

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 Richard Steel (Chair), Cllr Lynne Rogers, Cllr David Rix, Cllr Peter Frost, Cllr Eric Cole, Cllr Jono Smith

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

Members of the Public (MOP): 4

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 21 July 2025**
Minutes unanimously approved 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 July 2025**
 - **Item 7** - Clerk to submit comment to Norfolk County Council Highways regarding the repair/resurfacing of the B1077 between Winfarthing and Shelfanger remains ongoing. Clerk to message NCC Highways Engineer cc'ing County Councillor Rowett.
 - **Item 13.3** - Cllr Smith to report broken footbridge on FP12 to NCC - was completed by Cllr Cole.

All other actions were completed.

6. **To receive questions or comments from members of the public.**
MOP raised a concern about the overgrown hedge alongside the B1077 outside Walnut Tree Farmhouse. The MOP reported that the hedge had now grown into the carriageway at the bend forcing cars onto the other side of the road into the path of oncoming traffic.

Cllr Cole advised that the hedge was the responsibility of the property owner, but that Highways would cut it if it was a safety issue and encouraged the MOP to report the problem to NCC Highways through their website. The parish council would also report the problem.

Action: Clerk to report overgrown hedge to Norfolk County Council Highways.

Signed Chair

MOP thanked the parish council for arranging the repair of the footpath sign and footbridge on FP12. The MOP hoped that the footpath was clearly marked over the whole route.

MOP commented on the tree on the corner of Hall Road/Chapel Close as this appeared to be dead and asked who should arrange for this to be taken down. A discussion ensued about the responsibility for the tree, and it was noted that it had a tag numbered '1283'. District Cllr Easter agreed to investigate any possible tree preservation order or tree survey that may have been carried out using the numbered tag. The MOP recalled the tree being planted in 1981 by the parish council. The clerk agreed to check back on previous minutes to establish responsibility for maintenance.

Action: District Cllr Easter to investigate any tree preservation order or survey that may have been carried out.

Action: Clerk to check 1981 minutes to establish responsibility for maintenance of the tree.

MOP congratulated the councillors on the village hall committee for the successful Plough Day event.

7. 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.

Cllr Steel asked if County Cllr Rowett's capital fund could be used to support costs of the Parish Trust's tree planting scheme. County Cllr Rowett confirmed it could.

- District Cllr Easter reported that:
 - He had been heavily involved in compiling the Local Government Reform business plan. The plan included proposals for a two-area unitary council (East and West Norfolk).
 - South Norfolk Council was strongly objecting to the Solar Farms.
 - Occupants of the Park Hotel, Diss had been moved to the midlands, the hotel had been returned to the owners, and the Government would fund the refurbishment.
 - A further planning application had been submitted by the owner of Deal Farm, Bressingham. The business plan was for a slurry storage plant.

13 To Comment on any planning applications

13.1 Application Number: 2025/2380

App Type: Approval of Condition Details

Parish: Winfarthing

Grid Ref: 609098 288546

Location: Boundary Farm Long Lane Winfarthing Norfolk IP22 2EY

Proposal: Details for condition 5 of 2025/0534 - (5) Foul Water and Sewage Disposal

No comment.

Signed Chair

Date

13.2 Application Number: 2025/2485

App Type: PD Change from Barn to Dwelling

Parish: Winfarthing

Grid Ref: 609098 288546

Location: Boundary Farm Long Lane Winfarthing Norfolk IP22 2EY

Proposal: Notification for Prior Approval for a proposed change of use and associated building works of agricultural building to 1 dwelling (QA & QB)

No comment.

13.3 Application no. 2025/0004 - Mill Road

Cllr Steel advised that a new document had been submitted to the planning portal countering the comments made by the Lead Local Flood Authority (LLFA).

Councillors discussed their continued concerns about the poor drainage infrastructure in the village. District Cllr Easter agreed to contact the Planning Officer to establish their opinion on the matter.

Action: District Cllr Easter to contact with SNC Planning Officer regarding drainage infrastructure improvements.

13.4 Application no. 2024/2476 - Hall Road

Cllr Cole reported that the first stage archaeological dig had taken place and if there had been any finds a further dig would need to take place.

Cllr Cole commented on how, under the planning proposals for the development, the 30 MPH speed limit zone would be moved nearer the village hall. Cllr Cole asked County Cllr Rowett if she could speak to NCC Highways Engineer about extending the 30 MPH zone past the village hall as this would be safer due to the bad bend and benefit pedestrians as there is no footpath beyond the village hall.

Action: County Cllr Rowett to contact NCC Highways Engineer regarding the extension of the 30 MPH zone to beyond the village hall.

District Cllr Easter and two MOP's left the meeting.

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

The Clerk reported:

- Planned attendance at the next Clerk's networking meeting on 10 September 2025.
- The process of setting up the new GOV.UK parish council email had been completed. The Clerk and Cllr Frost would work together to implement the change which would include redirecting emails from the old to the new address.

Action: Clerk and Cllr Frost to complete the transition from the old to the new email address.

- Receipt of an email from SNC advising that an election for a new parish councillor was not required. This would be discussed further under agenda item 10.

Signed Chair

- Receipt of an email from Diss Town council regarding the Mayor's reception. Cllr Steel was unsure if he was able to attend but would check his diary.

9. To review and approve parish council co-option policy

The Co-option policy had been circulated prior to the meeting. Cllr Steel proposed the adoption of the policy, seconded by Cllr Frost and unanimously agreed.

10. To discuss resignation of councillor James Collins and co-option of new councillor

The Clerk reported that an email had been received from Cllr Collins resigning as a councillor and advised that this had been acknowledged, and Cllr Collins had been thanked for his many years of service to the parish. The Clerk advised that the vacancy had been reported to SNC, a vacancy notice had been displayed on the village notice board for the statutory amount of time and an email, advising an election was not required, had been received from SNC. The Clerk advised that the parish council was now able to co-opt a new councillor. It was agreed the Clerk would draft an advert for the parish council and village Facebook pages and all Cllrs would talk to local people to encourage applications. Applications should come through the Clerk.

Action: Clerk to draft a vacancy advert that could be used on the parish council and village Facebook pages as well as other locations such as the noticeboard and Fighting Cocks Public House.

11. To agree date for Clerk's appraisal

Cllr Frost and Steel agreed to carry out the Clerk's appraisal again this year and would contact the Clerk with suitable dates.

Action: Cllr Frost and Steel to contact the Clerk with suitable dates for appraisal.

12. FINANCE

12.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100313	K Rix	July 25 Salary	465.48	
100314	K Rix	Aug 25 Salary	172.20	
		Total	637.68	

Payments were unanimously approved.

12.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
28/07/25	Winfarthing Parish Trust	Donation towards VE Day event	500.00
		Total	500.00

Signed Chair

Date

12.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	5816.68		
Receipts in July and August (listed above): B	500.00		
Payments in July and August (listed above): C		637.68	
Cash book balance carried forward (A+B-C) Community Account Balance			5679.00

12.4. To discuss online banking arrangements

The Clerk reminded councillors that to enter payment transactions online ready for authorisation of a BACS payment, the Clerk must be made an Official on the bank mandate. Cllrs Cole and Rogers queried the process and the need for the change. The Clerk reminded councillors that as she was uploading the transactions to the online account, the system would not permit her to authorise payments. The Clerk provided a new bank mandate which removed the former Clerk as an Official, Cllr Collins as a signatory and added her as an Official. The mandate was signed by signatories Cllr Rogers, Cole and Smith.

14. To receive and discuss updates concerning parish infrastructure

14.1. Village Hall Governance

The Clerk reported that she and councillors had attended a meeting on Monday 11 August 2025 to discuss next steps in changing the governance status of the parish council from 'custodian' to 'sole trustee'. Tonya Winsley the Community Action Norfolk representative presented information on the process and would be in touch with the Clerk during September 2025 requesting required documentation.

14.2. Community Speed Watch

Cllr Frost advised that he now stored the Speed Watch equipment, but the scheme required a new/additional co-ordinator so it could run more frequently. Cllr Frost agreed to contact the current co-ordinator to move this forward and email paperwork to all new volunteers so they can receive training.

Action: 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.

14.3. Parish Footpaths

Cllr Smith advised that NCC were preparing to repair the stile on FP21 and had written to the landowners to advise.

Cllr Smith advised he would arrange to cut back the brambles growing over the bridge on BR16.

Cllr Steel advised that correspondence was being exchanged between landowners involved in the unblocking of FP 11.

Signed Chair

Date

14.4. Village Emergency Plan including location of sandbags

The Clerk advised that as the Village Emergency Plan would now be compiled independently of other local councils, she would circulate a template to councillors for consideration.

Action: Clerk to circulate an Emergency Plan template to all councillors.

Cllr Steel reported that he had contacted the landlords of the Fighting Cocks Public House to ask if they would be willing to store sandbags in the recycling area. Cllr Steel felt this would give villagers easier access should there be a threat of flooding.

Cllr Cole commented that he currently held a pallet of sandbags on his farm and was still very happy to deliver these to parishioners when necessary. Cllr Cole felt that storing them in the recycling area would mean considerable double handling and suggested if the sandbags were to be relocated to the pub car park, they should be stored on the pallet outside of the recycling area.

Cllr Steel agreed to contact the pub landlords to request if this was possible.

Action: Cllr Steel to contact pub landlords to request storage of a pallet of sandbags in the car park.

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

The Clerk advised that the Action plan document still had to be drafted and agreed to circulate a template to councillors for consideration.

Action: Clerk to circulate an Action Plan template to all councillors.

Cllr Steel provided councillors with information regarding the installation and cost of portable Speed Indicator Devices (SID). These flashing signs indicated a driver's speed together with the option of a 'Slow Down' message or a 'Happy/Cross' face. They also allowed the download of data which could be supplied to the Police who would follow up with their own speed monitoring in the village. The SID would be moved to different locations within the 30 MPH zone in the village. Councillors agreed the SID with the 'Happy/Cross' face would be most effective. The cost of installation would total £3741+VAT.

Cllr Steel advised that financial support for the project could be applied for through the NCC Parish Partnership Scheme. The scheme funds up to 50% of the project cost with the parish council securing funds for the remaining 50%.

County Cllr Rowett agreed SID's were very effective and wholeheartedly supported the project pledging £1000 from her capital fund towards the cost, adding that this would need final approval from NCC's Highway's Engineer.

Councillors agreed that should the application to the scheme be successful and County Cllr Rowett's pledge be approved, the parish council would be able to fund the remaining £800 required.

Signed Chair

Date

It was agreed that Cllr Steel would contact the suppliers to arrange a location survey for the SID, and that the Clerk would make initial contact with NCC Highway's Engineer, to seek approval for the project and equipment under the Parish Partnership Scheme. Final submissions to the scheme would need to be made by 1 December 2025.

Action: Cllr Steel to contact Westcotec to arrange a location survey.

Action: Clerk to contact NCC Highways Engineer to seek approval of the project and equipment under the Parish Partnership Scheme.

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

Items to be submitted to the Clerk at least 10 days before the next meeting.

Next Meeting 6 October 2025

Meeting closed 21:45

Action List

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.

September 2025

- **Item 6 - Clerk** to report overgrown hedge to Norfolk County Council Highways.
- **Item 6 - District Cllr Easter** to investigate any tree preservation order or survey that may have been carried out.
- **Item 6 - Clerk** to check 1981 minutes to establish responsibility for maintenance of the tree.
- **Item 8 - Clerk and Cllr Frost** to complete the transition from the old to the new email address.
- **Item 10 - Clerk** to draft a vacancy advert that could be used on the parish council and village Facebook pages as well as other locations such as the noticeboard and Fighting Cocks Public House.
- **Item 11 - Cllr Frost and Steel** to contact the Clerk with suitable dates for appraisal.
- **Item 13.3 - District Cllr Easter** to contact SNC Planning Officer regarding drainage infrastructure improvements.
- **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 14.2 - 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.
- **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors.
- **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.
- **Item 14.5 - Cllr Steel** to contact Westcotec to arrange a location survey.
- **Item 14.5 - Clerk** to contact NCC Highways Engineer to seek approval of the project and equipment under the Parish Partnership Scheme.

Signed Chair

Date

Progress report

August has given me a welcome break to catch up with family and have a week's holiday, as well as getting some academic research completed and some more started. I now have a brief patch of trying to make progress with Council stuff, before I go to the USA for a week in the middle of September for an academic research meeting that I am speaking at, at Berekeley in California.

Current work in the parishes includes working with the residents of Shimpling to try to deal with an issue with their footpath (part of the Boudicca Way for part of it) that is legally supposed to be open to motor vehicles, despite many attempts to restrict it to non-motorised usage.

I am pleased to hear that the diversion for Gissing Footpath 6 is now up and running, and the footpath officer will be visiting next week to check that it is all compliant so that she can sign off the legal paperwork, which will finally regularise the situation there.

Also on my radar are some problems with traffic caused by the diversions and closures associated with the Long Stratton Bypass, but that seems to have resolved now that local people know what to do.

The big issue, which is energy parks and infrastructure, continues to bubble just under the surface. I got a number of challenges and responses submitted to the various planning consultations earlier in late July and early August.

The next Full Council meeting has been delayed due to the Council not having received the required information from the government about the promised funds in the devolution deal (which had been supposed to be sent before the August recess). The September Council is scheduled to discuss devolution and local government reorganisation. The meeting will now be on 25th September. As a result of this change of date I will be able to attend and vote at the meeting, since I will be back (God willing) from the USA.

New community fund

A reminder that I have two local member funds, one for capital costs for highways/footpaths/nature spaces and ecological initiatives and one for costs (including running costs) for community activities and creative initiatives that make your place a happy place where people meet and are supported. For the former, please go through your parish council for highways issues. The grant won't stretch to fully funding legal changes (speed limits etc) but I may be able to contribute if you have part of the funds from private sources or parish funds. For funding for ecology or woodlands etc, and for the community fund, the group organising the activity can contact me directly. The community fund is for grants between £200 and £2,500 to support projects that promote things like social inclusion, volunteering, and community engagement. Church groups qualify if they serve the community. Larger grants require matched funding, but there is support for this via a crowdfunding scheme. Please ask me for a leaflet, or you can find details and how to apply on the county council website [here](#). Anyone with an eligible project should contact me on Catherine.rowett.cllr@norfolk.gov.uk.

Info from County Council

Recycling Centre survey

There is a survey for users to give their views on the County's Recycling Centres. The link is here: [Shaping Norfolk's Recycling Centres: Customer satisfaction survey 2025](#)

National Information

Childhood vaccinations

The UK Health Security Agency has issued an urgent warning ahead of the start of the new school year, about the low vaccination rates among children starting school this year, and the risks of serious dangers to immunity and health. Please encourage parents to get their children vaccinated with all the boosters that they need to have before school. Low uptake rates lead to resurgence of diseases that can kill or disable children and adults for life.

Contact me

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

Catherine Rowett

28th August 2025