

WINFARTHING PARISH COUNCIL
Minutes of the Annual Parish Council meeting held on
Monday 11 May 2026 at 7.30 pm at
Winfarthing Village Hall, Hall Road, Winfarthing IP22 2EJ

Councillors Present: Cllr Richard Steel (Chair), Cllr Lynne Rogers, Cllr David Rix, Cllr Peter Mackay, Cllr Eric Cole, Cllr Jono Smith, (1 vacancy)

In attendance: Karen Rix (Clerk)

Members of the Public (MOP): 5

1. To elect a Chair

Cllr Steel advised that he would stand as Chair for another year. Cllr Rogers proposed, Cllr Rix seconded and it was unanimously agreed.

2. To receive the Chairs declaration of office

Cllr Steel signed the Declaration of Acceptance of Office before the Proper Officer of the Council.

3. To elect a Vice Chair

There were no nominations for Vice Chair. It was agreed to continue without, and should the Chair be unavailable, a temporary Chair would be elected for that meeting.

4. To agree and appoint councillor roles

4.1. Finance Scrutineer(s)

Cllrs Smith and Steel agreed to continue in these roles. Cllr Cole Proposed, Cllr Rogers seconded and it was unanimously agreed.

4.2. Footpath Officer

Cllr Cole proposed Cllr Smith continued in this role supported by Cllr Mackay. Cllr Rogers seconded and it was unanimously agreed.

4.3. Maintenance Officer

Cllr Cole proposed Cllr Rix continue in this role. Cllr Rogers seconded, and it was unanimously agreed.

5. To receive and consider apologies for absence

None received

6. To receive or update any declarations of pecuniary interest

Cllr Mackay submitted his register of interest form. No other interests received.

7. To approve minutes of previous meeting held on 13 April 2026

Minutes unanimously approved and signed as a correct record.

8. To consider any matters arising from minutes (not covered by an agenda item)

No matters arising.

**9. To receive an update on actions from previous minutes
September 2025**

Signed Chair

- **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors – **deferred**.
- **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – **deferred**.

April 2026

- **Item 12.3 - Clerk** to contact Westcotec to establish installation lead in time and check when the first instalment of the precept is due. The SAM equipment was currently being built and should be ready in next week. First precept instalment had been received.
- **Item 12.5 - Clerk** to visit Jackamans Solicitors to chase email from Mr Laband and stress the urgency of the work. An email had been received from Mr Laband confirming the registration application had been submitted to the Land Registry.

All other actions were completed

10. To receive questions or comments from members of the public.

An MOP and resident of Mitchell’s Yard had emailed the parish council prior to the meeting informing them that Kenzoku Properties, the builder of the 5 properties in Mitchell’s Yard, had been approached by Atlas Children’s Homes advising them of their intention to purchase the properties and use them as for-profit children’s homes. Certificates of Lawfulness of Proposed Use had been submitted to South Norfolk and Broadland Council to seek confirmation that the properties could be used as residential homes housing children aged 7-17 with behavioural, emotional and social problems. The MOP reported that two certificates had now been submitted and it was the intention of Atlas Children’s Homes to submit one certificate for each property thereby avoiding the planning process.

Resident’s from Mitchell’s Yard expressed their concerns over the development, citing the impact of an increase in traffic from staff shift changes and deliveries, safety and security concerns as some of the children will have high risk problems and additional needs.

Cllr Rix asked what the occupancy level would be and was advised it could be as many as 19 children over the 5 properties plus their carer’s.

Cllr Cole commented on how and where they would be educated along with the dangers associated with ‘flight risk’ from the residential homes.

District Cllr Easter had been informed of the development proposal prior to the meeting and he reported that he had spoken with the Director of Planning at South Norfolk and Broadland Council. He reported that the certificate applications were waiting to be assigned to a planning officer and he would let the parish council know once this had happened. He also advised that if the certificates were not granted that it would need to go through the planning process. He agreed the proposed development was not appropriate.

The recently elected County Cllr Margaret Thomas was also in attendance and expressed her concern over the inappropriateness of the proposed development.

It was agreed that the residents of Mitchell’s Yard would provide Cllr Easter with all the relevant information on the development. He would then arrange a meeting with the

Signed Chair

Date

planning officer once assigned. The parish council agreed to email the planning officer with their reservations once they had been assigned and had met with Cllr Easter.

Three MOP's left the meeting.

Action: Mitchell's Yard resident to provide all the relevant information to Cllr Easter.

Action: Cllr Easter to arrange meeting with planning officer.

Action Parish Council to email concerns to planning officer following Cllr Easter's meeting.

11. To receive a report from County and District Councillors

As annual reports had been provided for the Annual Parish Meeting, there were no further updates.

District Cllr Easter formally introduced the new County Cllr Margaret Thomas. Cllr Thomas is also a resident of Winfarthing.

12. To discuss application for Certificate of Lawfulness of Proposed Use at Mitchell's Yard, Mill Road.

Discussed under agenda item 10.

13. To receive the Clerk's report and update on correspondence

- The Clerk advised that the Recycling Centre sign opposite the pub car park and the signpost in Hall Road opposite Goose Green Lane had both been replaced.

14. FINANCE

14.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100336	K Rix	April 2026 salary	248.96	
100337	Robin Goreham	Internal audit	70.00	
100338	Community Heartbeat	Defibrillator battery	361.20	60.20
100339	Zurich Municipal	Insurance	264.00	
		Total	944.16	60.20

Payments were unanimously approved.

14.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
17/04/26	HMRC	VAT claim 2025/26	143.35
27/04/26	South Norfolk Council	Precept	4561.50
		Total	4704.85

Signed Chair

Date

14.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	5760.36		
Receipts in April (listed above): B	4704.85		
Payments in April (listed above): C		944.16	
Cash book balance carried forward (A+B-C) Community Account Balance			9521.05

14.4. To consider the Internal Auditor's report for year ending 31st March 2025

This was received and reviewed. There were no formal recommendations however it was noted that to meet best practice, Cllr's should undertake data protection training. Cllr Rix proposed approval of the report, Cllr Smith seconded and it was unanimously agreed.

14.5. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form

It was noted that as the Council's income and expenditure for the year was under £25,000, the Council would exempt itself from External Audit. This was considered, proposed by Cllr Cole, seconded by Cllr Rogers and unanimously agreed, the Clerk and Chair were authorised to sign the form.

14.6. To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and the Chair to sign

The Clerk read the Annual Governance Statements to the Council who agreed each statement and authorised the Chair and Clerk to sign on their behalf. Proposed by Cllr Cole, seconded by Cllr Smith and unanimously agreed.

14.7. To consider and approve the Accounting Statements 2024/25 and to authorise the Chair to sign

The Council considered and agreed the Accounting Statement and authorised the Chair to sign on their behalf. Proposed by Cllr Rix, seconded by Cllr Rogers and unanimously agreed.

15. To comment on planning applications

15.1. To discuss application no. 2026/0694

Applicant: Mr & Mrs Toby and Jess Pepper

Location: 1 Hall Road Winfarthing Norfolk IP22 2EP

Proposal: Demolition of the existing rear extension. Construction of a new two storey rear extension. Conversion of an outbuilding to form a utility room.

Application Type: Householder

The application was considered; Cllr's had no further comments.

15.2. To discuss application no. 2025/0004 - Mill Road

No further updates.

15.3. To discuss application no. 2024/2476 - Hall Road

No further updates.

Signed Chair

Date

16. To receive and discuss updates concerning parish infrastructure

16.1. Village Hall Governance

The Clerk reported that she had fed back comments and queries on the draft governance document to Community Action Norfolk and that they had all been satisfactorily answered:

- The role of treasurer could remain within the management committee structure
- The current bank account can continue however the management committee should ensure there are two parish council signatories on the bank mandate.
- The management committee can still make payments as they are now, but this would also be delegated via the committee's Terms of Reference.
- Community Action Norfolk were happy that the role of cleaner was appointed appropriately therefore there would be no need to change the clause wording in the governance document or inform the Charities Commission.

The Clerk advised that the additional clause referring to the dissolution of the charity should the Sole Trustee wish to incorporate at a later was not necessary and if included, would delay the process of making the parish council Sole Trustee. Cllrs agreed that this should be removed.

Cllrs asked the Clerk to confirm the final draft document based on the above and move to the next stage of arranging a special general meeting for the public to attend so they can comment on the changes.

Action: Clerk to confirm final draft governance document with Community Action Norfolk and arrange a special general meeting.

16.2. Parish Footpaths

Cllr Smith advised that the hedgerows on FP8 required cutting back to gain access and would arrange to complete the work. Cllr Smith also advised that he and the landowner would submit a request to NCC to install a stile on the same footpath.

Cllr Smith advised that the trees on the entrance to FP21 from The Street required cutting back and that he would contact the landowner,

Action: Cllr Smith to cut back hedgerow on FP8 and contact NCC to request a new stile.

Action: Cllr Smith to contact the landowner of FP21 to ask for trees to be cut back.

16.3. Installation of Speed Awareness Monitor

The Clerk advised that an application for the NCC Parish Partnership funding had been made in advance of the installation. The installation will hopefully take place in the next couple of weeks.

16.4. Award parameters of Winfarthing Town Estate Charity

Cllr Rix advised that he had not had the opportunity to talk to David Mitchell about the award parameters but agreed to do so before the next meeting.

Action: Cllr Rix to contact charity trustee David Mitchell to establish award parameters

Signed Chair

16.5. Village Defibrillator

Cllr Rogers noted that the defibrillator had recently been accessed for a patient and asked if it was still ready for use. The Clerk advised that she had been informed the defibrillator had been accessed as a precautionary measure, but it had not been used. The Clerk reported that she had checked the device and it was definitely ready for use. The Clerk explained there had been some confusion as to how to obtain the access code for the cabinet despite there being a sign above the cabinet saying, 'Ring 999 for access code'. The pub landlord had helped the members of the public access the cabinet on this occasion. It was agreed that this should not happen as it was the call to 999 that triggered a notification to the Clerk advising the defibrillator had been used and may need replacement pads. It was agreed to speak to the pub landlord, place a notification on the village Facebook page and look to arrange another defibrillator training session for residents of the village.

Action: Clerk to speak with pub landlord about use of the code.

Action: Clerk to place notice on how to access defibrillator code on the village Facebook page.

Action: Clerk to investigate a defibrillator training course for residents of the village.

17. To receive items for the next Agenda and confirm date of next meeting

None received. Any additional items should be submitted to the Clerk at least 10 days before the next meeting.

Next Meeting: 1 June 2026

Meeting closed 21:45

Action List

September 2025

- **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors – **deferred**.
- **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – **deferred**.

May 2026

- **Item 10 - Mitchell's Yard resident** to provide all the relevant information to Cllr Easter.
- **Item 10 - Cllr Easter** to arrange meeting with planning officer.
- **Item 10 - Parish Council** to email concerns to planning officer following Cllr Easter's meeting.
- **Item 16.1 - Clerk to confirm final draft governance document with Community Action Norfolk and arrange a special general meeting.**
- **Item 16.2 - Cllr Smith to cut back hedgerow on FP8 and contact NCC to request a new stile.**
- **Item 16.2 - Cllr Smith** to contact the landowner of FP21 to ask for trees to be cut back.
- **Item 16.4 - Cllr Rix** to contact charity trustee David Mitchell to establish award parameters.
- **Item 16.5 - Clerk** to speak with pub landlord about use of the code.
- **Item 16.5 - Clerk** to place notice on how to access defibrillator code on the village Facebook page.
- **Item 16.5 - Clerk** to investigate a defibrillator training course for residents of the village.

Signed Chair