Meeting Minutes
Mattishall Parish Council

Monday 5 October 2026 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Piper, Janice Smith, John Pickering, Roisin Murray
Parish Clerk: Anita Rose
District Councillors: Not Present
County Councillor: Not Present
Members of Public: 5

1 Apologies for absence
Apologies were received and accepted for Cllrs Frosdick and Fowler.
No apologies were received for Cllr Goodrum.
No apologies were received from District Cllrs Paul Plummer and Paul Claussen and County Cllr Paul Carr.

2 Members' declarations of interest in items on the agenda consider any requests for dispensations
Cllr's Murray and Piper declared a pecuniary interest in item 13.

3 Resignation of Cllr Burrell and update on Casual Vacancy Notice
Cllr Burrell's resignation was recorded, with the Council expressing its sincere thanks for his service to Mattishall Village. The Clerk reported that the vacancy notice would remain open until 19 October 2026. If no more than 10 electors request an election, the Council will then be notified that the vacancy may be filled by co-option.

4 To approve the minutes of the meeting held on 7 September 2026
The minutes of the meeting was unanimously **APPROVED** without amendment and signed by the Chair.

5 To approve the minutes of the Wild and Wood Committee meeting held on 29 July 2026
The minutes of the meeting was unanimously **APPROVED** without amendment and signed by the Chair.

6 Clerk Report
The Clerk reported the following.

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

6.2. Cllr Roisin had volunteered to help maintain the two village notice boards.

6.3. The Clerk will arrange a meeting with the Policies and Procedures Working Group to review the Dignity at Work Policy.

6.4. Councillor Clarke will complete the survey on behalf of Mattishall Parish Council in response to the Police and Crime Plan 26/28 and Police Budget Consultation 2027/28.

6.5. The Clerk confirmed that the Mattishall School Crossing Patrol position has been filled.

6.6. The Clerk briefed the Council on a response from Norfolk Highways Engineer Matt Lines about proposed advisory signage indicating that Burgh Lane is unsuitable for large goods vehicles. Mr Lines urged caution, noting that other councils had faced public criticism for failing to consider issues such as deliveries to Burgh Lane residents and the alternative routes vehicles might take, including Back Lane, Mill Road and Stone Road. If the Council proceeds, he strongly recommends holding a public consultation, so residents understand the implications. He also confirmed that any signage would be advisory, not statutory.

6.7. The Clerk briefed the Council on Norfolk Highways Engineer Matt Lines's response to complaints about irresponsible parking at Church Plain. He suggested publishing a social media post or parish magazine notice asking visitors when using the facilities to park responsibly. To address concerns about access to residents' properties being obstructed, he recommended a painted "Keep Clear" box to discourage parking in the affected area. The road marking would be eligible for the Parish Partnership Scheme and would cost £1,077.99 in total. The Clerk will add the proposal to the November meeting agenda for the Council's consideration.

7 Open forum for Public Participation

A member of the public added to the discussion under the Clerk's report (item 6.6) about large goods vehicles using Burgh Lane. Residents clarified that their concern was not to prevent these vehicles from using the lane, but to warn drivers that turning left onto Norwich Road is impractical, as vehicles can become stuck and require police assistance. The Clerk was asked to contact Norfolk Highways about changing the proposed signage to an advisory sign, such as "No left turn for large goods vehicles".

8 Finance

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

Section 3 of the Annual Governance and Accountability Return (AGAR) was noted. No action required.

8.2. 2nd quarter finances

The 2nd quarter bank reconciliation was circulated and unanimously **APPROVED**. Proposed by Cllr Smith and seconded by Cllr Murray. The Council also received the 2nd quarter budget summary. The Clerk reported that, although staffing costs are projected to exceed budget, the Council remains within budget overall.

8.3. Payment list

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

8.4. Budget working group 2027/28

Cllrs Pickering and Fowler along with the Clerk were agreed members for the Budget Working Group for 2027/28.

9 Planning

9.1. To receive results of planning applications

PL/2026/0523/FMIN: Elm Farm Mill Road; siting of detached double garage building with hobby/playroom over with external staircase ancillary to the dwellinghouse – **GRANTED WITH CONDITIONS**

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

There are none.

9.3. Breckland Local Plan

Breckland District Council has until the end of December to submit the draft local plan to the inspector.

10 County Council matters

County Cllr Carr had provided a report for the month of September, which can be viewed on the website: www.mattishallparish.gov.uk .

11 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.

12 Open Spaces Working Group (OSWG)

12.1. OSWG update

The minutes of the Open Spaces Working Group's latest meeting on 14th September were noted. In addition, Cllr Murray reported that 11 members of Mid-Norfolk Conservation had visited Kingfishers Open Space to clear cuttings from the scythed main wildflower areas and create dead hedges. These will provide winter habitat for insects, amphibians such as frogs and toads, and mammals such as hedgehogs and voles. Scything in the fenced orchard was largely complete, with a small area left for basic volunteer training to enable volunteers to undertake some future scything.

The group also noted village residents' generous offer to cover the full cost of a new bench for the open spaces area at Kingfishers, bearing an inscription or plaque reading "Donated in Memory of all loved ones".

12.2. Cemetery tree affecting two reserved plots

No further update.

12.3. Play area gate
Residents raised concerns about the play area gate near Dereham Road following a recent incident in which a young child nearly ran onto the road. The Council acknowledged that these concerns had been raised previously. Parents are responsible for looking after and supervising their children while using the play area, including around its entrances and exits. The play area has been constructed in accordance with applicable regulations and safety requirements and is inspected weekly, with an additional annual inspection by a qualified ROSPA inspector, to monitor its condition and maintain safety. In view of the continuing concerns, the Council **AGREED** to meet the ROSPA inspector during their next visit to discuss the implications and feasibility of closing the Dereham Road gate and retaining only the entrance within the Old School Green car park.

12.4. Churchyard wall
Phase 1 of the churchyard wall repairs has started, with crack stitching and repointing underway at the corner of Dereham Road.

13 Tenancy Agreement between the Council and the Allotment Society
A majority of Mattishall Allotment Society members voted against signing the tenancy agreement proposed by Mattishall Parish Council. The Society therefore decided to disband, returning full financial and management responsibility to the Parish Council. It was agreed that the Society's Secretary and the Clerk would arrange a meeting to complete the handover. The Treasurer completed and signed the accounts for the year ending 30 September 2026. The Society's bank account was closed and its remaining balance of £844.53 transferred to the Parish Council. The Society suggested applying these funds towards the water bill, allocating £450 to Burgh Lane and £394.53 to Kingfishers. The Society's officers were thanked for their efforts to establish it.

14 Parish Online Mapping
Cllr Murray presented the advantages and disadvantages of using Parish Online Mapping over the past 9 months. Following the presentation, the Council voted by majority to **APPROVE** the renewal of the subscription for another year.

15 Barlow Charity
No further update.

16 To consider extension to Cemetery
A member of the public asked about the cemetery's limited remaining capacity and where a new village cemetery would be located once it is full. The Clerk advised the Council that, under section 212(2) of the Local Government Act 1972, parish councils have no statutory obligation to provide or maintain burial grounds but have the discretionary power to do so. Following discussion, the Council sought answers to three questions before making a decision:

1. How many cemetery plots remain available?
2. What planning permissions would be required for an extension?
3. How would an extension affect allotment holders, and how could the future of tenants on affected plots be secured? Allotment holders have been advised

that they will receive 12 months' notice if the land is needed for another use, to prevent the loss of their crops.

17 Events

17.1. Remembrance Sunday (8 November)

Cllr Piper confirmed that this years' service would follow last year's format. Norfolk Deputy Lieutenant Alex Bartrum had accepted the invitation to attend and read a poem. The Parish Council and All Saint's Church were delighted that she could join again. The Parish Council unanimously **AGREED** to purchase a speaker so that those on the far side of the village green could hear the service.

17.2. Mattishall Christmas Celebration Lighting

The Clerk shared notes from the meeting between Council and Church members on 29 November to discuss changes to this year's Christmas event. The following Council actions were agreed:

1. Friday 4 December – access the Church rooms.
2. Sunday 6 December, 11am – set up Santa's Grotto.
3. Sunday 6 December, 4:15pm – serve mulled wine and give young people flameless candles as they leave the Church. Use lanterns or lights to mark the procession route to the Christmas light switch-on, and hand out mince pies on the village green. Three Parish Council members will help get the blue tables, chairs and toys for Little Angels.
4. 4:30pm – switch on the Christmas lights.
5. Monday 7 December – clear up and return items to the Church Office.

18 Youth Club

18.1. September attendance numbers

The Youth Club attendance figures for September were as follows:

Week	Date	Seniors	Juniors
1	04/09/26	3	23
2	11/09/26	8	24
3	18/09/26	0	25
4	25/09/26	10	25

18.2. August and September Junior report provided by YMCA

Report was noted.

19 Correspondence and reports

19.1. SAM2

No data received.

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

Cllr Piper reported that the group has a new Chairman who appears proactive and enthusiastic. He will liaise with the Chairman about the ongoing challenges at Burgh Lane.

20 Election of trustee to Mattishall & Burgh Charity

The Council unanimously **AGREED** to re-elect Urban Hawkins as a trustee of Mattishall & Burgh Charity for four years. Proposed by Cllr Smith and seconded by Cllr Pickering.

21 Agenda items for the next meeting

1st draft budget and to review quotations for the allotment gate proposal at Kingfishers.

22 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:

22.1. Staff matter

The Clerk's resignation was received. She described her decision to resign as difficult and thanked the Councillors for their support. The Council **AGREED** the recruitment advertisement and interview panel.

The Chair closed the meeting at 21:29pm.

Payment List (approved at item 6.3)

Payment to	Description	Payment (inc VAT)	VAT to be reclaimed
Mattishall Scouts	Grant	£500.00	
Anglian Water (Wave)	Water	£337.99	£16.09
Anglian Water (Wave)	Water	-£7.74	-£0.37
Staff remuneration	Staff costs	£2731.82	
Anita Rose	WAH Allowance	£26.00	
Unity Trust Bank	Credit card charges	£7.00	
Ian Edwards	Handyman / Gardener	£374.00	
Jewsons	Consumables	£35.65	£5.94
Scribe	Subscription	£58.80	£9.80
PKF Littlejohn LLP	External audit	£504.00	£84.00
Paperstone	Stationary	£215.98	£36.00
Mattishall Community Car Scheme	Car scheme	£420.05	
Anglian Sign Casting	Memorial plaque	£138.59	£23.10
Karl Jermy	Wildflower meadow cut	£999.96	
		£6,342.10	**£174.56**