



SEA PALLING & WAXHAM PARISH COUNCIL MEETING MINUTES

Monday 18th May 2026 at 6.30pm
Sea Palling & Waxham Village Hall

Present: Cllr Val Bird (Chair), Cllr Clive Preston (Vice Chair) Cllrs: Simon Burrell, Gina Casson, Amanda Draper and Patricia Rowe.

In Attendance: County Councillor Matthew Taylor, District Councillor Harry Blathwayt, 3 members of the public and Becky Furr (Parish Clerk).

Public Participation

None received.

County and District Councillor Reports

County Councillor Report

County Councillor Matthew Taylor presented his report on County matters, which included the following:

- Cllr Taylor introduced himself as the newly elected County Councillor for Sea Palling & Waxham and was welcomed by the Chair.
- The next Norfolk County Council Full Council meeting, scheduled for 28 May 2026, will determine the appointment of the Chair and Vice Chair of Norfolk County Council for 2026/27.
- In relation to casework, Cllr Taylor is pursuing improvements to mobile phone coverage in Sea Palling & Waxham and is arranging a meeting with representatives from Vodafone and Three.

District Councillor Report

District Councillor Harry Blathwayt presented his report on District matters, which included the following:

- Issues have arisen regarding customers receiving parking fines after mistakenly assuming that the second car park on Clink Lane belongs to NNDC. Cllr Blathwayt proposed that the owners install clear signage stating that the car park is privately owned and that NNDC season ticket holders are not permitted to park there.
- Cllr Blathwayt has requested that an additional litter bin be installed near the ramp.
- The Blue Flag will be flown from 23 May 2026. There has been a policy change whereby the flag may only be flown while lifeguards are on duty, under the principle of "No Flag, No Lifeguard". Lifeguard cover will operate from 23 May to 12 September, between 10:00am and 6:00pm.

- The timetable for Local Government Reorganisation has been received. In Autumn 2026, the necessary legal steps will be completed through Parliament. In May 2027, the new authorities will be established in shadow form, with elections taking place during the same month. In April 2028, the new authorities will become operational and assume responsibility from the eight existing councils.
 - The NNDC food waste bin service remains delayed. Concerns have been raised regarding how the service will operate effectively in rural areas.
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Main Meeting

1. Election of Chair

Cllr Bird was unanimously elected as Chair and signed her Declaration of Acceptance of Office.

2. Election of Vice Chair

Cllr Preston was unanimously elected as Vice Chair and signed his Declaration of Acceptance of Office.

3. Apologies for Absence

None received.

4. Declarations of Interest and Requests for Dispensations

None declared.

5. Minutes of the Previous Parish Council Meeting

The minutes of the meeting held on 27 April 2026 were APPROVED and signed by the Chair as a true and accurate record.

6. Matters Arising

- a. Solar lighting for the new bus shelter on Stalham Road will be installed on 28 May 2026.
- b. The Parish Council has requested a spare set of keys for the public toilets, following the toilets not being opened on Sunday 17 May. Cllr Blathwayt is investigating the matter.

7. Planning

- a. PF/26/0846 – Single-storey side extension, front veranda, and replacement roof at Sea Breezes, The Marrams.
NO COMMENT.

8. Finance

a. Payments Received – NOTED

Received From	Description	Amount
Norfolk County Council	FiLP Grant (Beach Wheelchairs)	£9,500.53
Becky Furr	Salary Overpayment Repayment (Standing Order)	£1,026.60
Lovat Parks Ltd	Sponsorship – Circus Workshop	£200.00

b. Payments APPROVED

Payee	Description	Amount
Estelle Long	Circus Workshop – Summer Solstice Event	£200.00
Westcotec	Bus Shelter	£11,102.40
NNDC	Litter Bin Emptying 2026/27	£468.00
NNDC	Dog Bin Emptying 2026/27	£936.00
B. Furr	Clerk's Expenses	£60.80
B. Furr	Salary Including 8 Hours Overtime – April	£743.00
HMRC	PAYE – April	£128.25

It was noted that the Clerk is querying the above NNDC invoices.

9. End of Year Accounts for 2025/26

a. The Internal Auditor's report was reviewed, and the minor recommendations will be implemented. The Parish Council passed all areas of governance and finance.

b. The Governance Statements on the Annual Return were APPROVED and signed by the Chair and Responsible Financial Officer (Clerk).

c. The Annual Statement of Accounts and Bank Reconciliation were APPROVED and signed by the Chair and Responsible Financial Officer (Clerk).

It was NOTED that, during this financial year, the Council's income and expenditure exceeded £25,000 and, unlike previous years, the Council is no longer exempt from External Audit. The Clerk will submit the necessary documents to PKF Littlejohn, the appointed External Auditor.

10. Parish Matters

a. Sea Palling & Waxham Youth Council

The Youth Council met prior to the Parish Council meeting and agreed on the activities they would like to provide at the Community Summer Solstice Event. Members have been invited to attend the next event planning meeting on 14 June at 10:00am outside the Lifeboat Tavern.

b. 4G Telephone Mast

Cornerstone has referred the matter to its Planning and Acquisition consultants, Clarke Telecoms. They will liaise directly with landowners in Hickling regarding a possible site for a telephone mast. The Clerk agreed to circulate correspondence relating to this matter to Cllr Taylor.

c. Summer Solstice and Community Christmas Carols Events

Live music and children's entertainment, including the Circus Workshop, have been confirmed. Lovat Parks has kindly sponsored the Circus Workshop and submitted payment. Ria has designed a

promotional poster, which was circulated to councillors and will be included in the monthly village publication. A final planning meeting before the event is scheduled for Sunday 14 June at 10:00am outside the Lifeboat Tavern. Arrangements for the Community Christmas Carols event will be considered following the Summer Solstice event.

d. Removal of Discarded Cones and Barriers on Clink Lane

The Chair thanked Cllr Casson for collecting and organising the barriers, cones, and signage. The Clerk has contacted Highways to arrange collection. Clink Lane is now significantly tidier as a result.

e. Benches Near Mill Lane and on Waxham Road

The Clerk submitted a street furniture application, which has been approved by Highways. It was AGREED that residents should first be consulted before any action is taken, to ensure parishioner support, protect the verges, and reduce nuisance parking.

f. Beach Wheelchair Matters

The Clerk is arranging a meeting with NNDC to discuss improvements to the disabled toilet facilities and the provision of storage for the beach wheelchairs. The Chair asked County Councillor Taylor whether he would promote the free beach wheelchair hire service on social media. Cllr Taylor agreed.

g. Dog Bin on Beach Road/Clink Lane

The dog bin has been returned to its original position near the bus stop. A new pole has been installed to improve visibility.

h. Grass Cutting at the Churchyard

It was AGREED that the Clerk will liaise with the Community Payback Scheme to explore temporary maintenance of the churchyard.

i. Outside Tap at Public Toilets

This matter will be discussed during the on-site NNDC meeting relating to beach wheelchair facilities. The showers are now open.

j. SAM2 Speed Monitoring Device

The battery has been replaced. The Clerk will liaise with the Hickling Clerk to confirm the scheduling programme.

k. Disabled Parking

The Clerk met with the landowner of the first car park opposite the amusements. The landowner has provisionally agreed that the Parish Council may install a disabled parking bay, including a metal post and signage. The landowner also provisionally agreed to install the bay and complete the surface markings.

11. Upper Thurne Working Group

Cllr Preston AGREED to attend future meetings and represent the Parish Council.

12. Parish Council Insurance

Three quotations were considered. The quotation from Zurich was APPROVED.

13. Safeguarding Policy

Please email the parish clerk at clerk@spw-pc.gov.uk if you have any queries.

The Safeguarding Policy was APPROVED.

14. Items for Inclusion on the Next Agenda

- Telephone Mast
- Bus Shelter Funding

15. Date of Next Meeting

Monday 29 June 2026 at 6:30pm at Sea Palling Village Hall, Waxham Road, NR12 0UP.

16. Employment Matters

It was RESOLVED to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed regarding the Clerk's employment hours.

It was AGREED to increase the Clerk's contracted hours from 7 to 10 hours per week, based on submitted timesheets demonstrating a consistent pattern of additional hours worked.

The Chair closed the meeting at 7:35pm.