Minutes of the Ordinary Meeting of the above-named Parish Council held on Wednesday 2nd September 2026 at 7.00pm

Councillors present: Bettinson, Clarke, Houghton (from 8pm), Leach (Chair), Plant, Woolley. Also present: Cllr T Kiddell, Norfolk County Council; Neil Watson, Clerk and two members of the public. The meeting was quorate.

1 Welcome by Chairman and public participation (fifteen minutes total, three minutes per speaker)

The chairman welcomed Cllr Kiddell and Neil Watson to their first WPC meeting in their roles. He also expressed thanks to Lynn for her previous service as Clerk. The members of the public spoke to their pending planning application, which was considered by Councillors at item 7.

2 To receive, consider and accept apologies for absence

Apologies were received and accepted from Cllrs Harwin and Luff, and Cllr J Kirk, Borough Council of Kings Lynn & West Norfolk.

3 To receive declarations of interest on Agenda items in accordance with the Localism Act 2011 and consider any requests for dispensations.

Cllr Woolley declared an interest in item 11c as a village hall committee member.

4 Approve the minutes of the meeting on 1st July 2026

Proposed by Cllr Bettinson, seconded Cllr Woolley, the minutes were accepted by acclaim and signed by the Chair as a true record (once a slip of the pen in the venue of the previous meeting was amended)
Minute ref 2026/001

5 Reports from County & Borough Councillors if present

Written reports had been circulated from Cllrs Kiddell and Kirk. Cllr Kiddell updated the meeting on the following matters:
Clarity on reciprocal access arrangements across county boundaries to the local refuse tips.
Local Government Reorganisation continues despite the pending judicial review, the wards for the unitary authority are under consideration.
Applications are open for Parish Partnership applications for highways projects.
Proposals for a roundabout on the A47 at Broad End Road have come to nothing because of the prohibitive cost.
The planning process will change in October removing the right of local

Councillors to call-in applications, with the vast majority of decisions being made by officers.

6 Churchyard matters

A survey has been carried out for additional lighting along some of the churchyard footways, once a costed proposal is received the matter will be brought forward for consideration.
The recently planted tree has died and will be replaced at the appropriate season.

7 Planning matters
a) To consider applications received since last meeting

26/01327/F – Councillors* SUPPORT *this application
26/01271/F - Councillors* SUPPORT *this application
25/00389/F – consideration deferred for further information to be sought

b) To receive planning decisions from the Borough Council

None since last meeting

c) Notification of delegated responses by Clerk including:

None since last meeting

8 Receive Matters arising from minutes *(for information only)*

The location of the new dog waste bin on Burrett Road has been the subject of comment from a neighbour about a smell from the area. Matter deferred to the next meeting

9 Clerk's update and general correspondence

Councillors agreed by acclaim that a letter of thanks be sent to Lynn thanking her for her service.

10 Highways issues – to report new issues & discuss any outstanding matters.

The hedge at Church View, Church Road has been reported to Highways for action
Possible subsidence in road outside 146 Burrett Road

11 Finance

Chairman…….Date…….

a) Accept the accounts to 31st July & 31st August 2026

The accounts were accepted by acclaim and the bank reconciliation signed by the Chair **Minute ref 2026/002**

b) Approve bank payments

None at the time of the meeting

c) Consider a donation to the village hall towards the costs of air conditioning

Deferred for consideration of the Council's donation policy. Although the hall is outside the Parish it was noted that a donation could be made as the Hall offers benefits to our parishioners as it is the only large social space available locally.

d) Consider the purchase of a new large litter bin

Deferred to next meeting

e) Discuss the appointment of additional bank signatories

The Clerk explained that only having two Councillor signatories could be problematic if one or both were unavailable. It was agreed by acclaim that Cllrs Bettinson, Houghton & Plant would be appointed signatories – the Clerk to prepare the necessary paperwork. **Minute ref 2026/003**

12 Receive items of concern & matters to be included on the next agenda

None

13 Confirm the date of the next meeting –
Wednesday 4th November 2026.

14 Confidential items (public and press to be excluded)
Confirm the terms of appointment of the new Clerk

The Clerk's employment contract was confirmed – proposed Cllr Plant, seconded Cllr Houghton, all in favour. The Clerk and Chair signed two copies of the contract. **Minute ref 2026/004**

Meeting closed 8.45pm

Chairman…….Date…….

18 August 2026 (2026-2027)

Walsoken Parish Council

Prepared by: NEIL WATSON Date: 31.7.2026

Name and Role (Clerk/RFO etc)

Approved by: [signature] Date: 02.09.26

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2026			
	Cash in Hand 01/04/2026			37,755.58
	ADD			
	Receipts 01/04/2026 - 31/07/2026			9,212.84
				46,968.42
	SUBTRACT			
	Payments 01/04/2026 - 31/07/2026			5,646.91
A	**Cash in Hand 31/07/2026** (per Cash Book)			**41,321.51**
	Cash in hand per Bank Statements			
	Unity Current Account	31/07/2026	7,060.95	
	Unity Trust Savings Account	31/07/2026	34,260.56	
				41,321.51
	Less unpresented payments			
				41,321.51
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**41,321.51**
	A = B Checks out OK			

Created by Scribe

18 August 2026 (2026-2027)

Walsoken Parish Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
23	Website	03/07/2026		Unity Current Accour		Website Services	Wix.com Ltd	S	12.70	2.54	15.24
24	Website	03/07/2026		Unity Current Accour		Website Services	Wix.com Ltd	S	108.00	21.60	129.60
25	Staff Costs	14/07/2026		Unity Current Accour		PAYE	HMRC	X	24.80		24.80
26	Staff Costs	14/07/2026		Unity Current Accour		Clerk's Salary	Lynn Ottaviano	X	244.27		244.27
27	Street Lighting	17/07/2026		Unity Current Accour		Streetlighting - Power	NPower Business Solutions	L	264.69	13.23	277.92
28	Street Lighting	27/07/2026		Unity Current Accour		Street Lighting Maintenance	Cozens UK Ltd	S	25.00	5.00	30.00
29	Churchyard Grass Cutting	31/07/2026		Unity Current Accour		Grass Cutting	N L McCourt	S	201.14	40.23	241.37
30	Bank & Payroll Charges	31/07/2026		Unity Current Accour		Service Charge	Unity Trust Bank	X	7.00		7.00
							Total		**887.60**	**82.60**	**970.20**

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Chairman…….Date…….

31 August 2026 (2026-2027)

Walsoken Parish Council

Prepared by: NEIL WATSON CLERK/RFO Date: 31.8.2026

Name and Role (Clerk/RFO etc)

Approved by: [signature] Date: 020926

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026			37,755.58
	ADD			
	Receipts 01/04/2026 - 31/08/2026			9,212.84
				46,968.42
	SUBTRACT			
	Payments 01/04/2026 - 31/08/2026			6,255.78
A	**Cash in Hand 31/08/2026** (per Cash Book)			**40,712.64**
	Cash in hand per Bank Statements			
	Unity Current Account	31/08/2026	712.64	
	Unity Trust Savings Account	31/08/2026	40,000.00	
				40,712.64
	Less unpresented payments			
				40,712.64
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**40,712.64**
	A = B Checks out OK			

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03 September 2026 (2026-2027)

Walsoken Parish Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
31	Staff Costs	04/08/2026		Unity Current Accour		Clerk's Salary	Lynn Ottaviano	X	134.71		134.71
32	Staff Costs	04/08/2026		Unity Current Accour		PAYE	HMRC	X	33.80		33.80
33	Bank & Payroll Charges	31/08/2026		Unity Current Accour		Service Charge	Unity Trust Bank	X	7.00		7.00
34	Staff Costs	28/08/2026		Unity Current Accour		Pension Contributions - Council	NEST	X	6.58		6.58
34	Pension Contributions - Council	28/08/2026		Unity Current Accour		Pension Contributions - Council	NEST	X	21.92		21.92
35	Hall Hire/Meetings	18/08/2026		Unity Current Accour		Hall hire	All Saints Church	X	50.00		50.00
36	Street Lighting	18/08/2026		Unity Current Accour		Street Lighting Maintenance	Cozens UK Ltd	S	25.00	5.00	30.00
37	Staff Costs	18/08/2026		Unity Current Accour		PAYE	HMRC	X	56.49		56.49
38	Staff Costs	28/08/2026		Unity Current Accour		Clerk's Salary	Neil Watson	X	238.37		238.37
39	Street Lighting	27/08/2026		Unity Current Accour		Street Lighting Maintenance	Cozens UK Ltd	S	25.00	5.00	30.00
								Total	**598.87**	**10.00**	**608.87**

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Chairman…….Date…….