

SOUTH WOOTTON PARISH COUNCIL

Minutes of a Meeting held at 7pm on Tuesday, 13th January 2026 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 T Carney, Mrs M Albinson, Mrs T Banks, Mr M Narborough, Mr S Wells, Mr D Goddard, Mr H Hofmeister, Mr T Porter, Mrs T Cornwell (Parish Clerk), and Mrs M Kirby (Assistant Parish Clerk).
Mr and Mrs W Border – Wootton Park Association / NWPC

APOLOGIES: Mrs D Gotts, Mr R Williamson, Borough/County Cllr Mr S Ring and Borough Cllr Mr R Coates

2. MINUTES OF THE LAST MEETING: – 9th December 2025, these were proposed as a correct record by Mr Hofmeister, seconded by Mr Narborough 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 Mr and Mrs Border to the meeting and asked if they had anything they wished to say.

Mr Border stated that they had no questions and had simply come along to observe.

5. REPORTS FROM THE BOROUGH AND COUNTY COUNCILLORS:

Borough/County Councillor Ring: No Report.

Borough Councillor Coates: No Report

Borough Councillor Bland: Mr Bland stated that there is a lot going on at the Borough Council and explained that a discussion document will come if and when regarding a possible Town Council.

It is not known what shape and size this will cover at the moment, and this could be affected by Unitary.

Mr Narborough spoke regarding the question he had raised last time about why the Street Lighting along Edward Benefer Way has been turned off from approximately Hamburg Way 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.

Mr Bland explained that he is still awaiting a response from County Cllr Mr Simon Ring, however, it was said that this is all part of the County Council's de-illumination scheme.

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

6. REPORTS FROM THE COMMITTEES:

Assets

Mr Narborough confirmed that no meeting had been held, however, he had one or two items to mention.

Heating in the Village Hall Toilets: Mr Narborough stated that quotes are currently being obtained for the work to install radiators into each of the Village Hall Toilets.

Once the quotes have been obtained, the matter will be discussed further by the Assets Committee at their next meeting in March.

Cemetery: Mrs Banks enquired about the new Cemetery area and felt that it needs some type of landscaping, with possibly the addition of some trees and hedging, she added that when she recently went to have a look around, she had felt that the Cemetery just looks like an empty field with gravestones in it.

Members acknowledged the point and suggested that some thought be given to the matter so that it can be discussed at the next Assets Committee meeting in March.

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 postponed until the last week or two in February providing the ground is not waterlogged.

Bus Shelters: Mr Porter wished to comment on the Bus Shelters situated within the Parish and stated that he very much likes to see the South Wootton Parish Council name on the tops

It was said that it shows residents that the Parish Council does things and that we care about our residents.

With no other comments or questions, Mr Scales thanked Mr Narborough for his report.

Finance

Mr Scales confirmed that a meeting had been held on 7th January 2026, the minutes of which had been circulated to all members.

The three-quarter year accounts: Mr Scales stated that members of the Finance Committee had looked at a detailed printout of the finances which he had gone through section by section. He explained that the figure in the spend column should be approximately three quarters of the Budget. He added that the total spend for the three-quarter year was slightly over at £85,888.10 against a budget of £123,785.00, however, it includes several one-off items and items paid for using Parish Council CIL Funds.

With all members happy, **Mr Hofmeister proposed that the Finances are a correct record of the three-quarter accounts; this was seconded by Mr Narborough with all members in favour.**

To set the Precept for the year 2026/2027: Mr Scales spoke regarding the total precept figure of £127,800.00 (An increase of £4,015.00 on this current year) and explained that with the Tax Base going up this will amount to £69.12 (a decrease of £1.10) per Band D household per year.

With all Members happy with the proposed figures, **Mr Scales proposed that the Precept figure of £127,800.00 for 2026/2027 should be accepted, this was seconded by Mr Narborough, with all members in favour.**

New Bus Shelter – Outside Acadia House, between 1 & 3 Grimston Road: Mr Scales referred to the Finance Committee minutes and explained that members had considered a quote from Able Engineering for £6,140.00 +VAT for a new Bus Shelter to be located between 1 & 3 Grimston Road. It was said that the quote was for a Cantilever type Bus Shelter, with a Perch and the South Wootton Parish Council Logo.

Mrs Cornwell added that she had informed Able Engineering that concerns had been raised that Street Lighting wires may lie beneath the grass verge at the proposed location, however, Able Engineering have confirmed that these could be easily found and worked around.

With all members happy, **Mr Narborough proposed that the Parish Council goes ahead and orders a Cantilever type Bus Shelter, with a Perch and the South Wootton Parish Council Logo from Able Engineering at a cost of £6,140.00 +VAT, for siting at the Bus Stop between 1 & 3, Grimston Road, this was seconded by Mr Hofmeister with all members in favour.**

Mrs Cornwell informed members that the appropriate license from Norfolk County Council had already been received and the Bus Shelter will be paid for via Parish Council CIL funds.

To approve the following documents: It was confirmed that prior to the Finance Committee meeting, all members had been provided with a copy of the following documents:

- SWPC Operational Risk Assessment
- SWPC Financial Risk Assessment

With all members happy, **Mr Hofmeister proposed that the Parish Council adopt the amended SWPC Operational Risk Assessment document, this was seconded by Mr Bland with all members in favour.**

With all members happy, **Mr Narborough proposed that the Parish Council adopt the amended SWPC Financial Risk Assessment document, this was seconded by Mrs Banks with all members in favour.**

Mrs Cornwell confirmed that both documents are available to read on the Parish Council's Website.

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 December 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.

Knights Hill Development: Mr Bland explained that unfortunately he had to submit a personal complaint regarding the working hours on the Knight's Hill site. He understood that the agreed working hours were between 8am and 5pm (Monday to Friday), 8am and 1pm (Saturday) with no working permitted on a Sunday.

He explained that work had been taking place all day on both Saturdays and Sundays with loud chipping noises being heard.

Mr Bland said that the Borough Council's Planning Enforcement Team have accepted the complaint and would be speaking to the contractors concerned.

He added that another issue he has observed is that lorries have been turning right out of the development when this is not permitted for safety reasons.

It was said that this issue along with the ineffective attenuation basins would be raised at the next meeting with the developers in early March.

Meeting with West Norfolk Community Transport: Mr Bland explained that on Monday 12th January, members of the Parish Council had met with West Norfolk Community Transport (WNCT) regarding the possibility of the Parish Council supporting, financially via its CIL funds a Bus Service from the Woottons directly to the Queen Elizabeth Hospital.

It was said that 445 staff members live in the North and South Wootton area, not including volunteers, patients and relatives who visit the hospital, many of whom may benefit from a Bus Service during construction of the new Multi-Storey Car Park while Car Parking spaces may be limited.

Comment was made that the Hospital is currently looking at several options to alleviate Car Parking issues, including a temporary "Park and Ride" scheme.

Mrs Banks added that the Hospital also does a lot to promote Car Sharing initiatives and Cycle to work schemes.

Members discussed the situation at length and felt that both the Borough Council and the County Council should be taking some responsibility and agreed that further discussions would need to take place.

Mr Goddard spoke regarding the £100,000, Section 106 money from the Knights Hill Development site which had been given to the County Council specifically for a Bus Service to the Hospital and said that they have just kept the money stating that a Bus Service is not necessary.

Mr Goddard added that if a direct Bus Service to the Hospital would benefit residents of North and South Wootton, and the wider un-Parished areas of Kings Lynn such as Reffley and Wootton Road, it should be looked at as a joint venture and all parties should be looking to contribute towards it.

Mrs Cornwell added that to qualify for CIL Funding the Bus Service would have to serve the new development areas, including the Allison Homes site and the Knights Hill Development.

Mr Bland stated that members of WNCT have agreed to go away and produce more detailed proposals regarding the route and associated costs etc. so that the matter can be discussed again with third parties at a future meeting.

Mr Scales spoke regarding the £100,000 Section 106 money and explained that he would raise the issue with the County Council at the next meeting with them and the developers at the Town Hall in March 2026.

E-Bikes and E-Scooters: Mr Wells spoke regarding the increased number of youths travelling on E-Bikes and E-Scooters and said that he had experienced a dangerous encounter when a person on an E-Bike had speeded past him along Nursery Lane, in the evening wearing full black clothing and no lights.

Comment was made that this has become a problem everywhere, however, it is a Police matter.

Mr Goddard stated that he would try to attend the next Neighbourhood Police Meeting on Monday 19th January and would raise the issue.

For information, the meeting is being held at 7pm in the Dersingham Village Hall, anyone unable to attend in person can join online.

Policy

Mr Hofmeister confirmed that no meeting had been held.

7. REPORTS FROM OTHER COMMITTEES:

South Wootton Federation: - Mr Scales stated that there was no report this time, however, he is attending a meeting on Friday morning with the Executive Headteacher.

Wootton Park: – No Report, the next meeting is scheduled for Thursday 15th January 2026.

South Wootton in Bloom: – Mrs Albinson confirmed that no meeting had been held.

Mrs Banks spoke regarding the matter raised last time regarding Tree Planting on The Green.

She explained that South Wootton in Bloom would like to obtain permission from the Parish Council for some additional Tree Planting.

Mrs Banks explained that the plan is to plant an additional six trees in a semi-circle shape to deepen the area close to Low Road, but keeping a walkway from The Green to the Low Road kissing gate, she said that the project will be carried out with the help of members from the Priory Rotary.

It was suggested that the types of trees would be a variety possibly including, Walnut, Copper Beech, Hornbeam, Horse Chestnut, Oak, Maple and Sycamore.

Mrs Banks suggested that the plan would be to plant the trees in Autumn 2026 – January 2027.

It was said that the Parish Councils Grant of £500.00, would be used for the project.

After discussion, **Mrs Banks proposed that South Wootton in Bloom be granted permission to plant six or seven trees at the Low Road end of The Green in Autumn 2026 to January 2027, this was seconded by Mr Wells with all members in favour.**

Mrs Banks stated that she would keep the Parish Council informed.

Knights Hill Roundabout: Mr Bland asked members of SWiB if they had any plans to carry out planting at the new Knights Hill roundabout.

Mrs Banks stated that there were no plans in place to plant in this location, however, she would take the idea back for consideration.

Mr Bland stated that approximately 4,000 daffodil bulbs have been planted at the Allison Homes roundabout and members agreed that planting at the Knights Hill roundabout would make a nice welcome to South Wootton.

Bird Boxes: Mrs Cornwell asked members if they would have any objections to the installation of some bird boxes within the Cemetery, it was suggested that if the Bird Boxes were obtained would members of the SWiB Team help to put them up.

After brief discussion, and with all members happy with the idea, **Mrs Albinson proposed that the Parish Council allows the installation of some bird boxes with the Cemetery area, this was seconded by Mr Hofmeister with all members in favour.**

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

8. CORRESPONDENCE: – As per circulated list:

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
29	Halls Plumbing	108970	VH Toilet Repairs	102.00
30	Office Wise	108971	PO New Chairs	478.81
30A	Elveden Farms	BACS 17 Dec	– Xmas Tree	780.00
30B	Total Energies	BACS 17 Dec	– S/Lighting Supply	1733.59
30C	Total Energies	BACS 17 Dec	– VH Supply	184.59
30D	Total Energies	BACS 17 Dec	– PO Supply	175.33
30E	Paramount	BACS 17 Dec	– Fire Ext Service	223.32
30F	Anglian Water	BACS 17 Dec	– Allots 5/9-4/12	165.53
30G	Anglian Water	BACS 17 Dec	– PO Water 5/9-4/12	76.42
30H	Anglian Water	BACS 17 Dec	– VH Water 4/9-3/12	180.13
30I	NCC	BACS 17 Dec	– Safter Membership	35.00
30J	HMRC	BACS 17 Dec	– Cont'b Dec	1387.54
30K	Norfolk Pen Fund	BACS 17 Dec	– Cont'b – Dec	1672.46
30L	Prudential	BACS 17 Dec	– Cont'b Dec	250.00
30M	Mrs T Cornwell	BACS 17 Dec	– Salary & Exps Dec)	
30N	Mrs M Kirby	BACS 17 Dec	– Salary & Exps Dec)	3246.08
30O	S Wightman	BACS 17 Dec	– Salary & Exps Dec)	
30P	P Child	BACS 17 Dec	– Salary Dec)	1860.35
30Q	Sandringham Saw	BACS 17 Dec	– Panels/Capping Allots	153.00

30R	R J McIntyre	BACS 17 Dec – Various Jobs	260.00
30S	Barclays	D/D 5/12 – A/C Chgs	13.18
30T	BT	D/D 14/12 – VH Wi-Fi	44.68
30U	BT	D/D 15/12 – PO Bundle Chgs	64.32
30V	BT	D/D 30/12 – PO Tele & Wi-Fi	190.91

Plus, Accounts received since circulated list:

31	A Foreman	108972 Allots Fencing	560.00
31A	ESPO	BACS 13 Jan- VH Gas – Nov	55.00
31B	Timber Services	BACS 13 Jan- Fence Paint	10.00
31C	Brights	BACS 13 Jan- VH Cleaning	379.01
31D	K & M Lighting	BACS 13 Jan- S/Lighting Maint – Jan	534.25
31E	AMR Electrical	BACS 13 Jan- Replacement C/Park Light	584.40
31F	ECS	BACS 13 Jan- Online Svs/Ink Cartridges	366.74
31G	SLCC	BACS 13 Jan- Membership MK	200.00

Bank balances as at 31.12.2025.

Community Account	73,403.95
Business Premium Account	0.00
Treasury Deposit	280,000.00
Total	£353,403.95

There being no further business, Mr Scales closed the meeting at 8.00pm.

10. NEXT MEETING: 7.00pm on **Tuesday, 10th February 2026**, in the Parish Office Meeting Room, Church Lane, South Wootton.

10th February 2026

Chairman