Barford & Wramplingham Parish Council (BWPC)

MINUTES of the Parish Council Meeting

Meeting held on Tuesday 1st September 2026 at 7:30pm at Barford Village Hall

Members: Cllr Keith Waldron (KW) [Chair]
Cllr Jeremy Hyam (JH)
Cllr Sandra Betts (SB)
Cllr David Evans (DE)
Cllr Sara Harrold (SH)
Cllr Ian Irving (II)
Cllr Charlie Harrold (CH)

Present: KW, JH, II, SB, CH, SH
Jimmy Miller (JM) (Clerk)
5 Members of the public (one left at end of public forum)

In attendance
No county or district councillor was present.

The meeting opened at 7.30pm

1. Public Forum – maximum of 15 minutes for comments from members of the public
A member of the public raised concerns regarding the latest round of land availability for development under the local plan.

2. Report from County & District Councillor
It was noted that an email report had been received from Malcolm Latarche earlier in the afternoon.

3. To receive and approve apologies for absence
Apologies were received from Malcolm Latarche, County Councillor.

4. Declarations of interest for items and applications for dispensations
None.

5. To approve minutes of meeting of 7th July 2026
SB proposed that the minutes be approved; seconded by II; unanimous decision in favour. The minutes were duly initialled and dated by KW.

6. To receive and note the Clerk's report
The Clerk's report had been circulated to councillors a few days previous to the meeting. The Clerk gave a brief outline of what was in the report.

The Clerk's report had been circulated to councillors a few days previous to the meeting. The Clerk gave a brief outline of what was in the report. He reported that there had been no further updates received from South Norfolk District Council (SNDC) planning regarding the countryside classroom. It was noted that a VAT reclaim had been submitted up to 31st March 2026.

7. Planning
a) Applications received

2026/2356
Crow Hall Farm Wymondham Road Wramplingham Norfolk NR18 0RY
New roof lights, internal alterations to first floor, and external lights.

The councillors agreed that they had no comment to make.

b) Applications received since 26th August 2026
None.

(c) Planning decisions
None.

(d) Planning Decisions received since 26th August 2026
None.

8. Correspondence – To consider and respond to the following correspondence:
The correspondence list was noted.

9. Finance
a) To note Bank Reconciliations
b) To note Accounts

KW proposed that the bank reconciliation and accounts be noted and approved; seconded by SB; unanimous decision in favour. JH duly initialled and dated the bank reconciliation and accounts.

c) To approve items for payment:

Payee	Item	Amount
J. Miller	Salary for August 2026	£419.23
J. Miller	Home office for August 2026	£13.00
J. Miller	Salary for September 2026	£433.05
J. Miller	Home office for September 2026	£13.00
J. Miller	Mileage (meeting September 2026)	£21.60
J. Miller	Backdated payrise	£69.10
J. Miller	Mileage (NP meeting July 2026)	£21.60
J. Miller	Mileage (employment review July 2026)	£19.80
J. Miller	Printing	£2.25
PKF Littlejohn	External audit	£252.00
K. Waldron	Expenses for employment review	£37.00
G. Stoneman	Defibrillator pads	£180.00
Norfolk ALC	Website fees	£202.60
Norfolk ALC	Subscription	£191.62
CC Planning	Attending Neighbourhood Plan meeting	£240.00
Cameron Randall	Cleaning of bus stop	£40.00

The Clerk said that there was an additional invoice from Norse for grass cutting for the sum of £1,160.21.

KW proposed that all the payments be approved; seconded by SB; unanimous decision in favour.

10. Parish Partnership scheme

Gateway signs were discussed. The Clerk will contact NCC Highways regarding costs of these and this will be revisited at the next BWPC meeting.

11. To consider BWPC budget for 2027-28

The Clerk circulated a budget spreadsheet and draft PDF. The preliminary model circulated, if adopted, would aim to increase the general reserve by £2,000, and would result in a precept of £17,728 (an approximate 19% percentage increase, equating to roughly £10 extra per year per Band D household).

SB expressed concern regarding raising household costs during difficult times. Councillors were asked to review the spreadsheet over the next month to identify potential areas for cost savings and revisit the budget at the next BWPC meeting.

12. Grants for local organisations

The Clerk said that this year's budget had allocated £600 each for Barford and Wramplingham Parochial Church Councils for churchyard grass cutting. The Clerk will contact the respective churchwardens regarding the grass cutting grants.

For the Carpet Bowls Club a grant of £150 was requested for community equipment. KW proposed that the £150 grant to the carpet bowls club be approved; seconded by CH; unanimous decision in favour.

The council warmly congratulated the village hall organisers on their work on the village hall roof. The village hall committee currently has a £40,000 grant application in the pipeline for other improvements to the village hall.

13 External audit

The Clerk reported on the external audit completed by PKF Littlejohn. A minor administrative error was flagged by the auditors: the Clerk accidentally ticked 'not applicable' on a form section regarding charity trusts owned by the council. This statutory advisory note must be displayed on the website for five years. No financial penalties or extra fees were incurred, and all requested clarification documentation was successfully submitted.

14 Clerk's employment appraisal

It was reported that KW and II met with the Clerk during the summer to conduct his six-month review. The review was positive.

15 **Scheme to re profile the Rivers Yare and Tiffey on the approach to Swans Harbour**

The council expressed serious concerns that slowing the flow will increase water levels upstream, backing water up into Wramplingham and Barford. The parish already suffers from flooding and rising water tables due to high runoff from Wymondham. JH proposed that the council write a robust letter to the Environment Agency flagging these structural upstream flooding risks; seconded by SH; unanimous decision in favour. SH will supply technical details to the Clerk, who will formally draft and distribute the letter.

16 Greater Norwich Local Plan 2045 Scoping Consultation

KW suggested two meetings with a working party to look at BWPC's response to this consultation.

17 Flooding issues to record

SH said river needs to be cleared otherwise flooding; KW suggested that river needs to be cleared within the letter to the Environment Agency. SH seconded this; unanimous decision in favour.

JH mentioned the Mill Pond at Wramplingham and proposed that a request be sent to the Environment Agency for clearance of the pond; seconded by KW; unanimous decision in favour.

18 Village issues to record

A member of the public said that SNDC were not collecting rubbish when they were meant to or it was not being collected at all; CH mentioned that the food waste bins were not being collected.

KW received letter from SNDC's surface water drainage officer highlighting the importance of riperian responsibilities.

The Clerk will put an article on riperian responsibilities on the BWPC website and on Facebook.

19 Neighbourhood Plan update

JH spoke about the Neighbourhood Plan.

The council noted that steering group plans are progressing at a strong pace. Strategic adjustments are being implemented to streamline the layout and prevent overlapping policies with the primary local plan, keeping the process cost-neutral by leveraging grant financing. Drafts are being compiled for website publication ahead of public consulting rounds. A business consultation survey is also currently underway online.

20 Review of annual work plan

The Clerk said that everything was up-to-date except that he had not yet contacted landowners regarding hedging and drainage but he aimed to to that soon.

21 Agenda items for meeting in October 2026

Finalisation of the 2027-28 Budget and
Review of the Working Party's GNLP Consultation draft.

The Chairman closed the meeting at 20.44

Date of next Parish Council meeting: 6th October 2026