

WINFARTHING PARISH COUNCIL
Minutes of the Parish Council meeting held on
Monday 3 November 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 Jono Smith. (Two Cllr vacancies)

In attendance: Karen Rix (Clerk)

Members of the Public (MOP): 3

1. **To receive and consider apologies for absence**
None received
2. **To receive or update any declarations of pecuniary interest**
Cllr Rix declared an interest in item 15.
3. **To approve minutes of previous meeting held on 6 October 2025**
Minutes unanimously agreed 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**
September 2025
 - **Item 13.4 - County Cllr Rowett** to contact NCC Highways Engineer regarding the extension of the 30 MPH zone to beyond the village hall. Action remains ongoing County Cllr Rowett to make further contact with NCC Highways Engineer as soon as possible.
 - **Item 14.4 - Cllr Steel** to contact pub landlords to request storage of a pallet of sandbags in the car park. Landlord has agreed to the request.
 - **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors – **deferred.**
 - **Item 14.5 - Cllr Steel** to contact Westcotec to arrange a location survey. A survey will take place at 2 pm 6 November 2025.
 - **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – **deferred.****October 2025**
 - **Item 6 - Clerk** to contact Saffron housing and SNC's Tree Preservation officer Ben Appleby to report the condition of the tree. Tree has been cut down, Clerk to contact Saffron Housing to establish what will happen to the remaining stump.
 - **Item 14.1 - Clerk** to contact Tonya Winsley at Community Action Norfolk for an update on process. Further delays due to staff absence.
 - **Item 14.3 - Cllr Smith** to check the work on FP21 had been completed. Work has not been completed Cllr Smith to report again to NCC.

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

SignedChair

Action: Cllr Smith to report work required on FP21 to NCC.

All other actions were completed or were listed 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 Rowett's report was circulated prior to the meeting and can be found with these minutes.

Cllr Steel asked if the Cllr Rowett's community fund would support the Winfarthing Parish Trust tree planting project. Cllr Rowett confirmed it would and explained the application process.

Action: Clerk to email Cllr Rowett requesting support for the Winfarthing parish trust tree planting project and complete an application to the community fund.

- District Cllr Easter was not present at the meeting – no report received.

8. To discuss the appointment of Vice Chair

Cllr Steel asked for nominations for the role of Vice Chair, no nominations were received. Cllr Steel asked if the Clerk if it was a statutory role. The clerk advised that it wasn't, but it was good practice to have someone in post for succession planning and to cover unexpected absence of the Chair. However, should the Chair be absent without a Vice Chair, a temporary Chair could be elected at the beginning of a meeting. Cllrs agreed to continue without until the Cllr vacancies had been filled

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

- The Clerk advised that she had registered for the new Annual Governance and Accountability Return (AGAR) Assertion 10 training with Norfolk PTS. This will take place online on 27 November 2025.

The Clerk reported:

- An email had been received detailing CIL payments for the past 6 months. As expected, there was no payment for Winfarthing.
- An email had been received from Police Sgt Sam Burton regarding consent to send trigger alerts under OP Radium. Cllrs agreed, Clerk to contact Sgt Burton to confirm.
- An email had been received from South Norfolk Council regarding Winter Pressure grants. Cllrs agreed to publish link on the village Facebook page and the parish council website. On further investigation following the meeting, the Clerk discovered the grant can only be accessed by organisations not individuals.
- An email had been received and forwarded to all Cllr's requesting feedback regarding Norfolk County Council budget pressures and identified savings. Cllrs to submit their feedback.
- An email had been received confirming the renewal of the Public Spaces Protection Order No 4 under the Anti-Social Behaviour, Crime and Policing Act 2014 – Fouling of Land by Dogs. New signs have been provided for the parish council use.
- An email had been received from The National Grid regarding the 'Acceptance of an Application for a Development Consent Order by the Planning Inspectorate (on

SignedChair

Date

behalf of The Secretary of State for Energy Security and Net Zero'. Cllrs asked the Clerk to register to make comments and resubmit the letter expressing areas of concern

Action: Clerk to contact Police Sgt Burton to confirm consent to receive OP Radium trigger alerts.

Action: Cllrs to submit individual feedback on NCC budget savings.

Action: Clerk to register and submit comments to the Inspectorate regarding the Norwich to Tilbury pylon scheme.

10. FINANCE

10.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100319	Winfarthing Village Hall	Hall bookings	180.00	
100320	K Rix	October 25 Salary	287.00	
100321	Community Heartbeat Trust	Defibrillator pads	147.54	24.59
100322	Norfolk PTS	Assertion 10 training	43.20	7.20
		Total	657.74	31.79

Payments were unanimously approved.

10.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
03/10/25	South Norfolk Council	Litter Pick	20.00
		Total	20.00

10.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	8208.98		
Receipts in October (listed above): B	20.00		
Payments in October (listed above): C		657.74	
Cash book balance carried forward (A+B-C) Community Account Balance			7571.24

10.4. To discuss implementation of BACS payments

The Clerk reported that following conflicting guidance on the BACS payment process she had contacted Barclays again. They had confirmed that as the parish council use Barclays Online not Barclays.net to access the account, the Clerk could upload transactions, and this would NOT approve payments. Cllrs agreed to continue with cheques for now. The Clerk advised that the mandate would still need to be changed to remove former Cllrs. Cllr Rogers agreed to contact the mandate team to ask for the signed mandate to be returned for countersignature by the Chair or to send a new mandate.

SignedChair

Action: Cllr Rogers to contact Barclays mandate team to request the return of the mandate or for the provision of a new mandate

11. To review and approve the parish council Information Technology (IT) Policy

The policy had been circulated prior to the meeting. The Clerk explained that the policy was required following the introduction of Assertion 10 on the Annual Governance and Accountability Return (AGAR) Cllr Cole proposed, Cllr Smith seconded and the policy was unanimously approved.

12. To comment on planning applications

12.1. To discuss application no. 2025/0004 - Mill Road

No further updates.

12.2. To discuss application no. 2024/2476 - Hall Road

No further updates.

13. To receive and discuss updates concerning parish infrastructure

13.1. Village Hall Governance

The Clerk advised Cllr's that she had spoken with Tonya Winsley from Community Action Norfolk, who had apologised for the delay in moving forward and would be in touch with the parish council shortly.

13.2. Litter Pick and Sandbag Sunday

It was agreed the litter pick would take place at 10 am on Sunday 16th November. Clerk to arrange collection of rubbish from village hall with SNC.

Action: Clerk to arrange collection of rubbish from village Hall with SNC

A discussion took place regarding Sandbag Sunday, and it was agreed that parishioners should just be invited to collect sandbags from the Fighting Cocks car park as and when they were required. Cllr Cole agreed to collect a pallet of sandbags as soon as possible and the Clerk would then advertise they were available on the village Facebook page, the parish council website and the village noticeboard.

Action: Cllr Cole to collect pallet of sandbags and deliver them to the pub car park.

Action: Clerk to advise parishioners via village Facebook page, parish council website and village noticeboard once sandbags are available

13.3. Parish Footpaths

No further updates.

13.4. Property Flood Resilience (PFR) Survey

The survey had been circulated to Cllrs prior to the meeting. The Clerk advised that NCC required the parish council to provide their views on how the grant should be applied for and awarded. Cllrs agreed:

- NCC should prioritise resources to PFR projects
- NCC should allow residents to apply for PFR funding on an individual basis
- Funding/prioritisation should be offered based on the risk of flooding for individual properties.

Action: Clerk to email PFR responses to Norfolk County Council

SignedChair

13.5. Application to Parish Partnership Fund for Speed Indicator Device

The Clerk advised that she had finally received a response from the NCC Highways engineer confirming support for the installation of a speed monitoring device. However, NCC are not in favour of the devices that show a happy/angry face for traffic travelling over the speed limit. Cllrs discussed the alternative options which would also be discussed with the Westcotec representative when they carried out the survey at 2 pm on Thursday 6 November 2025. It was noted that the NCC Highways Engineer would also require a completed risk assessment and location map following the Westcotec survey.

The Clerk asked County Cllr Rowett if she could confirm her pledge of £1000 from her capital fund towards the cost of installation. Cllr Rowett advised this expenditure would require the NCC Highways Engineer’s approval.

Action: County Cllr Rowett to seek approval from Adam Mayo, NCC Highways Engineer to provide £1000 from capital fund.

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

2026-27 Budget

Review of Parish Council Reserve Policy

Next parish council meeting: Monday 1 December 2025

Next parish trust meeting: Monday 1 December 2025 (following parish council meeting)

Meeting closed to the Public under S1 (2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.

15. To receive a report following the Clerk’s appraisal

The Clerk left the meeting for Cllrs to discuss appraisal and agree salary.

The Clerk rejoined the meeting. Cllr Steel reported to the Clerk that councillors had discussed the outcome of the appraisal and agreed a new salary point. Cllr Steel advised that he would write to the Clerk confirming the agreed salary point.

Action:Cllr Steel to write to the Clerk confirming the agreed salary point.

Meeting Closed: 22.05

Action List

September 2025

- **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 14.4 - 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**.

October 2025

- **Item 6 – Clerk** to contact Saffron Housing to establish what will happen to remaining tree stump.

SignedChair

- **Item 14.3 - Cllr Smith** to report required work on FP21 to NCC.

November 2025

Item 7 - Clerk to email Cllr Rowett requesting support for the Winfarthing parish trust tree planting project and complete an application to the community fund.

- **Item 9 - Clerk** to contact Police Sgt Burton to confirm consent to receive OP Radium trigger alerts.
- **Item 9 - Cllrs** to submit individual feedback on NCC budget savings.
- **Item 9 - Clerk** to register and submit comments to the Inspectorate regarding the Norwich to Tilbury pylon scheme.
- **Item 10.4 - Cllr Rogers** to contact Barclays mandate team to request the return of the mandate or for the provision of a new mandate.
- **Item 13.2 - Clerk** to arrange collection of rubbish from village Hall with SNC
- **Item 13.2 - Cllr Cole** to collect pallet of sandbags and deliver them to the pub car park.
- **Item 13.2 - Clerk** to advise parishioners via village Facebook page, parish council website and village noticeboard once sandbags are available.
- **Item 13.4 - Clerk** to email PFR responses to Norfolk County Council
- **Item 13.5 - County Cllr Rowett** to seek approval from Adam Mayo, NCC Highways Engineer to provide £1000 from capital fund.
- **Item 15 - Cllr Steel** to write to the Clerk confirming the agreed salary point.

DRAFT

SignedChair

Date

Progress report

Pylons and panels

The deluge of energy projects all over South Norfolk continues, and once again we are in a round of so-called “consultations” in which the firms trying to cash in on Britain’s super-excessive energy prices will try to insist that they have our interests at heart.

Norwich to Tilbury have submitted their Development Consent Order (DCO) to the Planning Inspectorate. The deadline for registering as an interested party is 27th November. I’ll be putting in objections based on the fact that the previous consultation has taken no account whatsoever of the key points that have been made by all the communities in East Anglia, and that these consultations have in fact been bogus and misleading.

The Tasway Energy Park company have organised four local events. I attended the one in Ashwellthorpe and subject to some diary constraints I hope also to attend the one in Bunwell on 14th November. I’m also planning to drop in at the community event at the Steam museum in Forncett on Friday 14th November.

This week I shall be submitting my input into the County Council’s response to the consultations on the changes to the East Pye proposals and on the Tasway proposals. A comment from me will be appended to the council’s response in both cases. I need to complete these by 5th November.

Mayors and unitary councils

In September the County Council narrowly passed the Council administration’s proposed business case for having just one large Unitary Council for the whole of Norfolk. Most opposition councillors and some Conservatives voted against, preferring the idea of two or three unitary councils. I was absent on this occasion due to the covid.

In October the County Council voted in favour of the Devolution Deal which is about the funds and powers to be transferred to a metro-mayor for Norfolk and Suffolk. We are expecting the first elections for the Norfolk and Suffolk Mayor (to incorporate the job of police and crime commissioner as well as a range of strategic funds for the area) to take place next May. Some candidates for the mayoral position have been announced. County Council elections are also scheduled to happen in May. Rumours are circulating that they might be cancelled again which would be an insult to voters once again.

Highways and paths

I’ve complained about the missing traffic sensors on the Shimpling Byway Open to All Traffic. If vehicles use the byway, residents are asked to report any issues with safety, via the “report a highways issue” portal. Please also collect evidence and photos both of problematic use of the highway and also of local flora and fauna and any precious habitats or wildlife.

A disastrous mix up about the resurfacing of the road from Shelfanger to Winfarthing means that the contractors have done top dressing (without any preparatory work), instead of the full resurfacing had been approved. This is very irritating after all the effort put in by the Highways officer to secure the funding for resurfacing. How to put it right? Unclear.

I’m also supporting the campaign to get lifts at Diss station to make crossing the line better for everyone who struggles with the stairs.

Community Fund

I'm pleased to report that Burston is the first to complete a Community project with a grant from my fund. They will be installing an insect hotel in the orchard section of the recreation ground. I still have £4,000 to award, and leaflets about it, so please ask and spread the word.

Updates from County Council

Norfolk County Council Budget Consultation

The County Council has started its plans for how to balance its budget next year. There is likely to be an increase to the grant from central government, but not enough to keep pace with the rising costs of services and increases in demand for services that we are obliged to deliver—particularly in adult social care and children's services.

The Conservative administration is asking residents for their views about their 2026-27 budget proposals which include raising part of the missing money by way of council tax and suggesting a raft of ways of trying to reduce costs, to help close the budget gap. You can read a brief fact sheet here: <https://norfolk.citizenspace.com/consultation/budget-proposals-2026-27/>.

Find out more and have your say at www.norfolk.gov.uk/budget. Closes 15 December 2025.

Consultation on fire and rescue priorities

Norfolk Fire & Rescue Service (NFRS) has a [consultation](#) on priorities for safety in Norfolk.

Avian flu in Norfolk

From 30 October 2025 Norfolk became one of the high risk areas for bird flu. Additional housing measures now apply in Norfolk. You must now house your birds if you keep either:

- more than 50 birds of any species
- any number of poultry (meaning birds that are kept to give away or sell eggs, poultry products or live birds)

You don't have to house them if you keep fewer than 50 birds and you don't sell the products.

See links [here](#). To report breaches of bird flu rules, email trading.standards@norfolk.gov.uk.

National Information

Financial penalties for water companies—consultation open till 3 December 2025.

<https://consult.defra.gov.uk/water-sector-civil-penalties/strengthening-penalty-powers/>

Defra is consulting on expanding and strengthening the financial penalties available to the Environment Agency in a bid to clamp down on more offences. (My thoughts: financial penalties are worse than pointless since they just increase water bills to pay for it: we need nationalisation, confiscation of assets, and prison for management and profiteers).

Bus Services Act

The Bus Services Bill became law on 27th October. It should protect services and empower local authorities to take greater control of bus services, improve reliability and protect socially necessary routes. Excellent news! See here: <https://www.gov.uk/government/news/new-era-of-better-buses-landmark-bus-bill-becomes-law>

Contact me

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

Catherine Rowett

3rd November 2025