Meeting Minutes
Mattishall Parish Council

Monday 2 November 2026 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Piper, Janice Smith, John Pickering, Roisin Murray, David Fowler, Lloyd Frosdick, Martin Goodrum, Margaret Bates
Parish Clerk: Anita Rose
District Councillors: Not Present
County Councillor: Not Present
Members of Public: 7

1 Apologies for absence
All councillors were present

District Cllrs Paul Plummer and County Cllr Paul Carr sent their apologies.

2 Members' declarations of interest in items on the agenda consider any requests for dispensations
Cllr Smith declared a personal interest in Item 3 and will abstain from voting.

3 Co-option of Parish Councillor
Two candidates applied for the vacancy. Following a vote, the Council unanimously **AGREED** to co-opt Margaret Bates, and her declaration of office was signed. The Chair thanked both candidates for putting themselves forward and encouraged them to consider standing in the ordinary elections next May, when all Councillors must stand down and seek re-election. The Chair also reminded members of the public that a Community Governance Review is in progress, proposing to increase the number of seats from 9 to 11 subject to approval by the local authority. If approved, the extra seats will also be filled at the May elections.

4 To approve the minutes of the meeting held on 5 October 2026
The minutes of the meeting was unanimously **APPROVED** without amendment and signed by the Chair.

5 Clerk Report
The Clerk reported the following.

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

5.2. The Clerk reported that she had emailed Mr Lines Norfolk County Highways several times for advice on the proposed no-left-turn sign at the Burgh Lane /

Norwich Road junction but had not yet received a reply. She was asked to chase him again.

5.3. At the Council's request, The Play Company will contact Cllr Murray to arrange an on-site meeting during the annual play area inspection, to discuss residents' ongoing concerns about the position of the gate next to Dereham Road.

6 Open forum for Public Participation

Further to item 5.3, a resident asked for Mr Lines' email address so they could contact him directly. The Clerk agreed to provide it.

7 Finance

7.1. Cemetery fees for 2027

The Council considered a proposed 3.5% increase in fees. It was unclear what distinguishes the fee for interment of cremated remains from the fee for interment of cremated remains in a family grave or memorial garden. The Clerk will provide further clarification on both categories at the December meeting and check this against the process followed previously.

7.2. Draft budget

The Council reviewed the first draft budget. The Clerk explained that it is still a work in progress and that the Budget Working Group will meet again in November, so a final draft can be presented for approval at the December meeting.

7.3. Appointment of Internal Auditor to review the accounts of 2026/27

The appointment of Robin Goreham as Internal Auditor for 2026/27, at a fee of £85, was unanimously **AGREED**. Proposed by Cllr Smith and seconded by Cllr Fowler.

7.4. Payment list

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

8 Planning

8.1. To receive results of planning applications

PL/2026/1361/CLOPUD: Orwell Cottage, Norwich Road; Certificate of proposed development to remove the existing front door and infill the doorway using matching Norfolk red brick to complement the existing brickwork of the house. The new brickwork will be slightly recessed to indicate the position of the original doorway - schedule 1 – **GRANTED WITH CONDITIONS**

8.2. 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 Piper and seconded by Cllr Pickering.

PL/2026/1384/FMIN: Grain Barn, 145C Dereham Road; Change of use of former agricultural hardstanding to residential curtilage. Retention of 1.8m high timber fencing. Proposed outbuilding / store – retrospective – schedule 1 - This proposal sits outside the Mattishall Settlement boundary. The LPA is asked to consider whether this proposal constitutes residential creep and whether it complies with NPPF 2026 Policy S5. The Local Planning Authority is asked to consider this retrospective proposal against the following Mattishall Neighbourhood Plan policies: MNP ENV1: The proposal is within the setting of May House (NDHA 9) and any possible harm should be assessed. MNP ENV9: The proposal sits within Flood Zone 1 and in relation to possible surface water flooding no soak-away location details have been provided. MNP HOU4: The proposal should be assessed against the criteria set out in the Mattishall Design Guide and Code. MNP TRA1: The LPA is asked to consider whether this proposal would have an adverse impact on highway safety, bearing in mind the comments made by the Highway Authority in relation to 3PL/2023/1188/F.

8.3. Breckland Local Plan

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

9 County Council matters

9.1. Signage at Burgh Lane / Norwich Road Junction

Item discussed under 5.2.

9.2. Proposal to paint a keep clear box at Church Plain via the Parish Partnership Scheme

The Council considered the quotation received from Highways. The diagram was unclear and appeared to show only a white-lined box, which would not achieve the intended aim. The Clerk will work with Cllr Fowler to ask Highways about other options, such as enhanced signage, to keep the area clear so that residents can leave and reach their properties without obstruction.

10 Community Governance Review

Breckland District Council's public consultation has closed; no comments were received from the public.

11 Dignity at Work Policy

The Dignity at Work Policy was unanimously **AGREED**. Proposed by Cllr Smith and seconded by Cllr Piper.

12 Open Spaces Working Group (OSWG)

12.1. OSWG update

Cllr Murray gave a brief update regarding the siting of the new bench at Kingfishers and shared its location.

12.2. Cemetery tree affecting two reserved plots

A planning application has been submitted to Breckland District Council asking for permission to remove the maple tree located in the Cemetery, left hand side of the entrance.

12.3. Accessible gate installation at Kingfisher Allotments
Cllr Murray presented plans to install an accessible gate at Kingfisher Allotments, giving access to the two Community Allotment plots. The Community Allotment team has applied for a grant to cover the full cost. The Council supported the plans and thanked Cllr Murray for her efforts.

12.4. Completion of scything at Kingfishers
Following discussion, the Council appointed Mr Jermy to complete the scything in the community orchard for a fee of £150. He has also offered to train volunteers to use a scythe safely. Cllr Murray proposed setting up a working party so that residents can try scything in a safe environment, led by a skilled and trained instructor.

13 Barlow Charity
No further update.

14 To consider extension to Cemetery
Following investigation, the Council heard that few spaces remain and that the cemetery is likely to be full within 12 to 18 months.

After discussion, it was noted that parish councils must provide allotments where demand is sufficiently demonstrated, but have only a power, not a general legal duty, to provide or manage cemeteries and burial grounds. Section 23 of the Small Holdings and Allotments Act 1908 states that “a Council of any borough, urban district or parish shall provide a sufficient number of allotments”. The Council also noted that extending the cemetery onto allotment land would require approval from the Secretary of State for Housing and Local Government.

Cllr Frosdick knows a grave digger who may be able to assess the current layout and whether further spaces could be created within the cemetery’s existing boundary. The Council supported this suggestion and asked the Clerk to send a copy of the burial plans.

15 Events
15.1. Remembrance Sunday (8 November)
Nothing to report. Everything is in place.

15.2. Mattishall Christmas Celebration Lighting
Santa’s presents and the flameless candles are ready. The working group will confirm a date to put up the lights before the event. The Clerk will purchase the mulled wine and mince pies.

15.3. Christmas Hampers for Mattishall & Burgh Charity
The Charity confirmed to the Clerk that it had received 17 applications. The Council had budgeted £600 for the hamper contents, and the Clerk offered to put the hampers together, as she had done in previous years.

16 Youth Club
16.1. October attendance numbers

The Youth Club attendance figures for October were as follows:

Week	Date	Seniors	Juniors
1	02/10/26	8	30
2	09/10/26	11	33
3	16/10/26	11	21
4	23/10/26		
5	30/10/26	7	5

There will be no youth club this Friday 6th November due to the firework event at Mattishall Sports and Social Club.

Cllr Frosdick had offered to be a councillor representative for the YMCA in Cllr Piper's absence.

16.2. YMCA reports
Nothing to report.

17 Correspondence and reports
17.1. SAM2
No data received.

Cllr Goodrum reported that the batteries in the SAM2 machines are deteriorating. The Clerk will investigate replacement costs for next year's budget.

The machines are currently sited outside the school and on Dereham Road near Kingfishers.

17.2. Local Liaison Group A47 / Norwich Western Link (NWL)
Minutes from last meeting were noted. Next meeting early December, date to be confirmed.

18 Meeting dates 2027 (first half)
The meeting dates for the first half of 2027 were **AGREED** by the Council.

4 January / 1 February / 1 March / 5 April / 26 April (Annual Parish Gathering) / 10 May (Annual Parish Council Meeting) / 7 June

19 Agenda items for the next meeting
Budget, Christmas Event.

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:
22.1. Staff matter
By a majority, the Council **AGREED** to appoint Mark Knight as Clerk to Mattishall Parish Council.

The Chair closed the meeting at 20:54pm.

Payment List (approved at item 7.4)

Payment to	Description	Payment (inc VAT)	VAT to be reclaimed
TotalEnergies	Elecricity	£25.88	£1.23
Staff remuneration	Staff costs	£2344.46	
Anita Rose	WAH Allowance	£26.00	
Unity Trust Bank	Credit card charges	£7.00	
SLCC	Advertisement	£266.40	£44.40
David Fowler	Cartridge People (expenses)	£32.46	£5.41
Ian Edwards	Handyman / Gardener	£799.00	
Glasdon UK Ltd	Litter bin	£400.27	£66.71
Roisin Murray	QD (expenses)	£4.99	£0.83
Jewsons	Consumables	£18.86	£3.14
Jewsons	Consumables	£7.93	£1.32
David Fowler	Café Verde Refreshments (expenses)	£18.20	£3.03
Café Verde	Refreshments	£52.60	£8.77
Karl Jermy	Wildflower meadow	£40.95	
		£4,045.00	**£134.84**