



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG
Telephone: 01953 881007 Website: www.wattontowncouncil.gov.uk
Town Clerk: Mrs Jane Scarrott 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 10th March 2026 at 7.00pm for the purpose of transacting the following business.

Please note a Charlotte Harvey Trust meeting is to be held at 6:30pm before the Town Council meeting. Doors to the chamber will be open to members of the public from 7pm.

Jane Scarrott – Town Clerk

4th March 2026

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 24.02.26 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 Clerk's Report
 - 4.4 Reports from Lead Councillors
 - 4.5 To receive report from Councillor Saunders on his visit to Wayland Academy
 - 4.6 To receive notes from the Market Working Group meeting held on 25.02.26 and to agree the Equipment Loan Hire Policy
5. PUBLIC PARTICIPATION
6. Update on Devolution and Local Government Reorganisation
7. TRUSTEES
 - 7.1 To agree a change of Trustee for the Stevens Almshouses Charity
 - 7.2 To agree a Trustee for Watton Relief In Need Charity
8. To accept the Heads of Terms for the proposed transfer of Breckland Council owned car parks to Watton Town Council
9. To review Internal Control Statement
10. To receive Biodiversity Documents (App1/2) and set a meeting date for a Biodiversity Working Group
11. PLANNING - To consult on planning applications received since the last meeting
 - 11.1 PL/2026/030 1/FMIN Retrospective change of use from commercial offices for Car Sales Business (Use Class E) to a residential dwelling (Use Class C3), in association with the existing Shell Petrol Station 62 Brandon Road, Watton <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199165&language=en>

12. To pass a resolution to Exclude the Press and Public to consider confidential Staffing matters:
 - 12.1 To agree recommendation from Staffing Interviews held on 05.03.26

Item 3.1

Minutes of the meeting of Watton Town Council held on
Tuesday 24th February 2026 at 7.00pm in Wayland Hall

Councillors Present: - Gillian Tarrant (Chairman of the meeting), Tina Cruz, Keith Gilbert, Stan Hebborn, Sue Hebborn, Sarah Humphries, Tomos Hutchings, Tina Kiddell, Graham Martin, Don Saunders, Jack White.

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from
Keith Prince

2. NO DECLARATIONS OF INTEREST MADE

3. CO-OPTION TO FILL THREE CASUAL VACANCIES

Catherine Halfacre was co-opted to fill the first vacancy on Watton Town Council. Gavin Bulmer was co-opted to fill the second vacancy on Watton Town Council. Jacqueline White was co-opted to fill the third vacancy on Watton Town Council.

4. MINUTES

4.1 The Minutes of the meeting held on February 10th 2026 were accepted as a true record.

4.2 Updates from items raised at the meeting on February 10th 2026 not agenda items for this meeting:

- Market Working Group meeting to be held on 25th February at 2pm.
- Gift for Weeze of a framed Heritage Map has been purchased.
- The extension of the ashes area at the Cemetery has been completed. A suggestion has been made that more slate should be purchased to keep the stone topped up.

5. REPORTS

5.1 Chairman's Report

The Chairman has attended:

- Presentation to Council from Endurance Estates on 11.02.26.
- Meetings of the Finance Committee, Food Hub and Charlotte Harvey Management Committee Meeting on 12.02.26.

The Chairman reminded those present to sign the map to be gifted to Weeze and to please respond to the invitation to her Volunteers Thank-you Afternoon at Broom Hall on April 19th 2026.

5.2 Vice-Chairman's/District Councillors Report

The Vice-Chairman also attended the presentation from Endurance Estates and with Cllr Hutchings and members of staff took part in suicide prevention training put on by Papyrus at Watton Sports Centre.

5.3 District Councillor's Report

Cllr Kiddell - see above.

Cllr Kilbert reported that the change of use from a residential dwelling to a Day Nursery at Opal House, 61 Griston Road, Watton IP25 6DN has been approved by Breckland Planning Committee.

5.4 County Councillors Report – County Councillor not present.

5.5 Clerks Report as presented in the agenda pack with verbal update given:

- 864 (Watton) Squadron ATC – Family Friends Quiz Night 17.4.26.
- Clerk to attend Cloudy IT DisGoverly Day on 26.02.26.
- Reclaim the Rain is working with Blue Green Urban to design and cost new drainage features such as tree pits, rain gardens, SuDS Planters and a water tank to help manage flooding within Watton High Street. Reclaim the Rain is planning to undertake public consultation and give a presentation to the Full Council possibly in May.
- Notification received that Norfolk County Council has made a 20mph Speed Limit Zone Order for various roads in Watton.
- Notification received that contractors are currently on site at land at Mallard Road to undertake an archaeological investigation prior to development.
- Clerk attended Norfolk Market Towns Conference on 19.02.26.
- Heads of Terms relating to the transfer of the town car parks from Breckland Council to Watton Town Council have been received and passed to the solicitor acting for the Town Council. The extent of CCTV coverage of the car parks is being investigated but this should not be of concern to delay the transfer. Both the Heads of Terms and the CCTV coverage will be agenda items for a future Town Council meeting.

5.6/5.7 Reports from Councillors

A written report from Cllr Hutchings was included within the agenda pack for the meeting with a verbal summary given.

5.8 The draft notes from the Digitalisation Working Group meeting held on 12.02.26 were received.

6. WORKS IN PROGRESS

The Works in Progress List was accepted as presented but with suggested agreed amendments to be made before the List is presented again.

It was agreed that item 132 relating to contracting drone images for events should be removed, item 130 relating to a civil money claim will be referred back to the Finance Committee, item 116 to prepare a long term staffing strategy referred back to the HR Committee and item 85 amended as this refers to actions allocated to a former Councillor.

7. **PUBLIC PARTICIPATION** - no members of the public present.

8. FINANCE

8.1 Payments for February 2026 were approved for payment as on the list presented prior to the meeting with the addition of £210 for the storyteller who attended the February Fun Day at the Charlotte Harvey Community Hub.

8.2 The Minutes of the Finance Committee Meeting held on 12.02.26 were noted.

8.3 Recommendations from the Finance Committee Meeting held on 12.02.26:

i. **It was resolved** to accept the cost of a temporary cleaner for the Community Hub at an anticipated £23 per hour for 12 hours a week until a new caretaker is in post.

9. UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-

ORGANISATION (LGR) – e-mail received 26.02.26 to be shared with Councillors.

10. COMMUNITY CHAMPIONS

It was resolved to accept the policy for the Community Champions Award Scheme as presented but to make the award open to anyone if the notable deed occurred within the parish. The Full Council will review nominations and recognition will be made at a Full Council meeting.

11. PLANNING

11.1 PL/2026/0192/FMIN Change of use of dwellinghouse (Class C3) to Class C2 (for either a Children's Residential Care Home (C2) or A Supported Living Home for Adults (C2)) 30 Swaffham Road, Watton IP25 6LA

No comments

11.2 PL/2025/1563/FMIN – referred to under item 5.3.

11.3 PL/2026/0225/FMIN Proposed Conversion of Residential Property C3(a) to Children's Residential Care (C2) for one child 12 Tom Turley Close, Watton

No comments

12. Resolution passed to exclude the public and press to consider staffing matters.

12.1 The Minutes of the HR Committee Meeting held on 12.02.26 were noted.

12.2 The Job Application Pack for the post of Office Support Clerk was accepted as presented but the job title will be amended to Receptionist/Office Support Clerk. To reflect this role the wording relating to possible working from home will also be amended.

Item 4.2 Update from the meeting held 24.02.26

Agenda

Item No.

- 4.2
- Market Working Group notes as item 4.6
 - Heritage Map gift for Weeze still to be signed by Keith Prince, Gavin Bulmer, Cathy Halfacre and Jacqueline White.
- 8.3i Temporary cleaner for the Community Hub started 24.02.26
- 12.2 Job vacancy advert for Receptionist/Office Support Clerk has now been advertised.

Item 4.3 Clerks Report

Highways Update

Information provided by County Councillor Claire Bowes in response to a query raised by a resident:

In relation to the roads serving the Gym, Wonderwood and the nursery, these form part of the wider business park area. As such, they are likely to be under private ownership [the query was around potholes].

Regarding the road markings in and around Watton High Street, these are scheduled for renewal during the spring and summer months.

Local Plan Update

From Breckland Council, forwarded to Town Clls:

SENT ON BEHALF OF ANDREW PARNELL, SENIOR PLANNING POLICY OFFICER

We are emailing today as we have now published the first set of consultee comments, which includes Statutory Consultees alongside some additional consultee comments. To view these please use the link below.

We are hoping to be able to publish the site promoter responses & other public comments in the very near future. Once they are available, we will send a further update to confirm.

<https://www.breckland.gov.uk/local-plan-2025>

Biodiversity Action Plan

E-mail received from Chris Borg National Association of Local Councils (NALC) re. National Emergency Briefing which references biodiversity policies.

Many of the suggested actions are included within Cllr Hutchings Biodiversity Document (agenda item 10).

Proposal received to Support “Turn the Town Pink” for Cancer Research UK

“I’m getting in touch on behalf of Norfolk Angels, a local volunteer fundraising group supporting Cancer Research UK. We’re planning to take part in Cancer Research UK’s community-led campaign ‘Turn the Town Pink’ for a month in 2026 and we’d love the support of Watton Town Council in helping us bring it to life.

Turn the Town Pink is a very visual campaign that aims to raise vital funds for life-saving cancer research by turning local spaces pink for a dedicated period. The campaign not only raises money but also increases awareness, unites the community and highlights the importance of research in beating cancer.

We’d be hugely grateful for your support with any of the following:

- Permission to display pink-themed decorations in key public areas at your stores during the activity (e.g. bunting, ribbons, lamp post signs)
- Use of community noticeboards and/or digital signage to promote the campaign in advance and during the activity.
- Spreading the word about our campaign through your communication channels (social media, newsletters, websites etc)
- Encouraging local businesses or community groups to take part by decorating windows pink or fundraising themselves.

We’re more than happy to work with you to ensure all materials meet local guidelines and discuss how we can collaborate to make this a well-managed, inclusive and inspiring event for the whole community and visitors to your site.

It would be great to have a quick meeting or call to discuss this idea further. Please let me know if you’d be open to this, or if there’s someone else in your team that we should be speaking with.”

Item 4.6



Watton Town Council

Market Working Group

Wednesday 25th February 2026

In Attendance: Tina Kiddell, Tomos Hutchings, Sarah Humphries, Michelle Thompson, Lorren Woodgett

Apologies: None

1 Updates from last meeting

- T.K has liaised with Swaffham Market for ideas on boosting Watton Market.
- A policy regarding hire of the gazebos was considered and it was felt that it would be better suited to have a general equipment hire policy that would cover more than just gazebos.

2 Equipment hire policy

- A draft equipment hire policy has been put together by L.W for review and approval. This will be sent round with the market working group notes.
- This would be used to cover the hire of gazebos, tables, and chairs. It would not be required for the market stall holders to fill this in for their regular market hire.

3 Update from Tina K

- T.K has been liaising with Swaffham Market on ways that we could improve our market. The key suggestion would be to move the market to a carpark.
- Breckland confirmed that they would not be against WTC using the carparks for regular weekly markets or car boots, but this would need to be sorted with the solicitors when the terms of transfer are sorted to suit the needs.
- T.K suggested that post-transfer of car parks to WTC, options regarding electric bollards could be explored – suggested that there could be grant funding that could be used for this.
- It was suggested that to attract more stalls to the market, a pro-rata incentive could be offered, with 9 months' worth of pitch fees to be paid over a 12-month period. This could then be invoiced on a quarterly basis.
- Moving to Kittel Close carpark could then have the added advantage that over the winter months, stall holders could move indoors to the Queen's Hall, funds from the stall pitch fees could then be used to pay for hire of the Queens Hall over the winter months – this could help with stall holder retention over the cold months.

6 Moving Forward

- Once the transfer of the carparks is complete, T.K will start attending markets across Breckland and Norfolk to attract stall holders.
- L.W will work on a promotional hand out that can be given to prospective stall holders.

Equipment Loan Hire Policy

Introduction

Watton Town Council will sometimes make available certain items of equipment for use to residents of its parish, neighbouring Councils, businesses, and community groups – including registered charities. The Council reserves the right to charge for the hire of the equipment.

Requests for hiring equipment

The office staff will manage the hiring of equipment. An 'Equipment Hire Agreement Form' must be completed and signed by the hirer to ensure the hirer agrees to the Terms and Conditions of hire. The form must be signed by the Town Clerk to complete the agreement.

Hire Deposit

A refundable cash deposit of £20 is required against any damage which may occur during the hire.

Terms & Conditions of Equipment Hire

1. The duration of the hire shall be agreed and confirmed in the hire agreement.
2. The equipment may be used during the period of hire only by persons appointed by Watton Town Council and may not be rehired or loaned to any other person, group, charity, or company without prior permission from Watton Town Council.
3. Watton Town Council shall supply the equipment in a safe and useable condition.
4. The hirer must ensure that the equipment is kept safe and dry at all times.
5. The hirer acknowledges that they shall be liable in respect of any loss, repair, or late return of equipment and will be charged for any additional costs incurred related to the hire.
6. If the equipment is damaged or requires repair, whether because of an accident or breakdown, the hirer shall advise Watton Town Council of the full circumstances by telephone or email as soon as practicable.
7. The hirer shall not arrange or undertake any repairs within the authority of Watton Town Council, except to the extent that the repairs are necessary to prevent further damage to the equipment or to other property.
8. The hirer shall at, or before, the expiry of the term of hire, deliver the equipment at the agreed time, or obtain permission to continuation of hire.
9. Watton Town Council shall have the right to terminate the hire and take immediate possession of the equipment if the hirer fails to comply with any of the terms and conditions of hire, or if the equipment is damaged.

Transportation

All transport costs (collection and return), including insurance, shall be paid by the hirer. The hirer is responsible for loss and damage to the equipment whilst in transport as well as during the loan period.

Health and Safety

Watton Town Council strongly advises that all operators of hired equipment are trained in the use of the equipment they hire. On signing the equipment hire form, the hirer agrees to take on the responsibility for carrying out any relevant Risk Assessment(s) for the safe use of the equipment. All equipment hired and used is entirely at the hirers own risk.

Equipment Hire Agreement Form

The equipment listed below can be hired from Watton Town Council on the understanding that the Hirer agrees with the Terms and Conditions set out in this policy and by signing this agreement.

CUSTOMER NAME:

ORGANISATION ADDRESS:

PHONE:

EMAIL:

Hire Equipment details

ITEM	No. HIRED	DETAILS
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Hire Period Details

HIRE START DATE
HIRE END DATE
DATE & TIME SIGNED
OUT
DATE & TIME
RETURNED

On signing this Equipment Hire Agreement, I understand and agree to abide by the terms and conditions.

Name

Signature Date

Name of Officer

Signature Date

Item 7.1 Stevens Almshouses Charity

Email from the Clerk to the Charity

“The meetings are every other month.

Each trustee has a responsibility for contacting the designated tradesmen they are responsible for. I.e. although I am not a trustee I deal with any plumbing issues, Andy Johnson the building and Steve Bibby the garden. I have also been dealing with the electrician on a temporary basis, Linda Benton deals with safeguarding and anything legal and other issues that may arise that she is happy to take on.

The Chairperson is Rev Dave Cossey and he oversees the meetings and helps where he can, but of course he is very busy with parish concerns so he doesn't really get delegated with anything permanent.

The building has just be re rendered. There are four residents. They pay a Weekly Maintenance Contribution (not rent). The criteria for occupation of a Almshouse is the person must be single, live or have lived in Watton or have some link to the town, and perhaps be a person of diminished means.

The meetings are to update on problems that have arisen (if there are any). I would add that the trustees are not social workers so anything regarding benefits etc is up to the resident to pursue.

Overall, the trustees have a duty of care to provide a safe, secure and warm home for the resident.”

Item 7.2 Watton Relief in Need Charity

The WRiN's Trustees meet 4 times a year in January, March, June and November, usually at the Charlotte Harvey Trust. They have a duty to interpret the Charity's Charter by providing grants or goods to the people in the historical parish of Watton who are in need, hardship or distress. The Council has provided many Trustees in the past.

Item 8

HEADS OF TERMS

Freehold Transfer at Nil Consideration with no restrictions on charging

Without prejudice – confidential subject to contract and board approval

Transferor: Breckland District Council
Elizabeth House
Walpole Loke
Dereham
NR19 1EE

Transferee: Watton Town Council
Middle Street
Thetford
IP25 6AG

Vendors solicitor: Birketts LLP
Kingfisher House
1 Gilders Way
Norwich
NR3 1UB

Purchaser solicitor: TBC

Property Description:

Car Park	Address	Title Status
Kittel Close Car Park	Watton, IP25 6DA	Registered Freehold – NK183531(Part)
Memorial Way Car Park	Watton, IP25 6DX	Registered Freehold – NK389920 & NK426152 (Whole)
Goddard Court Car Park	Watton, IP25 6XT	Registered Freehold – NK388426 (Whole)

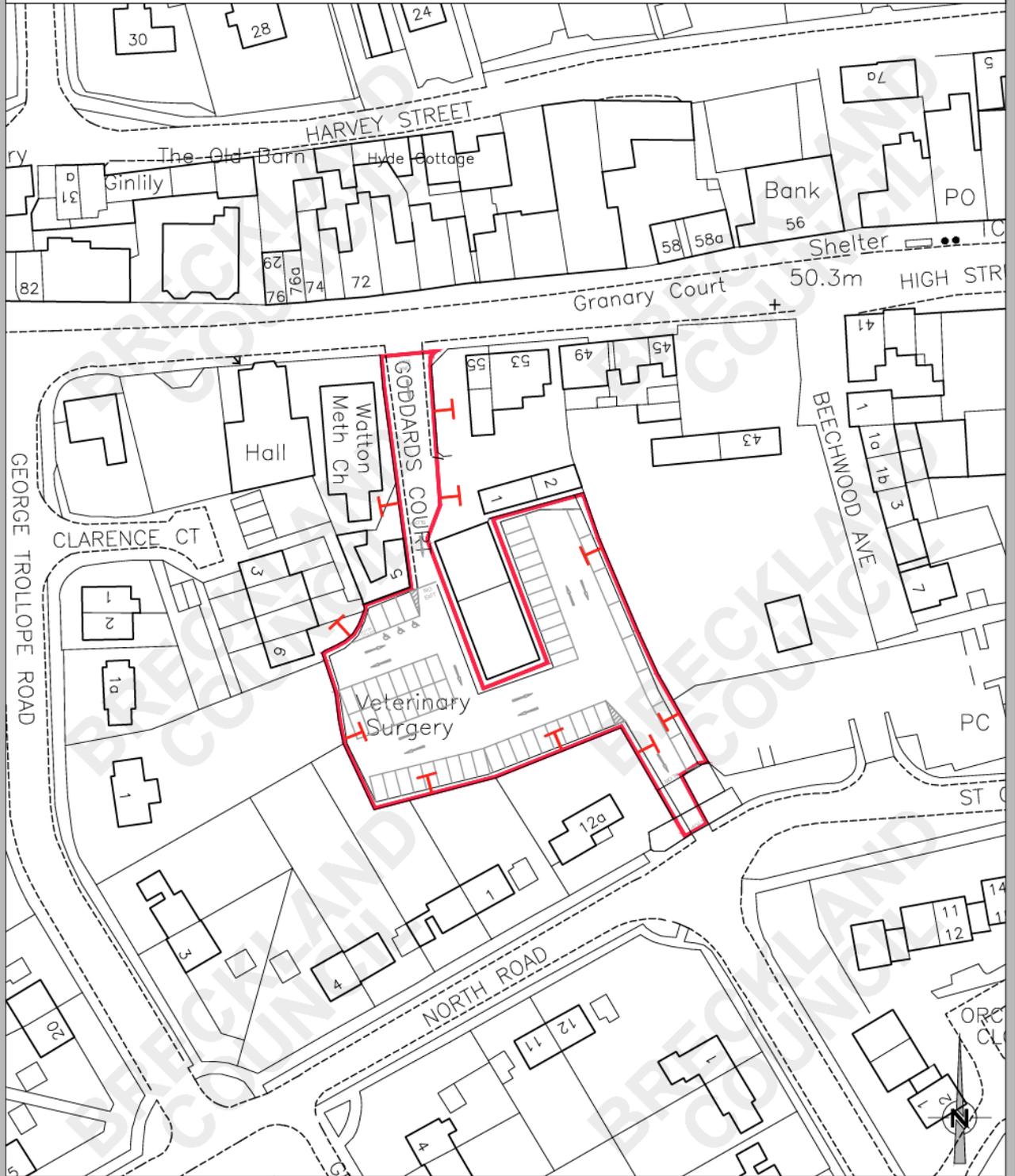
Purchase Price: £Nil

Use: The property shall be used only for the purpose of public car parking or other public amenity uses as the Transferee deems necessary.

Restrictive Covenant: The following covenant will be included in the transfer and registered to the title:

The Transferee covenants with the Transferor that the Property shall not be used for any purpose other than as a public amenity and, where such use continues to be a public Car Park, The Transferor shall apply no restrictions on charging for the use of the Car Park.

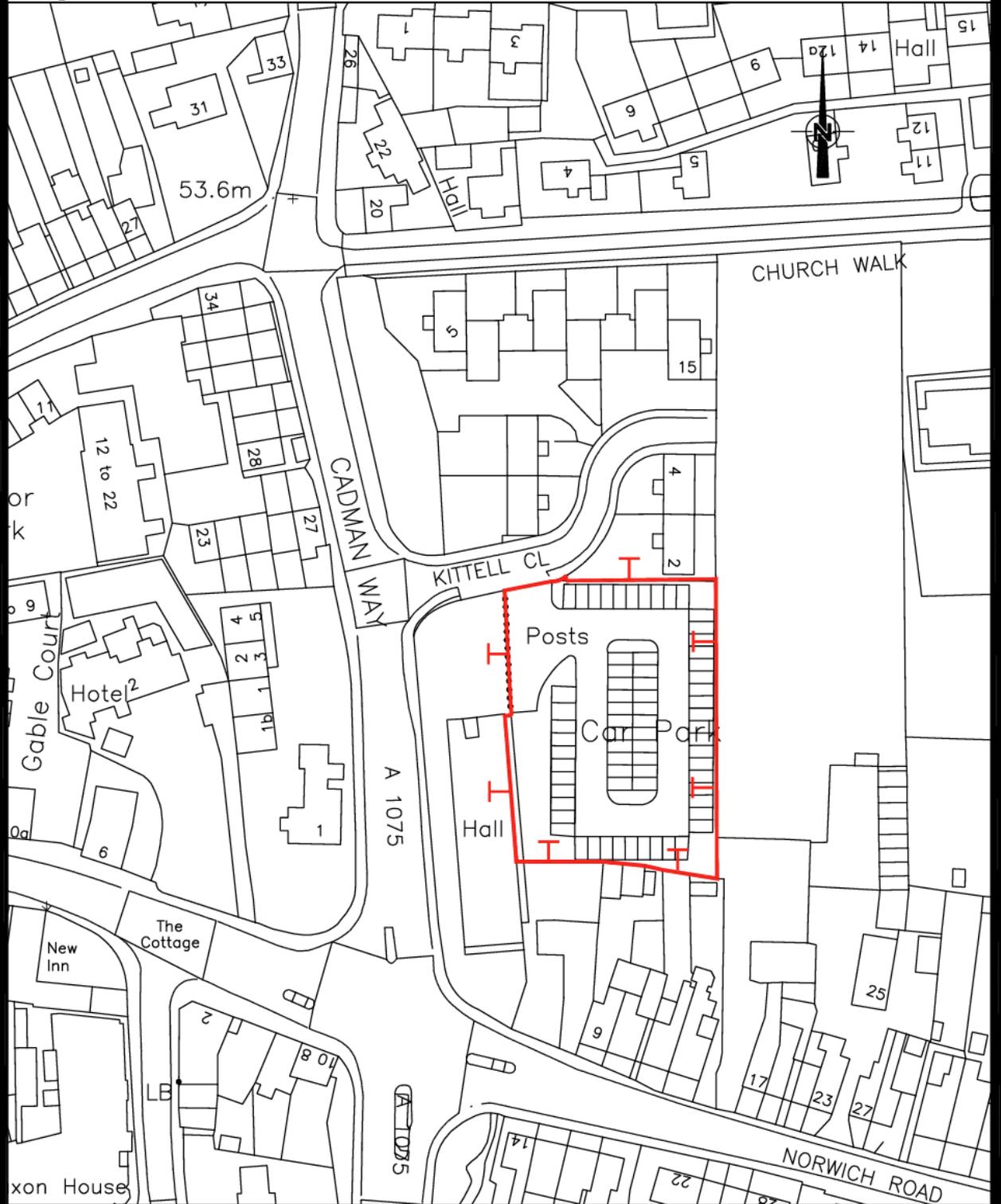
Rights granted:	The Transferor shall reserve all necessary rights for the passage of services, maintenance access, and any rights required for the benefit of adjoining retained land.
Street Lighting:	The Transferee agrees to take on ownership and responsibility of and associated costs of all the streetlights currently owned by the Transferor within the boundaries of each of the properties.
EV Charging Points:	The transferee agrees to take on any and all obligations relating to EV charging points, that The Transferor are responsible for, within the boundaries of each property.
Fee costs:	Each party will pay their own reasonable professional fees.
VAT:	VAT is not relevant where the transfer is for £Nil consideration.
Timing:	Each party agrees to complete on the transfers within 10 weeks of agreement of these Heads of Terms.
Insurance:	For the avoidance of doubt, the Transferee shall maintain all relevant and appropriate insurances in respect of the Car Parks from the date of completion. The Transferor shall have no liability whatsoever for any claims, losses or damages arising from incidents occurring after the date of transfer.
Maintenance:	For the avoidance of doubt, from the date of completion the Transferee shall be solely responsible for all aspects of the Car Parks, including (without limitation) repair, renewal, grounds maintenance and any other ongoing or future maintenance obligations.




Breckland
 COUNCIL
 Elizabeth House
 Walpole Loke
 Dereham
 Norfolk
 NR19 1EE
 Tel: 01362 656870

TITLE	
HIGH STREET CAR PARK WATTON	
DRAWING DETAILS	
PLAN	

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PRODUCED BY	DATE	SCALES
NF	NOV 2025	1:1000
DRAWING No.		Rev.
C45WA1		E009



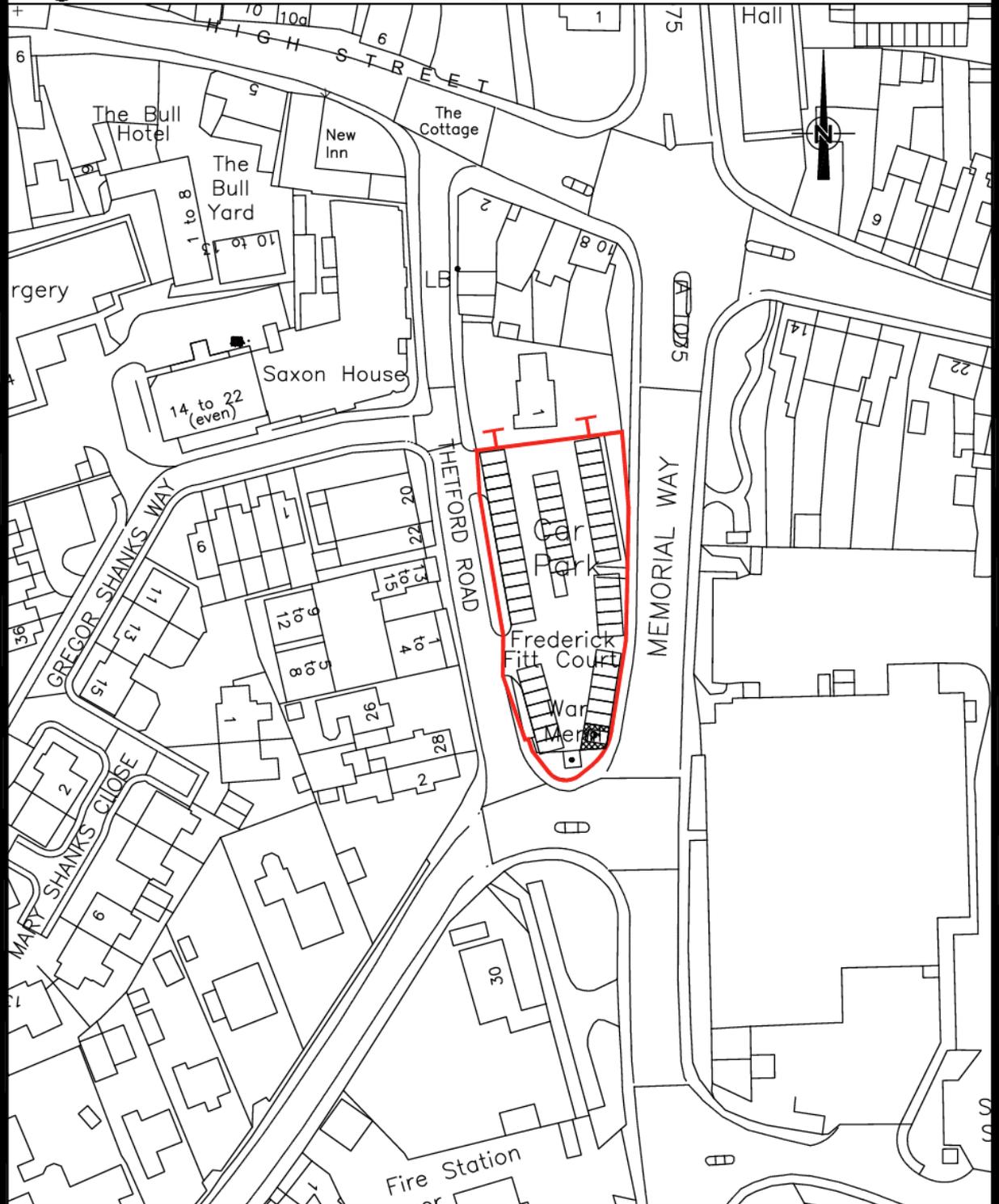


 Property Team
 Elizabeth House
 Walpole Lake
 Dereham
 Norfolk
 NR19 1EE

 Web: www.breckland.gov.uk
 Email: property@breckland.gov.uk

TITLE
KITTELL CLOSE CAR PARK WATTON
DRAWING DETAILS
Lease Plan

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Property Team
 Elizabeth House
 Walpole Loke
 Dereham
 Norfolk
 NR19 1EE

Web: www.breckland.gov.uk
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TITLE
THETFORD ROAD CAR PARK WATTON
DRAWING DETAILS
PLAN

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NF	Nov 2025	1:1000_A4
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K/Property/Town Projets/WA/TH Rd		

Item 9

Internal Control Statement to be reviewed before the end of March 2026 as agreed by the Finance Committee on November 27th 2025



WATTON TOWN COUNCIL

INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2026

To be reviewed annually before April 1st each year.

1. SCOPE OF RESPONSIBILITY

Wotton Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is used economically, efficiently and effectively, safeguarded and justifiably accounted for.

The Council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

Personnel

3.1 The Council:

The Council makes decisions in line with its Standing Orders and Financial Regulations which are reviewed annually.

The Council reviews its obligations and objectives and approves budgets for the following year at its meetings during October to December.

The budget and level of precept for the following financial year should be agreed at or before the meeting of the Full Council in December.

The Council has appointed a Finance Committee which meets once a month. Members of the Committee undertake budgetary review and monitor progress against objectives, financial systems and procedures.

The minutes of the meetings of the Finance Committee, which may include recommendations, are circulated to all members of the Council within 5 working days to assist the Full Council to monitor progress against its aims and objectives.

3.2 Clerk to the Council/Responsible Finance Officer:

The Council has appointed a Clerk to the Council who advises the Council and who administers the affairs of the Council.

The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are maintained and adhered to.

3.3 Internal Control Officer

The Council annually appoints a member of the Council to act as Internal Control Officer to carry out internal scrutiny checks such as review of the monthly bank reconciliation and payment of staff salaries.

3.4 Internal Auditor

The Council annually appoints an independent Internal Auditor who reports to the Council twice a year on its:

- bookkeeping arrangements
- corporate governance, financial regulations and risk management procedures
- salary payments and procedures
- budgetary controls
- income control
- asset registers
- bank reconciliations and end of year procedures

3.5 External Audit

An External Auditor is appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA). For the 5 financial years from 2022/23 to 2026/27 this is PKF Littlejohn who submit their annual external auditors report to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.

Statement approved and adopted by Watton Town Council at the meeting on 9th December 2025

Chairman of the Council

RFO/Clerk Meeting date: