



Great Witchingham Parish Council Meeting of the Parish Council

Thursday September 25th 2025, at 7pm
Great Witchingham Village Hall, Great Witchingham.

Present:	Rowan Banks	(RB) Chair
	Peta Banks	(PB)
	Peter Collingsworth	(PC)
	Rachel Thorpe	(RT)
	Sally Acloque	(SA)
	Tracy Howlet	(TH)
	Dawn Clarke	Clerk & RFO to the Parish Council

1 Member of the public - District Councillor Peter Bulman

Minutes

2025/0061 **Chairs Welcome and to consider apologies for absence.**

The Chair welcomed everyone to the meeting County Councillor Greg Peck sent their apologies. Cllr Paul Hines apologies were accepted.

2025/0062 **Declarations of Interest.**

- Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.
- To consider any dispensation requests.

None

2025/0063 **Minutes.**

It was agreed that the minutes of the meeting held on Thursday July 31st 2025, were a true record and signed.

2025/0064 **To receive updates on any matters not elsewhere on the agenda.**

None

2025/0065 **Public Participation and Reports.**

- a. County Councillor Greg Peck
 - b. District Councillor Peter Bulman
 - c. Members of the Public.
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- a. Not in attendance
 - b. District Councillor Peter Bulman made a summary of the Petrol Station; this is currently with the ombudsman and awaiting a case worker to be assigned. The works still remain to be of great concern; the building seems to be stalled due to the technical nature of making a new construction plan.
It was noted that there have been more planning applications lodged for solar farms and the disparity in distribution was noted.
LGR – Devolution plans have been published outlining the case for 1,2 and 3 unitary authorities, this is submitted to the government to be determined.
A new notice board was discussed, and it was agreed that a grant of £1000 would be contributed from the members allowance.
 - c. None.

2025/0066 **Planning.**

- a. To note delegated consultee responses.
2025/2542 St Faiths Church, Fakenham Road. Conversion to a residential dwelling.
2024/3347 Long Barn, Furze Lane. Change of use, Cart lodge to Art Studio
- b. To consider a response to
2025/2256 Gt Witchingham Hall - Cracked pier repair. (Listed Building)
- c. Any application arriving after the publication of this agenda.

a. 2025/2541 - no objection but a request to observe the previous conditions (no change to the roof line)
2024/3347 No objection.
- b. 2025/2256 No response

2025/0067 **Correspondence and Communications.**

- a. To note the Highway Rangers and compile a list of works.
- b. Any correspondence after this agenda.

a. Councillor will forward details of work needed to the clerk, signs that have been placed on the road side were raised. Road side weeds and litter will be added but hopefully be covered by the imminent arrival of road sweeper.
- b. None.

2025/0068 **Financial Matters.**

- a. To agree payments as detailed in Annex A.
- b. To receive the bank balances.
- c. To note the budget against actual for 2025-26.
- d. To authorise the work to the brick bus shelter (part grant payment)
- e. To raise any projects that may require funding.
- f. Budget workshop date and time.
- g. To note the AGAR completion.

- h. To discuss the Equals Card and resolve a replacement.
- i. Litter pick prize and use of the money.

- a. It was resolved to accept the payments listed in Annex A,

Income

Broadland DC	Precept 2nd of 2 payments	£	14,483.00
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To note payments made

GW Village Hall	April & May	£	50.00
PKF Littlejohn	Audit Fee	£	252.00
RLS Computer Services	Email and webstie	£	516.00

For authorisation

Clerk	Clerks Expenses	£	27.00
Rowan Banks	Domain Subscription	£	21.59
Scribe	Accounting October	£	14.40
Payroll October	WFH	£	26.00
Unity Trust Bank	Service Charge October	£	6.00
Scribe	Accounting November	£	14.40
Payroll November	WFH	£	26.00
Unity Trust Bank	Service Charge November	£	6.00

- b. The total bank balances as of September 22nd, 2025, were noted £44,491.58 Current, £8,818.40, Savings £35,173.18, Equals £500
- c. Noted
- d. It was resolved to accept the quote from R English at £2,200 and that Norfolk CC will support this work with a grant of £1,760, leaving £440 for the parish to pay. This has been budgeted at £1,500 for the year and with the replacement shelter the spend will come in below the budget for both replacing and renovating.
- e. 2025-16 projects: Notice Board and possible bench in response to resident requests. Upgrade in surfacing to the play area. Play equipment (bars)
- f. The workshop will take place on November 20th, 2025
- g. The Audit process has completed; the notice of completion is on both the notice board and website. There were no recommendations from the internal or external auditor.
- h. Equals intend to charge £25 a month for continued use.
It was resolved to close the Equals Card and explore other pre-paid cards. Unity offers a card with a setup of £50 and a monthly fee of £3.
Clerk to return with details of other providers.
- i. It was agreed that the prize money from the litter pick (£200 + £20) would be spent on the notice board to top up the contribution offered by District Cllr Peter Bulman

2025/0069

Play Area.

The clerk is trying to arrange low or no cost base for the bins and safety notice. Park notice board in progressing now web and email set

It was agreed to ask Robin to maintain the safety matting as the new surfacing would be a long-term project.

It was agreed to ask Robin to tidy up the area around the War Memorial prior to Remembrance Sunday

2025/0070

Community Engagement.

To discuss weeds on the pavement to receive an update and response to community requests and approve any work.

City Fiber have left the Pavement with multiple cracks and in a poor state, The clerk was asked to investigate if there is any return possible.

A quote was sought that came in at £280 - this includes herbicide.

NCC have been contacted and asked that if we use an external contractor we do not spray.

NCC have indicated that the twice-yearly maintenance is due shortly. It was agreed to wait until they have attended and then re-visit the contractor for a new quote.

2025/0071

Environment.

Enhancing the area around the bus stop.

To consider a request for a notice board location and bench.

Area around the Island bus stop. The tree work has been authorised and are awaiting an update.

It was resolved to allocate a budget of £50 for bulbs to be planted around the village sign. PB to arrange.

It was agreed to pursue a notice board adjacent to the post box, Cllr Peter Bulman pledged £1000 of his ward allowance and the £220 that was prize money from the litter pick would be added to this. There is a budget line of £660. Cost for a English oak noticeboard, made in Norfolk is around £1,500 with 2 sides for public and council notices.

There was a conversation about a bench, clerk to add to the street licence application then consider after public consultation.

2025/0072

Administrative Matters.

To receive and update in respect to the.gov website and resolve a changeover date for emails.

Council resolved to undertake the Clerk's appraisal prior to the budget workshop.

It was resolved that the new website would be the primary source of information and the new emails would be used exclusively after November 20th.

Clerk to distribute emails and RB will help with any set up at the Budget Workshop.

Images are required for the new website.

2025/0073

Clerk's Report.

2025/0074

Items for next meeting.

To note the next meeting date: November 27th, 2025, at 7pm – Village Hall.

Signed:

Date: