

Wimbotsham Parish Council

Minutes of the Ordinary Parish Council Meeting of the above-named Parish Council held on Tuesday 28th July 2026 at Wimbotsham Methodist Church

Parish Councillors: D Chilvers (Chairman), J Hartley, C Hitchens, D Fendley, S Mingay, A Smith
and J Squires
Parish Clerk: N Forrest
NCC: O Morris
BCKLWN: C Rose
MOP: None

36/26 Apologies for absence

Apologies were received from BCKLWN Cllr V Spikings

37/26 To receive Declarations of Interest

None received.

38/26 Minutes of the Annual Parish Council meeting held 23rd June 2026

Having been circulated previously, the minutes from 23rd June 2026 were approved and signed by the Chairman as an accurate record.

39/26 To report progress on items not on the agenda from the last meeting (information only)

None to report

40/26 Public Participation

No members of public were present.

41/26 Reports

41.1 Norfolk County Council

Cllr Morris gave a verbal report, including that the Norfolk County Councillor advised that she is currently working on water safety initiatives, as this is a significant issue in the area between St Germans and Downham Market.

She informed the Council that a Water Safety Day will be held on 27 August, in partnership with the Swan Youth Project in Downham Market and the Fenland Water Ski Club, to help raise awareness of water safety within the community.

The Councillor also asked that any highway-related concerns be brought to her attention, as she is due to meet with the Highways Engineer, Andy Wallace. The speed limits on Lynn Road and the A10 were discussed. The Council expressed the view that the current speed limits should be reduced to improve road safety.

41.2 Borough Council of King's Lynn and West Norfolk

Cllr Rose stated the Community Fund is now open, and Cllr Rose advised that the £500,000 Community Projects Fund is now open for applications.

The Fund has been established to support borough councillors in delivering community-led projects that improve local facilities, enhance wellbeing, and strengthen community resilience across the borough.

Applications are invited for:

- Revenue grants of up to £5,000.
- Capital grants of up to £25,000.

Projects must demonstrate a clear community need, provide a measurable public benefit, and be capable of being completed by 31 March 2028. Match funding is welcomed but is not a requirement.

42/26 Late Items

Cllr Chilvers raised the proposal for a book exchange at the Village Hall. A resident has approached the Village Hall Committee to request permission to install a book exchange, and the Village Hall Committee has asked whether the Parish Council would be willing to take responsibility for the unit.

The Council discussed the proposal and agreed that further information was required before any decision could be considered. It was noted that clarification would be sought from the Council's insurers regarding whether the Parish Council could take responsibility for the book exchange and whether there would be any associated insurance requirements or stipulations.

Cllr Squires suggested relocating the dog bin to the opposite side of the planters on the small village green. The Clerk will obtain quotations for the proposed relocation.

43/26 To receive Correspondence

None received.

44/26 Pest Control

A quote was received for the removal of moles from the large village green. It was noted that, following the initial removal, a monthly maintenance programme may be required should further mole activity occur.

Action: Following discussion, Councillors unanimously agreed to accept the quotation for the initial mole removal. Should a monthly maintenance contract be considered necessary in the future, the matter will be brought back to the Council for further discussion before any decision is made.

45/26 Flag of the Fens

The Council considered a request received seeking Wimbotsham Parish Council's endorsement of the Flag of the Fens campaign.

Resolved: That Wimbotsham Parish Council would not endorse the Flag of the Fens at this time. The Clerk was instructed to notify the correspondent of the Council's decision.

46/26 The Wimbotsham Plan

The Clerk presented a draft of the revised Wimbotsham Plan for the Council's consideration.

The Council discussed the draft and agreed that councillors would review the document and submit any additional ideas, amendments, or comments to the Clerk. The Clerk will incorporate the suggested changes into a revised draft for further consideration at the next meeting.

47/26 Café Connect

Cllr Squires presented a report on the planters (Appendix 1). It was agreed that Cllr Chilvers would contact the Village Hall Committee to ask whether it would be possible to place two planters either side of the village hall entrance.

The Council thanked Cllr Squires and Cllr Smith for their hard work in filling the planters and arranging their installation. It was suggested that an article be included in the newsletter explaining that Cafe Connect funding was used to purchase the compost and plants and support the filling of the planters.

48/26 Dog Bins at the New Estate

The Clerk reported that a quotation for the new dog bin at the new development is still awaited.

Resolved: It was unanimously agreed to defer this agenda item until the quotation has been received.

49/26 Reports

49.1 Village Hall

Cllr Fendley reported that the Village Hall has a new club which is doing well. An update from the Village Hall Committee was also received and discussed.

Planters: The Village Hall Committee confirmed that they had no objection to planters being placed outside the hall, subject to approval from NCC Highways as the area is believed to be highway land. They requested that the planters provide year-round interest and noted that the area is not well lit and could present a trip hazard.

Parish Council Storage: The Village Hall Committee advised that they are unable to provide internal storage space at present but would be willing to accommodate a secure storage cabinet outside the rear of the hall, subject to an agreed location. The storage unit would need to be the responsibility and maintenance of the Parish Council. The Committee confirmed that payment was not the issue, but that they wished to ensure storage remained available for regular hall users.

Book Swap: The Village Hall Committee confirmed their support for hosting a book swap in the car park but requested that the Parish Council take responsibility for the facility, including maintenance and insurance. The Committee asked whether the Parish Council could arrange a suitable structure for their approval.

Publicity: The Village Hall Committee requested that the Parish Council support the promotion of Village Hall events by sharing their Facebook posts.

Yard Sales/Car Boot 23rd August: The Village Hall Committee confirmed they had taken on organising the yard sales/car boot events and welcomed any support from the Parish Council. They also requested contributions of cakes for the refreshment stall if anyone wished to help.

ACTION: Cllr Chilvers will investigate storage options at the rear of the Village Hall. The Clerk will contact the Parish Council's insurance provider to confirm whether the proposed storage arrangement would be covered and whether any conditions or requirements would apply.

49.2 Recreation Ground

Cllr Mingay reported that there was no further update regarding CIL funding at this time. He also advised that £1,541 had been raised at the Midsummer Fayre.

49.3 Village Green

Cllr Hitchens reported that there were no issues to report regarding the Village Green. He advised that concerns regarding the recently planted oak tree had been addressed following advice received from the RHS. The tree was adapting to the dry conditions and focusing on root development. The recommended actions of maintaining a clear soil circle around the tree and ensuring it was watered had been carried out, and the tree was showing improvement.

The Council thanked Cllr Hitchens for his diligence and for ensuring the ongoing care and maintenance of the oak tree.

49.4 Footpaths

Cllr Hartley reported that the hedge on Lynn Road had become significantly overgrown, resulting in pedestrians having to walk in the road to pass safely.

Cllr Hartley also raised concerns regarding parking on Church Road, where a parked van is causing difficulties for larger vehicles, which are having to mount the footpath to pass.

ACTION: The Clerk will write a letter requesting more considerate parking to help address the concerns raised.

49.5 100 Acre Trust

Cllr Hitchens reported that the annual inspection of the 100 Acre Trust land took place on 22 July. The land was found to be in good condition and appropriately managed by the tenants. A concern had been raised regarding deer damage, and possible mitigation measures were being considered. A review of annual rents had been undertaken following the inspection, and the review of the Trust constitution remained ongoing.

It was noted that no requests or concerns had been received from Wimbotsham residents during the previous quarter.

49.6 Allotments

Cllr Squires reported that the allotment community areas were experiencing difficulties due to the hosepipe ban and the recent period of severe heat. She also advised that thanks had been received from the allotment committee for the new noticeboard.

50/26 Planning Applications

50.1 Results on Applications

None received.

50.2 Applications Received

- 50.2.1 26/01003/F Householder: Three bay oak framed cart lodge and log store to replace existing larger building at Nelson House 47 Church Road Wimbotsham King's Lynn Norfolk PE34 3QG

Wimbotsham Parish Council Comments: NO OBJECTION.

50.3 Information Received

None received.

51/26 Finance

51.1 Internal Audit Quarterly Report

The report was received and noted.

51.2 Receipts from June 2026

ACTION: It was unanimously agreed to accept the receipts from June 2026.

51.3 To approve payments of accounts for June, July and August 2026

ACTION: It was unanimously agreed to approve the payments of accounts for June, July and August 2026

51.4 To approve the bank reconciliation up to the date of the agenda

ACTION: It was unanimously agreed to approve the bank reconciliation up to the date of the agenda.

52/26 Confidential Business

To resolve to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to legal matters

53/26 Clerk's Employment

The Parish Clerk submitted her resignation to the Council, which was accepted.

Action: The Council discussed the recruitment process and agreed the Clerk would create the advert for the vacancy, which will be published on the Norfolk ALC and other websites.

The Council expressed its thanks to the Clerk for her years of service and noted that, although disappointed that she would be leaving, they wished her well for the future.

ACTION: It was agreed that Cllr Chilvers, Cllr Hitchens and Cllr Smith would oversee the recruitment process alongside the Clerk.

54/26 It was agreed that the next meeting would be the Ordinary Council meeting on 8th September 2026, at 7pm, held at Wimbotsham Methodist Church.

Meeting Closed 8.27pm.

Chairman_____

Date_____

CAFE CONNECT

Cafe Connect began in February 2024. Since that date, the cafe has met monthly and up until July 2026 the income has been **£2,130**. Volunteer and cafe expenses, including volunteers’ Christmas meal, have to be subtracted from this figure. These are not formally recorded.

Some of this income has already been banked. The cash we have in hand at present is **£308**. Cash has also been used to set up the planters in situ.

PLANTERS

Costs Actual planter containers covered by BCKLWN grant.

Compost	£54.40
Top Soil	£64.00
Plants (Alex)	£40.00
Plants (Goldings)	£43.00
Water retaining crystals	£6.56
Ground marking spray	£7.95
Forrest (set up labour)	£150.00
Total	£365.91

Planter project evaluation

SWOT analysis

Strengths:

Parish Council support and backing.

Cafe Connect support and backing by volunteers and cafe users.

A tangible use of cafe funds which were always intended for community improvement(s).

Grant funding successful from BCKLWN to cover the cost of planters. Grant sought by Parish Clerk.

Weaknesses:

Timing – the project started quite late into the season due to the planters' late arrivals. This was out of our hands and was a supply issue.

The project required firmer governance from the Parish Council. There was too much ambiguity, especially around paying for planter materials.

e.g. could we or could we not use cafe income to pay bills directly.

Was it OK to make decisions outside of PC approval? e.g. siting the planters.

Last-minute realisation that permissions were required for siting planters on Highway land and in the conservation area. Because of this, we have not placed any planters on Highway land.

These weaknesses may sound invalid, but there was concern about transparency and being held to account – probably unfounded?

Storage of materials: Lack of available PC storage space is becoming more apparent not only for the planter project but also the new village notice boards. Hopefully this can be resolved for future requirements. Two planters still are not sited and are currently at the back of the village hall.

Opportunities:

For the PC to research and supply a project planning checklist – to assist in avoiding unseen hurdles that any project might encounter.

This project created strong community buy-in. Residents immediately responded positively to the planters, and those living near the planters are watering them. School children are using their water bottles to add extra water. Future projects should aim to continue this buy-in effect.

To consider drought-resistant varieties of plants for future planting and a maintenance regime.

Threats:

Theft of the plants and/or planters.

Frost and bad weather that may kill the plants.

Residents stop watering them. Future maintenance not retained.

Cafe closes, and income ceases.

Accounts to 30 June 2026

IN (£)

OUT (£)

TOTAL (£)

Parish Business Saver Account 00971790

Amount carried forward

£49,558.19

Wimbotsham Current Account

Interest

Credited

£146.82

Balance: **£49,705.01**Parish Community Account 00971782

Amount carried forward

£8,536.18

Amount credited

Amount debited

M&K Lighting

£33.95

HMRC

£119.96

Norfolk Pension

£77.73

Clerk Salary

£235.01

L Jarret (Audit)

£60

Holly Landscapes

£704.72

Limetree Printing

£471.76

Earth Anchors Ltd

£1862.40

N Forrest (Amazon Litter Pick kit)

£160.92

K&M Lighting

£33.95

Total

£3,760.40

No outstanding payments

Balance: **£4,775.78**

CIL:

Balance: **£58,094.37**

Chairman _____

Date _____

Bank Reconciliation 23rd July 2026

Represented by bank statements as of 23rd July 2026

Wimbotsham PC Community Account 00971782	£3,222.49
Wimbotsham PC Premium Account 00971790	£49,705.01
Wimbotsham PC Account	£0
	£52,927.50

July payments

Norfolk Pension	£77.73
Clerk Payment	£235.01
N Forrest (Amazon Hi-Viz Vests)	£26.37
Holly Landscapes	£704.72
Holly Landscapes	£327.78
HMRC	£181.68
Norfolk ALC (Website Hosting)	£86.88
P Forrest (Noticeboard Installation and removal)	£600
Total	£2240.17

August Payments

Norfolk Pension	£77.73
Clerk Payment	£235.01
Holly Landscapes	£704.72
Holly Landscapes	£327.78
Total	£1,345.24