

Weston Longville Parish Council.

Meeting of the Parish Council – Agenda

Monday September 1st, 2025 at 7.00pm

Hall for All, Church Street, Weston Longville

I hereby give notice of a meeting of Weston Longville Parish Council and summon members to attend.

Dawn Clarke
Clerk to the Council
August 22nd, 2025

The public and press are welcome.



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- 2025/0077 Chair's welcome and to receive apologies for absence
 - 2025/0078 To receive declarations of interest in items on the agenda and consider any requests for dispensations.
 - 2025/0079 To approve the minutes of the meeting held on July 14th, 2025.
 - 2025/0080 To report on items not on the agenda from the last meeting
 - 2025/0081 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

 - 2025/0082 Planning (Portfolio CM) Verbal update
 - a. By delegation: No new planning applications received.
 - b. Outline planning for Woodforde Close update
 - c. 2025/2342 Weston Covert Field Road Weston Longville Norfolk NR9 5JN
Change of use from private swimming pool to occasional use by small private groups on an appointment basis (retrospective)
 - d. Any application received after the publishing of this agenda

 - 2025/0083 Roads (Portfolio RH) Verbal update
 - To receive an update and agree next steps on A47 & Norwich Western Link.
 - a. To receive an update from the Norwich Western Link Liason Meeting.
 - b. To discuss the NCC mitigation proposals.

 - 2025/0084 Parish Infrastructure (Portfolio BB) Verbal update
 - a. Registration of Allotments.

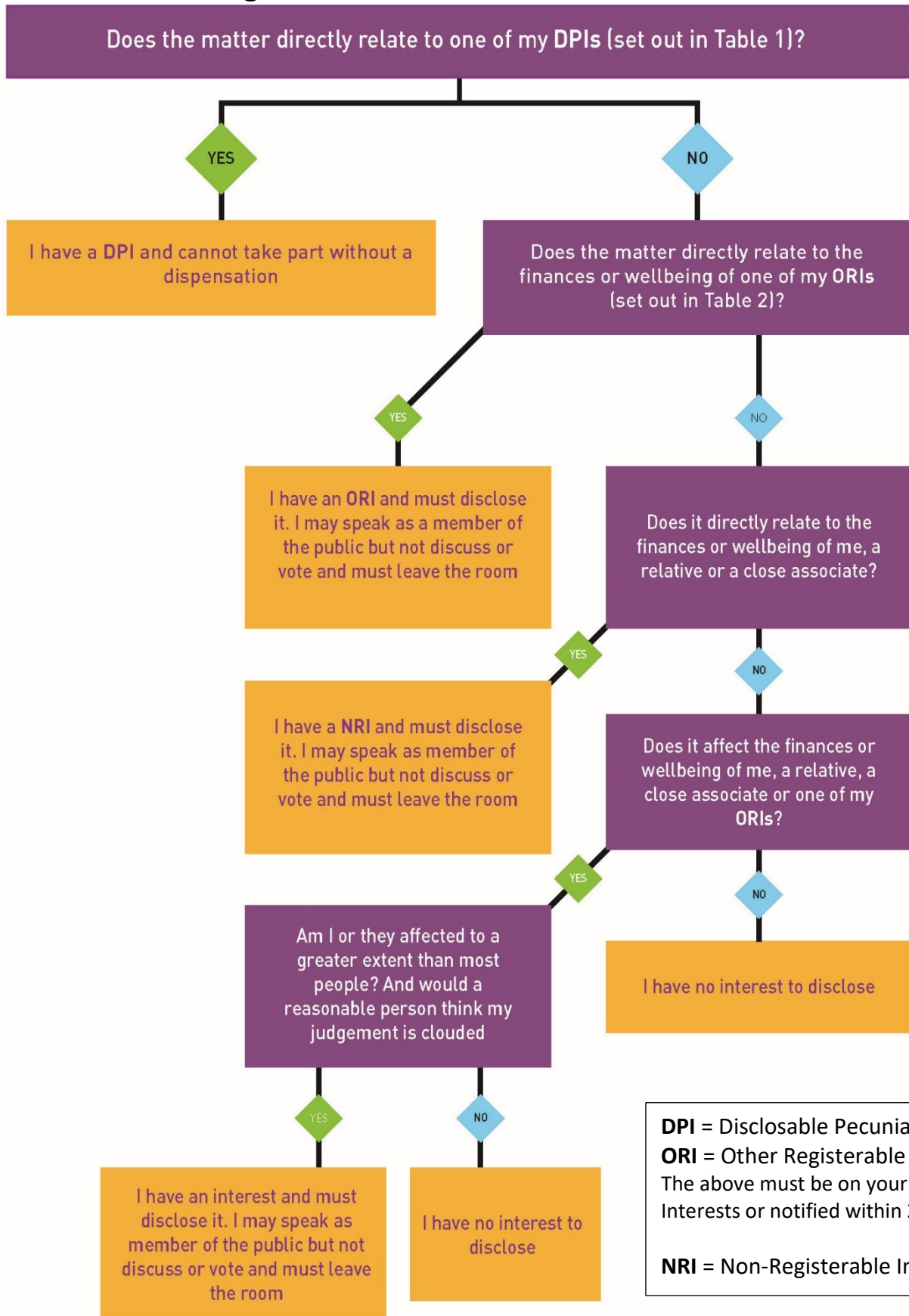
 - 2025/0085 Environmental Considerations (Portfolio PC) - Verbal update
 - a. To receive any update on the Hornsea 3 and Equinor SEP and DEP.

This meeting may be filmed, recorded or photographed by the public: however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner

- 2025/0086 Parishioner Engagement (Portfolio RP) - Verbal update
- a. To discuss the Saturday Sports Club funding.
 - b. To consider a babbling bench.
- 2025/0087 Communications (Portfolio JC) – Verbal Update
- 2025/0088 Administrative Matters - Clerk's Report (Verbal Update)
- a. To adopt the updated/amended policies presented.
- 2025/0089 Finance (Clerk)
- a. To note the national pay increase for the Clerk and authorise back pay.
 - b. To agree the payment list and to note any income and payments made since the last meeting.
 - c. To note the bank balances and reconciliation presented.
 - d. To receive the Budget against Actual.
 - e. To accept a quote for insurance.
 - f. To discuss any projects requiring funding for 2026-27.
- 2025/0090 Items for information only and items for the next agenda.
- 2025/0091 To confirm the date and venue of the next meeting:
Monday November 10th, 2025 at 19:00 in the Hall for All

This meeting may be filmed, recorded or photographed by the public: however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner

Guide to declaring interests under the LGA Model Code of Conduct 2020



DPI - Employment, office, trade, profession or vocation carried on for profit or gain; Sponsorship; Contracts; Land and property; Licences; Corporate tenancies; Securities.

ORI - Unpaid directorships; any body of which you are a member or in position of control/management and appointed to or nominated by council; any body exercising functions of public nature, or charitable purposes, or whose principal purpose includes influencing public opinion/policy of which you are a member or in position of control/management.

NRI - Matter which relates to or affects financial interest or well-being of councillor, relative or close associate, or a body that is an ORI.

Guide to declaring interests under the LGA Model Code of Conduct 2020

If you are unsure as to whether you have an interest to declare you should always seek advice from the Clerk.

At heart there is a simple principle – as public decision-makers, decisions must be made in the public interest and not to serve private interests. Proximity in personal relationship and in physical proximity are often important factors in deciding.

The test at law for apparent bias is ‘would a fair-minded and informed observer, having considered the facts, conclude that there was a real possibility of bias’. This influences whether or not you should participate in a meeting where you have a conflict of interest.

You have a **Disclosable Pecuniary Interest (DPI)** in a matter when the matter being discussed directly relates to your registered interest or that of your partner, rather than simply affecting it. You cannot speak, discuss or vote. You must leave the meeting room for the whole of the item.

For example, if you have registered 1 Acacia Avenue as your address, you would have a DPI if you put in a planning application for 1 Acacia Avenue, or if the whole of Acacia Avenue was being considered for a Resident Parking Zone.

You would not have a DPI if 3 Acacia Avenue had put in a planning application as the matter does not directly relate to your registered interest. You may however, have a non-registerable interest.

A **Non-registerable Interest (NRI)** arises where the interest is that of yourself or your partner which is not a DPI or of a relative or close associate. As a Councillor you are not expected to have to register the interests of your relatives or close associates but under the Code you are expected to declare them as and when relevant business occurs which affects their finances or wellbeing. The Code says you should not participate in the relevant business in two circumstances:

- a. when a matter directly relates to that interest. Or
- b. when a matter affects that interest to a greater extent than it affects the majority of inhabitants and
 - o a reasonable member of the public would thereby believe that your view of the public interest would be affected

For example, under a) if your son has submitted an application for a licence to open a bar, the matter directly relates to your relative. You must not take part in any discussion or vote on the matter.

For example, under b) there has been an application made to build several units of housing on a field adjacent to your business partner’s home. It is not their application, but they will be more affected by the application than the majority of people so again you would be expected to declare the interest and withdraw.

Similarly, an application for the property next door to you does not directly relate to your property so it is not a DPI, but you would instead need to declare a Non-Registerable Interest.

In the case of an NRI or ORI you may speak on the matter before withdrawing, but only where the public are also allowed to address the meeting.

Something relates to your interest if it is directly about it. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you or an outside body you have registered has a financial interest.

‘Affects’ means the matter is not directly about that interest but nevertheless the matter has clear implications for the interest – for example, it is a planning application for a neighbouring property which will result in it overshadowing your property. An interest can of course affect you, your family or close personal associates positively and negatively. So, if you or they have the potential to gain or lose from a matter under consideration, an interest would need to be declared in both situations.

Weston Longville Parish Council.

Meeting of the Parish Council – Minutes

Monday July 14th, 2025

Hall for All, Church Street, Weston Longville

Parish Councillors present: Clare Morton

CM (Chair)

Peter Ross

PR (Vice Chairman)

Bob Banks

BB

Justin Cohu

JC

Paul Cowley

PC

Ruth Horton

RH - arrived during 2025-067

Rick Parsons

RP - arrived during 2025-067

Dawn Clarke

DC (Clerk)

6 Members of the public, including County Councillor Greg Peck (GP)

2025/0063 Chair's welcome and to receive apologies for absence

The Chair welcomed everyone to the meeting

2025/0064 To receive declarations of interest in items on the agenda and consider any requests for dispensations.

All Councillors have an interest in the A47 dualling, NWL and all electrical cable works.

2025/0065 To approve the minutes of the meeting held on May 12th, 2025.

It was resolved that the minutes were a true record of the meeting held on September 9th 2024 and signed by the Chair

2025/0066 To report on items not on the agenda from the last meeting.

JC has additional item for the Roads item

BB noted that there was fly tipping on Dark Lane – CM to report.

It was noted that CM has also reported fly tipping on the Broadway.

JC noted that there was work happening on Post Office Lane, including the development of buildings on site. It is understood that there is a program to clear the site. The long term plan is unknown.

2025/0067 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

County Councilor Greg Peck had submitted a report that can be found in the supporting documents, The County Council is pursuing a single unity council. Other district councils are suggesting 2 or 3 unity councils. The documents will be submitted in September.

A resident noted that there was a retrospective application expected for a property. There is work slowly occurring on 'Spencer's Corner',

The Clerk noted that there is a process to ask for applications not to be accepted, or for applications not to be determined.
It was resolved to ask Peter Bulman to look at the process (CM to speak to PB)

RH and RP gave apologies for late arrival.

2025/0068 Planning (Portfolio CM) Verbal update

- a. By delegation: No new planning applications received.
- b. 2024/3067 To note Change of indicative layout for one of the 3 dwellings proposed opposite Woodforde Close and decide if comments need to be added.
- c. Any application received after the publishing of this agenda
 - a. Noted
 - b. No additional comments.
 - c. None

2025/0069 Roads (Portfolio RH) Verbal update

To receive an update and agree next steps on A47 and Norwich Western Link.

- a. To receive an update from the Norwich Western Link Liason Meeting.
- b. To discuss the NCC mitigation proposals.
- c. To consider requests for improvements from residents at Welgrove.

a & b. RH noted her disappointment to Norfolk County Council (NCC) no longer pursuing the NWL as a dual carriageway bypassing the village and returning to the drawing board – and looking at alternative or upgrades to the roads.

GWPC will be meeting with NCC regarding mitigations this week. A working group was held to discuss the goals and focus of mitigations and the NWL a few weeks ago.

The mitigations that are being discussed will be a long term installation,

due to the unknown timescale of any scheme to take traffic away from the village.

The original agreement was to review mitigations should targets be exceeded in terms of traffic volumes.

It was queried if the NWL was a national infrastructure project or not.

This would be brought up at the meeting.

JC read a letter from a resident, all items were aligned, CM added that the working group has sent NCC a list of high level items that it would like NCC to evaluate any route against, such as not a large land take, minimal impact on noise and visual intrusion, quiet roads, etc. These items would apply to any route. (this will be added to the website)

There will be 2 consultations by NCC, 1 for the mitigations and a second about route plans for bypassing the village, these will be separate consultations.

Weston Link liaison next meets on the 23rd of July

c. CM met with the residents of Welgrove and there are a list of items that the residents have requested, Surface upgrades, realignment and repair of verges. CM to include these within the conversations.

It was noted there has been another death on the 'HGV' route.

A resident expressed their disillusionment with the process which has been extremely expensive. CM noted that many of the points are ones that should be raised with NCC, however the Parish Council resolved to support the NWL and are aware of the importance of wildlife in the area. There are currently 80 options that are being reviewed.

2025/0070 Parish Infrastructure (Portfolio BB) Verbal update

a. Registration of Allotments – response from Land Registry and next steps.

b. Report on deer fencing on the allotments.

a. There is a response from Land Registry and full ownership can be applied for in 7 years.

Council resolved to progress the easement via a solicitor. (Wylies)

b. The fencing is working very well and thanks were expressed for the residents who worked together to install it at the allotments.

2025/0071 Environmental Considerations (Portfolio PC) - Verbal update

a. To receive any update on the Hornsea 3 and Equinor SEP and DEP.

a. There has been no noticeable change, connections are being made within the system.

2025/0072 Parishioner Engagement (Portfolio RP) - Verbal update

- a. To discuss the Saturday Sports Club funding.
- b. To report on firework discussions with RNGC.

a. RP has drafted the grant application and wanted CM to check the details.

b. The Golf Course had a firework display on June 14th, a previous commitment had been made to allow fireworks. Unfortunately this understanding was not adhered to. The Golf Course has assured the Parish Council that there was no plan to have fireworks in the future. There was a great deal of frustration that neighbors were unaware of the event.

Should this come up again parameters for time, noise and duration would be requested.

PR has spoken to Connect Busses, and they are reluctant to establish a route as there is no 'through route' so would need to turn around in the village, however the enquiry has not progressed. RH queried if a Hopper Bus would be used. RP will contact Connect again. There is a bus on a Wednesday to Long Water. CM to add a questionnaire to the Wensum Diary to understand if there is any desire in the local area.

2025/0073 Communications (Portfolio JC) – verbal Update

- a. Report on deer management.

a. Shelly at the Golf Course notes that there is a service provider for reducing deer numbers, however he would need permission from landowners, he would provide the service without charge. Should this become a problem the PC could connect landowners with him.

PC notes that there has been an outage of 7 weeks for one resident (open reach) are the issue as they do not honor appointments. JC to contact.

2025/0074 Administrative Matters - Clerk's Report (Verbal Update)

Bus shelter and bike rack grants are available. There are Parish Partnership grants – it was agreed not to pursue either.

Late night events at Roarr have been advertised, the clerk reminded everyone that should noise be a problem to call Broadland DC when the noise was happening as they now have mobile recording facilities.

2025/0075 Finance (Clerk)

- a. To agree the payment list and to note any income and payments made since the last meeting.
- b. To note the bank balances and reconciliation presented.
- c. To receive the Q1 Budget against Actual.
- d. To consider additional funding for play area equipment. Request for grant to go from £500 to £730.50.

a. The payments in Annex A were agreed.

Income		
Allotment Rents	EF, WF	35.00
Unity Trust Bank	Quarterly Interest - Q1 2025-26	115.85

To note the payment		
Unity Trust Bank	Monthly Charge - June, July @ £6 / mo	12.00
All Saints PCC	Grant for Green Area Maintainace	780.00
SLCC	Norfolk SLCC Branch Day (Clerk Training)	38.00
Vodafone	Set up month	6.77
Vodafone	Monthly Charge (DD)	7.00
Dawn Clarke	WFH June & July	52.00
Salaries	June	270.05
Tony Finch	Allotment Fencing (CiL)	118.77
Bob Banks	Allotment Fencing (CiL)	346.68
Dawn Clarke	Microsoft - year licence	84.99

For Authorisation		
Dawn Clarke	Expenses / WFH Allowance / Mileage	35.45
Salaries	July	270.05
Amazon	Phone Hand Set	99.00

b. Bank Balance - £38,3686.74

Current account £19,438.95 and (CiL & Solar) Savings £19,247.79

c. Noted

d. This additional spend has not been budgeted for, however there has been interest on the savings account that would cover this increase. There is around £6k of CiL.

It was resolved to increase the grant to £730.50

2025/0076 Any other business (for information only) and items for the next agenda.

Pump Farm is being prepared for use by a family group of children at short notice. Children's services has use of the property for the next 12 months.

RP will be looking at providing additional out door seating in the area.
The meeting closed at 20:20

2025/0077 To confirm the date and venue of the next meeting:
Monday September 1st, 2025, at 19:00 in the Hall for All.

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Weston Longville Parish Council

IT Policy

1. Introduction

Weston Longville Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Weston Longville Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Weston Longville Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Weston Longville Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Weston Longville Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Weston Longville Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Weston Longville Parish Council parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Weston Longville Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Weston Longville Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Weston Longville Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Weston Longville Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Dawn Clarke – Parish Clerk.

All staff and councillors are responsible for the safety and security of Weston Longville Parish Council's IT and email systems. By adhering to this IT and Email Policy, Weston Longville Parish Council parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Policy Source – NALC 8/2025

Adopted – September 1 2025

Review - May 2026

September 2025 Meeting

Income

To note the payment

Unity Trust Bank	Monthly Charge - Aug / Sept @ £6 / mo	12.00
Vodafone	Monthly Charge (DD) July/Aug	14.00
Dawn Clarke	WFH Aug & Sept	52.00
Dawn Clarke	Salary August	270.05

For Authorisation

Dawn Clarke	Expenses / WFH Allowance / Mileage	9.45
Dawn Clarke	Salary Sept (322.07 est -270.05)	
NALC	Membership 2025-26 (2528)	145.41
NALC	Website hosting (2700)	84.00

V

		2024-2025		2025-2026						20
		budget	Actual	budget					% +/-	
Category	Description	2024 / 25	2024 / 25	2025/26	Q1 ACTUAL	Q2 to date	Q3	Q4	Total	% of budget/ment
Income										
Income	Precept	10,650	10,650	11570	5785				5785	50
Income	CIL		1,638		912.1				912.1	
Income	Allotment	65	50	0	55				55	
Income	Grants		3,029						0	
Income	Interest		136		111.85				111.85	
Income	Other		378						0	
Income	VAT Reclaim				2474				2474	
Income Total		10,715	15,880	11570	9337.95	0			9337.95	81
Expenditure										
Admin & Exp	NALC/SLCC/CPRE	275	221	275						
Admin & Exp	Insurance	430	363	400						
Admin & Exp	Audits	315	100	315	100				100	32
Admin & Exp	Hire of Hall	300	180	300						
Admin & Exp	Clerk's Office/payroll service	495	482	580	191.22	200.45			391.67	68
Admin & Exp	Newsletters									
Admin & Exp	Website / Msoft	150	130	200		84.99				
Admin & Exp	Training/Forums etc	300	232	300	38				38	13
Admin & Exp	Bank charges	-	19	75	18	6			24	32
Admin & Exp	Election Expenses	100		100						
Admin & Exp Total		2,365	1,726	2545	347.22	291.44			638.66	25
Employment	Clerk's Salary	3,350	3,241	3600	810.15	810.15			1620.3	45
Employment Total		3,350	3,241	3600	810.15	810.15			1620.3	
Grants	Donations	1,525	1,520	1225	780	0			780	64
Grants Total		1,525	1,520	1225	780	0			780	
Maintenance	Hedge cutting	80	78	100						
Maintenance	Grounds maintenance	1,562	1,496	1700	813.6				813.6	48
Maintenance	Playing field rent	50		50					0	
Maintenance	SAM2 repairs	200	466	200					0	
Maintenance	Pest control	150		150	48				47.95	32
Maintenance	Allotment costs								0	
Maintenance									0	
Maintenance Total		2,042	2,040	2200	861.55	0			861.55	39
Projects	Allotment - CIL	730	775	500	175.77	346.68			522.45	104
Projects	Traffic management - CIL								0	
Projects	Roarr								0	
Projects	3 parishes plan grant								0	
Projects	bench									
Projects	Toilet									
Projects	Bus Shelter	4,000	7,268							
Projects			114	500						
Projects	Other		-	1000	175.77	346.68			522.45	52
Projects Total		4,730	8,157	2,000	352	693			1,045	
Expense Total		10,012	16,683	11,570	3,150	1,795			4,945	
Surplus (deficit)		703								
VAT reclaim										

2025—0089 Insurance

Current supplier – Zurich – renewal - £363.00

CAS – This uses the same broker as ‘Clear Councils’

Ghaleger -