



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 26th May 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott Town Clerk

20th May 2026

**Please note that a Reclaim the Rain presentation is being held from 6pm.
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 12.05.26 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
5. To note the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
 - 7.1 To approve payments for May 2026 (To follow)
8. Update on Devolution and Local Government Re-organisation
9. To consider grant application received from Watton Junior School
10. To consider payment for maintenance of 2 additional planters outside the library
11. To agree Councillor Sarah Humphries as signatory on Unity and Barclays Bank accounts
12. To review IT Policy to ensure compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR)
13. To receive update on the transfer of ownership of the current Breckland owned car parks in the town and consider whether a no search indemnity insurance policy is needed.
14. To consider Lead Councillor for Spring Fair and Bike Event
15. To confirm members of The Sports Centre Working Group and Loch Neaton Working Group
16. To consider request for Dog Bins at Heritage Park

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

17.1	PL/2026/0648/VARMAJ	Variation of conditions 3, 4 & 5 on pp 3PL/2016/0701/VAR	REDHILL PARK Redhill Lane, Watton, Thetford, Norfolk, IP25 6RE	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199490
17.2	PL/2026/0638/DCA	Discharge of Conditions 9, 10, 12 and 13 on PP PL/2025/1874/FMIN	Cranswick Country Foods, ABATTOIR Brandon Road, Watton, Thetford, Norfolk, IP25 6LW	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199492

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

18.1 Market Update

Item 3.1

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on

Tuesday May 12th 2026 at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present:– Sarah Humphries - Chairman, Gavin Bulmer, Keith Gilbert, Cathy Halfacre, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Keith Prince, Don Saunders, Gillian Tarrant, Jacqueline White.

Officer Present: Jane Scarrott Clerk

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

1. ELECTION OF CHAIRMAN

Sarah Humphries nominated and seconded as Chairman and with no further nominations duly elected.

2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE

The incoming Chairman thanked the former Chairman/Mayor for her year in Office.

4. ELECTION OF VICE-CHAIRMAN

Tomos Hutchings was nominated, seconded and duly elected as Vice-Chairman.

Cllr Keith Gilbert left the meeting.

5. APOLOGIES for absence received and accepted from

Tina Cruz and Jack White

Noted that Tina Kiddell has resigned as a Town Councillor

6. NO DECLARATIONS OF INTERESTS MADE

7. MINUTES

7.1 The minutes of the Town Council meeting held on 28th April 2026 were accepted as a true record of the meeting and duly signed by the Chairman.

7.2 UPDATES FROM MEETING HELD 28.05.26

- Sarah Suggitt and Rob Walker from Breckland Council will be attending the Council Meeting on June 23rd at 6pm to update on the Breckland Street Warden Scheme.
- Saham Toney Parish Council is willing to contribute 50% of the cost to support the annual hosting of WASFAG website.
- Wayland Academy has suggested the date of Wednesday June 3rd for Councillors who may wish to visit the garden project.
- HR Consultant attended staff meeting on 29.04.2026 and visited the Office again 11.05.26. Another visit is scheduled for 15.05.26

8. REPORTS RECEIVED:

8.1 CHAIRMANS REPORT

Incoming Chaiman had no report to give.

8.2 VICE-CHAIRMAN'S REPORT

Incoming Vice-Chairman had no report to give.

8.3 CLERK'S REPORT

Written report submitted in the agenda pack with verbal update given:

- Annual Governance and Accountability Return (AGAR) – noted that the Council IT Policy may need review in preparation for agreement of Assertion 10 of the AGAR.
- The transfer of the current Breckland owned car parks in the town to the Town Council is progressing. Paperwork is with the solicitors.
- Noted that a plant/seed swop is being held at the Community Hub.

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

8.4 HR COMMITTEE REPORT WRITTEN REPORT RECEIVED AND NOTED

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

8.5 FINANCE COMMITTEE WRITTEN REPORT RECEIVED

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

8.6 CEMETERY WORKING GROUP

No meetings of the Cemetery Working Group held in 2025.

Cemetery Update:

- Faculty granted to allow removal of excess soil from site.
- Grave digging contract to be reviewed in August.
- Ashes section has been extended.

8.7 WATTON NEIGHBOURHOOD PLAN (NP) STEERING GROUP REPORT

No meetings of the Steering Group held in 2025.

8.8 CHURCH WALK WORKING GROUP REPORT RECEIVED

No meetings of the Church Walk Working Group held in 2025.

8.9 MUSEUM4WATTON WORKING GROUP

No meetings of the Museum4Watton Working Group held in 2025.

8.10 LOCH NEATON WORKING GROUP

No meetings of the Loch Neaton Working Group held in 2025

8.11 REPORT FROM CHARLOTTE HARVEY TRUST RECEIVED AND NOTED

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

8.12 EMERGENCY PLAN UPDATE

(i) The Chairman offered to work with the Office and act as the Lead Councillor for Emergency Planning

8.13 MARKET WORKING GROUP UPDATE

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

A resolution to exclude the public and press was requested to consider confidential matters relating to the Watton Weekly Market.

8.14 HERITAGE PARK WORKING GROUP REPORT RECEIVED

8.15 BIODIVERSITY WORKING GROUP NOTES FROM INITIAL MEETING HELD ON 28.04.26 WERE PRESENTED

8.16 BIODIVERSITY WORKING GROUP RECOMMENDATIONS:

8.16i It was resolved to accept the Biodiversity Mission Statement as presented which will be posted on the Town Council website and social media.

8.16ii It was resolved to pass £50 of the £200 budgeted for the Biodiversity Group to the Wayland Academy Garden Project, to be paid against invoices submitted.

It was also agreed to purchase compost and herb plants to fill the planter at Jubilee Garden.

8.17 DIGITALISATION WORKING GROUP UPDATE

Initial discussions were driven by requests relating to public Wi-Fi provision within the Market Place and High Street, alongside longer-term aspirations for CCTV improvements to support security and crime prevention.

During the course of this work, it became apparent that plans were already in place for BT to install public Wi-Fi infrastructure, and that Breckland Council already operates a CCTV scheme which may provide a basis for future collaboration or expansion.

The Working Group has also explored a number of additional ideas, including the possibility of developing an updated town website and other digital initiatives.

The Digitalisation Working Group has not met since 12.02.26 as at present there are no significant active projects requiring ongoing oversight by the group. Therefore, once queries relating to CCTV have been resolved or concluded, it is proposed that the Digitalisation Working Group be suspended, with the option to reconvene in the future should new digital initiatives or requirements arise.

8.18 REPORTS FROM LEAD COUNCILLORS

8.18i Police Priority Setting Meetings – report included within the agenda pack.

8.18ii Stevens Almshouses Charity – report included within the agenda pack.

9. MEMORANDUMS OF UNDERSTANDING

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

10. REPORT FROM EVENTS AND MARKETING OFFICER RECEIVED AND NOTED

Written report from Events & Marketing Officer presented prior to the meeting.

11. REPORT FROM COMMUNITY PROJECTS OFFICER RECEIVED AND NOTED

Written report from Community Projects Officer presented prior to the meeting.

12. TERMS OF REFERENCE

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

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

Biodiversity Working Group, Cemetery Working Group, Church Walk Working Group, Digitalisation Working Group, Heritage Park Working Group, Loch Neaton Working Group and Watton and Saham Flood Action Group Terms of Reference were presented and noted.

Terms of Reference for Lead Councillors were presented and noted.

(Noted that a minor typo needs correction on the Loch Neaton Working Group Terms of Ref.)

13. COMMITTEE MEMBERS

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

- Don Saunders
- Cathy Halfacre
- Jacqueline White

13.2 JACQUELINE WHITE ELECTED AS CHAIRMAN OF THE HR COMMITTEE

13.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:

- Don Saunders
- Tomos Hutchings
- Sarah Humphries

13.4 DON SAUNDERS ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE

14. WORKING GROUP MEMBERS

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

14.1 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:

- Graham Martin
- Keith Gilbert

14.2 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

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

14.3 CEMETERY WORKING GROUP

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

14.4 CONFIRMED COUNCIL MEMBERS OF THE MARKET WORKING GROUP

- Tina Cruz
- Tomos Hutchings
- Sarah Humphries
- Gavin Bulmer

14.5 ELECTED MEMBERS OF MUSEUM4WATTON WORKING GROUP

- Tomos Hutchings

- Stan Hebborn
- Gillian Tarrant

14.6 ELECTED COUNCIL MEMBERS OF THE WATTON SPORTS ASSOCIATION WORKING GROUP – to be confirmed

- Tina Cruz

14.7 ELECTED COUNCIL MEMBERS OF THE HERITAGE PARK WORKING GROUP

- Sue Hebborn
- Stan Hebborn
- Graham Martin

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

- Tomos Hutchings
- Keith Gilbert

14.9 ELECTED COUNCIL MEMBERS OF THE BIODIVERSITY WORKING GROUP

- Tomos Hutchings
- Don Saunders
- Gavin Bulmer
- Graham Martin
- Cathy Halfacre
- Keith Prince

14.10 Noted that the Digitalisation Working Group will be called upon if needed. Membership to remain as:

- Stan Hebborn
- Jack White
- Tomos Hutchings
- Sarah Humphries

15. COUNCIL REPRESENTATIVES/LEAD COUNCILLORS

Council Reps:

Chamber of Commerce – Stan Hebborn
 Men's Shed – Graham Martin
 SNAP Meetings – TBC
 Watton Sports Centre – Tomos Hutchings
 Cadets – Keith Prince
 RAF Watton Families Club – Stan Hebborn
 Wayland Partnership – Tomos Hutchings

Lead Councillors:

Allotments – Don Saunders
 Breckland Council - Don Saunders
 Planning – Keith Gilbert
 Cemetery and Grounds Maintenance – Don Saunders
 Fireworks Event – Stan Hebborn
 Festive Market – Sarah Humphries
 Antiques Fair – Mueseum4Watton now managing this event

Bike Event – TBC
Heritage – Tomos Hutchings
Provision for the Elderly – Don Saunders
Social Welfare – Don Saunders
Youth Provision – Don Saunders
Market – Tomos Hutchings and Tina Cruz
Twinning – Keith Gilbert

16. INTERNAL CONTROL OFFICER

Don Saunders will be the Internal Control Officer.

17. QUARTELY CHECK OF STAFF WAGES

Don Saunders has previously undertaken monthly checks of staff wages and will continue to do so.

18. MONTHLY INVOICES AGAINST PAYMENTS

Sue Hebborn and Gavin Bulmer will check monthly invoices against payments.

19. BANK SIGNATORIES

Current agreed bank signatories were listed in the agenda pack. A signatory to replace Tina Kiddell will be considered at a future meeting.

20. ARMED FORCES COVENANT

The Armed Forces Covenant was reviewed with no amendments suggested.

21. INTERNAL AUDITOR

It was resolved that Trevor Brown will remain as Internal Auditor for Watton Town Council for 2026/27.

22. RISK MANAGEMENT PLAN

The Risk Management Plan was reviewed and amendment to the sections referencing Data Protection and Freedom of Information will be re-worded.

23. PUBLIC PARTICIPATION

An update on the repair of the clock in the High Street was requested. The Town Council is waiting for general building maintenance work to be completed on the Clock Tower building before consideration is given to the repair of the clock itself.

Cllr Gavin Bulmer offered to review Health & Safety concerns relating to access to the clock mechanism and an offer was also made to look at what work may be needed to the clock mechanism.

24. ADMIN LAPTOP

It was resolved to accept the quote of £1091.25 plus VAT to purchase a new laptop for the Receptionist/Office Support Clerk.

25. STANDING ORDERS/FINANCIAL REGULATIONS

Noted that no changes are to be made to Standing Orders or Financial Regulations at this time.

26. PLANNING

26.1 PL/2026/0599/FMIN The installation of 8 new floodlight columns to serve the tennis courts on the Wayland Academy site in Watton WAYLAND HIGH SCHOOL Merton Road, Watton, Thetford, Norfolk, IP25 6BA

No comments

26.2 PL/2026/0608/HOU Proposed single storey extension with 3No.velux windows to the rear THE BURROWS Watton Green, Watton

No comments

26.3 PL/2025/0751/OMAJ Erection of 9 dwellings with all matters reserved. Land Off Merton Road, Watton

The Town Council supports the representations presented by Watton & Saham Flood Action Group.

Resolution passed to exclude the public and press to consider matters relating to Watton Wednesday Market:

The Wednesday Market has been cancelled for 13.05.26 due to issues around insurance for the current location in Middle Street/Old Dereham Road. All endeavours will be made to relocate the market within the High Street area.

Item 3.2 Update from the meeting held 12.05.26

Agenda Item No.	Update
7.2	<ul style="list-style-type: none">• Saham Parish Council has been invoiced for a 50% contribution towards the WASFAG Website 26/27.• 3 Councillors and members of staff are hoping to visit the Wayland Academy Garden Project on June 3rd at 9.30am.
19	Agenda item for 26 th May for Cllr Sarah Humphries to replace Tina Kiddell as signatory
21	Trevor Brown attending on June 8 th to undertake the Internal Audit
24	Admin laptop has been received for the New Receptionist/Office Support Clerk

Item 4.5 Clerks Report

- Annual Tree Survey is being undertaken on June 11th.
- HR Consultant continues to work to support the implementation of new staffing policies and eventually updated contracts.
- For those who have not seen it:
Chapman-Allen, Leader of Breckland Council, has published the following:
Statement from Cllr Sam Chapman-Allen, Leader of Breckland Council, on Brook Hotel dispersal into Watton.
“Breckland Council has repeatedly told the Home Office that Watton is not a suitable location for accommodation under the asylum dispersal programme, and we are deeply disappointed that those warnings have been ignored.

Residents deserve to know that this decision was made by the Home Office, not by Breckland Council. We do not have the legal powers to approve, reject or prevent placements of this kind, and the council was not given advance notice before this decision was made.

I fully understand why many local people will feel frustrated and concerned. People care deeply about their town and their community, and they have every right to ask questions and expect clear answers from the Government.








At the same time, I am urging everyone to act responsibly. There must be no intimidation, disorder or division in our community. Watton is a decent and law-abiding town, and that must continue.








Our immediate focus is on working with Norfolk Police, the Home Office and other partner agencies to make sure appropriate measures are in place for local residents.

We have again demanded urgent answers from the Home Office about how this decision was reached, what consultation took place, and what support will now be provided. We will continue to work with George Freeman MP.”








Sam Chapman-Allen, Leader of the Council, Breckland Council

- Jane Lambert retired on 22.05.26, with Natasha Christopher joining the Office Team on 18.05.26 as Receptionist/Office Support Clerk.
- A Gentle reminder that if a Councillor acts independently of his council, it is recommended that he makes those he is dealing with aware of this fact. Councillors ought not to sign letters as Councillors as it implies that the letter is sent with agreement from the Council – Communication on behalf of the Council should be sent from the TC Office.
- Next HR Committee meeting scheduled for Friday 5th June at 9:30am – To confirm same date for the next Finance Committee meeting

	Resolution	Date/ Agenda item	Action	Link to 4YP/NP	Lead	Current Position – 20.05.26	Stat us
146	To accept a policy to offer staff the opportunity to undertake temporary additional hours to cover short-term staff absence	28.04.26 14.2iii	To adopt policy procedure		HR	Policy to be compiled by HR Consultant	
145	Offer to pay 50% (£80) towards an additional grave digging charge	28.04.26 7.3iv	Awaiting response from undertaker		Office	Undertaker made aware of offer	
144	Undertake an audit of the footpaths in the parish	14.04.26 10	Would Biodiversity Working Group be interested in undertaking this audit?		Office KG	To agree how audit will be undertaken.	
143	Pride in Breckland Grant to support enhancement of the Reclaim the Rain project in the High street. If there is enough money consideration will be given to how the gateways into the town might be improved	14.04.26 8	Consult with WASFAG and Biodiversity WG		Office	Clerk to provide information regarding Reclaim the Rain to the Pride in Breckland team following Reclaim the Rain presentation to TC 26.05.26.	
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 th year in 2027	10.02.26 7.1	Research gift		Office	Framed plaques from Bowles and Walker agreed and on order – Research will also continue to be undertaken regarding the cost of a wooden hare and barrel as an additional gift	
139	Responses received on the WAT3 proposed site allocation adjacent to Wayland Wood be submitted to BC as presented and to request that Tree	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	

	Preservation Orders are placed on 5 notable oak trees on site						
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 held on 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	

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.

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"> • site inspection of the tower • review of the present quinquennial survey • production of a list of works and discussion of the list with a view to producing a minor schedule of works. 	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 th 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	Accepted 28.04.26	
104	To produce a staff Well-Being Policy	23.07.24 4.6	Compile Policy		HR	All staffing policies, handbook and Contracts were accepted as presented on 28.04.26. Well-being policy still to be compiled	
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.	6 12.11.19	Clerk to investigate and present model policies to Full Council.	4YP	Clerk	Sustainability Audit to include Climate Change Awareness Policies Biodiversity Working Group to look at.	😊
	To undertake a Town Council Sustainability Audit.	12 24.09.19	To undertake Audit.		Office		
<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 9

Watton Town Council Grant Application Form

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

A. Your Organisation

1.	Full name of organisation	WATTON JUNIOR SCHOOL (CLARION CORVUS TRUST)	
2.	Registered charity number (where applicable)		
3.	Year organisation established		
4.	What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too	TEACHES CHILDREN FROM AGES 7-11 IN WATTON.	
5.	Please state whether your organisation is:	Watton based for Watton people?	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Watton branch of a national organisation?	Yes <input checked="" type="radio"/> No
		Watton based serving a wider area?	Yes <input checked="" type="radio"/> No
		Local organisation partly serving Watton?	Yes <input checked="" type="radio"/> No
6.	Where are your organisation's headquarters	BRANDON RD, WATTON, THETFORD, IP25 6 AL L WATTON JUNIOR SCHOOL	
7.	What is the total membership of your Organisation?		
8.	How many Members live in Watton?	OVER 300 (JUNIOR SCHOOL, NOT INCLUDING INFANTS WESTFIELD)	

Please feel free to contact me at Lraison@wattonjunior if you would like to arrange to come and look at our current outdoor space & discuss future plans within our 'OPAL' project.

Due for review: Feb 2027
pg. 5 190225

B. Grant Request

9.	How much grant are you asking for?	£ 750
10.	What is the total cost of the project?	£ ONGOING - MONEY WILL BE USED TOWARDS OPAL PROJECT
11.	What will you use the grant for?	WE HAVE SIGNED UP TO 'OPAL' (OUTDOOR PLAY AND LEARNING) THIS YEAR WITH HOPE TO DEVELOPE OUR OUTDOOR SPACES IN SCHOOL TO ENRICH OUR CHILDRENS PLAYTIME AND ALSO STARTED A GARDENING CLUB (VOLUNTEER). WE WILL BE SOURCING AS MUCH AS WE CAN THROUGH LOCAL DONATIONS, TO KEEP COSTS LOW & FUNDRAISING WHERE WE CAN.
12.	How many people in Watton do you estimate will be receiving help from the grant?	ALL SCHOOL (CHILDREN & STAFF) WILL BENEFIT FROM ANY HELP WE CAN FIND.
13.	Are funds available from other sources? (If yes, please give details)	NO - TIGHT BUDGETS WITHIN SCHOOL ARE VERY RESTRICTIVE OF THIS.
14.	What fund raising efforts will your organisation be making	WE WILL BE HAVING A BAKE SALE IN THE LAST TERM & ALSO MANY COMMUNITY APPEALS FOR DONATIONS OF LOOSE PARTS / TOYS / GARDENING EQUIPMENT. WE HAVE BEEN & WILL CONTINUE TO APPEAL TO LOCAL BUSINESSES FOR HELP.

C. Additional details

15.	Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.	7-11 within school. The grant would benefit lots of families in our community.
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16.	Please provide a set of your organisation's latest AUDITED ACCOUNTS , 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.	Our school is part of a wider academy trust, where audited accounts are managed centrally by the trust finance team. The school itself works within a limited delegated budget which is prioritised for core educational and operational costs. We are applying for this £750 grant to support improvements to our school play space, as there is limited discretionary funding available for enhancement projects of this nature within the school budget.
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D. Statement in Support of Grant Request

17.	Please use this space to include a STATEMENT in support of your request. (This must include details of how your organisation meets the '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)	our school is seeking support to improve our outdoor play space for pupils. The Junior schools current area has limited equipment and minimal opportunities for active, imaginative & inclusive play. This project will help create a more engaging & positive environment where children can develop social skills, physical confidence, creativity, and well-being during break and lunch time activities. The improvements will benefit a wide range of pupils across the school community & provide lasting value for future cohorts. School budgets are primarily focused on educational/operational costs, additional grant funding would be essential in helping us to deliver these
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Due for review: Feb 2027

important enhancements for our children. pg. 7 190225

Item 10 Planters

To include the 2 planters at the library would add an additional £250 per planter per year to the cost of the gardening contract.

Item 11 Signatory

To add Sarah Humphries as a signatory to the TC's Unity and Barclays Bank Accounts to replace Tina Kiddell.

Item 12

Annual Governance and Accountability Return (AGAR).

As from 2026 Assertion 10 relating to digital and data compliance will need to be agreed to complete the Annual Governance and Accountability Return (AGAR).

This may mean that the Councils current IT Policy needs review. This will be an agenda item for the next meeting.

AGS Assertion 10 – guidance from the Practitioners Guide 2026/27

5.117. Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.

5.118. Accountability and transparency - authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all authority-related communications are accessible for review if needed.

5.119. Consistency, trust and professionalism - it is best practice to use .gov.uk domains for smaller authorities' emails and websites. This helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise.

5.120. Having authority-owned email accounts also makes Data Subject Access and Freedom of Information Requests easier to manage.

5.121. Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations

5.122. IT Policies - An IT policy prevents misunderstandings when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority not protecting their data or working safely.

5.123. Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an accessibility statement on their website and keep it under regular review.

This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.

5.124. Data Protection - To ensure compliance with data protection regulations, smaller authorities should:

- Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).
- Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
- Implement a Data Protection policy on data handling, storage and sharing.
- Provide regular training to ensure all staff and members are trained on data protection principles and practices.
- Secure data using appropriate technical and organisational measures to protect personal data from breaches.

5.125. The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioners Office model publication scheme meets this requirement.

5.126. In addition to this the Transparency Code for Smaller Authorities requires parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 to publish certain information set out in the code. This enables local electors and local taxpayers to access relevant information about the authority's accounts and governance.

5.127. Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so.

5.128. Monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area.

Recently adopted IT Acceptable Use Policy as drafted by the HR consultant

IT Acceptable Use Policy



Adopted by:	Watton Town Council
Date:	April 2026
Review date:	April 2029

1. Purpose and Scope

1.1 This policy explains the standards that apply when using Watton Town Council IT systems and digital services. Its purpose is to protect Council information, support effective working, and reduce the risk of security incidents, data breaches and misuse.

1.2 The Council relies on IT systems for communication, administration, records management and service delivery. All users are expected to use those systems responsibly, lawfully and in a way that protects the Council's information, reputation and operational resilience.

1.3 The Council uses the NJC Green Book (2024) and the NALC Model Contract of Employment (2023) as guidance when determining employment terms and conditions. Not all provisions apply automatically. Where this policy, an employee's contract, or another adopted Council policy sets out a local arrangement, that local arrangement will apply.

1.4 This policy applies to employees of Watton Town Council. It also applies to councillors, contractors, volunteers and other authorised users where they are given access to Council IT systems or Council information. Where councillors are using Council systems in connection with Council business, they are expected to comply with the relevant parts of this policy. Any employment-related sanctions under this policy apply to employees only.

1.5 This policy should be read alongside the Data Protection Policy, Employee Privacy Notice, Social Media Policy, CCTV Policy, Vehicle Tracking Policy, Disciplinary Procedure and any Council guidance on records retention, cyber security or remote working.

1.6 This policy is non-contractual and may be amended by the Council from time to time.

2. Council Systems Covered by this Policy

2.1 This policy applies to Council-owned or Council-managed computers, laptops, tablets, mobile phones, email accounts, cloud services, software, internet access, storage systems, remote access arrangements and any other digital tools provided or authorised by the Council.

2.2 It also applies to Council information accessed through personal devices where the Council has expressly authorised that arrangement.

3. General Principles of Use

3.1 Council IT systems are provided mainly for work-related purposes and Council business. Limited personal use may be allowed where it is reasonable, infrequent, lawful and does not interfere with duties, service delivery or security.

3.2 Users must act professionally and with common sense when using Council systems. This includes thinking carefully before sending emails, opening links, downloading files or sharing information.

4. Acceptable Use

4.1 Users must use Council IT systems in accordance with Council policies, their role requirements and applicable law.

4.2 Users must keep passwords, login details and other access credentials secure and must not share them with others unless a properly authorised arrangement is in place.

4.3 Devices must be locked when left unattended, and users should log out or close systems when they are no longer in use.

4.4 Emails and other electronic communications must be professional, respectful and appropriate. Users should assume that messages sent through Council systems may later need to be disclosed for governance, legal or data protection reasons.

4.5 Suspected cyber incidents, phishing attempts, loss of equipment, accidental disclosure or any other IT security concern must be reported to the Clerk as soon as reasonably practicable.

5. Unacceptable Use

5.1 Users must not access, create, store or share material that is offensive, obscene, discriminatory, harassing, defamatory or unlawful.

5.2 Users must not deliberately access systems, files or data that they are not authorised to use.

5.3 Users must not download or install unauthorised software, apps, browser extensions or tools onto Council equipment or systems.

5.4 Council systems must not be used for private commercial activity, personal business or any purpose that conflicts with the interests of the Council.

5.5 Council information must not be stored on personal devices, memory sticks, messaging apps or personal cloud accounts unless the Council has expressly authorised this and appropriate safeguards are in place.

5.6 Users must not bypass security settings or other technical controls put in place by the Council or its IT support.

6. Information Security and Data Protection

6.1 All use of Council systems must comply with data protection law and the Council's data protection arrangements. Personal data must be accessed only where there is a legitimate business need, handled carefully, and shared only with authorised recipients.

6.2 Users should take reasonable care to prevent loss, unauthorised access, accidental disclosure or damage to Council information. This includes checking recipients before sending emails, using secure storage, and avoiding informal or insecure sharing methods.

6.3 Paper and digital records must be managed in accordance with Council retention and confidentiality requirements.

7. Passwords, Phishing and Cyber Security

7.1 Passwords must be strong and unique to Council systems. Where systems allow, passwords should normally be at least 12 characters long.

7.2 If a user thinks a password or account may have been compromised, they must change it promptly where possible and report the concern without delay.

7.3 Users must be alert to phishing emails, suspicious links, unexpected attachments and unusual requests for information or payment. If in doubt, the user should stop and check before taking action.

7.4 Where multi-factor authentication is available for Council systems, users are expected to use it.

8. Remote Working and Personal Devices

8.1 When working remotely, users must take reasonable steps to protect confidentiality and security. This includes using password-protected devices, avoiding unsecured public Wi-Fi where possible, and preventing screens or documents from being seen by unauthorised people.

8.2 Where the Council has authorised access through a personal device, the user must still comply with this policy and any additional security requirements set by the Council.

9. Monitoring

9.1 The Council may monitor use of its IT systems where this is necessary and proportionate. Monitoring may take place to maintain system security, investigate suspected misuse, protect Council information or meet legal and governance obligations.

9.2 Any monitoring will be carried out in accordance with data protection law and the Council's Employee Privacy Notice or other relevant privacy information.

10. Breaches of this Policy

10.1 Failure to comply with this policy may result in action being taken. In the case of an employee, this may include action under the Disciplinary Procedure.

10.2 Serious breaches, including deliberate misuse, unauthorised access, serious data breaches or conduct that creates significant risk for the Council, may be treated as gross misconduct in the case of an employee.

10.3 Where the person involved is a councillor, contractor, volunteer or other authorised user, the Council may take other appropriate action, including removing access to systems or referring the matter through the appropriate governance route.

11. Monitoring and Review

11.1 The Council will keep this policy under review and may amend it where required by changes in law, ICO guidance, cyber security good practice, operational need or Council decision.

11.2 This policy will be applied in a way that is proportionate to the size, resources and practical needs of Watton Town Council while maintaining appropriate standards of security and professionalism.

There is a suggested template for an IT policy template provided in the Smaller Authorities Practitioners Guide 2026/27

The TC adopted policy covers all points in the template policy other than possibly the points below which have been taken from the policy which could be included within the adopted policy:

9. Email access

The Authority reserves the right to check email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. Clerks may need to access emails so that they respond to FOI or subject-access requests. If you are using a personal email account for council business, this is still subject to data protections laws and FOI requests.

11. Reporting security incidents

All suspected security breaches, including email breaches or incidents should be reported immediately to **(insert name here)**.

14. Contacts

For IT-related enquiries or assistance, users can contact **[insert name]**.

All staff and councillors are responsible for the safety and security of IT and email systems.

Item 13. Car Park Update

The draft transfer along with the plans have been received by the solicitor.

From the solicitor acting for the Town Council:

“In terms of reviewing the transfer, I have not looked at this in great detail yet. This is because I am currently dealing with another purchase from Breckland on very similar terms and am due to have a discussion with their solicitor about some outstanding points. In terms of time and costs, I think it best to park reviewing and amending this transfer until I have had this discussion to understand their solicitor’s reasoning, which I think will help us agree this transfer quicker and with less back and forth.

Searches

As you are not paying any consideration for the car parks, I expect you do not want to obtain searches (e.g. local, environmental, water and drainage) for the land? If not, we would advise any client not proceeding with searches to obtain a no search indemnity policy to provide protection against financial loss if anything comes to light which may have been revealed in a search. If this is something you are interested in obtaining, please let me know and I will get a quote for this. I will also need to ask Breckland to confirm the valuation of the car parks (which I expect they will need to have done for their books) for both the indemnity policy and for our Land Registry submission.

Report

I will proceed with reviewing the various titles and come back to you with my report on these soon.”

A no search indemnity policy is insurance. It covers against potential loss arising from adverse matters which may have been revealed had searches been undertaken such as planning issues, environmental issues etc. It tends to be obtained where property is transferred for no or little consideration and the cost of searches outweigh the price paid for the property, or where a buyer may be familiar with a property and doesn’t deem it necessary to order searches.

No cost for a no search indemnity policy has been received to date.