

WINFARTHING PARISH COUNCIL
Minutes of the Parish Council meeting held on
Monday 24 August 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 Eric Cole, Cllr Peter Mackay, (1 vacancy)

In attendance: Karen Rix (Clerk)

Members of the Public (MOP): 5

1. **To receive and consider apologies for absence**
Apologies from Cllr Smith were noted.
2. **To receive or update any declarations of pecuniary interest**
None received
3. **To approve minutes of previous meeting held on 6 and 23 July 2026**
Minutes from 6 July 2026 were proposed by Cllr Rix, seconded by Cllr Rogers, unanimously approved and signed as a correct record.
Minutes from 24 July 2026 were proposed by Cllr Mackay, seconded by Cllr Rogers, unanimously approved and signed as a correct record.
4. **To consider any matters arising from minutes (not covered by an agenda item)**
Cllr Cole raised a matter under item 7 of 6 July 2026 minutes. Cllr Cole asked County Cllr Thomas if there was any update on his two queries 1) the condition of Haugh Road surface and 2) the NCC Highways criteria that must be met before hedges will be cut alongside roadways. County Cllr Thomas advised that she had asked the question of Highways Engineer Adam Mayo but had not received a clear response so would try again. Cllr Cole agreed to provide copies of the responses received from NCC Highways to County Cllr Thomas.

Action: Cllr Cole to provide County Cllr Thomas with copies of NCC Highways responses to requests to cut back hedges.

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.****July 2026**
 - **Item 11.1 - Clerk** to draft Village Hall Management Committee Terms of Reference document. **Item would now be discussed at first Village Hall Trustees meeting.**
 - **Item 11.1 - Clerk** to contact Zurich insurance to advise of the new trustee status of parish council. **Zurich confirmed verbally and by email that the policy did not need to be amended**

Signed Chair

Date

- **Item 11.1 - Cllr Cole** to contact his solicitors for a quotation to carry out the registration of the village hall land. **Cllr Cole was awaiting response.**
- **Item 11.6 - Clerk** to investigate the cost of installing a footpath map on the glebe land – **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.

An MOP asked who was responsible for the hedge bordering the school car park at the back of the layby as it was very overgrown and pedestrians were forced to walk in the layby in places. The Clerk explained it was the responsibility of All Saint's Primary School and agreed to contact them to ask when this would be cut back.

Action: Clerk to contact the school to find out when hedge would be cut back.

7. To receive a report from County and District Councillors

County Cllr Thomas submitted a report which can be found with these minutes.

District Cllr Easter submitted a report which can be found with these minutes.

District Cllr Easter also requested that having supplied the 'Fly Tipping' signs could the parish council please provide photos of their locations. The Clerk agreed to send them to District Cllr Easter once they had been provided by Cllr Steel.

Action: Cllr Steel to send photos of the 'Fly tipping' sign locations to the Clerk for forwarding to District Cllr Easter.

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

- The Clerk advised that an email had been received from a resident in Chapel Close regarding the overgrown state of the Burgess Home site in Hall Road. The Clerk advised that she had contacted Burgess Homes who had agreed to cut back weeds and thistles as soon as possible.
- The Clerk advised that an email had been received from the Small Authorities' Audit Appointments (SAAA) regarding the submission of the parish council's Annual Governance and Accountability Returns (AGAR) from 2027. The Clerk reported that councils were now required to submit the return via a digital Small Authority Portal and that she had completed the required registration for this.
- The Clerk reported that with council elections to take place next year she had enrolled on Preparing for Elections training in February with Norfolk Parish Training and Support.
- The Clerk advised that an email had been received from Ross Jolliffe, the coordinator for the South Norfolk Tree Warden Network (SNTWN) asking if Winfarthing had an appointed tree warden. The Clerk agreed to forward the email with an information link to all Cllr's.

Action: Clerk to forward SNTWN email to all Cllr's.

Signed Chair

Date

- The Clerk reported that an email had been received from James Riseborough at South Norfolk Council who was responsible for coordinating the 'Big Litter Pick' across the area. The email advised that due to work reorganisation he would no longer be responsible for this project, but contact would be made in due course by the Recycling Team who would now look after this initiative. The Clerk advised that she had sent an email thanking James for his support.
- The Clerk advised that an email had been received regarding the NCC 2027/28 Parish Partnership Scheme. It was agreed to add this to the agenda for the October meeting.
- The Clerk advised that Norfolk Parish Training and Support's latest newsletter summarised the new planning reforms and agreed to forward this on to Cllr's for their information.

Action: Clerk to forward to all Cllr's the Norfolk PTS newsletter regarding the new planning reforms.

9. FINANCE

9.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100346	HMRC	PAYE May- June 2026	63.56	
100348	K Rix	July Salary	249.16	
100349	K Rix	Reimburse for noticeboard magnets	8.99	1.50
100350	Norfolk PTS	Election training	72.00	12.00
100351	K Rix	August Salary + additional hours	461.08	
100352	HMRC	PAYE August	52.40	
		Total	907.19	13.50

Payments were unanimously approved.

9.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
14/08/26	SNC	Litter pick	50.00
		Total	50.00

9.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	6066.22		
Receipts in July/Aug 26 (listed above): B	50.00		
Payments in July/Aug 26 (listed above): C		907.19	
Cash book balance carried forward (A+B-C) Community Account Balance			5209.03

Signed Chair

9.4. To receive spend against budget at 31/07/26

BUDGET 01/04/26 TO 31/07/26				
INCOME DETAILS	BUDGET Ex VAT	CR TO DATE EX VAT	BALANCE	COMMENTS
HMRC Refund	0	143.35	-143.35	Additional income not budgeted
NCC Parish Partnership Grant	2342.50	2342.50	0.00	
County Councillor Grant	1000.00	1000.00	0.00	
SNC	20.00	50.00	-30.00	Amount for litter pick increased in 2026
Total Income	3362.50	3535.85	-173.35	
EXPENDITURE DETAILS	BUDGET Ex VAT	DR TO DATE Ex VAT		
Clerk Salary	3822.00	1963.69	1858.31	
Clerk Expenses	100.00	7.49	92.51	
Donations (S137)	50.00	0	50.00	
Insurance	264.00	264.00	0.00	
Training	200.00	124.00	76.00	
Information Commissioners Office	50.00	0	50.00	
Internal Audit	75.00	70.00	5.00	
Dog Bin Maintenance	300.00	0	300.00	
Defibrillator Maintenance	450.00	301.00	149.00	
Membership/Subscriptions	140.00	50.00	90.00	
Speed Awareness Signs	4685.00	4685.00	0.00	
Legal Fees	1000.00	0	1000.00	
Village Hall Hire	200.00	0	200.00	
Grass Cutting	840.00	0	840.00	
Website	216.00	0	216.00	
Rent (Glebe Land)	10.00	0	10.00	
Microsoft Office 365	60.00	0	60.00	
Statutory change to Cllr Gov.UK emails	260.00	0	260.00	
Becoming Sole Trustee to Village Hall	0	160.00	-160.00	Expenditure not budgeted
Total Expenditure	12722.00	7625.18	5096.82	

Signed Chair

10. To discuss implementation of Gov.UK emails for all councillors

The Clerk advised that to meet requirements of the audit in 2027 all Cllr's must have gov.uk email addresses. The Clerk advised that money was allocated in the budget to support this and suggested to Cllr's that this should now be implemented. A discussion took place on how this might be affected by the 2027 elections but Cllr's agreed for the Clerk to start the process.

Action: Clerk to start process of implementing gov.uk email addresses for all Cllr's.

11. To comment on planning applications

11.1. To discuss application no. 2026/1653

Applicant: Mr Laurence Kasler
Location: Jasmine Cottage Short Green Winfarthing Norfolk IP22 2EH
Proposal: Retrospective application for the retention of rear extension
Application type: Listed Building Consent

Councillors felt it was important that Planning Officers at SNC should remind the applicant that the planning system has rules which should be adhered to.

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

No further updates.

11.3. To discuss application no. 2026/1872 – Mitchell's Yard

County Cllr Thomas referred to a comment made by the Atlas Children's Homes representatives present at the meeting held on 23 July 2026. Atlas Children's Homes stated 'they were working closely with NCC who had visited the site and had provided a letter of support for the proposal'. County Cllr Thomas advised that she had spoken with the relevant housing officers and that they denied all knowledge of this. They confirmed that they had not visited the site and that NCC would not endorse a project such as this proposed by Atlas children's Homes. They felt that this was an attempt by a private company to hold NCC to ransom.

District Cllr Easter confirmed that should the Planning Officers approve the application, it would be called into a planning committee meeting. He would attend this meeting with a member of the public/parish council where each would have 5 minutes to represent their case.

A MOP provided a document outlining the road maintenance agreement under the approved planning application for 6 residential houses. The MOP felt this agreement was disproportionate and unfair to existing residents should the new application be approved. The Clerk agreed to forward this information to the residents of Oak Tree Barn in Mitchell's Yard.

11.4. To discuss application no. 2026/2319 – Wilderness Farm

Cllr's had no comments to add.

Signed Chair

Date

12. To receive and discuss updates concerning parish infrastructure

12.1. Village Hall Governance

The Clerk reported that the changes to the Village Hall governance had been accepted by the Charity Commission and the new governance documents had been uploaded to their website. The Clerk advised that she had not had sufficient time to draw up the Terms of Reference for the Village Hall Management Committee but advised that this would now be Trustee business and should be discussed at the first Village Hall Trustee meeting. It was agreed to hold the first meeting on 4 October 2026 following the Parish Council meeting.

The Clerk agreed to provide copies of the village hall governance documents to Cllr Cole so they can be passed to the solicitor as part of the land registration process.

Action: Clerk to send Cllr Cole copies of Village Hall registration documents.

12.2. Parish Footpaths

Cllr Smith was absent however Cllr Mackay reported he had walked several footpaths, and they appeared in good order.

12.3. Installation of Speed Awareness Monitor

Graphs analysing the data collected from the speed monitors in four different locations had been circulated prior to the meeting. The Clerk explained the graphs and reported that the data had been sent to the police. The police advised that based on this data there were significant speed violations and that targeted speed checks would take place in the near future.

Cllr Rix and the Clerk asked Cllr's to consider the possibility of adding an additional location nearer the pub that would monitor traffic travelling towards Diss and use the Mill Road location to monitor traffic travelling towards Attleborough. Cllr's Steel and Rix agreed to investigate additional locations and brackets.

Action: Cllr's Steel and Rix to investigate additional locations and brackets for Speed Awareness Monitor.

12.4. Award parameters of Winfarthing Town Estate Charity

Cllr Rix reported that he and the Clerk had attended a meeting with David Mitchell. Mr Mitchell explained how the charity worked and how they received their income. The award parameters are not set in stone however the charity supports residents of the village in need. Cllr Rix confirmed that subject to appropriate trustee liability assurances, his name has been passed to the charity administrators to be added as a trustee and representative of the parish council. Cllr Rix also confirmed that the Clerk had been invited to attend the meetings but would not be taking up a trustee position. Cllr Rix would report back to the parish council following the meetings.

12.5. Maintenance of glebe land hedge

Cllr's reported that many parishioners had commented on the removal of the hedge adding that they preferred the area without it as it looked much neater. It was agreed not to replant a hedge but to reseed the area with grass. Cllr Cole offered to provide grass seed, it was agreed to plant once there had been some rain.

Signed Chair

Cllr Cole referred to the previous discussion of a 'village map' on the glebe land and suggested involving other community groups in the initiative such as the Anglo Saxon Project. Cllr Steel advised that an informal and brief conversation had already taken place along similar lines and that this could be revisited in the near future.

12.6. Use of flyer to communicate with parishioners

Cllr's agreed to defer this item to the October meeting.

12.7. Burgess Homes development

The Clerk advised that as the Hall Road development site was now an approved application any updates would be reported under this standing agenda item.

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

- To discuss an application to NCC Parish Partnership Scheme 2027/28
- To discuss the use of a 'Flyer' to communicate with parishioners

Next Meeting: 4 October 2026

Meeting closed 21:43

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**.

July 2026

- **Item 11.6 - Clerk** to investigate the cost of installing a footpath map on the glebe land.

August 2026

- **Item 6 - Clerk** to contact the school to find out when hedge would be cut back.
- **Item 7 - Cllr Steel** to send photos of the 'Fly tipping' sign locations to the **Clerk** for forwarding to District Cllr Easter.
- **Item 8 - Clerk** to forward SNTWN email to all Cllr's.
- **Item 8 - Clerk** to forward to all Cllr's the Norfolk PTS newsletter regarding the new planning reforms.
- **Item 10 - Clerk** to start process of implementing gov.uk email addresses for all Cllr's.
- **Item 12.1 - Clerk** to send Cllr Cole copies of Village Hall registration documents.
- **Item 12.3 - Cllr's Steel and Rix** to investigate additional locations and brackets for Speed Awareness Monitor.

Signed Chair

Report from Margaret Thomas

County Councillor for West Depwade

Email: margaret.thomas.cllr@norfolk.gov.uk

Tel: 01603 223834

August 2026

Here is my latest update on Norfolk County Council activity, local developments, funding opportunities and issues that may be of interest to residents, businesses, parish councils and community organisations. [\[August Report | Word\]](#), [\[Councillor...13.08.26 | Word\]](#), [\[Norfolk_Gr...tion_Links | Excel\]](#), [\[2027-28 in...PC_signed | Word\]](#)

Norfolk County Council Updates

Appointment of a New Chief Executive

Norfolk County Council has appointed **Dennis Bacon** as its new Chief Executive. Mr Bacon brings extensive leadership experience from the health and care sector and has previously worked closely with organisations across Norfolk. His appointment comes at an important time for the authority as it prepares for significant change, including Local Government Reorganisation and the continued delivery of key public services. The appointment was approved by a **special meeting of Full Council** following the recruitment process. [\[norfolk.gov.uk\]](https://norfolk.gov.uk)

Support Following Exam Results Day

Students across Norfolk have received their A Level, T Level and Level 3 qualification results. Norfolk County Council is encouraging young people, parents and carers who may be unsure about their next steps to make use of support and advice available on education, training, apprenticeships and employment opportunities.

Community Wellbeing

Feel Connected Campaign

Public Health Norfolk's Feel Connected campaign is encouraging residents aged 55 and over to stay socially connected and actively involved within their communities. The campaign aims to reduce loneliness and social isolation by promoting local activities, volunteering opportunities and community participation.

School Uniform and Back-to-School Support

The County Council's Crisis and Resilience Service is providing targeted support for families experiencing financial hardship with school uniform and back-to-school costs. Assistance may be available for clothing, shoes and other essential items. Residents who may qualify are encouraged to contact the Crisis and Resilience Service for further information.

Housing and Adult Social Care

New Extra Care Housing Development in Thorpe St Andrew

Work has begun on a new Extra Care housing scheme in Thorpe St Andrew. Once completed, the development will provide 87 self-contained apartments for social rent for people aged over 55, together with 24-hour on-site care and support. Facilities will include a restaurant, communal

lounge, landscaped gardens and mobility scooter storage. The development reflects the council's commitment to helping residents live independently for longer.

Flooding and Environmental Resilience

Reclaim the Rain Programme

The Reclaim the Rain project continues to support flood resilience across Norfolk and Suffolk through sustainable drainage measures and practical solutions designed to help communities better manage flood risk and improve long-term water resilience. Examples of good practice are being shared through local projects and schools.

Nature Recovery and Biodiversity

The Government's 30by30 Land Delivery Plan aims to ensure that 30% of England's land is managed for nature recovery by 2030. Norfolk's important landscapes, habitats and environmental assets create opportunities for local communities to support biodiversity and habitat improvement initiatives.

Community Safety

Trading Standards Enforcement Activity

Norfolk Trading Standards, working alongside Norfolk Police and HMRC, continues to tackle the sale of illicit tobacco and vaping products. Significant quantities of illegal products have been seized during recent operations, helping to protect residents and legitimate businesses.

Police and Crime Commissioner

Consultation will begin on a new Police and Crime Plan following the election of Norfolk's new Police and Crime Commissioner. Residents and local councils will have opportunities to help shape future policing priorities across the county.

Norfolk Fire and Rescue Service

Investment in Fire and Rescue Services

Funding originally allocated to the proposed Norfolk Community Fund has been redirected to Norfolk Fire and Rescue Service due to increasing operational pressures. The service has experienced a significant increase in activity over recent years, including incidents linked to extreme weather events and lithium-ion batteries. While the Norfolk Community Fund will not proceed during 2026/27, the Council has confirmed its continuing commitment to supporting the voluntary and community sector through alternative grant programmes.

Recognition of Long Service

Norfolk Fire and Rescue Service recently recognised Holt firefighter **Tony Pointer** for reaching the remarkable milestone of **50 years' service**. Mr Pointer joined the service at the age of 19 and has spent the last 31 years serving as Watch Manager at Holt Fire Station. During his career he is estimated to have attended more than 7,000 incidents.

As crews continue responding to outdoor fires during the summer period, residents are being encouraged to take extra care when enjoying the countryside and open spaces to help reduce the risk of preventable fires.

Highways and Transport

Trial of New Pothole Repair Technology

Norfolk County Council will trial an innovative pothole repair machine during September as part of ongoing efforts to improve road maintenance. The trial will take place in South Norfolk and will help assess whether new technology can improve the efficiency and effectiveness of repairs.

Highways Local Member Fund

Following a recent decision by the Leader of the Council, the Highways Local Member Fund will not continue for new schemes during the current financial year. Funding will instead be redirected towards highway maintenance and repairs across Norfolk's road network, with the aim of reducing the maintenance backlog and preventing potholes from developing. Existing approved schemes will continue unaffected.

Funding Opportunities for Local Projects

Parish Partnership Scheme 2027/28

Norfolk County Council has opened the next round of the Parish Partnership Scheme, enabling Town and Parish Councils to bid for funding towards local highway and transport improvements. The County Council has provisionally allocated £500,000 to the programme and will generally fund projects on a 50/50 basis, with a maximum County Council contribution of £25,000 per bid. Applications close on **1 December 2026**. [\[2027-28 in...PC_signed | Word\]](#)

Projects may include:

- Footpaths and surfacing improvements
- Road safety measures
- Speed awareness signs
- Rights of way improvements
- School safety schemes
- Bus shelters and transport infrastructure
- Electric vehicle charging facilities

Smaller parish councils with annual incomes below £2,000 may qualify for enhanced support of up to 75% of project costs. Parish councils are encouraged to contact their local Highway Engineer as early as possible to discuss proposals

Bus Infrastructure Funding

Additional funding is available for bus stop infrastructure improvements, including bus shelters, seating, lighting and cycle parking. Funding may cover up to 80% of eligible project costs.

Best Start Family Hub Grants

A range of grants is available for organisations, community groups and individuals supporting children and families. Funding can assist with new activities, expansion of services, equipment, venue improvements and initiatives supporting infant feeding and family wellbeing. Grant values range up to £9,000, with a combined application limit of £10,000.

Norfolk Crisis and Resilience Grant Programme

Funding is available for voluntary, community and social enterprise organisations delivering projects that support residents facing financial hardship and help build stronger, more resilient communities

Go Digital Funding Programme

Norfolk businesses can apply for grants of up to £500 to support digital improvements, including websites, software, online marketing and productivity enhancements.

Heating Oil Crisis Fund

Support of up to £350 is available for eligible low-income households that rely on heating oil for heating and hot water and are struggling with fuel costs.

International Partnerships**Norfolk's Partnership with Lviv**

Norfolk County Council recently welcomed a delegation from Danylo Halytsky Lviv National Medical University in Ukraine. The visit forms part of the ongoing partnership between Norfolk and the Lviv region, supporting collaboration in healthcare, education and public services.

[\[Councillor...13.08.26 | Word\]](#)

Keeping in Touch

If you would like further information on any of the issues highlighted above, or if there are local matters you would like me to raise with Norfolk County Council, please do not hesitate to get in touch.

Kind regards,

Margaret Thomas

County Councillor for West Depwade

Email: margaret.thomas.cllr@norfolk.gov.uk

Tel: 01603 223834

District Councillor report August September

Another quiet month at SNC due to holidays and the time of year. The summer is over and the heatwaves have finally died out, just lots of rain and bad weather to look forward to.

LGR update

SNC has secured an important step in its legal challenge to the LGR process.

Following the councils legal challenge, the court has issued an order granting the Secretary of State an extension of time – until 24th August – to file a defence, and has placed an injunction preventing the Structural Change Order (SCO) from being laid before the 2nd week of September.

This gives the process vital breathing space while the legal issues are properly examined.

Its fair to say that one of the side effects of LGR is turning out to be a disproportionate staff exodus, as people leave rather than take the risk of being asked to work in GT Yarmouth. We seem to be seeing a lot of exits at the level below immediately below the level of assistant director.

Planning

The Government has issued the National Planning Policy Framework. It may be read in full at WWW.Gov.uk. This sets out the government's policies for plan-making and for making decisions on development proposals in England and how these are expected to be applied.

Local Plan Update

The results of the call for sites will go into the public domain at the end of this month. It doesn't look good. Every site that has ever been opposed has a developer putting it forward, 2 major ones in Wymondham, pretty much all the land between Hethersett/Little Melton/ Bawburgh/Cringleford, a massive chunk of Poringland and Trowse, plus plenty of others. It is just the developers punting at this stage, nut its going to make a lot of noise, we need to push heavily against this as Labour are pushing more houses on us whilst London builds nothing.

Pylons

The examination of the proposal by National Grid by the planning inspectorate has now concluded, they have now 3 months to make a decision and then it goes to the Secretary of State who has 3 months to make a final decision.

Atlas Homes

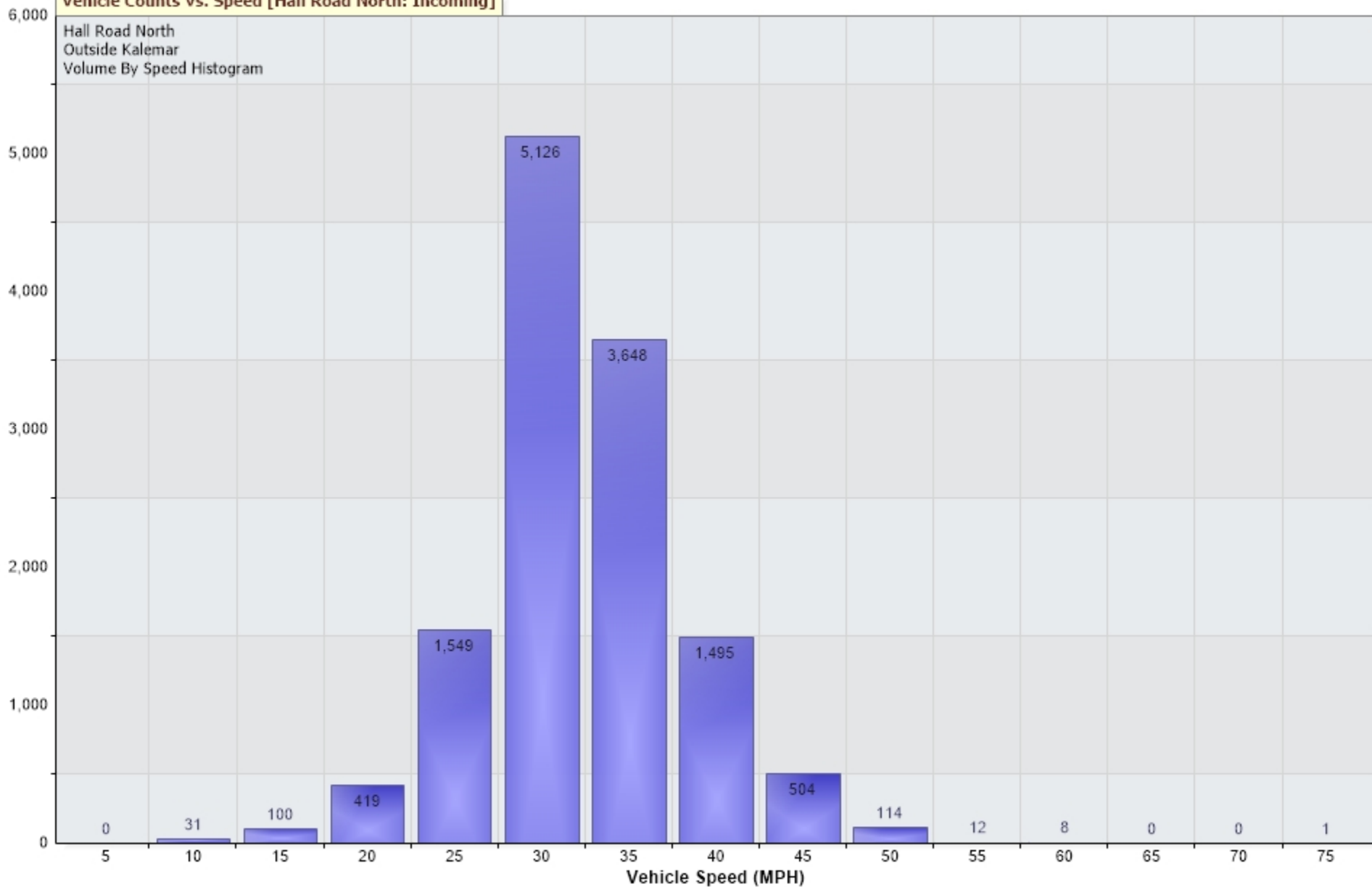
No positive update to report.

Vehicle Counts Vs. Speed [Hall Road North: Incoming]

Hall Road North
Outside Kalemar
Volume By Speed Histogram

13,007 Counts

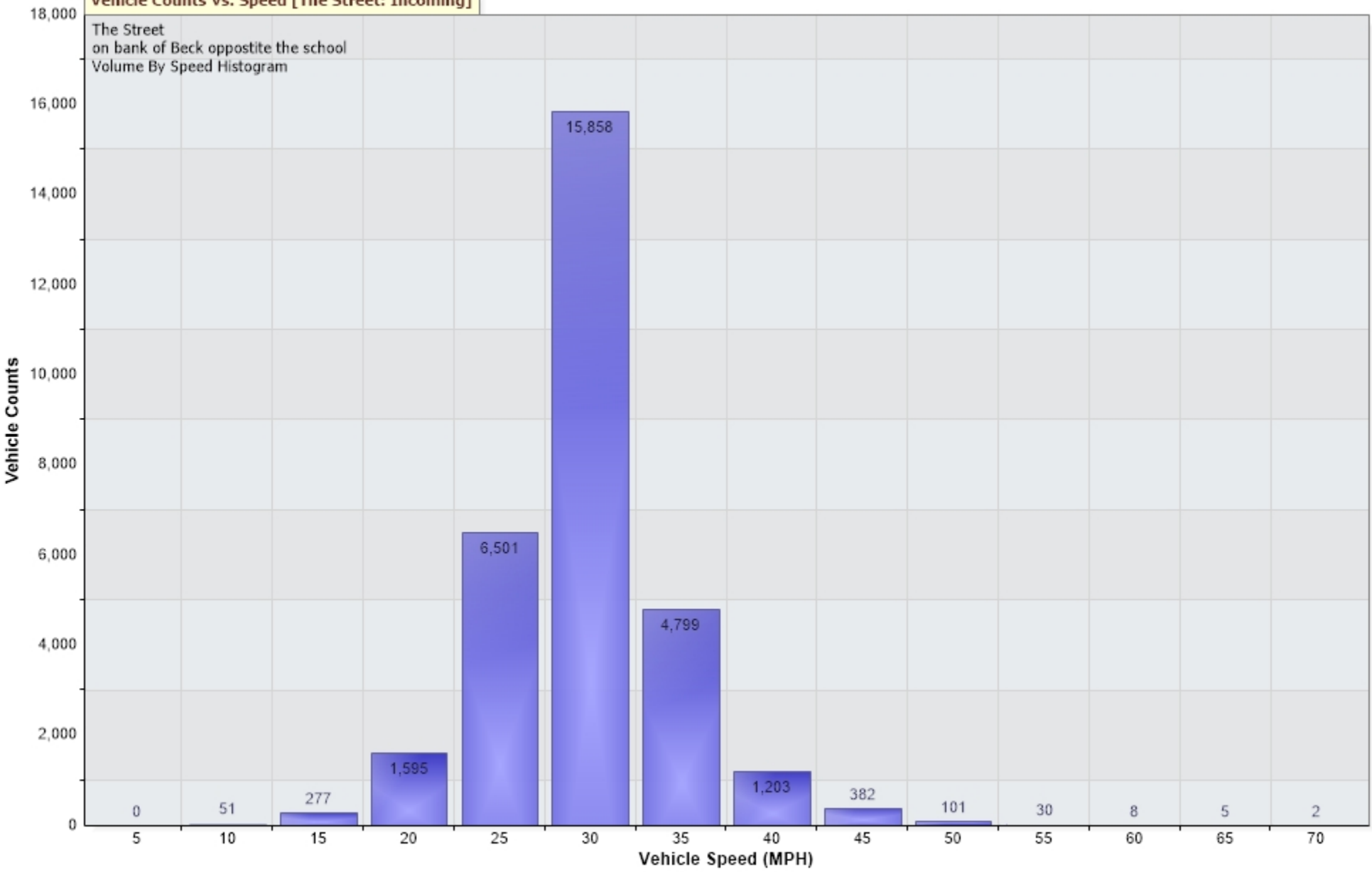
Vehicle Counts



Vehicle Counts Vs. Speed [The Street: Incoming]

The Street
on bank of Beck opposite the school
Volume By Speed Histogram

30,812 Counts

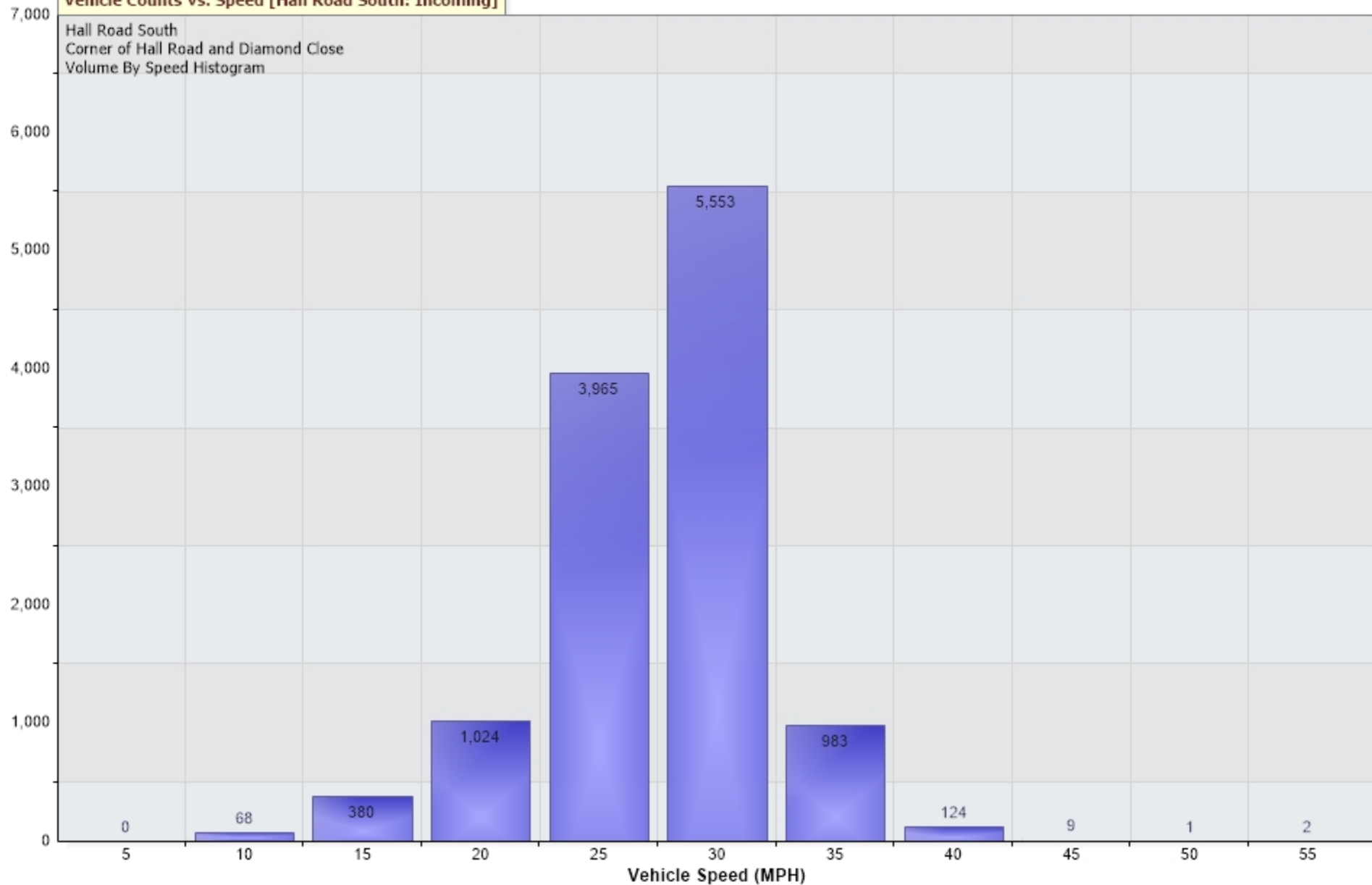


Vehicle Counts Vs. Speed [Hall Road South: Incoming]

Hall Road South
Corner of Hall Road and Diamond Close
Volume By Speed Histogram

12,109 Counts

Vehicle Counts



Vehicle Counts Vs. Speed [Mill Road : Incoming]

Mill Road
Outside The Patch
Volume By Speed Histogram

25,877 Counts

Vehicle Counts

