

**WINFARTHING PARISH COUNCIL**  
**Minutes of the Parish Council meeting held on**  
**Tuesday 6 May 2025 at 7.30 pm at**  
**Winfarthing Village Hall, Hall Road, Winfarthing IP22 2EJ**

**Councillors Present:** Cllr Eric Cole (Chair), Cllr Lynne Rogers, Cllr David Rix, Cllr Peter Frost, Cllr Richard Steel, Cllr Collins

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

**Members of the Public (MOP):** 2

**1. To elect a Chair**

Cllr Cole asked for nominations for Chair. Cllr Rix proposed Cllr Steel be elected to the role of Chair. Cllr Frost seconded and it was unanimously agreed.

**2. To receive the Chairs declaration of office**

Cllr Steel signed the Declaration of Acceptance of Office before the Proper Officer of the Council.

Cllr Steel thanked outgoing Chair Cllr Cole, for all his hard work and commitment over the past four years adding that his significant knowledge and experience had played a key part in parish council activities.

**3. To elect a Vice Chair**

Cllr Rix proposed that Cllr Frost be elected to the role of Vice Chair, Cllr Steel seconded and it was unanimously agreed.

**4. To agree and appoint councillor roles**

**4.1. Finance Scrutineer(s)**

Cllrs Frost and Steel agreed to continue in these roles. This was unanimously agreed

**4.2. Footpath Officer**

Cllr Cole proposed Cllr Steel continue in this role together with Cllr Smith. Cllr Frost seconded, and it was unanimously agreed.

**4.3. Maintenance Officer**

Cllr Cole proposed Cllr Rix continue in this role. Cllr Rogers seconded, and it was unanimously agreed.

**5. To receive and consider apologies for absence**

Apologies from County Cllr Catherine Rowett were noted.

**6. To receive or update any declarations of pecuniary interest**

None received

**7. To approve minutes of previous meeting held on 7 April 2025**

A typo was amended and initialled in item 6 and the minutes unanimously approved and signed.

Signed ..... Chair

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

No matters arising.

**9. 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 paperwork for new volunteers to sign and arrange a new date for a speed watch remains ongoing.
- **Item 12.4 Clerk** to apply for Makro/Booker cash and carry card. The clerk reported that this was not an option for the council.
- **Item 12.6 Clerk** to obtain quotation for additional litter pickers, rings and high-vis vests. The clerk advised that a quote had been received for £157.27 ex VAT and Cllr's agreed unanimously that the purchase should go ahead.

All other actions were completed

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

A MOP offered their support at the VE Day event and with any work to be completed on the footpaths.

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

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

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

- The Clerk advised that due to the full agenda the General Reserve Policy and council Action Plan would be deferred to the next meeting.
- The Clerk advised that an email had been received from Norfolk PTS promoting a Social Media training course in July and asked if she could attend. Cllr's unanimously agreed.
- The Clerk reported that an email had been received detailing CIL payments for the past 6 months. As expected, there was no payment for Winfarthing.
- The Clerk reported that the defective sign on Heywood Road had been repaired.
- The Clerk reported that an email has been received from Norfolk County Council launching a fund to support the installation of bus shelters in Norfolk. Cllr's discussed the location of a shelter in the layby outside the school as children gathered there for the bus to the high school. It was agreed to look into costs of a shelter.
- The Clerk reported that the parish council email address will need to change to a gov.uk domain before the next Annual Governance and Accountability Return. An email had been received from Norfolk PTS advising on how this can be followed up and the Clerk would investigate next steps.

**Action: Clerk to look at costs for a shelter suitable for the layby near the school.**

Signed ..... Chair

**13. FINANCE**

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

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100298	K Rix	April Salary	178.16	
100299	HMRC	April PAYE	44.40	
100300	R Goreham	Internal Audit	65.00	
100301	Community Action Norfolk	Annual Subscription	50.00	
		<b>Total</b>	<b>337.56</b>	

Payments were unanimously approved.

**13.2. Receipts (B)**

DATE	RECEIVED FROM	DETAILS	AMOUNT
	South Norfolk Council	6 month precept 2025-26	3134.50
		<b>Total</b>	<b>3134.50</b>

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

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: <b>A</b>	4633.98		
Receipts in April (listed above): <b>B</b>	3134.50		
Payments in April (listed above): <b>C</b>		337.56	
Cash book balance carried forward <b>(A+B-C)</b> <b>Community Account Balance</b>			<b>7430.92</b>

**13.4. To consider the Internal Auditor's report for year ending 31<sup>st</sup> March 2025**

This was received and reviewed. There were no formal recommendations however the observation regarding the Reserves Policy were considered. Cllr Steel proposed this should be drawn up for approval at a future meeting, seconded by Cllr Rogers and unanimously agreed.

**13.5. To approve the detailed 2024/25 year end bank reconciliation**

Proposed by Cllr Rogers, seconded by Cllr Steel and unanimously agreed.

**13.6. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form**

It was noted that as the Council's income and expenditure for the year was under £25,000, the Council would exempt itself from External Audit. This was considered, proposed by Cllr Cole, seconded by Cllr Rogers and unanimously agreed, the Clerk and Chair were authorised to sign the form.

**13.7. To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and the Chair to sign**

Signed ..... Chair

The clerk read the Annual Governance Statements to the Council who agreed each statement and authorised the Chair and Clerk to sign on their behalf. Proposed by Cllr Cole, seconded by Cllr Frost and unanimously agreed.

**13.8. To consider and approve the Accounting Statements 2024/25 and to authorise the Chair to sign**

The Council considered and agreed the Accounting Statement and authorised the Chair to sign on their behalf. Proposed by Cllr Rogers, seconded by Cllr Frost and unanimously agreed.

**14. To comment on planning applications**

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

Cllr Steel commented on how the plans had been revised.

Cllr Cole reported that in regard to the ditch running alongside The Ramblers and the school, Mrs Katie Spillman, the South Norfolk Council (SNC) Surface Water Drainage Officer, had advised the parish council to write to the owners of The Ramblers advising them of their maintenance responsibilities as riparian owners of the ditch. SNC would then take further action should it be needed.

**Action: Clerk to draft a letter for Cllr approval by 16 May 2025**

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

Cllr Rix raised concerns about the use of a communal treatment plant, particularly in light of recent articles in local and national press, highlighting the financial responsibilities of a similar installation at a new housing development in Watton. Cllr Cole commented on how there should be individual plants and suggested the parish council write to the planning officers expressing their preference for individual plants but if not, with the mix of private, affordable and social housing on this development there must be a robust policy in place to manage the cost of maintenance.

**Action: Clerk to write to SNC planning dept expressing parish council concerns over use of communal sewage treatment plant.**

Cllr Cole raised the ongoing parish council adoption of the land in Chapel Close as a village green. Cllr Collins reported he had secured copies of signed documents from the solicitors indicating that the paperwork had been sent back to the LeGrys solicitors several years ago so the land could be registered to the council. This had obviously not happened. Cllr Collins suggested that the parish council consider again whether it really wants to take on ownership of this land due to the increase in maintenance cost and the impact this will have on the precept. Cllr Frost advised that the council had discussed and agreed this in previous meetings and money had already been included in the 2025-26 precept to cover grass cutting costs.

Cllr Cole suggested that copies of the documents be sent to Mr Legrys and ask him to expedite the registration process as it should have been done years ago.

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

**15.1. Village Hall Governance**

Signed ..... Chair

The Clerk advised Cllr's that she had spoken with Tonya Winsley from Community Action Norfolk, who would progress the work to make the parish council sole trustees of the village hall, however this may not start until June 2025.

**15.2. Community Speed Watch**

Cllr Frost advised there was no further update.

**15.3. Parish Footpaths**

Cllr Steel reported that a meeting had taken place between himself, Cllr Cole, NCC's Footpath Officer Frances Salway, County Cllr Catherine Rowett and the property and landowners owners affected by the route of FP11. It was a useful meeting however a resolution is still a long way off. Frances Salway is organising a survey of the land and will report back to all concerned.

**15.4. VE Day 80<sup>th</sup> Anniversary Event**

Cllr Frost thanked those who had helped with the village signs as well as the printing and delivery of flyers.

The hall was being decorated by the school children, the Meet and Greet group were providing refreshments and cakes during the day as well as bell ringing. They were also planning an unveiling of a new tapestry for the committee room. The Winfarthing Anglo Saxon Project would be running the bar. Greene King had donated lots of beer, spirits and bar accessories for the event. The BBQ was due to run from 7.30 pm. The DJ would play background music through the day and provide a disco in the evening.

It was agreed that the parish council should email a thank you to Greene King for their donation. Cllr Frost to provide the clerk with an email address.

**Action: Cllr Frost to provide clerk with a Greene King email address.**

**Action: Clerk to email a thank you to Greene King for their donation.**

**16. To consider any training requirements for councillors**

The clerk to notify Cllr Steel when the next Chair's training course

**Action: Clerk to notify Cllr Steel dates of next Chair's training course with Norfolk PTS takes place.**

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

Parish council Reserves Policy

Parish council Action Plan

Next Meeting: Cllr Steel requested a change to the meeting dates in June and July. The dates were agreed as:

Monday 9 June 2025

Monday 21 July 2025

Meeting closed 21:55

Signed ..... Chair

**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 14.1 Clerk** to draft a letter for Cllr approval by 16 May 2025
- **Item 14.2 Clerk** to write to SNC planning dept expressing parish council concerns over use of communal sewage treatment plant.
- **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.

DRAFT

Signed ..... Chair

Date .....

### Progress report

The ups are generally matched by the downs. The petition about safety on Ugate Street in Carleton Rode received the usual “we only care about making cars go fast” response from the head officer in highways. I’ve sent back a very angry response but I’m now working with my Highways team to try to find a solution. I am also very angry about the appalling meeting I had with National Grid where I supposed they would want to listen to my concerns about their change of route in Bunwell, but no.

I am extremely angry about the recent applications for additional energy infrastructure in Great Moulton, Dickleburgh and Rushall. None of these companies have had the courtesy to notify or consult the County Councillor, so I’ve only picked up info via others. The companies promoting them are lazy and ill-informed. The ones in Dickleburgh seem not to know which county it’s in; the ones in Great Moulton didn’t know which power line they were scheduled to connect to, nor where their grid connection was, nor how the land sloped, nor what homes or businesses were nearby. The rudeness and carelessness of these applications and their ignorance of local conditions and of the nature of Norfolk roads beggars belief. I have put in a detailed submission to the government’s consultation on a land use strategy, and I’ve had a useful discussion with Ben Goldsborough MP, so let’s hope the government can get some strategic thinking brought to bear sooner rather than later.

We’ve had a useful meeting with landowners regarding the location and accessibility of one of the footpaths in Winfarthing and are working to establish the exact route of the existing right of way in order to identify a mutually beneficial solution to the problems.

I’m awaiting delivery of road safety schemes in Burston and Bressingham. I’m pleased to see the arrival of new chevrons and paint on Station Road in Tivetshall. I now have another tranche of money to spend for this year, and will aim to use some of it for Ugate Street, but probably not before Highways have worked out how to mend the road there.

### Devolution and local government reorganisation

I have responded in a personal capacity for my home address to the online survey to collect views about the best way to organise local authorities in Norfolk to make things accessible and straightforward for local residents. I need to see if I can also do a separate submission in my role as a councillor for the whole of the West Depwade division. Please also do your own submission and help less digitally connected people to get to it too. It’s open till 20th May. You can access the survey here: <https://norfolk.citizenspace.com/public-engagement/lgrfeedback/>

### Changes at County Council

Although we were not given a chance to elect new County Councillors across the county this year, there were three County Council by-elections on 1st May, in Thetford West, Mancroft Ward in Norwich, and Marshland North in the King’s Lynn area. Thetford West (formerly Labour) and Marshland North (recently Reform but formerly Conservative) elected their Reform candidate, (but in Marshland North this was Julian Kirk, who defected from Conservative to Reform earlier in 2025).

The Mancroft seat was retained by the Green Party, electing Serene Shibli by a substantial majority, so the Green Group is now back up to full strength. I continue as leader of the Green Group

Signed ..... Chair

and have offered to stand for re-election as leader at our Green Group AGM this May. We are waiting to see what committee places we shall get this year. The Conservative, Labour and Lib Dem groups are all depleted by one member each, since an independent member who was working with the Lib Dems has left that alliance now.

### Info from County Council

#### Nature recovery strategy

A consultation on Norfolk's draft Local Nature Recovery Strategy (LNRS) is open now and closes on 11th June. They want feedback on priorities for restoring and enhancing nature across Norfolk.

The aims are to reverse biodiversity loss, support climate adaptation, and promote sustainable land use to benefit both people and wildlife. The draft strategy has been created with input from other local authorities, nature experts, farmers, land managers and Norfolk residents.

You can review the Local [Habitat Map](#), draft LNRS, FAQs and respond [here](#).

#### Stay safe near water

Norfolk Fire and Rescue Service is encouraging people to learn life-saving water safety skills this spring and summer. Last year they attended 16 incidents in which people lost their lives in water.

This initiative is part of the National Fire Chiefs Council's Be Water Aware Week, which aims to raise awareness about the risk of accidental drowning and provide water safety advice ahead of the warmer months. Norfolk Fire and Rescue Service is part of the Norfolk Water Safety Forum, which is committed to educating the public and improving safety on our waterways and coastal areas. Other partners include Norfolk Constabulary's Broads Beat, the RNLI, HM Coastguard, and the Norfolk Community Safety Partnership.

### Local Government Association Update

#### LGA climate change guidance

The Local Government Association (LGA) has released welcome new [guidance](#) for government on how to build collaboration with local councils to deliver on the shared ambition for responding to climate change. It focusses on empowering local councils with the necessary resources, regulatory authority, and financial support to drive climate action across key sectors, including housing, energy, and environmental protection.

The report recognises local councils' place-based expertise and argues that through collaborative governance, targeted financial mechanisms, and a skilled workforce, the government can achieve its climate commitments while delivering economic and social benefits locally. I'm keen to get to work on initiatives that will help people to keep warm in winter, cool in summer, and run their homes comfortably for far lower costs, with enough water, good flood protections and useful transport options.

#### Contact me

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

Catherine Rowett

3rd May 2025

Signed ..... Chair

## District Councillor Report

Enforcement of planning applications continues to be an issue with too few officers to cover all the planning misdemeanours. There are several outstanding in the local area, despite constant complaints and requests to deal with the issues, very little has been done.

The new bus terminus has had an issue with Morrisons refusing to sell a small strip of land that is required and may have to be compulsory purchased.

The new doctor's surgery is now on hold as there is no interest from the local GP's. The money is available to build it and the outline planning permission will be obtained but as we enter into Local Government Reform the new incoming administration may not want to go ahead.

Plans for the new leisure centre in Diss have been published with a public consultation.

The County has had its May elections of County Councillors postponed while preparations go forward for a Mayor of Norfolk and Suffolk as well as devolution and Local Government Reform. The election is due to take place in May 2026. With LGR all district councillors will lose their seats and be asked if they would like to stand for election once the reform is finalised, no date has been given for this.

No update on the pylons situation.

No update on the future of South Norfolk House in Long Stratton.

Food waste collection – there have been 75 applications for the food waste, the vehicles to collect it have been ordered as have the caddies for domestic properties. The delivery of the vehicle and the caddies will be phased in over 6 months starting in April 26. The new land for the vehicles to be parked is now in the final days of purchase.

SNC now has 330 affordable homes all of which will go to local families, as SNC has invested in affordable homes and temporary it is able to look after the demand for accommodation. Unlike some other councils who spend upwards of 20% of their budget putting people into bed & breakfast accommodation.

Signed ..... Chair

Date .....