

WOODTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 17th
June 2025 at 7.30pm

Present:

Cllr Jane Wickstead (JW) – presiding, Cllr Richard Denny (RD), Cllr Adam Fairhurst (AF), Cllr John Turner (JT), Cllr Steven Webb (SW), Cllr Caroline Wells (CW), District Cllr Chris Brown (CB), Caroline Seaman – Chair of Bedingham Parish Meeting and village hall Treasurer (CS) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr McCrostie (FN) and District Cllr Bernard.

Members of the Public:

None.

2025/019 Chairs welcome (to include any apologies for absence for approval)

Chair welcomed all present to meeting. Apologies received and approved from Cllr McCrostie and District Cllr Bernard.

2025/020 To receive declarations of interest

None.

2025/021 To approve a time limit for the meeting

Chair advised will aim to finish as punctuality as possible.

2025/022 To agree the minutes of the Annual Parish Council (PC) meeting held 8th May 2025

Cllr Denny proposed minutes of the Annual PC meeting held 8th May 2025 as previously circulated to be agreed as correct, seconded by Cllr Webb and unanimously agreed. Minutes signed by Chair.

2025/023 Matters arising from the minutes of the Annual PC meeting held 8th May 2025

Community Wood

Contractor had removed identified Hemlock, contractor to monitor.

2025/024 Adjournment for public participation

None.

2025/025 County/District Council report(s)

PC noted report received from County Cllr Mason Billig as previously circulated. District Cllr Brown provided brief report to meeting, key points summarised as follows.

- Local government reorganisation. Three proposals as below.
 - o Single unitary authority, proposed by Norfolk County Council (NCC)
 - o Two unitary council, proposed by South Norfolk District Council (SNDC)
 - o All other Districts are proposing three unitary council.

Public consultations will be held over the summer. Concerns that a single unitary would be more distant for people. Any unitary would have a maximum number of 100 Councillors.

- Cabinet meeting took place 16th June, at which it was agreed that the South Norfolk Village Clusters Plan is sound, and this will now be passed to the Secretary of State.

- New supplementary planning document on self-build custom housing.

2025/026 Finance matters

Finance and admin report with financial summaries for approval

Finance and admin report with financial summaries unanimously approved.

Expenditure for approval/to be noted, as per Finance and admin report

- Parish Clerk gross pay, June, July and August @ £462.54 per month
- Parish Clerk pension, Nest, June, July and August @ £50.88 per month
- Reimbursement to Cllr Wells @ £130.70, as previously agreed at May meeting, materials for Probationers
- Parish Clerk expenses, May @ £28.16

Donations village groups 2025/26

Agreed for budgeted donation of £500 to Parochial Church Council to be paid – YW. Agreed for budgeted donation of £500 to village hall committee to be deferred to a later date.

Legacy received

Noted legacy received of £1,250 to be applied for the benefit of the Community Wood. This was part of the Estate of the late Harry Clarke. Chair to formally write to executors thanking them and acknowledging receipt – JW. PC to consider ideas for spending of legacy – ALL.

Financial overview

Agreed no present requirement for financial overview, all members of PC happy with their financial understanding and Financial statement provides the required information.

Internal auditor

Noted that former internal auditor was unable to commit to carrying out internal audit for current financial year, PC approved for Parish Clerk to engage services of C Bailey, an internal auditor who was recommended by fellow Clerk – YW.

2025/027 Planning

Applications received to date for consideration

None.

Decision notices received to date

None.

Church Road development

Developers had been advised of parishioners concerns that were raised at Annual PC meeting.

East Pye Solar Panel project

Phase Two consultation will run for seven weeks, between Wednesday 18th June and 6th August 2025. Phase Two consultation is intended to give the opportunity to comment on the updated proposals and how they have evolved since the Phase One consultation. There are in-person and online events which include the following.

- Friday 11th July 2025, 14.30-19.30, Brooke Village Hall, Bungay Road
- Saturday 12th July 2025, 11.00-15.00, Hempnall Village Hall, Bungay Road
- Monday 21st July 2025, 18.30-20.00, Community Webinar, via Zoom.

2025/028 Environmental matters

Footpaths

Problems identified at Annual PC meeting have been reported to NCC and letters have been issued to landowners. In addition, Chair has spoken to one landowner.

2025/029 Administrative updates

Speeding

Noted email received from PC Tom Hall in May in response to PC's email regarding speeding problems, in particular in relation to both Hempnall and Church Road. PC Tom Hall advised as follows.

- Would look to come across more often with speed gun.
- Would request Woodton as a location for colleagues to come to conduct speed enforcement when they have opportunity to around their own policing demands.
- Will look to get a speed survey conducted at the location.
- Depending on the results of our survey, can then consider requesting safety camera team to attend the location and conduct their own surveys, the data of which will inform them whether they will add it to their list of regular attended locations.

Chair advised of recent incident where a member of the PC's son had been clipped by a mirror of a passing lorry when walking outside the school, this had been reported to the police. A second member of the PC advised of an incident that happened to them on 13th March. They were stationary, waiting for a gap in the traffic so they could turn right onto The Street when a small lorry towing a trailer failed to stop and crashed into the back of their vehicle. Agreed that PC needed to document all incidents – YW. Chair referred to Woodton, Hempnall Road - Proposed Traffic Calming Measures – Initial Feasibility Study provided by Cllr Fairhurst, as previously circulated. Cllr Fairhurst to obtain basic costings – AF. Cllr Denny advised that a parishioner had kindly volunteered to look after and monitor the speed camera located on Church Road, Cllr Denny to provide parishioners details to Chair – RD, Chair to write to parishioner formally thanking them – JW.

District Cllr Brown left meeting 8.11pm.

Garage sale

Twenty households have expressed an interest to-date. Additional Facebook post this weekend. Village hall has been secured for the morning to provide simple refreshments. Use of three car parks; village hall, playing field and The Kings Head. Advert to be placed in Village News – CW. Map to be produced in August – CW. PC to consider beneficiaries of funding – ALL. Chair thanked Cllr Wells for her work.

Parish Clerk appraisal

Appraisal completed prior to meeting by Chair and Cllr Denny. PC happy with Parish Clerks performance. Noted requested Parish Clerk to advise PC of any non-standard Parish Clerk expenditure prior to the meeting at which approval is sought.

Governance documents

Draft IT policy as previously circulated approved and to be formally adopted with immediate effect – YW.

Parish Clerk email address

As previously agreed at Annual May meeting, new gov.uk domain name and one free mailbox at no cost to PC set up for Parish Clerk with Parish Online in conjunction with NPTS, new email not currently in use.

Representatives

Agreed the agreement of representatives for the village hall to be deferred to September meeting – YW. Agreed the nomination of Woodton United Charities Trustee to be deferred to a later meeting.

2025/030 Community Wood/Ravens Den

Transfer of land

Noted as previously agreed PC had engaged Sprake & Kingsley's services in relation to the transfer of the additional area of land at £1.00 from South Norfolk District Council (SNDC). Sprake & Kingsley's estimated price for this service is £650.00 + vat and £45.00 Land Registry fee. PC agreed would need to consider legal fees (earmarked reserves) when agreeing the budget for next financial year, as earmarked reserves in relation to legal fees would be £0.00 after paying for this recent Sprake & Kingsley expenditure. Noted that path that leads from Hempnall Road to the Community Wood that is part of the additional area of land recently purchased from SNDC, is in poor condition with potholes, future remedial works required. Possibility that any spoil from proposed village hall car park works could be used for making good.

Norwich Probation Service

Chair thanked Cllr Turner for his assistance and Cllr Wells and Cllr McCrostie for purchasing of materials. PC expressed thanks to the quality and volume of work that had been undertaken by the Probation Service. Noted that gates leading to Ravens Den were in poor condition, Chair to obtain quotes for replacement of gates – JW.

Annual inspection report, Ravens Den

Noted annual inspection booked for June.

General update

Both Ravens Den and Community Wood are looking good at present time. Parishioner request received to consider resurfacing of bike track. Agreed PC was not in a financial position to fund this at present time. The three Liquidambar trees previously planted in the Children's Play Area have not survived and agreed these should be removed – JT.

2025/031 Village hall

Noted on 20th May, Cllr McCrostie, Cllr Turner and Cllr Wells attended the village hall Annual General Meeting (AGM). Summary was provided as follows.

- Chair of committee was unable to attend, and no Chair's report provided.
- Current Trustees were confirmed.
- Treasurer reported this year's expenditure had been higher than income, main expenditure on kitchen and emergency lighting.
- Dance fund remains.
- Unanimously agreed that responsibility for village hall management would be handed back to PC. It was felt that this should happen in the Autumn, 2025.

Village hall Treasurer raised following points at PC meeting.

- Majority of current committee is made up of Bedingham residents.
- Since the village hall was originally built, now have pub within the village, where lots of events take place.
- Constitution of village hall is social and educational use.
- Land is currently owned by private landowners and if village hall ceased to exist, or even demolished, the land would be handed back to these landowners.
- Village hall is run as a charity and as such is exempt from business rates. Recommend that village hall maintains its charity status.

Chair thanked Treasurer for valuable points.

Cllr Wells and village hall Treasurer to informally meet, to look at moving item forward – CW/CS. Village hall committee agreed to PC's proposal to put in request for S106 funding for car park repairs. Chair presented three quotes to meeting. Agreed in principle, subject to S106 funding approval, PC to engage Peter Matthewson Plant Hire & Ground Works to carry out repair work as per estimate dated 30th May 2025. Parish Clerk to request S106 funding – YW.

2025/032 Defibrillator

Concerns had been raised that the proposed second defibrillator to be located at The Kings Head could cause confusion, being in such close proximity to existing defibrillator located at village hall. PC to contact member of public who looks after existing defibrillator to ask if they would attend next meeting. Ideally would like them to arrange a time for residents to come to the village hall and be reminded how to use the defibrillator– **YW**.

2025/033 Correspondence and consultations

Broadland and South Norfolk Design Code

Noted, no further action.

CPRE Norfolk – Membership of Anti Mega Solar Alliance

Agreed PC would not join the CPRE Norfolk Anti Mega Solar Alliance. However, it was agreed that PC would become an annual member of CPRE – **YW**.

Parishioner correspondence, scattering of ashes

As per email previously circulated, parishioner enquiry received with regards to scattering of ashes at Community Wood. Noted if you have permission from the landowner, there are no UK laws or regulations that state you cannot scatter ashes on private land. Agreed PC would agree to this in principle on the understanding that the following would apply.

- The ashes would be scattered
- At the time of scattering participants would need to be mindful of any other users of the Community Wood.
- No items, be it garden furniture, trees or plants, or ornaments, can be added to the Community Wood, without prior consultation with the PC, and formal approval being obtained.
- If PC were to cease to have ownership of the land, the new owner may not be willing to let the parishioner visit the scattering site.

PC to advise parishioner accordingly – **JW/YW**.

Flooding

Noted two items of correspondence received in relation to flooding as follows.

- Water Management – Draft Investigation Report into Countywide Flooding January to March 2024 (FIR077)
- Email from Adrian Ramsay MP (Waveney Valley), who had been contacted by a parishioner asking what measures are being taken to protect residents.

PC responded to both items of correspondence.

2025/034 Date of next Parish Council meeting, 2nd September 2025 and items to be considered for agenda

Councillors to advise Clerk of any items for agenda – **ALL**.

2025/035 Chair's urgent business

Chair of Bedingham Parish Meeting advised that a new dog bin had been installed on the corner of Church Road and School Road, Bedingham. Chair advised had received a complaint with regards to the level of noise from The Kings Head on a Sunday afternoon. Requested that all Councillors try to respond to emails in a timely manner, appreciated that other commitments did not always make this possible and thanks were expressed to full PC for the time they all give on a voluntary basis to help run the council so well.

Meeting closed 9.02pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 19/06/25

Approved:

Date: