

WHISSONSETT PARISH COUNCIL

Minutes of a meeting of the Parish Council held on Monday 14th July 2025 at 7.30pm in the Village Hall.

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

County Cllr Mark Kiddle-Morris (arrived late)
Two Members of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Holloway were approved. Apologies were also received from District Cllr Robin Hunter-Clarke.

2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.

In the absence of Cllr Holloway, this item was deferred to the next meeting.

3. To receive any declarations of interest.

There were none received.

4. To approve the minutes of the meeting held on 12th May 2025.

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

At this point, County Cllr Kiddle-Morris arrived.

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

An issue relating to flooding was raised by Cllr Ireson, on behalf of a parishioner. A survey has been carried out by Norfolk County Council and the flooding on New Road is caused by a number of issues. The Parish Council has written to one household to request they carry out their riparian duties and a reminder will be sent. There is also a drain which regularly blocks and needs clearing: attempts will be made to identify the landowner of an adjoining plot of land to ask that leaves are not blown into the road, which then block the drain. County Cllr Kiddle-Morris will chase up the actions in the flood report and advised that any further issues should be reported to Highways asap.

6. County & District Councillors Reports.

The County Cllr reported that the Parish Partnership Scheme is open once again for 50/50 funding for highway improvements.

The Norfolk Community Fund is available to a wide range of organisations and can fund projects that will bring people together with 50% match funding for applications over £500.

A Mayor for Norfolk and Suffolk is due to be elected in May 2026, with unitary authorities replacing county and district authorities in 2028.

The Chairman said that the verges had been cut very well this year and the County Cllr will pass the remarks onto Highways.

In response to a query, the C/Cllr advised Council to contact Highways to ascertain if '20 is plenty' signs could be installed in the village by the Parish Council.

7. Planning Issues

a) Decisions to note (information only).

Council noted the following application remains pending.

- 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.

There were no applications to consider.

c) To receive an update regarding enforcement issues.

There was no update in respect of this matter.

d) To receive an update regarding the Local Plan, including the recent Round Table event.

The Chairman reported that she had attended the recent round table event and Breckland have to supply an additional 300 houses each year, on top of the existing 600 or so. Three sites had been put forward in the village for consideration and she advised Breckland that Council are more likely to support one or two dwelling developments rather than a large site.

8. Highways matters.

a) To receive an update re matters previously reported.

Council noted the following updates:

- Mill Lane – Open Reach vehicles parking on road and the request for land reinstatement – boundaries established and area to be cleared – reported again to Highways and the C/Cllr continues to chase this up.
- Hedge obstructing highway visibility on Mill Lane –the Boundaries Team has confirmed the hedge has been planted on Highways land and this has been referred onto Highways to deal.

- Colkirk FP14 (Raynham Road) – broken sign – reported to Highways and will be replaced.
- Surface deterioration on High Street – resurfacing works programmed for summer by Highways.
- Wash Lane – drain higher than road – reported to Highways.
- North View – faded street sign – will be replaced.
- 30mph sign missing on Raynham Road – will be reported to Highways.
- 30mph repeater sign missing on London Street - will be reported to Highways.

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

The Sam II sign continues to be moved regularly around the village.

c) To consider any projects for funding under the Parish Partnership Scheme.

Members will raise any ideas before the closing date in December.

9. Playing Field Matters – to receive an update from the Playing Field Warden, including an update on the basketball hoop repair.

Cllr McGregor reported that she had attended a training course regarding play area inspections and will identify risks and recommendations at each council meeting.

In respect of current matters, the following was agreed:

The broken gate will not be replaced, there is no legal requirement to fence a play area. The gate posts will be replaced.

The signage will be updated and displayed in a visible location.

A 'do not climb' notice will be displayed on the tree.

Cllr McGregor will carry out repairs to the picket fencing.

The problem of bird mess on the baby swing has been resolved by Cllr McGregor with an innovative use of cable ties.

Cllr Daniels will repair the basketball hoop.

10. To receive a report from the Allotment Warden, including possible water supply options and grant funding.

There was nothing new to report regarding the site. Council noted that funding was available from the National Lottery but work will be required to submit an application. An informal Facebook poll will be carried out to initially determine any interest.

Cllr Ireson said a bore hole may be an alternative option to mains water and, if a grant application is to go ahead, this option will be investigated.

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

- The refurbishment of Spring Well – to consider approval of an application for a Certificate of Lawfulness of Proposed Works – Breckland Planning Historic Officer has advised that no certificate is required but advised the roof should be returned to its original dark green colour, which Council approved.
- Notice Board on Campingland – this will be restored over winter.
- Drainage works to Bus Shelter – installation of drain crate – no works date is yet planned.
- The refurbishment of the Village Sign – Council noted the refurbishment has been completed and the Village Sign is looking much better. They are grateful to the local volunteer who has carried out the works.

12. To consider matters relating to Church Close Land.

a) To receive a report from the working party and consider any actions:

Cllr Griffiths reported that the working party had met and agreed slow and steady progress, rather than taking on too much work initially. A quote from the grass contractor will be obtained to cut a path around the perimeter on a regular basis and a wild area once per year, to encourage wildflowers. It was agreed that a grass pathway will require less maintenance.

Cllr McGregor will confirm the boundary.

Cllr Griffiths proposed a £100 budget for the purchase of bulbs/seeds, this was seconded by Cllr McGregor and unanimously agreed by Council.

Council considered access and agreed to install 'no parking' etc signage and then remove the chain.

b) To confirm return of orchard grant funding to Breckland.

On the recommendation of the working party, the grant monies will be returned. It was agreed an orchard would require too much maintenance.

c) To consider a quote for grass cutting, twice-yearly or seven times per season.

A further quote is being obtained.

d) To receive an update regarding the registration as a Village Green.

Council noted the application to register the Village Green has been submitted to Norfolk County Council.

13. Correspondence

- CPRE Norfolk Anti Mega Solar Alliance – there was no proposal to join the Alliance.
- Local Government Reorganisation – Council noted the correspondence.
- Issues arising at East View Crescent – Council agreed to contact the NCC Boundaries Team to see who is responsible for area.

14. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2026.

The financial report (attached) was noted.

b) To receive an update regarding council insurance.

Council noted the insurance had renewed at a cost of £536.00.

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

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

PAYMENTS

P8	Clerk (Salary/Allowance) – June	£254.48 (SO)
P8	HMRC – PAYE	£0.80 (deducted from credit)
P9	PWLB – Church Close	£433.02 (DD)
P10	Zurich Insurance	£536.00
P12	Play Area Repairs – Zip Wire	£490.00
P11	Clerk (Salary/Allowance) – July	£254.48 (SO)
P11	HMRC – PAYE	£0.80 (deducted from credit)
P13	Village Green Registration – Statutory Declaration	£7.00
P14	Basic Tree Survey & Inspection Course (CH)	£150.00
P15	Grass Contractors (2 of 4)	£1,799.56

RECEIPTS

R2	VAT Refund – 2024/25	£1,667.67
----	----------------------	-----------

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

There were no new items received.

16. To note the next meeting of the Parish Council will be held on Monday 8th September 2025, at 7.30pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 9.30pm.

Signed:

Date:

WHISSONSETT PARISH COUNCIL
YEAR ENDING 31ST MARCH 2026
FINANCIAL REPORT - JULY 2025

BUDGET UPDATE	Actual 2024/25	Budget 2025/26	To date	% Spend
PAYMENTS*				
Admin	1,050	1,374	898	65%
Salary	2,872	3,066	976	32%
Grass Cutting**	5,881	5,939	1,500	25%
Play Area	285	340	1,188	350%
Open Spaces (inc maintenance)	1,896	915	-	0%
PWLB	432	866	433	50%
Donations	375	100	250	250%
TOTAL	12,358	12,600	5,245	42%
RECEIPTS				Received
Precept	12,000	12,000	6,250	52%
Allotments	155	-	-	0%
Grants	294	-	-	0%
HMRC Refund	-	-	-	0%
TOTAL	12,449	12,000	6,250	52%
SURPLUS/DEFICIT	91	(600)	1,005	

*includes payments as listed on agenda.

Bank Reconciliation	
Community Account at 01.04.2025	5,364.09
Plus Receipts at 30.06.2025	7,917.67
Less Payments at 30.06.2025	4,881.02
TOTAL	8,400.74
Bank Balance at 30.06.2025	8,551.33
Less any outstanding payments	150.59
Plus any outstanding receipts	-
TOTAL	8,400.74
Church Close Orchard Grant	294.00
Allotment deposits	-
Open Spaces	2,000.00
GENERAL RESERVE	£6,106.74
Church Close Loan Balance @ 01.06.2025:	3,077.87