



Great Witchingham Parish Council

Thursday July 30th, at 7pm
Great Witchingham Village Hall, Great Witchingham.

Present: Rowan Banks (RB) Chair
Paul Hines (PH) Vice Chair
Peta Banks (PB)
Rachel Thorpe (RT)
Sally Acloque (SA)

Dawn Clarke Clerk & RFO to the Parish Council

40 members of the public, including District Councillor Peter Bulman (DCPB)

Minutes

- 2026/053 Chairs Welcome and to consider apologies for absence.**
The Chair welcomed everyone and introduced the council and reminded residents that comments regarding application 2026/1761 would be taken during that item when standing orders would be suspended. County Councillor Dave Thomas had sent apologies. DCPB would present his comments.
- 2026/054 Declarations of Interest.**
None.
- 2026/055 To consider co-option of any candidate present.**
None.
- 2026/056 To approve the Parish Council minutes from the meeting held on Thursday May 28th 2026.**
It was agreed that the minutes of the meeting held Thursday May 28th, 2026, were a true record and signed.
Proposed RB, seconded SA, agreed,
- 2026/057 To receive updates on any matters not elsewhere on the agenda.**
None.
- 2026/058 Public Participation and Reports.**
a. County Councillor Dave Thomas.
b. District Councillor Peter Bulman.

c. Members of the Public.

- a. Absent.
- b. District Councillor Peter Bulman (DCPB) updated council to the highways measures aimed at reducing speed and accidents in Alderford. The Solar Farm in Alderford has been rejected by Broadland DC, but has gone to appeal with the planning inspectorate, there is no response yet.
Work to 'Johnsons Garage' continues in a more orderly manner. LGR is being challenged legally whilst also being prepared for.
- a. Residents raised concerns in respect to overgrown hedges and the safety of pedestrians. Residents were encouraged to report this online. PH will action this.
The Footpath between Common Lane and Hotel Drive was in poor condition, The Clerk will report this to highways.

2026/059

Planning.

- a. **To note no delegated consultee responses.**
- b. **To make a response to**
2026/1741 Change of use of part of Lenwade House Hotel from Use Class C1 (Hotel) to a Sui Generis House in Multiple Occupation comprising 20 en-suite bedrooms, The White Pheasant Annexe Lenwade House Drive Fakenham Road Lenwade.
- c. **Any application arriving after the publication of this agenda.**
- d. **Applications determined since the last meeting.**
 - a. None, but it is noted that 2026/1558 Work to the garage – change of materials – it was agreed that council does not have the knowledge to comment – the environment agency has made a response.
 - b. It was proposed to suspend standing orders to hear the residents' comments, Proposed RB, seconded PH, agreed.
DCPB will object to the proposal as he believes it is diminishing the amount of hotel accommodation in the area. If the officers are minded to approve DCPB will call the application in to committee for determination.
Residents raised the following points.
Location/site: Any HMO needs to be in the correct location to serve the legitimate use of an HMO. HMO users tend not to have vehicles and the bus may not be suitable for every day life.
Unknown number of residents.
Environment: Protected area of SSI. Adjacent to the River Wensum.
Facilities: Potential for families to share a room and this may impact on the school.
Roads: Lane is single track. The exit is not safe (close to 50mph change) and previous large events have stressed road safety when leaving.
Standing orders were re-instated.
It was resolved that the council will object to the application, that the clerk shall collate these responses along side the councillors responses and send by email back to councillor to approve prior to submitting. The clerk was instructed to contact the clerk/chair of

adjacent parishes and alert them to this application and encourage any response from the council or councillors.
Proposed, PB, seconded RB, agreed.

- c. None.
- d. It was noted that 2026/1358 35 Norwich Road Lenwade Norfolk NR9 5SH Demolition of existing conservatory and new rear first floor extension and single storey extension and associated works has been given permission with conditions.

2026/060

Correspondence and Communications.

To note any comment regarding correspondence items distributed and correspondence after this agenda has been published.

SAPPP has been in touch inviting the council to join the first tranche of digital users for the AGAR submission at the end of this financial year. It was agreed that council would accept this invitation. There has been a Call for sites to produce the 2045 Greater Norwich Plan has been made as there is not sufficient land supply to meet the legal requirements. NCC have sent a letter thanking parish councils and clerks for their service.

2026/061

Financial Items.

- a. **To agree payments as detailed in Annex A**
- b. **To receive the bank balances.**
- c. **To note the budget against actual for 2026-27.**
- d. **Confirmation of the insurance provision.**
- e. **Any update to the External Audit.**
- a. The payments listed in Annex A were agreed.
Proposed PB, seconded SA, agreed.

Income

Broadland DC	CiL -	£	17,795.57
Unity Trust Bank	Interest Q1	£	237.23

To note payments made

HMRC	Q1 (164.84+82.42)	£	247.26
SLCC	Membership (pro-rata)	£	87.64
Norfolk Pension Fund	June & July @	£	130.30
Payroll	M3 June, M4 July 2@	£	425.66
Unity Trust Bank	Service Charge, June, July 2@	£	7.00
Grounds Grant	Churchyard	£	750.00
Scribe	June & July 2 @	£	14.40
CAS	Insurance	£	681.35
Clerk	WFH June, July 2 @	£	26.00
Creative Play	Full with VAT	£	35,594.01
Norse	Grounds	£	993.78
S Blythe	Internal Audit	£	125.00

For authorisation

Clerk	Clerks Expenses	£	35.33
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- b. Current: £4,820.24 – Savings £ 37,143.90, Total 41,964.14
- c. Noted.
- d. Community Action Suffolk are providing the insurance coverage.

2026/062 Play Area.

The supplier of the new equipment will be contacted to tighten up some of the cross members. Robin will be contacted to do some other remedial work.

2026/063 Community Engagement.

There has been 1 use of the defibrillator since the last meeting and a new volunteer couple has agreed to help with checking. The potential lack of electricity due to the pub being closed was discussed and it was agreed to discuss in September.

2026/064 Environment Matters.

None.

2026/065 Administrative Matters.

- a. Clerk's report.
- b. **To adopt policy amendments as proposed and to note the increase in HMRC mileage allowance.**

- a. The Training for the digital AGAR is free but the location is in Reading, it was agreed to share the cost with the clerk's other councils (2/7ths).

Notice board is in progress.

The supplied words were agreed for the data protection policy's complaint process.

- b. It was agreed to adopt the HMRC rate of 55p per mile and back date this to April.

2026/066 Items for next meeting.

None. The meeting closed at 19:50

To note the next meeting date: September 24th, 2026, at 7pm – Village Hall.