

**WINFARTHING PARISH COUNCIL**  
**Minutes of the Annual Parish Council meeting held on**  
**Monday 1 June 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 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 11 May 2026**  
Minutes proposed by Cllr Rogers, seconded by Cllr Rix, unanimously approved and signed as a correct record.
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 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 16.4 - Cllr Rix** to contact charity trustee David Mitchell to establish award parameters - remains ongoing.
  - **Item 16.5 - Clerk** to speak with pub landlord about use of the code - remains ongoing.
  - **Item 16.5 - Clerk** to place notice on how to access defibrillator code on the village Facebook page – remains ongoing.
  - **Item 16.5 - Clerk** to investigate a defibrillator training course for residents of the village – remains ongoing.

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

6. **To receive questions or comments from members of the public.**  
None received
7. **To receive a report from County and District Councillors**  
County Cllr Thomas reported that the NCC AGM had taken place. Julian Kirk had been elected Chair of NCC, his focus was on the Voluntary Sector and Neighbourhoods. David

Signed ..... Chair

Bick had been elected Leader of NCC his focus was on value for money. Three motions were passed:

- To not renew contracts for political advisors as this was an unnecessary expense.
- To undertake a cost analysis review on Net Zero programme to ensure it makes financial sense.
- To undertake a review of the planned installation of cycle paths in Gt Yarmouth to ensure it was of benefit to the community.

District Cllr Easter reported on his meeting with planning officer Hannah Northrop regarding the applications for Certificates of Lawfulness of Proposed Use at Mitchell's Yard. Ms Northrop advised Cllr Easter that she was taking legal advice as the matter involved complex case law. Ms Northrop also advised that before she began her investigations, she would visit the site to ensure she was fully informed. Cllr Easter advised that he and Ms Northrop also discussed their concerns regarding the applications.

A discussion took place on how to alert residents of Winfarthing to the applications. The Clerk agreed to draft a post on the village Facebook group signposting residents to the applications on SNC's planning portal.

Cllr Cole asked if construction on the five properties had been completed and if so, had the parish council received any Community Infrastructure Levy (CIL) for the development. The Clerk agreed to investigate at what stage CIL becomes payable and whether the council had received any payment.

**Action: Clerk to draft a post on the village Facebook group signposting residents to the applications on SNC's planning portal.**

**Action: Clerk to investigate at what stage CIL becomes payable and whether the council had received any payment.**

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

- The Clerk advised that an email had been received from NCC regarding the bus shelter grant scheme. Cllr's agreed their position had not changed from last year i.e. the bus does not stop at a designated point so it would not be appropriate.
- The Clerk advised that an email had been received from Winfarthing and Upper Waveney Benefice inviting the Chair of the parish council to the Licensing of the new Rector, Rev'd Tracey Caswell. Cllr Steel advised he would respond.

**Action: Cllr Steel to respond to the invitation to the Licensing of the new Rector, Rev'd Tracey Caswell**

Signed ..... Chair

Date .....

**9. FINANCE**

**9.1. To approve payments (C)**

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100340	Norfolk PTS	New councillor training	76.80	12.80
100341	Community Action Norfolk	2026/27 membership	50.00	
100342	Community Action Norfolk	Village hall governance guidance	160.00	
100343	K Rix	May salary	539.13	
		<b>Total</b>	<b>825.93</b>	<b>12.80</b>

Payments were unanimously approved.

**9.2. Receipts (B)**

DATE	RECEIVED FROM	DETAILS	AMOUNT
		<b>Total</b>	<b>0.00</b>

**9.3. To receive a report from the Responsible Finance Officer**

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: <b>A</b>	9521.05		
Receipts in May 26 (listed above): <b>B</b>	0.00		
Payments in May 26 (listed above): <b>C</b>		825.93	
Cash book balance carried forward <b>(A+B-C)</b> <b>Community Account Balance</b>			<b>8695.12</b>

**10. To comment on planning applications**

**10.1. To discuss application nos. 2026/1084, 2026/1085, 2026/1086**

Application Types: Cert. of Lawfulness Proposed Use  
 Locations: Chestnut House, The Willows and Acorn Barn, Mitchells Yard, Mill Road, Winfarthing Norfolk IP22 2BF  
 Proposals: Certificate of lawfulness for the proposed use to confirm that the use of the property as a children's residential care home. Use Class C2 accommodating a maximum of two children or young persons would be lawful.

Discussed under agenda item 7.

**10.2. To discuss application no. 2025/0004 - Mill Road**

No further updates.

**10.3. To discuss application no. 2024/2476 - Hall Road**

No further updates.

Signed ..... Chair

Date .....

Cllr Rogers expressed concern that now the site had been sold to a new developer, they may submit a new planning application to make changes to the development. It was agreed to monitor this closely.

**11. To receive and discuss updates concerning parish infrastructure**

**11.1. Village Hall Governance**

The Clerk reported that now the governance document had been agreed it was the responsibility of the village hall trustees (current management committee) to announce an Extraordinary General Meeting for the public to attend so they can raise any questions or concerns regarding the resolutions. The Clerk advised that meeting should be advertised a minimum of three weeks prior to the date and it would be good practice to ensure the public have sight of the resolutions before and during the meeting. It was agreed that the Clerk would liaise with Chloe Frost, Vice Chair of the village hall committee, regarding the meeting.

**Action: Clerk to liaise with Chloe Frost, Vice Chair of the village hall committee, regarding the Extraordinary General Meeting.**

**11.2. Parish Footpaths**

Cllr Smith advised that the hedgerows on FP8 had been cut back revealing a gate, stile and bridge. Cllr Smith also advised that the hedgerows had been cut back on FP21 adding that the landowners had received a letter from NCC regarding the reinstatement of the stile.

**11.3. Installation of Speed Awareness Monitor**

The Clerk reported that the monitor was ready for delivery, but she was waiting for an installation date of the new posts in Mill Road and Hall Road.

**Action: Clerk to chase installation date of new posts for speed awareness monitor.**

**11.4. Award parameters of Winfarthing Town Estate Charity**

Action remains ongoing from previous meeting.

**11.5. Maintenance of glebe land hedge**

A discussion took place regarding the hedge on the glebe land near the noticeboard as this was now just ivy and weeds. Cllr Cole agreed to contact the Diocese to confirm ownership of hedge and if necessary, seek permission to remove and replant.

**Action: Cllr Cole to contact the Diocese to confirm ownership of hedge and if necessary, seek permission to remove and replant.**

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

- To receive an update from Cllr Cole following meeting with Emily Winter the new contact at Waveney River Trust.
- To discuss maintenance of glebe land hedge

Next Meeting: 6 July 2026

Signed ..... Chair

## 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 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.

### June 2026

- **Item 7 - Clerk** to draft a post on the village Facebook group signposting residents to the applications on SNC's planning portal.
- **Item 7 - Clerk** to investigate at what stage CIL becomes payable and whether the council had received any payment.
- **Item 8 - Cllr Steel** to respond to the invitation to the Licensing of the new Rector, Rev'd Tracey Casell
- **Item 11.1 - Clerk** to liaise with Chloe Frost, Vice Chair of the village hall committee, regarding the Extraordinary General Meeting.
- **Item 11.3 - Clerk** to chase installation date of new posts for speed awareness monitor.
- **Item 11.5 - Cllr Cole** to contact the Diocese to confirm ownership of hedge and if necessary, seek permission to remove and replant.

Signed ..... Chair

Date .....