

WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 16th
June 2026 at 7.30pm

Present:

Cllr Jane Wickstead (JW) – presiding, Cllr Adam Fairhurst (AF), Cllr Caroline Wells (CW), District Cllr Chris Brown (CB) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Richard Denny (RD), Cllr John Turner (JT), Cllr Steven Webb (SW), and County Cllr George Boyd (GB).

Members of the Public:

Two.

2026/020 Chairs welcome (to include any apologies for absence for approval)

Chair welcomed all present to meeting. Apologies received and approved from Cllr Denny, Cllr Turner, Cllr Webb, and County Cllr Boyd.

2026/021 To receive declarations of interest

None

2026/022 To approve a time limit for the meeting

Chair advised will aim to finish within 1.5 hours.

2026/023 To agree the minutes of the Annual Parish Council (PC) meeting held 12th May 2026

Cllr Fairhurst proposed minutes of the Annual PC meeting held 12th May 2026 as previously circulated to be agreed as correct, seconded by Cllr Wells and unanimously agreed. Minutes signed by Chair.

2026/024 Matters arising from the minutes of the Annual PC meeting held 12th May 2026

Defibrillator

Noted correspondence received from Bedingham Parish Meeting advising that Meeting had agreed a £150.00 donation towards the Community Wood/Ravens Den this financial year, 2026/27. With regards to PC's request to consider a small annual contribution towards the defibrillator, Bedingham Parish Meeting had agreed to add item to their September agenda for consideration as part of their budget setting process.

Annual internal auditor report

Noted error identified on website relating to a linked image missing its alternative text had been corrected. Link had been added to District Council website and Councillors Register of Interests.

Internal auditor

As agreed, at Annual May meeting, internal auditor engaged to carry out 2026/27 audit.

Woodton village hall donation

Noted as approved at Annual May meeting £6,433.94 donation, using Community Infrastructure Levy (CIL) funds had been paid to village hall.

2026/025 Adjournment for public participation

A member of the public expressed concern regarding individuals exiting the Community Wood onto a private field adjoining the site. The field is private land and is not a designated public footpath. PC agreed to undertake a site visit to assess the situation and consider appropriate corrective measures to prevent further unauthorised access – JW/AF.

2026/026 Election/appointment of Vice-Chair

Agreed to defer to September meeting – YW. Noted that the District Council had confirmed that no request for an election had been received in respect of the current casual vacancy. The PC may therefore proceed with the co-option process to fill the vacancy. PC to approach an identified resident who may be interested in the position – JW.

2026/027 County/District Council report(s)

Noted report received from County Cllr Boyd and section within report in relation to East Pye Solar Project advising of reasons project would have a negative impact on our community and that County Cllr Boyd would be doing all he can to oppose the project and would be working with other councillors and the new cabinet on this issue. District Cllr Brown provided report to meeting, key points summarised as follows.

- Local government reorganisation continues, South Norfolk District Council proposing challenge to governments decision.
- Greater Norwich Local Plan (GNLP) call for sites, open from 15th June to 13th July 2026. Sites for any type of development can be submitted, but particularly interested in submissions for brownfield sites with an emphasis on Norwich city centre locations and gypsy and traveller sites.
- Community Action Fund grant. The two £500,000 pots, one for community projects and one for facilities, are now open for applications, deadline for submission of applications 16th August 2026.
- Food waste project - Teaser leaflets have been prepared for distribution. Phase 1 properties will now go live on 27/07/26 (28,000 properties), with Phase 2 following on 28/09/26 (41,000 properties).
- Police and Crime Commissioner election Thursday 16th July 2026.
- District Councillor advised that they had been involved in the planning application relating to the proposed installation of a 3G pitch at Bungay Football Club.

2026/028 Village hall

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

- All essential maintenance works have now been completed.
- Efforts to increase hall usage have been successful, with a rise in both regular and one-off bookings.
- The Committee is seeking to build up its financial reserves.
- The next major event will be the Village Yard Sale, Saturday 4th July, with refreshments being served at the village hall.
- Ongoing issues remain with historic bank accounts due to difficulties identifying and accessing accounts held by unknown signatories. A member of the public in attendance believed they may be a signatory on one of the accounts. It was agreed that PC would attend the bank with the member of the public to seek resolution of the matter – JW/CW.
- The next major capital project is likely to be either the replacement of the kitchen or the hall windows.
- The Committee is considering the replacement of the current chairs, which are considered cumbersome and impractical. It was agreed to investigate the possible sale of some of the existing chairs - CW.

2026/029 Finance matters

Expenditure for approval/to be noted

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

- Parish Clerk gross pay, June, July & August @ £477.10 per month
- Parish Clerk pension, Nest, June, July & August @ £52.48 per month
- Parish Clerk expenses, May @ £28.54, includes £0.90 VAT
- J Earl Fencing @ £450.00 + VAT, as previously agreed, CIL monies to be used
- Reimbursement to Cllr Wickstead @ £34.98, includes £5.83 VAT, Wet and forget remover and hand pump sprayer, CIL monies to be used.

Clerk advised that another Parish Council had purchased a portable pressure washer and water container using CIL funds, which is used to clean signage around their parish. To be discussed at next meeting – YW.

HMRC Mileage Allowance Payment (AMAP)

Approved AMAP increase from 45p per mile to 55p per mile, with increase backdated to 1st April 2026.

Donations, village groups 2026/27

Approved £500.00 budgeted donation to the Parochial Church Council, Clerk to arrange payment – YW.

Legacy, sculpture

Noted that the sculpture has been collected and is currently being stored at a Parish Councillor's residence pending installation. Agreed that a site visit to the Community Wood would be undertaken to identify a suitable location for the sculpture – JW/AF.

2026/030 Planning

Applications received to date for consideration

2026/0995, The Old Post Office, Hempnall Road. Agreed PC to respond “no comment” – YW.

2025/3930, Land South of Hempnall Road amended application. Approved draft response as previously circulated, with PC continuing to strongly object to proposal – YW.

2026/1590, Land South of Church Road, Approval of Condition Details. Agreed PC to respond “no comment” – YW.

Decision notices received to date

2026/0845, Woodton Manor Farm, Norwich Road. Proposed Garden Room, Approval with Conditions (Delegated).

2026/0388, Land South East of The Street. Proposed 1 no. new detached dwelling. Approval with Conditions (Delegated).

Church Road development, drainage concerns

Noted County Cllr had contacted the LLFA (Lead Local Flood Authority), who maintain that their role is purely as a consultee when it comes to new developments such as Church Road, and they have not got authority to take direct action in this case. LLFA agreed that the issues observed with the infiltration basin were concerning and suggested that the Local Planning Authority should investigate matter and determine if action needs to be taken. PC to email short report on background of situation to District Cllr Brown, who agreed to take up matter with the Principal Planning Officer for South Norfolk – AF/CB.

East Pye Solar Panel project

Noted PC had submitted a representation, becoming an interested party, giving the PC the right to make representations about the Application to the Planning Inspectorate and be informed of its examination. Noted correspondence from Hempnall Parish Council requesting that the PC write to the Planning Inspectorate to seek an extension of time to respond to the application. Following discussion, it was agreed that no further action would be taken.

District Cllr Brown left meeting 8.12pm.

2026/031 Environmental matters

Footpaths

No update.

Litter pick

Successful litter pick undertaken on 23rd May 2026, thanks expressed to all participants.

2026/032 Administrative updates

Councillor vacancy

Previously covered under minute reference 2026/026.

Parish Clerks appraisal

Annual appraisal undertaken by Chair and Cllr Fairhurst prior to meeting. All parties happy with Clerks performance. Thanks were expressed to Clerk.

Publication of Parish Clerks home address

Noted that there is no legal requirement for the Parish Clerk's home address to be published. PC is required to provide a means of contacting the Clerk, which can be achieved using an official email address and telephone number. Agreed that the Parish Clerk's home address will not be published on any future correspondence, documents, or the PC website.

Speed awareness machines

Noted correspondence received from Norfolk County Council (NCC) Highways Engineer in relation to parishioner suggestion of changing the traffic priority at the junction of Hempnall Road and The Street/Chapel Hill. Highways Engineer visited site and sought advice from Network Safety Team. For the following reasons, and quoting from their communication, they would be strongly resistant to making any changes to the existing priority.

- Hempnall Road still has the characteristics of a through road, being wider and straighter than the adjacent minor roads. You would therefore be talking about having a major road give way to two minor roads, which is a recipe for failure to give way.
- Likely have visibility problems on the west arm due to the building line / hedge & fence.
- In summary, neither parties would feel comfortable about giving north / south bound traffic priority, because you approach the junction unsighted.

PC to notify parishioner accordingly – YW/JW.

Representatives and responsibilities

Representatives/responsibilities agreed as follows.

- Planning lead – Chair to undertake in interim, with support of other PC Members with view to new candidate undertaking role.
- Village hall – Cllr Wells
- Community Wood and Ravens Den play area – Cllr Fairhurst
- Speed Awareness Machines – Cllr Webb and Cllr Denny
- Footpaths – Cllr Denny
- Bank signatories – Cllr Wickstead and Cllr Denny. Former Vice-Chair to be removed and Cllr Wells added – JW/YW.
- Probationers, on-site liaison – Cllr Turner. Noted next scheduled probationers visit 13th and 14th September 2026.

2026/033 Community Wood/Ravens Den

Transfer of second area of land

Community Assets Management Officer, District Council, advised 22nd May 2026 that they had responded to their solicitors latest round of questions and would try to confirm a timeline upon solicitors return from leave.

Annual inspection

Noted inspection to be carried out in June 2026, not carried out to-date.

Member of public left meeting 8.40pm.

Forest school area

Noted log seats in the forest school area had been removed and/or burnt. Agreed signage to be installed at forest school area, two signs, stating "Fires are prohibited," signage to be universal with existing signage and funded through CIL – YW/JW.

General

Chair attended a site visit with the Tree Warden, during which it was agreed that the Tree Warden would remove dead wood from the Community Wood. PC agreed to reimburse associated fuel costs. The management and monitoring of the bird boxes continues to be undertaken by a local resident. Noted that two new volunteers have come forward and will undertake identified works within the Community Wood.

2026/034 Yard sale, 4th July 2026

Noted that 26 households have signed up to participate in the Yard Sale, which represents an increase on the previous year. Refreshments will be served at the village hall with proceeds going towards the next refurbishment project..

2026/035 Correspondence and consultations

NCC, Bus Shelter Grant Scheme 2026/27

Noted no further action.

2026/036 Date of next Parish Council meeting, 1st September 2026, and items to be considered for agenda

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

2026/037 Chair's announcements

Defibrillator

Chair reported receipt of a request for defibrillator training. It was noted that, in line with previous advice from the resident responsible for the defibrillator, training materials are available to view online and clear instructions are provided when using the defibrillator.

Assets of Community Value

Noted The Kings Head Public House, Asset of Community Value expires 19/12/2026.

Agreed PC to submit a renomination – JW/YW.

Meeting closed 8.55pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 17/06/26

Approved:

Date: