

# WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 14<sup>th</sup>  
October 2025 at 7.30pm

**Present:**

Cllr Jane Wickstead (JW) – presiding, Cllr Adam Fairhurst (AF), Cllr Fiona McCrostie (FN), Cllr John Turner (JT), Cllr Steven Webb (SW), Cllr Caroline Wells (CW), District Cllr Chris Brown (CB), District Cllr Brendon Bernard (BB), and Yvonne Wonnacott – Parish Clerk (YW).

**Apologies:**

Cllr Richard Denny (RD).

**Members of the Public:**

None.

**2025/053      Chairs welcome (to include any apologies for absence for approval)**

Chair welcomed all present to meeting. Apologies received and approved from Cllr Denny.

**2025/054      To receive declarations of interest**

Cllr McCrostie declared an interest with regards to planning application 2025/2954, due to fact her property was in close proximity.

**2025/055      To approve a time limit for the meeting**

Chair advised will aim to finish within 1.5 hours.

**2025/056      To agree the minutes of the Parish Council (PC) meeting held 2<sup>nd</sup>  
September 2025**

Noted amendment to expenditure for approval for Parish Clerk's backdated pay and pension, previously stated figures were calculated on four months, not five. PC approved amended expenditure. PC agreed an amendment to minute reference 2025/047, Procurement rules, additional sentence added as follows "The middle quote was chosen on the grounds of professionalism, and five Councillors selected the contractor on this basis". Minutes amended by hand and amendment initialled by Chair. Cllr McCrostie proposed amended minutes of the PC meeting held 2<sup>nd</sup> September 2025 to be agreed as correct, seconded by Cllr Webb and unanimously agreed. Minutes signed by Chair.

**2025/057      Matters arising from the minutes of the PC meeting held 2<sup>nd</sup> September 2025**

Ravens Den repairs

Cllr Fairhurst and Cllr Webb to meet on site for further investigation with regards to both bridges and repairs – **AF/SW**.

Traffic calming measures

Cllr Fairhurst to investigate what another identified local PC has done in relation to recently implemented traffic calming measures – **AF**.

Four-year plan

Noted updated plan had been circulated to full PC.

**2025/058      Adjournment for public participation**

None.

**2025/059      County/District Council report(s)**

Noted report received from County Cllr Mason Billig.

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

- Local government reorganisation.
  - o South Norfolk District Council (SNDC) submitted proposal for two unitary council to government.
  - o Government will conduct consultation on reorganisation.
  - o Shadow authority elections in 2027. Shadow authority will run for one year alongside old authority.
  - o Norfolk County Council (NCC) put in proposal for one unitary council to government
- Devolution continues to move forward, mayoral elections May 2026
- New mayor would take on police and crime responsibilities.
- Expecting County Councillor elections May 2026.

## **2025/060 Finance matters**

Finance and admin report with financial summaries for approval

Finance and admin report with financial summaries unanimously approved.

Expenditure for approval/to be noted, as per Finance and admin report

- Parish Clerk gross pay, October & November @ £477.10 per month
- Parish Clerk pension, Nest, October & November @ £52.48 per month
- ICO (Information Commissioner's Office) @ £47, annual subscription
- Parish Clerk expenses September @ £36.37, includes £1.20 vat & £6.00 NPTS training
- PKF Littlejohn @ £210.00 + vat, external auditor
- HMRC, Parish Clerk, quarter two @ £228.79
- Steve Jackman @ £175.00, website redevelopment, as previously agreed
- Reimbursement to Parish Clerk @ £259.20, includes £43.20 vat, 3-year Wix subscription, as previously agreed.

Notice of conclusion of audit and external auditor report

Notice of conclusion of audit received. Noted external auditor picked up two items under section 2. Section 1, box 8 was not completed. This was just an oversight/error and has been corrected. Assertion 5 had been incorrectly completed; PC did not review the Risk management scheme within the financial year so external auditor advised should have ticked no. Meeting noted that PC conducted an assessment of the risks and subsequently implemented the new Internal control policy in financial year 2024/25. Risk management scheme was reviewed in May 2025, the first meeting after the end of the financial year, and the internal auditor had advised in their report that they were happy with the risk management procedures PC has in place.

S106

Balance provided by SNDC on 08/10/25 @ £1,868.47.

Community Action Norfolk (CAN) membership

PC agreed to silver membership of CAN at a cost of £50.00, which would include all the benefits of bronze membership plus access to a wide range of documents and support, including village hall information sheets.

Zip wire repairs

Agreed to engage NGF Play to conduct repairs and maintenance to zip wire and replace brake spring at cost £299.12. Agreed repairs to be funded through CIL (Community Infrastructure Levy). Cllr Fairhurst to contact NGF Play to arrange work – **AF**.

Legacy

PC awaiting prices for wooden sculpture – **RD**. Parshioner had suggested a playhouse, which could be in the children's play area. Cllr Fairhurst to obtain quotation(s) for playhouse for

PC's consideration – **AF**. District Cllr Brown and District Cllr Bernard advised that part of their Members grant would be available to assist with the funding of playhouse, PC would need to submit a proposal with costs. Members grant available till end of March 2026.

#### Donations 2026/27

PC agreed in principle to a £500.00 donation to the Parochial Church Council (PCC).

#### Draft budget 2026/27

PC agreed in principle draft budget with one amendment, SAM2 replacement battery to be added @ £85 and costs for newsletters to be reduced to £85 in total, with a view to obtaining sponsorship from local businesses to cover the cost of future newsletters. PC to approach local businesses in February – **ALL**. Precept amount @ £15,833, 10.5% increase.

#### Grounds maintenance contract

PC agreed no amendments required to contract specification. Cllr Turner to trim area near Suckling Place – **JT**.

District Cllr Brown and District Cllr Bernard left meeting at 8.10pm.

#### SAM2 – Vandalism of machines

The two SAM2 machines had been vandalised and wildlife cameras in Community Wood had been stolen. Westcotec had collected both SAM2's and provided quotations for repair @ £1,475.50 + vat for both cameras. Noted insurance excess charge of £250.00. Cllr Webb to contact Westcotec to obtain further details/clarification in relation to quotations – **SW**. Parish Clerk to contact insurance provider to establish if in future they were not padlocked would they still be insured, and if there was a future vandalism of a similar nature would this still be covered by the insurance – **YW**.

### **2025/061 Planning**

#### Applications received to date for consideration

2025/2954, Land on the junction of Sunnyside and Chapel Hill. PC to object to application quoting following reasons

- Outside the development boundary and site was rejected in the original Village Clusters Housing Application Plan (VCHAP)
- Application close to protected trees, TPO SN0590
- Adverse landscape impact on rural setting
- Highway safety concerns with regards to access of private road and visual splay - **YW**

#### Decision notices received to date

2025/2383, Rowan Lodge, The Street. Proposal: Single storey side extension. Approval with Conditions (Delegated).

#### Church Road development

Parish Clerk to email developer to request timescale for when they propose to actively commence works – **YW**.

#### East Pye Solar Panel project

Cllr McCrostie attended meeting on 23/09/25 to discuss how best to respond to the East Pye application. The prospect of engaging experts was discussed but a number of those in attendance said that their councils would not have the funds to be able to support this. Proposed for individual parish councils to take one topic, study what the application had to say on that issue highlighting the main flaws and discrepancies in the application. PC agreed not to respond or act further at this stage.

### **2025/062 Environmental matters**

#### Footpaths

Working party to be undertaken Saturday 18<sup>th</sup> October.

#### Tree Warden

Parishioner had kindly agreed to undertake role of Tree Warden on behalf of PC. Tree Warden will check all trees in the Community Wood, Ravens Den play area and the large tree

near the garages at the back of Suckling Place/Tensing Street on a monthly basis and after any severe weather conditions, reporting back to PC anything that they feel needs further discussion or action.

## **2025/063      Administrative updates**

### Website redevelopment

Noted website redevelopment complete, new site [www.woodtonparishcouncil.gov.uk](http://www.woodtonparishcouncil.gov.uk) . PC all agreed the new site was a huge improvement and easy to navigate.

### Procurement rules

Noted draft Guidance note for Purchasing goods and services. Item to be deferred to December meeting for further discussion/approval – YW.

### Speeding

Police had downloaded and interpreted the data received from the speed monitoring equipment that had been placed on Hempnall Road and advised as follows. The non-compliance rate was 9.55%, the Safety Camera Team would look to adopting locations on their list of regularly attended sites when the non-compliance rate hits 20%, therefore it is unlikely they would attend the Hempnall Road site. Chair to follow up email to Police for request for other data – JW.

### Garage sale

Event was enormous success and well attended. £152 raised for village hall funds through selling of refreshments at village hall. PC to consider holding another garage sale on an annual basis.

### Autumn 2025 newsletter

Newsletter distributed to Woodton and Bedingham residents. Thanks, expressed to parishioner who illustrated the newsletter. It was generally felt that the newsletter was well received by both villages and should continue to be produced twice a year.

## **2025/064      Community Wood/Ravens Den**

### Transfer of second area of land

No further update. Parish Clerk and Chair to arrange a meeting with the Community Assets Management Officer, SNDC, to progress further – YW/JW.

### Norwich Probation Service

Chair to produce list of works for November visit – JW.

### General

Cllr Fairhurst and Cllr Webb to look at pinning of gates for security – AF/SW. Parish Clerk to engage contractor to undertake mole control at Community Wood/Ravens Den – YW.

Event organised for Halloween, organisers are submitting grant request to Woodton United Charities to assist with funding of Halloween and Christmas events. Cllr Fairhurst to undertake annual clearance of bird boxes – AF.

## **2025/065      Village hall**

### Proposals for future management under consideration

Proposed hand over of village hall management to be handed back to PC on schedule for end of October 2025, outstanding accounts should be submitted to The Charity Commission this week. The Chair thanked Cllr Wells for all her work progressing the transfer. Cllr Wells would keep the PC up to date as matters moved forward – CW. Noted that Gutter Force had kindly undertaken works at village hall, cleaning of gutters, fascia boards, and drainpipes free of charge. Gutter Force have scheduled additional cleaning works on 27/01/26.

**2025/066      Correspondence and consultations**

Property Flood Resilience (PFR) engagement pack and questionnaire

Noted, no further action.

2025-26 Winter pressures grant

Noted PC had applied for a £500.00 grant. Chair to put together list of proposed suitable beneficiaries of Christmas parcels – JW.

**2025/067      Date of next Parish Council meeting, 9<sup>th</sup> December 2025, and items to be considered for agenda**

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

**2025/068      Chair's announcements**

Dog fouling

Complaints received with regards to dog fouling on The Street. Chair had purchased two additional signs.

Potholes, The Street

Parish Clerk to report potholes to NCC, potholes located on the junction of The Street and the B1332 – YW.

Meeting closed 9.22pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 16/10/25

Approved:

Date: