WHISSONSETT PARISH COUNCIL

Minutes of a meeting of the Parish Council held on Monday 9th November 2026 at 7.30pm in the Village Hall.

Present: Cllr Sally Dye (Chair)
Cllr Charles Holloway (Vice Chair)
Cllr Caroline Edge
Cllr Sian Griffiths
Cllr Tristan Ireson
Cllr James Daniels

Three Members of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence

The Chairman welcomed everyone to the meeting. Apologies received from Cllr McGregor were approved.

2. To receive any declarations of interest.

There were none declared.

3. To approve the minutes of the meeting held on 14th September 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).

There were no matters raised.

5. County & District Councillors Reports.

In the absence of both councillors, there were no reports.

6. Planning Issues

a) Decisions to note (information only).

Council noted 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.

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b) Applications to consider.
There were no applications to consider.

c) To receive an update regarding enforcement issues.
There was no update in respect of enforcement issues.

d) To receive an update regarding the Local Plan.
Council noted that the Plan is now ready for submission.

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.
- North View – faded street sign – will be replaced.
- Blocked drains on East View Crescent – reported to Highways and now cleared.
- Blocked ditch on New Road – referred to County Cllr and flood team visited. The Chairman reported that on the day of the visit the ditches had been cleared but at the great expense of one resident, who was not responsible for all of the system. It was agreed that the Chairman and Vice Chairman will visit residents and explain their riparian responsibilities.
- Area around grit bin on New Road – has been cut back by Highways, although not Highways land.

b) To receive a report regarding the SAM II sign and any speeding issues.
The Chairman reported that the battery is being charged and the sign will soon be back in operation.

c) To consider an application to the Parish Partnership Scheme.
Council agreed not to submit any application this year.

d) To receive an update regarding flooding issues.
This item had been updated at item 7.a above.

8. To receive an update regarding Playing Field Matters.

Cllr Edge reported that her and Cllr Ireson had visited the site and made a list of works. Council agreed that the most urgent works are the swings and attempts will be made to source a replacement beam. It was hoped that an old telegraph pole could be used for the basketball hoop. Council are grateful to those members of the public who are assisting with minor repairs, cleaning etc.

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In respect of assistance to purchase additional equipment as suggested by the Village Hall Committee, although welcome, Council agreed that it does raise questions surrounding continued vandalism, insurance and maintenance costs, inspections etc. Council is struggling to maintain the current equipment and the problem will be exacerbated with additional items.

Council agreed to remove all the pickets from the fence between the car park and the play area as there are now too many to repair, this will leave a post and rail fence.

9. Allotments:

a) To receive a report from the Allotment Warden.
Cllr Ireson reported that the two plots remain active. New hedging, obtained by grants, is being planted and fencing completed.

b) To receive an update regarding the installation of a water supply.
Council agreed to install the water supply in a locked cabinet, accessible for all tenants; Cllr Ireson will deal.

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

- The refurbishment of Spring Well – Cllr Daniels reported that no action had yet been taken.

- Guttering works to Bus Shelter – the Chairman reported that no action had yet been taken.

No other matters were raised.

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

Cllr Griffiths proposed approval of a cut and clear of the grass at a cost of £240, this was seconded by Cllr Holloway and unanimously agreed by Council.

12. To receive the six-monthly inspection report from the Tree Warden.

Council noted the report from the Tree Warden and, in respect of the trees in the Church Lanes which have been dropping branches, agreed an inspection by the tree contractor to identify any urgent works. The trees had been subject to a risk assessment survey in January and this had raised no issues; the next survey is due in July 2027.

13. To consider issues at a property adjacent to the Playing Field impacted by Council trees.

Cllr Dye proposed approval of a quote of £525 to clear two large ash trees on the playing field which are suffering from die-back with large branches dropping into a neighbouring property. This will be funded from the reserve fund. The Chairman will also inspect overgrown foliage impacting a neighbouring fence.

14. To receive an update on the request to Broadland for the transfer of the Village Sign land to the Parish Council.

Council noted that no response had yet been received from Broadland.

15. To consider a refresh of the Parish Council website.

Council agreed that no refresh was currently required.

16. Correspondence

Council noted a request from the Village Historians for consideration of online storage of the information, which had now all been digitised. Cllr Griffiths volunteered to look into options and report back to Council. The hard copies also need to be found a home.

17. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2027.
The financial report (attached) was noted. Council also noted that two out of the four surcharges have been applied by the grass contractors.

b) To consider the budget for the years ending 31st March 2028 and 2029 and set the precept for the year ending 31st March 2028.
Council considered the budget and agreed that, as the general reserve is now too low and expenditure costs continue to rise, the precept needs to be increased. Cllr Holloway proposed that the budget be approved and the precept for the year ending 31st March 2028 be increased to £15,000, this was seconded by Cllr Griffiths and unanimously agreed by Council. This will result in an annual increase of £6.05 for a Band D household.

c) To receive an update regarding the ICO Freedom of Information complaint.
There had been no response from the ICO regarding this matter and it will be removed from the agenda until any further information is received.

d) To approve the following payments and note any receipts.
Cllr Holloway proposed approval of the following payments, this was seconded by Cllr Dye and unanimously agreed by Council. The receipt was noted.

PAYMENTS		
P18	Clerk Salary & Allowance – Oct (includes back-dated salary increase to 01/04/2026)	£315.43 (SO)
P18	HMRC PAYE	£13.20 (£2.00 deducted from credit)
P20	RBL Poppy Wreath	£23.00
P19	Clerk Salary & Allowance – Nov	£274.43 (SO)
P19	HMRC PAYE	£ 3.00
P21	Grass Contractor (4 of 4)	£1,853.53
P22	SLCC Membership	£37.95

RECEIPTS

R3 Breckland Precept (2 of 2) £6,750.00

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

There were no new items received for the next agenda.

19. To note the next meeting of the Parish Council will be held on Monday 11th January 2027, at 7.30pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 8.41pm.

Signed: Date:

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

BUDGET UPDATE	**Actual 2025/27**	**Budget 2026/27**	**To date**	**% Spend**
PAYMENTS*				
Admin	1,298	1,374	886	65%
Salary	3,008	3,241	2,128	66%
Grass Cutting	5,956	6,178	6,278	102%
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**	**11,315**	85%
RECEIPTS				**Received**
Precept	12,500	13,500	13,500	100%
Allotments	405	230	-	0%
Grants	294	-	-	0%
TOTAL	**13,199**	**13,730**	**13,500**	98%
SURPLUS/DEFICIT	**(577)**	**361**	**2,185**	

**includes payments as listed on agenda.*

Community Account at 01.04.2026	**4,699.24**	
Plus Receipts at 30.10.2026	16,195.53	
Less Payments at 30.10.2026	10,697.07	
TOTAL	**10,197.70**	
Bank Balance at 30.10.2026	**10,208.90**	
Less any outstanding payments	11.20	
Plus any outstanding receipts	-	
TOTAL	**10,197.70**	
Allotment deposits	200.00	
Open Spaces	2,000.00	
Lottery Fund - Water Supply Allotments	2,406.63	
GENERAL RESERVE	**£5,591.07**	
Church Close Loan Balance @ 30.06.2026:	**2,368.89**	
Commenced 12/2024 - Five Year Loan		

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**

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