

WINFARTHING PARISH COUNCIL
Minutes of the Parish Council meeting held on
Monday 1 December 2025 at 7.30 pm at
Winfarthing Village Hall, Hall Road, Winfarthing IP22 2EJ

Councillors Present: Cllr Richard Steel, (Chair), Cllr Eric Cole, Cllr Lynne Rogers, Cllr David Rix. (Two Cllr vacancies)

In attendance: Karen Rix (Clerk)

Members of the Public (MOP): 4

1. **To receive and consider apologies for absence**
Apologies were received and noted from Cllr Jono Smith
2. **To receive or update any declarations of pecuniary interest**
None received.
3. **To approve minutes of previous meeting held on 3 November 2025**
Minutes unanimously agreed and signed by the chair.
4. **To consider any matters arising from minutes (not covered by an agenda item)**
No matters arising.
5. **To receive an update on actions from previous minutes September 2025**
 - **Item 13.4 - County Cllr Rowett** to contact NCC Highways Engineer regarding the extension of the 30 MPH zone to beyond the village hall - County Cllr Rowett reported that contact had been made but was still awaiting a response. Cllr Rowett added that at this stage of the Hall Road planning process there was still an option to impact the location of the speed limit sign. Parish Council and County Cllr Rowett to contact Adam Mayo again to request a change in the location to beyond Lodge Drive.

Action: Cllr Rowett and Clerk to email NCC Highways Engineer Adam Mayo to request a change in location of the 30 MPH speed limit sign in Hall Road to further past Lodge Drive.

- **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.**

October 2025

- **Item 6 - Clerk** to contact Saffron Housing to establish what will happen to the remaining stump – Clerk reported that Saffron Housing’s policy was to leave a 1 m high stump. However, following this response the remainder of the stump has been removed.
- **Item 14.3 - Cllr Smith** to report required work on FP21 to NCC - remains ongoing due to Cllr Smith’s absence at the meeting.

SignedChair

Date

November 2025

- **Item 7 - Clerk** to email Cllr Rowett requesting support for the Winfarthing parish trust tree planting project and complete an application to the community fund - remains ongoing.
- **Item 13.2 - Cllr Cole** to collect pallet of sandbags and deliver them to the pub car park - remains ongoing.

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

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

An MOP commented on the increase of speeding vehicles through the village.

7. To receive a report from County and District Councillors

- County Cllr Rowett's report was circulated prior to the meeting and can be found with these minutes.

Cllr Cole asked who was responsible for signing off payment to the contractors for the incorrect B1077 resurfacing work, between Winfarthing and Shelfanger. Cllr Rowett advised that she investigate and update at the next meeting.

Action: Cllr Rowett to investigate who was responsible for signing off payment to the contractors for the incorrect resurfacing work on the B1077.

- District Cllr Easter report was circulated prior to the meeting and can be found with these minutes. Cllr Easter also provided an addendum to his report which can also be found with these minutes.

District Cllr Easter reported that the Hall Road development had now been sold to developer Burgess Homes.

8. To discuss the appointment of two new councillors.

No nominations had been received.

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

- The Clerk advised that she had attended the Annual Governance and Accountability Return (AGAR) Assertion 10 training with Norfolk PTS. This had been very useful and whilst there were a couple of small actions to take, the parish council's current processes and policies were compliant.
- The Clerk advised that several defects and general issues had been noted during the last litter pick:
 - The Heywood Road sign had been displaced
 - Letters on the Mill Road sign had disappeared
 - A broken gully cover at the north end of the school layby
 - 30 MPH speed limit sign in Mill Road broken and laying in hedge
 - Mud and growing vegetation at both ends of the school layby.

The Clerk advised that these had been reported to the appropriate council departments and work orders had been raised to address the issues over the coming 6-8 weeks.

SignedChair

The Clerk reported that:

- A statement from the parish council had been sent to Diss Express regarding the possible planting of a descendant of the Winfarthing Oak.
- The updated bank mandate had been posted to Barclays Bank.

10. To review and approve the parish council Reserve Policy

The policy and a guidance document had been circulated prior to the meeting. Approval of the review was proposed by Cllr Cole, seconded by Cllr Rogers and unanimously agreed.

11. FINANCE

11.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100323	Royal British Legion	Donation	50.00	
100325	K Rix	November 25 Salary, back pay and additional hours	508.42	
100326	K Rix	Reimburse for purchase of stamps	20.88	
DD	Information Commissioners Office	Annual Subscription	47.00	
		Total	626.30	

Payments were unanimously approved.

11.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
		Total	0.00

11.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	7571.24		
Receipts in November (listed above): B	0.00		
Payments in November (listed above): C		626.30	
Cash book balance carried forward (A+B-C) Community Account Balance			6944.94

11.4. To receive spend against budget to 22/11/25

BUDGET 01/04/25 TO 22/11/26				
INCOME DETAILS	BUDGET Ex VAT	CR TO DATE EX VAT	BALANCE	COMMENTS
HMRC Refund	0	67.62	67.62	Additional income not budgeted
SNC Litter Pick	20.00	0	20.00	
Winfarthing Parish Trust – VE Day	0	500.00	500.00	Additional income not budgeted

SignedChair

Date

Total Income	20.00	567.62	587.62	
EXPENDITURE DETAILS	BUDGET Ex VAT	DR TO DATE Ex VAT		
Clerk Salary	3531.00	2441.66	1089.34	
Clerk Expenses	100.00	99.20	0.80	
Training	200.00	170.40	29.60	
Insurance	250.00	241.00	9.00	
Membership/Subscriptions	110.00	50.00	60.00	
Dog Bin Maintenance	300.00	278.00	22.00	
Defibrillator Maintenance	150.00	134.90	15.10	
Donations (S137)	50.00	50.00	0	
Rent (Glebe Land)	10.00	10.00	0	
Village Hall Hire	150.00	180.00	-30.00	
Internal Audit	75.00	65.00	10.00	
Microsoft Office 365	60.00	0	60.00	
Information Commissioners Office	50.00	47.00	3.00	
Grass Cutting	840.00	0	840.00	
Litter Picking Equipment	0	157.27	-157.27	Expenditure from CIL funding
VE Day	0	500.00	-500.00	Expenditure from Winfarthing Parish Trust Donation
Total Expenditure	5876.00	4424.43	1451.57	

11.5. To Review and approve 2026/27 budget

Budget papers had been circulated prior to the meeting. The Clerk explained that the Tax Base figure had not yet been received from South Norfolk Council, so the final precept figure was not confirmed. Cllr Cole proposed including a budget line to cover the legal fees for registering the land in Chapel Close once it has been gifted to the council. It was unanimously agreed to add £1000 to the budget for land registration legal fees. The Clerk agreed to send an updated copy of the budget papers to councillors once the Tax Base figure had been received. The Clerk advised that the budget must be approved at the February meeting.

Action: Clerk to add Legal Fees budget line to 2026/27 budget and reissue amended budget once Tax Base figure had been confirmed.

12. To comment on planning applications

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

No further updates.

Signed Chair

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

It was noted that outline planning had been approved and the 106 Agreement had been signed.

13. To receive and discuss updates concerning parish infrastructure

13.1. Village Hall Governance

The Clerk advised that no further update had been received.

13.2. Litter Pick and Sandbag Sunday

It was agreed the litter pick had gone well.

Cllr Cole arranged to meet District Cllr East at Shelfanger Village Hall to collect a pallet of sandbags to be stored in Winfarthing Fighting Cocks car park.

13.3. Parish Footpaths

No further updates.

13.4. Application to Parish Partnership Fund for Speed Awareness Monitor

Cllr Steel advised that since the last meeting:

- County Cllr Rowett and the NCC Highways Engineer had confirmed and approved £1000 funding to support the installation. Cllr Steel thanked Cllr Rowett for this support.
- Westcotec had completed the survey and agreed locations for the device – 2 in Hall Road, 1 in The Street and 1 in Mill Road
- A quotation had been received. The quotation had been circulated prior to the meeting. Acceptance of the quotation was proposed by Cllr Cole, seconded by Cllr Rix and unanimously agreed. Cllrs requested the Clerk to accept the quotation.

The Clerk advised that the risk assessment and memorandum of understanding had been approved and signed by the NCC Highways Engineer and the application to the Parish Partnership Scheme had been submitted and acknowledged. The Clerk advised that results of the application will be published in March/April 2026.

Action: Clerk to accept Westcotec quotation for the installation of a portable speed awareness monitor (SAM3).

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

2026-27 Budget

Next parish council meeting: Monday 2 February 2026

Meeting Closed: 21.25

Action List

September 2025

- **Item 13.4 - Cllr Rowett and Clerk** to email NCC Highways Engineer Adam Mayo to request a change in location of the 30 MPH speed limit sign in Hall Road to further past Lodge Drive.

Signed Chair

Date

- **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**.

October 2025

- **Item 14.3 - Cllr Smith** to report required work on FP21 to NCC.

November 2025

Item 7 - Clerk to email Cllr Rowett requesting support for the Winfarthing parish trust tree planting project and complete an application to the community fund.

- **Item 13.2 - Cllr Cole** to collect pallet of sandbags and deliver them to the pub car park.

December 2025

- **Item 7 - Cllr Rowett** to investigate who was responsible for signing off payment to the contractors for the incorrect resurfacing work on the B1077.
- **Item 11.5 - Clerk** to add Legal Fees budget line to 2026/27 budget and reissue amended budget once Tax Base figure had been confirmed.
- **Item 13.4 - Clerk** to accept Westcotec quotation for the installation of a portable speed awareness monitor (SAM3).

DRAFT

SignedChair

Date

Progress report

Pylons and panels

The deluge of energy projects all over South Norfolk continues, and once again we are in a round of so-called “consultations” in which the firms trying to cash in on Britain’s super-excessive energy prices will try to insist that they have our interests at heart.

Norwich to Tilbury have submitted their Development Consent Order (DCO) to the Planning Inspectorate. The deadline for registering as an interested party was 27th November, and I submitted comments myself and also recommended some input for Norfolk County Council’s submission, including complaints about the failure to respond to the statutory consultations and some detailed stuff about the damage to the nature reserves and woodland in the Bunwell Hill area resulting from rowing back on the improvements made in 2024, and reverting to the more damaging plans despite evidence from the ecologists, and things about the gliding club and aircraft safety at Tibenham. I hope that the County Council will remember to include these things this time, but I have also mentioned them myself.

On the Tasway Energy Park I have submitted comments to go in with the County Council submission, mainly about cumulative impact and the lack of any strategic land use framework in this government’s crazy energy and planning policy. I have also put in a contribution to the County Council’s response to the consultation on the changes to the East Pye proposals, especially objecting to the location of the NG substation right by Great Moulton and the increase in the size of it, and the potential damage to the roads and byways. Their objections are manifold. I am visiting Station Road in Tivetshall with the officers and local parish council reps, to consider the bends where the company think they need to straighten the road because of their oversized vehicles.

Mayors and unitary councils

The consultation is now open for residents to put their views in to the government regarding the rival proposals for how to divide Norfolk up into one, two or three unitary councils. Find the consultation here: [Proposals for local government reorganisation in Norfolk and Suffolk - GOV.UK](#).

I have attended a briefing on the complex issue of how to manage the transition of powers from County Council to mayoral authority, and from existing councils to the new unitary councils. It’s a costly nightmare, though the costs are the least of the problems! It must be very problematic for the council staff, who won’t know whether they have a job in the new set up they are designing, or where that job might be.

Highways and paths

I’ve had no response so far to my concerns about the failures with respect to the promised resurfacing on the B1077 (Shelfanger to Winfarthing) (which had a surface dressing treatment instead of a full resurfacing, due to some confusion). I need to have another go at chasing that. I’m supporting several parishes with parish partnership applications for road safety schemes but have now run out of this year’s local member fund money.

Community Fund

I’m pleased to report that awards from my fund have now been made to Burston for an insect hotel and to Gissing for gardening tools for the church yard gardening group. Several projects are still open for receiving donations: find your village project here: [Crowdfund Norfolk | Crowdfunder.co.uk](#) Currently open for donations are: biodiversity projects in Tivetshall, and

catering equipment for community meals at Gt Moulton and Aslacton, but I don't yet see the applications I'm supporting for printing costs for the parish newsletter in Aslacton and a shelter for the children's play area at the community nursery in Gissing.

I'm pleased to say that the proposal for bus shelter improvements in Carleton Rode will be funded from the Bus Service Improvement Plan funds, providing we can find the parish contribution funds (20% of the cost) from somewhere else. I'm concerned about the deadline for this, however.

Updates from County Council

Norfolk County Council Budget Consultation

The Conservative administration is asking residents for their views about their 2026-27 budget proposals which include raising money by way of council tax and suggesting a raft of ways of trying to reduce costs, to help close the budget gap. You can read a brief fact sheet here:

<https://norfolk.citizenspace.com/consultation/budget-proposals-2026-27/>.

Find out more and have your say at www.norfolk.gov.uk/budget. Closes 15 December 2025.

Avian flu

All of Great Britain is now in an avian influenza prevention zone (AIPZ). This means all bird-keepers in Great Britain (including pet birds and small backyard flocks) are required by law to take biosecurity precautions. See links [here](#). To report breaches of bird flu rules, email trading.standards@norfolk.gov.uk.

Which roads will be gritted on cold nights?

People can check which roads are on the council's gritting routes for this season using the map at www.norfolk.gov.uk/gritting. Use this to plan your safest route if you need to go somewhere.

Tap on tap off on First buses

Norfolk County Council and First Bus have worked together to bring Tap On Tap Off (TOTO) payment technology to Norfolk's bus users. The new way to pay went live on all First Bus vehicles throughout the region from 23 November. On a bus with this system you need to remember to tap your card when you exit the bus, to get the right fare charged.

National Information

Budget

A number of provisions in the budget will have implications for local services and funding.

The government has also launched a major overhaul of council funding formulas intended to end 'postcode lottery' inequalities in local services. Backed by a £5 billion funding boost over three years, the reforms update decades-old data and consolidate dozens of grants into (what it claims to be) a simpler system, ensuring more money goes to councils in deprived areas with higher needs. There is some concern that the higher costs of basic services for rural areas will not be fully recognised by a system that (rightly) tries to rectify deprivation in some urban areas.

Contact me

Catherine.rowett.cllr@norfolk.gov.uk. See also my Facebook page [here](#).

Catherine Rowett

28th November 2025

District Councillor report November

Grants

CAF

I understand that there is likely to be another CAF in the New Year with a 2 month window for an application. The CAF fund is likely to be in the region of £150k.

Members grant is likely to be doubled to £2000.

So now is a time to think about a project/s that could be put forward.

Warm Homes

SNC have funds to help private home owners and private landlords, (social landlords have access to different funds) insulate their homes, provide air heat source pumps and help those who are in position where they experience energy poverty.

There is of course a list of criteria that one has to fulfil before being accepted onto the scheme e.g. in receipt of benefits.

Listed buildings and those with clay lump construction may be excluded due the cost of carrying out the retrospective work.

Full details are on the SNC website with an application form, I am told everyone that applies will be considered and spoken to regarding their individual needs.

The team responsible will come out to give a presentation to the Parish Council and residents if required.

Im asked to ask you if you are aware of anyone who could benefit from this scheme, if so send details to the Warm Homes Team.

Licensing

SNC licensing policy has been updated and is due to go to the Full Council for acceptance.

James Esater

Local Government Reform

The Ministry of Housing, Communities and Local Government (MHCLG) has launched the consultation on Local Government Reorganisation (LGR) proposals for Norfolk. All three proposals submitted for Norfolk will proceed to the consultation phase, which is open until **11 January**.

The consultation includes:

- **SNC's proposal** for a two council model
- **The other districts proposal** for a three council model
- **NCC's proposal** for a single unitary authority

You can find a link to the consultation here: [Consultation on Proposals for Local Government Reorganisation in Norfolk and Suffolk - Ministry of Housing, Communities and Local Government - Citizen Space](#)

We encourage you to respond individually to the consultation and to encourage your town and parish councils, as well as residents, to also respond. Your views are important in shaping the future of local government in Norfolk.

Planning Application for Housing estate next to Village Hall

I understand that the planning application for the above has been accepted and the site now sold to a developer to start on the building of the houses.