

Clerk's report

Mattishall Parish Council

October 2026

1. In accordance with our Data Protection Information Audit please can councillors delete all appropriate emails for the month of May 2026.
2. Do we have a volunteer please that could help in putting information on the two Notice boards? Notices like agenda, events, contact details, financials etc?
3. To arrange a date with the Policies and Procedures Working Group to review the Dignity at Work policy.
4. Can we appoint a representative to 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. Consultation closes at 5pm on Friday 9th October 2026.

<https://www.smartsurvey.co.uk/s/MDBWPY/>

5. I am pleased to confirm that Norfolk County Council's School Crossing Patrol Manager has filled the Mattishall School Crossing Patrol position.
6. Following my letter to Highways about the unsuitability of large goods vehicles on Burgh Lane, I spoke with Norfolk County Council Highways Engineer Matt Lines. Based on his experience with other councils that faced public criticism after failing to consider all relevant factors, he advised a cautious approach. Key considerations include how Burgh Lane residents would receive deliveries by large goods vehicles and which alternative routes vehicles would use, such as Back Lane, Mill Road or Stone Road. If the Council is considering this course of action, he strongly recommends holding a public consultation and ensuring that all residents understand the consequences. He also confirmed that any signage would be advisory rather than statutory.
7. Following my letter to Highways about complaints regarding irresponsible parking at Church Plain, Norfolk Highways Engineer Matt Lines advised that the Council could publish a social media post or place a notice in the parish magazine asking drivers

Clerk's report

Mattishall Parish Council

October 2026

using the facilities to park responsibly. To address concerns about residents' access being blocked, he recommends installing a painted "Keep Clear" box to discourage parking in the affected area. This road marking is eligible under the Parish Partnership Scheme and would cost £1,077.99. I will add an item to November's Parish Council meeting to consider the quotation.