Weston Longville Parish Council.

Meeting of the Parish Council – Minutes

Monday May 11th, 2026 at 7:12 pm
Hall for All, Church Street, Weston Longville

Parish Councillors present:	Clare Morton	CM (Chair)
	Peter Ross	PR (Vice Chairman)
	Bob Banks	BB
	Ruth Horton	RH
	Rick Parsons	RP
	Dawn Clarke	DC (Clerk)
	5 Members of the public	.

2026/018 **To elect The Chair.**
It was resolved to re-elect Clare Morton as the Chair

2026/019 **Chair's welcome and to receive apologies for absence.**
The Chair welcomed everyone to the meeting. Cllrs Justin Cohu and Paul Cowley sent apologies

2026/020 **To elect The Vice Chair**
It was resolved to re-elect Peter Ross as the Vice-Chair.

2026/021 **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.

2026/022 **To consider the portfolios held.**
It was resolved to keep the current portfolios,

CM – Planning	BB – Parish Infrastructure
PR – 3rd Party Engagements	JC – Communication and Media
RP – Parishioner Engagement	PC – Environment

RH – Roads (JC and will deputise and support as needed)

2026/023 **To consider appointing a councilor as the Hall for All member.**
Council is minded to invite Mark Howes to be the Parish Council Representative should he be agreeable.

2026/024 **To consider the bank signatories.**
It was resolved not to make any change. DC, RP & PC.

2026/025 **To note the contractual and re-occurring payments and consider the amendments presented in Annex B**
It was agreed to accept the amendments and add in the standing order payment for salary and WFH as suggested by the auditor.

Audit Fee - Internal	Payroll Provider
Audit Fee - external	SLCC
Information Commsioner	Wave Water
Insurance Renewal	Website Domain - NALC
Meeting Room Hire	Website hosting - NALC
Microsoft Licence	NALC membership
Norse - Grounds	Vodafone
Payroll - salary	Unity Trust Bank
HMRC	John Hurst
WFH Allowance	

2026/026 **To confirm the asset register.**
The Asset Register was agreed to be correct.

2026/027 **To review the council's memberships Annex C**
Membership of the 7 Chairs was added.
It was agreed that the other membership should be maintained unchanged.

Body	Cost	Notes
NALC	£145	did not use except for policies, give a discount when using for website also.
SLCC	£40	Share with other councils. Clerk's contract.
ICO	£47	Legal Duty to pay this.
7 Chairs	-	share of hosting cost around a year

2026/028 **To adopt or readopt the polices as listed in Annex D**

It was resolved to adopt or re-adopt the policies presented.

Policy	
Allotment Tenancy Agreement	Internal Audit Policy
Armed Forces Covenant	Internal Controls
Biodiversity Policy	IT policy
Code of Conduct	Lone Working Policy
Co-option	Operation London Bridge
Equality	Planning Application response
Data Map	Retention of Records
Financial Regulations	Risk Register
GDPR	Scheme of Delegation
Grant Policy	Standing Orders

2026/029 **To confirm meeting dates for the next year.**

Following the usual schedule, it was agreed that the meeting dates will be:
2026, Monday July 13th, Monday September 7th, Monday November 9th
2027, Monday February 8th, Monday May 10th

2026/030 **To approve the minutes of the meeting held on February 11th, 2026.**

It was resolved that the minutes were a true record of the meeting held on February 11th, 2026, and signed by the Chair.

2026/031 **To report items not on the agenda from the last meeting.**

PR gave an update as to the Playing Field Policy, this is in progress.

2026/032 **Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.**

County Councillor Greg Peck has stepped down and retired, his seat has been won by David Thomas.

2026/033 **Planning (Portfolio CM) Verbal update.**

a. To note responses by delegation.
b. Any application received after the publishing of this agenda.
c. Planning determinations received since the last meeting.

a. None
b. None
c. 2023/0817 The Barns, Weston Hall Road. Approved with conditions

2026/034 **Third Party Liaison (Portfolio PR).**

The 7 Chairs met in March and items discussed included the implication of the Breckland Local Pan on the communities around Hockering in the event

of the development around Wood Lane. The group sent a letter to the planning department emphasising the need for infrastructure and facilities to be included in any scheme. There has been ongoing discussion in respect of any shared services.
Gt Witchingham PC has chased a FOI from Norfolk Police, the initial response was missing many accidents that residents were aware of.

2026/035 Roads (Portfolio RH) Verbal update

a. To receive an update on A47 & Norwich Western Link and the Norwich Western Link Liaison Meeting.

b. To discuss the NCC mitigation proposals.

Since the last meeting central funding has been made available to fund work to progress route options.

2026/036 Parish Infrastructure (Portfolio BB) Verbal update.

a. Registration of Allotments.

The allotment registration is pending.
There will be a vacant plot on the allotment in Autumn.

2026/037 Environmental Considerations (Portfolio PC) - Verbal update.

To receive any update on the Hornsea 3 and Equinor SEP and DEP.
Equinor, SEP & DEP are starting to look at transport Plans

2026/038 Parishioner Engagement (Portfolio RP) - Verbal update.

To receive an update in respect of a Christmas tree.

The sports equipment in the container and club has moved away from the playing field to another location. Orchard planting and seating is being considered.
RP is looking at potential sites for the Christmas tree.

2026/039 Communications (Portfolio JC) – Verbal Update.

Deferred.

2026/040 Administrative Matters.

a. Clerk Report including correspondence.

b. To consider changes to the financial procedures and the implications they will have.

a. Resident regarding traffic volumes during road alterations.
Breckland Licencing team have asked for a response to the new licence application for the Parson Woodforde Pub, the council were minded to make no comment unless a neighbour raised an issue. The opening hours seem to be in line with the current operational hours.

b. There is an intention to digitalise the submission of the AGAR, the clerk alerted council to the potential requirement for 'sector specific software' for the digital submission. The requirements have not been made public yet.

2026/041 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 25-26 Q4 Budget against Actual and the year end figures.**
d. **To receive the 26-27 Budget against Actual.**
e. **To receive any grant applications.**

a. It was resolved to approve the payment list. Proposed PR, seconded RH, agreed.
b. The current total bank balance is £40,932.79, Current £21,469.16, Solar and CiL £19,463.63. The balance has not yet been adjusted.
c. Noted
d. The Churchyard requested a grant of £800 for green space maintenance, this is budgeted for and was agreed to be paid upon receipt of the application form.

Income		
Unity Trust Bank	Interest - March Q1	100.38
Allotment income	27 + 45 + 27 + 9 + 9	117.00
Cil	Appplication - CIL - 20221601	170.88
Precept	1 of 2 payments	6505

To note the payment		
Unity Trust Bank	Monthly Charge - Feb @ £6 / mo	6.00
Unity Trust Bank	Monthly Charge - March/Apr/May @ £7 / mo	21.00
Vodaphone	Monthly Charge (DD) March/April/(7.45 then 8)	15.45
Dawn Clarke	WFH Feb/Mar/April/May	104.00
Salaries	March M12	278.72
Salaries	April M1	348.40
John Hurst	Hedges - additional	86.40
Hall For All	Room hire	260.00
Norse	Grass Cutting (2025-26 - 2 of 2)	813.60
Clare Morton	Replacement Battery	100.00

For Authorisation		
Dawn Clarke	Expenses / WFH Allowance / Mileage	24.75
Salaries	May M2	348.40
Norse	Grass Cutting (2026-27 - 1 of 2)	870.55
NALC	2026-27 Subscription	145.41
Sonya Blythe	Internal Audit Fee	120.00
Marion Barnes	Payroll Service	75.00

2026/042 Audit process (Clerk)

a. **To note the Internal Auditors Report.**
b. **To appoint an Internal Auditor for the 2026-27 year.**

c. **To hear the AGAR statements.**
d. **To resolve to certify the council exempt and delegate authority to the Chair and Clerk to fulfil the AGAR responsibilities.**
e. **To note the dates for the electors' rights.**

b. The Internal Auditors Report was accepted and the suggestion to move salary payments to standing order was the was accepted.
The other points have been addressed or amended.

c. It was resolved appoint an Internal Auditor for the 2026-27 year.
Council believes Sonya is qualified in terms of SAPPP requirements – Clerk to confirm with rate and sent a letter of engagement confirming the scope and remit of her appointment and her continuing independence.

d. Members confirmed that they have previously seen and reviewed the end of year figures (2026-0041) and read the AGAR, councillors listened to the proposal - Section 1, the Annual Governance Statement for 2025/26 and Section 2 – Accounting Statement for 2025/26. The AGAR statements were approved unanimously and resolve to delegate authority to the Chair and Clerk to fulfil the AGAR responsibilities.

e. The council's income and out goings remained under £25,000 which gives us the option to certify exempt. It was resolved to certify the council exempt and delegate authority to the Chair and Clerk to fulfil the AGAR responsibilities.

f. The electors' rights run from 3rd of June to the 14th of July 2026, a notice can be found on the website and the notice board.

2026/043 **Items for information only and items for the next agenda.**
There seems to be another query over the ownership of the USAF Memorial. CM to contact.

2026/044 **To confirm the date and venue of the next meeting:**
Monday July 13th, 2026 at 19:00 in the Hall for All.