



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

*Jane Scarrott* – Town Clerk

3<sup>rd</sup> June 2026

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda
3. MINUTES
  - 3.1 To confirm that the minutes of the meeting held on 26.05.26 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 Clerk's Report
  - 4.4 Reports from Lead Councillors
  - 4.5 Report from Events and Marketing Officer (to follow)
5. PUBLIC PARTICIPATION (to include presentation from Love Watton)
6. Update on Devolution and Local Government Reorganisation
7. FINANCE
  - 7.1 To note the Minutes of the Finance Committee Meeting held on 05.06.26 (To follow)
  - 7.2 To consider recommendations made by the Finance Committee
8. To task the Market Working Group with discussing the benefits of creating a 4-year plan for Watton Market to coincide with the Council's Financial 4-year Plan
9. To agree in principle to creating a 'Town Council High St Restoration Plan' to bring together multiple avenues of projects and funding into a single vision for Watton High Street. To understand the scale of the plan this matter will be brought back to Full Council following further research
10. To consider grant application received from Watton Carnival
11. To note the Watton Directory App 1
12. To consider the Breckland District Council Land Asset Transfers App 2
13. To consider indemnity insurance relating to the transfer of the car parks from Breckland Council to Watton Town Council
14. PLANNING - To consult on planning applications received since the last meeting

14.1	<b>PL/2026/036 0/FMIN</b>	Use of units C1 and C2 for flexible use Class E(g) (Commercial, Business and Service), B2 (General Industrial) OR B8 (Storage and distribution), installation of external air-conditioning and ventilation plant with associated ductwork and minor elevation amendments including signage, and alterations to parking arrangements.	Unit C1 & C2 Neaton Business Park, Norwich Road, Watton, IP25 6JB	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=199218">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=199218</a>
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15. To pass a resolution to Exclude the Press and Public to consider confidential Staffing matters:
- 15.1 To note the Minutes of the HR Committee Meeting held on 16.04.26 (To follow)
  - 15.2 HR Committee recommendations to Full Council

### Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 26<sup>th</sup> May 2026 at 7.00pm in Wayland Hall

Councillors Present: - Sarah Humphries (Chairman of the meeting), Cathy Halfacre, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Keith Prince, Graham Martin, Don Saunders, Gillian Tarrant, Jacqueline White

Officer present: Jane Scarrott Clerk

**1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from**  
Gavin Bulmer, Tina Cruz, Keith Gilbert, Jack White

Apologies also received from District Councillors Claire Bowes and Tina Kiddell.

**2. NO DECLARATIONS OF INTEREST MADE**

**3. MINUTES**

3.1 The Minutes of the meeting held on May 12th 2026 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on May 12th 2026 not agenda items for this meeting:

- Saham Toney Parish Council has been invoiced for an agreed 50% contribution towards the costs of the Watton and Saham Flood Action Group (WASFAG) website 26/27.
- Three Councillors and members of staff are hoping to visit the Wayland Academy Garden Project on June 3<sup>rd</sup>.
- The Internal Auditor will be visiting the Town Council Office on 08/06/26 to undertake the end of year audit.
- New member of staff joined the Office Team on 18/05/26 as Receptionist/Office Support Clerk.

**4. REPORTS**

4.1 Chairman's Report

- The Chairman attended the successful Spring Fayre on 24.05.26 and the Fun Day at the Community Hub on 26.05.26. Thanks were voice to the Events & Marketing Officer and the Community Projects Officer for the hard work they put into the two events. Cllr Saunders was also thanked for his help.
- £173 was raised via raffle at the Spring Fayre for the Mayors Charities, one of which is Beside Youth.
- The Chairman made those present aware of the communication received from District Councillor Claire Bowes relating to asylum seekers and thanked those who have responded to recent concerns.
- Watton Loch Neaton Bowls Club has invited Town Councillors to visit the club and has challenged the Council to a match!
- New staff welcomed and retiring staff wished "all the best".

4.2 Vice-Chairman's Report

The Vice-Chairman re-iterated the positive comments about the Spring Fayre.

4.3 District Councillor's Report – Cllr Bowes and Cllr Kiddell both sent apologies for the meeting.  
Cllr Bowes submitted a written report prior to the meeting and Cllr Kiddell informed the Office that there is little to report from Breckland Council at present other than the Breckland Council Annual Meeting was held on 21/05/26.

4.4 County Councillors Report – County Councillor Jack White sent apologies for the meeting. A written report was presented prior to the meeting.

Councillors requested that the three district councillors and the county councillor provide a written report at least 24 hours before the end of the month Town Council meeting.

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

- Annual Tree Survey being undertaken 11/06/26.
- Next HR Committee and Finance Committee meetings to be held on 05/06/26.

4.6 No further Reports from Councillors

## **5. WORKS IN PROGRESS**

The Works in Progress List was received.

Noted that the proposed trod from the east of the Lidl site to the bus shelter has been constructed so the item will be removed from the Works in Progress list.

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

## **7. FINANCE**

7.1 Payments for May 2026 were approved for payment as on the list presented prior to the meeting with the addition of staff expenses of £252.73, £47.25, £45.54, Mayors photograph £55 and waste collection for the Spring Fayre £126.21.

Queries raised by Councillor Sue Hebborn:

- Credit from PHS has been used against invoices.
- Water charges at the Unit and Wayland Hall look to be of similar cost and this will be monitored but standing charges account for much of the bills.
- A large credit still exists for water for the toilets.
- Mileage allowance has increased from April 1<sup>st</sup> from 45p per mile to 55p per mile.
- Policy for purchase of items by staff should be reviewed.

**8. UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION (LGR)** - See information on <https://www.breckland.gov.uk/LGR>

## **9. WATTON JUNIOR SCHOOL GRANT APPLICATION**

**It was resolved** not to give a grant to Watton Junior School at this time.

## **10. ADDITIONAL PLANTERS**

**It was resolved** to temporarily add the two planters outside Watton Library to the gardening contract for 26/27 at a cost of £250 per planter.

## **11. BANK SIGNATORIES**

**It was resolved** that Sarah Humpries will replace Tina Kiddell as a Town Council bank signatory.

## **12. IT POLICY**

**It was resolved** to accept the IT Policy as presented and with suggested additions as within the agenda pack for the meeting.

## **13. CAR PARKS**

The transfer of the current Breckland Council owned car parks in the town is being reviewed by the solicitor acting for the Town Council. The Town Council has been asked if searches or a no search indemnity policy are wanted but to date no cost of an indemnity policy has been provided.

## **14. EVENTS**

No Councillors have volunteered to act as Lead Councillors for either the Spring Fayre or Bike Event. It is becoming difficult to man events with volunteers and it was suggested investigation should be undertaken regarding using paid help. This will be an agenda item again for a future meeting and the Events and Marketing Officer will be asked what help she needs.

## **15. WORKING GROUPS**

**It was resolved** that, as task and finish groups, the Loch Neaton Working Group and the Sports Centre Working Group will be called upon if needed and membership will be confirmed at that time.

## **16. DOG WASTE BINS**

Councillors were asked to consider installing dog waste bins at Heritage Park and it was agreed a report will be compiled suggesting future strategy for the provision of litter and dog waste bins in the parish. This matter will be an agenda item for the Full Council meeting on June 23<sup>rd</sup> 2026.

## **17. PLANNING**

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

Support

recommended

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

Support

recommended

**18. Resolution passed to exclude the public and press to consider confidential matters.**

It was agreed the weekly Wednesday Market will be held in the car park at the Queens Hall for the foreseeable future.

#### Item 4.2 Update from the meeting held 24.03.26

Agenda Item No.	
3.2	Cllrs visited Watton Academy Garden Project on June 3 <sup>rd</sup> .
10.	The planters outside Watton library have been filled by the Town Council contractor but the library will be maintaining the planters moving forward.
12.	The IT Acceptable Use Policy has been amended with v2 added to Breathe HR and staff informed.
13.	Indemnity Policy to be considered at the meeting on 09.06.26
18.	The new location for the weekly market appears to be working well but formal agreement needs to be put in place with the Queen's Hall.

#### Item 4.3 Clerks Report

##### Household Waste

Please see below for a brief from the Breckland Council Environmental Services Team.

They will also be running a drop-in session on 18<sup>th</sup> June, 2:00 to 3:00pm, in the Anglia Room at Elizabeth House, to answer any questions, or for more information about your area.

##### **Household Food Waste Collection Service**

The Simpler Recycling Legislation was introduced to enable consistent and more streamlined collections from all households and businesses, making recycling easier, whether at home, work or school.

Local authorities are required by 31<sup>st</sup> March 2026 to introduce a weekly food waste collection.

Due to supplier constraints, we have been unable to introduce a food waste collection by this date, but we have taken steps to introduce a food waste collection service as soon as possible and have advised Defra accordingly.

The Food Waste Service will go live in September 2026 and will be rolled out in two phases:

- Phase 1 – North of the district - w/c 7<sup>th</sup> September
- Phase 2 – South of the district - w/c 21<sup>st</sup> September

Ahead of go live, we will deliver two containers to each property:

- 7 litre caddies for use in the property
- 23 litre bins for use outside the property and to be placed out for collection

A leaflet will be provided with the containers, providing residents with the information they need for the service, including when collections are due to start.

Containers will be delivered to residents between the 8<sup>th</sup> of August and 11<sup>th</sup> of September.

A bedding in period of up to 12 weeks has been allowed, where additional resource will be available to support both residents and Serco whilst they familiarise themselves with the new service. During this period Serco will return for any missed collections, whether the fault of the resident or Serco.


We will be running a drop in session on 18<sup>th</sup> June, 2:00 to 3:00pm, in the Anglia room at Elizabeth House, to answer any questions, or for more information about your area.

For further information please visit [Household Food Waste Collection Service coming soon - Breckland Council](#) or contact [environmental.services@breckland.gov.uk](mailto:environmental.services@breckland.gov.uk).

**Watton Town Council Grant Application Form**

Please complete all sections of this form clearly.

**A. Your Organisation**

1.	Full name of organisation	Watton Carnival	
2.	Registered charity number (where applicable)	N/A	
3.	Year organisation established	We believe 1924	
4.	What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too	We organise an annual Carnival which is well supported by local Watton people we usually have around 2,000 attend.	
5.	Please state whether your organisation is:	Watton based for Watton people?	Yes/ <del>No</del>
		Watton branch of a national organisation?	<del>Yes</del> /No
		Watton based serving a wider area? Maybe	Yes/No
		Local organisation partly serving Watton?	<del>Yes</del> /No
6.	Where are your organisation's headquarters	 [Redacted] person's home.	
7.	What is the total membership of your Organisation?	10	
8.	How many Members live in Watton?	8	

**Co-option**

If no requests are received for an election by June 5<sup>th</sup>, the TC can proceed with the co-option process

Item 8 and Item 9 – see Vice-Chairmans Report



## B. Grant Request

9.	How much grant are you asking for?	£ 750
10.	What is the total cost of the project?	£ 1,800
11.	What will you use the grant for?	To fund a free Childrens Ride/Activity. It is always very popular and with the current economic climate the Grant enables us to have a completely free activity. Any extra goes towards the cost of the free music entertainment.
12.	How many people in Watton do you estimate will be receiving help from the grant?	Attendance is usually 2,000 with approximately 600 children.
13.	Are funds available from other sources? (If yes, please give details)	We get a small amount of Sponsorship but that covers Insurance etc.
14.	What fund raising efforts will your organisation be making	We have held several Jumble Sales and have others planned for the next Year.

## C. Additional details

15.	Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.	The Carnival is enjoyed by all age groups. The free Ride is usually aged at 3/4 - 11/12 year olds.
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Due for review: Feb 2027  
pg. 6 190225

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.	Audited Accounts are expected any day which is why we have delayed our application. We have attached copies of our Final 2 Bank Statements for 2025
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**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 '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>The Carnival has a written Constitution.</p> <p>The Carnival is for the enjoyment of Watton residents.</p> <p>The Carnival is a lovely occasion when the community can enjoy time together both young and old and all in between.</p> <p>The Carnival was moved to the Sports Centre for insurance reasons so that we can have activities on grass not tarmac i.e. Bouncy castles etc.</p>
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# Business Account statement

01/12/2025 - 31/12/2025

[Redacted]  
 [Redacted] Community Fun Day  
 [Redacted]  
 [Redacted]  
 [Redacted]  
 United Kingdom

[Redacted] £830.16  
**Business Account balance**  
 (Excluding all Pots)  
 [Redacted]  
**£0.00**  
**Balance in Pots**  
 (This includes both Regular Pots with Monzo and Savings Pots  
 with external providers)  
 [Redacted]  
**-£9.00**  
**Total outgoings**  
 [Redacted]  
**+£25.00**  
**Total deposits**

[Redacted]  
 Account number: 15290000  
 [Redacted]  
 [Redacted]

Date	Description	(GBP) Amount	(GBP) Balance
14/12/2025	[Redacted] (s)	25.00	830.16
05/12/2025	Monzo Business Pro	-9.00	805.16

Monzo Bank Limited (<https://monzo.com>) is a company registered in England No. 9446231. Registered Office: Broadwalk House, 5 Appold Street, London EC2A 2AG. Monzo Bank Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our Financial Services Register number is 730427.

The deposits in this account may be eligible for protection under the Financial Services Compensation Scheme (FSCS). The information sheet and exclusion list that provide more information and details about the FSCS can be found at <https://monzo.com/legal/business-account-fscs-information/>. For further information about the compensation provided by the FSCS, refer to the FSCS website at <https://www.fscs.org.uk>.

Item 11. – App 1

Item 12. – App 2

Your quote

**Premium: £55.00** (including Insurance Premium Tax)  
**Quote reference:** C276/05496 **Date:** 28 May 2026  
 Please quote this reference on all correspondence  
**Underwriter:** Alexandra Goodwin **This quote is valid until:** 24 November 2026

We are pleased to confirm your quote which is on the basis of the information provided.

Your details

**Name:** Jessica Hyde-Smith  
**Firm's name:** Leathes Prior Solicitors

Risk details

**Your case reference:** WAT597/4  
**Full address of property:** Kittel Close Car Park Watton IP25 6DA, Memorial Way Car Park Watton IP25 6DX, and Goddard Court Car Park Watton IP25 6XT  
**Policy limit:** £149,975  
**Policy type:** No Search Insurance

Our understanding(s)

This quotation is provided on the understanding that the following are correct, and if this is the case, you do not need to confirm them further:

1. Pre-contract enquiries have not revealed anything relating to the property that may otherwise give rise to an adverse entry appearing in a search
2. There has been no notice served relating to breach of planning and/or building regulations
3. The property has been occupied and used for the same purpose for the last 12 months
4. The property is not being acquired at auction

If any of the above are not correct, please let us know as soon as possible.

To order the policy

Please tell us when you would like cover to commence and the property address. You can do this by:

- signing in to EHo at cw.co.uk and clicking 'Order a policy'. Then find your quotation under 'Your quotes and policies' and follow the instructions under 'What to do next'
- calling 01603 617617 and speaking to one of our underwriters
- emailing enquiries@cw.co.uk with your instructions. Please remember to include the quote reference.

Once you have confirmed your order, provided there are no outstanding requirements, we will send you a cover note immediately. Please note that the policy will not be issued until we receive payment. You can pay the premium by bank transfer using the details below:

**Sort code:** 60 15 31 **Payment reference:** C276/05496  
**Account number:** 68316976 (It is essential that you include this to enable us to identify your payment.)

Material facts

If you are arranging insurance for a consumer, it is important that you and all parties in the transaction take care to answer all questions fully and accurately as part of the insurance application.

For a commercial concern, it is important that you and all parties in the transaction provide us with a fair presentation of the risk. The presentation should be clear and accessible, disclosing all material circumstances which are known or ought to be known by conducting a reasonable search for information available, including sufficient information to put us on notice that we need to make further enquiries in order to reveal any material circumstances. A matter is material if it would influence our acceptance of the risk proposed, including the terms applied and premium charged. You should ensure that facts presented are substantially correct and made in good faith. If you are unsure whether a matter is material, it should be disclosed.

Failure to act as outlined could invalidate the policy, result in rejection of a claim, application of different policy terms, or a claim not being paid in full. If any circumstances change before or after the cover commences, you should provide us with full details.

## DEMANDS AND NEEDS STATEMENT

### ***Our understanding of your demands & needs***

As part of the conveyancing process, we have identified a need for a No Search Insurance policy to protect you, and/or the lender, against a defect in the property's title.

In accordance with the Financial Conduct Authority (FCA) regulations, we are required to ensure that the policy we are recommending is suitable for your needs

### **Our recommendation**

The policy we propose to arrange is provided by Countrywide Legal Indemnities Ltd (Countrywide) which is authorised and regulated by the Financial Conduct Authority (FCA), and one of the UK's leading legal indemnity intermediaries.

An explanation of the proposed policy to cover this defect in title is included in the attached Insurance Product Information Document (IPID). We are not contractually obliged to purchase insurance products from Countrywide.

Our past experience, and analysis of the market, has shown that the cover provided by Countrywide is comprehensive and its premiums competitive. The policy is underwritten by Countrywide on behalf of Liberty Legal Indemnities, part of Liberty Mutual Insurance Europe SE (UK branch), which has a Financial Stability Rating of A (strong) with Standard & Poor's. With a strong global presence, Liberty Mutual Insurance Europe SE (UK branch) provides a full range of speciality products to cover the most complex risks.

If you require further information regarding our choice of legal indemnity provider, please contact us.

### **Relationship with insurance provider**

While we conduct business regularly with Countrywide Legal Indemnities, we confirm that for the purposes of this insurance, we are representing you – we are not acting for and on behalf of the insurance provider.

We have neither a direct or indirect holding of any voting rights or capital in the insurance provider we are suggesting. Likewise, the insurance provider has no direct or indirect holding of any voting rights or capital in our firm.

### ***Our status***

We are not authorised by the Financial Conduct Authority. However, we are included on a register maintained by the FCA so that we can carry out insurance distribution activity, which is broadly the advising on, selling and administration of insurance contracts. This part of our business, including arrangements for complaints or redress if something goes wrong, is regulated by the relevant representative body. The FCA's register can be accessed via their website at [www.fca.org.uk/register](http://www.fca.org.uk/register). Our complaints procedure is available in writing, on request.

***Also see App 3.***

***To note Thetford Town Council have obtained an Indemnity Policy but Swaffham TC has been advised by the solicitor acting for them no to bother with searches or indemnity insurance!***