Winfarthing Parish Council

Parish Clerk: Karen Rix
Email: clerk@winfarthingparishcouncil.gov.uk

Councillors are hereby summoned and the public invited to attend the next meeting of the Parish Council to be held at Winfarthing Village Hall on **Monday 2 November 2026 at 7.30 pm.**

Agenda

1. To receive and consider apologies for absence (1 min)
2. To receive or update any declarations of pecuniary interest (1 min)
3. To approve minutes of previous meeting held on 5 October 2026 (5 mins)
4. To consider any matters arising from minutes (not covered by an agenda item) (2 mins)
5. To receive an update on actions from previous minutes (2 mins)
6. To receive questions or comments from Parishioners (15 mins)
7. To receive a report from County and District Councillors (20 mins)
8. To discuss Emergency Planning (10 mins)
9. To receive the Clerks report and an update on correspondence received (5 mins)
10. FINANCE
    - 10.1. To approve payments (2 mins)
    - 10.2. Receipts (1 min)
    - 10.3. To receive a report from the Responsible Finance Officer (2 mins)
    - 10.4. To discuss S137 donations (5 mins)
    - 10.5. To discuss 2027/28 budget (5 mins)
11. To discuss implementation of Gov.UK emails for all councillors (1 min)
12. To comment on any planning applications (10 mins)

12.1.
Application: 2026/2319
Applicant: Mr Laurence Elley
Location: Wilderness Farm Short Green Winfarthing Norfolk IP22 2EE
Proposal: Conversion of and single-storey extension to an existing agricultural barn to form a single dwelling, together with the erection of a detached three-bay cart shed, associated landscaping, parking, access and residential curtilage
Application Type: Full Planning – amendments to application

12.2.
Application: 2025/3899
DCLG Ref: 6015219
Appeal by: Mr D Mitchell
Location: Church Farm The Street Winfarthing IP22 2ED
Appeal: Appeal against Refusal regarding the variation/removal of conditions

12.3.
Application: 2026/3057
Applicant: Mr Philip Eastaugh
Location: Boundary Farm Long Lane Winfarthing Norfolk IP22 2EY
Proposal: Formation of a new vehicular access from Long Lane, together with an associated driveway and replacement hedgerow planting, to serve the approved dwelling at The Croft.

Published 28 October 2026 Signed ..... Karen Rix .....Clerk

Application Type: Full Planning Permission

12.4. To receive and discuss any updates on application no. 2025/0004 - Mill Road

12.5. To receive and discuss any updates on application no. 2026/1872 - Mitchell's Yard

13. To receive and discuss updates concerning parish infrastructure:

13.1. Litter Pick 22 November 2026
13.2. Parish footpaths (2 mins)
13.3. Speed Monitoring (2 mins)
13.4. Winfarthing Town Estate Charity (1 min)
13.5. Burgess Homes development Hall Road (1 min)
13.6. Maintenance and development of glebe land (5 mins)
13.7. Application to NCC Parish Partnership Scheme 2027/28 (5 mins)
13.8. Use of a flyer to communicate with parishioners (5 mins)

14. To receive items for next agenda and confirm date of next meeting (1 min)

Meeting to finish at 9.30 pm

Published 28 October 2026 Signed ……. Karen Rix ……..Clerk

WINFARTHING PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 5 October 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 Eric Cole, Cllr Peter Mackay, Cllr Jono Smith,(1 vacancy)

In attendance: Karen Rix (Clerk)

Members of the Public (MOP): 6

1. **To receive and consider apologies for absence**
   None received

2. **To receive or update any declarations of pecuniary interest**
   None received

3. **To approve minutes of previous meeting held on 24 August 2026**
   Minutes were proposed by Cllr Rogers, seconded by Cllr Cole, unanimously approved and signed by the Chair as a correct record.

4. **To consider any matters arising from minutes (not covered by an agenda item)**
   None received

5. **To receive an update on actions from previous minutes**
   September 2025
   - **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors, and **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – **It was agreed as these items had been deferred for over a year they should be removed from the action list.**

   July 2026
   - **Item 11.6 - Clerk** to investigate the cost of installing a footpath map on the glebe land. **The Clerk advised that two quotations had been obtained for an A1 size lectern style information sign. Depending on the material used and finish required, costs ranged from between £750 to £1000. Project was discussed further under agenda item 12.6.**

   August 2026
   - **Item 12.3 - Cllr's Steel and Rix** to investigate additional locations and brackets for Speed Awareness Monitor. **Ongoing**

   All other actions were completed or were set as an agenda item.

6. **To receive questions or comments from members of the public.**
   An MOP raised a concern about a possible planning breach at a property in Hall Road. Cllr Steel advised the MOP that at this stage it was not a matter for the parish council and they should raise any concerns directly with the planning department at South Norfolk Council (SNC). The MOP also raised a query regarding the existence of a footpath behind the

properties in Diamond Close. Cllr Smith confirmed that having consulted the definitive map a footpath did not exist in that location.

7. To receive a report from County and District Councillors

County Cllr Thomas submitted a report which can be found with these minutes.

County Cllr Thomas had also provided two additional documents with her report, one detailing the new Reform administration's achievements during the first 100 days in office, and another outlining Reform's priorities for Norfolk. A copy of these can be requested from the Clerk – clerk@winfarthingparishcouncil.gov.uk

Cllr Cole asked if there was an update on the missing cats eyes from Short Green. County Cllr Thomas advised that this was being investigated.

Cllr Cole reported that when the road resurfacing took place on Short Green, the Highways team tidied up the grass verge but then left all the rubbish on his fields. Cllr Cole advised that it had been reported but it had not been collected. County Cllr Thomas asked Cllr Cole to provide the reference number for the job so it could be followed up. Cllr Cole asked who was accountable for overseeing and signing off NCC Highways work. County Cllr Thomas reported that the new Reform administration had discovered that contracts had been very poorly raised and managed. Moving forward there would be significantly more scrutiny and accountability.

County Cllr Thomas asked for Cllr's comments on the Traffic Regulation Order proposing to introduce a new road layout and a 20 MPH speed restriction at the entrance to the new Norfolk Homes site in Heywood Road/Burston Road Diss. Cllr's agreed this was a sensible proposal as currently the corner at the junction of Heywood Road and Burston Road was very dangerous.

District Cllr Easter was not present but had submitted a report prior to the meeting which can be found with these minutes.

In an additional update, District Cllr Easter had emailed the Clerk advising that SNC would be distributing the new Food Waste Caddies this month and that the first food waste collection would be 9 November 2026.

District Cllr Easter also provided responses to questions asked at the previous meeting by Cllr Cole:

- What was the cause of the foul smell coming from the drains in Diss? - When the drains were laid water traps were put in and as a consequence the smell from the sewerage pipe seeps upward. This would be a costly repair.
- Will there be another SNC Big Litter Pick and who will be responsible? – A litter pick would take place in 2027 and James Riseborough at SNC would be responsible for co-ordinating the event across the area.

Signed …….. Chair

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

- The Clerk advised that the National Joint Council for Local Government Services had agreed the new pay scales for 2026/27 and that these took effect from 1 April 2026. A copy had been circulated to all Cllr's prior to the meeting.

- Cllr Rogers advised that the village hall had received a booking form South Norfolk Police regarding their quarterly Community Policing meeting to be held on Saturday 10 October at 2 pm. An MOP confirmed this had also been shared on Facebook. The Clerk agreed to re-share the post on the Winfarthing village Facebook page.

Action: Clerk to re-share advert for South Norfolk Police Community Policing meeting to the village Facebook page.

- The Clerk advised that all other correspondence had either already been discussed or was listed as an agenda item.

9. FINANCE

9.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100353	K Rix	Sept Salary	351.84	
100354	HMRC	PAYE	25.40	
100355	Winfarthing Village Hall	Room Hire	165.00	
100356	Parish Online	Cllr GOV.UK emails	192.00	32.00
100357	SNC	Dog bin subscription and emptying	356.40	59.40
100358	Norwich Diocesan board of Finance	Glebe land rent	10.00	
		Total	**1100.64**	**91.40**

Payments were unanimously approved.

9.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
			0.00
		Total	**0.00**

9.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	5209.03		
Receipts in Sept 26 (listed above): B	0.00		
Payments in Sept 26 (listed above): C		1100.64	
Cash book balance carried forward **(A+B-C)** **Community Account Balance**			**4108.39**

Signed …….. Chair

10. To discuss implementation of Gov.UK emails for all councillors

The Clerk provided all Cllr's with their new email address and temporary passwords. The Clerk advised that she would send a follow up email with instructions on how to register and how to use other apps to access their emails. Cllr's agreed to register before the 23 October 2026 and that the new addresses would be used from 1 November 20226. This allowed the Clerk one week for testing. The Clerk offered to support Cllr's with the process as required.

Action: Clerk to send email registration instructions to all Cllr's

11. To comment on planning applications

11.1. Application: 2026/2473

Applicant: Mr Polianskij
Location: Wilderness Farm Short Green Winfarthing Norfolk IP22 2EE
Proposal: Variation of condition 2 - amended design of existing applications 2019/1166 & 2019/1167 (Conversion of barn to new dwelling including cartlodge and conversion of cowshed to annexe ancillary to proposed dwelling) Date of decision 16/08/2019 Application Type: Removal/Variation of Condition (S73 / S19)

Councillors had no comments to add.

11.2. To receive and discuss any updates on application no. 2025/0004 - Mill Road

No further updates.

11.3. To receive and discuss any updates on application no. 2026/1872 – Mitchell's Yard

The Clerk advised that Atlas Children's Homes had been given the opportunity by SNC planning department to submit additional responses following the release of the new National Planning Framework. They were also invited to respond to the numerous concerns raised about the application. Upon receipt of Atlas Children's Homes additional information, SNC had then approached the parish council and other consultees for their comments.

The Clerk explained that a short extension to the response submission date for this ongoing consultation had been agreed by Hannah Northrop, lead planning officer for the application. Parish Council comments would need to be submitted on 6 October 2026, the day after the meeting. Due to the tight turn around, the Clerk advised that she and Cllr Rix had drafted a response framework for Cllr's consideration. Minor amendments were made to the response following discussion. Cllr's remained firmly against the application and asked the Clerk to submit the agreed response to SNC.

12. To receive and discuss updates concerning parish infrastructure

12.1. CPR/Defibrillator training Saturday 10 October 2026

The Clerk expressed concern at the lack of bookings. Cllr Cole advised he was bringing up to 10 people, other Cllr's confirmed their attendance. It was agreed the training would continue. Cllr Cole agreed to provide coffee, sugar, milk and biscuits. The Clerk agreed to provide tea.

Signed …….. Chair

12.2. Parish Footpaths

Cllr Smith reported a lot of bramble growth on the footpaths. Cllr Steel advised he had cut this back on some path. This work would continue.

12.3. Speed Monitoring

Graphs analysing the data collected from the speed monitors in two locations in Hall Road had been circulated prior to the meeting. The Clerk provided copies for the MOP's to view. The Clerk reported that the police were continuing to receive the data. Cllr's advised that a police speed check was present in Hall Road that evening.

12.4. Winfarthing Town Estate Charity

Nothing to report.

12.5. Maintenance and development of glebe land

Cllr Steel asked if the remaining money form the Norfolk Community Grant could be used to purchase bulbs that could be planted in different locations around the village. The Clerk advised that this was Winfarthing Parish Trust funds and the parish council would need to submit a grant request to the Trust at the next meeting in November. Cllr's agreed that in the meantime the bulbs could be purchased in lieu of the grant from The Trust. Cllr Steel agreed to purchase the bulbs and liaise with Cllr's to help with planting. Cllr's discussed possible locations; under the copper beech tree, outside and on village hall grounds, the glebe land near the village sign. It was agreed bulbs should be planted in a way that would allow the grass to be cut so the planted areas would not look untidy.

Cllr Rogers commented on how important it was that residents of Winfarthing also took pride in their village and did what they could to keep it neat and tidy. The continuing problem of wheelie bins being left on the pavement next to the layby opposite the Hall Road junction was raised as a case in point. The Clerk advised that a complaint and photographic evidence had already been submitted to SNC but was still waiting for a response. Cllr Cole suggested contacting Highways as the bins were obstructing the pavement and causing a hazard for vehicles trying to exit the close opposite the Hall Road junction. The Clerk agreed to report the issue to NCC Highways.

Cllr Cole reported that the 30 MPH signs just before you enter the village from Short Green had corroded and needed replacing. The Clerk agreed to report to NCC.

Action: Clerk to report the wheelie bin obstruction to NCC Highways
Action: Clerk to report corroded 30 MPH signs to NCC Highways

12.6. Application to NCC Parish Partnership Scheme

Following a discussion Cllr's agreed that the lectern style information sign on the glebe land would be a good use of the scheme. The Clerk and Cllr Rix agreed to pursue quotations and confirm with NCC that this would be an acceptable application.

Signed …….. Chair

Action: Clerk and Cllr Rix to pursue quotations for lectern style sign.
Action: Clerk to confirm with NCC that a new information sign on the glebe land meets Parish Partnership Scheme criteria

12.7. Use of flyer to communicate with parishioners
Cllr's agreed to defer this item to the November meeting.

12.8. Burgess Homes development
Cllr Rix showed Cllr's an inappropriate sign that he removed from outside the entrance to the Burgess Homes site. It was agreed to dispose of the sign.

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

- To discuss Village Litter pick on 22 November 2026
- To discuss the use of a 'Flyer' to communicate with parishioners

Next Meeting: 2 November 2026
Meeting closed 21:30

Action List

August 2026

- **Item 12.3 - Cllr's Steel and Rix** to investigate additional locations and brackets for Speed Awareness Monitor.

October 2026

- **Item 8 - Clerk** to re-share advert for South Norfolk Police Community Policing meeting to the village Facebook page.
- **Item 10 - Clerk** to send email registration instructions to all Cllr's
- **Item 12.5 - Clerk** to report the wheelie bin obstruction to NCC Highways
- **Item 12.5 - Clerk** to report rotten 30 MPH signs to NCC Highways
- **Item 12.6 - Clerk and Cllr Rix** to pursue quotations for lectern style sign.
- **Item 12.6 - Clerk** to confirm with NCC that a new information sign on the glebe land meets Parish Partnership Scheme criteria

Signed …….. Chair

Winfarthing PC Clerk Timesheet

Month: Oct-26 Hours b/fwd 3

Week	Date	Start Time	Finish Time	Total hours/ mins	Work Description
28 Sept - 4 Oct	28/09/26	11.30	16.00	4.5	PC Meeting papers, Village Hall Trust meeting papers, phone calls, emails and actions.
	01/10/26	20.00	22.00	2	Research and draft Atlas objection document
Weekly Total				**6.5**	2.5
5-11 Oct	05/10/26	9.30	11.00	1.5	Meeting prep, emails, finance, PC and Village Hall charity meeting
		16.00	19.30	1.5	
		19.30	22.15	2.75	
	06/10/26	9.00	15.00	6	Atlas objection, emails, minutes for PC and Village Hall meetings, actions
	08/10/26	15.00	17.00	2	new cllr emails, village hall trustee actions
Weekly Total				**13.75**	9.75
12-18 Oct					
	15/10/26	14.00	17.00	3	emails, Village Hall TOR's, phone calls
Weekly Total				**3**	-1
19-25 Oct					
Weekly Total				**0**	-4
26 Oct 1 Nov					
	27/10/26	11.00	16.00	5	Emails, Trust and PC meeting papers
Weekly Total				**5**	1
Total				**31.25**	

Hours c/fwd to be worked (-) or paid (+) 11.25

10. Finance Report October 2026

10.1 To Approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100359	Community Action Norfolk	Trustee Training	250.00	
100360	K Rix	Oct Salary	257.40	
100361	HMRC	PAYE	64.20	
		Total	**571.60**	**0.00**

10.2 Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
02/10/26	SNDC	Precept	4561.50
		Total	**4561.50**

10.3 To receive the Responsible Finance Officer's Report

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: **A**	4108.39		
Receipts in Oct 26 (listed above): **B**	4561.50		
Payments in Oct 26 (listed above): **C**		571.60	
Cash book balance carried forward **(A+B-C)** **Community Account Balance**			**8098.29**

Prepared by: Karen Rix - RFO

Master Bank Rec
Winfarthing
Parish Council

Statement Date 19 October 2026

BANK RECONCILIATION

		£	£
Balance per bank statements as at:	**19 October 2026**		
Current Account		8,669.89	
			8,669.89
Petty Cash Float			N/A

Less Unpresented Cheques at:	**19 October 2026**			
Chq No.		**Payee**	**Value**	
		Community Action		
	100359	Norfolk	250.00	
	100360	K Rix	257.40	
	100361	HMRC	64.20	
				571.60
Any unbanked cash at:	**19 October 2026**			
Nett Balances as at:	**19 October 2026**			8,098.29

CASH BOOK

Opening Balance	**01 April 2026**	5,760.36
Add Receipts in the year		12,658.85
Less Payments in the year		10,320.92
Closing Balance per Cash Book as at:	**19 October 2026**	8,098.29

BARCLAYS

19 October 2026

THE OFFICIALS
WINFARTHING PARISH COUNCIL
HAWTHORNS
HALL ROAD
WINFARTHING
DISS NORFOLK
IP22 2EJ

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on **0345 605 2345** .

Your balances on 19 October 2026

Business Current Accounts

Community Account Statement	£8,669.89
Sort Code 20-26-34 • Account No 03002934	
Community Account Statement	£1,956.42
Sort Code 20-26-34 • Account No 23954528	

This is the end of your account summary.

BARCLAYS

WINFARTHING PARISH COUNCIL

Sort Code 20-26-34
Account No 03002934

SWIFTBIC BUKBGB22

IBAN GB26 BUKB 2026 3403 0029 34

Issued on 20 October 2026

THE OFFICIALS
WINFARTHING PARISH COUNCIL
HAWTHORNS
HALL ROAD
WINFARTHING
DISS NORFOLK
IP22 2EJ

Your Community Account

Date	Description	Money out £	Money in £	Balance £
19 Sep	Start Balance			5,209.03
2 Oct	Giro Direct Credit From South Norfolk DC		4,561.50	9,770.53
12 Oct	Cheque Issued Ref: 100353	351.84		9,418.69
	Cheque Issued Ref: 100354	25.40		9,393.29
	Cheque Issued Ref: 100358	10.00		9,383.29
13 Oct	Cheque Issued Ref: 100355	165.00		9,218.29
15 Oct	Cheque Issued Ref: 100356	192.00		9,026.29
	Cheque Issued Ref: 100357	356.40		8,669.89
19 Oct	Balance carried forward			8,669.89
	Total Payments/Receipts	1,100.64	4,561.50	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

19 Sep - 19 Oct 2026

Start balance	£5,209.03
Money out	£1,100.64
▶ Commission charges	£0.00
Money in	£4,561.50
▶ Gross interest earned	£0.00
End balance	£8,669.89

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Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

a) you go overdrawn on your account without agreeing an overdraft with us first; or

b) you exceed your agreed overdraft limit.

c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

a) understand any changes in your business and explore the options available;

b) consider options for authorised borrowing facilities;

c) facilitate payments being made;

d) limit the costs associated with unarranged borrowing;

e) address any concerns that you may have.

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For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at https://www.barclays.co.uk/business-banking/accounts/rates-and-charges

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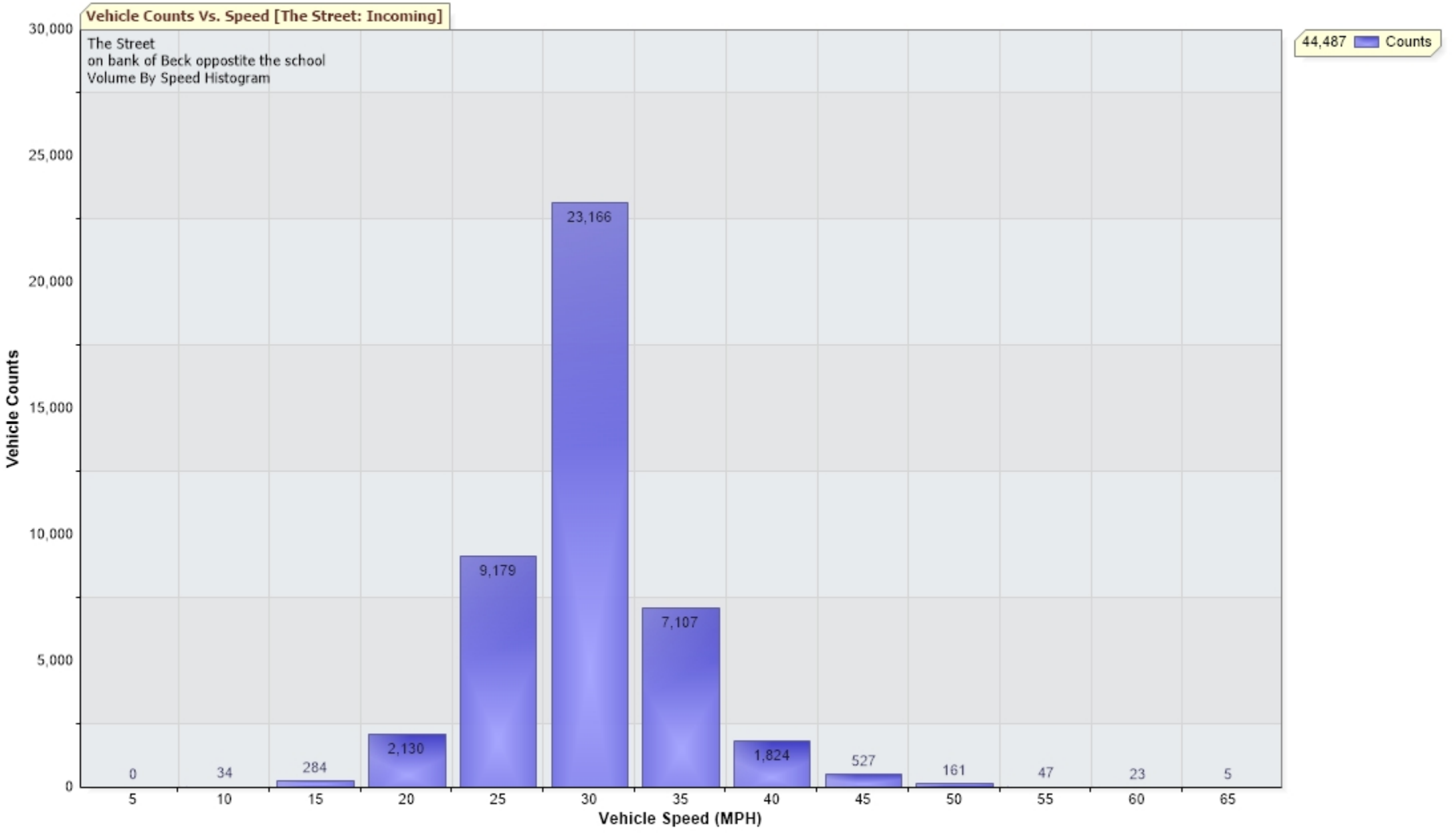
*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.


Vehicle Counts Vs. Speed [The Street: Incoming]
The Street
on bank of Beck oppostite the school
Volume By Speed Histogram
44,487 Counts
Vehicle Counts
30,000
25,000
20,000
15,000
10,000
5,000
0
0
34
284
2,130
9,179
23,166
7,107
1,824
527
161
47
23
5
5
10
15
20
25
30
35
40
45
50
55
60
65
Vehicle Speed (MPH)