

**WINFARTHING PARISH COUNCIL**  
**Minutes of the Parish Council meeting held on**  
**Monday 9 June 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, , Cllr Jim Collins, Cllr Jono Smith

**In attendance:** Karen Rix (Clerk), District Councillor James Easter

**Members of the Public (MOP):** 3

1. **To receive and consider apologies for absence**  
Apologies from Cllr Peter Frost were noted.  
County Cllr Catherine Rowett was absent.
  2. **To receive or update any declarations of pecuniary interest**  
None received
  3. **To approve minutes of previous meeting held on 6 May 2025**  
The minutes were unanimously approved and signed.
  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**  
**February 2025**
    - **Item 11 Cllr Frost** to compile a further response to Gary Beaumont, SNC Planning offer regarding the relocation of the 30 MPH speed limit sign in Hall Road – remains ongoing.**April 2025**
    - **Item 12.2 Cllr Frost** to draw up Community Speed Watch paperwork for new volunteers to sign and arrange a new date for a speed watch- remains ongoing.**May 2025**
    - **Item 12 Clerk** to look at costs for a bus shelter suitable for the layby near the school - remains ongoing.
    - **Item 15.4 Cllr Frost** to provide clerk with a Greene King email address – remains ongoing.
    - **Item 15.4 Clerk** to email a thank you to Greene King for their donation – remains ongoing.
- All other actions were completed
8. The Clerk reported the receipt of an email from Bressingham Parish Council inviting Bressingham, Winfarthing and Shelfanger Parish Councils to collaborate on the drafting of a Parish Council Emergency Plan. This would involve all members of the community and provide a coordinated approach in times of need e.g. long-term loss of power or water

Signed ..... Chair

supply. Cllrs discussed and agreed this would be a good idea and asked the Clerk to find out more information on a way forward.

**Action: Clerk to respond to Bressingham Parish Council to confirm Winfarthing PC interest in a combined Emergency Plan and to establish next steps.**

The Clerk reported the receipt of an email from a parishioner regarding the maintenance of the ditch in Mill Road between the school and The Ramblers. The parishioner was present at the meeting, so this was discussed under item 6.

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

A MOP with riparian ownership of the ditch between the school and The Ramblers acknowledged receipt of a recent letter from the parish council. They expressed their commitment to removing the vegetation and maintaining the ditch but raised their concern over the Diocese' lack of maintenance on the school side of the ditch. They explained that any ongoing maintenance would undermine the bank on the school side causing the bank to collapse. The MOP felt that a joint approach with the Diocese would be favourable and agreed to contact the Diocese to open discussions on maintenance. Cllr Cole agreed to provide the parishioner with the relevant contact details for the Diocese.

**Action: Cllr Cole to provide Clerk with contact details for the Diocese so they can be passed on to the MOP.**

A MOP asked when the next litter pick would be held. It was agreed to set a date in the autumn.

**7. To receive a report from County and District Councillors**

- County Cllr Rowett was not in attendance and a report had not been provided.
- District Cllr Easter provided a verbal report:  
Following an email from Cllr Cole requesting some anti dog fouling signs, it was agreed these would be provided by SNC. 12 would be delivered to the Clerk.

A plaque would be erected in Wacton in memory of District Cllr Barry Duffin.

Consideration was being given to the building of 20,000 houses on the south side of Wymondham.

The National Grid would be submitting an application for power lines in the third quarter – objections were welcomed.

Cllr Steel enquired about the progress on the former John Grose site in Diss. District Cllr Easter advised it was still under consultation.

**Action: Clerk to provide District Cllr Easter with address for delivery of dog fouling signs.**

Signed ..... Chair

## 9. FINANCE

### 9.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100303	Zurich	Insurance 2025-26	241.00	
100304	Mr P Frost	VE Day/Eve Disco	500.00	
100305	Norfolk PTS	Chair training & Clerk Social Media training	134.40	
100306	Helping Hand Co.	Litter Picking Equipment	188.72	31.45
100307	Community Heartbeat	Defibrillator torch	14.34	2.39
100308	K Rix	May 25 Salary	222.60	
100309	HMRC	PAYE May 25	55.60	
		<b>Total</b>	<b>1356.66</b>	<b>33.84</b>

Payments were unanimously approved.

### 9.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
20/05/25	HMRC	VAT refund	67.62
		<b>Total</b>	<b>67.62</b>

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

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	7430.92		
Receipts in May (listed above): B	67.62		
Payments in May (listed above): C		1356.66	
Cash book balance carried forward (A+B-C) <b>Community Account Balance</b>			<b>6141.88</b>

### 9.4. To discuss online banking arrangements

The Clerk explained the recent issues with ordering and paying for goods by cheque and paying in salary cheques with no local branch. The Clerk requested permission to look into online banking with Barclays and alternatives banks. Cllr's agreed.

**Action: Clerk to investigate online banking with Barclays and alternative banks.**

## 10. To review and approve General Reserve Policy

The Clerk outlined the purpose of the policy i.e. the parish council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the parish council. Cllr's were concerned about holding parishioners' money unnecessarily. The Clerk explained that the purpose of the policy was to identify the reasons for holding reserves so the parish council can be transparent with the community whilst complying with statute. The Clerk also reminded Cllr's that the policy was also recommended as good practice by the internal auditor at the last audit. Cllr's agreed to defer approval of the policy until the next meeting.

Signed ..... Chair

**11. To discuss and agree a 3-year Parish Council Action Plan**

Cllr Cole highlighted a piece posted on Next Door where another local Parish Council had asked parishioners for ideas and suggestions. It was agreed that the Clerk should post something on behalf of Winfarthing PC.

Cllr Cole suggested that nature conservation projects could be considered using SNC Nature Conservation Fund. Projects given priority included a Miyawaki forest, pond creation or restoration or a circular walk. Applications to the fund should be made by 31/07/25.

Other suggestions put forward included SAM2 flashing speed signs or village gates which can also have an impact on speeding vehicles travelling through the village. Cllr Cole commented on how gates would require regular maintenance to keep them in good order and looking smart.

No decisions were made and it will be discussed again at the next meeting.

**Action: Clerk to post a request for ideas and suggestions regarding parish council plans on Next Door**

**12. To comment on any planning applications**

**12.1. To discuss application no 2025/004 – Mill Road**

No further comment

**12.2. To discuss application no 2024/2476 – Hall Road**

No further comment

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

**13.1. Village Hall Governance**

Cllr Cole advised that he was now the Chair for the Village Hall committee, Chloe Frost was Vice Chair and Cllr Rogers remained as Treasurer.

Cllr's discussed the costed proposal from Community Action Norfolk (CAN) to change the trustee status of the parish council from Custodian to Sole Trustee. Cllr Steel proposed that the Clerk sign the agreement as the main contact for CAN, Cllr Cole seconded and it was unanimously agreed.

Cllr Cole agreed to investigate the cost of registering the land occupied by the village hall.

**Action: Cllr Cole to investigate cost of registering the land occupied by the village hall.**

**13.2. Community Speed Watch**

Cllr Frost was absent - no update provided.

**13.3. Parish Footpaths**

Cllr Smith advised that a finger post was broken on BR16. Cllr Steel advised that a stile was broken on FP21. Cllr Smith agreed to report these to NCC via the online portal.

Signed ..... Chair

Cllr Steel reported that NCC had not accepted the pragmatic solution to reroute FP11 to join BR16 and a survey would be completed to establish the correct route of FP11.

**Action: Cllr Smith to report broken finger post on BR16 and broken stile on FP21 to NCC.**

**13.4. All Saints Primary School**

Cllr Frost was absent – no update provided.

Cllr Cole reported the children had enjoyed a sports day involving all partnership schools.

**13.5. Review of VE Day 80<sup>th</sup> Anniversary Event**

Everyone agreed the day was a success enjoyed by all those who attended. Cllr Cole reported that comments had been received that the drinks were expensive.

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

Parish council Reserves Policy  
Parish council Action Plan

Next Meeting: Monday 21 July 2025

Meeting closed 21:36

**Action List**

**February 2025**

- **Item 11 - Councillor Frost** to compile response to Gary Beaumont, SNC Planning offer regarding the relocation of the 30 MPH speed limit sign in Hall Road.

**April 2025**

- **Item 12.2 Cllr Frost** to draw up paperwork for new volunteers to sign and arrange a new date for a speed watch.

**May 2025**

- **Item 12 Clerk** to look at costs for a shelter suitable for the layby near the school.
- **Item 15.4 Cllr Frost** to provide clerk with a Greene King email address.
- **Item 15.4 Clerk** to email a thank you to Greene King for their donation.

**June 2025**

- **Item 6 Cllr Cole** to provide Clerk with contact details for the Diocese so they can be passed on to the MOP.
- **Item 7 Clerk** to provide District Cllr Easter with address for delivery of dog fouling signs.
- **Item 8 Clerk** to respond to Bressingham Parish Council to confirm Winfarthing PC interest in a combined Emergency Plan and to establish next steps.
- **Item 9.4 Clerk** to investigate online banking with Barclays and alternative banks.
- **Item 11 Clerk** to post a request for ideas and suggestions regarding parish council plans on Next Door
- **Item 13.1 Cllr Cole** to investigate cost of registering the land occupied by the village hall.
- **Item 13.3 Cllr Smith** to report broken finger post on BR16 and broken stile on FP21 to NCC.

Signed ..... Chair