

**Minutes of the Meeting of Neatishead Parish Council held on Thursday 18 June 2026 at
7.30pm in the Neatishead Primary School, School Road, Neatishead NR12 8XN**

Present:

Cllr Robert Ferrier-Hanger (Chair)

Cllr Michael Godfrey

Cllr Jane Rutter

Parish Clerk:

Laura Bateman

Also present:

1 member of the public

Meeting opened: 7.30pm

1. Apologies

Cllr Daniel Moulton

Cllr Brian Boldero

Cllr Ben Mullard

Cllr Adam Varley, Norfolk County Councillor, Hoveton Division

Cllr Gerard Mancini-Boyle (North Norfolk District Council, Hoveton & Tunstead Ward)

PC Matt Pritty (Norfolk Constabulary)

2. Declarations of Interest and Applications for Dispensation

Cllr Ferrier-Hanger declared a personal interest as a Trustee of the Poor's Trust.

3. Co-option of Parish Councillor

The application for the position of Parish Councillor received from Emma Brandon was considered. It was resolved to co-opt her into the vacancy. Proposed Cllr Godfrey, seconded Cllr Ferrier-Hanger, all in favour. The Clerk will contact her for the necessary administration to be completed.

4. Minutes of the Previous Meeting

The draft minutes of the meeting held on 21 May 2026 were AGREED as an accurate record. Proposed by Cllr Godfrey, seconded by Cllr Ferrier-Hanger, all in favour.

5. Public Speaking

a) County Councillor:

Cllr Varley sent his apologies to the meeting with a report but they were not received in time so were circulated following the meeting.

b) District Councillor:

Cllr Mancini-Boyle sent his apologies to the meeting but submitted a report stating

he had requested larger recycling bins and there was funding available for community projects, the details of which were on the North Norfolk District Council website. The Clerk would enquire as to whether replacement goal posts could be considered under the funding and also an interpretation board at the Staithe. If the interpretation board would be covered, then the Clerk will inform the Neatishead, Irstead and Barton Turf Community Heritage Group. The member of the public stated there may be funding for this under the Farming Protected Landscapes Small Grants Scheme.

ACTION: Parish Clerk

c) Police:

No report was received.

d) Public:

A member of the public addressed the Council and raised concerns regarding planning application PF/26/0844. These included the condition and stewardship of the heritage asset, the suitability of the proposed change of use in relation to the historic character of the former RAF site, the retrospective nature of the application, the potential highway safety implications of increased use of the northern access and the impact of external lighting on the rural setting and residential amenity.

The speaker requested that these matters be taken into account when the Council considered its response to the application. The Council thanked him for his input.

6. Planning

a) New Applications:

- i. PF/26/0844** Building At RAF Neatishead Birds Lane Neatishead Norwich Norfolk NR12 8YB. Change of use of former RAF office building (sui generis) to dwelling (Class C3) (retrospective)

The Council considered this planning application and raised the following concerns:

- **Heritage Asset and Stewardship:** The Council questioned the Heritage Statement's assertion of positive stewardship, noting the apparent deterioration of the former RAF office building and expressing concern that its heritage significance is not being adequately protected or maintained.
- **Highway Safety:** The proposed use of the northern access was considered to raise highway safety concerns due to the narrow road and lack of passing places. Members noted that previous use of this access had resulted in difficulties for road users and believed increased use would likely lead to similar issues.
- **Retrospective Application:** The Council expressed concern that the application is retrospective, stating that works affecting a heritage asset

should be subject to appropriate planning scrutiny before being undertaken. Members also raised concerns that retrospective approval could undermine proper protection of the building.

- **Lighting and Residential Amenity:** Concerns were raised regarding the potential impact of additional external lighting on the rural character of the area and the setting of the heritage asset, particularly during the evening and night.
- **Impact on Historic Character:** The Council considered the proposed change of use to be out of keeping with the historic character and significance of the former RAF site and was not satisfied that sufficient justification had been provided to demonstrate that the proposal would preserve or enhance the heritage asset or its setting.

The Council therefore resolved to object to the application.

- ii. **PF/26/0832** Glebe House Church Road Neatishead Norwich Norfolk NR12 8BT
Demolition of single garage and utility room and erection of two storey extension

The Council considered the planning application and agreed it had no objections to the proposal.

- iii. **PF/26/1219** Kata King Street Neatishead Norwich Norfolk NR12 8BW
Extension to first floor, alterations to front dormer, new porch and refacing of existing brickwork, alterations to existing garden room and PV panels to roof

The Council considered the planning application and agreed it had no objections to the proposal.

b) Decisions: None received

7. Governance Matters

- a) An update was provided on the recruitment of a new Clerk. Interviews are booked over the next two weeks and a recommendation should be made by the Staffing Working Group to full Council at July's meeting. The current Clerk would stay until a suitable handover can be completed.
- b) The resolution of 15 June 2023 to suspend Financial Regulations section 9.9, which requires any cash received to be counted by two councillors present was reviewed and it was resolved to keep the suspension in place.
- c) The Council's Financial Regulations were reviewed. It was noted that the page numbers required realigning but otherwise it was agreed to adopt the revised version.

- d) It was agreed that an Internal Control Officer would be appointed once the new Clerk was in place.
- e) The recommendation of the Internal Audit Report was considered and noted as now actioned.

8. Other Matters for Consideration

- a) The update received from North Norfolk District Council regarding the ownership of the land known as the Sandpit was discussed. NNDC confirmed the land was held in trust with the District Council and any application to register the land by the Parish Council would not be possible unless the land was transferred to the Parish Council's ownership with consent of the Charity Commission (see document North Norfolk District Council, Surveyors in North Norfolk A Directory 1998). It was resolved that no further action would be taken on this matter.
- b) A spare no parking sign had been found so it was agreed that there was no requirement to purchase new signs for the car parks at this stage.
- c) It was agreed that the 'Welcome' sign next to the allotments could be repaired and did not need replacing. Cllr Ferrier-Hanger would complete this.

ACTION: Cllr Ferrier-Hanger

- d) Members' funding from North Norfolk District Council had been previously mentioned and would be investigated further by the Clerk.

9. Maintenance and Risk Assessments

- a) The Staithe: no issues to report.
- b) Play area: no issues to report.
- c) Recreation ground car park: it was agreed that the school could hold its sports day on the recreation ground as per last year. Cllr Godfrey will ask ABC Landscaping to coordinate cutting the grass with the white lines being sprayed on the field.
- d) Recreation field: no issues to report.
- e) Allotments: no issues to report.
- f) School green: no issues to report.
- g) Car Park next to village hall car park: no issues to report.

10. Correspondence

- a) The amendment to the Localism Act 2011 (new section 32A) to conceal councillors' addresses on the published Register of Interest was noted.
- b) The Strategic Outlook from the Norfolk Local Access Forum was noted.

11. Finance

- a) The use of BACS payments for making payments was agreed.
- b) The bank account balances were accepted.

c) The following schedule of payments was approved:

L Bateman	Salary	£408.52
HMRC	PAYE income tax	£8.80
L Bateman	Ink subscription	£24.00
New Victory Hall	Hall Hire	£22.00
Jo Raby	Internal Audit Fee	£65.00

Proposed by Cllr Ferrier-Hanger, seconded by Cllr Godfrey, all in favour.

12. Any Other Business

The damage to the defibrillator at the business park was discussed. The person responsible had provided their details and the Clerk would make contact in regards to recovering the cost of the replacement case that is now required. **ACTION: Parish Clerk**

Cllr Rutter provided an update on SAM2 data for which the Clerk apologised for omitting this item from the agenda. It was noted that the volume of speeding vehicles was lower than normal, although one vehicle had been recorded at 50mph.

13. Date of Next Meeting

Thursday 16 July 2026 at Neatishead Primary School, School Road, Neatishead

Meeting closed: 8.55pm

CHAIR Signed..... Dated.....