report provided by YMCA

Report was noted.

The YMCA asked the Council to consider reviewing the age ranges for both clubs. Cllr Piper agreed to request a proposal from the YMCA for the Council's consideration. Mattishall Parish Council thanked Salman and Matthew for their valued leadership of Mattishall Youth Club and wished them well for the future. The Council looks forward to working with the new leaders and supporting the club's continued development.

17 Speed Awareness

Deferred to next meeting.

18 Correspondence and reports

18.1.SAM2

No data received.

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

The next meeting for the Local Liaison Group will be held on 30 September.

19 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, 2nd quarter bank reconciliation, County Council Matters, OSWG memorial bench request.

20 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:

20.1. Staff matter

The Council noted the increase in Local Government pay scales and **AGREED** the back pay owed to the Clerk.

The Chair closed the meeting at 20:27pm.

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	£629.00	
TotalEnergies	Electricity	£25.16	£1.20
Mrs Bucher	Interment refund	£150.00	
Unity Trust Bank	Service Charge	£7.00	
Lloyds Bank Plc	Credit card charges	£3.00	
Vodafone	Top up	£50.00	
Corporate Christmas Tree Company	Christmas lights x 4 sets	£128.95	£21.49
Amazon	YMCA resources	£64.96	£64.96
Amazon	YMCA resources	£21.27	£3.55
Home & Garden products	YMCA resources	£116.85	£19.48
Garden Games Ltd	YMCA resources	£49.99	£8.33
Amazon	YMCA resources	£67.97	£11.33
HITCOUK Ltd	YMCA resources	£30.51	£5.09
Amazon	YMCA resources	£138.42	£23.07
Simply Customise Ltd	YMCA resources	£469.15	£78.19
Amazon	YMCA resources	£22.06	£3.68
Amazon	YMCA resources	£35.98	£6.00
Martin Berrill Cricket & Sports	YMCA resources	£30.30	£5.05
Amazon	YMCA resources	£540.62	£90.10
SLCC	Subscription	£253.00	
Norfolk Parish Training & Support	Seminar Training AR	£67.20	£11.20
Norfolk Parish Training & Support	Seminar Training GC	£67.20	£11.20
Norfolk Parish Training & Support	Seminar Training JS	£67.20	£11.20
Norfolk Parish Training & Support	Seminar Training RM	£67.20	£11.20
Mattishall Methodist Church	Hall Hire	£12.00	
Mattishall All Saints Church	ASM Lighting	£80.00	
Jewsons	Cable ties	£18.77	£3.13
Jewsons	Postfix	£15.86	£2.64
Jewsons	Paintbrush and sandpaper	£9.71	£1.62
		£5,532.32	£339.58