



WEASENHAM PARISH COUNCIL

Serving
Weasenham Saint Peter and Weasenham All Saints

Notice of a
Meeting of the Parish Council
Dated this day Saturday 9th May 2026

Councillors are hereby summoned to attend the next Annual Parish Council Meeting of Weasenham Parish Council on Tuesday 19th May 2026. The meeting will be convened at the Weasenham Community Building at 7.00pm, immediately following on from The Green Charity Meeting which begins at 6.00pm and the Annual Parish Assembly which begins at 6.30pm.

Gail Robinson
Clerk and RFO to Weasenham Parish Council
parishcouncil@weasenham.org

Weasenham Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public Participation sessions. The law does not permit members of the public and press to take part in the debates.

Agenda

- 1. To elect the Chairman – sign acceptance of Office**
- 2. To elect the Vice Chairman**
- 3. To record the names of those present**
- 4. To accept apologies for absence**
- 5. To note the number of vacancies on the Council and consider any co-option applications**
- 6. To receive declarations of interest**
- 7. To allow time for public participation and to note that there will only be one public participation opportunity at meetings, however the Chairman has the authority to invite a member of the public to speak at any point during the meeting if their input is considered helpful for a specific agenda item**
- 8. To receive a report from District and County Councillors**
- 9. To appoint council representatives and councillors with special responsibilities**
 - a. Member to be responsible for the Community Building and Recreation Ground**
 - b. Member to be responsible for village street furniture inspections**
 - c. Member to be responsible for SAM2 sign**
 - d. Member to carry out internal control checks**

10. To approve the minutes of the Ordinary Parish Council meeting held Tuesday 17th March 2026 and Matters Arising

- a. Item 8e Grass Cutting March £684.00 and April £684.00 – In the absence of invoices these payments have not been made yet.
- b. Item 8j Great Massingham donation £200.00 – In the absence of a request, this donation has not been made yet.
- c. Item 5 – To note that the parishioner was sent information about the play equipment surveys.

11. Finance

- a) To receive bank account balances of the Parish Council as of 9th May 2026

Account name	Balance
Weasenham Parish Council Community Account (WPCCA) *****23	£2,263.23
Solar Fund Account (SFA) *****26	£20,833.71
Weasenham Parish Council Savings Account (WPCSA)*****36	£16,563.57
Weasenham Parish Council Reserves Account (WPCRA) *****46	£504.83

- b) To receive details on income received since the last meeting

Payee	Detail	A/C	Payment type	Received
Private hire	CB hire for 29/3/26	23	BC	£5.00
Private hire	CB hire for 1/4/26	23	BC	£5.00
Breckland DC	50% Precept	23	BC	£11,209.00
Private hire	CB hire 26/4	23	BC	£20.00
Private hire	CB Hire (For dates in April & May)	23	BC	£35.00
Private hire	CB hire 6/5/26	23	BC	£5.00

- c) To approve payments made prior to the meeting in line with the budget

Payee	Detail	A/C	Payment type	Total Amount Payable
Anglian Water	Water rates	23	DD	£15.57
Eon	CB electric - April	23	DD	£61.27
G Robinson	Wage & WFHA April & May	23	DD	£1,270.27

- d) Transfers between accounts

From	To	Date	Amount
36	23	23/3/26	£500.00
23	36	8/5/26	£10,000.00

e) To consider and approve amounts for payment

Payee	Detail	A/C	Payment type	Amount Payable
HMRC	PAYE/NIC	23	BACS	£150.22
ECS	IT support - May	23	DD	£43.74
ECS	IT support - June	23	DD	£43.74
G Robinson	Travel	23	BACS	£21.60
Top Garden Services	Grass cutting - May	23	BACS	£684.00
Top Garden Services	Grass cutting - June	23	BACS	£684.00
Cllr McClenaghan	Printing - instantprint	23	BACS	£86.99
G Robinson	Printer maint box - Printerland	23	BACS	£30.00
The Virtual Auditor	Internal Auditor	23	BACS	£180.00
Eon	Electric	23	DD	£39.90
NorfolkALC	Subscription	23	BACS	£151.24
G Robinson	Travel	23	BACS	£21.60
Zurich	Insurance	23	BACS	Not available
ICO	Data Protection Subscription	23	DD	£47.00
ROSPA	Asset inspections	23	BACS	Max £120

f) **To consider net position**

g) **To confirm payments to be made by direct debit or standing order**

h) **To confirm the continuation of payments to be made via BACS**

i) **To confirm the completion of the review of effectiveness on internal controls and receive a report from the lead for internal controls audit**

j) **To consider and approve the Financial Regulations**

k) **To consider the Risk Management Policy**

l) **To consider and approve the list of assets**

m) **Update regarding status of the External Auditor report for 2024/25**

n) **To carry out the following AGAR related items for the financial year 2025/26**

i. **The Annual Internal Audit is received and noted**

ii. **The Annual Governance Statement (Section 1) is approved**

iii. **The Accounting Statements (Section 2) are approved**

iv. **Following approval, the Chair signs the Annual Governance Statement and Accounting Statements**

v. **The Chair sets the commencement date for the exercise of public rights**

12. Land and Planning

a) Consider planning applications - None

b) Receive planning decisions - None

c) Consider correspondence - None

13. To consider decisions made during the month via email/phone call to be ratified at the next council meeting

a) To note the purchase of a printer maintenance box for the Clerks printer at a cost of £30.00

- 14. To discuss matters relating to the Community Building and Playing field and approve way forward**
- a) Play equipment update
 - b) To consider a spend of up to £500.00 on paint and accessories for the Community Building.
- 15. To discuss matters relating to other community projects – none at time of agenda publication**
- 16. All items of correspondence were circulated prior to the meeting. To discuss correspondence and any items requiring an action – none at time of agenda publication**
- 17. To receive items for the next agenda**
- 18. To confirm date of next meetings**
21st July 2026 at 7.00pm
- 19. To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admissions to Meetings Act 1960 s.1(2)**
- a) Vexatious policy: Monitoring updates and review