

BRANDON PARVA, COSTON, RUNHALL & WELBORNE PARISH COUNCIL - MINUTES OF ANNUAL PARISH MEETING

Wednesday 27 May 2026, 7:30pm, Welborne Village Hall.

Present.

Councillors – Simon Guest, Peter Wood, Mike Webb, John Baldock and Andrew Gill, along with the clerk Bev Long, County Councillor Malcolm Latache, District Councillor Richard Elliott and 1 member of the public.

1. To elect a Chair for the forthcoming year.

Simon Guest was nominated as Chair – proposed by Peter Wood, seconded by John Baldock and unanimously agreed.

2. To elect a Vice Chair for the forthcoming year.

Andrew Gill was nominated as Vice chair – proposed by Simon Guest, seconded Peter Wood and unanimously agreed.

3. To receive and accept any apologies for absence.

Apologies received and accepted from Clare Kay.

4. To receive declarations of interest in items on the agenda and requests for dispensation.

None declared.

5. To approve the minutes of the meeting

5.1 Held on 11th March 2026 - approved and signed by the chair.

6. Matters arising from the minutes – not covered elsewhere.

6.1 Co-option – one application had been received from David Conway. David spoke to the council regarding the skills and experience he would be able to bring to the role. David was thanked by the chair and was unanimously co-opted onto the council. Clerk to arrange the necessary paperwork.

6.2 Annual Parish Meeting feedback – good meeting, turn out and presentation.

7. Matters for discussion.

7.1 GDPR - none

7.2 Village Sign in Welborne – Mike to obtain further information from the hall trustees.

7.3 Neighbourhood watch – Mike to bring information to next meeting.

8. Planning Matters

- 8.1 Planning History/Decisions 2025/26 – report given by Simon and discussed.
- 8.2 South Norfolk Tree Preservation order – SN0801 – Land south of All Saints Church, Church Lane, Welborne. Discussed – Comments sent – The Parish Council noted that some of the trees were very close to the boundary between the church and the care home and wanted to ensure that all parties had been consulted. The parish council is supportive of the proposed TPO's
- 8.3 South Norfolk Application – 2026/1095 – Variation of conditions 8 – surface water drainage and 9 – foul drainage of permission 2025/0964. The Old Dock, The Green, Runhall. NR9 4DN. No objections raised.
- 8.4 Planning query – Nightingale care home – mobile homes. Simon to chase a response
- 8.5 Enforcement cases update – Cllrs updated. 2 cases closed with 3 still live
- 8.6 Any time limited planning
None

9. Residents questions

None

10. Reports from litter wardens, District Cllr, County Cllr & Parish Cllrs

- 10.1 District Cllr - Richard Elliotts report had been previously circulated to all councillors.
- 10.2 County Cllr – Malcolm Latarche will email reports going forward – his first meeting as a newly elected Cllr will be on 28th May.

11. Public Rights of Way (PRoW)

- 11.1 Update given via Simon's report – report discussed – Runhall PROW issues reported to Norfolk County Council
- 11.2 Parish Footpath Audit request – Cllrs happy for information to be given. Simon to complete.

12. Highways

- 12.1 Pound Lane, Black Horse Rd – ditches/grip works – ongoing
- 12.2 Other issues – signage issues raised at annual parish meeting have been sent to highways engineer – awaiting a response. Plus, dirty signs still an issue.

13. Finance

- 13.1 Accounts for approval – agreed by council and signed by chair.
- 13.2 Annual Audit 2025/2026
 - a. Annual internal audit report – report given to council -completed with no issues.
 - b. Certificate of exemption – agreed by council to certify itself as exempt – signed by chair.
 - c. Annual Governance statement – section 1 – approved by council and signed by chair.

d. Accounting statements – section 2 – agreed by council and signed by chair.

13.3 CIL report – currently £1199.63 held in account.

13.4 Cheques were approved and signed: Runhall Recreation Ground - £50, Runhall Community Group - £50, Information Commissioners Office annual registration - £52, Welborne village hall for hall hire - £126, Zurich Municipal for annual insurance - £214 and Norfolk Parish Training & Support for annual membership fees - £72.

14. Correspondence – including circulated items via email prior to meeting not included elsewhere

Nothing further

15. Next meeting date – 15 July 2026

16. News from BPCR & W Parish council - agreed items for next edition

- Annual parish meeting, Parish Council annual meeting, co-option, new county councillor, dog poo especially on Copper Lane, Runhall.

There being no further business the meeting closed at 8.10pm