

WOODTON PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting held on
Thursday 12th May 2026 at 7.30pm

Present:

Cllr Jane Wickstead (JW)– presiding, Cllr Richard Denny (RD), Cllr Adam Fairhurst (AF), Cllr Fiona McCrostie (FM), Cllr John Turner (JT), Cllr Steven Webb (SW), District Cllr Brendon Bernard (BB), and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Caroline Wells (CW)

Members of the Public:

Two.

2026/001 To elect the Chair of the Parish Council

Cllr Wickstead was proposed for the position of Chair by Cllr McCrostie, and this was seconded by Cllr Fairhurst. All other Councillors supported the proposal. Cllr Wickstead accepted position of Chair, however, advised that this would be her last term on the Parish Council (PC). Declaration of Acceptance of Office completed by Chair.

2026/002 To elect the Vice-Chair of the Parish Council

Chair advised the meeting that Cllr McCrostie had decided to step down as a Councillor. Parish Clerk to notify the District Council of the vacancy – YW. Members expressed their thanks to Cllr McCrostie for her time, efforts, advice, support, and contributions to the PC. It was agreed that the appointment of Vice-Chair would be deferred until the June meeting to allow members time to consider the position. Item to be added to the June agenda – YW.

2026/003 To receive any apologies for absence for approval

Apologies received and approved from Cllr Wells.

2026/004 To receive declarations of interest

None.

2026/005 To approve a time limit for the meeting

Chair advised will aim to finish within 1.5 hours.

2026/006 To agree minutes of the Parish Council (PC) meeting held 17th March 2026

Cllr Turner proposed minutes of the PC meeting held 17th March 2026 as previously circulated to be agreed as correct, seconded by Cllr Denny and unanimously agreed. Minutes signed by Chair.

2026/007 Matters arising from the minutes of the PC meeting held 17th March 2026 Church Road development

Noted previously agreed onsite meeting with the developer had been cancelled by the developer with no further meeting arranged.

Defibrillator

Noted no response received to previous items of correspondence to Bedingham Parish Meeting to request at their next meeting they consider a small annual contribution towards the running costs of defibrillator. Noted Bedingham Annual Parish meeting is being held on the 19th May 2026.

2026/008 Adjournment for public participation

Member of public raised planning application 2026/0845, providing brief detail in relation to their application for consideration by PC. Agreed PC to respond to application “no comment” – YW.

2026/009 Annual reports

Noted reports received from following parties.

- Woodton United Charities
- Woodton Parochial Church Council
- Woodton Village Hall Charity
- Norfolk County Council (NCC)
- Woodton Parish Council – Chair’s Report

Chair read out their annual report to meeting. Noted reports available to view on PC website.

District Cllr Bernard provided report to meeting, key points summarised as follows.

- District Council maintained a balanced budget, considered one of the top five District Councils in England.
- The Government has chosen the three new Unitary Councils Option. Services continue as normal; in this transition period all Norfolk Councils will work together preparing information for the new Shadow Councillors who are elected in May 2027.
- South Norfolk and Broadland District Councils’ Handyperson Service was named Handyperson Service of the Year at the prestigious National Healthy Housing Awards.
- Broadland headquarters is operating well, with additional space being rented out and the solar panels contributing to cost savings.

Chair advised that email correspondence had been received from our new District Cllr George Boyd.

2026/010 Finance matters

Financial statement as of 31st March 2026

Received and noted.

Annual internal audit report

Noted internal audit report as previously circulated. Noted four observations/recommendations as follows.

- To adopt a separate Bullying and harassment policy to be covered later in agenda.
- In line with Assertion 10, recommended Councillors email addresses are removed from website. Noted email addresses had been removed. PC agreed for Councillor contact numbers to remain on website.
- Recommended link to be placed on website to District Council website and Councillors Register of Interests. Link to be added – YW.
- One error on website relating to a linked image missing its alternative text – Parish Clerk to investigate and correct error – YW.

All agreed PC to engage internal auditors services for next financial year 2026/27 – YW.

AGAR – Section 1 – Annual Governance Statement 2025/26

Statement agreed and signed by Chair and Parish Clerk.

AGAR – Section 2 – Accounting Statements 2025/26

Statements approved and signed by Chair.

Expenditure for approval/to be noted

Following items of expenditure for financial year 2025/26 were formally noted and/or approved.

- Parish Clerk expenses March @ £27.80

Following items of expenditure for financial year 2026/27 were formally noted and/or approved.

- Parish Clerk gross pay, May @ £477.10
- Parish Clerk pension, Nest, May @ £52.48
- Parish Clerk expenses April @ £90.68, includes £63.25 SLCC membership, as previously agreed
- C A & K J Bailey @ £90.00, internal auditor

Reserve's policy and earmarked reserves

PC agreed to re-adopt existing policy to keep between 3-12 months of net revenue as general reserves, with the PC looking at the higher end of this spectrum. Noted general fund figure as of 31st March 2026 falls at the lower end of the spectrum, however this was unavoidable due to unforeseen costs. PC approved following earmarked reserves as of 1st April 2026.

- Transparency fund grant (laptop) @ £368.88
- Community Infrastructure Levy (CIL) @ £23.64
- Contingency by-election fund @ £1,800
- Contingency external auditor fund @ £300
- Contingency Community Wood / Ravens Den @ £1,000
- Contingency tree works @ £1,850
- Defibrillator @ £100
- Legacy (Ravens Den / Community Wood) @ £1,250
- Royal family / events fund @ £48.98
- Legal fees @ £600
- Norfolk Community Foundation grant (first aid/defibrillator) @ £19
- Newsletter @ £220
- Maintenance of paths Community Wood @ £1,150

CIL

Noted 2 CIL payments received in April 2026 as follows.

- 2022/2036, Agricultural Barn at Manor Farm, Norwich Road @ £1,202.06
- 2023/1386, Land South of Church Road @ £12,867.88
- Total: £14,069.94

Formally approved CIL donation to village hall @ £6,433.94, 50% of CIL payment re 2023/1386. Parish Clerk to arrange payment – YW. Noted and agreed no donation would be made to village hall in 2026/27 from precept monies.

Legacy

Owl sculpture should be delivered at the end of May.

2026/011 Planning

Applications received to date for consideration

2026/0939, Land to the North of Church Road. Proposal: Agricultural storage building.

Agreed PC to respond “no comment” – YW.

Decision notices received to date

None.

Update on Land South of Church Road development

Noted PC had written to the Principal Planning Officer at District Council with regards to drainage concerns, their response summarised as below.

- The Lead Local Flood Authority (LLFA) initially objected to the application but withdrew this following submission of further information, accepting the Flood Risk Assessment and Drainage Strategy.
- The drainage system is currently being constructed in line with the approved plans. As the development is less than 50% complete, it is considered too early to fully assess drainage performance.

- The drainage lagoon is not yet finished and lacks landscaping, and key features such as permeable driveways and soft landscaping have not yet been installed, all of which are expected to improve drainage.
- The developer has reported no current concerns and has confirmed that any issues arising after completion would be addressed if necessary.

Agreed PC to write to County Cllr advising of situation and to request their advice, correspondence to be copied to District Cllrs and Surface Water Drainage Officers – YW/JW.

2026/012 Village hall

Thanks were expressed to Cllr Wells and Cllr Turner for their time, commitment, and work. Noted that there are ongoing issues with some of the Hall's historic bank accounts, with difficulties accessing the accounts due to account signatories being in poor health or having passed away. Efforts are currently underway to resolve the matter. Committee to contact District Cllr with regards to Members grant – CW.

2026/013 Environmental matters

Footpaths

Footpath warden to walk paths and provide update at next meeting – RD.

Litter pick, Saturday 23rd May 2026

Noted parishioner is currently undertaking regular litter picks as part of their Duke of Edinburgh award. Litter pick risk assessment as previously circulated approved, to be adopted with immediate effect – YW.

2026/014 Administrative updates

Local Governments Association (LGA) Code of Conduct

PC formally noted and agreed the adoption of the LGA Code of Conduct.

Governance documents

Financial regulations – Noted review undertaken, agreed to re-adopt existing policy with no amendment – YW.

Risk management scheme – Noted review undertaken, agreed to re-adopt existing policy with no amendment – YW.

Bullying and harassment policy – Agreed to adopt policy with immediate effect – YW.

Representatives and responsibilities

Agreed item to be deferred to June meeting – YW.

Delegation arrangements to Parish Clerk

PC unanimously agreed that the adopted Standing Orders and Financial Regulations adequately cover delegation arrangements.

General Power of Competence

Noted that resolution was passed at Annual PC meeting on 16th May 2023 to re-adopt The General Power of Competence.

Parish Clerk appraisal

Agreed appraisal to be carried out 6.45pm, 16th June 2026, prior to PC meeting by Chair and Cllr Fairhurst.

Speed Awareness Machines (SAM's)

Thanks expressed to Cllr Webb and Cllr Denny for all their work. Noted several instances of vandalism to the speed cameras and the stealing of batteries have occurred this year. PC to contact contractor to obtain prices for solar powered option for consideration – RD. Noted that CIL funding could potentially be used to support a solar-powered option. PC noted correspondence received from a parishioner suggesting that NCC Highways consider changing the traffic priority at the junction of Hempnall Road and The Street/Chapel Hill.

The proposal would involve relocating the give way lines across Hempnall Road, by the old shop and opposite the public house, requiring through traffic to slow or stop. PC agreed to contact the NCC Highways Engineer regarding the parishioner's proposal – YW. It was also agreed that the PC would consider the feasibility of a future chicane arrangement once funds might become available.

October meeting

Noted due to prior commitments Cllr Wickstead might not be available to attend/chair October meeting.

2026/015 Community Wood/Ravens Den

Long term storage of decorations

Noted all decorations stored at village hall.

Transfer of land

No further update, PC to request update from Community Assets Management Officer – YW.

Growing area – irrigation

Noted parishioner correspondence received, water butts not providing enough water for growing area.

Norwich Probation Service

Next visits scheduled 24th and 31st May 2026.

Annual inspection

Annual inspection of play area scheduled for June.

General update

Noted resident had volunteered to help with the Community Wood, Chair has contacted resident.

2026/016 Yard sale, Saturday 4th July 2026

£5 pitch fee. Refreshments to be served in the village hall, to include hot drinks, cakes, bacon rolls, and hot dogs. Event running 9am to 12pm.

2026/017 Correspondence and consultations

None.

2026/018 Date of next PC meeting, 16th June 2026, and items to be considered for agenda

Councillors to advise Clerk of any items for agenda – ALL.

2026/019 Chair's announcements

None.

Meeting closed 8.55pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 13/05/226

Approved:

Date: