



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 13th October 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

7th October 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 22.09.26 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
 - 4.4i Update on Fireworks Evening - Stan Hebborn
 - 4.5 To consider the Town Council's Social Media Presence – Gavin Bulmer
5. PUBLIC PARTICIPATION
6. FINANCE
 - 6.1 To receive Finance Minutes from the meeting held on 25th September 2026
 - 6.2 To ratify appointment of the Internal Auditor for year ending 31st March 2027.
7. To consider increasing the donation to be given to the Queens Hall for hosting the weekly market
8. To agree style of bench to replace the one lost outside the Old Post Office in the High Street
9. To receive update on the transfer of open spaces land from Breckland Council to Watton Town Council
10. To receive update on the Reclaim the Rain Project in Watton High Street
11. To receive the Reports relating to the Pride In Breckland grant and to agree how the money should be used **App 1**
12. To note Market Working Group notes from the meeting held on 07.10.26 (to follow)
13. To consider purchase of Selfie Board for the Halloween Trail
14. To consider management of long stay parking at the Town Council Car Parks
15. PLANNING - To consult on planning applications received since the last meeting

15.1	PL/2026/12 61/TRE	12 Brandon Road, Watton, Thetford, Norfolk, IP25 6AL	Chestnut Tree - C1 - Crown lift over terrace in garden to 3m, removing only smaller branches to give light and clearance	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=200059
15.2	PL/2026/10 29/FMIN	Change of use of 2 no buildings from office to 1 no self- contained dwelling and 4no flats	6 - 8 Dereham Road, Watton, Thetford, Norfolk, IP25 6ER	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=200042&language=en
15.3	PL/2026/12 33/VAR	Variation of Condition 3 on PP PL/2026/0225/FMIN - to remove the upper age limit of 18 years for residents (with no upper age limit proposed), retaining the lower age limit of 7 years, for the small residential home (Use Class C2) accommodating one person.	12 Tom Turley Close, Watton, Thetford, Norfolk, IP25 6GU	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=200044&language=en
15.4	3PL/2019/0 991/D App 2 & 3	Reserved matters application for residential development of 177 dwellings following outline permission 3PL/2015/0254/0	DEVELOPMENT SITE Mallard Road, Watton, Norfolk	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=144362

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

16.1 To note HR minutes from meeting held on 25th September 2026

16.2 To agree recommendations from the HR Committee meeting held on 25.09.26

I. Finance Com. to set a budget for the 2026 Staff Christmas meal.

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 22nd September 2026 at 7.00pm in Wayland Hall

Councillors Present: - Sarah Humphries (Chairman of the meeting), Gavin Bulmer, Cathy Halfacre, Tomos Hutchings, Graham Martin, Keith Prince, Don Saunders, Gillian Tarrant, Jack White, Jacqueline White.

Officer present: Jane Scarrott Clerk

1 member of the public present.

1. APOLOGIES FOR ABSENCE RECEIVED FROM:

Tina Cruz, Stan Hebborn, Sue Hebborn, Keith Gilbert

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on September 8th 2026 were accepted as a true record and signed by the Chairman.

It was noted the decision to extend the previous meeting beyond 9.00pm was not made until after 9pm and requested that should there be a need in future the motion be passed earlier.

3.2 Updates from items raised at the meeting on September 8th 2026 not agenda items for this meeting:

- Quote for re-installation of bin and bench by the Old Post Office in the High Street being considered by the Finance Committee.
- Public Toilets – insurance assessor visiting on 24.09.26.
- Love Your Market Town grant application submitted.
- Market - Breckland Council approached re. a possible Deed of Variation for the car parks.

This could be costly and it is suggested research is also undertaken into the cost of obtaining a Traffic Regulation Order for Middle Street each Wednesday.

A draft licence for the use the Crown Car Park has been received from the solicitor and is with the landlord for consideration.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended two Battle of Britain commemorative events, the award giving for the library Summer Reading Challenge, a Market Working Group Meeting and the re-launch of the Wednesday Weekly Market.

Thanks were voiced to all those who have assisted with the market re-launch including Town Crier Mike Wabe who gave a cry and a request was made for Councillors to volunteer to man the planned Council weekly surgery stall at the market.

4.2 Vice-Chairman's Report

The Vice-Chairman has

9th Sept – attended the Market Working Group meeting & visited organisers of the Halloween Trail

14th Sept – attended Local Plan Consultation Meeting

16th Sept – attended Market Relaunch

21st Sept – attended virtual catch-up with Reclaim the Rain Officer.

Noted that the next meeting of the Market Working Group is scheduled for October 7th at 2.30pm.

4.3 District Councillor's Report

No reports received from the District Councillors.

4.4 County Councillors Report

County Councillor Jack White submitted his written report prior to the meeting and gave a verbal update at the meeting. He is speaking with Officers at Norfolk County Council regarding the possibility of obtaining a Traffic Regulation Order for Middle Street to be used to locate the Weekly Wednesday Market again should this option be needed in the future.

He stressed that the Government has withdrawn (rather than paused) its decision to reorganise local government in Norfolk.

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

- Breckland Town and Parish Forum
Cllr Gavin Bulmer and the Town Clerk will be attending the forum on Wednesday, 30 September 2026 at 5.30pm - Little Ellingham Old School Hall, Church Road, Little Ellingham, Attleborough, NR17 1JN.
- Norfolk Police and Crime Plan 2026-28 Consultation shared with Cllrs.
- Report received relating to illegal motorised vehicle activity on Restricted Byway Watton RB2. This has been reported to the Police by a resident but will be followed up by the TC Office.

4.6 Reports from Councillors

4.6i Cllr Gavin Bulmer reported on his attendance at an on-line planning training on 15.09.26 and slides from the presentation will be shared with Cllrs.

Some discussion took place as to whether the Town Council should form a Planning Committee and this will be an agenda item for a future meeting of the Town Council.

5. WORKS IN PROGRESS

The Works in Progress List was noted.

It was re-iterated that the Town Council wishes to progress with the transfer of ownership of open space land from Breckland Council to Watton Town Council.

6. PUBLIC PARTICIPATION

It was agreed to move item 11. to be considered after public participation.

Liz Whitcher (Chairman of Watton and Saham Flood Action Group) is a past Planning Committee Clerk at District Council and has shared her experience to assist the Council to compile its response to the Breckland Local Plan Reg. 19 consultation.

The draft response was shared within the agenda pack for the meeting.

Item 11. was considered with minor amendments agreed.

It was resolved that the statement around support of HOU's should be re-worded: "On a needs and requirements basis the Town Council supports....."

7. FINANCE

7.1 Payments for September 2026 were approved for payment as on the list presented prior to the meeting with the addition of payments to Myhill and Sons for £227.20 and to Kings and Barnhams for £370.19.

7.2 The next meeting of the Finance Committee is scheduled for 25.09.26.

7.3 The Council has been awarded a Pride in Breckland grant of £12210 which it has been resolved would be used to support the Reclaim the Rain (RtR) High Street Project. It is suggested that as the RtR Project has sufficient funding and delivery has been considerably delayed the Town Council should look at other ways to spend the grant. Cllrs were asked to put suggestions forward for the next Full Council meeting and members of the public will also be consulted. A public meeting could be arranged to consider suggestions made. The Council needs to agree plans to be actioned.

8. UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION (LGR) – Update within Report received from County Councillor.

It was resolved that following the information in the County Councillors Report that plans for local government re-organisation have been withdrawn this item will now be removed as a standing item on future agendas.

9. QUEENS HALL DONATION

It was resolved to donate £80 to the Queens Hall, which is 50% of the stall fees received from the market while it was located at the Queens Hall Car Park.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

The AGAR for the year ending 31.03.26 has been completed and is posted on the Town Council website.

11. BRECKLAND LOCAL PLAN Reg. 19 CONSULTATION

The Chairman, Vice-Chairman, Chairman of WASFAG and the Clerk met on 14.09.26 to consider a response to the Breckland Local Plan Reg. 19 consultation. See public participation above.

12. PLANNING

12.1 PL/2026/1230/DCA Discharge of Conditions 7,8 and 9 on PP PL/2025/1910/FMIN Cranswick Country Foods, Brandon Road, Watton IP25 6LW

No comments

12.2 From previous meeting:

3PL/2019/0991/D Reserved matters application for residential development of 177 dwellings following outline permission 3PL/2015/0254/0 Development Site Mallard Road, Watton, Norfolk

12.2 will be placed on the agenda again once more information has been received. It was noted that the amendments relate to roads on the development and the need to ensure they are of a standard to be adopted by Highways. Concern was also raised relating to the proposed location of an attenuation area adjacent to Bridle Road Play Area.

It will be requested that Keith Gilbert provides a summary report of the planning on the agenda prior to each meeting.

14. Resolution not passed to exclude the public and press to consider confidential staffing matters as not needed!

Item 4.2 Update from the meeting held 22.09.26

Agenda Item No.	
3.2	• Installation of Bin and Bench by the Old Post Office – Agenda item 8 on 13.10.26 • Insurance Assessor visited the public toilets on 24.09.26. The cleaning company is being asked to return to clean the glass roof panels. Awaiting report. • Love Your Town Market Grant has been successful £5000 awarded– EMO to work on implementation after upcoming events.
4.6i	Further discussion has taken place around forming a possible planning committee with the consensus that the current meeting format works well. Unless specifically requested, this matter will not be a future Town Council agenda item.
9	Donation to Queen's hall – agenda item 7 on 13.10.26

Item 4.3

Clerks Report

Clock Tower Watton

The building surveyor from Kings and Dunne used to compile the original report of the Clock Tower building has contacted the Town Council after seeing an article in the EDP. He has now contacted the appointed builders to add some weight to the request for the work to be undertaken asap.

He also spoke of the refurbishment of Swaffham Town Centre that Kings and Dunne are involved with which might be a model worth looking at for Watton. Paul Kings who has been leading the work there could be asked to meet councillors in Swaffham to see what has been done there.

Watton - Middle Street

The County Council has been working in partnership with Breckland District Council to develop proposals to pedestrianise, or otherwise restrict general traffic from, Middle Street. This forms part of a wider programme aimed at revitalising the town centre, including creating space for markets, outdoor hospitality, and events or public displays.

A range of options have been explored to date, and informal consultation was undertaken in late 2025 to gather initial views from residents, businesses and elected members. While there remains scope to refine the detail of any final scheme, a consistent element across the options considered is the removal of general traffic from Middle Street. This would be supported by associated changes to parking arrangements, access, and kerb alignments on Dereham Road, which connects the High Street with Harvey Road / Middle Street.

The project had been progressing on the assumption that, following devolution, a funding bid could be submitted to the Investment Fund. If this had been successful delivery could have started in 2026/27. However, government's decision to postpone Mayoral elections means that delivery within this timeframe is no longer achievable. As a result, the next stage of the project, which would have included further public consultation and the securing of necessary consents, has been paused until there is greater certainty regarding future funding opportunities, such as through a reconfigured Investment Fund.

The Town Council has been making enquiries with Norfolk County Council regarding how it might progress a TRO for Wednesdays, as a Plan B, should there be a need to relocate the weekly market. No response has been received to date!

Parish Partnership Scheme

On 08.04.25 the Town Council resolved to make an application to the Parish Partnership Scheme to help fund a dropped kerb at Bridle Road. Total cost £1389.88. Town Council contribution of 50% - £694.94

This application is ready to be submitted but it needs support from the County Councillor.

Application states:

Watton Town Council wishes to improve access to the Bridle Road Play Area and has concluded that the best option is to install a dropped Kerb to give easier access for wheelchair users and buggies.

Once the dropped Kerb is installed further works will be undertaken to widen footpaths at the Play Area but this will be funded directly by the Town Council.

Item 6.1

Minutes from the Watton Town Council Finance Committee Meeting held on Friday September 25th 2026 at Wayland Hall

Present: Don Saunders (Chairman), Sarah Humphries, Tomos Hutchings
Officer Present: Jane Scarrott

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 14.08.26
 - i. The Minutes of the Finance Committee Meeting held on 14.08.26 were confirmed as a correct record of the meeting and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 14.08.26
 - Cllr Saunders to set a date with Watton Sports Centre to discuss the Sports Centre Play Area. Consideration needs to be given to replacement of the equipment and provision of an appropriate safety surface giving better access for all. Quotes will be sought to include within the four year plan.
 - The Wednesday Market has been re-located to the car park of the Crown Hotel in the High Street but a plan B location is also being sought. The cost of obtaining a Deed of Variation to use the Thetford Road car park is looking to be too great and investigation is ongoing regarding whether a road closure can be established for Middle Street. More signage is needed to advertise the market and consideration needs to be given to how the market gazebos will be erected when staff are off work.
 - The Town Council has donated £7500 to support the planning application for the Digital and Creative Media Centre which is hopefully to be built on the site of Wayland House. Along with release of the grant a request was made to the Wayland Partnership to resume regular meetings with its partner organisations. This is proving difficult for the Partnership at the present time due to pressure on the current trustees and staff.
4. Items raised at the meeting of the Full Council 22.09.26
 - The original plan to use the Pride in Breckland grant to support the Reclaim the Rain Project is being re-considered due to delays with delivery of the Project. Council has requested ideas for how the £12210 might be spent and this matter will be an agenda item again at the next meeting of the Full Council.
 - It has been resolved that Online Playgrounds will be commissioned to undertake repairs as suggested in the Annual RoSPA but the removal of wooden play equipment at Bridle Road Play Area which is beyond repair was not included within the quote. The preferred contractor has been approached to provide a quote and works will be commissioned if the quote falls within the Clerks agreed spend of £1000.
5. Bank Reconciliation

The Finance Committee members were issued with the Bank Reconciliation dated 31.08.26 and figures showing the current budget position. The Bank Reconciliation was accepted and signed by the Chairman of the Finance Committee.

Members of the Committee have begun to consider the current budget position with regard to next years need.

The 2027 budget and the Four Year Plan will be the only items on the agenda of the next meeting of the Finance Committee.

It was agreed, as expenditure would be within the Clerks delegation, that a card reader will be purchased for use by the Town Council to support the want not to accept any cash payments. Provider Square has a feature which can create payment links in the form of QR codes that could be used for donations at events.

6. High Street bin and bench

A quote has been requested from the preferred contractor to re-instate the bench and a new bin outside the Old Post Office in the High Street which was damaged in a ram raid attack. If the quote is within the Clerks delegation it will be accepted.

7. Grant Funding

Noted that use of the Pride in Breckland grant will be considered at the next meeting of the Full Council and funding for projects which may be suggested can then be investigated.

8. Date of the next meeting: Finance Committee:

Friday 16th October 2026 @ 9am – agenda items to be the Four Year Plan and 2027 budget.

Item 6.2

Please note it was resolved at the May meeting to continue to engage Trevor Brown as the Internal Auditor for Watton Town Council. The Town Council now needs to resolve to accept his proposal.

TREVOR BROWN CPFA

Local Council Financial Services & Internal Audit

Watton Town Council

Proposal for the Provision of Internal Audit Services for the year 2026/27

1. Introduction and Background.

1.1 It may be helpful to the Town Councillors and the Town Council's Officers to have a brief outline of my auditing background and qualifications for reference purposes.

1.2 I am a qualified accountant, holding the Chartered Institute of Public Finance and Accountancy (CPFA) qualification. I spent my career in local government accountancy and auditing, including the position of Audit Partnership Manager for Ipswich Borough Council and a number of District Councils (now East Suffolk Council), having formed an Audit Consortium for those councils. I was responsible for undertaking the internal audit function for all the partnership councils with a total gross expenditure of over £200m. at that time.

1.3 I continued to manage the Consortium until I took early retirement from local government and set up my own self-employed business to undertake auditing and consultancy work for private clients, including parish and town councils and charities within Suffolk, Norfolk and Essex. My work normally arises through personal recommendation. I personally undertake all the Internal Audit work for local councils, I do not delegate to other persons or staff.

1.4 I have also previously worked as Clerk/RFO to Melton Parish Council (near Woodbridge) and accordingly understand the pressures, challenges and demands placed upon both Clerks and Councillors.

1.5 I provide Terms of Reference and an individual Internal Audit Plan for each of my clients. I provide a formal detailed Audit Report at the end of each audit and complete the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) at the year-end.

1.6 I have over 60 local council clients in the East Anglia region and will be pleased to provide a full client list as required. I make myself available throughout the year to my local council clients in order that they may discuss any issues about which they may require guidance or support. Councillors and Officers will have seen my previous Internal Audit Reports to the Town Council.

1.7 The following Proposal for the year 2026/27 is put forward to the Town Council for consideration:

2. An Interim Internal Audit during 2026/27.

2.1 Interim Internal Audit Reviews are valuable where a Council requires assurance during the year that accounting procedures and operations and income/expenditure controls are operating

efficiently. Interim Audits are normally considered essential in the case of larger Town Councils which have relatively high levels of income and expenditure and a significant number of transactions within the year.

2.2 It is proposed that one Interim Internal Audit should be performed at Watton Town Council during the 2026/27 year (a date in November 2026 would be appropriate for the review of the Council's operations during the half-year ending 30 September 2026). This would lead into, support and inform the End-of-Year Audit for the 2026/27 year in May/June 2027. In this way, the Town Council will be supported throughout the 2026/27 year in terms of receiving assurance on the adequacy and efficiency of the key systems and operations in place.

2.3 Terms of Reference have been prepared for consideration by the Town Council (copy at Appendix A). A Draft Audit Plan of the work to be undertaken for the Interim Audit has also been prepared for agreement with the Town Clerk/RFO. The coverage will focus on the key internal control systems operating at the Town Council (viz. accounting procedures including bank reconciliations, controls over income and expenditure, Risk Management, Budgetary Control, Payroll Controls and Asset and Investment Controls).

2.4 On the conclusion of the work the Internal Auditor will issue a Draft Audit Report and will discuss with the Town Council's Staff, as required, the issues arising from the report and any recommendations being put forward.

2.5 Once the Draft Report has been agreed a Final Copy will be formally issued to the Town Council.

2.6 Whilst some work can be undertaken remotely using available information published on the Council's website, the Interim Internal Audit will involve 1 day on site at the Watton Town Council offices in order to complete key aspects of the review and to undertake sufficient testing of internal controls in operation.

2.7 The fee for the Interim Internal Audit would be £500 plus travelling expenses of £67 (reflecting the 122 miles at the HMRC rate of 0.55p per mile from Woodbridge to Watton and return for the site visit).

3. The End-of-Year Internal Audit 2026/27.

3.1 Towards the end of March 2027, the Internal Auditor will provide the Town Council with a Draft Internal Audit Plan for the End-of-Year Audit for 2026/27 to take place in May/June 2027.

3.2 The Interim Internal Audit undertaken during the year will provide significant support to the End-of-Year Audit for 2026/27 but there are some essential areas of work that can only be undertaken at the year-end to enable the certification of the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) to be completed.

3.3 It is anticipated that 1 day will be required at the Watton Town Council offices in order to complete key aspects of the End-of-Year review and to undertake sufficient testing of internal controls to enable the full and proper completion of the Annual Internal Audit Report.

3.4 As in the case of the Interim Internal Audit, some areas of examination and the preparation of the detailed audit report can be undertaken remotely using published information and data on the Council's website and this will assist the work to be undertaken during the auditor's attendance at the Council's offices. Many clients provide me with read-only access to their Scribe accounting system to assist in the End-of-Year audit work.

3.5 On the conclusion of the work the Internal Auditor will issue a Draft Report and discuss with the Town Council's Staff the issues arising from the report and any recommendations being put forward. Once the Draft Report has been agreed a Final Copy will be formally issued to the Watton Town Council.

3.6 During the course of the Internal Audit, the Town Council will be kept apprised of the progress being achieved at each stage.

3.7 The Fee for the 2026/27 End-of-Year Internal Audit, being supported by the Interim Audit work performed earlier in the year of account, would be £500 plus travelling expenses of £67 (reflecting the 122 miles at the HMRC rate of 0.55p per mile from Woodbridge to Watton and return for the site visit).

4. Summary of Proposal.

4.1 it is proposed that one Interim Internal Audit is undertaken for the Watton Town Council (in November 2026) which will lead into and inform the End-of-Year Internal Audit to be undertaken in May/June 2027.

4.2 The cost involved (including travelling) would be £567 for the Interim Audit and £567 for the End-of-Year Internal Audit, providing an overall total cost of £1,134 for the 2026/27 year of account.

4.3 Terms of Reference (at Appendix A) are attached to this Proposal.

I hope the above is helpful to the Council in its consideration of the Internal Audit support required for the year 2026/27.



Trevor Brown

Chartered Institute of Public Finance and Accountancy

5 October 2026

Watton Town Council**Internal Audit Terms of Reference – 2026/27**

The Council as a whole is responsible in law for ensuring that its financial management is adequate and effective. Similarly, the Council must ensure that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and the arrangements for the management of risk. Internal Audit is a key component within that overall system of internal control.

The purpose of the Internal Audit is to review whether the systems of financial control and other controls over the activities of the Council are adequate, effective, and in line with current regulations. Whilst Internal Audit would not actively seek evidence of fraud, corruption, error or mistakes, it can assist the Council in its responsibility for the prevention and detection of such occurrences. The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of accounting and basic PAYE and VAT requirements. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will apply the standards stipulated by the SAPPP Practitioner's Guide 2026/27 'Governance and Accountability for Smaller Authorities in England' and will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following duties:

- a) To review during the year the accounting and internal control systems in place (it is the Council's responsibility to establish adequate and effective internal controls and act upon any recommendations put forward by the Internal Auditor in this respect).
- b) To provide Internal Audit Reports to the Council in writing on the results of the tests of the operation of the internal control systems.
- c) To carry out reviews and tests of the books, accounts, transactions and vouchers on a sample basis in order to arrive at an opinion on the systems in place.
- d) To complete the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) in respect of the financial year under review.

Internal Audit testing of internal controls will be sufficient for the proper completion of the Annual Internal Audit Report, which should provide an adequate level of assurance for the Council to complete the Annual Governance Statement within the AGAR.

In completing the Annual Internal Audit Report, the Internal Auditor will have planned and carried out the work necessary to give the assurances called for. The key control tests in the AGAR require an adequate and appropriate level of Internal Audit coverage; additional testing and reporting can be tailored to local circumstances. Internal Audit work always requires the application of judgement and, accordingly, the scope and the degree and frequency of testing should reflect and be proportionate to the likelihood of fraud, error or mis-statement that could occur. Testing should be related to the size and level of business activity of the Council.

Item 7

Once checked income received from the market during the 4 months it was hosted by the Queens Hall was £220.00

Therefore if the Town Council wishes to donate 50% of the takings this will be £110.00 instead of £80.00 which was originally decided on 22.09.26

Does the Council wish to increase the amount to be given?

Item 8

The Council has now received an insurance settlement of £1482.74 to replace the seat and bin outside the Old Post Office in the High Street which was damaged in the cash point ram raid earlier in the year.

Does the Council wish to replace the seat with one as similar as possible to others in the High Street?

The first example below is most similar to the other benches in the High Street but it does not have lion head and paw ends. To date the Office has been unable to find an exact replacement.

[Stanford™ Outdoor Public Seat with Free Delivery - Glasdon UK](#)



£1281.71

excluding VAT

£1538.05 inc. VAT

Includes free delivery*

 Add to Basket

How can I pay?

How can I get a quote?

 Quick Quote



Quantity:

 1 

Slats:

-- Please select -- 

Fixing:

Concrete surface fixing bolts & tamper 

Memorial Plaque:

-- Not required -- 

[Phoenix Jubilee™ Seat with Free Delivery - Glasdon UK](#)



£1120.09

excluding VAT

£1344.11 inc. VAT

Includes free delivery*

Add to Basket

How can I pay?

How can I get a quote?

Quick Quote



Quantity:

1

Fixing:

Concrete surface fixing bolts +£0.00

Slats:

-- Please select --

☐ Tamper-resistant fixing covers +£25.07

Memorial Plaque:

-- Not required --



£657.05

excluding VAT

£788.46 inc. VAT

Includes free delivery*

Add to Basket

How can I pay?

How can I get a quote?

Quick Quote

Express Delivery is Available on this Product

*We aim to despatch Seating Express Products within 5 business days. Please be aware that Seating products can be delivered to a kerbside only. Only available for 3 items or less. Only one Express order per customer per day. Not available for shipments to Northern Ireland, the Scottish Islands, the Channel Islands, or the Isle of Man.



Quantity:

1

Slats:

-- Please select --

The preferred contractor has quoted £450 to install a new bench and bin.

Item 10.

Reclaim the Rain Update 07.10.26

Site Visit took place 02.10.26 with designer from Green Blue Urban.

Cllr Hutchings and the Clerk present from the Town Council plus Liz Whitcher as Chairman of WASFAG.

Chris Robinson – Reclaim The Rain Project Manager was leading with representatives from Kier who will be undertaking work on behalf of NCC Highways looking at where they will put in trial pits for the works requested.

The site visit was held to help finalise the design for the features which are to be located in Watton High Street prior to public consultation being undertaken.

The Project is suggesting tree pits and rain gardens at various locations along the High Street including a water collection tank to be placed on land belonging to the Wayland Partnership.

The aim of the Project is to help eliminate surface water flooding and to harvest rain water for re-use.

The plans currently include quite major works at the west end of the High Street which may include removal of some or all of the trees and planters outside Lings and down to the entrance to Harvey Street.

The Town Council had a tree survey undertaken on 17.07.25 when the removal of the trees in the containers was being questioned.

The tree survey raised some interesting insights:

- 'These trees (amanogawa) in particular are becoming rather tall for their positions. Being restricted to what is effectively a large pot, they are more susceptible to be thrown over by the wind. In a street with continuous building either side forming a tunnel effect, as they grow they will become more likely to fall.'

- It is recommended that the taller of the two varieties (amanogawa) be replaced within the next two years.

- Although none of the following species is considered large, mature heights and crown spreads have been discounted as the trees for this project are intended to be replaced every 10 years.

So, whilst these trees may have a longer life, the survey suggests that these trees are prone to risk of falling as they grow, the taller trees should be replaced within 2 years of the survey (approx. 1 year has passed since survey) and the trees should be replaced after 10 years from project start.

We are being advised that it is likely to be difficult to work around certain sets of trees and install new SuDs trees at the west end of the High Street, so the Council needs to consider whether it would be agreeable to the removal of all

the trees and containers so the area can accommodate the planned new tree pits and rain garden.

Would it be more acceptable to remove the first two containers?

It is unknown at present if the Council will be asked to contribute to any costs.

The initial plans were to use the Pride in Breckland grant should funding for the Reclaim the Rain Project be needed.

Item 11

Pride in Breckland grant money

Office suggestions

Suggestion	Notes	Estimated cost (if applicable)
Grounds maintenance works at Memorial Garden	Remove all of the weeds and bramble undergrowth, replant with low level shrubs	£3,000
Flagpole installation at Memorial Garden	Permanent installation of flagpole to use for commemorative events, such as VE Day, VJ Day, D-Day, Norfolk Day, Royal birthdays etc.	£500 (plus installation costs)
Promotional material for market	Pop up flag arch, banners & boards for promotion of the new market location. More promotional giveaway materials	Up to £1000 - £260 for flag arch
New Welcome to Watton Signs	The 'Welcome To Watton' signs are looking quite dated and all 4 are different designs, sizes, heights etc.	£4,187.51 for 4 new bespoke signs to go on the current poles
Signage and Way pointing	Additional signage pointing toward the Sports Centre, Community Centre and Library? Signage on the car parks to state they are owned by the Town Council and it's free to park?	
Water fountain	Public water fountain – could be located at Jubilee where there is already a mains water supply?	£1,694 – would need to consider installation/plumbing costs on top of this

Councillor suggestions

Suggestion	Notes	Estimated cost (if applicable)
Window ledge planters	Outset cost would be the planters themselves and the cost of filling them. Suggestion that they are maintained by the individual shops they're outside of – but this would break the uniform nature of the other flower displays and runs the risk of shop owners not looking after them. Permissions would be needed by landlords rather than shop managers themselves. Would impede onto the pavement space available.	
Public benches	Age UK recommend having benches every 50m – should be considered that the number one public vote for the money was to remove benches in the high street.	£650-1200 per bench depending on spec.

Public suggestions

Suggestion	Notes	Estimated cost (if applicable)
Remove benches in high street	This has been discussed before at Council and decided against, the large elderly population in Watton use these benches.	
Fruit trees/community orchard	Could continue the fruit orchard at Jubilee – considerations would need to be made about the upkeep of the trees	Cost depends on type of fruit trees and number of them purchased
Rewilding area	Already in the plans for Heritage Park	
Dog park	Already in the plans for Heritage Park	
Play Area at Thornhill Road	Already in the plans for Heritage Park	
Donate to the Loch	Suggestions include replacing the wooden decking at the loch, which is suggested to be deteriorating	
Flood Lights at the Sports Centre	This is a private project being undertaken by the football team itself rather than the sports centre, it would only benefit the users of the football pitch. Fundraisers are currently already being undertaken for this project.	Unable to get an official quote from the Sports Centre at present – but estimated in the region of £25,000
New pavements in the high street	This cost would far exceed the £12,000 on offer	
Zebra crossing in the high street	This cost would far exceed the £12,000 on offer	A traditional zebra crossing typically costs anywhere from £30,000 - £100,000 depending what assessments would need to be

		undertaken plus tactile paving, dropped kerbs, road markings, railings and installation costs.
Living Roof Bus Shelters	This would require the removal of the current bus shelters and new purpose-built bus shelters installed.	Prices range from £6,000-£10,000 per living roof bus shelter
Improvements to Bridle Road play area (Stokes Avenue)	Remedial works regarding removal and repair of damaged equipment are already being undertaken. Further works will be looked at with developer and S106 monies relating to the Mallard Road development.	

Item 13

EMO has applied for the Communities Small Grant Fund which grants up to £250 for free community activities: <https://www.breckland.gov.uk/business/csgf>

The application is for a selfie board which could be used at the market and for the Town Halloween Trail:

<https://www.photocutouts.co.uk/products/trick-or-treat-halloween-face-in-the-hole-board>

Would the Council support the application if successful by the addition of £100 to purchase a board or if the application is unsuccessful would the Council be willing to purchase a board outright?

Item 15.4

App 2 and App 3

From Cllr Bulmer:

“App 2, titled Policy Summaries, describes the relevant policies in the National Planning Policy Framework, the Breckland Local Plan and the Watton Neighbourhood Plan. I have tried to describe how each relates to this application so that we can try to keep our discussion relevant.

App 3, titled New Development of Mallard Road - Overview of Planning Application, describes the development and gives some thoughts on what we may wish to discuss.

Given that outline planning permission was granted, we cannot comment on whether the development should happen, or whether it should happen here. We must look at, and comment on, whether the development integrates and enhances Watton.

We should consider what the development looks like, whether it is a sufficiently accessible both for new residents and for existing residents.

Essentially does it meet with the policies and further to this, do we want to suggest any further amendments.”

Item 16.1

Minutes of the meeting of Watton Town Council HR Committee held on Friday September 29th 2026 at Wayland Hall

Cllrs present: Jacqueline White – Chairman of the Committee, Cathy Halfacre, Don Saunders

Staff present: Clerk

1. No Apologies for absence received.
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 17.07.26 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
 - It was stated that staff should be reminded of the Council's Communications Policy. The Council's HR consultant has suggested that the Council should consider adopting the 2020 Local Government Associations Model Code of Conduct and this will be investigated as it may also refer to staff conduct.
 - The HR consultant has provided a summary of the review of the Council's HR documents and a written report will follow in due course.
 - Noted that staff appraisals will be undertaken from October.
 - A member of staff is concerned with the behaviour of one service user. Cllr Saunders offered to follow this up by speaking to the member of staff.
 - It will be recommended to Full Council that a budget will be set at the next Finance Committee meeting for a 2026 staff Christmas meal.

5.1 Staff expense

It will be reinforced that staff expenses need to be authorised in advance if they are to be honoured. A claim submitted for expenses which were not authorised in advance will not be paid.

5.2 Fun Day responsibilities

Staff are unclear whether the Fun Days staged at the Community Hub are led by the Town Council or the Charlotte Harvey Trust. It was suggested the Events Management Officer and the Community Projects Officer should both be consulted with the feedback to be considered at the next HR Committee meeting.

6. Date of next HR Committee Meeting: Tuesday November 10th 2026 @ 6.00pm.

Recommendation to Full Council: Finance Com. to set a budget for the 2026 Staff Christmas meal.