

Minutes of the Finance Committee Meeting of Kirby Cane & Ellingham Parish Council on Tuesday, 16th December 2025 in Kirby Cane Memorial Hall at 7pm

Present:

Richard Canham, James Lally, Lesley Lodge, Kerry Mallard, Julie Pickering, Andrew Raymant, Robin Stock, Michael Skipper, also the clerk to the council, Jane Love

1. To receive apologies for absence:

None were received.

2. To receive declarations of interest from members on items on the agenda, and any requests for a dispensation on those interests:

James Lally was a trustee of the Kirby Cane Memorial Hall; Richard Canham and Kerry Mallard were trustees of the Ellingham United Charities; Mike Skipper declared an interest in planning application 2025/3745 (item 4, below) as he was the applicant.

3. Opportunity for public participation:

No members of the public were present.

4. To discuss planning matters:

2025/3488: Home Farm Cottage Home Farm Road Ellingham Norfolk NR35 2EL
Conversion of existing agricultural building into a new two bedroom cottage with two storey extension and current lean-to area enclosed to existing Home Farm Cottage (no2 dwellings) - councillors resolved to support the application.

2025/3745: 27 Yarmouth Road Kirby Cane Norfolk NR35 2HE

Erection of 1 no. self-build dwelling - Cllr Skipper, as the applicant, left the meeting to allow discussion and a decision by the remaining councillors, who decided to support the application.

5. To approve the minutes of the meeting of 16th December 2024:

The minutes of the meeting on 16th December were agreed to be correct and were signed by the chairman.

6. To consider emergency funding request for Kirby Cane Memorial Hall:

Details had been received from the Memorial Hall committee regarding damage to the ceiling in the hall's main kitchen - the remedial work required was estimated at around £3000. A request had been made to the district councillor for help from ward funds, but no response had been received as yet. The committee would also apply to the two village charities for assistance. Councillors resolved to grant the Memorial Hall an immediate £1000 from the emergency fund to help with this work. The matter would be reviewed at the January meeting, subject to applications to other sources for funding.

7. To consider training requirements:

Councillors considered the training programme offered by Norfolk PTS and expressed their interest in various courses offered. Cllrs Pickering and Skipper were keen to attend grant funding training; the clerk and Cllr Mallard, "understanding charities"; Cllr Raymant would attend "chairing with confidence" in June. The clerk would ask about "engaging with your community". The clerk would check with NPTS about discounts for multiple bookings or whether it was possible to stream one session. The clerk had already completed assertion 10 training in order to be compliant for the 2025/26 annual return and Cllr Stock would complete initial training in February.

8. **To consider immediate incidental expenses:**
Councillors agreed the upgrade of the website previously discussed in July 2025 at the cost of £175 quoted by the website designer, to ensure that the website was compliant with new "Assertion 10" regulations which would come into effect for the current financial year and be applied during the audit process in summer 2026.
The clerk had secured a quote for signs and supports for the dog waste signs, and the councillors agreed expenditure on x10 signs and associated supports. The clerk would also enquire from Edward Crisp whether it was possible to put signs on the permissive access land. Budgeted amounts for footway light maintenance and the rent for the Newgate Allotments would be made, along with the cost of the clerk's "Assertion 10" training, and £25 to Cllr Canham for a set of new lights for the Christmas tree. The clerk would also ask more information about the "engaging communities" training, to see how geared it was towards neighbourhood planning.
9. **To consider applications for Parish Council funding for 2026/27:**
Councillors looked at the various applications that had been made and agreed to grant £900 to each church for churchyard maintenance; £1,600 to Newgate Allotment Society to put in a field shelter and rainwater harvesting system for the lane end of the site; a decision on a grant for the Tidings magazine was deferred until a request was received.
10. **To discuss in detail the Parish Council's budget for 2026/27:**
Councillors reviewed in detail the draft budget presented by the clerk. IMON Site had once again agreed to keep the cost of mowing the playing field at the same level, which has been static for at least 13 years. New items had been added for email/website hosting and for the purchase of a defibrillator. Councillors resolved to purchase a new defibrillator on the "legacy" quote of £695 + VAT from the supplier of the previous unit (which was owned by the East Anglian Ambulance Service). Cllr Canham commented that grant funding had been offered from the Ellingham United Charities, and the clerk would contact the secretary to ask if any extra grant monies could be kept in reserve against future expenditure on replacement pads and/or batteries going forward.
The clerk would look at refining the process of reimbursing councillors for incidental expenses made between meetings and updating the financial regulations accordingly. Councillors discussed the level of the precept, especially whether it should be increased significantly to provide extra funding for the car park project. The level of £27,000 was provisionally placed in the budget, subject to discussion and agreement at the full parish council meeting on 12th January 2026. This represented an 8% increase on 2025/26.
11. **To consider any items relating to the car park project:**
The clerk updated councillors on the latest communication from the EUC - there was now a question regarding how the Landlord & Tenant Act 1954 should be applied to the lease. As things stood, the Act was not excluded from the lease, and therefore the parish council as tenant had the right of renewal of the 21-year lease unless the charity was able to show that it had one of the statutory grounds for possession, which gave the parish council some security of tenure but also protected the charity as landlord.
The clerk would reply to the EUC that the parish council wished to keep the terms of the lease as they currently stood, with the Landlord & Tenant Act 1954 NOT excluded.
12. **To receive items for information**
In response to a question from Cllr Skipper, Cllr Raymant commented that the area was being maintained by volunteers from both Mettingham and Ellingham in a very tidy condition.

13. **To receive items for the next agenda:**

Adoption and approval of budget and signature of precept request, assertion 10 measures, additional immediate funding needed for KC Memorial Hall, reimbursement for councillors for incidental expenses

14. **Date of next meeting:** (full Parish Council meeting) Monday, 12th January 2026, 7pm

There being no further business, the meeting closed at 8.49pm

Signed.....

Dated.....

Chairman

Kirby Cane & Ellingham Parish Council
Budget 2026/27

2024/25 Actual	2025-26	Current year 2025/26			BUDGET 2026-27
		Budget 2025/26	To 11/11/25	Estimate to 31/3/26	
INCOME					
22,200	SNC - precept	25,000	25,000	25,000	27,000
914	VAT reclaimed	0	0	2,811	0
500	Recycling credit	250	0	250	250
175	Rent for allotments	175	175	175	175
8	Sales of village history book *	20	0	20	20
0	Grants received – miscellaneous	200	6,733	8,416	200
1,925	Easyfundraising/grants	200	0	200	200
1,093	Unity Trust savings account interest	600	480	800	800
135	Miscellaneous	300	135	189	300
26,948	SUB-TOTAL	25,845	32,522	36,872	27,845
0	Playground grants received/donations	250	0	250	250
2,000	Car park grants received/donations	1,000	0	1,000	5,000
28,948	GRAND TOTAL	27,095	32,522	38,122	33,095
EXPENDITURE					
5,757	GENERAL	5,854	3,597	4,907	4,875
0	S137	0	0	0	0
75	Members expenses	150	0	150	150
1,800	Grants - church grasscutting	1,800	1,800	1,800	1,800
0	Grant – allotment society	960	0	0	1,600
450	Grant – miscellaneous/Tidings	500	650	650	550
2,725	Grant – KC Memorial Hall	1,415	0	1,000	?
175	Allotment rent payable to KCC	175	175	175	175
0	Memorial bench	554	542	542	0
299	Celebration of coronation	0	0	0	0
233	Footway lights maintenance etc	300	430	590	600
11,650	ADMINISTRATION	12,229	8,308	11,792	12,278
9,183	Clerk's salary + pension	9,493	6,179	8,800	9,240
0	NIC payable on clerk's salary	362	183	366	400
216	Clerk's use of home as office + stationery	256	108	256	260
194	Expenses (Clerk's travel)	250	102	204	250
232	Bins at Ellingham Sluice	0	0	0	0
35	Registration for data protection	40	47	47	50
136	Bank charges	108	72	108	108
116	Training	200	0	120	200
727	Insurance	800	836	836	900
310	Audit fees	350	310	310	350
341	Subscriptions	150	150	150	150
0	Website hosting and associated costs	0	240	415	150
160	Hire of hall/meeting costs	220	80	180	220
4,161	PLAYING FIELD & GENERAL MAINTENANCE	5,767	3,675	5,235	6,367
1,200	Grasscutting – Ellingham Playing Field	1,200	800	1,200	1,200
204	Maintenance of equipment, hedge/path clearing, etc	1,500	851	1,500	1,500
485	Pest control	500	364	500	600

Kirby Cane & Ellingham Parish Council
Budget 2026/27

166	Equipment inspection	190	168	168	175
810	Dog Bin emptying	850	834	834	900
0	Costs for SAM2	120	0	0	100
0	Defibrillator purchase	0	0	0	695
0	Defibrillator maintenance	0	0	0	65
417	Toilet hire, playground	600	301	301	400
132	Rent payable to EUC	132	132	132	132
0	Rent for car park site	75	0	75	75
522	Miscellaneous	300	0	300	300
225	Kirby Cane Estate – permissive access	300	225	225	225
21,568	SUB-TOTAL	23,849	15,580	21,934	23,520
553	Costs of school/playground carpark project	0	0	0	0
0	Playing Field equipment purchase	0	0	0	0
22,121	GRAND TOTAL	23,849	15,580	21,934	23,520

Key:

decision pending

Kirby Cane & Ellingham Parish Council
Budget 2026/27

Budget Summary

	Estimate 2025/26	Budget 2026/27
Opening balance b/f 1 April	68,620	41,356
Income for year	38,122	33,095
Expenditure for year	-21,934	-23,470 (add in unspent 43,451 commitments and reserves from 2025/26)
Total in bank at year-end	84,807	94,432
(Assume earmarked commitments and reserves spent by end of year) *	-43,451	(subtract commitments and -46,451 reserves earmarked for 2026/27)
Final closing balance of annual accounts c/f 31 March	41,356	47,981
<hr/>		
* Earmarked reserves	2025/26	2026/27
Footway lights	18,815	18,815
Car park reserve	5,500	7,500 (£2k added to this reserve from increase in precept)
Playground reserve	1,000	1,000
Contingency reserve	1,000	1,000
Election Costs	3,000	3,000
General reserves	13,000	14,000
Unspent grant money raised for playground project	1,136	1,136
	<hr/> 43,451	<hr/> 46,451

*Kirby Cane & Ellingham Parish Council
Budget 2026/27*

Precept summary

	2026/27	2025/26	2024/25	2023/24	2022/23	2021/22	2020/21
Precept	£27,000	£25,000	£22,200	£22,000	£20,800	£20,500	£20,500
tax base	354	349	349	348	354	347	349
Band D charge (annual)	£76.27	£71.63	£63.61	£63.22	£58.76	£59.08	£58.74
Band D charge (monthly)	£6.36	£5.97	£5.30	£5.27	£4.90	£4.92	£4.89
Band D charge (daily)	£0.21	£0.20	£0.17	£0.17	£0.16	£0.16	£0.16
actual annual change	£4.64	£8.02	£0.39	£4.46	£0.34		-£1.73

8% inc on
last year
12% inc
on
2024/25
static

Kirby Cane & Ellingham Parish Council
Budget 2026/27

Grant history

	Newgate Allotment Society	Ellingham Church	Kirby Cane Church	Kirby Cane Memorial Hall *	Tidings magazine
2016/17	£0.00	£500.00	£750.00	£2,666.67	£0.00
2017/18	£350.00	£500.00	£500.00	£282.55	£0.00
2018/19	£300.00	£500.00	£500.00	£500.00	£0.00
2019/20	£300.00	£500.00	£500.00	£500.00	£0.00
2020/21	£200.00	£500.00	£500.00	£750.00	£120.00
2021/22	£200.00	£750.00	£750.00	£100.00	£200.00
2022/23	£0.00	£750.00	£750.00	£0.00	£185.00
2023/24	£0.00	£850.00	£850.00	£0.00	£200.00
2024/25	£0.00	£900.00	£900.00	£1,000.00	£250.00
2025/26	£0.00	£900.00	£900.00	£2,415.00	£500.00
2026/27 requests	£1,600.00	£900.00	£900.00	?	?£550

Kirby Cane Memorial Hall grant

* PC Grant detail		Gross	Net
1,500.00	2013/14	1,152.00	960.00
1,500.00	2014/15	229.11	229.11
		852.36	710.30
1,500.00	2015/16	585.00	487.50
		285.00	237.50
1,000.00	2016/17 payment to Temple & Hicks Builders	£3,200.00	2,666.67
500.00	2017/18	297.63	282.55
500.00	2018/19	-	
500.00	2019/20 grant	916.60	763.84
952.06	2019/20 CIL money from SNC	1,701.00	1,417.50
750.00	2020/21 grant	1,080.00	900.00
100.00	2021/22 grant	100.00	100.00
952.91	2024/25 grant (payment to Adrian Lord)	1,200.00	1,000.00
1,415.00	2025/26 grant (spent in 2024/25)	1,725.00	1,482.00
£11,169.97	Total spent	£11,236.97	
	Total grant	£11,169.97	
	Amount of grant remaining		-£67.00

There was an outstanding amount of £47.09 that had accrued over a number of years that has now been wiped out

On Tue, 2 Dec 2025, 06:30 [REDACTED]

[REDACTED] wrote:

Good morning [REDACTED]

It was nice to meet with you yesterday
and thank you for considering us for
the work.

The quote to remove the kitchen
ceiling plaster board and disposal.

To add additional insulation above the
rafters re board the ceiling with new
plaster board and skim finish, once dry
paint white the 2 coats .

Materials , labour total £1,530.00 plus
vat @ 20% =£1,836.00

Any additional issues discovered and
work carried out would be additional
charge would be discussed and priced
at the time.

An electrician would be be additional
and would need to be available to
disconnect and reconnect electrical
supply to lighting.

Many thanks

[REDACTED]
T Edwards Home Solutions Ltd

Sent via BT Email App

Fwd: Village Hall

From: [REDACTED]

To: [REDACTED]

Sent: Tuesday, 2 December, 10:07

----- Forwarded message -----

From: [REDACTED]

Date: Tue, 2 Dec 2025, 08:39

Subject: Re: Village Hall

To: [REDACTED]

Hi [REDACTED]

Thank you for coming out so promptly to the village hall to give us an estimate for the ceiling work in the kitchen area.

That will be fine to carry out the work needed. I believe you said Wednesday 17th and 18th December. I will have to contact Mark Minns with a time so he can disconnect the power supply and put in the led lights when the work is completed.

I will give him your contact number so he can liaise with you.

I look forward to your reply.

Kind regards,

[REDACTED]

Training opportunities you won't want to miss!

Norfolk PTS <team@norfolkpts.org>

Fri, 05 Dec 2025 12:02:38 PM +0000

To "clerk" <clerk@kce-pc.gov.uk>

NEW course AND trainer announced for the NEW YEAR!

See full details below.

Assertion 10 - Digital and Data Compliance

At the end of this year there will be a new assertion on the AGAR which will require councils to state that they are complying with digital and data obligations. This course will talk you through the necessities and make sure that you understand the practical steps that you need to take.

Course Content

During this one-and-a-half-hour course the tutor will cover:

- What is required
- When it needs to be implemented by
- Why it is important
- How you can make sure your council is compliant

Attendees will receive useful template documents to adapt for their own council's needs.

This course is essential for all local council officers.

There are only a handful of spaces left for the dates below, so be quick to book your place!

11 December, Online, 7:00pm - 8:30pm

£36 for subscribers | £45 for non-subscribers + VAT

or

12 December, Online, 9:00am - 11:00am

£36 for subscribers | £45 for non-subscribers + VAT

or

14 January, Online, 10:00am - 11:30am

£36 for subscribers | £45 for non-subscribers + VAT

or

21 January, Online, 7:00pm - 8:30pm

£36 for subscribers | £45 for non-subscribers + VAT

or

22 January, Online, 10:30am - 12:00pm

£36 for subscribers | £45 for non-subscribers + VAT

Choose your date and book your place here.

Councillor Refresher

If you've been a councillor for a while and feel you could benefit from an update on your role, responsibilities and what's new in local government, this course is for you (even if you didn't attend our induction course first). This councillor refresher course explores key topics in detail to help you feel more confident in your role.

[14 January 2026, 7pm-9:00pm, Online with Julie](#)
[£48 for subscribers | £60 for non-subscribers + VAT](#)

Parish Online Mapping - Induction

Parish Online is an essential tool for simply viewing and printing maps, all the way to storing asset registers, producing neighbourhood plans and engaging with the public. This makes councils more efficient and resilient, ultimately resulting in better services for the public.

Do you currently use Parish Online Mapping but don't fully understand it or have questions that you would like to ask? Have you thought about signing up but would like to know more before committing? Would you like to know more about how it works and what it can do? Then, this session is for you.

[15 January, 10:00am - 11:30am, Online with Julie](#)
[£24 for subscribers | £30 for non-subscribers + VAT](#)

Chairing with confidence

You've been to many meetings in your working life but how are local council meetings different? Our course provides you with the skills, strategies & legal know-how for leading effective parish and town council meetings.

Face-to-face

[19 January, 10:00am - 3:30pm, The Costessey Centre, NR8 5AH](#)
[£60 for subscribers | £75 for non-subscribers + VAT](#)

or

[11 & 18 June, Online, 7:00pm - 9:00pm](#)
[£52 for subscribers | £65 for non-subscribers + VAT](#)

Internal Audit

Every local council must have an Internal Auditor: someone who is independent of the management of the council and competent to carry out the role. Do you want to learn more about the Internal Auditor Role? Would you like to gain the confidence to become an Internal Auditor? Then this course is for you!

[22 January, 10:00am - 12:30pm, Costessey Centre with Di Dann](#)
[£55 for both subscribers and non-subscribers + VAT](#)

Understanding Charities

Whilst Parish and Town Councils aren't charities themselves, there is often considerable involvement in the charities that operate in the village or town. The Council can be custodian or sole managing trustee and often Councillors find themselves appointed as managing trustees on charities. Charities also play a vital role in the community and supporting them is crucial. This course looks at what a charity is, the role of trustees and the links between parish/town councils and charities. This course is recommended for new and experienced clerks and councillors.

[28 January, 6pm - 8pm, Online with Claire Fiander](#)
[£52 for subscribers | £65 for non-subscribers + VAT](#)

All About Risk

Identifying risk and establishing ways of reducing risk is a key part of our governance and a legal requirement. The session will cover the detail of a risk management policy to take account of the range of risks councils face, from public money to council activities, insurance, health and safety, and financial risks. There is an overview of policies and regulations which should be in place to support risk management.

29 January, 10am - 12pm, Online with Julie

£48 for subscribers | £60 for non-subscribers + VAT

Councillor Induction

Our ever-popular councillor induction training...

Understanding how Parish and Town Councils work and your role and responsibilities is not easy, particularly if you are new to local government. This induction course explains the legal framework giving you the confidence to take a full part in your Council and make a difference in your local area.

Full Day - Face-to-face

4 February, Costessey Centre, 10:00am - 3:00pm

£64 +VAT for subscribers | £80 +VAT for non-subscribers

or

Two-part course taking place on:

10 & 17 February, 7pm - 9pm, Online with Laura

£52 for subscribers | £65 for non-subscribers + VAT

Dealing with FOI requests

Town and Parish Councils are subject to the Freedom of Information Act (FOIA) and anyone can make a request. Most are straightforward but occasionally they prove to be complex and time consuming to answer.

Although the course is primarily aimed at clerks, it will also benefit interested councillors, especially those on a relevant committee.

This 2 hour course on Zoom, will make you aware of the key points of the FOIA, including the Council's obligations, deciding whether a request is valid, how to apply exemptions if they are usable and how to deal with the ICO should they become involved.

3 March, Online, 10:00am - 12:15pm with Phil Brown

£52 for subscriber | £65 for non-subscribers + VAT

Grant Funding & the Project Process

Most Parish and Town Councils will have at least one or two projects they would like to see come to life in their parish, but they don't have the funds to make them happen. Laura has a track record in securing external funding for community projects and understands what funders are looking for. This course will run through the lifecycle of a typical project from the idea phase to project opening and evaluation.

4 March, Online, 7:00pm - 9:00pm with Laura

£40 for subscribers | £50 for non-subscribers + VAT

Spring Essential Update Seminar

Save the date! 10 March 2026

Understanding Planning

Understanding how the planning system operates and routinely considering planning

applications are key responsibilities of parish and town councils. We look at the process from both the parish/town council and district/borough council perspective and how to manage the expectations of the public who are likely to attend our meetings.

11 March, 7:00pm - 9:15pm with David Fowler
£52 for subscribers | £65 for non-subscribers + VAT

***NEW COURSE* Engaging your Community**

Are you tired of relying on the same old questionnaires, public meetings and dusty noticeboard posters—only to get the same small group of voices? This fast-paced, practical session will equip you with fresh, creative and effective ways to truly connect with the people you serve. In just two hours, you will discover:

Who is your community—really?

Understand community profiling and how to identify the many groups, networks and voices that make up your local area.

Who are the ‘hard to reach’—and why?

Explore why some groups stay silent and what you can do to involve them meaningfully.

What’s working (and what isn’t)

A quick look at traditional consultation methods—public meetings, surveys and more—and how to use them wisely.

Fresh, fun and creative engagement ideas

From pop-up conversations to interactive digital tools, arts-based approaches, street engagement, playful methods and tailored outreach—discover new ways to spark genuine dialogue.

Practical principles for good practice

Clear, actionable tips to help you build trust, reach wider audiences and gather richer insights.

Resources to take away

Tools, templates and inspiration to continue engaging confidently long after the session ends.

Perfect for: officers and councillors, anyone responsible for consultation or outreach.

Leave inspired, confident and ready to bring your community’s voices to life.

Your Tutor: Rachel Leggett is an Urban Designer who has worked with Town and Parish Councils for some 25 years. For the last 12 years she has run a practice supporting community projects and Neighbourhood Plans across Norfolk and Suffolk. Rachel is passionate about engaging communities in shaping the places where they live and work.

16 March, Online, 7:00pm - 9:00pm
£52 for subscribers | £65 for non-subscribers + VAT

Managing Allotments

Parish and Town Councils have a duty and they also have a power! This course explains the complex legal background to allotments and the formalities in running them. It explains the managing of allotments and the problems which can occur, and how best to deal with them. Attendees benefit from receiving useful template documents as part of the course.

[17 March, Costessey Centre, 10:00pm - 12:30pm with Di](#)

[£52 for subscribers | £65 for non-subscribers + VAT](#)

Introduction to Cemetery Management for Parish & Town Clerks

Delivered by the Institute of Cemetery and Crematorium Management (ICCM), this course offers a general introduction to cemetery management.

Note the course is based on the legislation in England & Wales

Course Content

- General powers of management
- Overview of legal requirements and implications
- Grave identification and cemetery plans
- Checking procedures -verification of location, depth, size
- Dealing with shallow graves
- Overview of administration processes
- Memorials
- Grave ownership
- Exhumation
- The burial service
- Health and safety

Why join this course?

- Elevate your cemetery management skills
- Gain general knowledge of legal requirements
- Learn effective management practices
- Develop an understanding of operational responsibilities
- Creates confident, empowered bereavement service professionals

To book yourself a place on the course please click the link below

[19 March, 9:30am until 12:30pm, Online](#)

[Subscribers £48 + VAT, Non-Subscribers £60 + VAT](#)

Understanding Council Finance

Are you a councillor or clerk who feels you would like to have a better grasp of your council's finances? Local councils spend public money but who specifically controls the finances? This course gives a comprehensive overview of the council's financial year.

[19 March, 7pm - 9:30pm, Online with Julie King](#)

[£48 for subscribers | £60 for non-subscribers + VAT](#)

Data protection - Getting it right

The effective processing of personal data at town and parish council level is key to efficient handling of subject access requests, among other things. This 2-hour online course covers

the essential elements of data protection legislation, featuring the GDPR. It will also tell you what you need to do to create a credible privacy framework, and how to deal with enquiries.

26 March, Online, 10:00am - 12.15pm with Phil
£52 for subscriber | £65 for non-subscribers + VAT

Code of Conduct

When elected or co-opted, every councillor signs up to their council's Code of Conduct, but do they then really understand what this means? This course takes you through when the code applies, councillor obligations and avoiding conflicts of interest. **This course is recommended for all councillors.**

23 April, Online, 7pm - 8.30pm with Julie
£48 for subscriber | £60 for non-subscribers + VAT

Whole Council Training

We are a team of experienced tutors who are also practising clerks. One of our tutors can deliver a tailored course at a venue local to you or online. Sessions usually last 2-2.5 hours starting at a time to suit your attendees. Please get in touch with the team if this would be of interest to you.

Clerks' Networking Events and Locations

ONLINE - 8 December - 7pm - 8:30pm (free for subscribers and non-subscribers)
9 December - Pensthorpe cafe, Fakenham, 10am - 12pm
10 December- Market Cross cafe, Swaffham, 10.30am - 12.30pm
10 December - Downham Home & Garden Store, Downham Market, 1.30pm - 3.30pm
10 December- **Larger Council Clerk Networking**, The Costessey Centre NR8 5AH, 2pm - 4:30pm
11 December - Woodgate Nursery, Aylsham, 10am - 12pm
11 December - Cherry Lane Garden Centre, Pulham Market, 10am - 12pm

Free for subscribers, £6 for non-subscribers

Book your place here!

Vacancies

Visit our website to see all the current vacancies for clerks in the area.

The Norfolk PTS Team

Sara, Julie, Laura & Richard



Considering a subscription? Contact us for a formal quote

A subscription to Norfolk PTS gives you access to telephone and email support every working day from 9-5. No question is too small or too silly, no challenge too large, and we always respond quickly. On top of that subscribing councils receive a 20% discount on our

training courses and seminars.

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Subscribing councils receive a 20% discount on scheduled training

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Norwich, Norfolk NR15 1NU
United Kingdom

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RE: Footpath and playing field signs

2 emails

Black dog Signs <info@blackdogsigs.co.uk>

Mon, 01 Dec 2025 12:33:29 PM +0000

To "Parish Clerk" <clerk@kce-pc.gov.uk>

Hello Jane,

Good to speak to you recently and many thanks for the opportunity to provide the following quotation.

Eight off A4 signs manufactured from aluminium faced composite with printed vinyl detail to one side.

Signs only £22.50 plus VAT each

Additional amount for pressure treated timber posts £14.00 plus VAT each

I hope that this is of interest and please don't hesitate to contact me if you should have any questions.

Thanks again,

John
Black Dog Signs

From: Parish Clerk <clerk@kce-pc.gov.uk>

Sent: 25 November 2025 14:56

To: info <info@blackdogsigs.co.uk>

Subject: Footpath and playing field signs

Hello John,

Following our conversation just now, I would appreciate it if you could quote for the following:-

6x A4 signs for the footpaths using the South Norfolk Council PSPO "respect our space" artwork;

A separate price for appropriate means of fixing these 6 signs;

2x "in case of emergency" signs with the details as attached (please feel free to use a more appropriate layout!)

Please let me know if you require any further information.

Kind regards

Jane

Jane Love

Clerk to Kirby Cane & Ellingham Parish Council
07774 641057

Website: <https://kceparishcouncil.wixsite.com/kcepc>

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Parish Clerk <clerk@kce-pc.gov.uk>

Tue, 25 Nov 2025 2:55:45 PM +0000

To "info"<info@blackdogsigns.co.uk>

Hello John,

Following our conversation just now, I would appreciate it if you could quote for the following:-

6x A4 signs for the footpaths using the South Norfolk Council PSPO "respect our space" artwork;

A separate price for appropriate means of fixing these 6 signs;

2x "in case of emergency" signs with the details as attached (please feel free to use a more appropriate layout!)

Please let me know if you require any further information.

Kind regards

Jane

Jane Love

Clerk to Kirby Cane & Ellingham Parish Council

07774 641057

Website: <https://kceparishcouncil.wixsite.com/kcepc>

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2 Attachment(s)

Respect our space sign 2025.pdf
3.5 MB

playground signage.pdf
397.4 KB

Kirby Cane &, Ellingham Parish Council

c/o Mrs J Love
Clavelshay
Toad Lane
Thwaite St Mary
Bungay
NR35 2EQ
United Kingdom

Durrants Estate Agents
Company Name: George Durrant & Sons Limited
Reg. No. 2892242
VAT number: 640417857

32-34 The Thoroughfare
Harleston
IP20 9AU
Tel: 01379852217
E-mail: sarah.batchelor@durrants.com

INVOICE

Payment reference: GED162
Invoice no. PP14385
Property: Newgate Lane 1.79 Acres
Date: 1 Dec '25

 All amounts shown are in GBP

Date	Description	VAT incl.	Amount
1 Dec '25	PP14385 Yearly Rent for land at Newgate Lane (01 Dec '25 - 30 Nov '26)	0.00	175.00
		Total	0.00 175.00

WAYS TO PAY

DIRECT DEPOSIT

NatWest acc no. **29820693**
Account name: **Durrants Estate Agents**
Sort Code: **500000**
SWIFT code: **NWBKGB2L**

Powered by 
a Reapit product

Payment reference: **GED162**



Big Brands Big Savings

B&M Retail Ltd
NR34 9EJ

SALES VOUCHER

Customer Copy

ER 1000 LED/MULTI £25.00

Total (1 items) £25.00

PAID BY £25.00
Card Tender

Tree lights purchased
by L. Canham

CUSTOMER RECEIPT

30/11/2025 15:05:23

RECEIPT NO.:68875

MID:XXX76054 TID:XXXX2055

AID:A0000000041010

DEBIT MASTERCARD

XXXX XXXX XXXX 6952

PAN SEQ NO. :00

SALE GBP25.00

TOTAL GBP25.00

PLEASE DEBIT MY ACCOUNT

NO CARDHOLDER VERIFICATION

CONTACTLESS

PLEASE KEEP THIS RECEIPT FOR YOUR

RECORDS

AUTH CODE:480665

Please retain for your records



VAT No. 673 5836 01
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30/11/25 15:05 000511 0003 8954

Tidings Mag

Funding request from Kirby Cane and Ellingham Parish Council 2026

Tidings Mag is produced 10 times a year and is edited and distributed by volunteers free to all households. It provides an outlet for local information including matters relating to the local parish council, and other matters of local interest as submitted to the editor including by your Parish Clerk, and contact details. This provides a cost effective way of keeping local residents informed. Residents appear to like to have a hard copy of the Mag. This also covers those who have less ready access to the internet, particularly some more elderly residents.

The costs for printing the Mag are partially covered by advertising and our churches and PCs. There needs to be a balance with this and other local information. We seek a contribution from PCs.

Based on the average length of contribution of c ¼ of a page from your PC we seek a grant of £550 to help with the costs of production.

Also, to help the work load of production we are seeking help with editing the Mag.

[REDACTED]
Editor

December 2025



APPLICATION FOR A GRANT TO MAINTAIN THE CHURCHYARD AND ENVIRONS OF ALL SAINTS, KIRBY CANE.

Dear *Jane*

Our aim is to keep the churchyard and environs in a good and safe condition for the benefit and protection of all who may wish to visit.

To this end we are asking the Parish Council to assist financially as they have so kindly done in the past.

Our own regular working parties and fundraising are reduced due to diminishing congregation and working manpower.

The Parish Council is welcome to inspect the church accounts at any time.

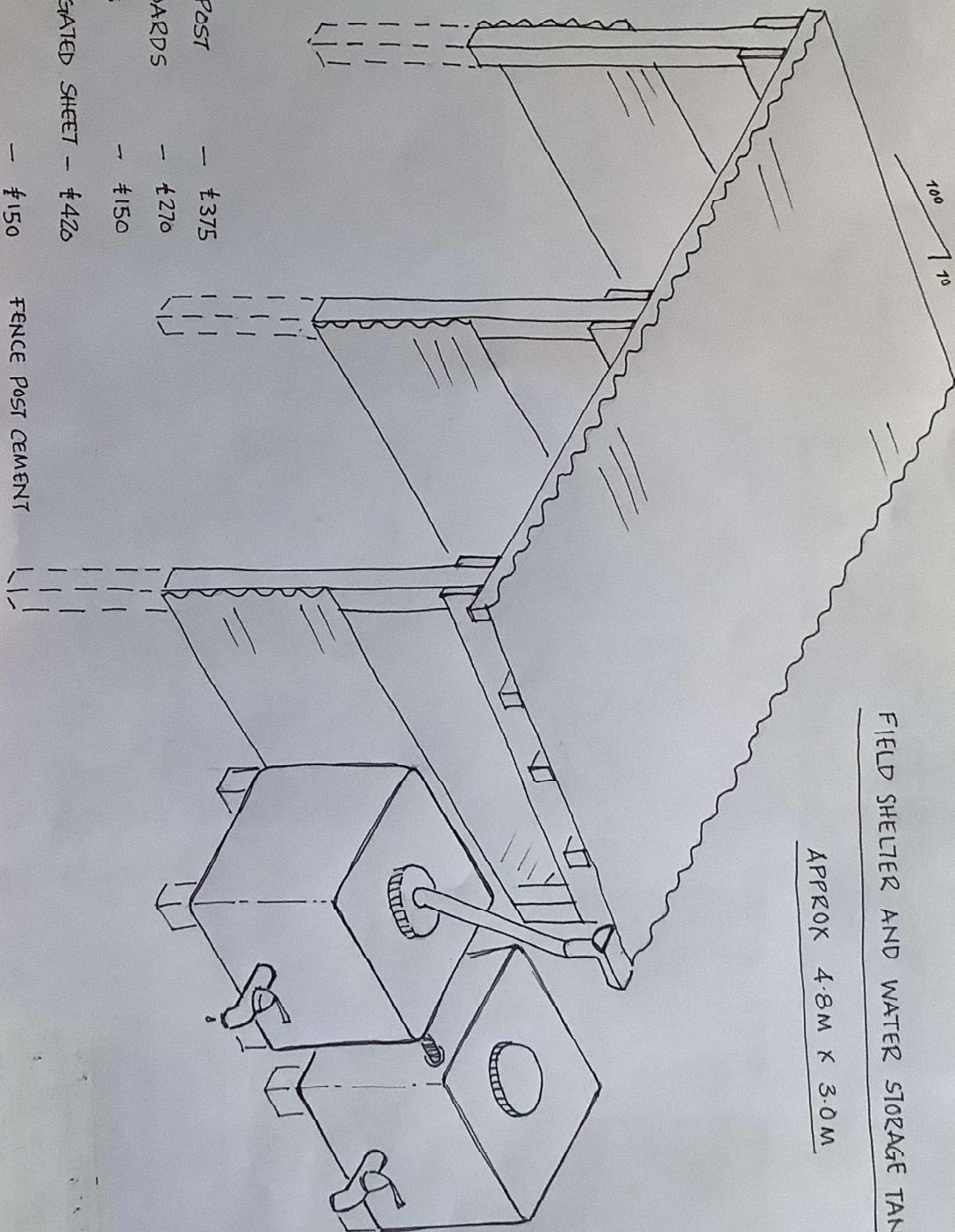
On behalf of the PCC.

[Redacted signature area]
[Redacted signature area]

Church Treasurer

FIELD SHELTER AND WATER STORAGE TANK.

APPROX 4.8M X 3.0M



MATERIALS.

6 X	3M X 150 X 150 POST	-	£375
6 X	3.9M SCAFFOLD BOARDS	-	£270
5 X	4.8M X 100 X 75	-	£150
16 X	12'-0" GALV CORRUGATED SHEET - £420		
2 X	WATER TANK	-	£150
	GUTTERING (DEEPUNE)	-	£110
	MISC FIXINGS	-	£50
			<u>£1600</u>

Funding Proposal for Newgate Allotments

Mon, 01 Dec 2025 9:25:42 AM +0000

To "Parish Clerk" <clerk@kce-pc.gov.uk>

Hi Jane.

I trust you are well.

Firstly, many thanks for organising our advertisement in the local Tidings magazine. It was very much appreciated.

Hopefully, you will recall during your site visit, discussing the reinstatement of the two water tanks located alongside the barns. Much of the prep-work has been completed and we await news from the Ellingham United Charities confirming if our application for funds has been successful. These funds will cover the purchase of replacement guttering items, tank interconnecting pipework and one new outlet valve.

This project prompted us to consider if we could provide a further bulk water storage facility, ideally located at the opposite corner of the allotments, furthest from the existing barn. We believe this would encourage more allotment holders to use captured rainwater, rather than costly mains water. Clearly there is no building at that location currently, so it would involve constructing a roofed shelter to capture the rainwater. This new shelter would then double-up as a communal allotment composting area, reducing the need for bonfires.

The attached sketch indicates our initial design and contains a budget estimate.

Being mindful that applications for funding assistance from Kirby Cane and Ellingham Parish Council should be submitted before mid-December, we thought we should share our preliminary plans with you without delay to ascertain whether this project could be funded (part or whole) by the Parish Council. We hope the following advantages go some way in justifying the investment:

- Reduced mains water consumption and associated costs.
- Significant increase in composting.
- Reduction in burning of allotment greenery and therefore reduced emissions.

The Newgate Allotment committee would be delighted to meet with you if you have any questions or thoughts on our proposal.

Kind regards,

1 Attachment(s)

IMG_0016[1].JPG

3.7 MB

Quotation - #E216063

Bill To
Ship To

Terms	PO #	Shipping Method	Date	Incoterms
30 Days from Invoice		DPD Standard UK Mainland Delivery	14/11/2025	

Quantity	Item	Rate	Tax Rate	Net Amt
1	B-63480 iPAD SP1 AED - Semi Automatic - Package - B See itemised package contents below:	£695.00	20%	£695.00
1	63490 iPAD SP1 AED - Semi Automatic - Device Only			
1	00051 iPAD SP1/SP2 AED - Pads - Adult/Child - (x1 Pair) - Package Only			
1	00050 iPAD SP1 AED - Battery - Package Only			
1	00056 iPAD SP1 AED - Carrying Case in Orange - Package Only			
1	63040 AED Starter Kit iPAD Branding			
1	D91047 iPAD AED Extended Warranty Leaflet			

Subtotal	£695.00
Discount Item	£0.00
Shipping Cost	£0.00
Tax (%)	£139.00
Total	£834.00

Terms and Conditions for the sale of goods by WEL Medical Ltd.

GENERAL

Any order accepted by WEL MEDICAL LTD. (hereinafter called "the Company") is subject to the following conditions to the exclusion of all others unless expressly agreed in writing by the Company. No substitution for the terms and conditions (even if included in or referred to in the document placing the order) shall be binding on the Company notwithstanding that the Company may accept the same for formality.

VALIDITY

Subject to the "PRICES", condition below any quotations by the Company shall remain valid unless withdrawn for a period of 30 days but no longer unless a further period is expressly agreed in writing. The buyers official order shall be communicated in writing. In the event of any statute or rule of law rendering any of these conditions or any part of them void or unenforceable, such condition or part shall take effect to the extent permitted and shall not be wholly void or unenforceable.

PRICES

(a) The prices given in quotations and price lists are based on the current costs ruling at the date thereof for materials, wages, carriage, freight, insurance, taxes, statutory and all other charges whether incurred by the Company or our sub-contractors (other than import or export duties or value added tax which were applicable are not included in the prices quoted but will be charged and payable as an extra at the rate ruling at the date when the same became payable by the Company). If at any time between the date of the quotation and completion of the contract any variation shall take place in these costs or charges, the contract price shall be increased accordingly by such an amount as shall represent the increase in the cost to the Company or in the amount chargeable to the Company by our sub-contractors.

(b) Prices quoted are against quantities specified and are subject to increase for reduced quantities.

(c) Unless otherwise stated in writing all prices are net unpacked ex-works and any packing, carriage, freight, insurance and shipping charged will be added to the contract price at cost to the Company.

(d) In the case of imported items and equipment paid for by the Company in currency other than sterling the price charged will be based upon the rate of exchange ruling at the time of payment by the buyer.

TERMS OF PAYMENT

Unless otherwise agreed in writing by the Company payment shall be made in sterling without deduction of any kind whatsoever 30 days following delivery. In the absence of satisfactory references or in the case of default in payment and at the complete discretion of the Company the right is reserved to render proforma invoices to include an estimate for all charges due in accordance to be adjusted when the actual costs are known. These proforma invoices are to be paid prior to despatch of the goods. Proportionate payments shall be made for instalment deliveries. Where payment is not received on the due date the outstanding sum will be liable to carry interest at 3% per annum above Lloyds Bank base rate without prejudice to the Company's rights to receive payments on the due dates. The Company reserve the right to suspend deliveries and/or work and/or to treat the contract as repudiated in case of delay or default in any payment. The Company reserve the right to invoice any samples, sale or return, loan or demonstration equipment not returned within one month from the date of receipt.

SPECIFICATION AND PERFORMANCE

All weights, illustrations, performance figures and dimensions given in quotations, catalogues, price lists, etc., are approximate only and not binding and the Company reserves the right to alter specifications or design at any time. No warranty statement or promise of any kind not confirmed in writing by the Company shall be binding.

INSTALLATION

Unless otherwise expressly stated in the quotation, prices do not include installation.

GUARANTEE

Provided the terms of payment are duly complied with, the Company undertakes to remedy any original defects arising from faulty materials or workmanship in any goods supplied by the Company which under proper and normal conditions of use may develop, provided the same are returned to the company as provided by this paragraph, within a period of twelve months from the date of delivery. In the case of components which by their nature of application have an unpredictable life this guarantee shall only be to the extent of the guarantee given by the manufacturers of these articles. The Company will accept no liability where in the opinion of the Company the defect has been caused by damage due to the Buyer's failure to follow operating instructions, incorrect installation, wear and tear or where the Buyer or any other person has undertaken any alterations or repairs without the previous consent of the company.

Any claim must be in writing and give serial number and description of goods, order number and date of delivery and will not apply where any names or serial numbers or other information which may have been attached to or inscribed upon the goods have been removed, covered up or defaced in any way. Any goods or parts thereof which may require repair or replacement shall be repaired or replaced (at the election of the company) at the Works of the Company only to which the buyer shall deliver the same carriage paid at the risk and at the Buyers expense. Any such parts or goods shall be delivered by the Company to the Buyer free within the United Kingdom but if required to be delivered elsewhere, the freight, insurance and other charges from works to destination shall be borne by the Buyer. All faulty parts removed from the equipment will become the Company's property. Any other repairs or work by the Company will be carried out under the terms and conditions for specialist engineers currently in force.

If any goods or parts thereof are returned unnecessarily all costs involved, including a charge for inspection, handling and the return carriage must be paid by the sender. In no case shall any of the goods be returned to the Company without its prior written consent.

DELIVERY

All dates quoted for despatch are estimates only and are not guaranteed. The Company will endeavour to meet these dates but shall not be liable for any delay in despatch or delivery or any damage or loss occasioned thereby.

DAMAGE AND LOSS IN TRANSIT

If the Company undertakes any shipping or delivery arrangements and the goods be damaged in transit or having been placed in transit or not delivered.

(a) In the case of damage the Buyer will give written notice thereof to the company and to the carrier immediately after delivery and, in the case of non-delivery will, if advised on the despatch of the goods give notice thereof within fourteen days or within such shorter period in each case as may be stipulated in any policy of insurance effected either by the carrier or by the Company of such advice.

(b) The liability of the Company shall be limited to the repair or replacement within a reasonable time of the goods damaged or not delivered.

CANCELLATION OF ORDER

If any order for non standard products is cancelled in writing after the expiration of ten days from the date on which it was placed, the Company shall be entitled to claim as costs an amount equal to 50% of the order and shall have the right to apply any security monies held towards the satisfaction of such claim.

FORCE MAJEURE

The Company shall be under no liability to the Buyer in any way whatsoever for any delay for failure in carrying out its obligations which is caused wholly or partly by strikes or other labour disputes, fire, war, accidents, government action or any other cause beyond its control.

LEGAL CONSTRUCTION

Any contract formed by acceptance of the Buyers order shall be construed and governed by all aspects in accordance with English Law. **PATENTS AND TRADE MARKS** In any contract covered by these terms and conditions the purchaser agrees that no license, whether granted expressly or by implication, under any Letters Patent, Registered Designs or Trade Marks, is granted by the Company in respect of the equipment and undertakes hereby not to register any Patent, Registered Design or Trade Mark in respect of any goods on offer by the Company.

SPECIAL CONDITIONS APPLICABLE TO SALE OF GOODS OUTSIDE THE U.K.

(a) Any order accepted by the Company for shipment outside the U.K., is conditional upon the Buyer ensuring that full and adequate documentation to enable the goods to enter the Country of Buyers choice is prepared in accordance with the Country to which the goods are being despatched.

(b) Any expense incurred by the Buyer in raising the correct documentation must be borne by the Buyer, while the liability for any loss caused by the incorrect presentation of documents which results in a loss to the Company shall be recovered from the Buyer.

TITLE

The property in the goods to be delivered by the Company will only be transferred to the purchaser when he has met all that is owing to the Company on any account. Until title to such goods passes to the Buyer, the Buyer shall hold the goods as bailee of the Company until authority as agents to sell or alter or use the same on the Company's behalf. The Company may at any time without prior notice require any of its goods supplied to the Buyer and held by the Buyer as bailee as aforesaid to be stored separately from the Buyers other goods, and the Company may require any money owing to or paid the Buyer when the Buyers sells, alters, or uses the goods to be separately accounted for in the Buyers account and such accounts to be available for the Company's inspection. In the event of the Buyer becoming insolvent and a Receiver or Liquidator being appointed, such Receiver or Liquidator shall pay into a separate bank account any sums received from third parties in respect of sale to them of goods or products by the Buyer, up to the amount of any indebtedness of the Buyers to the sellers for the sole benefit of the sellers.

RISK IN GOODS

The risk in the goods sold by the company shall pass to the buyer when the goods are delivered to the Buyer or in accordance with the Buyer's instructions.

EXCLUSION OF LIABILITY

Except as otherwise expressly mentioned in these conditions, the Company shall have no liability of any kind whatsoever to the buyer in respect of any loss or damage (whether direct, indirect or consequential) suffered by the Buyer in respect of any goods supplied or work done by the Company.

LIMITATION OF LIABILITY

The Company's liability to any Buyer shall be limited to a sum equal to the relevant contract value. Any claim against the Company must be made within 14 days of the alleged fault being detected or reasonably detectable by the buyer. The Buyer contracts that (unless otherwise agreed) he contracts with the Company in the course of his business and not as a consumer.

WEL Medical Ltd. Registered in England. Company No. 5714397. Vat No. 887 7502 70. XI Eori No. XI887750270000. All goods remain the property of WEL Medical Ltd. until paid for in full. All goods are supplied subject to our standard terms and conditions.

Our bank details are; The Co-Operative Bank Plc, account no. 68423218, sort code 08-92-50

Please quote your invoice number on all payments.