

WOODTON PARISH COUNCIL

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 a Parish Council Meeting of Woodton Parish Council at 7.30pm on Tuesday 1st September 2026 at Woodton village hall.

The business to be transacted is as follows:

1. Chair's welcome (to include any apologies for absence for approval).

2. 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.

3. To approve a time limit for the meeting.

4. To agree minutes of the Parish Council meeting held 16th June 2026.

5. Matters arising from the minutes of the Parish Council meeting held 16th June 2026.

Not covered by specific items on the agenda.

6. Adjournment for public participation

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

7. Election/Appointment of Vice-Chair

To discuss replacement Parish Council Member.

8. County/District Council report(s).

9. Village hall

10. Finance matters

- a. Expenditure for approval/to be noted
- b. External Auditor's Report and Certificate – to receive and note, to include amendment to AGAR Section 2 Accounting Statements 2025/26
- c. Notice of conclusion of audit 2025/26
- d. Introduction of new Digital AGAR Portal
- e. NPTS Autumn Seminar – Clerk online attendance for approval
- f. Donation to Parochial Church Council – To note correspondence of thanks received
- g. Litter pick award
- h. Nature Conservation Fund – to discuss suggested grant application.

11. Planning

- a. Applications received to date for consideration
 - i. 2026/2180, Bevere, 26 Triple Plea Road
- b. Decision notices received to date

- c. Update on Church Road development – to include previously raised drainage concerns
- d. Update on East Pye Solar Panel project – to include invitation to Preliminary Meeting, 15th September 2026

12. Environmental matters

- a. Footpaths
- b. Litter pick.

13. Administrative matters

- a. Parish Clerk job description – for approval
- b. Councillor vacancy
- c. Bank signatories, update
- d. Speed awareness machines – update
- e. Assets of Community Value – nomination update
- f. Autumn 2026 newsletter
- g. Parish Council logo
- h. Website - biodiversity
- i. Governance documents
 - i. Safeguarding policy
 - ii. Risk assessment – Speed Awareness Machines (SAM's)
 - iii. Biodiversity policy
 - iv. IT policy
 - v. Dignity at work policy
 - vi. Business Continuity Plan
 - vii. ICO Model Publication Scheme Version 1.2 – formally note readopted
 - viii. Guide to information and schedule of charges

14. Community Wood/Ravens Den

- a. Transfer of land - Transfer of second piece of land – update
- b. Annual inspection report
- c. Forest School area – signage update
- d. Sculpture – update
- e. Probationers visit(s)
- f. General update.

15. Yard sale, Saturday 4th July 2026

Update on event.

16. Correspondence and consultations

- a. Age UK Norfolk
- b. East Anglian Air Ambulance, clothing bank

17. Date of next meeting, Tuesday 13th October 2026, and items to be considered for agenda.

18. Chair's announcements.

Date: 24th August 2026

Parish Clerk: *Yvonne Wonnacott*