

Minutes of the meeting of Watton Town Council held on

Tuesday June 9th 2026 at 7.00pm in the Council Chamber at Wayland Hall

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

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED from:

Stan Hebborn

2. NO DECLARATIONS OF INTEREST MADE:

3. MINUTES

3.1 The Minutes of the meeting held on May 26th, 2026, were accepted as a true record and signed by the Chairman. It was noted that the Mayor stated at the meeting on May 26th that her charities for the year are Watton Men's Shed and Beside Youth C.I.C.

3.2 Update from the meeting held on May 26th not agenda items for this meeting:

- Cllrs visited Wayland Academy Garden Project on June 3rd.
- The planters outside the library have been filled by the grounds maintenance contractor and will be managed by the library.
- The IT Acceptable Use Policy has been amended as agreed and posted on Breathe HR and the Town Council website.

4. REPORTS

4.1 Chairman's Report

The Chairman has:

- Attended and acted as a Judge at the Town Criers competition held on May 30th and thanks were voiced to all those who helped especially the Town Crier, the Events & Marketing Officer and the Community Projects Officer.
- Visited the Watton Men's Shed on June 1st.
- Attended a meeting of the Watton Relief in Need Charity.

4.2 Vice-Chairmans Report

The Vice-Chairman had submitted a written report prior to the meeting and verbally reported on his visit to Wayland Academy Garden Project and his attendance at the Thetford Civic Service.

4.3 Clerks Report

Written report presented in Councillors Agenda Pack with verbal update given:

Household Waste

Noted that an Officer from Breckland Council will be visiting the Town Council Office and will hopefully update staff regarding new waste regulations.

Town Crier

The Town Crier will make a cry on Saturday June 13th to mark the Trooping of the Colour.

High Street Matters

The Norfolk County Council High Street Matters Project Manager has contacted the Town Council to arrange a meeting to discuss High Street Matters and how this relates to Watton. A date will be arranged.

Internal Audit

The Internal Audit was undertaken on 08.06.26 and the auditor's report is expected. Signing off the accounts for the year ending 31.03.26 and completion of the Annual Governance Statements will be agenda items for the Town Council meeting on 23.06.26.

4.4 Lead Councillors Reports

Keith Gilbert informed the Council of his enjoyable trip to Weeze for the towns 800th celebrations. He represented the Town Council and passed on a gift and greetings on behalf of Watton.

4.5 Report from Events and Marketing Officer – Report e-mailed to Cllrs prior to the meeting. It was noted that Cllr Jack White had also helped at the Spring Fayre. It was noted that there is a need for Cllrs to assist at events especially to man the Town Council stall.

5. PUBLIC PARTICIPATION

Alison from Love Watton spoke to promote a new community project: Flourishing Watton. This is part of a wider Flourish movement and Love Watton is hoping that Watton will come together to create the first “Flourishing Town” in Norfolk. Love Watton would like people to visit their stall at Watton Carnival when they will be officially launching the project.

6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR) –

Cllr Jack White noted that a letter has been sent by Norfolk County Council to the Government to say that local government re-organisation is not wanted in Norfolk.

7. FINANCE

7.1 The draft minutes of the Finance Committee meeting held on 05.06.26 were noted.

7.2 **It was resolved** to limit grant funding and not donate more than the grant pot figure set within the annual budget. Match funding of up to £500 per application will be expected and unsuccessful applicants will be given reasons why a grant is not made.

It was resolved that the Council will offer to hire the Queen's Hall Car Park each Wednesday morning to site the weekly market at a suggested fee of £100 per month and that additional advertising material for the market will be purchased.

8. WATTON MARKET

It was resolved that the Market Working Group will be tasked with discussing the benefits of creating a Four-Year Plan for Watton Market to coincide with the Councils Financial Four-Year Plan.

9. WATTON HIGH STREET

It was resolved to create a 'Town Council High Street Restoration Plan' which could be used as guidance to bring projects into a single vision. One compiled the Plan will be brought back to Full Council for consideration.

10. GRANT APPLICATION FROM WATTON CARNIVAL

It was resolved to grant £750 to Watton Carnival as requested.

The Carnival Committee will be made aware of the planned changes to the Council's grant policy which are expected to be in place next year.

11. WATTON DIRECTORY

Watton Directory presented and well accepted. Thanks to the Events & Marketing Officer who put the Directory together.

12. LAND ASSET TRANSFERS

It was resolved to progress with the transfer of land assets from Breckland District Council to the Town Council as presented.

It was noted maintenance of the areas will need further consideration.

13. CAR PARK TRANSFERS

It was resolved to take indemnity insurance relating to the transfer of the car parks in the town from Breckland District Council to Watton Town Council as offered at a cost of £55.

However, the policy limit will be investigated as to whether the value should be increased. The Clerk was given discretion to agree an increased premium if this was deemed beneficial.

14. PLANNING

14.1 PL/2026/0360/FMIN 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

No objections raised.

15. Resolution passed to Exclude the Press and Public to consider confidential staffing matters:

15.1 The draft minutes of the meeting held on 05.06.26 were noted.

15.2 **It was resolved** to accept the recommendation from the HR Committee to address a staffing matter as investigated through a formal management process.

It was resolved that staff holiday requests will be individually considered.