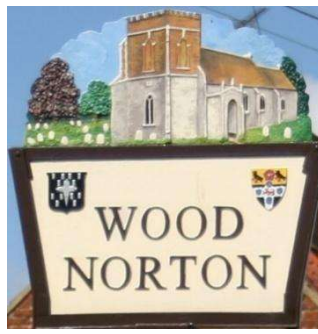




Wood Norton Parish Council

Chair: Marcus Crowe Parish Clerk: Joanne Madders clerkwoodnortonpc@gmail.com

Minutes of Wood Norton Parish Council Ordinary Parish Meeting **held in the village hall at 7.30 pm, Wednesday 16th July 2025**

Present: Cllr Marcus Crowe (Chair), Cllr Jean Johnson, Cllr John Jennings, Cllr Tim Lidstone-Scott, Cllr Tess Morley, Cllr Lorraine O'Keefe and Cllr Daniel Coe.

Clerk: Joanne Madders

Members of the public: 0

2025/21 To consider accepting apologies for absence.

None.

2025/22 To record Declarations of Interest from members on any item to be discussed.

Cllr Crowe declared a pecuniary interest in item 7 b) ii) New Laptop. No other declarations were made. All Councillors were reminded to complete and sign their Declaration of Interest on the NNDC website.

2025/23 Minutes:

a. To discuss any matters from the minutes not listed on the agenda. (For information only).

i) Cllr Johnson to sign declaration of office as Vice Chair.

Cllr Johnson and the Clerk signed the declaration.

ii) Cllr Crowe to send AGAR to external auditors.

Cllr Crowe advised that the AGAR was sent on 26th May and an email receipt received.

iii) Cllr Lidstone-Scott to liaise with the Orchard Community regarding dog fouling signage.

Cllr Lidstone-Scott advised that he is in the process of contacting the Orchard Community.

b. To approve and sign the Minutes of the Parish Council Meeting held on 21st May 2025.

Resolved to approve the minutes as a true and accurate record. The Chair signed the minutes.

2025/24 To receive reports from the County Councillor and District Councillor.

No report received from the County Councillor.

Cllr Mike Hankins, District Councillor emailed the following on 15th July:

"There has been much activity in the council about the two major changes affecting the council: The New Local Plan, Housing development, revised plan accepted by the government inspector, consultation on the implications of the plan will be circulated for public consultation later this year."

The Local Government Reorganisation. plan for a 3 unitary authority the councils submitted to the government, final decision expected early next year.

Happy to answer any questions arising from the above.

Digital switch over, National telecare campaign, launched you should have received reminder from NNDC of how to contact providers [digitalphoneswitchover.com]”

Cllr Morley reminded other councillors about the need to consider social housing and infrastructure. This had been discussed at previous meetings. Clerk to look at previous minutes to find out further information. **ACTION: Clerk**

2025/25 Parishioner open forum – please advise the clerk in advance of the meeting if you will be raising any points.

Not required as no public were present.

2025/26 The Chair/Clerk to provide an update on any information, actions or correspondence since the last meeting.

The pond at steel house was discussed although the matter has now been address. Cllr Johnson relayed her discussion with the resident regarding the situation. The council did respond in a timely fashion contrary to what the email complaint suggests. In future Councillors will advise residents to put any comments on complaints in writing to the Clerk.

The Chair advised he had received an email from the village churchyard representative before the meeting regarding Norfolk Wildlife Trust advice on churchyard maintenance and biodiversity. This was read out during the meeting. Councillors discussed this and noted that they had previously agreed a contribution of up to £200, payable on receipt, to pay towards the final cut. This still stands but councillors agreed this did not have to be for the final cut. Resolved that the Chair will communicate this to the churchyard representative and ask for valid receipts to make the contribution. **ACTION: Cllr Crowe**

2025/27 Finance:

a) To receive the current financial position.

Community a/c £3,503.36. 7 transactions since last meeting were noted.

Community (Defib) a/c £865.11.

Business Premium (Village Sign) a/c £1,401.72 (£4.64 interest received in June).

Business Premium (Investment) a/c £4,697.38 (£15.55 interest received in June).

b) To approve payments to be made:

i) Clerk's office expenses and home working allowance

£78.20 resolved and approved.

ii) New laptop

£299 (including VAT) resolved and approved. Reimbursement will be made to Cllr Crowe's wife who ordered the laptop via her John Lewis account.

iii) Insurance renewal

£214 Zurich quote resolved and approved. The Chair had contacted Clear Councils and Parish Protect but both declined to quote as they knew Zurich would be the most competitive. The Chair also asked Zurich if they could provide a long term agreement but they are unable to and advised that they already offer their best rates.

iv) Dog waste bin

£296.40 resolved and approved.

An HMRC payment of £38 was also noted for information only.

c) To consider the purchase of an Auditor's gift.

Resolved for the Chair to purchase a gift for the auditor up to the value to £20.

d) To accept VAT refund of £170.62

Duly noted.

e) To approve VAT transfer to Defib a/c of £98.49

Resolved and approved.

2025/28 To receive an update on VETS.

Cllr Lidstone-Scott advised that he is in the process of contacting the 10 volunteers to see if they are all still happy to remain as volunteers. **ACTION: Cllr Lidstone-Scott**

2025/29 To receive a highways update / SAMS2.

Cllr Jennings had provided information to Councillors prior to the meeting regarding SAMS2 options. A discussion was held regarding costs, options, insurance and alternatives including the possibility of sharing a SAMS2 with another parish. Cllr Jennings was thanked for his work investigating this. Councillors resolved not to pursue any further.

There had also been a complaint to the Chair about a fallen tree on Foulsham Road and a complaint about pigmy goats loose on the road. The Chair has spoken to the residents involved.

2025/30 To receive an update on drainage issues.

Since the last meeting the Chair wrote to Anglian Water for an update. They have said the problem is due to poor highway maintenance and they will no longer be pursuing the issue (See Appendix 8). This will be added to the September agenda.

2025/31 To reconsider the requirements regarding allowable email domains.

The Clerk advised Councillors of the SAPPP 2025 guidance, Assertion 10, on the council not using a gmail address and the GDPR implications of using personal email addresses. The Chair reminded that it is not a legal requirement to have a gov.uk address and that the 1972 Act is law and the SAPPP only a guide. Resolved to defer until further information or guidance is released.

2025/32 To consider the new clerk's training and development, and membership organisations.

Resolved for the Clerk to attend two NALC training courses and to pay 50% of her SLCC membership fee.

2025/33 To discuss the new requirement to have an IT Policy.

Resolved to adopt the NALC model policy. The Clerk will personalise this and send to Cllr Lidstone-Scott to upload to the website. Cllr O’Keefe will add to the annual policy review. **ACTION: Clerk / Cllr Lidstone-Scott / Cllr O’Keefe**

2025/34 To consider the seat on the village hall sign for repair or replacement.

The seat is beyond repair. Cllr Lidstone-Scott will obtain quotes for a replacement and bring to the next meeting. **ACTION: Cllr Lidstone-Scott**

2025/35 To review the Action Plan and Risk Assessment.

Cllr O’Keefe has reviewed the action plan and the July and August points were discussed. Cllr Lidstone-Scott advised that all the required risk assessments were up to date. The Clerk needs to complete a VDU/Home Working risk assessment. **ACTION: Clerk** Cllr Johnson advised that the lock on the noticeboard needs replacing. The Chair agreed to do this. **ACTION: Cllr Crowe**

2025/36 To discuss any other urgent Items.

A discussion was had regarding a family bug/bird box making event near October half term to support biodiversity. Councillors agreed a budget of £150 to cover village hall hire, materials, refreshments, leaflets/publicity, etc. The Hawk and Owl trust will be approached now that dates have been suggested. Councillors will communicate to discuss what materials may be required. Cllr Johnson will ask her husband to provide an update on the Felbeck Trust at the next meeting. Cllr Lidstone-Scott will arrange a risk assessment for the event. **ACTION: Cllr Lidstone-Scott / Cllr Johnson**

2025/37 To receive any items for inclusion on the next Agenda

VETS, Highways, Drainage, Seat on village sign, Felbeck Trust update/report, Family bug day update

2025/ 38 To note the date of the next meeting as the 17th September 2025 at the village hall at 7:30pm.

Duly noted.

Meeting closed 9.12pm

Signed as a true record of the meeting of Wood Norton Parish Council held on 16th July 2025

Signed by the Chair.....