

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on

Tuesday May 13<sup>th</sup> 2025 at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

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

Officer Present: Jane Scarrott Clerk

0 members of the public present. Meeting is live streamed.

## **1. ELECTION OF CHAIRMAN**

Gillian Tarrant nominated and seconded as Chairman and with no further nominations duly elected.

## **2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE**

## **3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE**

Councillors thanked the former Chairman/Mayor for his year in Office.

## **4. ELECTION OF VICE-CHAIRMAN**

Tina Kiddell was nominated, seconded and duly elected as Vice-Chairman.

Comment was made regarding how the Vice-Chairman should be nominated and this matter will be an agenda item for the next meeting of the Town Council.

## **5. APOLOGIES for absence received and accepted from**

Tony Bridges

## **6. DECLARATIONS OF INTERESTS MADE**

Stan and Sue Hebborn declared an interest in item 23. as members of the Phoenix Pipe and Drum Band who have been commissioned to play at the Watton Carnival.

## **7. MINUTES**

7.1 The minutes of the Town Council meeting held on 22nd April 2025 were accepted as a true record of the meeting and duly signed by the Chairman.

## **7.2 UPDATES FROM MEETING HELD 22 05 24**

- Structural Engineer visited the Clock Tower on 29.04.25 – awaiting report.
- Noted that the Men's Shed does not want an allotment plot.
- A meeting of the Watton and Saham Flood Action Group (WASFAG) was held on 28.04.25. Suggestion from the meeting was that the 2025 annual cost to host the WASFAG website and undertake some simple updating should be split equally between Saham Toney Parish Council (STPC) and the Town Council. STPC agreed at its meeting on 11.05.25 to make a donation of £129 to Watton Town Council. It has been previously agreed by the Town Council to pay the remainder of the invoice.

## **8. REPORTS RECEIVED:**

### **8.1 CHAIRMANS REPORT**

The incoming Chairman thanked the outgoing Chairman for his work during the past year.

The Chairman attended a VE Day events meeting on April 30<sup>th</sup> and the events held on the 8<sup>th</sup> and the 11<sup>th</sup> of May. She thanked those who had helped at the events and Watton Sports Centre for hosting the event on May 11<sup>th</sup>. Letters of thanks will be sent to the Town Crier and Watton Sports Association.

The Chairman has been asked by the Eastern Daily Press to respond to recent derogatory posts about Watton on tiktok and it was stressed that Councillors should post personal views only on social media, not views on behalf of the Town Council.

It was suggested reports submitted for Council meetings from Councillors should remain relevant and that if they are submitted as part of the agenda pack for the meeting they do not need to be read out at the meeting. A template for future reports will be issued by the Office.

## **8.2 VICE-CHAIRMAN'S REPORT**

Incoming Vice-Chairman had no report to give.

## **8.3 CLERK'S REPORT**

Written report submitted in the agenda pack:

### **Police Meetings**

The minutes of the Breckland Priority Setting Meeting held on 30 April 2025 are available.

The next Priority Setting Meeting for the Panel will be held on Monday 28 July 2025, starting at 18.30hrs online via Teams.

Next SNAP meeting for Watton (in person/online) Wednesday 16<sup>th</sup> July 2025 at Garveston & Thuxton Village Hall 6.30pm [Join the meeting now](#)

### **Norfolk Nature Recovery Consultation**

The Norfolk & Suffolk Nature Recovery Partnership is inviting the public to take part in a consultation identifying habitats and landscape worth protecting in order to inform a Local Nature Recovery Strategy. This approach aims to restore and protecting landscapes in Norfolk and Suffolk and serves as an evidence base.

The Norfolk and Suffolk Local Nature Recovery Strategies are now both live for Public Consultation!

The two strategies have been created to help plan WHAT, WHERE and HOW we can all take action for nature across the region. Nature's recovery is no easy feat so this guides where actions could have the biggest impact.

Deadline for this consultation is the 11<sup>th</sup> June 2025.

Access the consultation and background materials here: [www.norfolk.gov.uk/naturerecovery](http://www.norfolk.gov.uk/naturerecovery)

### **Local Plan Update - e-mail received from Breckland Council**

Breckland is carrying out a fresh call for sites following the Government's substantial increase in Breckland's allocated housing target, as part of the Local Plan process. This stage has now concluded, and we are inviting stakeholders to discuss the Local Plan in general, the next steps, and to share any comments.

The first of these meetings will be held on the 20 May at 19:00 hrs. All Parish and Town Councils are invited, and it will be a hybrid event.

### **Councillor Vacancies**

Following the resignation of Peter Bishop and Kathryn Stallard two Notice of Vacancies for the Office of Town Councillor were posted on 25.04.25.

Unless within 14 days of the notices being posted ten electors for the parish have requested to hold an election, the Town Council will fill the vacancies by co-option.

### **VE Day**

The Events and Marketing Officer has compiled a report of the successful VE Day event held on 11.05.25 which will be published in the Watton & Wayland Times. She has expressed thanks to Councillors and Staff who helped her make the day run as well as it did.

**8.3i** Councillors were asked to renew requests for receipt of a hard copy of the agenda packs for Town Council meetings.

### **8.3ii Devolution and Local Government Re-organisation**

Noted that Councillors have been forwarded an invitation from Norfolk County Council to attend an in-person or an online meeting to help shape the future of local government in Norfolk.

### **8.4 HR COMMITTEE REPORT WRITTEN REPORT RECEIVED AND NOTED**

The Chairman of the HR Committee had submitted a report which was included within the agenda pack for the meeting.

### **8.5 FINANCE COMMITTEE WRITTEN REPORT RECEIVED**

The Chairman of the Finance Committee had submitted a report which was included within the agenda pack for the meeting.

### **8.6 CEMETERY WORKING GROUP NOTES RECEIVED**

The notes from the Cemetery Working Group Meeting held on 11.03.25 were included within the agenda pack for the meeting

### **8.7 WATTON NEIGHBOURHOOD PLAN (NP) STEERING GROUP REPORT**

No report but noted that the Watton NP was finalised and adopted in January 2024.

### **8.8 CHURCH WALK WORKING GROUP REPORT RECEIVED**

Notes from the Church Walk Working Group were included within the agenda pack for the meeting.

### **8.9 MUSEUM4WATTON WORKING GROUP**

A report from the Museum4Watton was produced for the Annual Town Meeting.

### **8.10 LOCH NEATON WORKING GROUP**

No meetings of the Loch Neaton Working Group have taken place since October 2021.

### **8.11 REPORT FROM CHARLOTTE HARVEY TRUST RECEIVED AND NOTED**

A report from the CHT Management Committee was given at the Annual Town Meeting - this Report can be seen on the Town Council website.

## **8.12 EMERGENCY PLAN UPDATE**

(i) No Lead Councillor for Emergency Planning but it was suggested Tony Bridges be asked if he would take this role on.

## **8.13 MARKET WORKING GROUP UPDATE**

The Market Report included within the agenda pack for the meeting was noted.

## **8.14 HERITAGE PARK WORKING GROUP REPORT RECEIVED**

Notes from the Church Walk Working Group were included within the agenda pack for the meeting.

## **8.15 OTHER REPORTS**

**8.15i** The Festive Market Report included within the agenda pack for the meeting was noted.

**8.15ii** The Police Priority Setting Meetings Report included within the agenda pack for the meeting was noted.

## **9. MEMORANDUMS OF UNDERSTANDING**

**9.1, 9.2 and 9.3** The Memorandums of Understanding with Loch Neaton, the Sports Centre (relating to the play area) and the Charlotte Harvey Trust were noted.

## **10. REPORT FROM EVENTS AND MARKETING OFFICER RECEIVED AND NOTED**

Written report from Events & Marketing Officer included in the agenda pack for the meeting.

## **11. REPORT FROM COMMUNITY PROJECTS OFFICER RECEIVED AND NOTED**

Written report from Community Projects Officer included in the agenda pack for the meeting.

## **12. TERMS OF REFERENCE**

Terms of Reference for the HR and Finance Committees were presented and noted.

Terms of Reference for the Neighbourhood Plan (NP) Steering Group were presented and noted.

Cemetery Working Group and Loch Neaton Working Group Terms of Reference were presented and noted.

Terms of Reference for Lead Councillors were presented and noted.

12i It was resolved to remove “members must be members of Watton Town Council” from clause 5 of the Terms of Reference for the NP Steering Group.

## **13. COMMITTEE MEMBERS**

**13.1 ELECTED MEMBERS OF THE TOWN COUNCIL HUMAN RESOURCES (HR) COMMITTEE:**

- Stan Hebborn
- Keith Prince
- Don Saunders
- Sue Hebborn as reserve

### 13.2 **STAN HEBBORN** ELECTED AS CHAIRMAN OF THE HR COMMITTEE

### 13.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:

- Stan Hebborn (As Chairman of HR)
- Sue Hebborn
- Don Saunders
- Gillian Tarrant
- Tina Kiddell as reserve

### 13.4 **DON SAUNDERS** ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE

## 14. **WORKING GROUP MEMBERS**

It was noted that Working Groups will only be called to meet when necessary and that they are task and finish groups

### 14.1 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:

- Graham Martin
- Keith Gilbert

### 14.2 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

- Keith Gilbert
- Tomos Hutchings
- Stan Hebborn
- Graham Martin

### 14.3 CEMETERY WORKING GROUP

Noted that all Councillors are members of the Cemetery Working Group.

### 14.4 CONFIRMED COUNCIL MEMBERS OF THE MARKET WORKING GROUP

- Tina Cruz
- Tomos Hutchings
- Tina Kiddell

### 14.5 ELECTED MEMBERS OF MUSEUM4WATTON WORKING GROUP

- Tomos Hutchings
- Stan Hebborn
- Gillian Tarrant

### 14.6 ELECTED COUNCIL MEMBERS OF THE WATTON SPORTS ASSOCIATION WORKING GROUP

- Tina Kiddell
- Tina Cruz

### 14.7 ELECTED COUNCIL MEMBERS OF THE HERITAGE PARK WORKING GROUP

- Tony Bridges
- Sue Hebborn

- Stan Hebborn
- Graham Martin

#### 14.8 ELECTED COUNCIL MEMBERS OF THE WATTON AND SAHAM FLOOD ACTION GROUP

- Tomos Hutchings
- Keith Gilbert

### 15. COUNCIL REPRESENTATIVES/LEAD COUNCILLORS

#### **Council Reps:**

Chamber of Commerce – Stan Hebborn  
 Mens Shed – Graham Martin  
 SNAP Meetings – Gillian Tarrant  
 Watton Sports Centre – Tina Kiddell  
 Cadets – Keith Prince  
 RAF Watton Families Club – Stan Hebborn  
 Wayland Partnership – Tomos Hutchings  
 Stevens Almshouses – no volunteer came forward

#### **Lead Councillors:**

Allotments – Don Saunders  
 Breckland Council - Don Saunders  
 Planning – Keith Gilbert  
 Cemetery and Grounds Maintenance – Don Saunders  
 Fireworks Event – Stan Hebborn  
 Festive Market – to be confirmed  
 Antiques Fair – Tina Kiddell  
 Bike Event – Tina Kiddell  
 Heritage – Tomos Hutchings  
 Provision for the Elderly – Don Saunders  
 Social Welfare – Don Saunders  
 Youth Provision – Tony Bridges  
 Market – Tina Kiddell and Tina Cruz

### 16. INTERNAL CONTROL OFFICER

Don Saunders will be the Internal Control Officer.

### 17. QUARTELY CHECK OF STAFF WAGES

The Finance Committee previously nominated Don Saunders for this role and he will continue.

### 18. MONTHLY INVOICES AGAINST PAYMENTS

Keith Gilbert and Tina Kiddell will check monthly invoices against payments.

### 19. BANK SIGNATORIES

Current agreed bank signatories were listed in the agenda pack. Peter Bishop will be removed as a signatory to be possibly replaced by Gillian Tarrant if necessary.

### 20. ARMED FORCES COVENANT

The Armed Forces Covenant was reviewed with no amendments suggested.

#### **21. INTERNAL AUDITOR**

**It was resolved** that Trevor Brown will remain as Internal Auditor for Watton Town Council for 2025/26.

#### **22. NO PUBLIC PARTICIPATION** (no members of the public present)

#### **23. GRANT APPLICATION**

The grant application submitted by Watton Carnival Committee was considered and it was decided to ask a representative from the Carnival Committee to attend a future Town Council meeting to answer questions about the grant request

#### **24. CAR PARKS**

**It was resolved** to pass the matter regarding the possible transfer of Breckland owned car parks to the Town Council to the Finance Committee for further investigation.

#### **25. MUSEUM4WATTON LEASE**

It was resolved to accept the Museum4Watton lease as presented.

#### **26. PLANNING**

PL/2025/0566/HOU Single storey extension to front of dwelling and 2-bay cart shed garage 95 Merton Road, Watton

No Comments