

WOODTON PARISH COUNCIL

1 Meadow Cottages, Gull Lane, Framingham Earl, Norwich, NR14 7PN

Tel: 01508 493134 Email: clerk@woodtonparishcouncil.gov.uk

Clerk to the Council: Mrs Yvonne Wonnacott

Chair: Mrs Jane Wickstead

NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend the Annual Parish Council Meeting of Woodton Parish Council at 7.30pm on Tuesday 12th May 2026 at Woodton village hall.

The business to be transacted is as follows:

1. To elect the Chair of the Parish Council

Chair to sign the declaration of acceptance of office

2. To elect the Vice-Chair of the Parish Council

3. To receive any apologies for absence for approval

4. To receive declarations of interest

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed.

5. To approve a time limit for the meeting

6. To agree minutes of the Parish Council meeting held 17th March 2026

7. Matters arising from the minutes of the Parish Council meeting held 17th March 2026

Not covered by specific items on the agenda.

8. Adjournment for public participation

Resolution to suspend the meeting to invite members of the public to speak (15 minutes).

9. Annual reports

To include updates from County / District Councillors.

10. Finance matters

- a. Financial statement as of 31st March 2026 – to be noted
- b. Annual internal audit report – to receive and discuss any recommendations
- c. AGAR – Section 1 – Annual Governance Statement 2025/26 – for approval and sign off by Chair and Clerk
- d. AGAR – Section 2 – Accounting Statements 2025/26 – for approval and sign off by Chair
- e. Expenditure for approval/to be noted
- f. Reserves: Policy and earmarked reserves – to review and agree
- g. Community Infrastructure Levy (CIL) – update, including formal approval of payment to the Village Hall, as agreed in principle at the January meeting
- h. Donation to village hall – for consideration
- i. Legacy received – update on proposals

11. Planning

- a. Applications received to date for consideration
 - i. 2026/0845, Manor Farm, Norwich Road

- b. Decision notices received to date
- c. Update on Church Road development – update to include update on drainage concerns raised at March meeting
- d. Update on East Pye Solar Panel project – to include consideration of parishioner correspondence received.

12. Village Hall

13. Environmental matters

- a. Footpaths update - to include correspondence from Norfolk Area Ramblers, Parish Footpath Audit
- b. Litter pick, Saturday 23rd May 2026

14. Administrative updates

- a. LGA Code of conduct – agreement for all Councillors to adopt and adhere to
- b. Governance documents
 - i. Financial regulations
 - ii. Risk management scheme
 - iii. Bullying and harassment policy
- c. To elect representatives/responsibilities for the following
 - Planning lead
 - Village Hall
 - Community Wood
 - Ravens Den play area
 - Speed Awareness Machines
 - Footpaths
 - Bank signatories
- d. Delegation arrangements to Parish Clerk – to review and confirm
- e. General Power of Competence – to be noted
- f. Parish Clerk appraisal – date to be confirmed
- e. Speeding / Speed Awareness Machines - to include consideration of parishioner correspondence received and theft of batteries
- f. October meeting – Chair of meeting.

15. Community Wood/Ravens Den

- a. Long term storage of decorations, working party – update
- b. Transfer of land – Transfer of second piece of land – update
- c. Growing area - irrigation
- d. Norwich Probation Service
- e. Annual inspection
- f. General update

16. Yard Sale, Saturday 4th July 2026 am

17. Correspondence and consultations

18. Date of next Parish Council meeting, (Tuesday 16th June 2026) and items to be considered for agenda

19. Chair's announcements