



## 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)

To Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 26<sup>th</sup> August 2025 at 7.00pm for the purpose of transacting the following business.

*Jane Scarrott* Town Clerk

20<sup>th</sup> August 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 12.08.25 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 including allotment open day feedback
  - 4.3 District Councillor's Report
  - 4.4 County Councillor's Report
  - 4.5 Clerk's Report
  - 4.6 Reports from Lead Councillors
5. To note the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
  - 7.1 To approve payments for August 2025 (To follow)
    - i. To consider paying invoice of £250.00 for preparation and execution of VJ Day event at Loch Neaton
  - 7.2 To note draft minutes from the Finance Committee Meeting held on 14.08.25
8. Update on Devolution and Local Government re-organisation
9. To note Market Working Group notes from the meeting held on 13.08.25
10. To consider removal of bench/benches outside Adcocks in Watton High Street
11. To re-consider engaging with the Breckland Safer Street Wardens Scheme
12. To consider Whole Council Training
13. To elect another member to the HR Committee
14. PLANNING To consult on planning applications received since the last meeting:

14.1	PL/2025/120 3/FMIN	Proposed change of use of a residential dwelling. The use class will change from Residential (Use Class C3) to a Day Nursery (Use Class E(f)).	Opal House, 61 Griston Road, Watton, Thetford, Norfolk, IP25 6DN	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=198162&amp;language=en">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=198162&amp;language=en</a>
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15. To pass a resolution to Exclude the Press and Public to consider confidential matters

15.1 To note the Draft HR Committee Minutes from the meeting held 14.08.25

15.2 Recommendations from the HR Committee:

- i. To provide a 2025 Christmas lunch for staff up to a value of £600.
- ii. To engage Peninsula to provide HR and H&S services for a trial period of 12 months at a cost of £499.50 per month.

## Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday August 12th 2025 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: - Tina Kiddell – Vice-Chairman, Tony Bridges, Sarah Draper, Keith Gilbert, Tomos Hutchings, Graham Martin, Don Saunders

Officer present: Jane Scarrott Clerk

1 member of the public.

### 1. APOLOGIES FOR ABSENCE RECEIVED from

Gillian Turrant, Tina Cruz, Stan Hebborn, Sue Hebborn and Jack White.

### 2. NO DECLARATIONS OF INTEREST MADE

### 3. MINUTES

3.1 The Minutes of the meeting held on July 22nd 2025 were accepted as a true record.

3.2 Updates from the meeting held on July 22nd if not agenda items:

- Official opening of the Skatepark at Watton Sports Centre 27.08.25.
- The Events and Marketing Officer is investigating putting an application in for 'Love Your Market Town' funding to possibly support a Hares Trail around the town.

### 4. REPORTS

4.1 Chairman's Report - The Chairman had sent apologies for the meeting.

4.2 The Vice-Chairman reported that she attended the recent gathering of those concerned with what was thought might be happening at the former Verve Hotel site. Misinformation has been corrected.

The Vice-Chairman would like to bring discussion about the Council engaging in the Safer Street Warden Scheme back to a Full Council Meeting. [A third of the number of Councillors (5) will need to request revisiting a decision already made in the last six months].

#### 4.3 Clerks Report

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

### Faculty update

The Faculty application to allow removal of soil from the Cemetery has been submitted and public notices have been displayed in the Church and on the Cemetery notice board. The notices need to be up for 28 days and if no objections are made to the proposal permission should be granted.

### Heritage Park

The EMO has arranged a site meeting with the developers at Heritage Park on Friday August 15<sup>th</sup> @ 9.30am.

### Watton and Saham Flood Action Group (WASFAG)

On 29.07.25 Cllr Hutchings and the Clerk attended an on-line catch up regarding the Reclaim the Rain Project. Any project for Watton High Street is dependent on the amount of money available and once this is known plans will be shared more widely.

Staff have attended a training session to help manage the WASFAG website.

## **Thetford Road Allotments**

An afternoon tea has been arranged at the Thetford Road Allotments for 14.08.25 to celebrate and inform allotment holders of the transfer of ownership of the site.

## **VJ Day Commemoration**

Beacon to be lit at Loch Neaton 9.30pm 15.08.25 and service to be held at Chaston Place at noon on 17.08.25.

### **4.4 Lead Councillors Reports:**

- i. Update from Love Watton provided within the agenda pack for the meeting.
- ii Play Area Report submitted with the agenda pack.

**It was resolved** to accept the Play Area Report and to submit an application for s106 funding to pay for the additional works identified at Bridle Road Play Area.

It was also suggested that the play equipment at the Sports Centre should be re-painted. Councillor Bridges offered to investigate whether young people could assist with this.

### **Twinning Association**

Cllr Gilbert, as Twinning Lead Councillor, informed those present that next year will be 700 years since the founding of Weeze and Watton Twinners will be heading to Weeze for the celebrations. The following year, 2027, is the fortieth anniversary of the Twinning Association being formed and Twinners from Weeze will be coming to Watton.

## **5. PUBLIC PARTICIPATION – no matters raised.**

## **6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR) –**

Noted that the Clerk has attended an on-line LGR meeting hosted by Norfolk Association of Local Councils. The representative from the County Council who was putting across the County's model of a one unitary authority for Norfolk very much stressed that the new body the County Council is proposing would be looking to work with town and parish councils if this was wanted by the councils.

## **7. TREE REPORT**

**It was resolved** to accept the tree report relating to the cherry trees at the west end of the High Street as received.

## **9. THREXTON ROAD UNIT LEASE**

**It was resolved** to accept the offer presented to continue with the lease of the Unit at Threxton Road Industrial Estate for six years from 1<sup>st</sup> March 2026.

## **10. PLANNING**

9.1 PL/2025/1065/DCA Discharge of conditions 17,18 on pp 3PL/2022/0806/F New Green Business park, Norwich Road, Watton.

No comments

Notifications also received relating to Carbrooke Quarry extension of the time limit for restoration and landscaping.

### **9.2 LOCAL PLAN CALL FOR SITES**

It was resolved to submit comments as presented relating to the recent Breckland Council Local Plan Call for Sites, stressing that Watton Town Council would want sites to conform with the Watton Neighbourhood Plan and the Council is not in support of the large sites 086 due to the proximity to SSSI Wayland Wood and 088 due to proximity to the heritage site of St. Mary's Church.

**11. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS to consider confidential matters.**

**10.1 Cemetery Update**

**It was resolved** to proceed with the civil money claim relating to fees owed for use of Watton Cemetery

**10.2 Pay Award**

**It was resolved** to accept the agreed National Joint Council staff pay increase for 25/26 of 3.2% across all pay scales from April 1<sup>st</sup> 2025.

**10.3**

**It was resolved** to investigate Honours nominations for two residents.

**Item 3.2 Update from the meeting held 12.08.25**

<b>Agenda Item No.</b>	<b>Update</b>
3.2	Love Your Market Town – application for funding to be submitted on 21.08.25 to fund a Hare Trail
4.3	<ul style="list-style-type: none"><li>Heritage Park site meeting held on 15.08.25 – Developers are still working on site but phase 1 is now fully accessible to the TC meaning the EMO can now productively project plan the area.</li><li>£48.00 raised for the Mayors Charities at the Allotment Open Day 14.08.25. It is planned to make this an annual event.</li></ul> We have HMP Wayland Honey for sale in the office for £3.00 a jar – all money received goes to the Mayors Charities.
8.	<ul style="list-style-type: none"><li>Further 6 year Lease for Industrial Unit at Threxton Road signed</li></ul>

## **Item 4.5 Clerks Report**

### **Market Towns Meeting**

Norfolk Parishes Training Partnership is planning to hold a get together for Clerks of Norfolk Towns in the Council Chamber October 1<sup>st</sup> 2025. We offered use of the Chamber in exchange for free attendance for our staff.

### **Police Meeting**

Meeting scheduled Duncan Potter, Head of Estates, 20<sup>th</sup> August 2025 at the Council offices.

### **Wayland Hall banister**

The banister at Wayland had become almost detached from the wall and due to this being consider an H & S concern builders have been called in to hopefully fix it on 21.08.25.

### **Thetford Road Allotments**

The TOs have re-instated the gate in the fence between Jubilee Garden and the Thetford Road allotments as requested by allotment holders. This will also give easier access to the water supply at the allotments which the TOs can use to water Jubilee.

Photos show the gate, the notice board and planter made at HMP Wayland and four of the fruit trees planted earlier in the year. Eight trees were planted at Jubilee and have been cared for by the TOs and all have survived!









### **Staff Leave:**

Clerk: 21.09.25 – 12.09.25

Deputy Clerk 15.09.25 – 19.09.25

Events & Marketing Officer 15.09.25 – 19.08.25

	Resolution	Date/ Agenda item	Action	Link to 4YP/NP	Lead	Current Position – 20.08.25	Status
128	To apply for a Faculty to permit removal of excess soil from Watton Cemetery	24.06.25 7.3iii	Application to be made		Office	Faculty application in process	
127	To obtain an independent report regarding the cherry trees at the west end of the High Street	24.06.25 7.3i	Report commissioned		Office	Report received and recommendations accepted at the meeting on 12.08.25 – Trees to stay in place for another 2 years	
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 – verbally told unlikely to qualify for Parish Partnership Funding  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			Office	SAM2 sign has been purchased and post installed	
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 is currently collating a directory	
120	Quote accepted to carry out the following works to the Clock Tower: • site inspection of the tower	14.01.24 15	Accept quote and arrange works		Office	Site inspection of the tower took place 30.01.25	

	<ul style="list-style-type: none"> <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>					<p>Building Surveyor report received and forwarded to contractor</p> <p>Awaiting date for works to be undertaken.</p>	
116	To establish a working group to prepare a long term staffing strategy.	22.10.24 7.3iii			Fin HR	Refer to HR minutes 14.08.25	😊
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 Market Working Group was held on 13 <sup>th</sup> August	😊
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	😊
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 Report presented to council on 12.08.25	😊
82	Landscaping of Portal Avenue Community Land.	08.08.23 7.3	Research landscaping.	4YP NP	Office	EMO has started compiling a google sketch of ideas for Heritage Park	😊
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	Remaining works to be quoted by builders who are to repair the windows at Wayland Hall.	😊
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.	😊

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

## Item 7.2

### **Minutes from the Finance Committee Meeting held on August 14th 2025 at Wayland Hall**

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn

Officers Present: Jane Scarrott and Michelle Thompson

1. Apologies for absence received from Gillian Tarrant.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 10.07.25.
  - i. The Minutes of the Finance Committee Meeting held on 10.07.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
  - ii. Update from the Minutes of the Meeting 10.07.25:
    - Noted that to date no further correspondence has been received from Breckland Council regarding the possible lease of the town car parks.
    - Noted that the report commissioned regarding the cherry trees at the west end of the High Street was accepted by the Town Council on 12.08.25.
  - iii Other items raised by Full Council

Noted that the Town Council agreed on the 12.08.25 to continue with the parish partnership application relating to provision of a trod along the Norwich Road. Estimated cost to the Town Council of £3708.

#### 4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.07.25 which was checked and signed by the Internal Control Officer.

Members were presented with net figures showing current expenditure against the budget.

#### 4.1 Cemetery soil

Members of the Finance Committee accepted the report relating to the excess soil at the Cemetery and the re-location of the skip from the Cemetery to the Linmore Unit.

#### 5. Review of the Four Year Forecast

Council needs to look at its committed spend and possibly prioritise additional call on reserve funding. It is suggested the Town Council will need to consider future staffing costs, review of the IT service provision including the Town Council website, future grounds maintenance and building needs (including possible review of the contract to clean the public toilets) and any other projects such as the possible hire of the car parks and on-going support for the Market.

The Chairman of Finance and the Clerk will meet on Friday 29<sup>th</sup> August at 10.00am to review allocated and reserve funding and to begin to consider the budget need for 26/27.

6. Date of the next meeting: Finance Committee: **Thursday September 25th @ 10.00am.**



Watton Town Council  
Market Working Group

Wednesday 13<sup>th</sup> August 2025 at 10:30am in the Council Office

<b>In Attendance:</b>	Tina Kiddell, Tina Cruz, Lorren Woodgett
<b>Apologies:</b>	Tomos Hutchings



<b>1</b>	<b>General Market update</b>
	<ul style="list-style-type: none"> <li>- LW gave a brief overview of the current growth of the market since they have been working on it, grown from 3 regular stalls to 6/7. Current growth has stalled.</li> </ul>
<b>2</b>	<b>Policies regarding gazebo usage</b>
	<ul style="list-style-type: none"> <li>- The meeting was called to discuss policies regarding gazebo usage but staff manpower for putting up the gazebos needs to be addressed.</li> <li>- TK suggested costing for a market supervisor 1 day a week to assist with putting up gazebos so more can be offered to potential market traders to increase the number of stalls on the market.</li> <li>- LW to look into potential contractor options regarding putting up/taking down the gazebos.</li> </ul>
<b>3</b>	<b>Other markets</b>
	<ul style="list-style-type: none"> <li>- Once gazebo policy in place, members of working group will start approaching market traders at other markets and inviting them to Watton Market.</li> <li>- LW put out a poll on Watton Community Notice Board regarding what stalls the public would like to see on the market. The most voted for stalls were a bread stall, whole foods (nuts, seeds etc.), cake stall and clothes stall.</li> <li>- LW will keep an eye on other markets to see what stalls could be approached and invited.</li> </ul>
<b>6</b>	<b>Next meeting</b>
	<ul style="list-style-type: none"> <li>- The working group will meet again when the above has been addressed and ready to update on.</li> </ul>



## Item 12

### Norfolk ALC

Provide in person councillor training. It is a two hour session and is charged to members at £20.00 per attendee with a minimum cost of £100.00 to cover travel costs.

Current availability - Wed/ Thurs 24<sup>th</sup> and 25<sup>th</sup> September. Starting at 6:30pm.

### Norfolk PTS



## NORFOLK PARISH TRAINING & SUPPORT

### Quotation for Whole Council Training for Watton Town Council

Further to your request for a quotation for whole council training, we can deliver a tailored course at a venue local to you. Sessions are usually 2-2.5 hours starting at 7 pm but timings can be to suit you.

Just select a maximum of six out of the eleven topics listed or let us know what you would like us to cover:

- Background to Local Councils (including all tiers of local government)
- Roles and responsibilities – Clerk/RFO, Councillors, The Corporate Body, Chairperson, the Council as an employer
- Powers and duties
- Meetings (including voting and public participation), minutes and agendas
- The two annual meetings, elections and co-option
- Governance and financial management (including transparency rules if relevant)
- Risk management and insurance
- Data Protection
- Freedom of Information
- The Code of Conduct – including the declaring of interests
- Planning overview

If you would like us to cover all subjects this could be done over two evenings or a whole day.

We find that these sessions can be hugely beneficial in giving councillors the opportunity to receive training together, tailored to your council's needs, and allows the time to discuss topics in a relaxed environment. It is also useful if the Clerk, as part of the team, can attend too.

The fee is £370 for one session, or £690 for two sessions or a whole day, we just ask that you book and pay for the venue. Let us know if you would like us to provide refreshments.

If you were to subscribe to our organisation you would receive a 20% discount on this, and all other training with us, let us know if this would be of interest and we'll forward a quotation.

These prices are valid for 90 days from the date of the quotation.

Our course tutors are experienced, practicing clerks and members of the Norfolk PTS support team.

For more information about what we offer, our other courses and profiles about the course tutors, visit our website at <https://www.norfolkpts.org/>

## Item 15.1

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

Cllrs present: Stan Hebborn – Chairman of the Committee, Don Saunders and Sue Hebborn

Staff present: Clerk and Deputy Clerk

1. Apologies for absence received from Jack White who had been invited to attend the meeting.  
It was suggested another member for the HR Committee could be helpful and this will be an agenda item for the next Town Council meeting.
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 10.07.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update

The HR Committee reviewed current staffing matters, including roles, job descriptions, line management, and the recommendations from the staffing report received in March.

The Committee wants to prioritise the right training and proportionate management and supervision. Therefore, further investigation will be made regarding appropriate management training for the Clerk, Deputy Clerk, and the CPO.

It is hoped role assessment and job evaluation can be undertaken to clarify responsibilities and line management and a recommendation will be made to Full Council relating to provision of a more efficient and appropriate staff-interactive HR tool.

The HR Committee will also be recommending that Council funds a staff Christmas lunch again this year, to a value of £600. The Deputy Clerk was asked to look into dates and options.

The Chairman offered to send an update out to staff.

#### 5.1 Future provision of HR Services

Members of the HR Committee had been provided with an updated report regarding the provision of HR Services which including an additional potential provider.

Following discussion however the HR Committee decided to put forward their original recommendation to Full Council to engage Peninsula to provide HR and H&S services for a trial period of 12 months at a cost of £499.50 per month.

6. The next HR Committee meeting will be held on:

**Thursday September 25<sup>th</sup> 2025 at 11.00am.**

**Recommendations to Full Council:**

1. To provide a 2025 Christmas lunch for staff up to a value of £600.
2. To engage Peninsula to provide HR and H&S services for a trial period of 12 months at a cost of £499.50 per month.