

# WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 19<sup>th</sup>  
October 2026 at 7.30pm

## **Present:**

Cllr Jane Wickstead (JW) – presiding, Cllr Adam Fairhurst (AF), Cllr John Turner (JT), Cllr Caroline Wells (CW), County Cllr George Boyd (GB), and Yvonne Wonnacott – Parish Clerk (YW).

## **Apologies:**

Cllr Steven Webb (SW).

## **Members of the Public:**

One member of the public was present, being the parishioner responsible for maintaining the defibrillator.

### **2026/056 Chairs welcome (to include any apologies for absence for approval)**

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

### **2026/057 To receive declarations of interest**

None

### **2026/058 To approve a time limit for the meeting**

Chair advised will aim to finish within 1.5 hours.

### **2026/059 To agree the minutes of the Parish Council (PC) meeting held 1<sup>st</sup> September 2026**

Cllr Turner proposed minutes of the PC meeting held 1<sup>st</sup> September 2026 as previously circulated to be agreed as correct, seconded by Cllr Wells and unanimously agreed. Minutes signed by Chair.

### **2026/060 Matters arising from the minutes of the PC meeting held 1<sup>st</sup> September 2026**

None.

### **2026/061 Adjournment for public participation**

None.

### **2026/062 Position of Vice-Chair/Councillor vacancy**

Noted, as previously advised, that the current Chair intends to step down from the PC at the next elections in May 2027. A Member expressed concerns regarding the appointment of a successor as Chair, particularly in relation to the skills, ability and capacity required to undertake the role. It was agreed that the PC would contact its training provider to seek advice on the options available should no member be willing to take on the role of Chair at the May meeting - YW. It was also agreed that the current councillor vacancy would be advertised on the Woodton Community News Group Facebook - CW.

### **2026/063 County/District Council report(s)**

Chair thanked County Cllr Boyd for his attendance to meeting and for his previously circulated report. Key points summarised as follows.

- Norfolk County Council's (NCC) new cabinet has pledged to secure value for money for residents, in its first report on the major issues facing the authority and how to

tackle them. The report outlines five new priorities for the council, known as Standing Up for Norfolk:

- Putting Norfolk's residents first
- Growing Norfolk's economy
- Keeping Norfolk moving
- Building strong communities and places
- Running an efficient and effective council.
- Residents should be aware of a scam involving letters falsely claiming to be from NCC regarding changing to Council Tax payments.
- A Full Meeting of NCC was held on 22<sup>nd</sup> September 2026.
- Norfolk adults looking to lose weight and improve their health may be eligible for free weight management support funded by NCC.

#### **2026/064      AED cabinet**

Member of the public responsible for maintaining the defibrillator provided an update on guidance from Resuscitation Council UK and NHS England, which recommends that community defibrillator cabinets remain unlocked to ensure immediate access in an emergency. It was noted that this guidance is advisory rather than mandatory. The options available to the PC include purchasing a new unlocked cabinet, at an estimated cost of £460–£700, modifying the existing cabinet, or retaining the current locked cabinet. The member of the public raised concerns regarding the potential theft or unauthorised use of the automated external defibrillator (AED), which could result in it being unavailable when required. The approximate replacement cost of the defibrillator was advised to be £1,000. The member of the public confirmed that weekly checks of the defibrillator are carried out and recommended that, whichever option the PC decides to pursue, a risk assessment should be undertaken to document the decision and the rationale behind it. They offered to assist the PC with preparing this documentation and agreed to investigate what arrangements other community groups have adopted for their defibrillator cabinets. It was agreed that the matter would be deferred to the December meeting to allow Members further time to consider the options and, hopefully, enable the full PC to be present - **ALL**. The member of the public left the meeting at 7.57 pm.

#### **2026/065      Village hall**

Cllr Wells provided update to meeting, key points summarised as follows.

- Successfully secured grant for kitchen refurbishment. No date agreed for works, trying to agree date which will minimise disruption to bookers. Refurbishment will be project managed. Two plumbers who reside within parish have kindly offered their services free of charge. Working party will be required prior to commencement of works to strip out existing kitchen.
- Replacement front windows are scheduled to be fitted 10<sup>th</sup>/11<sup>th</sup> November.
- Solar panels are scheduled to be installed 17<sup>th</sup> December.
- EV charging point will be fitted, site evaluation this week.
- After investigation was agreed no application to be submitted to In Bloom scheme as proposed project not viable.
- Issue of historic bank account and transfer of funds ongoing, transfer of funds was agreed by bank but not received to date, another visit to bank required with aim of resolution – **CW**.

#### **2026/066      Finance matters**

##### Expenditure for approval/to be noted

The following items of expenditure were formally noted and/or approved.

- Parish Clerk gross pay, October, and November @ £492.96 per month
- Parish Clerk pension, Nest, October, and November @ £54.23 per month

- HMRC, Parish Clerk, quarter 2 @ £258.11
- South Norfolk Council @ £742.50 + VAT, dog bins annual charge
- Parish Clerk expenses, September @ £20.63 + VAT, includes NPTS seminar

#### Donations 2027/28

PC agreed in principle to a £500.00 donation to the Parochial Church Council (PCC) and £400 donation to Woodton village hall committee.

#### Draft budget 2027/28

PC agreed in principle draft budget, proposed precept amount @ £16,271, 2.69% increase on 2026/27 precept. To be formally agreed at December meeting - YW.

#### Litter pick award

Agreed purchase of pressure washer and 2 x 25l water containers, as previously circulated prices. Agreed to be funded through litter pick award and balance through CIL (Community Infrastructure Levy). Delivery to Chair. PC to raise order and add to asset register – YW. Agreed that the volunteers would purchase the necessary buckets, scrubbing brushes etc. and then submit the bill to the PC for reimbursement. This would be settled using CIL funds.

#### Nature Conservation Grant

Noted that the PC had been unsuccessful in securing the Nature Conservation Grant on this occasion. It was agreed that the PC would acknowledge receipt of the outcome from the District Council, thank them for considering the application and express disappointment that the grant had not been awarded – YW. The PC would also contact the contractor who provided the quotation for the proposed work and the resident who suggested the project to inform them of the outcome of the application - JW. It was further noted that volunteers would clear the growing area. Following completion of the clearance, the PC would contact the resident who had previously used a section of the growing area to offer them the opportunity to use an area again – JW.

#### Community Action Norfolk (CAN) membership

Noted village hall committee had taken out own membership with CAN, PC membership was originally taken out primarily as a source of resources, advice, and guidance in relation to the village hall. Agreed PC not to renew membership.

#### Tree survey

Noted that the next tree survey is due in December 2026. Two quotations had been obtained, one from the previous contractor, who had maintained the cost at £325.00, in line with the previous survey, and another from an alternative contractor, who had quoted £495.00 plus VAT. It was agreed to appoint the previous contractor to undertake the survey at a cost of £325.00 – YW.

### **2026/067 Planning**

#### Applications received to date for consideration

None.

#### Applications submitted

2026/2252, Tumbleweed Farm, Hempnall Rd. PC responded with no objections, however, the PC would ask that Norfolk County Council Highways consider and investigate the proposed separate entrance in relation to the existing entrance, particularly with regard to highway safety given the close proximity of the two entrances.

2026/2180, Bever, 26 Triple Plea Rd, amended proposal. PC responded confirming that its previous comments submitted on 2 September 2026 remain unchanged and should continue to be taken into consideration. Reiterating its concerns regarding the potential lack of privacy for neighbouring properties on both sides of the application site.

#### Decision notices received to date

2025/2954, Land On The Junction Of Sunnyside And Chapel Hill. Approval with Conditions (Delegated) 15 September 2026.

2026/2180, Bever 26 Triple Plea Road. Approval with Conditions (Delegated).

South Norfolk Village Clusters Housing Allocations Plan – Consultation on Main Modifications

Noted two main modifications MM65 and MM66. Agreed PC would not be submitting any comments on these two main modifications.

Church Road development

No update.

East Pye Solar Panel project

Noted email confirmation received from Planning Inspectorate that PC submission would be considered by the Examining Authority (ExA) as part of the examination, including the suggested site inspection locations. Thanks expressed to member of public for all their work and for monitoring the situation.

**2026/068      Environmental matters**

Footpaths

Agreed PC to look at repairing damaged sign on footpath opposite Woodton Primary School – **AF/JW**.

**2026/069      Administrative updates**

Councillor vacancy

Previously covered under minute reference 2026/062.

Speed awareness machines

No update.

Assets of Community Value (ACV)

Noted PC submitted new application submission for The Kings Head & Roti II. Decision will be made by 29<sup>th</sup> October.

Autumn 2026 newsletter

Newsletter distributed to Woodton and Bedingham residents. Thanks, expressed to parishioner who illustrated the newsletter and to all volunteers who assisted with circulation.

Governance documents

Business continuity plan – Agreed to adopt plan as previously circulated with immediate effect – **YW**.

**2026/070      Community Wood/Ravens Den**

Transfer of second area of land

PC agreed that Woodton Parish Council, c/o Woodton Village Hall, Hempnall Road, Bungay, NR35 2NG to be listed as address for service within the transfer deed. PC confirmed no seal for the PC, however as per Standing Orders item 16a, legal deed on behalf of council must be authorised by a decision of the Council and signed by two Councillors, with the Clerk witnessing the signatures. PC to advise solicitors accordingly – **YW**.

Publicising of facilities

Agreed item to be deferred to Spring 2027.

Annual inspection report

Cllr Fairhurst referred to the previously circulated spreadsheet. PC agreed that signage located within the vicinity provided the required information; therefore, no further action was required. It was also agreed that no additional barriers were required for the cableway (zip wire), as barriers had been installed the previous year in accordance with the supplier's recommendations. PC agreed in principle to fund the replacement of the agility/suspension bridge through CIL, or grants if available, and to obtain quotations for consideration and approval at a future PC meeting - **AF**. PC also agreed to inspect the exposed foundations at the gates and, where feasible, undertake the necessary remedial work - **AF/JT**.

### Sculpture

Noted sculpture installed in Community Wood, commemorative plaque to be added – **SW**.  
Thanks expressed to Cllr Fairhurst and Cllr Denny for their works.

### Probationers visit(s)

Noted next scheduled visit 7<sup>th</sup> and 8<sup>th</sup> December. Possible works to be undertaken include, spreading of bark, painting of ceiling of meeting room in village hall, painting of railings.

### General

Noted that there would be no Halloween event this year; however, the annual Christmas event would go ahead. A working party may be required to assist with the installation of the Christmas lights. It was agreed that the PC would contact the resident who had previously assisted with installing lights in the Community Wood, with a view to arranging installation over the weekend of 4 December – **JW**.

### **2026/071 Correspondence and consultations**

South Norfolk Council - Review of Hackney Carriage and Private Hire Policy and Conditions

#### Greater

Noted, no further action.

SNDC Public Spaces Protection Order (PSPO) - Vehicle-related anti-social behaviour

Agreed PC to respond “yes” to following two questions - **YW**.

1. Do you agree with the regulatory controls contained within the existing PSPO?
2. Do you agree with the proposal to extend the existing PSPO for a further three years?

### **2026/072 Date of next Parish Council meeting, 8<sup>th</sup> December 2026, and items to be considered for agenda**

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

### **2026/073 Chair's announcements**

Question was raised regarding whether a decision had been received on planning application 2025/3930, Land South of Hempnall Road, opposite The Kings Head & Roti II. The Chair confirmed that a decision was still awaited.

Meeting closed 8.42pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 20/10/26

Approved:

Date: