



## Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG  
Telephone: 01953 881007 Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk)  
Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto:clerk@wattontowncouncil.gov.uk)

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 24<sup>th</sup> June 2025 at 7.00pm for the purpose of transacting the following business.

Please note A Charlotte Harvey Trust meeting will be held at 6:30pm before the Full Town Council meeting.  
The doors to the Council Chamber will not be open to members of the public until 7.00pm

*Jane Scarrott* Town Clerk

18<sup>th</sup> June 2025

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda
3. MINUTES
  - 3.1 To confirm that the minutes of the meeting held on 10.06.25 are a true and accurate record
  - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
  - 4.1 Chairman's Report
  - 4.2 Vice Chairman's Report
  - 4.3 District Councillor's Report
  - 4.4 County Councillor's Report
  - 4.5 Clerk's Report
  - 4.6 Reports from Lead Councillors and Representatives
5. Works in Progress List
  - 5.1 To agree not to progress with digital signage as apparent costs are thought to be prohibitive
  - 5.2 To agree that the Town Council will not provide further bins in the Town at this time
6. PUBLIC PARTICIPATION
7. FINANCE
  - 7.1 To approve payments for June 2025 (To follow)
  - 7.2 To note draft minutes from the Finance Committee Meeting held on 12.06.25
  - 7.3 To consider Finance Committee recommendations:
    - I. To make a resolution to address the problem of the trees in the High Street containers.
    - II. To complete the works as recommended in the Wayland Hall Quinquennial Report 2021.
    - III. To agree how to dispose of consecrated soil from grave digging.
8. Update on Devolution and Local Government re-organisation
9. To consider grant application received from Watton Junior School
10. To agree that a Mayors Cadet will support the Mayor
11. To agree the Town Council will manage the VJ day event on 15<sup>th</sup> August 2025
12. PLANNING To consult on planning applications received since the last meeting:

12.1	PL/2025/0780/H OU	Two storey front extension to comprise kitchen, porch, bedroom and ensuite.	106 Norwich Road, Watton	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197774&amp;language=en">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197774&amp;language=en</a>
12.2	PL/2025/0755/C LOPUD	The lawful commencement of development for holiday lets, plots 19-24 as per	Richmond Park Golf Club Saham	<a href="https://publicportal.breckland.gov.uk/planning/index.h">https://publicportal.breckland.gov.uk/planning/index.h</a>

	FOR INFORMATION ONLY	planning permission reference 3PL/2007/1310/F	Road, Watton	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197778">tml?fa=getApplication&amp;id=197778</a>
12.3	PL/2025/0751/O MAJ	Erection of 12 dwellings and associated works	Land Off Merton Road, Watton	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197788">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197788</a>
12.4	PL/2025/0647/V AR	Variation of Cond. 8 on 3PL/2022/0718/F - Vary the wording of condition 8 (Have air quality and CO2 sensors are built into the new units) to be removed	Watton Footpath Outside 7 Chaston Place, Watton	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197649&amp;language=en">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197649&amp;language=en</a>
12.5	PL/2025/0847/F MIN	Demolition of existing garages and erection of new two storey dwelling	Land To The Rear Of 25 Norwich Road , Watton, IP25 6DA	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197848&amp;language=en">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197848&amp;language=en</a>

13. To pass a resolution to Exclude the Press and Public to consider confidential matters

13. 1 To receive verbal update from HR Committee meeting held on 12.06.25

13.2 To consider request for a memorial in Watton Cemetery

## Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday June 9<sup>th</sup> 2025 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: Gillian Tarrant – Chairman, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Tina Kiddell, Keith Prince, Don Saunders.

Officer present: Jane Scarrott Clerk

1 member of the public

### **1. APOLOGIES FOR ABSENCE RECEIVED from**

Tony Bridges and Tina Cruz.

### **2. NO DECLARATIONS OF INTEREST MADE**

### **3. MINUTES**

3.1 The Minutes of the meeting held on May 27<sup>th</sup> 2025 were accepted as a true record.

3.2 Updates from the meeting held on May 27<sup>th</sup> if not agenda items (noted in the agenda pack):

- To date three co-option applications have been received for the two casual vacancies on the Town Council.
- Standing Orders and Financial Regulations have been updated as agreed and uploaded to the Town Council website.
- A VJ Day event meeting will be called when the Events Officer returns from leave.

### **4. REPORTS**

4.1 Chairman's Report – no report given.

4.2 Vice-Chairman's Report – no report given.

4.3 Clerks Report

Written report presented in Councillors Agenda Pack with verbal update given:

- Structural engineer will be booked to further investigate cracks which have appeared in the north wall of the Chamber at Wayland Hall.
- Noted that it is planned to hire another skip to clear rubbish from the Thetford Road Allotment Site and a small event will be organised in Allotment Week 2025 (suggested date August 14<sup>th</sup>) to publicise that the Town Council now owns the Thetford Road Allotment site.
- The Town Crier has asked whether he might be included in Armistice Day commemorations in 2026.
- The Office is still looking at possible locations for a third SAM2 Vehicle Activated Sign. It is felt additional sites could be introduced at points opposite to where the signs are currently positioned and a request has been made for a location along East Road.

4.4 Lead Councillors Reports: No reports given.

### **5. PUBLIC PARTICIPATION – No issues raised.**

### **6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION**

Updates are forwarded to Councillors as received. Noted that Breckland Council will be holding a meeting re. LGR at Thompson Village Hall on June 24<sup>th</sup> 14:00 -15:30.

### **7. RISK MANAGEMENT PLAN**

**It was resolved** to accept The Risk Management Plan with slight suggested checks and amendment to be made.

## **8. FINANCE**

8.1 **It was resolved** to accept the accounting reports for the year ending March 31<sup>st</sup> 2025 as presented in the agenda pack for the meeting.

8.2 **It was resolved** to accept the Internal Auditors Report for 24/25.

8.3 **It was resolved** to approve and sign the Annual Governance Statement 2024/25.

8.4 It was resolved to approve and sign the Accounting Statements 2024/25.

## **9. WATTON TOWN DELIVERY PLAN**

The Council had been asked to suggest any “quick fixes”, from within the Watton Town Delivery Plan, which Breckland Council might be able to undertake.

Suggestions included:

- Investigating if any improvement could be made to Chaston Place. As the area is not within public ownership permission would be needed from the owner.
- Supporting the Reclaim the Rain project to plant trees in the High Street.
- To look at what green spaces, local to the High Street, might be enhanced or made better use of. This could include the Breckland Council owned area of land adjacent to the Queens Hall.
- Reviewing the “wish list” put together a while ago by the Town Council.

## **10. STEVENS ALMSHOUSES CHARITY**

A request has been made to the Town Council to provide a Trustee for the Stevens Almshouses Charity. This matter will be raised again when more Councillors are present.

It was suggested that to help Councillors understand the role of a Councillor, training could be arranged once new Councillors have joined the Council.

## **11. TOWN CRIER**

It was resolved that following request from the Town Crier the Town Council would support hosting of the Town Criers Guild British Championships in 2026.

## **12. PLANNING**

12.1 PL/2025/0666/TRE Beech B1 - To reduce crown of tree at Dereham Road, Watton  
No comments.

### Item 3.2 Update from the meeting held 10.06.25

Agenda Item No.	Update
3.2	Deadline for Co-option application was 16.06.2025 – 6 applications were received – Co-option interviews to take place at the first meeting in July.
4.3	<ul style="list-style-type: none"><li>• Structural engineer visited 17.06.25 –awaiting written report. No immediate action needed however.</li><li>• Skip for the Thetford Road allotments is booked for July 7<sup>th</sup></li><li>• The office has submitted potential locations for the SAM 2 signs to the Highways Engineer</li></ul>
11	It has come to light that there was another town in the running to host the Town Criers Championships 2026 and unfortunately Watton did not get picked. Due to the Championships falling on the same date as Watton's Town Crier Competition event, the Town council is now having to change the date of the event to 30 <sup>th</sup> May.

### Item 4.5 Clerks Report

#### Norfolk Local Access Forum

The **Norfolk Local Access Forum (NLAF)** is currently recruiting new members—and would like to hear from anyone interested in joining. This is an opportunity to help shape the future of countryside access in Norfolk.

The Forum is made up of up to 22 passionate volunteers representing a wide range of user groups – walking, cycling, horse riding, land management, conservation, tourism, health, education. Members may also have special interests, such as advocating for minority access, or supporting young families in getting outdoors. Members do not have to be specialists or employed in work relating to public access, but should be passionate and engaged.

The Forum provides independent advice to organisations like **Norfolk County Council**, working to improve access to Norfolk's beautiful landscapes for everyone.

👉 Find out more and apply here: <https://www.norfolk.gov.uk/nlaf> and [Get Involved!](#)

For any questions, email [nlaf@norfolk.gov.uk](mailto:nlaf@norfolk.gov.uk)

 **Deadline for applications: 14<sup>th</sup> July 2025**

#### Land at Thetford Road

Endurance Estates has made contact with the Council as a planning application is to be submitted by them for development off the Thetford Road.






The developers have offered to meet with the Town Council w/b 30.06.25.



## Highways

The Highway Engineer visited Watton on 17.06.25 and it is noted that:

- Harvey Street is scheduled to be surfaced dressed in 2026. This has been postponed due to the utilities works taking place
- Double yellow lines could possibly be installed along the entrance to Town Green Road if funding could be found (possibly via the County Councillors budget?)
- Clarity will be sought whether the trod along the Norwich Road has been completed
- Road markings at the south end of East Road are to be refreshed. Thoughts are East Road would not be a suitable location for a SAM 2 sign.

	Resolution	Date/ Agenda item	Action	Link to 4YP/NP	Lead	Current Position – 18.06.25	Status
126	Apply to the Norfolk County Council Parish Partnership Scheme 2025 to help fund a dropped kerb to allow easier disabled access to the Bridle Road Play Area site	08.04.25 10	Apply for funding		Office	Emailed Highways engineer and County Councillor on 09.06.25  Highways Engineer is investigating whether a dropped kerb is feasible	
125	Purchase a third SAM2 Vehicle Activated Sign as funded by the NCC PPS	08.04.25	Purchase SAM 2 sign		Office	Awaiting meeting with Highways Engineer re. locations for a third sign	
124	That the Office should gather information on the provision of services for the elderly in Watton with the intention of presenting a report to Full Council in September 2025 to help enable the Council to make a proposal regarding how it might provide or support future provision	11.03.25 4.4i	Gather information		Office	EMO to take a lead	
120	Quote accepted to carry out the following works to the Clock Tower: <ul style="list-style-type: none"> <li>• site inspection of the tower</li> <li>• review of the present quinquennial survey</li> <li>• production of a list of works and discussion of the list with a view to producing a minor schedule of works.</li> </ul>	14.01.24 15	Accept quote and arrange works		Office	Site inspection of the tower took place 30.01.25  Building Surveyor report received and forwarded to contractor  Awaiting date for works to be undertaken.	
116	To establish a working group to prepare a long term staffing strategy.	22.10.24 7.3iii			Fin HR	Staffing Re-structure report received – HR Com. to put a recommendation for Full Council	

						together at its next meeting 10.07.25	
114	To hold discussions with BDC regarding possibility that the Town Council can take over the car parks in the town	24.09.24 8	Hold discussions with BDC		Office	Awaiting revised Heads of Terms for lease of car parks	😊
111	A policy relating to the use of Council resources, such as the market gazebos, should be compiled.	10.09.24 11	Compile policy		Office	Draft report compiled Deferred until after a meeting of the Market Working Group has been held – <b>Date needs to be set for meeting</b>	😊
104	To produce a staff well-being policy	23.07.24 4.6	Compile policy		HR	All other HR policies have been implemented, Staff Well-Being Policy still to do	😊
91	To research provision of Digital Signage at the 4 entrance points into Watton.	14.11.23 11	To research		Office	<b>Suggest 91 is removed once decision made not to progress digital signage as apparent costs are thought to be too great</b>	😊
85	Cllr Bridges to compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council in 2025		TB	Awaiting Draft Policy – Cllr Bridge to liaise with the Office	😊
83	Old Christmas lights will be offered (untested), to local organisations in the following order: 1. Queens Hall 2. CHT 3. Other charitable organisations within Watton 4. High Street businesses Any remaining or non-working lights will be sold for scrap.	08.08.23 9	Other local organisations to be contacted if any lighting remains.		Office	Decision taken 10.06.25 to scrap remaining old lights	😊



82	Landscaping of Portal Avenue Community Land.	08.08.23 7.3	Research landscaping.	4YP NP	Office	Future Project for EMO to lead	😊
78	Litter Bin on Norwich Road opposite Blenheim Way	10.01.23 10	Seeking permissions.		Office	Policy needed re: providing further bins	😊
68	Seats – to undertake audit of seats around the parish.	11.10.22 5	Undertake audit of seats.		Town	DC and TO have begun an audit of all street furniture Future project for EMO to populate Scribe Civility Asset Management Software	😊
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council are responsible for will be undertaken.	14.09.21 6.1	Some works have been undertaken.	4YP	Office	Finance Com. recommendation to Full Council 24.06.25 to agree to remaining works	😊
21	To commission audit of energy usage in Council premises.	22.09.20 5.1		4YP	Office	Work to heating system at Wayland Hall has been undertaken. see 77 Audit of Energy could be incorporated within a review of the Sustainability Audit	😊
13	Watton Town Council will consider model Climate Change Awareness Policies for possible adoption.	6 12.11.19	Clerk to investigate and present model policies to Full Council.	4YP	Clerk	Sustainability Audit to include Climate Change Awareness Policies	😊
	To undertake a Town Council Sustainability Audit.	12 24.09.19	To undertake Audit.		Office		
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	2 more photos to be obtained  Note to be posted in the Chamber to state these 2 photos are unobtainable.	😊

## Item 7.2

### **Minutes from the Finance Committee Meeting held on June 12th 2025 at Wayland Hall**

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn, Gillian Tarrant  
Officers Present: Jane Scarrott and Michelle Thompson

1. No Apologies for absence received.

2. No Declarations of Interest made.

3. Minutes of the meeting held on 16.05.25.

3 (i) The Minutes of the Finance Committee meeting held on 15.05.25 were confirmed as a true record of the meeting and signed by the Chairman.

3 (ii) Car Parks – At the Full Council meeting on 17.05.25 it was agreed that Don Saunders, as Chairman of the Finance Committee, and the Clerk should continue discussions with Breckland Council regarding the possible transfer of the Breckland Council owned car parks in the town to Watton Town Council. Currently Breckland Council has said that as all the town councils are asking for freehold of the car parks in their towns (rather than leasehold as originally offered) some due diligence work is needed before Heads of Terms for a lease of the car parks, including a clause for possible freehold purchase, can be offered.

It has also been voiced that a request should be made for the land which belongs to Breckland Council adjacent to the Queen's Hall to be passed to Watton Town Council.

3 (iii) No financial matters raised at the Full Council meeting on 10.05.25 which need to be further noted by the Finance Committee.

It was stated that the cherry trees in the containers at the west end of the High Street were to be removed as agreed with Breckland Council when they became too big. As this has not happened a recommendation will be made to Full Council that a resolution is needed to address the problem of the trees in the High Street containers.

4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.05.25 which was checked and signed by the Internal Control Officer.

Members were also presented with the current budget position by Cost Centre and Code:

- Noted that the insurance budget line is already overspent by £131.50 but no further expenditure is anticipated within this code this financial year.
- Market expenditure for the cost of the weekly road closure for the market and the occasional contractor support needed to help with market gazebo set up is all included within the Market Initiative code. For ease of understanding this code will be renamed.  
[also includes payment for footfall cameras which was supported by a grant of £5040].  
The Events and Marketing Officer is continuing to promote the market.
- Legal code includes the fees for the transfer of the Thetford Road Allotments.

## 5. Internal Auditors Report

The Internal Auditors Report was presented to and accepted by Full Council on 10.06.25.

Recommendations made within the Report will be considered moving forward.

## 6. Review of Four Year Forecast

The Four Year Forecast will be kept in review bearing in mind the present Council is now over halfway through its Term of Office.

Of note:

- works are needed to complete the recommendations within the Wayland Hall Quinquennial Inspection Report and costs are as yet unknown. A recommendation will be made to Full Council that the works on the Quinquennial Report for Wayland Hall should be completed.  
It was suggested grant funding should be researched to help finance improvements to Wayland Hall.
- investigation is ongoing as to how to deal with soil arising from grave digging. A recommendation will be made to Full Council that a decision is needed as to how the consecrated soil from grave digging should be disposed of.

## 7. Date of the next meetings

Finance Committee: **Thursday July 10<sup>th</sup> @ 10.00am 2025**, to be followed by an HR Committee meeting at 11.00am.

### **Recommendation to Full Council:**

1. To make a resolution to address the problem of the trees in the High Street containers.
2. To complete the works as recommended in the Wayland Hall Quinquennial Report 2021.
3. To agree how to dispose of consecrated soil from grave digging.

Quinquennial Inspection Report undertaken 2021  
Outstanding works highlighted.

Status	Area/Reference	Suggested Repair/Action	Notes
✓	Roof	Inspect the gutter, hopper head and downpipe in the area of the West Hopper head and check for leaks.  2025- gutter clearance to be arranged.	Re-roofing and gutter clearing <u>was</u> undertaken in 2020. Down pipe was repaired in 2022. Gutter clearance <u>undertaken</u> in 2022 and 2023.
	Chamber ceiling	Fix back fallen ceiling batten.	
✓	Chamber	Investigate leaking radiators and resolve leaks if still leaking.	Radiators in Chamber replaced in 2021
x	Upstairs toilet	Investigate roof leak and resolve.	Visual damp recorded at time of inspection. Still evident.
x	Stair well	Refix handrail	
✓	External gas pipe	On the day of the survey the Surveyor pointed out that the external delivery pipe was badly corroded and recommended the Gas Supplier should be contacted to investigate if it was considered fit for purpose.	Pipe replaced.
x	Window frames	Decorate timber work of opening lights at ground and first floor.	Awaiting new windows but ground floor frames could be <u>be painted</u> by TOs if permission is sought for working in the road.
x	Chamber	Works around fire door on the East side flank wall – carry out reinforcing work.	Further advice needed and quotes to be <u>sort</u> . (To approach builders who are to replace the windows).
	Chamber	Remove approximately 2.5m2 of plaster in the store, allow the wall to dry out and replaster in plaster to match the existing.	
x	Upstairs toilet	Provide latch arrangement to window.	

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x	Stairwell	Fill cracks decorate and monitor.	TOs to do?
✓	Clerks Office	Refit pipe casings.	All pipework boxed in.
✓	Clerks Office	Make good walls where new pipework installed	Decorating <u>been</u> undertaken.
x	Boiler Room	Make good around pipework	Winter job for TOs
✓		The Electrical installation on initial inspection appears acceptable but an Electrical Engineer should be instructed to carry out an inspection and provide the relevant certificates for the installation and equipment unless these already exist.	5 year fixed wiring electrical inspection undertaken June 2024
✓	General	The boiler appears to be a recent installation and is assumed to be in good working order. The radiators appear to be of some <u>age</u> and it might be worth considering providing new, all <u>subject</u> to the Views of a Heating Engineer. It is suggested that the gas installation is tested and certified.	Boiler replaced 2019. Heating Engineer contracted 2024 to include gas installation tested and certified.
✓		It is believed no lightning protection exists. A lightning assessment should be carried out to determine if a system is required.	Risk assessment would indicate this is not needed.
x	North Elevation	Decorate windows and carry out minor repairs.	As above
x	East Elevation	Improve the Flashing arrangement between the adjacent roof and fire escape door.	
	Chamber	Fill junction between ceiling batten and wall.	

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	Museum Corridor	Clean light diffusers.	
x	Museum	Service leaded windows on the ground floor of the museum	
x	West Elevation	Repoint small areas of brick work.	Quote needed from builders.
x	Museum	Pin and resin grout where damaged steps to Museum entrance.	
x	West Elevation	Decorate remaining timberwork	TOs?
✓	North Elevation	Carry out repointing in small areas at high and low level	Undertaken 2023
✓	Chamber	Decorate ceiling, walls and joinery.	<u>Chamber</u> decorated 2021.
x	Boiler Room	Repair walls and decorate	TOs?
	Roof	If felt has been used to line the West gutter, replace in lead.	Advice from roofer is that the gutters are felt and tar lined but this is in decent condition and does not need work at present.
	Roof	Consideration should be given to introducing insulation to the roof.	
x	External walls	Remove/reorder cabling and redundant hooks	BT to remove?
x	West Elevation	Repairs to eroded stonework of sills, mullions and transoms.	Builders to quote

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x	West Elevation	Hack out plastic repairs and renew in a lime based plastic repair.	Builders to quote
	Chamber	Consider replacing <del>fibreboard</del> ceiling, insulate and provide new ceiling lining.	
	Chamber	Rework entrance to Hall.	
	First Floor Museum	Make good ceiling plaster.	
	South Elevation	Monitor the pointing but no action presently needed	
	South Elevation	Monitor the erosion of the stonework to the sills	
✓	Chamber	Monitor cracks as noted and seek further advice if cracks increase in size.	Structural Engineer produced <u>report</u> Oct. 24 and has been asked to return.
	Museum First Floor	<u>Monitor discoloured ceiling.</u>	
	Gallery	Space warrants some care, but it is uncertain how useful this space is and therefore the extent to which it can be justified carrying out repair/conservation works.	
	Museum Office	Monitor the rippled ceiling paper.	
	Museum Toilets	Monitor Crack over door leading to the North.	Structural Engineer produced report Oct. 24
	Reception Office	Monitor Crack above window to gable.	Structural Engineer produced report Oct. 24

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### Item 7.3iii

A Faculty application will be needed if consecrated soil is to be removed from the Cemetery.

This could be a lengthy process:

- Need to contact the Diocesan Advisory Committee to confirm if they have any advice or views on the proposed works.
- Ensure the Petition is completed with as much information as possible regarding the volume of soil, where it has come from, where it is to be disposed of etc
- The completed Petition needs to be submitted and then a Public Notice will need to be displayed at the cemetery for 28 days
- Once the notice has been displayed then the application will be submitted to the Chancellor for a decision.

The Petition application needs to be submitted to Birketts, and costs £342.60.

**It is suggested the Council does apply for a Faculty to remove excess soil from grave digging from the Cemetery.** If the Faculty is granted it will mean that the Council has the option to remove soil in the future should it need to do so for any reason.

The current grave digger has informed the Office he wishes to end his current contract and thus we are investigating alternatives. This could be finding another contractor or allowing undertakers to dig graves themselves. There are pros and cons for both options:

Pros for contractor	Cons for contractor
Council has greater control	Possible difficulty finding a contractor
Accepted risk assessment, method statements etc.	Relying on one person/company

Pros for undertakers	Cons for undertakers
For undertakers to arrange grave digging	Office loses direct control
Less admin for the Office if not needing to book grave digger	Maybe more visual checks of what has been dug will be needed
	Less admin. re booking the grave digger but more checks may be needed re. risk assessment etc. if grave digger is not known by the Office.

**Office is investigating contractors and costs – this will be an agenda item for the next Town Council meeting.**

**Item 8. – e-mail from Breckland Council re. LGR forwarded to Cllrs 17.06.25**

## Item 9 Grant Application

### General Power of Competence

Under the **General Power of Competence (GPC)** introduced by the Localism Act 2011, local councils can engage in a wider range of activities, including supporting schools. This power allows councils to do anything that individuals generally may do, as long as it does not break other laws. This means that parish councils can support schools in various ways, such as funding specific projects, providing resources, or contributing to educational programs.

### Conditions and Limitations

1. **Direct Benefit:** Any funding provided must directly benefit the local community or the inhabitants of the parish. This means that the council must ensure that the expenditure is commensurate with the benefit gained.

### Considerations

- Parish Councils should not fund core educational provision (like teachers' salaries or textbooks) which would be seen as duplicating funding which is already, or should be, provided by the local education authority.
- The purpose of any donation must be clearly stated and minuted, showing it is in the interest of the community.

# WATTON TOWN COUNCIL GRANT APPLICATION FORM

Please complete **all sections** of this form clearly using black ink.

## A. Your Application

1. Name of organisation in full: Watton Junior school ESP.
2. Name of Contact (Mr/Mrs/Miss/Ms/Other): [REDACTED]
3. Name and address of person making the application (to whom all correspondence *will* be sent):  
[REDACTED]
4. Daytime telephone number: [REDACTED]
5. E-mail address: [REDACTED]
6. Name of person/organisation cheques should be made payable to: [REDACTED] ?

## B. Your Organisation

7. Registered charity number (where applicable): ..... *We are not a charity*
8. Year organisation established: .....
9. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*  
*We are educational establishment*
10. Please state whether your organisation is:  
*YES* Watton based for Watton people? *YES* Yes/No  
Watton based serving a wider area? Yes/No  
Watton branch of a national organisation? Yes/No  
Local organisation partly serving Watton? Yes/No
11. Where are your organisation's headquarters? ..... *Watton Junior School*
12. What is the total Membership of your organisation? ..... *16 children & adults*
13. How many Members live in Watton? ..... *all*
14. Please give the names and addresses of the Officers of your Organisation?
- Chairman .....
- Treasurer.....
- Secretary.....



### C. Grant Request

15. How much grant are you asking for? £ 500
16. What is the total cost of the project? £ 500
17. What will you use the grant for? a sight reading book scheme, a carpet with numbers on for maths lesson, class resources, ~~blackboard~~
18. How many people in Watton do you estimate will be receiving help from the grant? 17
19. Are funds available from other sources? NO. The ESP was formed in Sept with (If yes, please give details) no Budget at all for resources.
20. What fund raising efforts will your organisation be making? We are a class of 17 children with learning difficulties.

### D. Additional Details

21. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.  
young children
22. Please provide a set of your organisation's latest **AUDITED ACCOUNTS**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain below why you are applying for additional funds.  
The additional funds are for a newly formed class
23. Please use the space below to include a **STATEMENT** in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful).

### E. Statement in Support of Grant Request

I am a special needs teacher for a class of 16 children with learning and cognition needs, complex needs, or SEMH needs. The ESP was formed in September with myself as lead teacher and 3 additional members of staff. All children are from Watton Junior School, some are refugees.

The children need many resources in addition to normal school requirements to help them learn. We do not have enough of these, and have not a single penny of money supplied by Norfolk "for resources". The children are of mixed ages, they have ~~class~~ curriculum year groups of 3/4/5/6 and every lesson has to be differentiated to meet their low ability. Currently I pay for this out of my own money, ~~for~~ are subscriptions to websites to download resources. The children desperately need those resources and additional ones for therapy based play for trauma or other emotional needs. This application is to buy the additional (and basic) resources required. ~~the~~

.....

## F. Certification

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Town Council.

SIGNED: .....

DATED: .....

22<sup>nd</sup> January 2025.

### For Official Use Only:

Approved:

Yes / No (Please circle)

Date:.....

Resolution:

Proposer: Councillor.....Seconder: Councillor.....

For:.....Against.....Abstentions.....Date.....

## **Item 10**

### **Mayor's Cadet**

We have been approached by Alex Stapleton (RAFAC Flight Lieutenant) regarding introducing a Mayor's Cadet program. This is undertaken by other town councils around Norfolk and would present a good opportunity to work closely with not only the RAF Cadets but the Army Cadets too.

#### **Based on other council's policies/information:**

Cadets are nominated from the organisations they represent. The Mayor's Cadet is a high-profile appointment and as such it is expected that the candidate should be of the highest standard with good interpersonal skills and the ability to interact with a wide range of people. The formal duties of the Mayor's Cadet are to attend to the Mayor as and when appropriate in his/her civic duties.

The duties of the Cadet include accompanying the Mayor to his/her engagements as and when requested, and carrying the Mayor's wreath on civic occasions within the Town. The Cadet will be invited to attend civic engagements within the Town that are hosted by Mayor. The Mayor can specifically invite the Cadet to his/her charity events if they so wish.

Parents/guardians will be responsible for transportation of the Cadet to and from Civic events. It is the responsibility of the "Parent" Cadet Force to liaise with the Mayor's Office to determine the duties for which the cadet will be required.

#### **Awards:**

The incoming Cadet is presented with a Badge of Office which must be worn on all Civic occasions.

At the end of their term, the Cadet will be thanked by the outgoing Mayor for their service and presented with a certificate and an award.

## Item 13.1

### **Minutes of the meeting of Watton Town Council HR Committee held on Thursday June 12th 2025 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Don Saunders and Keith Prince.

Staff present: Clerk and Deputy Clerk

1. No Apologies for absence received - noted that Sue Hebborn is the reserve member of the Committee.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. No Declarations of Interest made.
4. The minutes of the HR Committee meeting held 11.04.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update  
Discussion took place regarding the recently commissioned Staffing Report and how to implement the recommendations in the Report.

The Clerk and Deputy Clerk were asked to put together a summary conclusion of the Report which will include the implications to pay if the new staffing structure is accepted. Job descriptions for those staff who will have additional responsibility will need to be amended and agreed by Full Council following recommendation from the HR Committee.

Noted that the current contract for HR support is about to expire and options will be considered at the next HR Committee meeting.

6. The next HR Committee meeting will be held on:  
**Thursday July 10<sup>th</sup> 2025 at 11.00am.**

## Item 13.2

Bretts have been contacted by a resident of Watton who wishes to put a desk vase tablet in the ashes section in Watton cemetery for his late son. His son's ashes are interred elsewhere and the request is for a memorial here as his son was born and raised in Watton and family still lives here. Bretts have informed the resident that they would need to purchase an ashes plot even though no cremated remains are to be buried, but a plot must be owned to be able to place a memorial. It was suggested by Bretts that in the future as the plot was empty that maybe it could accommodate family ashes. The resident did not contact Bretts with the intention to pre purchase the grave.

**It should be noted that if this is permitted it could set a precedent for future such requests and may be seen as a way to "pre-book" a grave space. At present grave spaces cannot be booked in advance of need unless the intention it to reserve a plot adjacent to a burial.**

***Suggested compromise could be that the space cannot be used for any interment or that an area of the Cemetery is allotted purely for memorials and agreement would be needed as to the type of memorials permitted.***

### **CWG notes from 28.06.22**

#### **1. Draft Memorials Policy**

Following requests received from relatives for memorial benches to be placed in the town a draft policy for the provision of memorials has been researched.

Discussion took place regarding different types of memorials and possible locations.

It was felt at this time there is no space for further memorial benches either in Watton cemetery or around the town. However the Council is open to suggestions for how memorial provision could include other options in the future.