WHISSONSETT PARISH COUNCIL

Minutes of a meeting of the Parish Council held on Monday 14th September 2026 at 7.30pm in the Village Hall.

Present: Cllr Sian Griffiths
Cllr Caroline Edge
Cllr Tristan Ireson
Cllr James Daniels

Two Members of the Public
Sheryl Irving (Clerk)

In the absence of both the Chairman and the Vice Chairman, Cllr Ireson proposed that Cllr Griffiths be elected as Chairman, this was seconded by Cllr Edge and unanimously agreed by Council. Cllr Griffiths then took the chair.

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Dye, Holloway and McGregor were approved. Apologies were also received from D/Cllr Robin Hunter-Clarke and C/Cllr Tom Dickerson.

2. To receive any declarations of interest.

Cllr Daniels declared an interest in item 6a – PL/2026/0676/OMIN.

3. To approve the minutes of the meeting held on 13th July 2026.

Cllr Ireson proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Daniels and unanimously agreed by Council. The Chairman duly signed the minutes.

4. Open Forum for Public Participation (15 minutes maximum).

A member of the public expressed their thanks for the prompt manner Council had dealt with a collapsed drain, and which was now repaired.

5. County & District Councillors Reports.

The C/Cllr had sent a written report: Council did not highlight any issues.

6. Planning Issues

a) Decisions to note (information only).

Council noted that the following application remains pending:

- PL/2026/0253/OMIN – Land off Mill Lane, outline planning application with all matters reserved except for access for up to 4no. new dwellings.

Council agreed that, as the proposal continued to show a connection to mains drainage which is impossible, and a number of trees on the site will be cut down, to contact planning to challenge these issues.

Council noted that the following application has been refused.

- PL/2026/0676/OMIN – Meadow House, Mill Lane - outline planning application with all matters reserved except for access for up to 4no. new self-build dwellings.

b) Applications to consider.

There were no new applications to consider.

c) To receive an update regarding enforcement issues.

Council noted the update from the D/Cllr confirming that action is being taken in respect of all three matters.

A site on the Whissonsett Road to Stanfield was raised, where many cars are being broken up on agricultural land, with close proximity to a stream. This will be reported to Enforcement.

d) To receive an update regarding the Local Plan.

Council agreed that no response to the current consultation was necessary.

7. Highways matters.

a) To receive an update re matters previously reported.

Council noted the following updates:

- Mill Lane (old telephone exchange) – request for land reinstatement – boundaries established by Highways and area to be cleared – the new C/Cllr asked to follow this up and an officer is now looking at it.
- Colkirk FP14 (Raynham Road) – broken sign – now resolved.
- North View – faded street sign – will be replaced.
- Horningtoft RB6 (Brisley Road) broken sign – reported to Highways and now repaired.
- Blocked drains on East View Crescent – reported to Highways and will be cleared out.
- Overgrown hedge on West Church Lane – resident has cut it back.
- Overgrown hedge/fallen wall on Stocks Lane - resident has cut/cleared it back.
- Blocked ditch on New Road – referred to County Cllr and the flood team will be dealing.

- Collapsed verge nr inspection cover on Springwell Road – reported to Highways and now repaired.

b) To receive a report regarding the SAM II sign and any speeding issues.
In the absence of Cllr Dye, there was no update although Council noted that the sign continues to be moved around the village.

c) To consider an application to the Parish Partnership Scheme.
Council agreed to consider any projects but noted that 50% funding is required from the Parish.

d) To receive an update regarding flooding issues.
Council noted that Cllr Dye had recently met with flood officers from Norfolk County Council. Cllr Dye will update Council at the November meeting.

8. Playing Field Matters – to receive a report from the Playing Field Warden, including the annual inspection, and to consider future works at the Play Area.

Council noted the one urgent matter raised in the annual inspection and warning signs will be put on the equipment in question. Cllr Edge will report back to Council regarding the minor matters raised.

Council are grateful to a member of the public who repaired the gate and to another member of the public who has offered to monitor the area and donate a sum of money for repairs. It was agreed to request a meeting with that member of the public.

Cllr Ireson proposed that the Village Hall Committee be asked to hold a fundraiser for improvements to the play area, this was seconded by Cllr Edge and unanimously agreed by Council.

9. Allotments:

a) To receive a report from the Allotment Warden.
Cllr Ireson reported that the two plots are in good use and the tenants are grateful for the water supply now available on site. Council agreed a tenant could use an existing shed on the site. It was also agreed to advertise the vacant plots.

b) To receive an update regarding the installation of a water supply.
Cllr Ireson said that a dip tank and a replacement standpipe are required and these will be purchased with the grant funding.

c) To consider fencing erected and encroaching on the allotment field.
Council agreed that there was no issue and the fencing has been erected in the correct place.

10. To receive a report from the Village Warden (council assets) and updates on the following:

- The refurbishment of Spring Well – there are issues fixing the finial and Cllr Daniels will speak to the volunteer to take this forward.

- Notice Board on Campingland – Council agreed no works are required, the wood is simply swelling up when damp and little can be done.
- Guttering works to Bus Shelter – Cllr Dye is dealing with this.
- Village Map – Council noted the map has been removed from the wall of a property which is now up for sale. Council agreed to approach Broadland Housing to see if they would like to transfer ownership of the land where the Village Sign sits to the parish council. Whatever the result of that, it was then agreed that the map could be sited on two posts on the grass area, with appropriate permission if required.

11. To receive a report regarding Church Close Garden, including consideration of a grass cut.

Cllr Griffiths reported that some bulbs have been planted but it has been too hot during the summer months to do much more. Unfortunately, some of the volunteers are no longer able to help.

A complaint had been received about access in the top right corner of the site and Council agreed that this was a matter for the landowner of that piece of land, which is not the parish council.

A complaint had also been received about the bird feeders as this was against advice from the RSPB. It was agreed that this was just one perspective and the feeders were a welcome addition to the site and of benefit to the wildlife.

The grass contractors are unable to cut the grass without mulching it and a quote will be obtained from a farm contractor with the correct equipment.

12. To consider matters raised by a resident at a property adjacent to the Playing Field regarding tree matters.

Council considered the quote to remove a branch but felt it was too expensive. It was agreed to consider this again at the next meeting when the Tree Warden will be present.

13. To consider the recent vandalism in the church and graveyard and what action can be taken.

Council agreed there was little more they could do other than to keep reporting incidents, liaising with the Police Neighbourhood Team and advising members of the public to report incidents.

14. Correspondence

There was no correspondence to consider.

15. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2027.
The financial report (attached) was noted, with cost headings on budget with the exception of the play area, which is well over budget. A query was raised regarding the cost of the defibrillator but the unit was deemed essential for the village. It was also agreed to revisit the fuel surcharge on the grass cutting at the next meeting as fewer cuts will have been required due to the hot weather.

b) To appoint an internal auditor for the year ending 31st March 2027.
Cllr Edge proposed that Mrs Dann be appointed as internal auditor for the year ending 31st March 2027 at a cost of £45.00, this was seconded by Cllr Ireson and unanimously agreed by Council.

c) To receive an update regarding the ICO Freedom of Information complaint.
Council noted that, despite a request for an update, no response has been received.

d) To approve the following payments and note any receipts.
Cllr Edge proposed approval of the following payments, this was seconded by Cllr Griffiths and unanimously agreed by Council.

PAYMENTS		
P13	Defibrillator Battery	£330.00
P14	Clerk Salary & Allowance – August	£267.69 (SO)
P14	HMRC PAYE	£1.20 (deducted from credit)
P15	Clerk Salary & Allowance – Sept	£267.49
P15	HMRC PAYE	£1.40 (deducted from credit)
P16	Grass Contractor (3 of 4)	£1,853.53
P17	Clerk – Postage	£7.28

16. To receive any new items for the next agenda.

There were no new items received for the next agenda.

17. To note the next meeting of the Parish Council will be held on Monday 9th November 2026, at 7.30pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 9.01pm.

Signed: Date:

WHISSONSETT PARISH COUNCIL
YEAR ENDING 31ST MARCH 2027
FINANCIAL REPORT - SEPTEMBER 2026

BUDGET UPDATE	**Actual 2025/27**	**Budget 2026/27**	**To date**	**% Spend**
PAYMENTS*				
Admin	1,298	1,374	805	59%
Salary	3,008	3,241	1,544	48%
Grass Cutting	5,956	6,178	4,734	77%
Play Area	1,423	575	1,315	229%
Open Spaces (inc maintenance)	875	1,035	275	27%
PW Loan Board	866	866	433	50%
Donations	350	100	-	0%
TOTAL	**13,776**	**13,369**	**9,106**	68%
RECEIPTS				**Received**
Precept	12,500	13,500	6,750	50%
Allotments	405	230	-	0%
Grants	294	-	-	0%
TOTAL	**13,199**	**13,730**	**6,750**	49%
SURPLUS/DEFICIT	**(577)**	**361**	**(2,356)**	

**includes payments as listed on agenda.*

Community Account at 01.04.2026	**4,699.24**
Plus Receipts at 28.08.2026	9,445.53
Less Payments at 28.08.2026	8,242.14
TOTAL	**5,902.63**
Bank Balance at 28.08.2026	**5,902.63**
Less any outstanding payments	-
Plus any outstanding receipts	-
TOTAL	**5,902.63**
Allotment deposits	200.00
Open Spaces	2,000.00
Lottery Fund - Water Supply Allotments	2,406.63
GENERAL RESERVE	**£1,296.00**
Church Close Loan Balance @ 30.06.2026:	**2,368.89**

Allotment Water Supply	Receipts	Payments
Lottery Fund	6,525.00	
Anglian Water Installation		5,147.96
VAT Refund	1,029.59	
Total	7,554.59	5147.96
Balance		**2,406.63**