

## WHISSONSETT PARISH COUNCIL

Minutes of a meeting of Whissonsett Parish Council held on Monday 9<sup>th</sup> March 2026 at 7.30pm in the Village Hall.

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

Sheryl Irving (Clerk)

### **1. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Cllr Kiddle-Morris sent his apologies but hoped to arrive later.

### **2. To receive any declarations of interest.**

There were none received.

### **3. To approve the minutes of the meeting held on 12<sup>th</sup> January 2026.**

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

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

There were no members of the public present.

### **5. County & District Councillors Reports.**

There were no County or District Councillors present.

### **6. Planning Issues**

#### **a) Decisions to note (information only).**

Council noted the following application has been approved:

- 3PL/2022/0315/F – Small Holdings Farm, London Street - conversion of existing agricultural barn to one residential dwelling with annex. Part demolition of existing agricultural lean too building – amended.

**b) Applications to consider.**

- 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 considered this application and Cllr Edge proposed that comments be submitted regarding the number of driveways onto the highway should be a maximum of two, the trees should be retained for screening, the height of the buildings should not exceed the two adjacent properties as shown on the plan and the plan to join mains drainage should be queried. This was seconded by Cllr Dye and unanimously agreed by Council.

**c) To receive an update regarding enforcement issues.**

There was no update on enforcement matters, Breckland are dealing.

**d) To receive an update regarding the Local Plan.**

There was no update regarding the Local Plan.

**7. Highways matters.**

**a) To receive an update re matters previously reported.**

Council noted the following updates:

- Mill Lane – request for land reinstatement – boundaries established by Highways and area to be cleared – the C/Cllr continues to chase this up.
- Hedge obstructing highway visibility on Mill Lane – the hedge is planted on highway land and Highways not taking any further action.
- Colkirk FP14 (Raynham Road) – missing sign – Highways will replace this sign.
- Wash Lane – drain higher than road – will be reported to Highways again.
- North View – faded street sign – will be replaced.
- Parking on grass at East View Crescent – District Cllr dealing and has requested the Parish Council write to Breckland in support – Council did not feel this was within their remit.

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

There was no update on the SAM II sign.

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

Cllr McGregor reported that she had attended a Neighbourhood Policing meeting and raised the issue of vandalism in the play area. The police had requested that all matters be reported to them, using the following email address [SNTBreckland@norfolk.police.uk](mailto:SNTBreckland@norfolk.police.uk). The Chairman urged all councillors and members of the public to report instances of anti-social behaviour to the police and also to the Breckland anti-social behaviour website ([www.breckland.gov.uk/community/report-asbe](http://www.breckland.gov.uk/community/report-asbe)). Reports can be made anonymously to the police. It was hoped that regular checks by the police will then be made and that Breckland will supply CCTV equipment to monitor the play area.

Council then considered the recent damage done to the Play Area and agreed that they cannot justify any more spending to repair the damage to the fence. Cllr McGregor will make it safe.

In respect of the repairs to the zip wire, Cllr Edge proposed approval of a replacement cable at a cost of £248.00, this was seconded by Cllr McGregor and unanimously agreed by Council.

Cllr Ireson volunteered to cut the metal guard from around the tree, as advised by the Tree Surveyor, who had also advised that the canopy should not be raised.

## **9. Allotments**

### **a) To receive a report from the Allotment Warden.**

Cllr Ireson reported that all was quiet on the site but it was hoped both plots would soon be in full production.

Council thanked the local landowner who had previously cut the allotment hedge and the young volunteer who had recently carried out the works.

Council agreed to leave the damaged metalwork around the nearby culvert as it was not a Council responsibility.

### **b) To receive an update regarding an application for grant funding for a water supply.**

Council noted that a grant for the water supply had been approved by the Lottery Fund. Cllr Griffiths proposed that the project proceeds, subject to the works to install the pipework can be achieved, this was seconded by Cllr Ireson and put to the vote; with six in favour and one abstention the vote was carried. Cllr Ireson agreed to try and install the pipework for the connection with all works having to be completed and approved by the 31<sup>st</sup> March 2026.

### **c) To receive an update regarding the application for free hedging plants.**

Council noted that an application to the Woodland Trust for 120 hedging plants had been successful and the plants will be delivered in November. Cllr Ireson volunteered to plant and Cllr Daniels will supply the guards.

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

- The refurbishment of Spring Well – the finial is being made and fixing was agreed.
- Notice Board on Campingland – no action has yet been taken.
- Guttering works to Bus Shelter – no action has yet been taken.

## **11. To receive a report regarding Church Close Garden.**

Cllr Griffiths reported that no works had taken place due to the poor weather. A meeting will be held shortly to discuss any action. Cllr Daniels volunteered to install a post for the new parking sign.

**12. To note the Tree Risk Assessment Survey and consider any recommendations, including the period of time between inspections.**

Cllr Holloway reported that no urgent matters had been raised in the report and the recommended works can be carried out in the annual tree works. The surveyor also agreed an extended period of 18 months between inspections would be acceptable.

**13. Breckland Community (land) Transfer Policy – to consider the option to take on the responsibility of Breckland sites in Whissonsett.**

Council noted the three Breckland sites in Whissonsett, three strips of land near North View, the front of East View Crescent and a small square near the Old Post Office at Stocks Hill. There was no proposal to take these on as it would be additional maintenance/cost for the parish council.

**14. Correspondence**

Council considered the request from the Village Hall Committee to have a stall at the 2027 Village Fete and a Tower Teddy Zip-Wire was suggested, as well as general support and help where required.

**15. Finance & Governance Matters**

**a) To receive a financial report for the year ending 31<sup>st</sup> March 2026.**

The financial report (attached) was noted. Council noted that both Donations and the Play Area were over-budget. The large spend at the Play Area was due mainly to the ongoing vandalism at the site.

**b) To consider approval of the following documents:**

- Data Protection Policy
- Standing Orders
- Financial Regulations
- Asset Register
- Risk Assessment & Management Policy
- Social Media Policy
- Tree & Hedge Policy
- Planning Policy

Cllr Dye proposed approval of the above policies, this was seconded by Cllr Holloway and unanimously agreed by Council.

**c) To consider any charity requests for donations.**

There was no proposal to make any additional donations.

**d) To note an ICO Freedom of Information complaint.**

Council noted that a complaint had recently been received from the ICO and the Clerk is dealing.

**e) To approve the following payments and note any receipts.**

CLr Dye proposed approval of the following payments, this was seconded by CLr Holloway and unanimously agreed by Council. The receipts were noted.

**PAYMENTS**

P32B	Public Works Loan Board Repayment	£433.02 (DD)
P36	Village Sign Plaque	£20.50
P36A	RBL Poppy Wreath	£20.00
P37	Clerk Salary & Allowance – February	£260.72 (SO)
P37	HMRC PAYE	£2.40 (deducted from credit)
P38	Defibrillator Pads	£113.94
P39	Clerk Salary & Allowance – March	£260.92 (SO)
P39	HMRC PAYE	£2.20 (deducted from credit)
P40	Website – Annual Plan/Domain	£142.06
P41	Clerk – Postage	£6.96
2026/27		
P1	Norfolk Parish Training & Support	£162.00
<b>RECEIPTS</b>		
R4&5	Allotment Rental Fees (2 plots)	£50.00

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

There were no new items received for the next agenda.

**17. To note the Annual Meeting of the Parish Council will be held on Monday 11<sup>th</sup> May 2026, following the Annual Parish Meeting which will commence at 7.00pm in the Village Hall.**

The dates of the Annual Parish and Annual Council meetings were noted and the Chairman then closed the meeting at 8.46pm.

Signed:

Date:

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WHISSONSETT PARISH COUNCIL						
YEAR ENDING 31ST MARCH 2026						
FINANCIAL REPORT - MARCH 2026						
<b>BUDGET UPDATE</b>	<b>Actual</b>	<b>Budget</b>	<b>To</b>	<b>%</b>	<b>Community Account at 01.04.2025</b>	<b>5,514.68</b>
	<b>2024/25</b>	<b>2025/26</b>	<b>date</b>	<b>Spend</b>	Plus Receipts at 27.02.2026	21,097.67
					Less Payments at 27.02.2026	15,262.62
<b>PAYMENTS*</b>					<b>TOTAL</b>	<b>11,349.73</b>
Admin	1,050	1,374	1,321	96%	<b>Bank Balance at 27.02.2026</b>	<b>11,664.73</b>
Salary	2,872	3,066	3,008	98%	Less any outstanding payments	315.00
Grass Cutting**	5,881	5,939	5,956	100%	Plus any outstanding receipts	-
Play Area	285	340	1,423	419%	<b>TOTAL</b>	<b>11,349.73</b>
Open Spaces (inc maintenance)	1,896	915	875	96%		
PWLB	432	866	866	100%	Allotment deposits	200.00
Donations	375	100	350	350%	Open Spaces	2,000.00
<b>TOTAL</b>	<b>12,358</b>	<b>12,600</b>	<b>13,799</b>	<b>110%</b>	Lottery Fund - Water Supply Allotments	6,525.00
					<b>GENERAL RESERVE</b>	<b>£4,624.73</b>
<b>RECEIPTS</b>				<b>Received</b>		
Precept	12,000	12,000	12,500	104%	<b>Church Close Loan Balance @ 01.06.2025:</b>	<b>2,728.11</b>
Allotments	155	-	405	0%		
Grants	294	-	6,525	0%		
HMRC Refund	-	-	-	0%		
<b>TOTAL</b>	<b>12,449</b>	<b>12,000</b>	<b>19,430</b>	<b>162%</b>		
<b>SURPLUS/DEFICIT</b>	<b>91</b>	<b>(600)</b>	<b>5,631</b>			
<i>*includes payments as listed on agenda.</i>						