

WHISSONSETT PARISH COUNCIL

Minutes of a meeting of the Parish Council held on Monday 12th January 2026 at 7.30pm in the Village Hall.

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

County Cllr Mark Kiddle-Morris
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Daniels and Griffiths were approved. Apologies were also received from District Cllr Hunter-Clarke and County Cllr Kiddle-Morris will arrive late.

2. To receive any declarations of interest.

There were none declared.

3. To approve the minutes of the meeting held on 10th November 2025.

Cllr Edge 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.

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

There were no members of the public present.

5. County & District Councillors Reports.

This item was deferred until the arrival of the County Cllr.

6. 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.

Council noted the following two applications have been approved.

- PL/2025/1524/FMIN – Lower Farmhouse, Low Road – proposed hay barn.
- PL/2025/1871/HOU – Autumn Cottage, The Common - proposed garage conversion and single-storey extension to create a link, including internal alterations.

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.

There was no update in respect of 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 are dealing.
- Colkirk FP14 (Raynham Road) – broken sign – Highways will replace this sign.
- Wash Lane – drain higher than road – reported to Highways and no action to date so will be reported again.
- North View – faded street sign – will be replaced.
- 30mph sign missing on Raynham Road – reported to Highways and now replaced.

Discussion then took place regarding the flooding on Wash Lane during the recent period of heavy rain. The potentially blocked culvert, drains blocked by leaves and other debris and a blocked ditch were all highlighted as possible causes and it was agreed to raise this with the County Cllr when he arrived.

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

There was no update in respect of the SAM II sign.

8. Playing Field Matters – to receive a report from the Playing Field Warden including works raised in the recent annual inspection.

Council considered the matters raised by the Playing Field Warden, Cllr McGregor:

- Damaged picket fence – will be repaired by Cllr McGregor.

- Basket ball hoop – will be repaired once the swing beam is replaced. The current swing beam will be used as a new basket ball post.
- Metal guards around tree (also including Church tree with similar issue) – Cllr Holloway will consult the Tree Surgeon on his visit at the end of the month as to the best course of action.
- Raise canopy of tree near the gate to deter climbing – Cllr Holloway will ensure this is included in the annual works.
- Equipment in need of repair – Cllr Edge proposed that Council repair the cable runway on the zip wire and replaces the rotten swing balance beam, at a cost of £1,374, this was seconded by Cllr McGregor and unanimously agreed by Council. At this time, no other repairs could be carried out due to a lack of funds but the other works are not urgent.
- Professional cleaning – it was agreed to try and obtain a quote in the spring.

Cllr McGregor also reported that the Police will attend any reports of anti-social behaviour if they are reported by members of the public.

9. Allotments.

a) To receive a report from the Allotment Warden.

The Allotment Warden, Cllr Ireson reported that two plots are currently being worked.

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

Council noted that a decision should be known by the end of March.

c) To consider cutting the allotment field hedge and permitting a small (max 15sq metres) non-permanent structure.

Cllr Ireson reported that the field hedge has been cut but it had uncovered a lot of bags of waste, probably dumped by previous allotment holders and members will look at ways to remove this. The field tenant requested permission to erect stock fencing around a large part of the allotment field and to erect a small shed to assist with their stock keeping. Council raised no objections to this request.

Council will also consider planting hedge plants to fill a gap if free plants can be obtained.

At this point in the meeting, Cllr Kiddle-Morris arrived and gave his report – **Item 5 – County & District Councillors Reports.**

The County Cllr reported Government has asked County Council if the May elections should be postponed, the cut-off date to request this is the 24th February and if no request is received by that date then they will go ahead. The County Council do not intend to submit such a request.

The Mayoral elections have been delayed by Government until 2028. The new Unitary Authority(s) will form on the 1st April 2028, with elections taking place in 2027.

Council then raised the recent flooding issues and County Cllr Kiddle-Morris requested a full report of the issues and will take them forward.

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

- The refurbishment of Spring Well – Cllr Dye now has the final to make a replacement.
- Notice Board on Campingland – works due to take place over winter.
- Guttering works to Bus Shelter – Cllr Dye will deal.
- Village Sign – consideration of replacing the smaller plaque at a cost of £20.50 – Cllr Dye proposed approval of a replacement plaque and the revised wording, this was seconded by Cllr McGregor and unanimously agreed by Council.
- Defibrillator – Cllr Dye reported that the unit had been taken at least twice recently and that the pads were due to expire soon. Cllr Dye will purchase replacement pads.

11. To receive a report regarding Church Close Garden.

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

12. To note the Tree Risk Assessment Survey and consider any recommendations.

Council noted that the survey is due to be carried out later this month.

13. Correspondence

There was no correspondence to consider.

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 consider approval of the following documents.

- Data Protection Policy – this policy was deferred to the next meeting.
- IT Policy – Cllr Edge proposed approval of the policy, this was seconded by Cllr Dye and unanimously agreed by Council.

c) To receive a report regarding the Annual Governance Statement - Assertion 10.

Council noted the new requirements under Assertion 10, which related to websites and accessibility, data protection, an IT policy and email accounts. The Clerk reported that policies and systems have been put in place and the Council can fully meet the new requirements of Assertion 10 and be able to answer YES on the Annual Governance Statement.

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

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

PAYMENTS

P31	Village Sign Plaque (50%)	£42.78
P31A	Mole Removal – Playing Field	£30.00
P32	Clerk Salary & Allowance – December	£260.72 (SO)
P32	HMRC PAYE	£2.40 (deducted from credit)
P35	Tree Risk Assessment Survey	£315.00
P32A	Fencing Repairs – Play Area	£102.00
P33	Clerk Salary & Allowance – January	£260.92 (SO)
P33	HMRC PAYE	£2.20 (deducted from credit)
P34	ICO Data Protection	£47.00

RECEIPTS

R4	Allotment Field Rent & Deposit	£230.00
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15. To receive any new items for the next agenda.

There were no new items received for the next meeting.

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

The date of the next meeting was noted and the Chairman closed the meeting at 8.48pm.

Signed: _____

Date: _____

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

<u>BUDGET UPDATE</u>	Actual	Budget	To	%	Community Account at 01.04.2025	
	2024/25	2025/26	date	Spend		5,514.68
PAYMENTS*					Plus Receipts at 28.11.2025	14,292.67
Admin	1,050	1,374	990	72%	Less Payments at 28.11.2025	13,428.80
Salary	2,872	3,066	2,506	82%	TOTAL	6,378.55
Grass Cutting**	5,881	5,939	5,956	100%		
Play Area	285	340	1,423	419%	Bank Balance at 28.11.2025	6,378.55
Open Spaces (inc maintenance)	1,896	915	854	93%	Less any outstanding payments	-
PWLB	432	866	433	50%	Plus any outstanding receipts	-
Donations	375	100	350	350%	TOTAL	6,378.55
TOTAL	12,358	12,600	12,513	99%		
					Allotment deposits	100.00
RECEIPTS				Received	Open Spaces	2,000.00
Precept	12,000	12,000	12,500	104%	GENERAL RESERVE	£4,278.55
Allotments	155	-	125	0%		
Grants	294	-	-	0%	Church Close Loan Balance @ 01.06.2025:	3,077.87
HMRC Refund	-	-	-	0%		
TOTAL	12,449	12,000	12,625	105%		
SURPLUS/DEFICIT	91	(600)	112			

*includes payments as listed on agenda.