

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

Councillors Present: Cllr Lynne Rogers, Cllr David Rix, Cllr Eric Cole, Cllr Jono Smith

In attendance: Karen Rix (Clerk)

Members of the Public (MOP): 2 (Including District Councillor James Easter)

1. To elect a Chair for the meeting

Cllr Rix offered to stand as temporary Chair for the meeting. Proposed by Cllr Cole and seconded by Cllr Smith.

2. To receive and consider apologies for absence

Apologies received from Cllr Steel and County Councillor Rowett

3. To receive or update any declarations of pecuniary interest

None received

4. To approve minutes of previous meeting held on 1 September 2025

Minutes unanimously approved and signed by the Chair.

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

No matters arising.

6. To receive an update on actions from previous minutes

July 2025

- **Item 7 - Clerk** to submit comment to Norfolk County Council Highways regarding the repair/resurfacing of the B1077 between Winfarthing and Shelfanger. Clerk to cc County Cllr Rowett to the email - Action completed but no response received.

September 2025

- **Item 6 - District Cllr Easter** to investigate any tree preservation order or survey that may have been carried out - District Cllr Easter reported that the tree belonged to Saffron Housing. Clerk to report to Saffron housing and the SNC Tree Preservation Officer.

Action: Clerk to contact Saffron housing and SNC's Tree Preservation officer Ben Appleby to report the condition of the tree.

- **Item 8 - Clerk and Cllr Frost** to complete the transition from the old to the new email address – Action remains ongoing following Cllr Frost resignation; however, Peter has confirmed he will finish the process.
- **Item 11 - Cllr Frost and Steel** to contact the Clerk with suitable dates for appraisal – Action remains ongoing following Cllr Frost's resignation but was discussed under agenda item 11.
- **Item 13.3 - District Cllr Easter** to contact SNC Planning Officer regarding drainage infrastructure improvements – District Cllr Easter confirmed that he had spoken with the

SignedChair

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planning officer who confirmed the ditch alongside the school and The Ramblers was sole responsibility of The Ramblers owner.

- **Item 13.4 - County Cllr Rowett** to contact NCC Highways Engineer regarding the extension of the 30 MPH zone to beyond the village hall – Action ongoing as Cllr Rowett was not present at the meeting.
- **Item 14.2 - Cllr Frost** to contact current Speed Watch co-ordinator to arrange a new/ additional person for the role. **Cllr Forst** to email paperwork to all new volunteers – Action discussed under agenda item 14.2.
- **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors – Clerk advised that the compilation of the plan required a small working party therefore the action would be put on hold until councillor vacancies had been filled.
- **Item 14.4 - Cllr Steel** to contact pub landlords to request storage of a pallet of sandbags in the car park – Action remains ongoing as Cllr Steel was absent from the meeting.
- **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – Action remains ongoing until councillor vacancies had been filled.
- **Item 14.5 - Cllr Steel** to contact Westcotec to arrange a location survey - Action remains ongoing as Cllr Steel was absent from the meeting.
- **Item 14.5 - Clerk** to contact NCC Highways Engineer to seek approval of the project and equipment under the Parish Partnership Scheme – Action completed however no response had been received from the NCC Highways Engineer.

All other actions were completed.

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

None received.

8. To receive a report from County and District Councillors

- County Cllr Rowett’s report had been circulated prior to the meeting and can be found attached to these minutes.
- District Cllr Easter’s report had been circulated prior to the meeting and can be found attached to these minutes.

District Cllr Easter confirmed he would order a pallet of sandbags for distribution in the village.

District Cllr Easter left the meeting at 20:25.

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

The Clerk reported:

- An email had been received from parishioner Chloe Frost regarding the Winfarthing Oak project. The curator of Diss Museum had collected 10 acorns from the Diss Oak which is a descendant from the Winfarthing Oak and was offering to write a press release and arrange a photo opportunity for the local press to coincide with the 150-year anniversary in 2026. A discussion took place, and it was agreed to respond asking if the school would like to be involved in any ceremony before responding to the curator at Diss Museum.

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Action: Clerk to respond to Chloe Frost to ask if school would like to be involved in the photo opportunity.

- An email had been received from Flood Risk Officer at NCC’s Flood and Water Management Infrastructure team, with a survey on Property Flood Resilience. The survey canvased ideas for improvements to their schemes. The item would be added to the November agenda.

Action: Clerk to add the Property Flood Resilience survey to the November agenda

10. To discuss resignation of Councillor Peter Frost and co-option of new councillor

The Clerk advised that the Chair had received notification of resignation from Peter Frost. An email had been sent acknowledging receipt and thanking him for all his hard work as councillor. The Clerk advised that South Norfolk Council had been informed, and a vacancy notice had been placed on the village noticeboard. The notice expired on 22 October 2025 after which time if an election was not required, the council could co-opt a new councillor.

11. To agree date for Clerk’s appraisal

The Clerk advised that following Peter Frost’s resignation, an additional Cllr would need to assist Cllr Steel with the appraisal. Cllr Smith agreed to take on the role and would contact Cllr Steel to establish dates before contacting the Clerk.

Action: Cllr Smith to establish dates for the appraisal with Cllr Steel and contact the Clerk.

12. FINANCE

12.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100315	Norwich Diocesan Board of Finance	Glebe land rent	10.00	
100316	K Rix	September 25 Salary	229.60	
100317	K Rix	Mileage costs to training and clerk meeting	31.32	
100318	SNC	Dog bin maintenance	333.60	55.60
		Total	604.52	55.60

Payments were unanimously approved.

12.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
19/09/25	SNC	precept	3134.50
		Total	3134.50

SignedChair

12.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	5679.00		
Receipts in September (listed above): B	3134.50		
Payments in September (listed above): C		604.52	
Cash book balance carried forward (A+B-C) Community Account Balance			8208.98

12.4. To receive spend against budget to 30/09/25

BUDGET 01/04/25 TO 31/03/26				
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
Total Income	20.00	567.62	587.62	
EXPENDITURE DETAILS	BUDGET Ex VAT	DR TO DATE Ex VAT		
Clerk Salary	3531.00	1646.24	1884.76	
Clerk Expenses	100.00	78.32	21.68	
Training	200.00	134.40	65.60	
Insurance	250.00	241.00	9.00	
Membership/Subscriptions	110.00	50.00	60.00	
Dog Bin Maintenance	300.00	0	300.00	
Defibrillator Maintenance	150.00	11.95	138.05	
Donations (S137)	50.00	0	50.00	
Rent (Glebe Land)	10.00	10.00	0	
Village Hall Hire	150.00	0	150.00	
Internal Audit	75.00	60.00	15.00	
Microsoft Office 365	60.00	0	60.00	
Information Commissioners Office	50.00	0	50.00	
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	2889.18	2986.82	

Signed Chair

13. To comment on any planning applications

13.1. Application Number: 2025/2485 Boundary Farm Long Lane Winfarthing Norfolk IP22 2EY

Cllr's made no comments.

13.2. Application Number 2025/0004 – Mill Road

No further update

13.3. Application Number 2024/2476 – Hall Road

No further update

14. To receive and discuss updates concerning parish infrastructure

14.1. Village Hall Governance

Nothing to report – Clerk to contact Tonya Winsley at Community Action Norfolk for an update.

Action: Clerk to contact Tonya Winsley at Community Action Norfolk for an update on process.

14.2. Community Speed Watch

The Clerk advised that she had contacted Ellen Sutton and Peter Frost regarding the continuation of the Speed Watch. Due to the difficulties enrolling volunteers from the parish to regularly carry out the event, the feedback was it was no longer a viable initiative. Following discussion, it was agreed to put it on hold until the Cllr's had further information on the installation of the Speed Indicator Device (SID)

14.3. Parish Footpaths

Cllr Smith advised that BR16 had been cleared of brambles, and he would check on the completion of the work to the stile on FP21.

Action: Cllr Smith to check the work on FP21 had been completed.

14.4. Village Emergency Plan including location of sandbags

The Clerk advised that as the compilation of the plan would require a small working party, the circulation of the template would be placed on hold until councillor vacancies had been filled.

As District Cllr Easter was ordering a pallet of sandbags, Cllr's agreed to hold another 'Sandbag Sunday' event combined with the next village litter pick. Parishioners would be able to collect or take delivery of sandbags if needed in preparation for the winter months. This will take place on Sunday 16 November with details to be finalised at the November meeting.

14.5. Parish Council Action Plan including application to the Parish Partnership Scheme

The Clerk advised that drafting the Action plan would be placed on hold document until the Cllr vacancies were filled.

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The Clerk advised that she would follow up with the Highways Engineer regarding the purchase of a Speed Indicator Device (SID) and the application to the Parish Partnership Scheme for the funding.

Action: Clerk to follow up the email to NCC Highways Engineer regarding purchase of a SID.

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

- Implementation of BACS payments – Following submission of the new mandate Barclays have contacted Cllr Rogers i) the mandate should be signed by the Chair, even though he is not a signatory ii) they have provided additional information on the BACS process which contradicts that given to the Clerk.
- Property Flood Resilience Survey
- Litter Pick and Sandbag Sunday

Any additional items should be submitted to the Clerk at least 10 days before the next meeting.

Next Meeting 3 November 2025

Meeting closed 21:45

Action List

September 2025

- **Item 8 - Clerk** to arrange completion of the transition from the old to the new email address.
- **Item 13.4 - County Cllr Rowett** to contact NCC Highways Engineer regarding the extension of the 30 MPH zone to beyond the village hall.
- **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors – deferred.
- **Item 14.4 - Cllr Steel** to contact pub landlords to request storage of a pallet of sandbags in the car park.
- **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – deferred.
- **Item 14.5 - Cllr Steel** to contact Westcotec to arrange a location survey.

October 2025

- **Item 6 - Clerk** to contact Saffron housing and SNC's Tree Preservation officer Ben Appleby to report the condition of the tree.
- **Item 9 - Clerk** to respond to Chloe Frost to ask if school would like to be involved in the photo opportunity.
- **Item 9 - Clerk** to add the Property Flood Resilience survey to the November agenda
- **Item 11 - Cllr Smith** to establish dates for the appraisal with Cllr Steel and contact the Clerk
- **Item 14.1 - Clerk** to contact Tonya Winsley at Community Action Norfolk for an update on process
- **Item 14.3 - Cllr Smith** to check the work on FP21 had been completed
- **Item 14.5 - Clerk** to follow up the email to NCC Highways Engineer regarding purchase of a SID

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Progress report

After the August lull I picked up a fair bit of work in the parishes at the start of September, and did my best to make some progress before my trip away for an academic research meeting at Berkeley in California. Unfortunately I then returned from that with covid, so the following week was a write-off too.

Flags

We've been engaged in a cross-party initiative to try to get the County Council to speak out against the abuse of British flags-- which should be reserved for honourable, patriotic and celebratory purposes and to support activities of which we could be proud; and also to remove the flags promptly, especially where they're being used to instigate violence, racism and intimidation against vulnerable groups. At the recent full council meeting a motion initiated jointly by Labour and Greens, together with some independents, was passed unanimously (after amendments from the Conservative group). My colleague Serene, Green Party councillor for Mancroft, who was rescued by her father from a warzone as a toddler, made a particularly moving speech. It's worth watching the recording (links and timings are on my facebook page).

Unfortunately there's no budget for the extra cost to Highways in responding to the presence of illegal flags on lampposts and bridges. The extra costs are likely to divert funds from highways maintenance. The current policy is to remove them when teams are in the area to do other work. The dark funding that provides the equipment and resources for putting the flags up is not (it seems) likely to run out. Investigative journalists are beginning to uncover some evidence of where money laundering is happening, and who the funding is coming from. I recommend an internet search on the topic "Flag Force UK". It would be nice if that funding could go into delivering a better life for British people, and activities that promote wellbeing and road repairs, rather than funding displays of hatred that make people afraid to talk to neighbours.

Pylons and panels

The push for hideous and damaging energy projects all over South Norfolk continues. Norwich to Tilbury pylons report that their Development Consent Order (DCO) has now been passed to the Planning Inspectorate for examination. I will be registering as an interested party.

The Tasway Energy Park company have organised four local events later in October and November. I shall attend at least some of these.

Mayors and unitary councils

The County Council narrowly passed the Council administration's proposed business case for having just one large Unitary Council for the whole of Norfolk. Most opposition councillors and some Conservatives voted against, preferring the idea of two or three unitary councils. I was absent on this occasion due to the covid.

We are expecting the first elections for a mayor for Norfolk and Suffolk (to incorporate the job of police and crime commissioner as well as a range of strategic funds for the area) to take place along with County Council elections next May. Some parties have announced their candidates for the mayoral position.

Highways and paths

The BOAT (Byway Open to All Traffic) in Shimpling has now had the bollards removed and to restore the legal right for four wheeled vehicles to use it. We are now collecting information about who is using it and with what kind of mode of transport. Eventually, I hope, we may find a way to change its legal status, but several previous attempts have been unsuccessful.

I took the Highways team to look at three places in the division where we need interventions to help with traffic management and parking. In Uppgate Street in Carleton Rode we would eventually like a speed limit but I'm starting in the short term with some signage. In Ashwellthorpe, we are looking to fund physical interventions in the highway to force antisocial drivers to stick to the speed limit even in the wee small hours. We also visited Tacolnaston to consider the place where parked cars create a kind of unmarked chicane system. This does force traffic to slow down at the bend, which is a virtue, and there is no easy solution, so maybe we should stick with it. There is a good footway which keeps pedestrians safe, and there have been no accidents.

I've also asked the Highways team to look at the dangerous chasm beside the road where the lorry fell over on Market Lane. No update on that so far.

A disastrous mix up about the resurfacing of the road from Shelfanger to Winfarthing means that the contractors have done top dressing (without any preparatory work), instead of the full resurfacing had been approved. This is worse than useless and very irritating after all the effort put in by the Highways officer to secure the funding for resurfacing. How to put it right? Unclear.

I'm close to feeling sure that I know all there is to know about the rights of way on Hundred Lane in Great Moulton. I'm now exploring some potential new rights of way over two ancient byways in Bunwell, that might provide a good route from the centre of the settlement to the school, church and village hall.

Updates from County Council

Councils launch package to support staff at Lotus Cars

The taskforce set up by Norfolk County Council and South Norfolk Council has launched a support package to help employees and their families impacted by redundancies at Lotus Cars.

The package is also for those affected in Lotus's supply chain. More information [here](#).

Help plant more trees in Norfolk

Residents, schools, businesses, and community groups can join Norfolk's 1 Million Trees project.

You can apply for native tree packs (with protection included) at up to 50% off. This includes a limited number of 'Taller Tree Packs' grown at Gressenhall Community Tree Nursery.

How to apply? Go online [here](#).

National Information

Consultation on the "Warm Home Discount Scheme"

Do you or someone you know get the "warm home" subsidy that pays part of your energy bill? The government is consulting on whether changes should be made going forward. You can respond [here](#).

New Commissioner to champion tenant farmers across England

The Department for Environment, Food & Rural Affairs (Defra) have announced their appointment of Alan Laidlaw to a new role of Commissioner for the Tenant Farming Sector. Info [here](#).

Contact me

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

Catherine Rowett

6th October 2025

District Councillor Report September 2025

August and September are normally quiet months at SNC and I have spent a considerable amount of time on the committee preparing the business plan for the 2 unitaries for Norfolk in connection with LGR. The final document has been prepared and debated at full Council meeting on 24-09-25 before being submitted to the Government on 26-09-25. We will then wait, probably until the end of December before a decision is made on which way Norfolk will go.

Lotus

As you are all aware Lotus has decided to make 550 employees redundant. No one knows who will be made redundant yet as the company has asked the workforce for those who would like early retirement/redundancy.

In light of this unexpected issue Norfolk CC and SNC are putting together a package of assistance and measures to those who end up being unemployed to assist them to find new opportunities.

The second part is to develop the Hethal site to encourage new engineering companies to set up there, premises, roads and other infrastructure.

Homes of Multiple Occupancy (HMO)

Now that the Government has promised to close all hotels to illegal asylum seekers their plan is to open HMO's across the country. This implies that a normal house will be altered to make each room into a bedsit for these people. Obviously to make the system work the Government are offering high rents and incentives to prospective landlords. In the long term this will have a devastating effect on the rental market for those that need accommodation, as more and more properties are taken out of the system. To try and stall this effect on our residents, SNC state that any changes to a property's use needs planning permission. This will enable SNC to see how many properties come forward and the suitability and location of them that the Home Office intended use.

Food waste

Half of the vehicles needed will be available for the April start; the companies making food waste vehicles cannot keep up with the orders received for this Government project. As soon as more vehicles become available the remainder of the project will be rolled out. The caddies have been ordered and will be delivered to all homes when needed.

However, SNC still has issues regarding parking and storage of the vehicles as suitable premises have not been found.

It is anticipated that a new processing plant will be built in Attleborough to take the food waste and turn it into electricity and fertilizer.

Solar Farms

The companies that are signing up farmers to use their land for solar farms have now fallen foul of planning regulations and SNC is taking them to task. Especially those that do not comply with regulations and use dubious companies to advise them.

To re-enforce the SNC position you will no doubt have seen in the EDP, the Leader of SNC disposing of a solar farm. SNC is in no doubt that the companies involved with creating solar farms have no regard whatsoever regarding the close proximity to homes or encircling villages with solar farms regardless of the dangers imposed.

Grants

I have found that the Norfolk Police Crime Commissioner has access to the money from The Police Property Fund, money that is raised from property that cannot be returned to the owner, or no owner can be found. She has donated to some organisations; a list is attached in the leaflet sent.

Of course, it comes with criteria that an application must comply with one of the following:-

Prevent or reduce crime

Improve people's lives

Build stronger safer communities

To apply you must contact the Commissioner's Office for an application form. No doubt you can think of ways to attract some of this money especially as she is asking more groups to apply. The fund is currently closed but will open next year.