



## 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 28<sup>th</sup> April 2026 at 7.00pm for the purpose of transacting the following business.

*Jane Scarrott* Town Clerk

22<sup>nd</sup> April 2026

**Please note that a Biodiversity Working Group Meeting is being held at 6pm before the Full Council meeting. Chamber doors will be open to the public from 7pm.**

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 14.04.26 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 District Councillor's Report
  - 4.4 County Councillor's Report
  - 4.5 Clerk's Report
  - 4.6 Reports from Councillors
    - I. Councillor Tomos Hutchings
5. To note the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
  - 7.1 To approve payments for April 2026 (To follow)
  - 7.2 To note the Minutes of the Finance Committee Meeting held on 16.04.26
  - 7.3 Finance Committee recommendation to Full Council:
    - I. To accept the draft Equipment Hire Policy
    - II. That the Council accepts to undertake the maintenance schedule for the Reclaim the Rain assets as outlined:
      - Raingardens (without trees)
      - Tree Pits

2-4 wks after planting – check to see if anchor straps need re-tensioning  
Check soil level

**6 months**

Maintain regular irrigation during growing season, frequency and water volume determined by climatic conditions  
Visual inspection to check for pest and disease.  
Clear leaf litter in Autumn.  
Clear irrigation and aeration inlets.

## 5 years

Visual inspection to check for pests, disease and damage.

Formative pruning and crown lifting if necessary.

Check suitability of grill and guard.

## 10 years

Check growth and remove guard/grill as required.

III. That an outstanding debt of £570 plus a small claim court cost of £75 should be written off

IV. that the Council will pay 50% (£80) of an additional grave digging charge

V. that the contract with the current HR consultant is extended

VI. Grants:

- The Loch Neaton Bowls Club to be offered £400 with expectation that match funding will be found by the Club to meet the full costs of the application. Money to be allocated retrospectively against invoices received.
- Match funding will be offered to the Rainbows if they are unable to raise full funds requested themselves.
- The Chamber of Commerce should look for support from other avenues.

8. Update on Devolution and Local Government re-organisation

9. To consider supporting Watton & Saham Flood Action Group for a further year

10. To consider communication received from Wayland Academy re. Garden Project

11. To agree the cost of £300.00 for 2 framed plaques for Weeze

12. To consider Grant application received from Norfolk Community Law Service – App 1

13. PLANNING To consult on planning applications received since the last meeting:

13.1	PL/2026 /0520/P AMA	Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to 1 no. Dwellinghouse (Use Class C3) - Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class MA	BRECKLAND HOUSE Norwich Road, Watton	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=199377">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=199377</a>
13.2	FUL/2025/0 016 TO NOTE	Carbrooke: Carbrooke Quarry, Summer Lane, Carbrooke, Thetford, Norfolk IP25 6TJ: Non-compliance with conditions 1 (time limit), 2 (approved plans/documents), 3 (phasing and infilling), 20 (soils) and 24 (landscaping) of permission reference FUL/2022/0012 to allow to Extend the time limit, Amended Phasing and Infilling, Soil handling, Restoration/ Landscaping and Associated Details and Installation of new processing plant (plant retrospective):.	Carbrooke Quarry, Summer Lane, Carbrooke, Thetford, Norfolk IP25 6TJ	

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

14.1 To note the Minutes of the HR Committee Meeting held on 16.04.26

14.2 HR Committee recommendations to Full Council

- I. To accept the Staff Job Evaluations Report including salary recommendations
- II. To adopt revised staffing Policies, Handbook and contracts as presented.
- III. To adopt a policy to offer staff the opportunity to undertake temporary additional hours to cover short-term staff absence.

### Item 3.2 Update from the meeting held 14.04.26

Agenda Item No.	Update
4.2	Breckland Council invited to attend future TC meeting to update on Safer Street Wardens Scheme.
7.	The Grant Policy will be reviewed by the Finance Committee. Deferred grant applications are included within the recommendations from the Finance Committee (agenda item 7.3 28.04.26)

### Item 4.5 Clerks Report

- Norfolk ALC Newsletter forwarded to Cllrs 20.04.26

### Bin at Thetford Road roundabout

The litter bin located on the side of the road by the Thetford Road roundabout has been damaged by a vehicle for the second time. It is beyond repair and thought needs to be given to possibly locating any replacement bin where it will not be so easily hit.

### Received from Buckingham Lodge:

For further Details contact Millie Sadd on 01953 828094 or Marcia Hughes 07783074765 or [marcia.hughes@kingsleyhealthcare.co.uk](mailto:marcia.hughes@kingsleyhealthcare.co.uk)

### D Day Wartime Themed Craft Fair & Fun Day Saturday 6<sup>th</sup> June 10 - 2 pm

Craft Stalls, Raffle and Teddy Tombola and much more Music with Down Melody Lane 11 - 12

### Care Home Open Day Tuesday 16<sup>th</sup> June 11 - 3 pm

Music with Maria Elayna at 11 – 12 followed by Flower Arranging 2 - 3 pm Lunch available – Please book

Two separate events **World Lizard Day Children's Craft Morning** 10.30 - 12.30 with a visit from Ed McKay & his Mini Monsters 11- 12

Afternoon 2 - 4 pm **VJ Wartime themed Tea party** with music from Lucy Shaw 2.30 - 3.30 pm All Welcome - No Charge/Donations to British Legion appreciated

### The 4<sup>th</sup> Annual Car & Bike Show Saturday 18<sup>th</sup> July 11 - 3 pm

Raffle, Music, Food and Refreshments with all proceeds to East Anglian Air Ambulance

If you would like to show a car or bike, then please call Millie or Adrian on 01953 773114 to book in your vehicle.

Donations to EAAA can be found on Buckingham Lodge Facebook page or using this link <https://www.justgiving.com/page/marcia-hughes-1> Please be aware there will be no parking on site on the day ( just show vehicles) but there is lots of local parking free of charge.

Join us for **Super Hero and Silly Dress Up 10 Mile Hike** to raise funds and awareness for Alzheimer's Society and Dementia UK

All Welcome to join £5 Donation appreciated on the day Leaving Buckingham Lodge Care Home 10.30am and heading towards Watton and Griston before returning to the home for refreshments.

### **Annual Town Meeting**

The Watton Annual Town Meeting was held at the Sports Centre on 21<sup>st</sup> April, 35 people attended.

Copies of Reports received can be viewed on the Town Council website.

### **Factory Shop Carpark**

The entrance to the carpark to the rear of the Factory shop has bollards put across it and notices erected that the area is privately owned.

The land agents dealing with the property have been approached and the following has been received:

“Now that the main shop is vacant, we have security concerns from both building security and Health and Safety.

We would like to ensure the building is secure and not vandalised and items of rubbish are not dumped. We also need to ensure the public do not harm or injure themselves.

The sooner we can find a new occupier the better.

We are looking and marketing for a new occupier for the building which is our sole aim.”

## **Item 4.6**

### Lead Councillor Report: Watton Town Council

To update The Council on my activities as a young Cllr within Watton.

#### **Most Wednesday's – Wayland Wood Volunteering & Market Visit**

If I am available, I will always meet with the Warden for conservation activities, followed by a trek to the market. Always lovely to chat even if I can't afford to buy something at every stall.

#### **1<sup>st</sup> March – Loch Neaton**

NCC Highways have full responsibility for maintaining our pavements, in this particular case, Dereham Rd (next to the railway embankment) needed some TLC.

#### **19<sup>th</sup> March – Wayland Chamber of Commerce AGM**

Last year I supported them with the Jobs Fair and Christmas Window Competition, and I have been invited to join their committee as an honorary member for WTC.

In aims of engaging with previous partners, I attended an accessible volunteering workshop, coincidentally in the Norfolk Chamber of Commerce building, with Cup-O-Tee Wellness which had brilliant input from individuals – culminating in a toolkit/training for organisations to increase the accessibility of volunteering for all.

#### **March 31<sup>st</sup> & April 7<sup>th</sup> – Easter Fun Days**

Fantastic event, kids spend hours with activities, all free. Many thanks to Sue & Lorren for continuing to organise these. It also a low-stress environment for volunteers, especially when there are many hands. Great to meet the new caretaker also.









#### **6<sup>th</sup> & 19<sup>th</sup> April – Community Centre Garden**





Alongside my brilliant helper, who is appropriately risk management trained, we attended the butterfly garden. Weeding nettles and thistles and sewing wildflower seeds into the mole hills which keep popping up. (If they're not dug up, this should allow for new growth unimpeded and aerated with good drainage.) I've been back a few times to water.

#### **Extra:**



- I attended the Town AGM, and the Biodiversity Working Group took place prior to full council on the 28<sup>th</sup> of April. This will be reported on at the next full council meeting.
- Watton and Saham Flood Action Group will be at the Spring Market Fair market.
- Thetford Rd Development notes on concept plan have been forwarded to the Clerk to send to Barratt's.

Written by Tomos Hutchings

	<b>Resolution</b>	<b>Date/ Agenda item</b>	<b>Action</b>	<b>Link to 4YP/NP</b>	<b>Lead</b>	<b>Current Position – 22.04.26</b>	<b>Status</b>
142	Move forward with plans to hold a Festival of Youth in 2027	24.03.26 4.7			DS EMO	DS and EMO to meet with Love Watton, Wayland Academy and Beside Youth	
141	Further research to purchase a wooden sculpture to present to Weeze for its 40 <sup>th</sup> year in 2027	10.02.26 7.1	Research gift		Office	Framed plaques from Bowles and Walker to be considered at the 28 <sup>th</sup> April meeting	
139	Responses received on the WAT3 proposed site allocation adjacent to Wayland Wood be submitted to BC as presented and to request that Tree Preservation Orders are placed on 5 notable oak trees on site	09.12.25 12	Send response to BC and request TPO's		Office	TPO requests submitted to BDC. No response received so far  Developers gave a presentation to Cllrs 14.04.26	
138	Accept quote of £5200 plus VAT for remedial tree works as indicated on the annual tree report	09.12.25 9	Accept quote		Office	Works completed	
136	To accept the updated cost to the Town Council of £6517 towards the proposed trod along the Norwich Road from east of the Lidl site to the bus shelter. The remaining 50% of the cost to be funded through NCC PPS	28.10.25 9.1	Accept updated costs		Office	TC paid contribution to NCC in November. Awaiting works to take place	
135	To establish a Biodiversity Working Group	28.10.25 4.6i	Establish membership		Office	Initial meeting date to be held before Council meeting 28.04.26	
133	Commission further reports for Bridle Road, Lovell Gardens and Sports Centre play areas	23.09.25 12	Commission reports once the Council has completed the remedial works it is able to do		Office	Nearly all works completed. Annual inspection due again soon.	
131	To investigate Honours nominations for two residents	12.08.25 10.3	Investigate		Office	Submission made	

129	To submit an application for s106 funding to pay for the additional works identified at Bridle Road Play Area	12.08.25 4.4ii	Application to be made		Office	To finalise plans also refer to 126	
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	Accept NPP offer of £694.94 to install dropped kerb quotes to also be obtained for possibly widening the paths at Bridle Road play area to make them compliant with the Disability Discrimination Act	
<i>126 and 129 are linked and research is still being undertaken regarding what works should take place. Quotes received from playground installers to create improved access to both Bridle Road and the Sports Centre Play Areas are expensive. Fin. Com. is suggesting external funding needs to be found.</i>							
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: <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	Contractor given the go ahead but awaiting works to be undertaken. Updates requested regularly but so far no date received. Other companies have been contacted for further quotes. Look at advice from local companies when the clock is ready to be fixed. Cllr Saunders and EMO to investigate English Heritage Funding for the tower.	

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	Continue dialogue with BDC		Office	Accepted the Heads of Terms at the TC meeting held on 10 <sup>th</sup> March. Papers with solicitors.	😊
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	Agenda item again on 28.04.26	😊
104	To produce a staff Well-Being Policy	23.07.24 4.6	Compile Policy		HR	All staffing policies have been reviewed and Full Council to ratify on 28.04.26.	😊
85	Compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council		TB	Draft Policy to be compiled by Office	😊
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	Office is continuing to populate Civicy Asset software	😊
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council is responsible will be undertaken.	14.09.21 6.1	Some works have been undertaken.	4YP	Office	To check final works which need to be undertaken prior to next Quinquennial Inspection Report. Building contractors have been approached.	😊
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. 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.  To undertake a Town Council Sustainability Audit.	6 12.11.19  12 24.09.19	Clerk to investigate and present model policies to Full Council.  To undertake Audit.	4YP	Clerk  Office	Sustainability Audit to include Climate Change Awareness Policies Biodiversity Working Group to look at.	
<i>13 and 21 are linked - Suggest including Sustainability Audit in reviewed Climate Change Policy. Climate Change Policy to be researched.</i>							
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. Extend wall area up to accommodate more mayoral photos	

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

**The resolutions from the Works in Progress list will be incorporated within a Projects Action Plan which will link to the 4 Year Financial Forecast.**

## Item 7.2

### **Minutes from the Watton Town Council Finance Committee Meeting held on Thursday April 16th 2026 at Wayland Hall**

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

Officers Present: Jane Scarrott

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 12.02.26.
  - i. The Minutes of the Finance Committee Meeting held on 12.02.26 were confirmed as correct and signed by the Chairman of the Finance Committee.
  - ii. Update from the Minutes of the Meeting 12.02.26:
    - As agreed at the meeting on 12.02.26 the Office IT service provision will remain with the current provider for the forthcoming year. The Office is in the process of checking the contract before any agreement is signed.
  - iii Other items raised by Full Council:

To review the Council Grants Policy [agenda item 13 for this meeting].

#### 4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.03.25. The Bank Reconciliation will be checked and signed by the Internal Control Officer.

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

#### 4.1 Four Year Forecast

Members were presented with an updated Four Year Forecast and reminded that the current Forecast shows 26/27 as the final year and thus a new Forecast will be considered by the incoming Council in 2027.

#### 5. Equipment Hire Policy

The draft Equipment Hire Policy was considered and it was agreed that a recommendation will be made to Full Council to accept the Policy but to exempt the Market. Equipment will be available for charitable organisations within the town to borrow but a cash deposit of £100 will be required.

#### 6. Maintenance of Reclaim the Rain Assets

It will be recommended to Full Council that the Council accepts to undertake the maintenance schedule for the Reclaim the Rain assets as outlined.

#### 7. Dash-cams for Town Vans

It was agreed that dash-cams should be fitted in the two town vans at an estimated cost of £200 per van.

#### 8. Bad Debt

A recommendation will be made to Full Council that an outstanding debt of £570 plus a small claim court cost of £75 should be written off. It is believed the cost of recovery would outweigh the debt.

#### 9. Grave Digging Fee

As a result of mis-communication a grave digger needed to be engaged at short notice resulting in an additional charge of £160 for the undertaker.

It will be recommended to Full Council that as gesture of goodwill and to support working relationships with the Funeral Director the Council will offer to pay half of the additional charge.

#### 10. Play Area Works

Watton Town Council adopted the Right to Play Pledge on 12.03.24 as follows:

We pledge to make all our play areas accessible, inclusive, and safe environments that challenge, excite, stimulate, and promote the interaction of all young people of all abilities.

Value all children and young people's Right to Play.

Adopt a statement for Inclusive and Accessible Play Areas in Play Area policy.

Adopt the three inclusive design pillars of Accessibility, Multi-Sensory and Supporting Infrastructure.

Apply Inclusive Principles to all Play Area refurbishment and new projects.

Demonstrate in planning and grant application that Inclusive Principles have been included in design.

Consult with the community, particularly young people, to advocate inclusive design and refurbishment to make play areas accessible to all.

With this pledge in mind the Council has been investigating accessibility of Bridle Road Play Area and the Sports Centre Play Area. Quotes have been sought to assist with pushchair/wheelchair access to both sites.

Quotes received to date are expensive and the Finance Committee felt grant funding should be thoroughly researched and only when outside funding can be obtained could consideration be given to undertaking further accessibility works at the Bridle Road or Sports Centre sites.

#### 11. HR Consultant

It will be recommended to Full Council that the contract with the current HR consultant is extended.

#### 12. CANVA

It was agreed to subscribe to CANVA Pro at a cost of £100 per year.

#### 13. Grant Policy

The Grant Policy will be reviewed following research. Suggestions made include introducing criteria to include match funding and a clause that the same organisation can only apply to the Town Council for a grant once each financial year.

The Town Council is considering its financial position and commitments it will have during the year. With a need to be frugal the grant applications submitted to the Town Council meeting on 14.04.26 will be considered at the next Full Council meeting with the following recommendations from the Finance Committee:

1. The Loch Neaton Bowls Club to be offered £400 with expectation that match funding will be found by the Club to meet the full costs of the application. Money to be allocated retrospectively against invoices received.
2. Match funding will be offered to the Rainbows if they are unable to raise full funds requested themselves.
3. It was suggested The Chamber of Commerce should look for support from other avenues.

14. Date of the next meeting: Finance Committee:

**No date set due to possible change to the membership of the Committee at the Annual Meeting of the Town Council. Date will be set at the Annual Meeting.**

**Recommendations to Full Council:**

1. To accept the draft Equipment Hire Policy
2. That the Council accepts to undertake the maintenance schedule for the Reclaim the Rain assets as outlined:

Raingardens (without trees)

Tree Pits

2-4 wks after planting – check to see if anchor straps need re-tensioning

Check soil level

6 months

Maintain regular irrigation during growing season, frequency and water volume determined by climatic conditions

Visual inspection to check for pest and disease.

Clear leaf litter in Autumn.

Clear irrigation and aeration inlets.

5 years

Visual inspection to check for pests, disease and damage.

Formative pruning and crown lifting if necessary.

Check suitability of grill and guard.

10 years

Check growth and remove guard/grill as required.

3. that an outstanding debt of £570 plus a small claim court cost of £75 should be written off

4. that the Council will pay 50% (£80) of an additional grave digging charge

5. that the contract with the current HR consultant is extended

6. Grants:

- The Loch Neaton Bowls Club to be offered £400 with expectation that match funding will be found by the Club to meet the full costs of the application. Money to be allocated retrospectively against invoices received.
- Match funding will be offered to the Rainbows if they are unable to raise full funds requested themselves.
- The Chamber of Commerce should look for support from other avenues.

## 7.3i Equipment Hire Policy

### **Use of Town Council Equipment 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. The Council reserves the right to charge for the use of the equipment.

The Market Traders/stallholders are not requested to complete a Use of Equipment Form when equipment is provided for use at the Wednesday Market or Town Council events.

#### Requests for equipment

The Office staff will manage the use of equipment. A 'Use of Equipment Agreement Form' must be completed and signed by the user to ensure the user agrees to the Terms and Conditions set. The form must be signed by the Town Clerk to complete the agreement.

#### Hire Deposit

A refundable cash deposit of £100 is required at the point of use. It would be recommended that equipment is put on either group or personal insurance to cover any potential damages.

#### Terms & Conditions of Equipment Use

1. The duration of the use shall be agreed and confirmed in the User Agreement.
2. The equipment may be used only by persons appointed by Watton Town Council and may not be 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 user must ensure that the equipment is kept safe at all times.
5. The user acknowledges that they shall be liable in respect of any loss, repair, or late return of equipment. The user will be required to complete and sign a "Use of Equipment Agreement" whereby the hirer agrees to pay for any damages that may occur to the Town Council's equipment during the time the equipment is held by the user.
6. If the equipment is damaged or requires repair, whether because of an accident or breakdown, the user shall advise Watton Town Council of the full circumstances by telephone or email as soon as practicable.

7. The user shall not arrange or undertake any repairs without 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 user shall at, or before, the expiry of the term of agreement, deliver the equipment at the agreed time, or obtain permission to extend the use period.

9. Watton Town Council shall have the right to terminate the use and take immediate possession of the equipment if the user fails to comply with any of the terms and conditions of use, or if the equipment is damaged.

#### Transportation

All transport costs (collection and return), including insurance, shall be paid by the user. The user 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 borrowed equipment are trained in the use of the equipment. On signing the Use of Equipment Form, the user agrees to take on the responsibility for carrying out any relevant Risk Assessment(s) for the safe use of the equipment. All equipment used is entirely at the users own risk.

**Use of Equipment Form**

The equipment listed is to be borrowed from Watton Town Council on the understanding that the user has accepted the Terms and Conditions set out in the Use of Town Council Equipment Policy and has signed this agreement accordingly.

*General Data Protection Regulations Privacy Notice*

Consent to Hold Contact Information

I agree that I have read and understand Watton Town Council's Privacy Policy on the Town Council's Website [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk)

I agree by signing below that Watton Town Council may process my personal information for providing information and corresponding with me.

I agree that Watton Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

CUSTOMER NAME:

ORGANISATION ADDRESS:

PHONE:

EMAIL:

Equipment to be borrowed

ITEM	No.	DETAILS

Dates of Use

START DATE	
END DATE	

DATE & TIME SIGNED OUT	
DATE & TIME RETURNED	

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

Name of User

.....

Signature .....       

Date.....

Name of Officer

.....

Signature .....       

Date .....

DRAFT

## Item 9

Semibold invoice for £252.00 - WASFAG website hosting and yearly domain registration  
Last year the invoice was split with Saham Toney Parish Council

## Item 10

### Wayland Academy Garden Project Appeal

Wayland Academy are looking to restore our garden and outdoor classroom area.

We are hoping that this project will provide numerous benefits for all our students, whether it is from providing a relaxing area to support mental health, opportunities to increase engagement with students via involvement in specific gardening projects, or just a general deeper connection and understanding of nature.

#### How can you help?

This is a big project for the school. We are looking for support with materials, manpower, and advice. If you feel you may be able to assist in any, or all aspects, please find further details below.

#### Materials Needed:

- Compost (seed and potting)
- Topsoil
- Tools – various
- Seeds (Flower, Vegetable, and wildlife friendly plants)
- Seed trays, lids and propagators
- Trugs / Garden waste bags
- Chicken wire
- Canes and plant supports
- Plants – Lavender / Rosemary / Strawberry plants
- Rhubarb plant
- String, twine & netting
- Plant Labels
- Sieves
- Vermiculite / Perlite
- Water Butts and connectors
- Bird, bat, and bug houses
- Roofing felt / timber / board / tiles / guttering etc – tbc

#### Advice:

- **Repairs:** We have several structures that need repair. We need advice on what exactly the repairs involve, and what materials would be needed (type and quantity) to make those repairs. This includes our shed, our poly tunnel, and the rooves of our outdoor classroom and pizza hut.

If you can provide advice on any, or all, of these structures, we would appreciate your help.

Once we know what is needed, we can then appeal for further support for specific materials, and volunteers, to make things happen.

### Landscaping / Design:

Ultimately, we would love to include areas that benefit wildlife, provide a relaxing space for students to decompress and include areas for our students to grow flowers and crops. Again, if you feel you can help in the design and what is needed to achieve our goals, we would love to hear from you.

### Manpower:

Once details are known we will need help to make repairs, clear brambles and weeds, prune overgrown trees, prep areas for rewilding / sowing etc, take rubbish to the recycling centre.

Please contact reception at Wayland Academy if you are able support this project in any capacity. Thank you :-)



## Item 12 NCLS Grant

### Accounts – App 1

#### Watton Town Council Grant Application Form

Please complete **all sections** of this form clearly.

#### A. Your Organisation



1.	Full name of organisation	Norfolk Community Law Service (NCLS)								
2.	Registered charity number (where applicable)	1069066								
3.	Year organisation established	1985								
4.	What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too	<p>Norfolk Community Law Service exists to ensure access to justice and equality. We provide free legal advice covering areas of social welfare law including debt, domestic abuse, employment, family, general, immigration and welfare benefits appeals. We also work with partner agencies to identify gaps in provision and develop advice services to meet that need.</p> <p>We target our services at disadvantaged and marginalised individuals and in 2024/25 we helped 4,645 clients, an increase of 42% since 2021/22. This reflects the cost-of-living crisis causing widespread financial hardship for vulnerable groups already suffering from low wages, zero-hours contracts and welfare benefit cuts; issues exacerbated by rural isolation.</p> <p>Our specialist advice addresses clients' immediate problems and provides knock-on benefits, such as reducing stress and financial exclusion, avoiding homelessness, reducing crime, reducing family breakdown and improving mental and physical health.</p>								
5.	Please state whether your organisation is:	<table border="0"> <tr> <td>Watton based for Watton people?</td> <td>No</td> </tr> <tr> <td>Watton branch of a national organisation?</td> <td>No</td> </tr> <tr> <td>Watton based serving a wider area?</td> <td>No</td> </tr> <tr> <td>Local organisation partly serving Watton?</td> <td><b>Yes</b></td> </tr> </table>	Watton based for Watton people?	No	Watton branch of a national organisation?	No	Watton based serving a wider area?	No	Local organisation partly serving Watton?	<b>Yes</b>
Watton based for Watton people?	No									
Watton branch of a national organisation?	No									
Watton based serving a wider area?	No									
Local organisation partly serving Watton?	<b>Yes</b>									
6.	Where are your organisation's headquarters	4 Duke Street, Norwich, NR3 3AJ								
7.	What is the total membership of your Organisation?	N/A we do not have membership. In 2024/25 we supported 4,645 clients in Norfolk, of whom 508 were Breckland residents.								

8.	How many Members live in Watton?	In 2024/25 we supported 26 Watton residents with 35 legal issues (see infographic attached).
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## B. Grant Request

9.	How much grant are you asking for?	£750
10.	What is the total cost of the project?	£2,831
11.	What will you use the grant for?	<p>We are seeking funding of £750 to help us hold Outreach sessions in Watton, to offer free legal advice services to residents.</p> <p>This funding would support us to:</p> <ul style="list-style-type: none"> <li>• Hold a monthly Outreach Session for Watton residents, to triage issues and refer people to specialist advisers.</li> <li>• Increase specialist support for people in Breckland. Thanks to this work we would expect to see more referrals for our services, particularly to our family team, but also for immigration, debt, welfare benefits and general civil legal advice.</li> </ul> <p>Depending on the issue, clients will be triaged and where appropriate a warm referral made to a relevant agency, Legal Aid provider, or NCLS team.</p> <p>We have already begun to pilot this work in Watton, hosting drop-in sessions with the Food Hub at Watton Community Centre. We have built a very positive relationship with the Community Centre, and they recently enabled us to facilitate an appointment for someone unable to get to Norwich, outside of our planned session. We know that demand for our services is high, and this funding would support us to expand the service and make it more regular.</p>
12.	How many people in Watton do you estimate will be receiving help from the grant?	48-60, based on seeing 5-6 clients per outreach session, with one session per month for a year.
13.	Are funds available from other sources? (If yes, please give details)	NCLS has secured funding towards outreach services across Norfolk for the next 3 years. This funding is not restricted to a specific location and therefore we will use it to fund any deficit in locations that contribute towards the cost. This allows us to maximise the reach across the county.
14.	What fund raising efforts will	The funding mentioned above is one example of the types of

	your organisation be making	grants that we constantly apply for. We rely on a mix of service level agreements and grants as well as charitable donations to meet our costs. Our strategy for fundraising is to ensure we are not dependent on a few large funders. We have a small but dedicated fundraising team who are constantly working to reduce our deficit.
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### C. Additional details

15.	Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.	<p>Age of clients taken on in 2024/25 (across Norfolk)</p> <ul style="list-style-type: none"> <li>• 0% aged 0-16</li> <li>• 6% aged 17-24</li> <li>• 23% aged 25-34</li> <li>• 38% aged 35-49</li> <li>• 23% aged 50-64</li> <li>• 8% aged 65+</li> <li>• 2% age not recorded</li> </ul>
16.	Please provide a set of your organisation's latest <b>AUDITED ACCOUNTS</b> , 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 why you are applying for additional funds.	<p>Please find our audited accounts attached.</p> <p>In line with Charity Commission guidance, our directors have examined the charity's requirement for reserves in light of the main risks to the organisation. The directors have established a policy that the charity's revenue reserves, which have not been committed or invested in tangible fixed assets, should represent three to four months of estimated total annual expenditure, which it currently does.</p> <p>These funds are held to help us withstand financial shocks or to mitigate the impact of unplanned closure on our service users, staff, volunteers and partners.</p>

### D. Statement in Support of Grant Request

17.	Please use this space to include a <b>STATEMENT</b> in support of your request. (This must include details of how your organisation meets the	<p>Norfolk Community Law Service (NCLS) is a registered charity and limited company that has been delivering vital services since 1985.</p> <p>In 2024/25 we supported 26 Watton residents with 35</p>
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	<p>'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)</p>	<p>legal issues across a wide range of social welfare law, but particularly with family law (see infographic attached). We are proud of the work we do but believe it is the tip of the iceberg.</p> <p>We know that whilst many people are aware of our services and able to access them, many still cannot. Rural isolation remains a barrier which prevents many of the most vulnerable from getting the support they need.</p> <p>As part of our most recent three-year strategy, we have made a commitment to improving access to our services outside of Norwich. To help close this gap, we have expanded our Outreach service. We work in partnership with trusted local organisations like Watton Community Centre, to hold a monthly drop-in or appointment service, where people can speak to one of our Outreach officers.</p> <p>Our Outreach Officers act as a first port of call to understand issues and identify next steps. Typically they refer clients on, either to an NCLS specialist service, an external agency, or a legal aid provider, depending on the nature of the issue and eligibility of the client.</p> <p>The Outreach service helps us to build our presence locally and build trust with Watton residents. If awarded funding, our advertising / promotions for the service would also carry the Town Council's name and logo to publicise the role of the Council in enabling this work.</p> <p>By helping vulnerable people in Watton to access the social welfare legal advice they need and supporting them to maximise their income and resolve other issues affecting their health and well-being, we would hope to reduce their feelings of isolation and improve their wellbeing, so reducing barriers to social contact and employment opportunities where relevant.</p> <p>One of our clients said: "You are an absolute angel in disguise. It's a weird feeling, like I can breathe again after a long time. You really have helped sort a lot of my stress. I'm lighter, a fresh start."</p>
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**E. Agree to**



Please tick

18.	Do you agree to provide updates on how the grant is spent?	Yes
19.	Do you agree to provide receipts for expenditure if requested?	Yes

# Supporting residents in Watton

**NORFOLK  
COMMUNITY  
LAW  
SERVICE**

April 24 - March 25

**Total number of issues**

**35**

Norfolk  
**4,971**

**28%**

**wellbeing improvement**

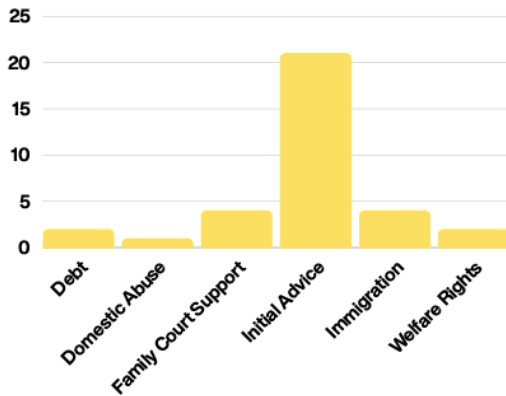
reported by clients of our Initial Advice service across Norfolk

**Welfare Benefits repaid to clients**

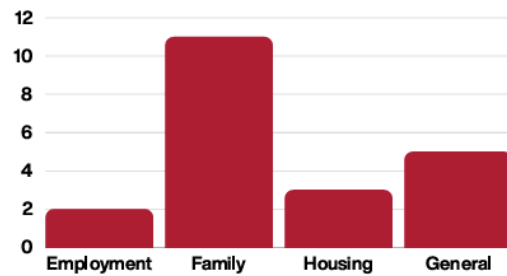
**£15,184**

Norfolk  
**£2.4m**

**Legal issues supported**



**Initial Advice issue breakdown**



**42%**  
of those we helped had a disability or long-term health condition



**69%**  
of those we helped are female

## Item 13.2

Cnsltp05



Communities & Environment  
Planning Services  
County Hall  
Martineau Lane  
Norwich  
NR1 2SG

Town Clerk  
Watton Town Council  
Wayland Hall  
Middle Street  
WATTON  
IP25 6AG

NCC general enquiries: 0344 800 8020  
Text relay no: 18001 0344 800 8020

Your Ref:  
Date: 20 April 2026

My Ref: FUL/2025/0016  
Tel No.: 01603 222708  
Email: [MaWP@norfolk.gov.uk](mailto:MaWP@norfolk.gov.uk)

Dear Sir/Madam

**Carbrooke: Carbrooke Quarry, Summer Lane, Carbrooke, Thetford, Norfolk IP25 6TJ: Non-compliance with conditions 1 (time limit), 2 (approved plans/documents), 3 (phasing and infilling), 20 (soils) and 24 (landscaping) of permission reference FUL/2022/0012 to allow to Extend the time limit, Amended Phasing and Infilling, Soil handling, Restoration/ Landscaping and Associated Details and Installation of new processing plant (plant retrospective).: Mick George Ltd**

This application is being re-consulted on following the submission of an amended Application Form containing a revised Land Ownership Certificate. Any representations previously submitted will be taken into account in determining the application. However, you are invited to submit any additional comments you may wish to make within the consultation period set out below. You will find full submission documentation of the above planning application and environment statement on our web page **[Link to Planning Application.](#)**

In accordance with the Code of Practice relating to consultations on planning applications, I should be grateful if you would let me have your comments within 30 days of the date of this letter **excluding public holidays**. Comments can be submitted via the above link, by emailing [MaWP@norfolk.gov.uk](mailto:MaWP@norfolk.gov.uk) or in writing. Should additional time be required a request for an extension to the period should be made within 14 days, giving reasons for the request, and specifying the date by which your comments will be submitted.

If you have any queries, please do not hesitate to contact the case officer, Charles Colling on 01603 222708.

Yours faithfully

*R Greaves*

## Item 14.1

### **Minutes of the meeting of Watton Town Council HR Committee held on Thursday April 16th 2026 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Sarah Humphries, Don Saunders

Staff present: Clerk

1. No Apologies for absence received. Noted that Sue Hebborn is the reserve member.
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 12.02.25 were accepted as a true record and duly signed by the Chairman.

#### 5. Staffing Update

A near-miss incident which occurred on April 1<sup>st</sup> 2026 involving members of staff is being investigated and measures put in place to mitigate against any similar occurrence in the future.

##### 5.1 Job Evaluations

The Staffing Evaluation Report and recommendations were accepted by the HR Committee. The HR Committee will ask the Full Council to also accept the Report and the recommendation that staff (excluding the Clerk and Deputy Clerk) will be offered a pay scale increase of 1 point to be backdated to 01.04.26 and that with satisfactory performance, as determined at appraisal, staff will receive another 1 point rise in October 2026.

##### 5.2 Sabbatical Leave Policy

The Committee considered the Sabbatical Leave Policy as presented. It was felt, concurring with guidance received from the HR Consultant, the Town Council is not in a position to offer such a policy and introduction of such would carry a risk that is disproportionate for the Council at the time.

##### 5.3 Staff Policies and Breathe Software

HR members have been presented with updated Policies, Staff Handbook and model staff contracts. It will be recommended to Full Council that these are all adopted and the HR Consultant will be attending the staff meeting scheduled for April 29<sup>th</sup> to inform them of the changes.

##### 5.3i Temporary Hours

It will be recommended to Full Council that a policy be adopted to offer staff the opportunity to undertake temporary additional hours to cover short-term staff absence.

6. No further HR Committee meeting date set as it is expected membership of the Committee will change at the Annual Meeting of the Town Council.

## **Item 14.2**

Recommendations to Full Council:

1. To accept the Staff Job Evaluations Report and the recommendation that staff (excluding the Clerk and Deputy Clerk) will be offered a pay scale increase of 1 point to be backdated to 01.04.26 and that with satisfactory performance, as determined at appraisal, staff will receive another 1 point rise in October 2026.
2. To adopt revised staffing Policies, Handbook and contracts as presented.
3. To adopt a policy to offer staff the opportunity to undertake temporary additional hours to cover short-term staff absence.