Winfarthing Parish Council

Parish Clerk: Karen Rix
Email: clerk@winfarthingparishcouncil.gov.uk

Councillors are hereby summoned and the public invited to attend the next meeting of the Parish Council to be held at Winfarthing Village Hall on **Monday 6 July 2026 at 7.30 pm.**

Agenda

1. To receive and consider apologies for absence (1 min)
2. To receive or update any declarations of pecuniary interest (1 min)
3. To approve minutes of previous meeting held on 1 June 2026 (1 min)
4. To consider any matters arising from minutes (not covered by an agenda item) (2 mins)
5. To receive an update on actions from previous minutes (2 mins)
6. To receive questions or comments from Parishioners (15 mins)
7. To receive a report from County and District Councillors (20 mins)
8. To receive the Clerks report and an update on correspondence received (2 mins)
9. FINANCE
   - 9.1. To approve payments (2 mins)
   - 9.2. Receipts (1 min)
   - 9.3. To receive a report from the Responsible Finance Officer (2 mins)
10. To comment on any planning applications (10 mins)
    - 10.1. Application No: 2026/1539
      Applicant: Mr Philip Eastaugh
      Location: Boundary Farm, Long Lane, Winfarthing IP22 2EY
      Proposal: Variation of condition 2 to revise access arrangements and amend elevation and roof design of permission 2025/3952 (which consented to change of use of agricultural building with extension into a single storey dwelling and erection of a detached 2 bay garage) Date of Decision 17/03/2026
      Application type: Removal/variation of Condition (S73/S19)
    - 10.2. To receive and discuss any updates on application no. 2025/0004 - Mill Road
    - 10.3. To receive and discuss any updates on application no. 2024/2476 - Hall Road
    - 10.4. To receive and discuss any updates on proposal for Mitchell's Yard
11. To receive and discuss updates concerning parish infrastructure
    - 11.1. Village Hall Governance (5 mins)
    - 11.2. Parish footpaths (5 mins)
    - 11.3. Speed Monitoring (5 mins)
    - 11.4. Award parameters of Winfarthing Town Estate Charity (2 mins)
    - 11.5. Cllr Cole's meeting with River Waveney Trust (5 mins)
    - 11.6. Maintenance of glebe land hedge (5 mins)
12. To receive items for next agenda and confirm date of next meeting (2 mins)

Meeting to finish at 9.30 pm

Published 30 June 2026 Signed .... Karen Rix ....Clerk

WINFARTHING PARISH COUNCIL

Minutes of the 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

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

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	
		Total	**825.93**	**12.80**

Payments were unanimously approved.

9.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
		Total	**0.00**

9.3. To receive a report from the Responsible Finance Officer

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

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

Date ……………………………

Meeting closed 21:15

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 ………………………….

9. Finance Report June 2026

9.1 To Approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100344	K Rix	June Salary	349.40	
100345	Westcotec Ltd	Speed Awareness Sign	5622.00	937.00
		Total	**5971.40**	**937.00**

9.2 Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
28/05/26	Norfolk County council	Parish Partnership grant	3342.50
		Total	**3342.50**

9.3 To receive the Responsible Finance Officer's Report

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: **A**	8695.12		
Receipts in May/June 26 (listed above): **B**	3342.50		
Payments in June 26 (listed above): **C**		5971.40	
Cash book balance carried forward **(A+B-C)** **Community Account Balance**			**6066.22**

Prepared by: Karen Rix - RFO

Master Bank Rec
Winfarthing
Parish Council

Statement Date 19 June 2026

BANK RECONCILIATION

Balance per bank statements as at:		**19 June 2026**		
			£	£
Current Account			12,301.62	
				12,301.62
Petty Cash Float				N/A
Less Unpresented Cheques at:		**19 June 2026**		
Chq No.		**Payee**	**Value**	
	100339	Zurich Insurance	264.00	
	100344	K Rix	349.40	
	100345	Westcotec	5622.00	
				6,235.40
Any unbanked cash at:		**19 June 2026**		
Nett Balances as at:		**19 June 2026**		6,066.22

CASH BOOK

Opening Balance	**01 April 2026**	5,760.36
Add Receipts in the year		8,047.35
Less Payments in the year		7,741.49
Closing Balance per Cash Book as at:	**19 June 2026**	6,066.22

19 June 2026

THE OFFICIALS
WINFARTHING PARISH COUNCIL
HAWTHORNS
HALL ROAD
WINFARTHING
DISS NORFOLK
IP22 2EJ

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 19 June 2026

Business Current Accounts	
Community Account Statement Sort Code 20-26-34 • Account No 03002934	£12,301.62
Community Account Statement Sort Code 20-26-34 • Account No 23954528	£1,316.42

This is the end of your account summary.

BARCLAYS

WINFARTHING PARISH COUNCIL

Sort Code 20-26-34
Account No 03002934

SWIFTBIC BUKBGB22

IBAN GB26 BUKB 2026 3403 0029 34

Issued on 22 June 2026

THE OFFICIALS
WINFARTHING PARISH COUNCIL
HAWTHORNS
HALL ROAD
WINFARTHING
DISS NORFOLK
IP22 2EJ

Your Community Account

Date	Description	Money out £	Money in £	Balance £
20 May	Start Balance			10,146.25
27 May	Cheque Issued Ref: 100338	361.20		9,785.05
28 May	Giro Direct Credit From Ncc BACS A/P Ref: 621623		3,342.50	13,127.55
4 Jun	Cheque Issued Ref: 100343	539.13		12,588.42
9 Jun	Cheque Issued Ref: 100340	76.80		12,511.62
10 Jun	Cheque Issued Ref: 100341	50.00		12,461.62
	Cheque Issued Ref: 100342	160.00		12,301.62
19 Jun	Balance carried forward			12,301.62
	Total Payments/Receipts	1,187.13	3,342.50	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

20 May - 19 Jun 2026

Start balance	£10,146.25
Money out	£1,187.13
▸ Commission charges £0.00	
Money in	£3,342.50
▸ Gross interest earned £0.00	
End balance	£12,301.62

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Helpful Information

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

a) you go overdrawn on your account without agreeing an overdraft with us first; or

b) you exceed your agreed overdraft limit.

c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

a) understand any changes in your business and explore the options available;

b) consider options for authorised borrowing facilities;

c) facilitate payments being made;

d) limit the costs associated with unarranged borrowing;

e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at https://www.barclays.co.uk/business-banking/accounts/rates-and-charges

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

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Leicester
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– 24 hours

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We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.
As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:
https://www.barclays.co.uk/travel/using-debit-card-abroad/ This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

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