

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

I. 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.