

WHISSONSETT PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 11th May 2026 at 7.17pm in the Village Hall.

Present: Cllr Charles Holloway (Chair)
Cllr Sue McGregor
Cllr Caroline Edge
Cllr Tristan Ireson
Cllr James Daniels

D/Cllr Rupert Robin Hunter-Clarke
Three Members of the Public
Sheryl Irving (Clerk)

In the absence of Cllr Dye, Cllr Holloway (Vice Chair) took the chair.

1. Election of Chairman and signing of declaration of acceptance of office.

Cllr Dye had indicated she would be willing to stand again as Chair and, that being the case, Cllr Holloway proposed that Cllr Dye be elected as Chairman, this was seconded by Cllr McGregor and unanimously agreed by Council. Cllr Dye will sign her declaration of acceptance of office in due course.

2. Election of Vice Chairman and signing of declaration of acceptance of office.

Cllr Edge proposed that Cllr Holloway be elected as Vice Chairman, this was seconded by Cllr Daniels and unanimously agreed by Council. Cllr Holloway duly signed his declaration of acceptance of office.

3. Welcome and apologies for absence (apologies received from Cllr Dye).

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Dye and Cllr Griffiths were approved. Apologies were also received from Ms S Codling, Chairman of the Village Hall Committee.

4. To receive any declarations of interest.

There were none declared.

5. To approve the minutes of the meeting held on 9th March 2026.

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

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

There were no matters raised by members of the public.

7. County & District Councillors Reports.

D/Cllr Hunter-Clarke said that, following the recent county elections, C/Cllr Tom Dickerson is likely to take office the following day and will attend the next parish council meeting.

The District Cllr had good news to report in respect of the Stanfield Back Lane issue in that a barrister will be at the Royal Court of Justice the following day for a directions hearing so progress is being made. He will email the outcome as soon as possible.

In respect of Local Government Reorganisation, the Government have said there will be three unitary authorities in Norfolk but the new County Council Administration will fight the Government on this as it is a waste of tax payers money.

The Chairman thanked the D/Cllr for his report and particularly the progress re Back Lane.

8. Planning Issues

a) Decisions to note (information only).

Council noted that the following two applications are still 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.
- PL/2026/0502/FMIN – Lower Farmhouse, New Road - proposed Hay Barn.

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 current enforcement issues.

A new matter was raised by a member of the public regarding a property on the High Street which had been developed over many years, seemingly without planning permission, and now appeared to be turning into a holiday let business, with the owners apparently living in a garage annex. Parking and noise were also raised as issues. The member of the public has reported this to Planning Enforcement and D/Cllr Hunter-Clarke asked that details be forwarded to him so he can follow it up.

d) To receive an update regarding the Local Plan.

There was no update in respect of the Local Plan.

9. 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 will be asked to chase this up.
- Colkirk FP14 (Raynham Road) – broken sign – Highways will replace this sign.
- Wash Lane – drain higher than road – reported to Highways who will not be taking any action.
- North View – faded street sign – will be replaced.

b) To receive a report regarding the SAM II sign and any speeding issues.

In the absence of Cllr Dye, there was no update.

10. Playing Field Matters – to receive a report from the Playing Field Warden.

Cllr McGregor reported on the recent vandalism where some safety mats had been removed and piled up on the field. They could not now be re-laid as some had been damaged and the equipment has had to be taken out of use. The matter has been reported to the police.

Cllr McGregor and Cllr Dye recently attended the most recent Neighbourhood Policing meeting and were assured that the individuals responsible for the ongoing damage will be visited by the Police who will report back to Council. Members of the public are again urged to report any issues either direct to the police by email, on Crimestoppers, to Breckland or on the Norfolk Constabulary website.

Breckland will supply CCTV for short term use and Council will consider installing a permanent system.

A possible alternative is that the remaining equipment will have to be removed and the site closed as the Council cannot afford to keep funding repairs. The toddler swings have been taken out of service and cannot be replaced due to cost. A quote for the junior swing beam is still awaited.

Cllr McGregor also reported that the catch on the pedestrian gate is broken and Cllr Daniels volunteered to repair it. It was noted that the metal guard around the tree could not be removed but Cllr Ireson will have a look to see if anything can be done.

The signage needs updating and Cllr McGregor will put together a draft and a quote will be obtained.

The Chairman thanked Cllr McGregor for her hard work in respect of the Play Area.

11. Allotments:

a) To receive a report from the Allotment Warden.

Cllr Ireson reported that there were now two active plot holders.

b) To receive an update regarding the installation of a water supply.

Council noted the water supply will be connected in July.

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

- The refurbishment of Spring Well – the walnut finial, kindly donated by an ex-resident, will soon be fixed to Spring Well, which will then be completed.
- Notice Board on Campingland – Cllr Ireson will check when works are likely to take place.
- Guttering works to Bus Shelter – in the absence of Cllr Dye, there was no update.

13. To receive a report regarding Church Close Garden.

In the absence of Cllr Griffiths, there was no update.

14. To consider allowing the Village Sign cast to be displayed in the church.

The Chairman reported that the PCC had requested that the cast for the village sign, currently residing in a container, be mounted in the church in a Seagrim corner which includes memorabilia and portraits of the Seagrim brothers. Seagrim House at Norwich School is supportive of the idea and will partner with the PCC to raise money for the works to be done. The Seagrim family is also supportive. It will be a permanent exhibition but the cast could be taken down if it were ever needed.

Council were all in agreement that the cast could be used for this purpose.

15. Correspondence

- Grass contractor – fuel surcharge – Council noted that the grass contractor had requested a surcharge amounting to £308.44 for 2026. Given that the contract was for a fixed price but wanting to be fair, given the recent large increases in fuel costs, Cllr Edge proposed that a surcharge of £200 be offered, this was seconded by Cllr McGregor and unanimously agreed by Council.

16. Finance & Governance Matters

a) To receive a financial report for the years ending 31st March 2026 and 31st March 2027.

The financial reports (attached) were noted.

b) To note the new website address – www.whissonsettparishcouncil.gov.uk.

Council noted the new website address.

c) To receive the internal auditors report and consider any recommendations.

Council noted the report which indicated that all was in good order and there were no recommendations.

d) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr McGregor proposed approval of the certificate of exemption, this was seconded by Cllr Edge and unanimously agreed by Council. The Chairman duly signed the certificate.

e) To approve the annual governance statement in the 2025-26 Annual Return.

Cllr McGregor proposed approval of the annual governance statement, this was seconded by Cllr Edge and unanimously agreed by Council. The Chairman duly signed the statement.

f) To approve the Statement of Accounts in the 2025-26 Annual Return.

Cllr McGregor proposed approval of the statement of accounts, this was seconded by Cllr Edge and unanimously agreed by Council. The Chairman duly signed the statement.

Public rights will be between 3rd June 2026 and 14th July 2026.

g) To receive an update regarding the ICO Freedom of Information complaint.

There was no update in respect of this matter.

h) To approve the following payments and note any receipts.

Cllr Edge proposed approval of the following payments, this was seconded by Cllr Ireson and unanimously agreed by Council. The receipt was noted.

PAYMENTS

P42	Anglian Water – Connection	£6,177.55
P4	Play Area repairs – zip wire	£1,478.40
P2	Clerk Salary & Allowance – April (includes incremental salary increase)	£ 265.49(SO)
P2	HMRC PAYE	£3.40 (deducted from credit)
P3	Clerk Salary & Allowance – May	£267.69 (SO)
P3	HMRC PAYE	£1.20 (deducted from credit)
P5	Internal Auditor	£40.00
P6	Grass Contractor (1 of 4)	£tbc (see item 15)

RECEIPTS

R1	Breckland Precept (1 of 2)	£6,750.00
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17. To receive any new items for the next agenda.

There were no new items received for the next agenda.

18. To note the next meeting of the Parish Council will be held on Monday 13th July 2026, at 7.30pm in the Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.21pm.

Signed:

Date:

DRAFT

WHISSONSETT PARISH COUNCIL
YEAR ENDING 31ST MARCH 2026
FINANCIAL REPORT - AT YEAR END 31ST MARCH 2026

BUDGET UPDATE	Actual 2024/25	Budget 2025/26	To date	% Spend
PAYMENTS*				
Admin	1,050	1,374	1,298	94%
Salary	2,872	3,066	3,008	98%
Grass Cutting**	5,881	5,939	5,956	100%
Play Area	285	340	1,423	419%
Open Spaces (inc maintenance)	1,896	915	875	96%
PWLB	432	866	866	100%
Donations	375	100	350	350%
TOTAL	12,358	12,600	13,776	109%
Allotment Water Installation	-	6,525	6,178	(inc VAT)
RECEIPTS				
Received				
Precept	12,000	12,000	12,500	104%
Allotments	155	-	405	0%
Grants	294	-	294	0%
HMRC Refund	-	-	-	0%
TOTAL	12,449	12,000	13,199	110%
Allotment Water Installation	-	6,525	6,525	
SURPLUS/DEFICIT	91	(600)	(577)	

Community Account at 01.04.2025	5,364.09
Plus Receipts at 31.03.2026	21,248.26
Less Payments at 31.03.2026	21,913.11
TOTAL	4,699.24
Bank Balance at 31.03.2026	4,699.24
Less any outstanding payments	-
Plus any outstanding receipts	-
TOTAL	4,699.24
Allotment deposits	200.00
Open Spaces	2,000.00
Lottery Fund - Water Supply Allotments	1,377.04
GENERAL RESERVE	£1,122.20
Church Close Loan Balance @ 31.03.2026:	2,728.11

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

BUDGET UPDATE	Actual 2025/27	Budget 2026/27	To date	% Spend
PAYMENTS*				
Admin	1,298	1,374	222	16%
Salary	3,008	3,241	513	16%
Grass Cutting**	5,956	6,178	1,622	26%
Play Area	1,423	575	1,232	214%
Open Spaces (inc maintenance)	875	1,035	-	0%
PWLB	866	866	-	0%
Donations	350	100	-	0%
TOTAL	13,776	13,369	3,589	27%
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	3,161	

Community Account at 01.04.2025	5,364.09
Plus Receipts at 31.03.2026	21,248.26
Less Payments at 31.03.2026	21,913.11
TOTAL	4,699.24
Bank Balance at 31.03.2026	4,699.24
Less any outstanding payments	-
Plus any outstanding receipts	-
TOTAL	4,699.24
Allotment deposits	200.00
Open Spaces	2,000.00
Lottery Fund - Water Supply Allotments	1,377.04
GENERAL RESERVE	£1,122.20
Church Close Loan Balance @ 31.03.2026:	2,728.11

Allotment Water Supply	Receipts	Payments
Lottery Fund	6,525.00	
Anglian Water Installation		5,147.96
Total	6,525.00	5,147.96
Balance		1,377.04

*includes payments as listed on agenda.