

WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 17th
March 2026 at 7.30pm

Present:

Cllr Jane Wickstead (JW) – presiding, Cllr Richard Denny (RD), Cllr Adam Fairhurst (AF), Cllr John Turner (JT), Cllr Steven Webb (SW), Cllr Caroline Wells (CW), District Cllr Brendon Bernard (BB) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Fiona McCrostie (FM).

Members of the Public:

Three.

2025/101 Chairs welcome (to include any apologies for absence for approval)

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

2025/102 To receive declarations of interest

Cllr Fairhurst declared an interest on planning, Church Road development.

2025/103 To approve a time limit for the meeting

Chair advised will aim to finish within 1.5 hours.

2025/104 To agree the minutes of the Parish Council (PC) meeting held 20th January 2026

Cllr Turner proposed minutes of the PC meeting held 20th January 2026 as previously circulated to be agreed as correct, seconded by Cllr Webb and unanimously agreed. Minutes signed by Chair.

2025/105 Matters arising from the minutes of the PC meeting held 20th January 2026

None.

2025/106 Adjournment for public participation

Members of public present expressed concerns with regards to planning application 2026/0270, Land North of Church Road, outline planning application for the erection of 8 no. residential dwellings. Main concerns were impact on traffic, subsequent safety concerns and inadequate infrastructure. County Cllr Stone (for Clavering division) advised highest issue for application is likely to be Highways, suggested any responses should focus on traffic/transport but avoid speculation. Members of public advised that the relationship with the developer/contractors for Land South of Church Road, had greatly improved with no current issues. Chair notified meeting Adrian Ramsay MP had received email from Norfolk County Council (NCC) regarding the PC's safety concerns on Church Road and that the road did not meet the criteria of the Speed Management Strategy for a 30mph limit to be applied to the entirety of the road. Noted that NCC does not permit Speed Awareness Machines (SAM's) to be used on roads with a 40mph speed limit. They can only be used on a 30mph limit area and below, the SAM had therefore been removed from Church Road. County Cllr Stone advised that PC could appeal this decision. Noted that Chair and Vice-Chair would be attending an onsite visit soon.

Councillor as a member of public raised drainage concerns on the development, Land South of Church Road, key points summarised as follows.

- Since its creation the infiltration basin has continually held rain water, even after prolonged dry spells.
- Noted that the surface water drainage system for proposed development has not yet been connected to the basin.
- The design of the basin has no overflow and relies on water being able to infiltrate the soil at a given rate that will not cause flooding.
- Concerns as to how basin will cope when the surface water system from the new development is connected to it.
- Member of public written to developer asking two questions: firstly, is the basin behaving as expected, and secondly, who is responsible for the basin (both now and when the development is complete). The developer have refused to answer either question.
- A failure of basin would result in flooding to private properties.

Photographic evidence was provided. Member of PC advised they have received concerns from other parishioners on this matter. Agreed PC to write to the developer, copying in the District Councillors and the Principal Planning Officer at the District Council. The purpose of the letter is to advise the developer of the concerns raised by members of the public and to request that these concerns be investigated and addressed promptly - **YW/JW**.

2025/107 County/District Council report(s)

Noted report received from County Cllr Mason Billig. County Cllr Stone advised that Woodton and Bedingham would become part of the new Waveney Valley division. District Cllr Bernard had nothing to report.

2025/108 Village hall

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

- New signage.
- New noticeboard.
- Main hall has been painted, new blinds and curtain for stage to be fitted.
- Floor renovated.
- Local art group will be displaying art work in main hall.
- Entire flat roof will be re-felted in two weeks time.
- Fire report complete, identified works to be undertaken to small meeting room.
- Electricity report completed, works to be carried out.
- Request for release of funds from the old dance bank account has been hastened, two former signatories need to attend bank to release funds. Cllr Wells to keep Chair updated – **CW**.
- Condition report for entire structure of building required for insurance.
- Increase in bookings, advert in next Village News.
- Constitution – Both the land and the village hall are owned by the Charity. If the Charity was to ever sell the land, any money from the sale would be held by the Charity in a bank account and could only be used for the benefit of the community. Because the land was sold to the Charity back in 1960, the Land Registry does not hold title details, plot/village hall to be registered with Land Registry – **CW**.

Thanks, expressed to Cllr Wells for her continued work. Chair proposed planning moved forward on agenda whilst members of public were present, all agreed.

2025/109 Planning

Applications received to date for consideration

2026/0270, Land North of Church Road – Approved draft response as previously circulated, PC to strongly object to planning application – **YW**.

2026/0388, Land South East of The Street – Agreed PC to respond with following comments – **JW/YW**.

- Site was originally refused as it lay outside the village development boundary, but was subsequently approved at appeal, 2021/1447 (erection of 3 new detached houses and 1 detached bungalow with double garages).
- To note PC had initially expressed concern that the development would lead to further houses being built on the same site.
- State in new application they are in a flood risk zone, but they have ticked ‘no’ that this will affect flood risk elsewhere. This is also of concern as PC knows there were issues in the early construction phase with the bridges, resulting in flood waters breaching the watercourse.
- Original site plan included a drainage pond where proposed fifth house is now to be located.

Decision notices received to date

None.

Church Road development

Previously covered under minute reference 2025/106.

East Pye Solar Panel project

No update.

Members of public left meeting 8.12pm.

2025/110 Finance matters

Expenditure for approval/to be noted

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

- Parish Clerk gross pay, March & April @ £477.10 per month
- Parish Clerk pension, Nest, March & April @ £52.48 per month
- Westcotec @ £1,612.50 + VAT, as previously agreed, SAM repair
- Westcotec @ £403.00 + VAT, as previously agreed, SAM repair
- Parish Clerk expenses, January @ £32.40, includes £0.47 VAT
- Parish Clerk expenses, February @ £15.21
- Reimbursement to Chair @ £85.00, as previously agreed materials for probationers
- Norfolk Parish Training & Support @ £158.45 + VAT, subscription 2026/27
- Clear Insurance Management Ltd @ £747.24
- Reimbursement to Cllr Fairhurst for replacement bolts for woodland noticeboard @ £5.99, includes VAT
- HMRC, quarter 4, Parish Clerk @ £213.43

SLCC (Society of Local Council Clerks) membership renewal

Membership renewal approved.

Asset register

Updated asset register approved.

Insurance renewal

Noted on Long Term Agreement (LTA) till March 2028. Increase to premium as a result of claim submitted and increase to value of items declared. Renewal approved.

Legacy received

No further update, awaiting prices – **RD**.

Members grant

PC to email District Cllr Brown for update – **CW**. District Cllr Bernard advised that next batch of Members grants will be available after March 2026.

Future donation to village hall

Agreed PC to consider future donation to village hall once year end complete as part of earmarked reserves process, item to be added to May agenda – **YW**.

2025/111 Environmental matters

Footpaths

PC to report fallen tree on side of path to NCC Highways – **RD**.

2025/112 Administrative updates

Governance documents

Internal control policy – Noted review undertaken, agreed to re-adopt existing policy with no amendment – **YW**.

Data protection information audit – Agreed to adopt updated audit as previously circulated with immediate effect – **YW**.

Data protection policy – Agreed to adopt updated policy as previously circulated with immediate effect – **YW**.

Privacy statement – Agreed to adopt amended statement as previously circulated with immediate effect – **YW**.

Barbecue guidelines / risk assessment - Agreed to adopt updated policy as previously circulated with immediate effect – **YW**.

Barbecue usage and waiver agreement form - Agreed to adopt updated document as previously circulated with immediate effect - **YW**.

Health and safety policy - Agreed to adopt updated policy as previously circulated with immediate effect – **YW**.

Guide to users and risk assessment, Community Wood – Agreed to adopt governance document with immediate effect – **YW**.

Community Wood working parties risk assessment - Agreed to adopt governance document with immediate effect – **YW**.

Review of internal controls

PC reviewed internal controls, including measures to prevent and detect fraud and corruptions. Agreed internal controls that are in place are effective and meet requirements.

Newsletter

Copies of newsletter were issued to Members of PC for distribution – **ALL**. PC to add to website – **YW**. Noted local business had kindly offered to cover the printing costs of the Spring and Autumn 2026 editions; this has been accepted. In addition, £220 in donations received towards future printing of newsletter, to be added to earmarked reserves – **YW**.

Speed Awareness Machines (SAM's)

Previously covered under minute reference 2025/106.

Defibrillator

Noted no response received to correspondence sent to Bedingham Parish meeting to request at their next meeting they consider a small annual contribution towards the running costs of defibrillator.

Bleed control kit

PC agreed taking into consideration professional advice sought, no further action.

2025/113 Community Wood/Ravens Den

Long term storage

Agreed that future storage of items, including decorations and litter pick equipment, shall be located at the village hall. Additionally, a working party was agreed to be held on Saturday 28th March, commencing at 10:00 am.

Transfer of second area of land

Community Assets Management Officer, District Council, advised 23/02/26 they had instructed their solicitors to progress with the transfer and would keep PC updated.

Norwich Probation Service

Norwich Probation Service attended one day, not enough people to attend for second day. Awaiting notification of future dates. Noted Chair had to stop attendees from painting the concrete posts, agreed going forward anything concrete not to be painted.

Easter event

Event to be held in Community Wood to be funded through balance from funding previously provided for Christmas and Halloween events.

General

Quotation received from contractor to supply and install two new gate posts on gate at entrance to Ravens Den. Agreed contractor to be engaged to carry out works, to be funded through CIL (Community Infrastructure Levy) with any balance funded through Ravens Den. PC to request that contractor rectifies current issue with latches as part of quoted price – **AF**.

2025/114 Correspondence and consultations

Big South Norfolk Litter Pick 2026

Agreed date of Saturday 23rd May, meeting 10.00am outside village hall. PC to complete the webform, no equipment required - **YW**. Event to be advertised on Facebook – **CW**.

Parishioner correspondence, flashing speed sign, B1332, Norwich Road

In response to repeated reports from both the PC and parishioners concerning a faulty sign, which was inspected with no defect identified, the PC sought the support of the County Councillor. The contractor subsequently replaced the batteries and updated the clocks, and both signs are now functioning correctly.

South Norfolk in Bloom

Noted, agreed no further action.

Sustainable Communities: Parish Climate and Nature Action Survey

Noted, agreed no further action.

2025/115 Date of next Parish Council meeting, Annual Parish Council meeting, 12th May 2026, and items to be considered for agenda

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

2025/116 Chair's announcements

Yard sale

Several expressions of interest received for a yard sale this year. Date agreed, Saturday 4th July 10.00am to 1.00pm, with village hall open for refreshments and maps. Member of public, who is employed by village hall has agreed to organise. Item to be added to May agenda – **YW**.

Electric car charging points, village hall

Charging points, on a pillar to be installed at village hall, provided by Evyve. Part of charge/income will go to village hall Committee.

Meeting closed 9.04pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 18/03/26

Approved:

Date: