

SOUTH WOOTTON PARISH COUNCIL

Minutes of a Meeting held at 7pm on Tuesday, 9th December 2025 **In the Parish Office Meeting Room, Church Lane, South Wootton**

1. TO RECORD THOSE PRESENT: Mr S Scales (Chairman), Mr P Bland (Vice Chairman), Mrs D Gotts, Mrs T Carney, Mrs M Albinson, Mrs T Banks, Mr M Narborough, Mr S Wells, Mr D Goddard, Mr H Hofmeister, Mr T Porter, Mr R Williamson, Mrs T Cornwell (Parish Clerk), and Mrs M Kirby (Assistant Parish Clerk).

Mrs W Border – Wootton Park Association / NWPC

APOLOGIES: Mr A Evans, Borough/County Cllr Mr S Ring and Borough Cllr Mr R Coates

2. MINUTES OF THE LAST MEETING: – 11th November 2025, these were proposed as a correct record by Mr Wells, seconded by Mr Hofmeister with all members in favour, they were signed by the Chairman.

3. DECLARATION OF INTERESTS: – Mrs Banks declared an interest as she is an Allotment Tenant.

4. QUESTIONS FROM THE PUBLIC: Mr Scales welcomed Mrs Border to the meeting and asked if she had anything she wished to say.

Mrs Border explained that unfortunately Mr Border was unable to attend the meeting, however, she wished to pass on his thanks to the Parish Council for their support and help throughout the year.

She added that she wished everyone a lovely Christmas and a Happy New Year.

Mrs Cornwell said that the Parish Council wished to say the same to them and thanked them both for all the hard work they do on the Park.

5. REPORTS FROM THE BOROUGH AND COUNTY COUNCILLORS:

Borough/County Councillor Ring: No Report.

Borough Councillor Coates: See attached circulated Report

Borough Councillor Bland: Mr Bland stated that recently the Mayor and Dr Paul Richards and his wife had attended a Service of Remembrance in Fife in Scotland, to remember 38 Scottish Fishermen who had sadly lost their lives off the Norfolk Coast.

Mr Bland explained that he was pleased to have attended a Memorial Service representing the Borough Council last Wednesday at St Nicholas Chapel, and after the Service wreathes were laid at a Memorial in the Hardwick Cemetery.

He added that the people of Scotland remain grateful and appreciative of the help they received from the Kings Lynn Community.

Mr Narborough asked Mr Bland if he knew why the Street Lighting along Edward Benefer Way had been turned off from the Doctors Surgery up towards Kings Lynn, he said that the road is pitch black and very dangerous in the evenings and felt that it should be reinstated.

Mrs Cornwell stated that this is a County Council issue and is all part of their County wide de-illumination scheme.

Members discussed the matter and Mr Bland agreed to highlight the issue to County Cllr Mr Simon Ring and ask him to make enquiries and obtain some further information.

With no other questions, Mr Scales thanked Mr Bland for his report.

6. REPORTS FROM THE COMMITTEES:

Assets

Mr Narborough confirmed that a meeting had been held on 3rd December, the minutes of which had been circulated to all members. He added that the meeting had been poorly attended with only four members other than himself present.

Village Hall - Heating in the Village Hall Toilets: Mr Narborough referred to the minutes and explained that currently there is no heating provision in the Village Hall Toilets, it was felt that we have a lovely Village Hall and heating in the Toilets should be considered.

Members had discussed the situation and felt that as the Village Hall has a Gas Boiler system, installation of radiators in each of the Toilets should prove to be quite straight forward and the work could be paid for via Parish Council CIL Funds.

After further discussion, **Mr Narborough proposed that the Parish Council investigates the installation of Heating in all three Toilets within the Village Hall and obtain some quotes for the work, this was seconded by Mr Scales with all members in favour.**

Mrs Cornwell stated that she would endeavour to obtain the quotes for the next Assets Committee Meeting scheduled for March.

Doors to the Caged area: Mr Narborough explained that following the recent Structural Survey, it had been highlighted that the double doors that lead through to the caged area would benefit from having smoke seals fitted.

Two quotes had been received from Mr Gary Smith, as follows -

Option 1 – To repair the existing doors, router in new smoke seals to cage room (as structural survey report) adjust doors to suit new seals - £248.00 +VAT.

Option 2- To replace the pair of doors to match the Hall entrance pair - Oak foil fire rated doors with smoke seal and new fire rated hardware including kick plates to reduce future damage - £885.00 + VAT.

Mrs Cornwell confirmed that the existing double doors are in poor condition, are tatty looking and have been in place for many years.

With all members happy, **Mr Scales proposed that the Parish Council should go ahead and replace the doors as per the Option 2 quote of £885.00 +VAT, this was seconded by Mr Goddard with all members in favour.**

It was confirmed that the cost of the new replacement doors would be paid for via Parish Council CIL funding.

The Green and Open Spaces – Bus Shelters – (CIL Funds) Outside Acadia House, Grimston Road: Mr Narborough explained that members of the Assets Committee had discussed the proposed new Bus Shelter for outside Acadia House on Grimston Road and had considered an objection letter which had been received from a resident who lives close by.

It was said that the resident was objecting to the siting of the Bus Shelter on the grounds of safety and visibility and added that various services, such as gas, electricity, water and telephone lines lie beneath the grass verge at the proposed location.

Mr Narborough stated that members of the Assets Committee had visited the proposed site and had felt that the location of the new proposed Bus Shelter would pose no visibility issues.

Members discussed the current use of the Bus Stop at this location and felt that as the Parish Council wants to encourage the use of Buses, a Cantilever type Bus Shelter at the location would be of benefit to its residents.

After discussion, **Mr Narborough proposed that the Parish Council goes ahead and applies for the relevant licence for a Cantilever type Bus Shelter to be sited at the Bus Stop outside Acadia House, Grimston Road, and NCC Highways be informed of the residents' objections, this was seconded by Mrs Gotts with one abstention, all other members in favour.**

Mrs Cornwell stated that she would go ahead and carry out the usual Norfolk County Council Highways consultations and gain the relevant permissions/Licences. She added that the Bus Shelter would qualify for Parish Council CIL Funding.

Mrs Banks spoke regarding the newly installed Bus Shelter at Low Road and asked why this had been positioned with its back towards the road.

Mrs Cornwell explained that the positioning had been chosen to protect Bus users from the prevailing wind and to stop them being splashed by passing vehicles.

New Replacement Bench on The Green, adjacent to Nursery Lane: Mr Narborough referred to the Assets Minutes and explained that a letter had been received from a resident requesting that the old bench, formerly situated at this location, be replaced.

It was explained that some time ago, a group of youngsters had unfortunately vandalised the bench and it had subsequently been removed.

Mrs Cornwell stated that a replacement bench would cost £848.19 +VAT.

Mr Narborough was concerned that the bench may become a gathering place, however, it was acknowledged that groups of youths no longer seem to congregate in the area.

After further discussion, **Mrs Albinson proposed that the Parish Council should replace the bench, this was seconded by Mrs Gotts, with one member against and three abstentions, all other members were in favour.**

Proposal for a Pergola / Gazebo in Cemetery: Mr Narborough spoke regarding the proposal for a Pergola in the Cemetery and stated that at the Assets Committee Meeting, Mrs Albinson had proposed that the idea should be abandoned.

Mrs Banks spoke regarding the Pergola and explained that she has seen lots of similar wooden structures around the County, and on seafronts in Cromer and Sheringham all of which have been left untouched.

Mrs Gotts stated that the main concern regarding a Pergola in the Cemetery would be that it would be sited out of the way, which may cause problems.

Mrs Cornwell explained that she had made several attempts to get an architect to design an appropriate brick Pergola, however, no-one has been willing to take on the work. It was said that a brick structure would need suitable plans drawn up to be put forward to obtain Planning Permission and all would come at an additional cost.

Mr Goddard read out an email which he had received from a lady who visits the Cemetery and stated that the resident finds South Wootton Cemetery to be a beautiful and calm place where she often spends time sitting on a bench close to her late daughter and that she would very much welcome a sheltered area for use in inclement weather.

Mrs Cornwell acknowledged the letter, and commented that a similar letter had been received, objecting to the Pergola as that resident had felt that it may attract and become a gathering place for youths.

Mr Narborough explained that he had spoken to a number of Cemetery visitors to gain their opinions, and he had found that people generally liked the idea and felt that it would be a lovely place for relatives to come together and would provide a shelter for after funerals if the weather is poor.

Concerns were raised regarding the location of the Pergola and whether in the future it could be in the way once the new Cemetery area becomes under Parish Council ownership. It was felt that it may also take up valuable Cemetery space.

Mrs Cornwell suggested that the area could be better used for Ashes Plots.

After lengthy discussion, **Mr Goddard proposed that the Parish Council obtains quotes for both a readymade steel structure and a brick-built Pergola, this was seconded by Mr Narborough with four members against, all other members were in favour.**

Mrs Cornwell confirmed that she would make enquiries and obtain some quotes prior to the next Assets Committee meeting.

Extra Cuts of the Cemetery Bank: Mr Narborough stated that at present the Grass Banks within the Cemetery are only cut twice per year, in March and again in July.

It was explained that to keep the Cemetery looking tidy, the number of cuts per year could be increased to seven.

It was said that a quote from Nurture Landscapes to cut the Grass on the Banks within the Cemetery on seven occasions per year would cost £748.44 +VAT. In dry periods, if a cut is not required, the Parish Council is not charged.

With all members happy, **Mrs Albinson proposed that the Parish Council ask Nurture Landscapes to cut the Grass on the Banks within the Cemetery on seven occasions per year at a cost of £748.44 +VAT, this was seconded by Mr Goddard with all members in favour.**

Mrs Cornwell confirmed that care would be taken to cut around the Spring Flowering Bulbs and the cost can be paid for via Parish Council CIL Funds.

Cemetery Fees: Mr Narborough referred to the Assets Committee minutes and the circulated Proposed New Cemetery Fees Sheet and explained that members had discussed the new proposed Fees at length.

Mrs Cornwell went on to explain that since the Assets Committee meeting it had been suggested that Non-Residents should pay 2.5 times the fees rather than just double.

With all members happy, **Mr Scales proposed that the Parish Council increases its Cemetery Fees as per the amended New Cemetery Fees Sheet from 1st April 2026, this was seconded by Mrs Gotts with all members in favour.**

Mr Bland commented that whilst the Borough Council's Cemetery land is becoming close to capacity, the Borough Council has no legal obligation to provide Burial Ground.

Mr Narborough enquired whether the Borough Council has progressed any further with finding additional space.

Mr Bland confirmed that it had not.

Mrs Cornwell stated that she would inform the local Funeral Directors/Stone Masons of the new Cemetery Fees which will take effect from 1st April 2026.

Emerald Homes Development: Mr Narborough spoke regarding the new Emerald Homes Development and explained that correspondence had been received from NCC with details of the proposed Footway Lighting Scheme.

It was said that the Developers would install the lighting, and then later down the line the Parish Council will take on their maintenance.

Mr Narborough confirmed that members had discussed the Footway Lighting and had felt that the Parish Council should request that the lights are dimmed in the evenings from 12 midnight until 5.00am as the Development sits opposite an Area of Outstanding Natural Beauty.

With all members happy, **Mr Narborough proposed that the Parish Council request that the new Footway Lighting on the Emerald Homes Development is dimmed from 12 midnight until 5.00am, this was seconded by Mr Goddard with all members in favour.**

Mrs Cornwell spoke regarding the replacement of the Lighting Columns within the rest of the Parish and asked members if they should also be manufactured with the dimmable option.

Members agreed that this would also be a good idea.

Replacement of Lighting Columns: Mrs Cornwell confirmed that the Replacement of the Lighting Columns in the Avon Road area (Including Avon Road, Rushmead Close, Ebbles Close, Bourne Close, Briar Close and Hazel Close) is now complete and quotes have been requested to move on to the next stage.

It was said that the next area of Lighting Columns to be replaced include Meadow Road, Bracken Road and Greenacres Close, Church Lane, St Mary's Close, Hall Lane and The Boltons.

A quote from K&M Lighting Ltd for their part of the work has been received at just over £16,000, however, the quote from UK Power Networks should follow in due course.

(Clerk's Note: Quotes received so far – Hall Lane £4,300.00, St Mary's Close £1,517.00, The Boltons £7,842.00 all subject to VAT).

Pond Dredging Update: Mr Narborough stated that work to dredge the Pond is still in hand, however, due to the very wet weather it has been decided to postpone the work until March when the ground is less wet and there is less chance of the heavy plant machinery damaging the Green.

Mrs Cornwell said that she would contact the Contractors, ADC Ltd, to make sure this would not cause an impact to nesting birds or other environmental obligations due to the time of year.

(Clerk's Note: Bird nesting season is between March and September. ADC Ltd hope to be finished by the end of February however, when speaking to the Environment Agency about the project earlier in the year as long as they don't prune trees or reed where birds are likely to be nesting, they will be fine.

ADC Ltd are aiming to complete the work in the last week or two in February providing it's not waterlogged).

With no questions, and all members happy, Mr Scales thanked Mr Narborough for his report.

Finance

Mr Scales confirmed that there had been no meeting held, however, the next meeting is scheduled for Wednesday 7th January 2026, when all members of the Parish Council will be invited to attend to discuss the Budget and set the Precept.

Bank Statements and Bank Reconciliation: Mrs Cornwell reminded members that it is necessary/good practice to have the Bank Statements and Bank Reconciliation checked and initialled at the monthly Parish Council Meetings where all Parish Councillors were present.

Mr Scales and Mr Bland looked at the Bank Statements for November 2025, the Bank Balance, the total of Unpresented Cheques and the Balance of the Current Account and Treasury Deposit Account. These amounts altogether corresponded with amounts in the Cashbook.

Once Mr Scales was happy that everything balanced, he and Mr Bland signed the Bank Statements.

Mr Scales also signed the Accounts sheet for the minutes folder.

All members were happy.

Planning

Planning Reports: Mr Bland explained that all members had been provided with copies of the recent Planning Reports with details of the various Applications and Decisions. It was said that Planning Applications continue to be dealt with by the Planning Committee via Email, unless a full meeting is called to allow members of the Public to attend, or a site visit is required.

Mr Bland spoke as a resident of Grimston Road and raised concerns that the new attenuation basins at the Knights Hill Development site may not be working as there has been water running down Grimston Road and into the drain at Sandy Lane.

It was said that the matter needs to be raised and brought to the attention of both the Borough Council and the Developers.

Mr Wells stated that problems will occur if the water freezes.

Mr Bland said that if this is the situation now, it will only be exasperated once more driveways and roads are built on the site.

Members were happy for Mr Bland to highlight the issue to County Cllr Mr Ring and report back next time.

Non-Material Amendments to Planning Applications: Mr Goddard spoke regarding the recent Borough Council Weekly Lists of Planning Applications and Decisions and had noted that a Non-Material Amendment for the Allison Homes Development had been received and Granted on the same list.

He felt that the Parish Council should be informed of what the amendments are.

Mrs Cornwell explained that Non-Material Amendments are generally minor tweaks and as such the Borough Council do not need to consult with the Parish Council and they appear on the Weekly List for Information only.

Mrs Cornwell explained, however, that she would contact the Case Officer at the Borough Councils Planning Department for further information and circulate this to all members.

(Clerk's Note: The Non-Material amendment relates to Phasing; Phase 2 has now been changed – there is a reduction in the number of houses in this phase and now they have all become Affordable.

Phase 3 – this refers to minor amendments to the spine road as it moves into the next stage of the development).

Policy

Mr Hofmeister confirmed that no meeting had been held.

7. REPORTS FROM OTHER COMMITTEES:

South Wootton Federation: - Mr Scales read out his report as follows –

Christmas is now in full swing, and this week has started tremendously with the Infants school winning the favourite Christmas tree at the Christmas tree competition at the Minster at the weekend. Congratulations go to the pupils who decorated the tree and a big thank you to the staff who gave up their time to help out at the event.

Christmas dinner at the Infant school is this Friday, the Christmas Church Service is next Monday for the Junior school, Christmas dinner on Tuesday at the Junior school and Infant School Church Service the same afternoon.

At the end of November, Mr Scales attended the annual Rudolf run at both schools and all the children seemed to enjoy running around their respective fields.

The Governors vision for the Federation can now be viewed on our website.

Next term we will continue our focus on reading and writing. Governors will also carry out monitoring to meet with our respective subject leads.

Although we are now in cold and flu season our attendances across both schools are remaining stable applying to both staff and children.

Mr Bland spoke regarding parking outside of the Junior School and explained that a very unhappy resident had contacted him asking when the promised Car Park would be constructed at the rear of the School.

It was suggested that this area may only be a drop off area and more information may be obtained from the Developers.

(Clerk's Note: Allison Homes plan to build a rear Car Park to the Junior School in June / July 2026 and there will be six Car Parking Spaces).

Mrs Carney commented that the recent parking of cars along Hall Lane had been horrendous on most days with parents parking and blocking residents' driveways.

It was felt that the School Fete held on Friday had been the main cause of some of the terrible parking and driving.

Mr Scales stated that the problem of parking outside schools is a problem all over, however, it was felt that with the rain and general poor weather additional cars have been out on the roads.

Comment was made that the issue has been discussed many times in the past. Mr Scales said, however, that he would take the matter back to the school and report back next time.

Wootton Park: – Mrs Gotts stated that she had no report this time, however, explained that the "200 Club" is always looking for new members to join, anyone interested in joining should contact Mrs Cornwell at the Parish Office. There are now five prizes to be won per month, and all the profits go back into the Park.

Comment was made that on a Saturday when Football games are being played, the Pavillion is open serving Tea, Coffee and Cakes. It was said that it is a very nice facility and people should go along and support it.

With no questions and all members happy, Mr Scales thanked Mrs Gotts for her short report.

South Wootton in Bloom: – Mrs Albinson confirmed that the most recent meeting was held on 18th November 2025, the minutes of which had been circulated to all members.

She added that the team had met for a Christmas Social at the Swan Inn and had enjoyed a lovely time.

Mr Narborough referred to Item 5, within the minutes and enquired about the Rotary Tree Planting which is scheduled to take place on The Green by March 2026.

He stated that he was unsure whether the Parish Council had yet given its permission to the additional Tree Planting.

Mrs Banks felt sure that this had already been discussed by the Parish Council and permission obtained.

(Clerk's Note: Members of South Wootton in Bloom will bring forward their proposals for Tree Planting at the next Parish Council meeting to be held in January).

Mrs Cornwell referred to the query raised by Mr Hankinson regarding the cutting down of some of the trees on The Green and explained that this was due to some of them being diseased and some of them being thinned out.

Finally, Mrs Banks was pleased to report that St Mary's Churchyard has been entered for the Norfolk Churchyard Conservation Award.

With all members happy, Mr Scales thanked Mrs Albinson and Mrs Banks for their report.

8. CORRESPONDENCE: – As per circulated list:

Local Government Re-Organisation: Mrs Cornwell stated that the Parish Council has now submitted its response to the Local Government Re-Organisation Consultation.

It was said that everyone should make their views known by completing the very straightforward survey on the Government Website.

9. ACCOUNTS: – Agreed, as per circulated list (As per the Financial Regulations, the Accounts List was checked and signed by Mr Scales).

Voucher No	Payee	Chq No	Reason	Amount
26AA	WN Surfacing		BACS 17 Nov- VH Car Park remainder	2000.00
26BB	Total Energies		BACS 17 Nov- VH Electric-Oct	95.54

26CC	Total Energies	BACS 17 Nov- PO Electric-Oct	116.45
26DD	Total Energies	BACS 17 Nov- S/Lighting Supply – Oct	1577.09
26EE	Sandringham Est	BACS 17 Nov- Posts VH & Pond	304.56
27	Office Wise	108968 New Chairs – Office	808.80
27A	AMR Electrical	BACS 25 Nov- PAT Testing	110.40
27B	ESPO	BACS 25 Nov- VH Gas – Oct	72.26
27C	ECS Computers	BACS 25 Nov- Toner Cartridges	1077.60
27D	Brights	BACS 25 Nov- VH Materials	37.19
27E	BCKLWN	BACS 25 Nov- VH Premises Licence	180.00
27F	Anglian Water	BACS 25 Nov-Allots 17/8-16/11	11.87
27G	Sandringham Est	BACS 25 Nov- Fence/Posts Xmas Tree	170.40
27H	HMRC	BACS 25 Nov- Cont'b – Nov	1342.72
27I	Norfolk Pen Fund	BACS 25 Nov- Cont'b – Nov	1644.41
27J	Prudential	BACS 25 Nov – Cont'b Nov	250.00
27K	Mrs T Cornwell	BACS 25 Nov– Salary & Exps Nov)	
27L	Mrs M Kirby	BACS 25 Nov – Salary & Exps Nov)	3243.63
27M	S Wightman	BACS 25 Nov- Salary & Exps Nov)	
27N	P Child	BACS 25 Nov – Salary Nov)	1663.61
27O	R J McIntyre	BACS 25 Nov – Various Jobs	500.50
27P	Barclays	D/D 3/11 – A/C Chgs	28.24
27Q	BT	D/D 14/10 – VH Wi-Fi	44.68
27R	BT	D/D 18/11 – PO Bundle Chgs	64.32

Plus, Accounts received since circulated list:

28	Sandringham Est	108969 Wood Fence/Pond	457.56
28A	Glasdon UK	BACS 9 Dec- Bins Bus Shelters/Dog Bin	1488.57
28B	Timber Services	BACS 9 Dec- Allot Fence	127.30
28C	M Fysh	BACS 9 Dec- Window Cleaning	25.00
28D	VH Cleaning	BACS 9 Dec- VH Cleaning	379.01
28E	MKM	BACS 9 Dec- Allots Materials	13.18
28F	ECS Computers	BACS 9 Dec- Monthly Services	307.68
28G	S & P Wakefield	BACS 9 Dec- St Marys Church Wall	1499.04
28H	K & M Lighting	BACS 9 Dec- Ebbble/Briar Lighting Fees	2810.41
28I	D A Jordan	BACS 9 Dec- Kissing Gate Repairs	798.00
28J	Nurture	BACS 9 Dec- Grass Maint – Nov	1576.01

Bank balances as at 28.11.2025.

Community Account	91,027.10
Business Premium Account	0.00
Treasury Deposit	280,000.00
Total	£371,027.10

There being no further business, Mr Scales closed the meeting at 9.10pm.

10. CONFIDENTIAL ITEMS: See attached.

11. NEXT MEETING: 7.00pm on **Tuesday, 13th January 2026**, in the Parish Office Meeting Room, Church Lane, South Wootton.

13th January 2026

Chairman