

Wheatacre and Burgh St Peter Parish Council

Minutes - 18 August 2026

7.30pm | Burgh St Peter Village Hall

Present: Cllrs Jacqueline Cowin (Chair), Lindsay Miller, Ian Forrester, Ian Whyte, Helen Hutton and Stephen English.

In attendance: Charlotte Whyte (Parish Clerk), County Cllr George Boyd and Ian Beamish (Scout Leader).

1. Welcome and Apologies for Absence

Apologies were received from Cllr Rosemary Kerridge.

2. Declarations of Interest

None.

3. Public Participation

County Cllr George Boyd's report was received. A copy is displayed separately.

Ian Beamish gave an update on the local Scout group and discussed possible Parish Council funding.

AGREED: Financial support for the Scouts was deferred to the September meeting pending confirmation of the amount required and possible support from the Poorlands Trust.

Action: Clerk to contact Tina Newby regarding using Aldeby litter-picking equipment for Boon's Heath. Cllrs I. Whyte and L. Miller to then take forward with Aldeby Subcommittee.

4. Minutes of the Previous Meeting

RESOLVED: Approved the minutes as a correct record. (Proposed Cllr S. English; seconded Cllr I. Whyte.)

5. Matters Arising

No additional matters were raised that were not covered elsewhere on the agenda.

6. Planning Matters

6a. Planning Procedure Between Meetings

Planning application BA/2026/0193/CLEUD was discussed, the consultation deadline having passed before the meeting.

AGREED: For future consultations falling between ordinary meetings, the Council will first request an extension where possible and, if necessary, call an extraordinary meeting.

7. Finance

7a. Previously Agreed Payments

The following previously agreed payments were processed:

- Village Hall - July and August meetings: £40.00 (cheque to Cllr S. English for onward delivery).
- Outgoing Clerk retirement present: £100.00 (cheque to Cllr J. Cowin for onward delivery).
- Leaving presentation catering: £216.00 (cheque to Cllr L. Miller).

7b. RoSPA Playsafety Invoice

RESOLVED: To approve Playsafety invoice #99910 for £152.40. (Proposed Cllr I. Whyte; seconded Cllr S. English.)

7c. Clerk Salary

RESOLVED: To approve the Clerk's August and September salary and Home Office Allowance payments, totalling £447.85. (Proposed Cllr I. Forrester; seconded Cllr L. Miller; cheque given to Clerk)

7d. Clerk Laptop and Microsoft 365

RESOLVED: To approve the purchase of a Council laptop and Microsoft 365 subscription at a total first-year cost of £403.99. (Proposed Cllr I. Whyte; seconded Cllr L. Miller; cheque given to Clerk)

7e. Norfolk ALC Membership

RESOLVED: To join Norfolk ALC at an annual cost of £92.95, payable by Direct Debit. The additional national affiliation was not taken up. (Proposed Cllr I. Whyte; seconded Cllr L. Miller.)

7f. Lloyds Online Banking

RESOLVED: To progress Lloyds online banking in principle, with the Clerk preparing payments and two authorised councillors approving them, subject to revised Financial Regulations being approved before implementation. (Proposed Cllr I. Whyte; seconded Cllr S. English.)

No authorised users were appointed. The Clerk will prepare revised Financial Regulations; users will be agreed at a future meeting.

8. Council Business

8a. Boons Heath - Sea Cadets Request

AGREED: Decision deferred pending further information and Aldeby Parish Council's position.

Action: Clerk to contact Tina Newby regarding Aldeby's decision.

8b. Defibrillator

AGREED: The defibrillator will remain in service until May 2027; possible transfer of ownership to the Village Hall will be explored.

8c. RoSPA Inspection and Remedial Works

The annual inspection report was considered; no high-risk findings were identified.

Action: Cllr L. Miller to contact John Oates regarding remedial works and report back.

8d. Regular Playground and Parish Land Inspections

RESOLVED: To introduce monthly visual inspections. (Proposed Cllr H. Hutton; seconded Cllr I. Whyte.)

Responsibilities:

- Pit Road / Playground - Cllr H. Hutton.
- Crimp Cramp - Cllr I. Whyte.
- Dicks Mount - to be reassigned following Cllr I. Forrester's resignation.
- Boons Heath - arrangements to be agreed with Aldeby Parish Council.

Cllr I. Forrester will continue to report anything of concern noticed at Dicks Mount as he lives nearby.

Actions: Clerk to check responsibility/TPO position for the Millennium/oak trees and report the 30mph sign issue; Cllr L. Miller to speak to John Oates regarding Crimp Cramp Pit fencing.

9. Items for Next Agenda

9a. Councillor and Clerk Training Courses

To be included on the next agenda.

10. Correspondence and Any Other Business

- Anglian Water pipeline proposal noted.
- Wildfire risk discussed; no action agreed.
- Aldeby/Wheatacre Subcommittee: Cllr L. Miller to contact Matt at Aldeby Parish Council to set this up.
- Possibility of getting 20mph speed limit discussed; previous unsuccessful attempts noted.
- Need to update the Parish Council website noted.
- Noted that one of the Councillors to volunteer as the Tree Warden given Cllr I Forrester's resignation.

Cllr Ian Forrester formally resigned after 18 years of service. The resulting councillor vacancy was noted and will be displayed on the village board.

Cllr S English agreed to chair the September, October and January meetings due to Cllr J Cowin giving apologies.

11. Date, Time and Location of Next Meeting

11a. September Meeting

Date to be confirmed once councillor availability is known.

11b. October Meeting

Tuesday 20 October 2026 at 7.30pm, Burgh St Peter Village Hall.

The meeting closed at 10.20pm.