Minutes of the Parish Council Meeting of Kirby Cane & Ellingham Parish Council on Monday, 13th July 2026 in Kirby Cane Memorial Hall at 7pm

Present:
Richard Canham, James Lally, Lesley Lodge, Kerry Mallard, Julie Pickering, Michael Skipper; also county councillor George Boyd, district councillor Chris Brown, primary school headteacher Dawn Thomas, the clerk to the council, Jane Love, and eight members of the public.

1. To receive apologies for absence:
Apologies were accepted parish councillor Andrew Raymant.

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; and Richard Canham and Kerry Mallard were trustees of the Ellingham United Charities.

3. To approve the minutes of the meeting of 11th May 2026:
The minutes of the meeting on 11th May were agreed to be correct and were signed by the chairman.

4. To report matters arising from those minutes (*no decisions can be taken on any of these items*):
a) an email had been received from NCC highways regarding signs left out, which had been circulated;
b) water courses – the clerk had emailed the new officers in charge of "surface water" asking for clarification of their role, but had received no reply;
c) footpath map on noticeboard – the clerk had been exploring different options, but there is in fact already a footpath map in a dedicated frame on the front of the Memorial Hall;
d) the clerk had been in touch with the local police officer about verge parking in the Lockhart Road/Crisp Road area, and had also received another email from the resident who was concerned about the issue. No responses had been received to letters delivered in the area;
e) no responses to a similar letter to residents had been received regarding the possibility of adding streetlights on Old Yarmouth Road around the Olive Tree
f) local archive – Cllr Pickering had details of the website, and the boxes of documents were in the Memorial Hall.
Other items would appear on the agenda.

5. Opportunity for public participation:
The new Norfolk County Cllr, George Boyd, gave his report. The Police & Crime Commissioner election would take place on 16th July, and a county council and district council by-election; Norfolk County Council had submitted a judicial review on 25th June challenging the government's decision to adopt a "three unitary" model for the reorganised local government system in the county and South Norfolk Council had also indicated it would take a similar path; local member budgets for highways schemes had been removed, and the funding had been put into the general highways funding budget; the Norfolk Community Fund budget would be reallocated to the Norfolk Fire Service, but new funding would be available for charities from the Crisis and Resilience Fund; large items such as fridges and freezers would again be accepted at recycling centres; a temporary chief executive had been appointed while a new permanent replacement was found.
South Norfolk District Cllr, Chris Brown, commented that local government reorganisation was progressing and planning was continuing for the new authority. His group was disappointed that SNC had decided to spend money on challenging the new structure as they felt this would be pointless.

The latest round of the Greater Norwich Local Plan was underway, with calls for sites for possible new development up to 2045, as the new plan would have to deliver larger numbers of new homes each year than under the previous round.
Food waste collections will start on 27th July, and continue in a phased manner until September.
Cllr Brown had been supporting an application from Bungay Football Club to put in a new 3G football field.
He also pointed out that the Asset of Community Value application had ceased, and the clerk would put in a new application to reinstate this status.

Cllr Boyd gave his apologies and left the meeting

Residents raised the issue of parking on the green behind Kirby Cane Memorial Hall, which had been discussed by the Memorial Hall Committee. Some members of the committee felt that providing parking would be beneficial and encourage bookings. Concerns had also been raised regarding insurance, access and damage to the grass area. The chairman and clerk explained that although the parish council was the "custodian trustee" for the deeds of Kirby Cane Memorial Hall, but this was its only involvement in the management of the hall, aside from the appointment of trustees. The clerk had checked this with Norfolk PTS and Community Action Norfolk. The Memorial Hall Committee owned the hall and it was the committee's responsibility to discuss and decide on the way forward.
The headteacher of the local school, Dawn Thomas, attended to present a survey that had been conducted and compiled by the children which clearly demonstrated that they and their parents did support the provision of a car park for the school. A level crossing, possibly under the Parish Partnership scheme (if that was still available for the next round of funding).
The chairman brought discussion of item 13, report on the car park, forward:-
Cllr Mallard reported on behalf of the Ellingham United Charity that the charity trustees still had several areas of concern regarding the grant of the lease:-
1) that the land had not been advertised for rent, which was a Charity Commission requirement;
2) the price of the land, as it is being marketed as agricultural land, not as car park land or anything else;
3) the issue of the Landlord & Tenant Act 1954, and whether the lease should be outside of that or not.
As there were still questions, these had to be dealt with. It was likely that another legal document might be needed, but the cost of this would be borne by the charity. The trustees were trying their best to progress the issue. Durrants would reassess the value of the site, which may result in a slightly higher annual rent, and it would have to be advertised specifically for a car park.

Mrs Thomas and Cllr Chris Brown gave their apologies and left the meeting

6. To discuss planning matters:
2026/1109 - 1 Mill Close Ellingham Norfolk NR35 2PU, Proposed infill extension to house and proposed annexe/office. The applicants attended the meeting and gave an overview of their plans, but unfortunately the documents were not available on the SNC planning portal and therefore the councillors were not able to make an informed decision at the meeting. The clerk would contact SNC and ask for the documents to be uploaded.

7. To discuss correspondence:
a) As noted by Cllr Brown, the district council's food waste recycling programme would start on 27th July, and equipment etc in two phases according to village location, presumably depending on which collection cycle each village is on. Confusingly, KC &

E appear in both phase 1 & phase 2 but it seemed likely that the food waste boxes would be delivered in September;
b) the notification of the recycling adopter payment had been received, and this would now be credited automatically without the need for the annual signature of an agreement with SNC;
c) an officer working for local MP Adrian Ramsay had asked for comments on local bus routes, so the clerk had contacted local bus travellers and would forward their comments, and make it clear that this was what the parish council's position had been at the time of the radical changes to the service some 10 years ago or so;
d) Norfolk Parish Training & Support had sent their monthly newsletter with various useful information. Their autumn seminar would take place on 1st October, and was usually a very informative event;
e) a resident had complained about the inappropriate positioning of a temporary road sign associated with the surface dressing works that were going on on several roads in the area. The resident felt that the sign blocked visibility and was dangerous. The clerk reported this and, possibly coincidentally, the sign had subsequently been removed;
f) a resident had enquired about the condition of trees behind Nursey Close and part of Lockhart Road, on a plantation associated with Ellingham House, the whole area of which was covered by a TPO. The owner had been contacted about the possible danger of the trees falling into neighbouring gardens, and the clerk had suggested that if the owner had not taken any action the next step would be to contact SNC, which the resident had noted;

8. <u>To consider funding for a project under the Nature Conservation Fund</u>:
The resident who is piloting the project pointed out that funding would be applied for under the Pride of Place: SN in Bloom scheme. They updated the councillors with information gathered so far, and that a meeting would take place on 29th July with Cllr Lodge, the clerk, NCC Highways and the Norfolk Wildlife Trust to see what locations would be most preferable within the community for planting wild flowers and bulbs. The councillors agreed a sum of £600 in principle as match funding for the grant available from SNC, which would be the maximum available based on population size, which was how the grant was determined. It was hoped that more information would be available following the meeting on the actual budget for the project.

9. <u>To consider recognition for local volunteers</u>:
The chairman explained his wish to recognise local volunteers for their dedication to the local community. This was possible for the parish council as they had adopted the General Power of Competence. Councillors agreed the purchase of a voucher for £100 to be spent at The Olive Tree for a local volunteer who had carried out litterpicking for a number of years, and a £50 garden centre voucher for a local volunteer who had recently left the village in recognition of many years of service to the community.

10. <u>To receive a financial report from the Clerk and approve invoices for payment</u>:
The annual accounts for 2025/26 had been submitted to the external auditor within the permitted timeframe.
HMRC had increased the level of compensation for mileage from 45p to 55p. The clerk was already receiving 50p by special agreement of the parish council. As her contract of employment mentioned reimbursement at the prevailing NJC rate, councillors agreed that the clerk should receive the updated mileage allowance.
Councillors agreed the list of payments presented by the clerk, and the chairman checked and signed the reconciliation and bank statements.
Councillors agreed that the clerk could set up a direct debit for payment of the pest control contract to J Spurdens – Cllr Pickering mentioned that it would be necessary to make additional charges for rat and mole control, making a total of £57.83 + VAT per month, which the councillors agreed.

Balance b/f at 11th May 2026		£86,886.73
Receipts:		
South Norfolk Council	Recycling adopter payment	£250.00
Unity Trust	Deposit account interest	£206.29
Sub-total of receipts		*£456.29*
Debit card payments:		
Lloyds Bank	Debit card monthly charge x 2	£6.00
Standing orders:		
Jane Love	Clerk's monthly salary – June	£577.74
Jane Love	Clerk's monthly salary – July	£577.74
Payment between meetings:		
Unity Trust	Bank charges	£14.00
Newgate Allotment Society	Grant for 2026/27	£1,600.00
Information Commissioner	Data Protection registration	£47.00
Gallagher	Annual insurance premium 2026/27	£737.09
Mark Minns	Playground repairs	£178.00
Mark Minns	Fencing repairs	£45.00
NGF Play	Deposit for urgent repairs to zip wire	£224.00
Payments to be agreed:		
IMON Site Ltd	May + June grasscutting	£240.00
SLCC	Annual membership	£158.00
TT Jones Ltd	Footway light maintenance, April to September 2026	£75.00
JS Pest Control Ltd	Pest control July to September 2026	£160.06
Kirby Cane Memorial Hall	Hire of hall for PC meeting 13th July 2026	£20.00
Norfolk Pension Fund	Clerk's pension contribs June/July	£318.96
Jane Love	Balance payment	£44.17
Sub-total of payments		**£5,022.76**
Balance c/f at 13th July 2026		£82,320.26

11. <u>To consider an update of the Financial Regulations and other items raised by the internal audit of the 2025/26 accounts</u>:

Councillors approved new Financial Regulations appropriate for a council with turnover in excess of £25,000. The clerk had also had some issues updating the new website, which meant that some of the policies that had been reviewed in March 2026 had not been updated on the new website. This had now been rectified and the clerk would work through the issues raised in the internal audit of the 2025/26 accounts. Terms of reference for committees would be reviewed at the September meeting, and other recommendations had been noted and website links checked and updated where necessary.

12. To receive a report on the playground:

Cllrs Lodge and Pickering reported on the recent annual safety inspection that had been carried out. They wanted to check the status of all the items, as they did not seem to reflect the work that had been carried out over the past year, and work that had recently been completed to the zip wire. Cllr Stock would join them to check all the items of equipment, draw up a new list and two people would then carry out monthly checks at the playground. They agreed that the payment for the Rospa inspection should be held back pending confirmation of dates etc. Regardless of this, most things covered by the report were satisfactory.

There was discussion of the presence of dogs on the field, in spite of the signs prohibiting access to dogs.

The clerk reported that she had received an email on 1st June from an individual reporting that they had fallen from the zip wire on 27th May, causing a cut to their arm, lower back pain and a bruised hip because the zip wire seat had detached from main part of the equipment. She had consulted with Cllrs Lodge and Pickering and immediate action was taken to remove the zip wire from operation and repairs ordered. The zip wire had previously been out of action while another issue, damage to the head bolts, had been dealt with. A reply had been sent to the individual, the insurance company had been alerted, but nothing further had been received from the complainant. Signage to reinforce the weight limit on the play equipment was discussed, and an annual service of the zip wire would be programmed in.

Cllr Lally gave his apologies and left the meeting

13. To receive a report on the school/playground car park project, including a survey carried out by Ellingham Primary School:

This had already been discussed – the clerk would chase the secretary of the EUC about progress with the solicitor. The clerk would put a report on the schoolchildren's survey in the next (September) issue of Tidings.

14. To consider specific local issues:

i) highways issues – the tree at the junction of Crisp Road and Mill Road, Ellingham was very overgrown, obscuring visibility. The clerk would report it to NCC.
ii) defibrillator - the clerk had done the regular check and would report it via The Circuit;
iii) SAM2 – the Parish Partnership scheme was awaited to see if a new unit would be purchased. The data from the old unit was still available if needed.

15. To receive items for information:

Cllr Raymant had sent a report of his attendance at the training course on chairing meetings, which he had found useful.

16. To receive items for the next agenda:

Annual accounts, car park lease, SAM2 arrangements

17. Date of next meeting: Monday, 13th September, 7pm

There being no further business, the meeting closed at 8.56pm

Signed…………………….............………… Dated……………………….
Chairman

KIRBY CANE & ELLINGHAM PARISH COUNCIL

FINANCIAL REGULATIONS
(suitable for a council £25,000 – £200,000)

Notes and how do adopt these Financial Regulations

Abbreviations:
RFO Responsible Financial Officer
AGAR Annual Governance and Accounting Return
G&A Governance and Accountability – Practitioners Guide produced by JPEG and known as 'Proper Practices'
GPC General Power of Competence
TOR Terms of Reference

1. General

These regulations govern how the Council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance & Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations are approved by full Council and can only be amended by full Council. Where there is a Finance Committee with TOR which includes review of documents, that Committee will make its recommendations to full Council for their approval.

These regulations were approved on 13th July 2026 and will be updated annually unless the law or the council's financial activities change, or professional and competent advice is given requiring this to be done sooner.

2. Accounting, Audit and Internal Control

2.1. The RFO must be responsible for maintaining the cash book, and completing the year-end receipts and payments accounts from the totals in the cash book as soon as possible after the year-end.

2.2. These accounts should be presented showing a comparative previous year for both receipts and payments. The totals in the accounts are then transferred to the relevant sections of the AGAR Accounting Statement. A year-end bank reconciliation must be undertaken, and the Chairman should sign this and the year-end bank statement(s).

2.3. The RFO may choose to undertake Income and Expenditure Accounting (as opposed to Receipts and Payments), and must follow the guidance in G&A.

2.4. The Council must have a suitable item on every agenda (for example "Financial Matters) for financial reporting which will include details of all receipts and payments, bank account reconciliations to cash book, balances of all accounts held and budget monitoring. This will provide supporting evidence of an effective system of internal control for its accounting records and financial activities in accordance with proper practices. The purpose and detail of internal control must be recorded in a statement or policy document approved and annually reviewed by Council.

2.5. The Council should appoint one of its members to the role of Internal Control Officer, and the officer will conduct a check of various items at least quarterly. A check list will be drawn up by the RFO. The list should include, among other things, verifying the receipts and payments schedules, the quarterly bank reconciliations which should be signed by the authorised members, the submission of VAT claims. A report of this check should be made to the Council (under “Financial Matters”) and included in the minutes.

2.6. The Council must appoint an Internal Auditor by October of each year and must receive a quotation for this work. A letter of appointment must be sent to the Internal Auditor. In this letter, the Internal Auditor must be advised of their role which is to evaluate the effectiveness of the council’s risk management, internal control and governance processes in accordance with proper practices specified in G&A. The Internal Auditor must be competent and completely independent of the financial operations of the council. They must report to the Council in writing and this report must include explanations for any “NO” boxes on Page 3 of AGAR and the advice given to the Council to remedy this situation. This report must be considered by the Council, prior to signing off AGAR (Governance Statement). Any recommendations made by the Internal Auditor, should be implemented or reasons why they are not, recorded in the minutes. The RFO must make available such documents and records as the Internal Auditor requests for the purpose of the audit.

2.7. The Council must have an agenda item for the approval of AGAR Part 3 (Governance Statement followed by Annual Accounting Statement). The Annual Governance Statement will then be signed by the clerk and chairman, the Accounting Statements will be signed by the chairman (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.

2.8. The RFO must advertise Electors Rights’, as required by law to include both the notice and supporting statement.

2.9. The completed AGAR and accompanying papers must be sent to the External Auditor by 1 July. Any comments raised by the External Auditor must be answered by the RFO as soon as possible. The completion of the External Audit must be published by 30 September.

2.10. There is no requirement to publish specified financial information (other than the Annual Governance Statement, Accounting Statements and Electors’ Rights notice and supporting statement), but it is best practice to follow the Transparency Regulations applicable for councils under £25,000. All information could be requested either during the Electors’ Rights period or under Freedom of Information Regulations.

2.11. Regular back-up copies should be made of all the records on any council computer and stored either online or a separate location. The RFO must ensure that any computer used for the council's financial business has adequate security.

3. The Budget

3.1. The budget must be constructed referring to the last completed year, both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for at least the next year. Reserve funds should be identified.

3.2. The budget must be approved by full Council in time to submit the precept request to the District / Borough Council in January. Approval of the budget and the precept must be minuted. Where there are Committees with TOR which enable those Committees to budget for their activities, draft Committee budgets should be presented ahead of preparation of the final budget. See also footnote 1.

3.3. The RFO must report to Council at least quarterly on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget. The budget monitoring should be minuted (under "Financial Matters") and the reasons for variations detailed either in the minutes or on a supporting schedule.

4. Authority to spend (s101)

Under the Local Government Act 1972 s101, urgent expenditure of up to £1000 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of the council services or to public safety on council property. Such spending should be reported to the Chairman and then to Council as soon as possible and if necessary, the budget should be amended accordingly.

5. Banking

5.1. Monies received must be banked on a regular basis by the RFO.

5.2. The Council must agree any changes in the bank mandate or the bank. Banking arrangements should be reviewed annually by the Council.

5.3. Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills, ICO fee or payroll (refer Item 7). Such payments must be signed by two authorised members. Variable direct debit payments may also be made, with Council approval. Amounts so paid should be reported to the Council in the regularly presented payment schedule under "Financial Matters".

5.4. Cash income received must be banked separately and intact. Handling cash should involve at least two people.

5.5. The RFO may move money between bank accounts without prior approval by the Council. Any such moves should be reported to Council in “Financial Matters”.

5.6. Monies not immediately required should be retained in a higher interest paying account wherever possible.

5.7. No more than £120,000 should be held in any one bank or Building Society.

6. Making Payments and Petty Cash

6.1. Invoices for payment must be checked by the RFO and verification obtained regarding the supply of goods or works. They must be entered onto a schedule and signed by the RFO, for approval by Council. Once approved by Council, the Chairman must sign this schedule. Quotations should be attached to invoices as part of the audit trail. Invoices should be cross referenced to the reference in the cash book.

6.2. The payment schedule must be included in the minutes (Financial Report) or attached as an appendix to the minutes with a reference to this in the minute.

6.3. Where internet banking arrangements have been agreed two of at least three named councillors will be authorised to approve transactions, following authorisation by the Council. Account details for suppliers may only be changed upon written notification by the supplier.

6.4. All authorised signatories may have access to view the council’s bank accounts online, but there must be no disclosure of any PIN or password to any person other than those authorised.

6.5. No signatory should be involved in approving any payment to themselves.

6.6. Where a corporate debit / credit card is provided, it shall be issued for the use of the Clerk only (unless otherwise determined by Council resolution). Use of the card shall be restricted to payments agreed by Council or made under delegated authority, must remain within approved budget headings, and shall be subject to a transaction limit of £200. All transactions must be properly recorded, supported by receipts, and subject to monthly reconciliation.

6.7. The Council keeps no petty cash.

7. Salaries and staff expenses

7.1. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by Council. Payment of salaries and deductions from salary such as tax, national insurance and pension contributions must be made in accordance with the payroll records.

7.2. Salary rates shall be agreed by the council, or a duly delegated committee. No changes can be made to an employee's salary or contract of employment without the approval of the council or duly delegated committee.

7.3. Salaries must be paid on the date specified in Contracts (refer 5.3)

7.4. Expenses to be refunded to officers must be supported by a detailed cost sheet and invoices.

7.5. Termination payments must be authorised by the Council.

7.6. All personal payments may be summarised.

8. Loans, Reserves and Investments

8.1. Any loans must be approved by full Council and held in the name of the Council.

8.2. Any financial arrangement which does not require formal borrowing approval such as Hire Purchase, leasing of assets or loans to be repaid within the financial year must be authorised by full Council, following a written report on the value for money of the proposed transaction.

8.3. The Council should have an Investment Policy which should be reviewed by the Council at least annually. All investment of money must be in the name of the Council. All investment certificates and other documents shall be in the Council's name and retained in safe custody by the RFO.

8.4. End of year balances must identify the working balance and reserves held, and their purpose. Reserves, wherever possible, should be held in a higher interest paying account (refer 5.6).

9. Receipts

9.1. The RFO must issue invoices promptly and the Council must have collection arrangements, issuing a statement after 30 days for unpaid invoices. Copies of invoices must be retained and referenced to the cash book entries.

9.2. A Bad Debt Policy should be agreed by the Council. Irrecoverable amounts can only be written off by Council, following a report from the RFO.

9.3. The Council will review all fees and charges for work done, services provided, or goods sold annually as part of the budget-setting process, following a report from the RFO.

9.4. The origin of each receipt must be recorded on the paying-in slip and, where multiple payments are received such as allotments, on a schedule.

9.5. No personal cheques can be encashed from Council funds.

9.6. Where significant sums of cash are received by the Council, at least two people must count the money, and the banking of this cash is risk assessed (refer 5.4 above). There should be a reconciliation of cash counted against a control record for example number of car park tickets issued or stall takings.

10. VAT

Claims and returns should be completed promptly by the RFO at least quarterly (where the claim exceeds £100), otherwise annually. If the Council is registered for VAT, then claims must be submitted quarterly. VAT on till receipts up to £200, may be reclaimed provided there is a VAT Registration number on the receipts. The RFO must ensure that all invoices received are made out to the Council, enabling VAT to be reclaimed.

11. Orders

11.1. Before placing an order

11.1.1. one written quotation is required for items costing up to £1,000.

11.1.2. for items costing £1,000 - £5,000, two quotations should be obtained before committing to expenditure.

11.1.3. items costing £5,000 - £10,000 three written quotations should be obtained.

11.1.4. for items costing £10,000 to £25,000 the Council should go out to tender. The tender must remain in a sealed envelope until the prescribed date to open, alternatively tenders may be forwarded electronically and remain confidential to the RFO until the prescribed date.

11.2. Under the Public Bodies Admissions to Meeting Act 1960, the Council or delegated committee may close the meeting to press and public for consideration of quotations or tenders. If they chose not to do this and the quote or tender is not accepted no person shall be permitted to submit a later tender, estimate or quote who was present at the original decision-making process.

12. Contracts and Procurement

12.1. For capital projects and other contracts estimated to cost in excess of £30,000 including VAT the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders (refer Footnote 2).

12.2. Where contracts detail payment by instalments, the RFO shall maintain a record of all these payments. The decision to make these instalment payments must be based on advice from professionals such as an architect or consultant for the works. This information should be detailed in the tender document.

12.3. Any cost variations must be reported to the Council where they are likely to exceed the contract sum by 5% or more.

13. S137 Payments

The RFO should check that the council has the necessary power to incur the expenditure.

~~S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved. The total of any s137 payments must be advertised at year-end in the notes to the accounts.~~

There must be a minute to confirm adoption of GPC at a full Council meeting, the minute recording that the Council meets the two requirements for GPC. GPC must be reaffirmed at the Annual Town Council Meeting following an ordinary election.

14. Stores

Stores and Equipment should be kept safely and securely. All goods received must be checked at the time of delivery. Stores should always be kept at the minimum level required. Periodic stock checks should be made and as a minimum at the year-end.

15. Assets and Insurances

15.1. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, must be included in any policy document. Other appropriate insurances should be in place. The Council should forward a copy of their Asset Register to their insurer and arrange appropriate cover. All new risks and property must be advised to the insurer at least 2 weeks ahead of any activity. Any loss, liability, damage or event likely to lead to a claim must be reported to the insurer and the Council.

15.2. The Asset Register is a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held. It must be maintained by the RFO and should be reviewed during the year (for example at times when assets are purchased) and at year-end. A planned inspection of all assets should take place annually. The RFO must make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.3. No asset, except with an estimated value of under £50, shall be disposed of, without the authority of the council. The best possible price must always be obtained.

15.4. Assets should be maintained through earmarked reserve funds which must be detailed at year-end.

15.5. No interest in land shall be purchased, sold, leased or otherwise disposed of without the authority of Council, together with any other consents required by law. In the case of purchase or disposal, a professional report shall be provided to the Council in respect of valuation and surveyed condition of the property. The Council must ensure an adequate level of consultation with the electorate has taken place before either disposal or purchase.

16. Risk Management
The Council needs to be aware of the significant risks that it faces and decide how to manage them. This must be recorded in a Risk Management Schedule. The risks must be assessed, and action taken to minimise the risk. The Schedule should have appropriate headings for risks (e.g. governance, financial, operational). Each risk must be risk assessed. One method that can be used is the Risk Matrix in G&A. Ways to reduce that risk are then identified such as insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

17. Charities

Where the council is sole managing trustee of a charitable body the Clerk or RFO must ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made, following Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and Revision of Financial Regulations.

The Council shall review these Financial Regulations annually. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations. Excepting where the law applies, the Council may suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks are considered.

Date Approved: *13th July 2026*

Date to be reviewed: *March 2027*

Footnote 1: Any councillor with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must

Footnote 2: Local Government Act 1972 s135

To whom it may concern.

The children at Ellingham VC Primary School are concerned about the road safety outside their school. We **were** running a Walking Bus twice weekly from the Olive Tree to help reduce the number of cars around the school at drop off time but unfortunately due to lack of staffing this has been unable to continue.

We currently have a group of children monitoring the zig zags outside the school. They have designed a leaflet to hand to drivers to encourage safer parking.

We carried out a traffic survey to gauge the views of parents/carers. The children came up with their own questions and possible answers. They also approached parents and carers and asked them to complete the survey at the school gate each morning.

Please find attached graphs – produced by the children – to show the findings from the 79 completed traffic surveys.

In conclusion:

There are 91 children on role – 71 families.

68 out of 71 families attending Ellingham Primary School arrive by car.

Only 7 out of 71 families feel **'very safe'** on the pavements near our school.

59 families out of 71 feel that road safety around the school needs improving.

74 parents/carers feel that a carpark is needed.

Slower speed limits and a pedestrian crossing were also a possible solution to safety, with over 50% of families also selecting these options.

We have also collected comments from Swallows class (KS2) about their views on the safety around our school, these can also be found attached.

Yours faithfully

Ellingham Primary Eco Committee

Traffic Survey

Please could you take 2 minutes to complete this traffic survey.

We are working with the local community to try and provide safe parking near the school, and your input would be much appreciated.

Question 1 - **How do you travel to school?**

- [ ] Cycle/scooter
- [ ] Walk
- [x] Car/Taxi

Question 2 -**How safe do you feel on the pavements and roads near our school?**

- [x] Very safe
- [ ] Quite safe
- [ ] Not safe at all

Question 3 - **Have you witnessed dangerous parking at drop of /pick-up times?**

- [ ] Frequently
- [x] Occasionally
- [ ] Never

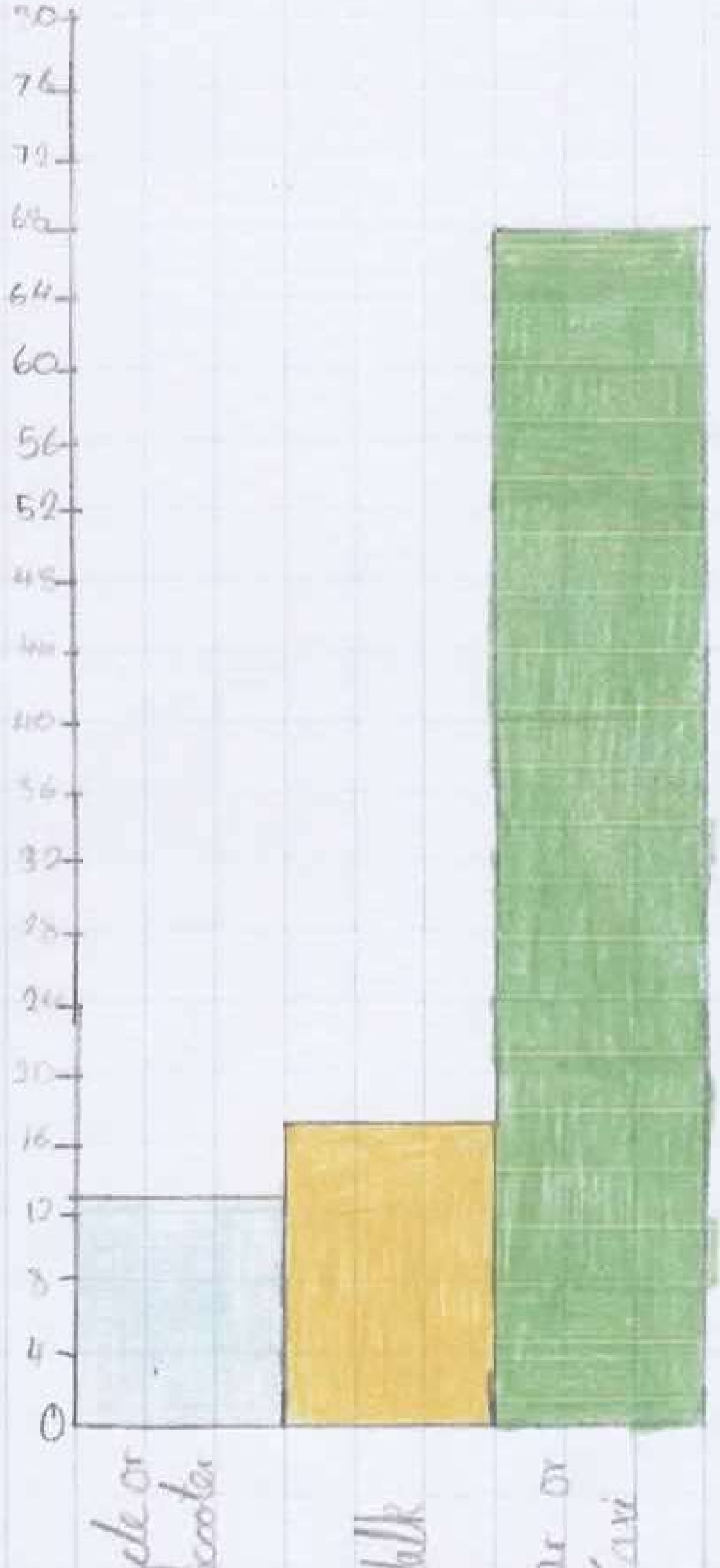
Question 4- **How would you rate the road safely and parking conditions outside the school?**

- [ ] Excellent
- [x] Adequate
- [ ] Poor/needs improvement

Question 5 - **What road safety improvements do you think are needed?**

- [x] A Car Park
- [ ] Slower Speed limits (e.g. 20 mph zone)
- [ ] Pedestrian Crossing

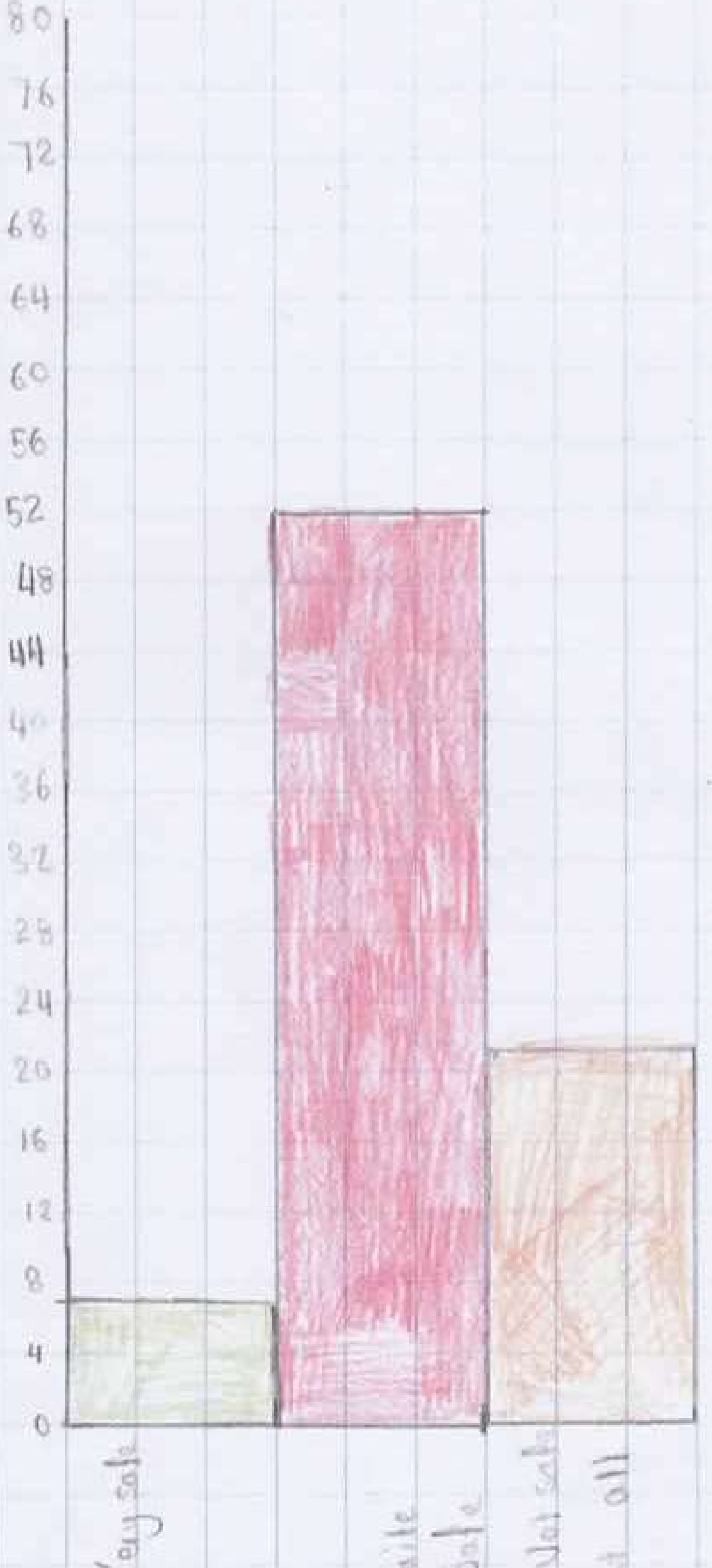
Q1 How do you travel to school?



Ella Collins

Q2

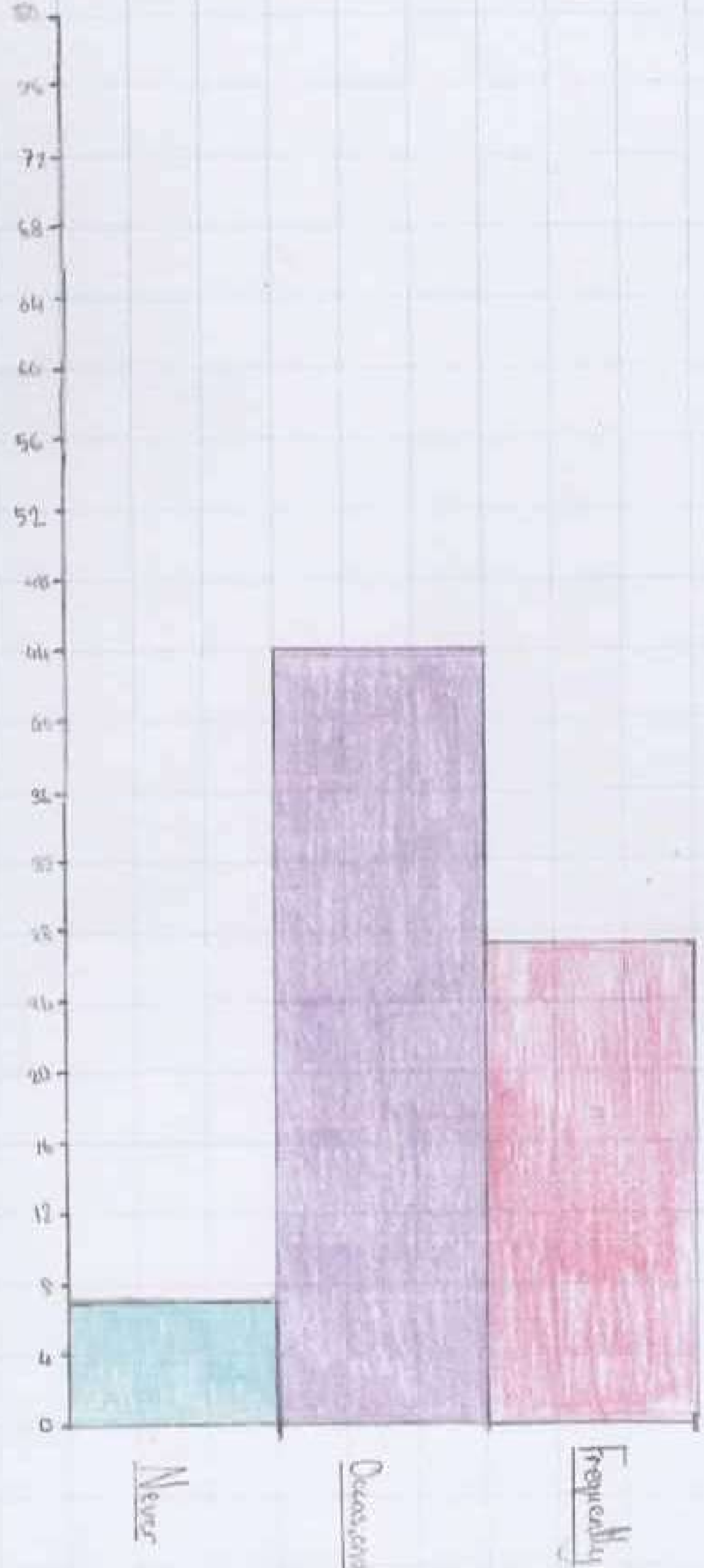
How safe do you feel on the pavements and roads near our School?



Aubrey Walker

Have you witnessed dangerous parking at drop of / pick-up times?

Q3

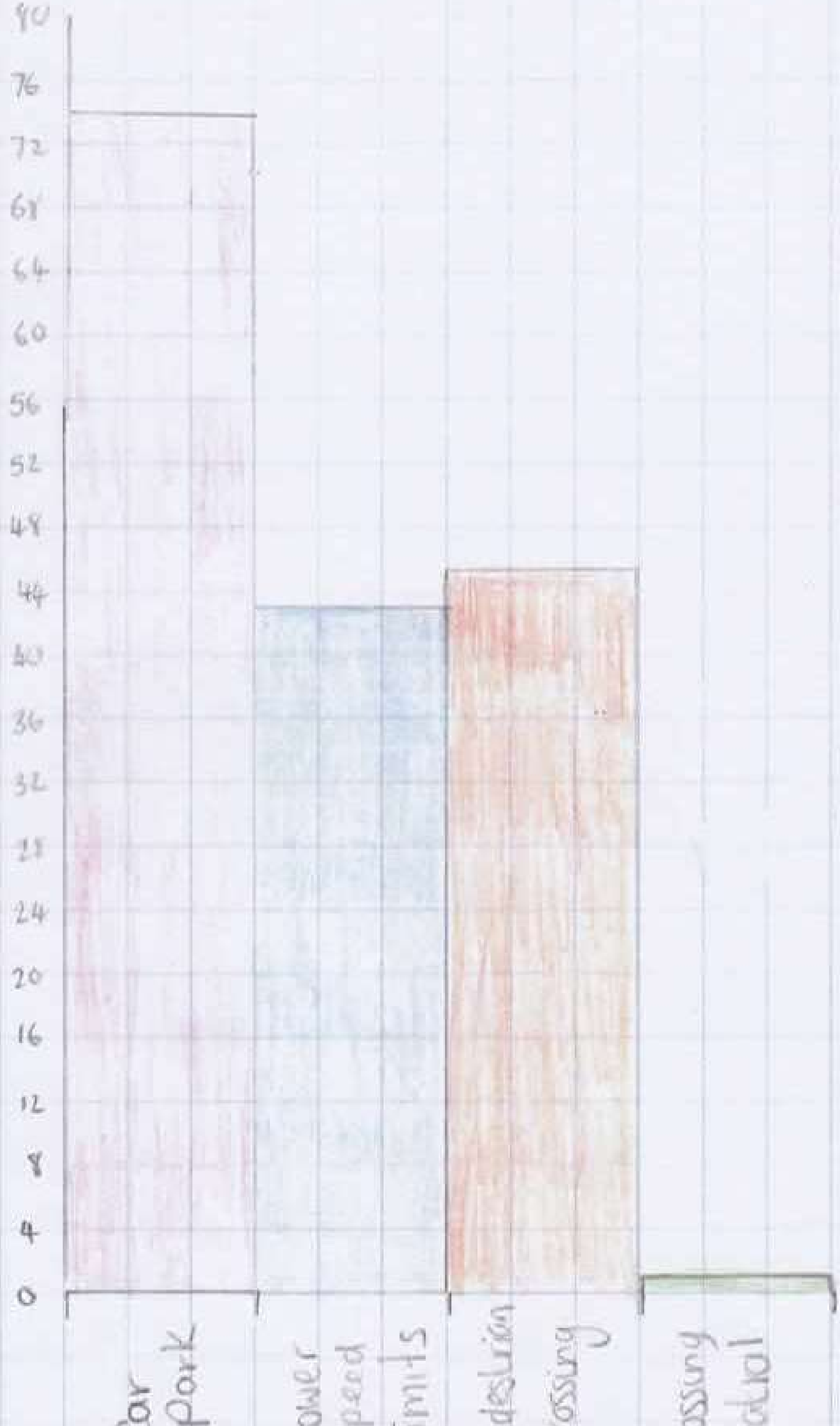


Lana Bromley

Phoebe

(Q4) How would you rate the road safety and parking conditions outside the school?

What road safety improvements do you think are needed?



PUPIL VOICE

Some people park in dangerous or Places they arnt ment to.
Some people also speed to much and then its dangerous for other people.

Emma

it is dangerous when getting out on to the road!

Rin!

Terrible because there is a lot of traffic and speeding ~~people~~ drivers. People who ~~we~~ park on Zig Zag lines.

I think school's roads are unsafe because lorries go way to fast.

EB/ Some People Park in dangrous Spots and on the Zig Zags / Doubble Yellows. Also, People Speed and it's very dangrous.

I think the road softy is not very good as cars are parked everywhere (I think we should have a car park) ~~and~~ ~~[illegible]~~

PUPIL VOICE

I would like to walk to school on my own but the road is very dangerous and busy.

We need a car park.

I think we should have a car park instead of parking on the edge of the road.

MD
No [illegible] between 8 and nine unless dropping off children would be better. The road is too narrow and busy. More space to park would be good also.

I think you should have a car park with a zebra crossing for the children because I have to get out on a road.

I think the roads outside school are very dangerous.

<u>**PUPIL VOICE**</u>

The roads could be better but you <u>really</u> should do something about it.

Danny

It is dangerous to just walk out of the car & on to the road.

Lorrys driving very close to our school.

I think its not very safe because you have to open your door onto the road and you could get hurt.

They aren't that safe because people keep ~~par~~ parking on the Zig Zags.

the entrence to the farm-[illegible] is some times blocked ~~wick~~ which causes a lot of trass it and makes reating very hard.

No. Because ~~a~~ alot of people park on the yellow lines!

Information on custodian trustees from the Community Action Norfolk website:-

Custodian Trustees

Unincorporated charities do not have their own legal identity. They ‘borrow’ the legal identities of their trustees to enter into contracts and to own assets. When an unincorporated charity owns property or land it might appoint a Custodian Trustee to hold the title deeds on their behalf in perpetuity. The Custodian Trustee is a corporate body, such as a Parish Council or the Official Custodian of Charities. Whilst the Custodian Trustee holds the title to all property on behalf of the charity, it does not take part in the day-to-day management and operation of the charity.

So the Custodian Trustee owns the property?

No. The property is owned by the charity. The Custodian Trustee functions as a sort of long-term ‘safety box’. It means the charity’s Managing Trustees can change over time without having to worry about changing the title deeds.

Is the Custodian Trustee in charge then?

Again no. The Managing Trustees (they will have a later article all to themselves) are responsible and liable for the running of the charity and decision-making. The Custodian Trustee has no part in this; their one role is to hold on to those title documents for the life of the charity, and provide them if requested.

What powers do Custodian Trustees have?

•Custodianship of the property title – note that the Managing Trustees have right of access to study or copy the documents

•Furnishing the documents as required by the Management Trustees to, for example, sell or add to the property.

•Depending on the charity’s governing document, they might be able to appoint new Managing Trustees; this is uncommon however

•They can charge for their services. Parish Councils tend not to do this.

Issues that we get asked about

Q. *Our Parish Council is specified as the Custodian Trustee. Where do our trustees representing other charities fit in?*

•A representative trustee from the Parish Council could be appointed (If the governing document allows) - but the Custodian Trustee has no say in the management of the charity. The Parish Councillor attending would be there as a Managing Trustee, not as anything to do with the Custodian Trusteeship.

•Any trustee, whether elected or representative, should only be operating in the interests of the charity. Sometimes, representative trustees feel they are there to represent the voice of another group or organisation. This is not so. Their ‘other’ organisation might have an interest in the charity; for example, a village hall might have representative trustees from groups that regularly hire the premises – but those trustees should concentrate only on the interests of the charity. You need a conflict of interest policy to clarify and manage this.

Q. *We’re 'just' the management committee. Doesn’t the Custodian Trustee hold liability and responsibility?*

•No. The Managing Trustees are responsible for management of the charity’s assets and property. As an Unincorporated Charity the Managing Trustees are singularly and collectively liable and responsible for the charity and its assets.

•Some charities wish to move towards Charitable Incorporated Organisation (CIO) status, limits liability by according the charity its own legal identity. And that means you no longer need a Custodian Trustee! CAN’s Community Development Officers are very experienced in advising on that process; give us a call.

•Unincorporated charities should have a Trustee Indemnity / Liability Insurance Policy.

Q. *Our charity profile on the Charity Commission Register has the name of the Custodian Trustee listed. Does this mean we are not trustees?*

•It’s a simple mistake. The only names should be the Managing Trustees who have been appointed in accordance with the governing document. It could be that the corporate body listed is a ‘sole trustee’ (and we’ll talk about them in a later article). Again, our Community Development team can help clarify that for you!

Recommendations from Internal Audit 2025/26

Recommendation 1
Both Financial Regulations and Standing Orders should mirror the same Procurement levels for contracts. Your Financial Regulations appear to be outdated as they refer to a Parish Council being less than £25,000. Item 2.7 in FRs state Exempt Council. The link is broken on the website to the Procurement Policy.
New Financial Regulations for review, 13th July 2026

Observation 1
Please see check the VAT amounts and I believe the claim may be incorrect.
(one further VAT receipt needs to be claimed)

Recommendation 2
The Risk Management Policy is not on the website. Review of Internal Control out of date on the website (both had been done but were not on website! They are now). These need to be reviewed annually.
Observation 2
It appears that the links on some of the policies are broken, please check.
Observation 3
The Terms of Reference need to be reviewed regularly and the only one that doesn't have a broken link appears to be out of date.

Recommendations 3
Please ensure that when minuting the Precept and Budget that it shows the Precept is in response to the budget and if there is an increase, the effect on Band D council tax properties per year. Although it appears on the budget monitoring document on the website. Please could you as part of the budget monitoring include the precept request form to district council, so that the Internal Auditor can check that it has been sent to the necessary District Council.
(noted, but the document was there)

Recommendations 4
Please could you upload the CIL returns for the last five years.
(this was completed on 8/7/2026)

Recommendation 5
I see from the Clerks notes that the Parish Council rents the allotments from Newgate Allotments. There is no income from the allotments. Could you explain this, please.
(income received but in wrong column!!)

Recommendation 6
The Annoucement Date for the Notice for the period for the Exercise of Public Rights was the same day as the Parish Council meeting. This should be the day after.
(noted)

Recommendation 7
When reviewing the AGAR at the Parish Council Meeting, make sure that you approve the dates for Notice for the period for the exercise of public rights. I see it was mentioned in the minutes, but no dates were noted or agreed.
(noted)

Out of office Re:Fwd: South Norfolk In Bloom: Pride of Place

2 emails

chair < clerk@kce-pc.gov.uk >

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

Sat, 23 May 2026 8:04:05 PM +0200

To

The clerk to Kirby Cane & Ellingham Parish Council is currently on leave. This mailbox is monitored periodically, and we endeavour to reply to emails within five working days.

Sat, 23 May 2026 8:04:01 PM +0200

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

Cc "Lesley Lodge"<llodge@kce-pc-gov.uk>

Dear Jane
I have had confirmation that the above fund is open again until November.

The email below explains how the match funding ratio works. With this in mind the PC would need to consider if a ceiling of up-to £600 would be acceptable. This would be matched by the success of the SNDC fund to give a combined maximum budget of £1200 to work with.
An early indication from the PC would be helpful to know in advance of drawing the design of the project and what funds we have to work with.

I would appreciate some feedback from the PC on this matter please.

I have written to the Norfolk Wildlife Trust again to enlist their support and to assist me in approaching NCC cultivation highways team to engage their assistance also.

Does the PC by any chance have any highways contacts when dealing with matters within our parish regarding grass verges etc?

I have also requested with the approval of yourself and Lesley that we meet up with officers from the NWT and Highways to have an on site meeting with the aim of mapping out what options are open to us to design a wildflower planting scheme for the village .

I hope the above helps to inform the PC and the progress I am trying to make to move this concept forward.

I thank the PC for their support and input.

Best Wishes

Sent from my iPhone

Begin forwarded message:

> **From:** Pride in Place <prideinplace@southnorfolkandbroadland.gov.uk>
> **Date:** 21 May 2026 at 14:15:35 BST
> **To:**
> **Subject: South Norfolk In Bloom**
>
> Good afternoon,
>
> I hope you are well.
>
> Thank you for expressing your interest in the South Norfolk In Bloom grant scheme.
>
> You'll be pleased to hear that the scheme reopened for applications yesterday and will remain open until the 15th of November this year.
>
> Regarding the match-funding requirements of this scheme, it works on the basis of every £1 your organisation contributes toward the total project cost; South Norfolk Council can contribute £1 with a maximum of £1 per person of your parish population. So, using your example of Ellingham and Kirby Cane to access the maximum grant of £600, the applicant organisation would need to contribute £600 towards the project - for a total project cost of £1200.
>
> Unfortunately, I don't have a direct contact at Highways, however, the following link will take you to the Norfolk County Council - Roads webpage where you can submit an enquiry form or there should be a phone number available to contact them: Roads - Norfolk County Council.
>
> As we have only just finished the first cycle of this grant schemes, majority of the grant recipients' projects have not yet been delivered, so we don't have a beacon PC as such. However, we are more than happy to assist you through the process of completing your application - if you would like assistance, please feel free to contact myself or the Communities team (communities@southnorfolkandbroadland.gov.uk).

Re: EXT- Pride of Place : SNDC in Bloom Fund: Ellingham & Kirby Cane Parish.

chair < clerk@kce-pc.gov.uk >

Sat, 06 Jun 2026 10:43:06 AM +0200

To "Ella Warren-Cooke"<ellawc@norfolkwildlifetrust.org.uk>,"Lesley Lodge"<llodge@kce-pc.gov.uk>,"Jane Love"<clerk@kce-pc.gov.uk>

Hello Ella
Thank you for your response and encouragement and I look forward to hearing further regarding a joint meeting in Ellingham in July with myself and representatives of our parish council.

Kind regards

Resident of Ellingham Village

Sent from my iPhone

> On 3 Jun 2026, at 16:51, Ella Warren-Cooke <ellawc@norfolkwildlifetrust.org.uk> wrote:
>
> Hellc
>
> Thank you for contacting Norfolk Wildlife Trust and for your patience in waiting for a response. The SNDC's In Bloom fund sounds like a brilliant opportunity to create a wildflower project in Ellingham and Kirby Cane Parish. I was wondering, do you know the name of who you spoke to before?
>
> We currently have a high volume of advice requests but we would like to support you where we can. The mapping element you mentioned would sit with one of my colleagues so I am making enquiries to see if there is capacity to assist you with this. At the very least, we will have availability to provide some advice and guidance on a site visit with you, a parish Cllr and Highways in July.
>
> I shall be in touch with you soon with more information on how we can support you.
>
> Best wishes,
>
> Ella Warren-Cooke (she/her)
> Nature Recovery Advisor
> Mobile: 07881281169
> Please note, my normal working days are Monday, Wednesday, Thursday.
>
>
>
> -----Original Message-----

> From.
> Sent: 23 May 2026 09:30
> To: Info <Info@norfolkwildlifetrust.org.uk>
> Subject: EXT- Pride of Place : SNDC in Bloom Fund: Ellingham & Kirby Cane Parish.
>
> [You don't often get email from alisonwoodcock@me.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]
>
> Hello
> I received a positive response from you a few weeks back in April regarding your input should the above fund become available again.
> I have now been informed by the SNDC communities team they are extending the availability of the grant until November which allows me time to develop a wildflower project in Ellingham and Kirby Cane Parish.
>
> I now have the approval and support of our parish council to work up a proposal and I have the opportunity to apply for the match funding with our parish council . I also have a PC Cllr representative to join me to support the project idea.
>
> I would therefore very much like to request NWT input and support, along with an officer within NCC highways to identify, map out the green spaces that can be used with the necessary cultivation licences to be applied for to work up a proposal.
>
> I would like to set up a site visit in our village with myself, Parish Council Cllr, NWT and NCC Highways responsible for the cultivation of green spaces and licenses.
>
> Do you have a direct contact with someone in NCC highways who we could work alongside with and NWT and join us on a site visit to explore options etc.
> I am having great difficulty using NCC filtering communications system to get to the right team/officer responsible.
>
> I am advised I need NWT input before NCC highways will get involved.
>
> Its crucial to the success of this project going forward for both teams to come on board to offer their advice and guidance if I am going to make any headway.
>
> I look forward to hearing from you.
>
> Many thanks in anticipation.
>

> Parish Resident of Ellingham & Kirby Cane.
>
>
>
>
>
> Sent from my iPhone
>
>
>
>
>
> Direct Dial:

Re: Pride of Place : SN In Bloom Fund: Ellingham & Kirby Cane

4 emails

chair < clerk@kce-pc.gov.uk >

Thu, 02 Jul 2026 5:37:50 PM +0100

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

Cc "llodge"<llodge@kce-pc.gov.uk>

Hi Jane
Thank you for this.

The maximum funding I can apply for is based on the resident population of Ellingham & Kirby Cane.

Lesley and I have chatted and thought we could have planting stations at various locations across both villages organised by 1 or 2 forthcoming and identified leaders who would organise a planting station with the assistance of other enlisted community volunteers.

If we were to include wildflowers we are thinking roadside verges which will need farmers, landowners and NCC approval with the long term aim of repurposing roadside verges as mini meadows to combat habitat loss eg butterflies etc.

Maybe, as a suggestion the PC chairman Mike Skipper could help with this if he and or other PC Cllrs know of the local landowners and farmers personally to discuss the idea and seek their approval and engagement.
Could this be discussed at your next PC meeting please. We will need some indication prior to the grant application being submitted if it is to be included.

Once we have had the meeting with County Council Officers we will have a better idea of the overall size of the planting scheme.

So far I have been encourage with our progress and look forward to you and Lesley joining me on the 29th July.

Best wishes

Sent from my iPhone

> On 1 Jul 2026, at 15:24, Parish Clerk <clerk@kce-pc.gov.uk> wrote:
>
> Hellc

Thanks for that confirmation - I have already circulated your emails and suggestion and have certainly not received any objections as yet!

This will be on the agenda for the meeting on 13 July, along with formal approval of expenditure - provided that you feel £600 (to match with £600 from SNC) will be sufficient for your project.

Kind regards

Jane

Jane Love
Clerk to Kirby Cane & Ellingham Parish Council
07774 641057

Website: www.kce-pc.gov.uk

From.
To: "Parish Clerk"<clerk@kce-pc.gov.uk>
Cc: <llodge@kce-pc.gov.uk>
Date: Mon, 29 Jun 2026 13:18:53 +0100
Subject: Re: Pride of Place : SN In Bloom Fund: Ellingham & Kirby Cane

Dear Jane and Lesley

I am looking for a Parish Council Budget of a maximum of £600 pending the PC approval of the grant application.

This is based on the SNDC criteria where the PC fund £1 per resident (estimated population of 600) and is match funded by South Norfolk Council providing a total budget of £1200.

Please can this proposal be put forward to the Cllrs so we have some idea to share with NCC highways and Norfolk Wildlife Trust at our meeting on the 29th July. They will have a better idea than me on the costings and the budget needed based on the scoping exercise on the 29th and where we will be able to work up a design plan.

Many thanks

Sent from my iPhone

Recycling centre adopter payments 2026/27

chair < clerk@kce-pc.gov.uk >

Lisa Fountain < Lisa.Fountain@southnorfolkandbroadland.gov.uk >
Fri, 05 Jun 2026 12:28:17 PM +0200

Dear Sir or Madam,

Thank you for agreeing to host a recycling centre in your parish.
The April 2026 - March 2027 Adopter payment for recycling banks will be paid to you shortly via BACS to the bank account details you have previously provided us with.
We will continue to pay these annually by BACS, therefore if any address or bank details change, please remember to let us know.
Our network of MRCs in the district remains an important asset for South Norfolk as they provide local facilities to enable residents to recycle a range of additional materials. We look forward to continuing to work with you to maintain and increase recycling opportunities in your area.

Kind regards
Lisa

Lisa Fountain
Recycling & Partnerships Officer
t 01508 533641 e lisa.fountain@southnorfolkandbroadland.gov.uk

Broadland District Council

South Norfolk Council

Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the Horizon Centre. Find out how you can access our services by visiting our website or by calling us on 01508 533633

Re: Ellingham Football Club

3 emails

chair < clerk@kce-pc.gov.uk >

Parish Clerk < clerk@kce-pc.gov.uk >
Mon, 22 Jun 2026 10:41:38 AM +0100

To

Hello

Thanks for your email, I have forwarded it to the appropriate people and they may be in touch with you.

Kind regards

Jane

Jane Love
Clerk to Kirby Cane & Ellingham Parish Council
07774 641057

Website: www.kce-pc.gov.uk

---- On Sat, 20 Jun 2026 15:40:45 +0200 wrote ----

Hi

Is the Ellingham Football Club pitch still in use pls. If so/or indeed if not would you be able to provide a contact pls

Many thanks

Sent from my iPhone

MP Request: Bus Service Improvement **chair** < clerk@kce-pc.gov.uk >

< ben.mellows@parliament.uk >

Sat, 04 Jul 2026 5:37:59 PM +0100

To "MELLOWS, Ben"<ben.mellows@parliament.uk>

Good afternoon,

Adrian Ramsay MP is working with residents of Waveney Valley on improving bus services across the constituency.

Adrian has requested I contact you to ask whether there are any issues with bus travel in your area.

He is interested in knowing whether routes which are needed and would be popular are currently running or if there are any gaps in service.

Please respond to this email to let Adrian know your thoughts on bus services in your area.

Thank you for assistance.

Kindest regards

Ben Mellows

Ben Mellows
Caseworker
Adrian Ramsay MP
Member of Parliament for Waveney Valley.

e-mail: ben.mellows@parliament.uk

Tel: 01379 830 200

My working hours are Tuesday to Friday.

Firstly sorry for the delay in replying to your email about the No 81 bus service through our village. The scheduled times of the buses at the moment just aren't entirely suitable to be able to get to Bungay medical practice for appointments, for instance, the first bus to Bungay arrives after 10 am, then the next buses back are 11.38 and the last one being 13.48, so if only afternoon appointments are available that's impossible. The Bact community transport is an option but they need plenty of notice due to a lack of volunteer drivers. The other point I would like to highlight is that if there are frequent buses from Gillingham, Beccles and Ditchingham to and from Norwich, why can't there be a link up so that our village and Geldeston are not left out. When going to Norwich I pick up the 9 10 bus from Ellingham then change at Gillingham to catch the X2 or the 146 service which arrives in Norwich at 10 25. That only gives you around 2 and a half hours before heading home to pick up the last bus from Beccles which is at 2.30. There definitely is a need for a later bus in the afternoon. None of us know if for one reason or another due to a medical condition maybe, that we are unable to drive, public transport is essential.

I hope this helps, I could say more, but I will be happy to help another time if necessary.

Subscriber news from Norfolk PTS **chair** < clerk@kce-pc.gov.uk >

Norfolk Parish Training & Support < team@norfolkpts.org >
Thu, 28 May 2026 11:00:07 AM +0200

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

Dear Jane

How are you doing with your AGAR, Internal Audit and Annual Parish Council meetings?
May is a busy month for us Clerks, but give yourself a break, make a cuppa and have a read of our subscribers newsletter.

County Elections
Following the county elections earlier this month, there have been some big changes with many new county councillors elected to represent the various divisions in Norfolk. You will most likely be contacted by the new county councillor for your area and hopefully meet them at your upcoming parish or town council meetings.

Local Government Review
You will be aware that central government has decided on three unitary authorities for Norfolk: West, East and Greater Norwich. Here is a map showing the new areas for Norfolk.
We are hearing that the new administration at Norfolk County Council is not keen on these plans and is starting to take steps to oppose them. We will have to wait and see what happens. Link to Norfolk County Council website

HMRC Mileage Rate Increase (Effective 1 April 2026)
It was announced on 21 May 2026 that the HMRC Approved Mileage Allowance Payment (AMAP) rate has increased by 10 pence per mile, bringing the new rate to 55p per mile. This change is backdated to 1 April 2026.
Please note:
The updated rate only automatically applies where contracts or policies explicitly state that mileage is reimbursed at the prevailing HMRC rate. For the remainder, the new rate must be formally adopted through the usual policy approval process. Once approved, the council may choose to backdate payments to 1 April 2026.
This is positive news for those of us who regularly use our private vehicles for work-

related duties.
See this link for more details

Important Reminder: Vehicle Insurance
Employees must ensure that any privately owned vehicle used for business travel (excluding commuting) is covered by appropriate business-use insurance. Driving for work without the correct insurance can result in:

- Fines
- Penalty points
- Potential invalidation of cover in the event of an accident

If unsure, employees should check directly with their insurer to confirm they have the correct level of cover.

Investments
Councils will have received the first half of their precept by now. Even though interest rates have steadily dropped over the last few years, your council should still consider putting surplus funds into an interest paying account. This could be a savings account linked to your bank account or an external investor such as CCLA. Far better to secure some interest on your funds rather than leave it solely as working balance in your everyday bank account. Whilst we are talking about investments, please note that any money invested that can be accessed in a year or less is classed as a short-term investment and included in box 8 of the AGAR (cash and short term investments), anything that is signed away for more than a year should be included in box 9 (assets and long term investments).

Road Surfacing
Norfolk County Council's annual spring and summer road surface dressing programme started at the end of April. This will see Norfolk's roads get a new seal to help prevent potholes forming and extending the life of roads with a new skid-resistant surface to reduce the risk of accidents. The work continues through until September, to take advantage of the warmer weather. This year 351 miles of Norfolk roads will be dressed, up from 320 miles last year. The total programme will cost around £12.31m.

Precepts for 2026/27
For those interested in looking at the precepts set by other councils, these have now been published. Individual council precepts can be found by selecting the district or borough council from the list on the Local Authority Dropdown tab. The average band D for England for 2026/27 is £99.76 an increase of 8.2% on 2025/26.

NPTS 10 Year Anniversary Party!
By now you will have received our gift and invitation to our 10th anniversary party

taking place on Friday 10th July. We hope you enjoyed the brownies and we hope even more that you will be able to join us. There will be live music, fun speeches, food, tea and of course a chance for us to say thank you to you all for supporting us over the last 10 years. We look forward to seeing you on the 10th July.

Interesting recent queries...

Q. Can Cllrs be appointed to a committee if they are absent from the meeting when committees are appointed?
A. Yes, Cllrs can be appointed in their absence, best to check that they are willing to serve on a committee beforehand.

Q. Is 'majority' on those who vote or those present, what about abstentions?
A. It is on those present and voting, those who abstain aren't counted.

Autumn Seminar - 1 October - Save the date!

Vacancies
We have a few Clerk and Locum opportunities you may be interested in. Take a look at all vacancies here.

Training opportunities
For all our training opportunities please have a look at our website.

Please forward this newsletter to your councillors so that they are kept up to date with the latest news and training opportunities.

Julie, Sara, Laura, Richard and Di
The Norfolk PTS Team

Follow us on our social media platforms

Facebook Instagram Website LinkedIn

Please contact us if you have any particular training needs on
01603 857004 or team@norfolkpts.org, or visit www.norfolkpts.org

Subscribing councils receive a 20% discount on scheduled training

Re: Re:Hazard at the junction of Church Road and School Road

4 emails

chair < clerk@kce-pc.gov.uk >

Fri, 10 Jul 2026 9:47:57 AM +0100

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

Dear Jane,

I noticed the sign had been moved when I drove past last evening.

Thank you so much for your help,

From: Parish Clerk <clerk@kce-pc.gov.uk>
Sent: 08 July 2026 17:43
Subject: Re:Hazard at the junction of Church Road and School Road

Hellc

Thanks for your email - I often think these temporary signs are placed just at the wrong height for drivers!

I can certainly report it to Highways, but could you just clarify which junction this is? Is it the one where Church Road becomes Loddon Road, and School Road becomes Old Bungay Road? Sorry to be dense, but I want to make sure I report the correct one.

Many thanks

Jane

Jane Love
Clerk to Kirby Cane & Ellingham Parish Council
07774 641057

Website: www.kce-pc.gov.uk

From:
To: "clerk@kce-pc.gov.uk"<clerk@kce-pc.gov.uk>
Date: Wed, 08 Jul 2026 17:36:31 +0100
Subject: Hazard at the junction of Church Road and School Road

Dear Jane,

The Highways department have placed a road sign in a very dangerous place today. It obscures the view of drivers exiting School Road and given the speed that people drive along Church Road these days, this could cause a very serious accident.
Do you know who needs to be contacted please?

Thanks

Sent from Outlook for iOS

Wed, 08 Jul 2026 5:45:40 PM +0100

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

Hi Jane,
Yes that's the one!
Thanks for your help,

Sent from Outlook for iOS

From: Parish Clerk <clerk@kce-pc.gov.uk>
Sent: Wednesday, 08 July 2026 17:43:46
To
Subject: Re:Hazard at the junction of Church Road and School Road

Hello

Thanks for your email - I often think these temporary signs are placed just at the wrong height for drivers!

I can certainly report it to Highways, but could you just clarify which junction this is? Is it the one where Church Road becomes Loddon Road, and School Road becomes Old Bungay Road? Sorry to be dense, but I want to make sure I report the correct one.

Many thanks

Jane

Re: Ellingham Nursey close

3 emails

chair < clerk@kce-pc.gov.uk >

Thu, 25 Jun 2026 8:22:03 PM +0100

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

Thanks for your response Jane.

The trees are on the land behind Ellingham house, but they are not owned by that property , they do have preservation orders on them though.
I will try speaking with the owner again and if not then I will try the appeal to the council.

Many thanks

[Yahoo Mail: Search, organise, conquer]

On Thu, 25 Jun 2026 at 15:03, Parish Clerk
<clerk@kce-pc.gov.uk> wrote:

> Thanks for your email.
>
> I believe the trees in question form part of a small plantation associated with Ellingham House. If this is the case, they are subject to a tree preservation order and therefore, generally speaking, the consent of South Norfolk District Council would be required before work could be done. However, I believe it is possible to remove dead wood from a tree and cut down or prune trees that are dead, dying, or presenting an immediate danger without permission, although if this was the case it would be recommended for the owner and/or their tree surgeon to take photos to prove that the trees are in poor condition before action like this is taken.
>
> It sounds like the owner really needs to consult a tree surgeon, who I am sure would be able to guide him in the appropriate course of action.
>
> Otherwise, an appeal for help to South Norfolk District Council might be the next move.
>
> Kind regards
>
> Jane
>
> Jane Love
> *Clerk to Kirby Cane & Ellingham Parish Council*
> 07774 641057
>
> **Website: www.kce-pc.gov.uk**

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---- On Wed, 24 Jun 2026 20:54:22 +0200 **l.oubridge@yahoo.co.uk** wrote ----

Hi Jane,
I hope you are well and managing the heat.

I wanted to get your thoughts about the trees to the rear of 11 & 11A nursey close. These are on the land accessed via the cul de sac part of Lockhart Road, owned by sprake from low road. Several of the trees are dead and more dying off and big branches have been falling on to the properties mentioned in nursey close.

I contacted Sprake in December and he came round to view and confirmed most of the trees were diseased and needed to be removed, he said he would contact the council and see what was required to get these removed. I have chased him a few times but have not achieved anything, is there anything you can suggest or support with regarding this matter.

Many thanks

Yahoo Mail: Search, organise, conquer

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

Thu, 25 Jun 2026 3:03:39 PM +0100

Thanks for your email.

I believe the trees in question form part of a small plantation associated with Ellingham House. If this is the case, they are subject to a tree preservation order and therefore, generally speaking, the consent of South Norfolk District Council would be required before work could be done. However, I believe it is possible to remove dead wood from a tree and cut down or prune trees that are dead, dying, or presenting an immediate danger without permission, although if this was the case it would be recommended for the owner and/or their tree surgeon to take photos to prove that the trees are in poor condition before action like this is taken.

KIRBY CANE & ELLINGHAM PARISH COUNCIL

STANDING ORDERS

1. **Accounting**

   a) Financial procedures to be followed must be detailed in the Financial Regulations (not Standing Orders) of the council and based upon 'Proper Practices' as identified in the most recent version of 'Governance and Accountability for Local Councils' (https://www.saaa.co.uk/legislation-guidance/). One exception is that the law requires Standing Orders to contain details about contracts (see Contacts and Procurement).

2. **Agendas (and summons)**

   b) **All items to be decided at a meeting must be detailed on the agenda.**

   c) **The date, time and place of a meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning). Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website**

   d) **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**

   e) **The agenda/summons must be signed by the clerk and dated.**

   f) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least four clear days before a meeting.

   g) The chair and the clerk will agree the agenda prior to its publication, the final say on the content of the agenda rests with the clerk.

   h) The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.

   i) The agenda should be sent to the district and county councillor(s) representing the council's area. This is an invitation to attend but as a member of the public.

   j) The agenda will detail the following in this order:
      i. Receipt or approval of apologies for absence
      ii. Receipt of declarations of interest and consideration of requests for dispensations
      iii. Confirmation of the accuracy of the minutes of last meeting
      iv. Public participation
      v. Other items for discussion such as planning matters; financial reports; progress of projects etc.

   k) **The agenda for the annual council meeting must include, as a first item, the election of chair.** Further items may include:

i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities
ii. Review of the terms of reference for committees
iii. Appointment of councillors to committees and working parties
iv. Review of policies
v. Review of membership of external bodies
vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate

l) The following items can be considered at a meeting even if they are not on the agenda:
i. to appoint a councillor to chair the meeting (if chair and vice-chair are not present)
ii. to defer consideration of an item until a future meeting
iii. to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
iv. to temporarily suspend the meeting
v. to suspend a particular standing order (unless contrary to legislation)
vi. to adjourn the meeting
vii. to close the meeting

m) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by at least five councillors.

3. Apologies

a) A councillor, if unable to attend a meeting, must give their apologies and the reason to the clerk.
b) **If a councillor fails throughout six consecutive months to attend any meetings of the council, or its committees or sub-committees of which they are a member they cease to be a councillor unless there is a 'statutory' reason for the absence such as military service, or failure to attend is approved by the council. The period begins with the last meeting attended.**

4. Chair

a) **The council must elect a chair who must be a member of the council.**
b) **The appointment of chair must be an annual appointment.**
c) **At the moment when the new chair accepts office the previous chair automatically retires.**
d) **Following their election, the chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
e) **The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a chair, then the casting vote, if it is necessary, must be used.**
f) The casting vote does not have to be used in the same way as the original vote.
g) **The chair or in their absence the vice-chair (if any) must preside.**
h) **If both are absent the council must appoint some other councillor to preside.**
i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).

5. **Clerk**

   a) **Duties of the clerk include to convene meetings of the council for the election of a new council chair, occasioned by a casual vacancy in that office; facilitate inspection of the minute book by local government electors; receive and retain copies of bylaws made by other authorities; serve on councillors in a manner agreed by them, a signed summons confirming the time, place and the agenda of a council meeting; provide in a conspicuous place a public notice of the time, place and agenda of a council meeting.**

6. **Code of Conduct and Dispensations**

   a) **All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**
   b) **Code of Conduct complaints must be referred to the District/Borough Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
   c) **All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
   d) **Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
   e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).
   f) A dispensation will be decided by the council or the committee.
   g) **If a dispensation is not granted, the councillor must not take part in the item** and should consider leaving the room, returning to the meeting after the item has been concluded.
   h) **A dispensation may be granted for the following reasons:**
      i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
      ii. **granting the dispensation is in the interests of persons living in the Council's area or**
      iii. **it is otherwise appropriate to grant a dispensation.**

7. **Committees, Sub-committees and Working Parties**

   a) **The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.**
   b) **The council decides terms of reference for the committee.** e.g. number of meetings, membership, functions, budget (if any), how the chair of the committee shall be appointed.
   c) **A committee will have an agenda, be open to the public, and have minutes.**
   d) The quorum of a committee should be no less than three.
   e) **Non-councillors can be appointed to committees, unless that committee regulates and controls the finances of the council. Non-councillors only get a vote if the function of the committee is the management of land, harbour functions, tourism functions or the management of a festival.** Non-councillors must abide by the council's Code of Conduct.
   f) A committee may delegate any of its functions to a sub-committee.
   g) Standing Orders of the council shall apply to all committees and sub-committees.

h) The council may appoint a working party. The council decides the brief of the working party. A working party cannot make decisions. A working party need not have agendas, does not have to meet in public and there is no requirement for minutes, however 'notes' of meetings should be kept.

8. Contracts and Procurement (must be included in Standing Orders)

a) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 (including VAT) but less than the published relevant thresholds referred to in 8d below is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;
ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or officers to encourage or support their tender outside the prescribed process;
iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

c) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

d) Where the value of a contract is likely to exceed the threshold specified by the Cabinet Office from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.

9. Councillor Vacancy

a) A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council, sending their written resignation to the Clerk.

b) Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.

c) The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting. Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chair.

d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**
f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

10. Data Protection (General Data Protection Regulations and the Data Protection Act 2018)

a) **The council must ensure that a written record of its processing activities is maintained.**
b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than three minutes.
b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

a) No councillor has the authority to issue instructions, or orders to any employee including the clerk or to act on behalf of the council.
b) The clerk may be given delegated authority to deal with matters, the detail may be included in the Job Description, a scheme of delegation or agreed at a meeting of the council (and minuted).
c) The clerk may have delegated authority to spend money in the event of an emergency and the detail of this is included in Financial Regulations.
d) The council may delegate to a committee (see Committees, Sub-committees and Working Parties).

13. Disorderly Conduct

a) Disturbance by any member of the public will be followed by a request from the chair to desist. If ignored the chair can ask the disruptive person to leave the meeting.

14. Employment (see [Clerk])

- **b)** **Employees must have a Contract of Employment** supported by a Job Description **on or before the first day of employment**. The Contract must include details of grievance and disciplinary procedures or make reference to separate documents.
- **a)** The council is an employer, and any matters relating to staff members must be treated confidentially and in accordance with employment law.
- **b)** A council may appoint a proper officer (clerk) for the discharge of the council's functions, and any other staff as required.
- **c)** **A council must appoint a Responsible Financial Officer**
- **d)** The council should appoint a small group of councillors to conduct the clerk's annual appraisal. The clerk will annually appraise all other members of staff.
- **e)** A council may appoint one or more of its councillors to be officers, but without remuneration. **A period of 12 months after leaving as a councillor, must elapse before payment can begin.**

15. Information Management

- **a)** **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**
- **b)** **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000.**

16. Legal Deeds

- a) A legal deed, on behalf of the council, must be authorised by a decision of the council and signed by two councillors, with the clerk witnessing the signatures.

17. Meetings (see also [Agendas])

- **a)** **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**
- **b)** **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
- **c)** **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
- **d)** **In addition, a council must meet on at least three other occasions during the year** and may hold further meetings as required.
- **e)** This council meets on the third Monday of every alternate month, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.
- **f)** Meeting dates for the following year should be set on or before the last meeting of the year.
- **g)** **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**
- **h)** **If the chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date,**

time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.

- **i)** **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**
- **j)** **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- **k)** **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
- **l)** **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.
- **m)** **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes,** this should be done either immediately prior to or immediately after the vote.
- **n)** A meeting shall not exceed a period of two hours.

18. Minutes

- a) Minutes shall include:
    - i. the date, time and place of the meeting
    - ii. the names of councillors and officers who are present
    - iii. interests declared
    - iv. dispensations granted
    - v. when a councillor arrives late, leaves early, or is absent for period of time
    - vi. the public participation session
    - i. the decisions made
- b) The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
- c) If issued to councillor prior to the meeting, minutes shall be taken as read.
- d) The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
- e) Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
- f) **If the receipts and payments of the council are both under £25,000, the minutes, if necessary in draft form, must be published on the council's website within one calendar month of the meeting.**

19. Press

- a) When responding to the press on behalf of the council, officers and councillors must only report on agreed decisions or policies of the council.

20. Public (including press and district, borough and county councillors

- a) Members of the public have the right to attend all meetings of the council
- b) Under the Public Bodies (Admissions to Meetings) Act 1960, members of the public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:
    - i. engagement, terms of service, conduct and dismissal of employees
    - ii. terms of tenders and proposals and counter proposals in negation for contracts
    - iii. preparation of cases in legal proceedings
    - iv. the early stages of any dispute

c) Public Participation time shall not exceed 15 minutes and no one person shall speak for more than three minutes, in both cases unless directed otherwise by the chair.
d) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend. A question does not require an answer at the meeting, if required, the chair will advise when an answer will be given
e) A person who speaks at a meeting, shall direct their comments to the chair of the meeting. The chair shall direct the order of speaking.
f) A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.
g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

KIRBY CANE & ELLINGHAM PARISH COUNCIL

FINANCIAL REGULATIONS
(suitable for a council £25,000 – £200,000)

Notes and how do adopt these Financial Regulations

Abbreviations:
RFO Responsible Financial Officer
AGAR Annual Governance and Accounting Return
G&A Governance and Accountability – Practitioners Guide produced by JPEG and known as 'Proper Practices'
GPC General Power of Competence
TOR Terms of Reference

Notes: Items and actions described by the word "must" are laid down in law – therefore they must be retained. Item 4 (s101) – this is typically £500/£1,000 for a medium council.

Complete Items marked XXX
Delete as appropriate items marked YYY

1. General

These regulations govern how the Council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance & Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations are approved by full Council and can only be amended by full Council. Where there is a Finance Committee with TOR which includes review of documents, that Committee will make its recommendations to full Council for their approval.

These regulations were approved on 13th July 2026 and will be updated annually unless the law or the council's financial activities change, or professional and competent advice is given requiring this to be done sooner.

2. Accounting, Audit and Internal Control

2.1. The RFO must be responsible for maintaining the cash book, and completing the year-end receipts and payments accounts from the totals in the cash book as soon as possible after the year-end.

2.2. These accounts should be presented showing a comparative previous year for both receipts and payments. The totals in the accounts are then transferred to the relevant sections of the AGAR Accounting Statement. A year-end bank reconciliation must be undertaken, and the Chairman should sign this and the year-end bank statement(s).

2.3. The RFO may choose to undertake Income and Expenditure Accounting (as opposed to Receipts and Payments), and must follow the guidance in G&A.

2.4. The Council must have a suitable item on every agenda (for example "Financial Matters) for financial reporting which will include details of all receipts and payments, bank account reconciliations to cash book, balances of all accounts held and budget monitoring. This will provide supporting evidence of an effective system of internal control for its accounting records and financial activities in accordance with proper practices. The purpose and detail of internal control must be recorded in a statement or policy document approved and annually reviewed by Council.

2.5. The Council should appoint one of its members to the role of Internal Control Officer, and the officer will conduct a check of various items at least quarterly. A check list will be drawn up by the RFO. The list should include, among other things, verifying the receipts and payments schedules, the quarterly bank reconciliations which should be signed by the authorised members, the submission of VAT claims. A report of this check should be made to the Council (under "Financial Matters") and included in the minutes.

2.6. The Council must appoint an Internal Auditor by October of each year and must receive a quotation for this work. A letter of appointment must be sent to the Internal Auditor. In this letter, the Internal Auditor must be advised of their role which is to evaluate the effectiveness of the council's risk management, internal control and governance processes in accordance with proper practices specified in G&A. The Internal Auditor must be competent and completely independent of the financial operations of the council. They must report to the Council in writing and this report must include explanations for any "NO" boxes on Page 3 of AGAR and the advice given to the Council to remedy this situation. This report must be considered by the Council, prior to signing off AGAR (Governance Statement). Any recommendations made by the Internal Auditor, should be implemented or reasons why they are not, recorded in the minutes. The RFO must make available such documents and records as the Internal Auditor requests for the purpose of the audit.

2.7. The Council must have an agenda item for the approval of AGAR Part 3 (Governance Statement followed by Annual Accounting Statement). The Annual Governance Statement will then be signed by the clerk and chairman, the Accounting Statements will be signed by the chairman (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.

2.8. The RFO must advertise Electors Rights', as required by law to include both the notice and supporting statement.

2.9. The completed AGAR and accompanying papers must be sent to the External Auditor by 1 July. Any comments raised by the External Auditor must be answered by the RFO as soon as possible. The completion of the External Audit must be published by 30 September.

2.10. There is no requirement to publish specified financial information (other than the Annual Governance Statement, Accounting Statements and Electors' Rights notice and supporting statement), but it is best practice to follow the Transparency Regulations applicable for councils under £25,000. All information could be requested either during the Electors' Rights period or under Freedom of Information Regulations.

2.11. Regular back-up copies should be made of all the records on any council computer and stored either online or a separate location. The RFO must ensure that any computer used for the council's financial business has adequate security.

3. The Budget

3.1. The budget must be constructed referring to the last completed year, both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for at least the next year. Reserve funds should be identified.

3.2. The budget must be approved by full Council in time to submit the precept request to the District / Borough Council in January. Approval of the budget and the precept must be minuted. Where there are Committees with TOR which enable those Committees to budget for their activities, draft Committee budgets should be presented ahead of preparation of the final budget. See also footnote 1.

3.3. The RFO must report to Council at least quarterly on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget. The budget monitoring should be minuted (under "Financial Matters") and the reasons for variations detailed either in the minutes or on a supporting schedule.

4. Authority to spend (s101)

Under the Local Government Act 1972 s101, urgent expenditure of up to £500 / £1000 ?? (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of the council services or to public safety on council property. Such spending should be reported to the Chairman and then to Council as soon as possible and if necessary, the budget should be amended accordingly.

5. Banking

5.1. Monies received must be banked on a regular basis by the RFO.

5.2. The Council must agree any changes in the bank mandate or the bank. Banking arrangements should be reviewed annually by the Council.

5.3. Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills, ICO fee or payroll (refer Item 7). Such payments must be signed by two authorised members. Variable direct debit payments may also be made, with Council approval. Amounts so paid should be reported to the Council in the regularly presented payment schedule under "Financial Matters".

5.4. Cash income received must be banked separately and intact. Handling cash should involve at least two people.

5.5. The RFO may move money between bank accounts without prior approval by the Council. Any such moves should be reported to Council in "Financial Matters".

5.6. Monies not immediately required should be retained in a higher interest paying account wherever possible.

5.7. No more than £120,000 should be held in any one bank or Building Society.

6. Making Payments and Petty Cash

6.1. Invoices for payment must be checked by the RFO and verification obtained regarding the supply of goods or works. They must be entered onto a schedule and signed by the RFO, for approval by Council. Once approved by Council, the Chairman must sign this schedule. Quotations should be attached to invoices as part of the audit trail. Invoices should be cross referenced to the reference in the cash book.

6.2. The payment schedule must be included in the minutes (Financial Report) or attached as an appendix to the minutes with a reference to this in the minute.

6.3. Where internet banking arrangements have been agreed two of at least three named councillors will be authorised to approve transactions, following authorisation by the Council. Account details for suppliers may only be changed upon written notification by the supplier.

6.4. All authorised signatories may have access to view the council's bank accounts online, but there must be no disclosure of any PIN or password to any person other than those authorised.

6.5. No signatory should be involved in approving any payment to themselves.

6.6. Where a corporate debit / credit card is provided, it shall be issued for the use of the Clerk only (unless otherwise determined by Council resolution). Use of the card shall be restricted to payments agreed by Council or made under delegated authority, must remain within approved budget headings, and shall be subject to a transaction limit of £100 (or such other limit as the Council may determine by resolution). All transactions must be properly recorded, supported by receipts, and subject to monthly reconciliation.

6.7. The Council keeps no petty cash.

7. Salaries and staff expenses

7.1. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by Council. Payment of salaries and deductions from salary such as tax, national insurance and pension contributions must be made in accordance with the payroll records.

7.2. Salary rates shall be agreed by the council, or a duly delegated committee. No changes can be made to an employee's salary or contract of employment without the approval of the council or duly delegated committee.

7.3. Salaries must be paid on the date specified in Contracts (refer 5.3)

7.4. Expenses to be refunded to officers must be supported by a detailed cost sheet and invoices.

7.5. Termination payments must be authorised by the Council.

7.6. All personal payments may be summarised.

7.7. Payroll reports must be reviewed by the Finance Committee to ensure that the correct payments have been made.

8. Loans, Reserves and Investments

8.1. Any loans must be approved by full Council and held in the name of the Council.

8.2. Any financial arrangement which does not require formal borrowing approval such as Hire Purchase, leasing of assets or loans to be repaid within the financial year must be authorised by full Council, following a written report on the value for money of the proposed transaction.

8.3. The Council should have an Investment Policy which should be reviewed by the Council at least annually. All investment of money must be in the name of the Council. All investment certificates and other documents shall be in the Council's name and retained in safe custody by the RFO.

8.4. End of year balances must identify the working balance and reserves held, and their purpose. Reserves, wherever possible, should be held in a higher interest paying account (refer 5.6).

9. Receipts

9.1. The RFO must issue invoices promptly and the Council must have collection arrangements, issuing a statement after 30 days for unpaid invoices. Copies of invoices must be retained and referenced to the cash book entries.

9.2. A Bad Debt Policy should be agreed by the Council. Irrecoverable amounts can only be written off by Council, following a report from the RFO.

9.3. The Council will review all fees and charges for work done, services provided, or goods sold annually as part of the budget-setting process, following a report from the RFO.

9.4. The origin of each receipt must be recorded on the paying-in slip and, where multiple payments are received such as allotments, on a schedule.

9.5. No personal cheques can be encashed from Council funds.

9.6. Where significant sums of cash are received by the Council, at least two people must count the money, and the banking of this cash is risk assessed (refer 5.4 above). There should be a reconciliation of cash counted against a control record for example number of car park tickets issued or stall takings.

10. VAT

Claims and returns should be completed promptly by the RFO at least quarterly (where the claim exceeds £100), otherwise annually. If the Council is registered for VAT, then claims must be submitted quarterly. VAT on till receipts up to £200, may be reclaimed provided there is a VAT Registration number on the receipts. The RFO must ensure that all invoices received are made out to the Council, enabling VAT to be reclaimed.

11. Orders

11.1. Before placing an order

11.1.1. one written quotation is required for items costing up to £1,000.

11.1.2. for items costing £1,000 - £5,000, two quotations should be obtained before committing to expenditure.

11.1.3. items costing £5,000 - £10,000 three written quotations should be obtained.

11.1.4. for items costing £10,000 to £25,000 the Council should go out to tender. The tender must remain in a sealed envelope until the prescribed date to open, alternatively tenders may be forwarded electronically and remain confidential to the RFO until the prescribed date.

11.2. Under the Public Bodies Admissions to Meeting Act 1960, the Council or delegated committee may close the meeting to press and public for consideration of quotations or tenders. If they chose not to do this and the quote or tender is not accepted no person shall be permitted to submit a later tender, estimate or quote who was present at the original decision-making process.

12. Contracts and Procurement

12.1. For capital projects and other contracts estimated to cost in excess of £30,000 including VAT the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders (refer Footnote 2).

12.2. Where contracts detail payment by instalments, the RFO shall maintain a record of all these payments. The decision to make these instalment payments must be based on advice from professionals such as an architect or consultant for the works. This information should be detailed in the tender document.

12.3. Any cost variations must be reported to the Council where they are likely to exceed the contract sum by 5% or more.

13. S137 Payments

The RFO should check that the council has the necessary power to incur the expenditure.

~~S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved. The total of any s137 payments must be advertised at year-end in the notes to the accounts.~~

There must be a minute to confirm adoption of GPC at a full Council meeting, the minute recording that the Council meets the two requirements for GPC. GPC must be reaffirmed at the Annual Town Council Meeting following an ordinary election.

14. Stores

Stores and Equipment should be kept safely and securely. All goods received must be checked at the time of delivery. Stores should always be kept at the minimum level required. Periodic stock checks should be made and as a minimum at the year-end.

15. Assets and Insurances

15.1. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, must be included in any policy document. Other appropriate insurances should be in place. The Council should forward a copy of their Asset Register to their insurer and arrange appropriate cover. All new risks and property must be advised to the insurer at least 2 weeks ahead of any activity. Any loss, liability, damage or event likely to lead to a claim must be reported to the insurer and the Council.

15.2. The Asset Register is a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held. It must be maintained by the RFO and should be reviewed during the year (for example at times when assets are purchased) and at year-end. A planned inspection of all assets should take place annually. The RFO must make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.3. No asset, except with an estimated value of under £50, shall be disposed of, without the authority of the council. The best possible price must always be obtained.

15.4. Assets should be maintained through earmarked reserve funds which must be detailed at year-end.

15.5. No interest in land shall be purchased, sold, leased or otherwise disposed of without the authority of Council, together with any other consents required by law. In the case of purchase or disposal, a professional report shall be provided to the Council in respect of valuation and surveyed condition of the property. The Council must ensure an adequate level of consultation with the electorate has taken place before either disposal or purchase. A full business case should be presented to the Council, except where the estimated value of the item does not exceed £XXX???.

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. This must be recorded in a Risk Management Schedule. The risks must be assessed, and action taken to minimise the risk. The Schedule should have appropriate headings for risks (e.g. governance, financial, operational). Each risk must be risk assessed. One method that can be used is the Risk Matrix in G&A. Ways to reduce that risk are then identified such as insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

17. Charities

Where the council is sole managing trustee of a charitable body the Clerk or RFO must ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made, following Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and Revision of Financial Regulations.

The Council shall review these Financial Regulations annually. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations. Excepting where the law applies, the Council may suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks are considered.

Date Approved: *13th July 2026*

Date to be reviewed: *March 2027*

Footnote 1: Any councillor with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must

Footnote 2: Local Government Act 1972 s135

15. <u>Report from Andrew on the course he attended in early June</u>:-

Thank you for allowing me to attend the zoom course was called Chairing with Confidence.

It was held over 2 evenings in June.

The host was to send out her presentation slides to all who attended, though she seemingly hasn't done this (yet) so I can't add them to this note. My notes & thoughts below.

Summarised, the objective of the course was to be able to chair meetings with confidence, prepare thoroughly, engage participants effectively, and manage the meeting process with clear communication and structure.

Key to the approach was setting clear objectives before the meeting, to define what one wanted to achieve & how to keep the discussion focused and productive. Distributing a detailed agenda in advance, outlining topics to be discussed and (perhaps) time allocations for each item was thought useful in the management of a meeting as it sets expectations and helped participants prepare.

The course covered setting ground rules, how to engage participants, managing difficult situations, importance of clear and decisive communication, & at the end of the meeting recapping on key decisions made and assigned responsibilities for reasons of accountability and clarity.

The main thing that I hadn't quite expected to learn, and to which I am more alerted that I need to be much more aware, was the use of Standing Orders.

As you know, these are the written rules that govern the procedures and conduct of parish council meetings and internal operations. For my part, I hadn't quite appreciated how Standing Orders work reference the framework of procedural rules for parish councils & by ensuring meetings are conducted in an orderly and consistent manner. For instance, how they regulate how motions are proposed, debated, and voted on, and they provide guidance on committee operations, quorum requirements, administrative arrangements….and much more besides.

Finally, it was interesting (albeit indirectly) to be on a course with senior parish council members from far afield and to hear of their own issues **-** *like dealing with "Highways" and trying to get them to sensibly reduce speed levels through villages. Also, how some are under long term siege some local communities are* **-** *from quite overwhelmingly large infrastructure projects* **-** *in particular, solar farms & housing developments. I think if we have ever have such issues, contacting such PC's for advice would be useful.*

George Boyd: County Councillor's Report

Waveney Valley Division

July 2026

PCC Election

Following the resignation of Sarah Taylor as Norfolk Police and Crime Commissioner (PCC) there will be an election to fill the role on 16th July 2026. All registered voters in Norfolk will be able to vote. The Government has announced that it will scrap PCCs when their terms come to an end in 2028, with the role moving to elected mayors or council leaders. However, for the time being this remains an important elected position with big implications for policing in the county. According to the Association of Police and Crime Commissioners the key roles of the PCC are:

- **Community needs and relationships –** ensuring community needs are met effectively, improving local relationships by building confidence and restoring trust
- **Partnerships –** collaborating with agencies at local and national levels to ensure a unified approach to preventing and reducing crime
- **Police and Crime Plans –** setting police and crime objectives for their area
- **Budget setting –** setting the force budget and determining its regulation
- **Contributing to national and international policing capabilities –** as set out by the Home Secretary
- **Community safety and criminal justice –** coordinating with community safety and criminal justice partners to align local priorities
- **Appointing the chief constable –** holding them to account for running the force, and if necessary, dismissing them

For more information: https://www.apccs.police.uk/role-of-pcc/

It is important to note that they do not run day-to-day policing themselves.

The candidates are as follows:

- Christopher Brown - Liberal Democrat
- Mark Buckton - Restore Britain
- Beth Jones - Labour
- Marcus Pearcey - Independent
- Martin Schmierer - Green
- Colin Sutton - Reform UK
- Matthew Taylor - Conservative

There will also be by-elections on the same day in Old Catton (Norfolk County Council) and Dereham Toftwood (Breckland District Council).

Local Government Reorganisation (LGR) Update

Local Government Reorganisation remains one of the most significant issues facing Norfolk, as I outlined in my June report. In March 2026, the Secretary of State for Housing, Communities and Local Government, Steve Reed, announced the Government's decision to replace the existing two-tier system (Norfolk County Council plus seven district, city, and borough councils) with three new unitary authorities: Greater Norwich Council, East Norfolk Council, and West Norfolk Council. This is subject to Parliamentary approval via a Structural Changes Order, with implementation targeted for April 2028.

The decision followed a consultation process and proposals from various councils. Norfolk County Council had advocated for a single county-wide unitary authority, while most district councils supported three unitaries (South Norfolk advocated for two). Concerns have been raised about the Minister's decision reportedly going against civil service advice regarding financial resilience, service delivery, and geography.

<u>Judicial Review Developments</u>

On 25 June 2026, Norfolk County Council (under its new Reform UK administration) formally submitted a judicial review application to the High Court challenging the Government's decision-making process. This follows a pre-action protocol letter sent earlier in June. The Council has also instructed officers to pause non-essential work on implementing LGR pending the outcome.

South Norfolk Council has also pursued or signalled legal action, citing concerns over the process and the suitability of the three-unitary model. Similar challenges are being considered or pursued by councils in Suffolk and Essex.

The judicial review is at an early stage. The Court will first decide whether to grant permission for the case to proceed to a full hearing, where the lawfulness of the Government's decision-making (including consultation and criteria application) will be examined. Judicial reviews focus on process and legality rather than the policy merits of the decision itself.

The new Reform UK-led administration at County Hall has made clear it is strongly opposed to the reorganisation, describing it as unnecessary and costly, and is prioritising efforts to preserve the current two-tier structure where possible.

<u>Next Steps and Implications</u>

- The outcome of the judicial review could impact timelines significantly, potentially delaying or altering the reorganisation.

- Regardless of the legal process, I will continue to monitor developments closely and represent local residents' views.

- Residents should be aware that any changes would affect local services, planning, highways, and council tax over the coming years.

As more information emerges - particularly regarding the court's decision on permission - I will provide further updates in subsequent reports.

Changes to Funding Schemes

The Highways Local Member Fund (LMF)

The Highways Local Member Fund will not continue for new proposals this financial year. Instead, the funding is being reallocated to highways maintenance, to address the existing highways maintenance backlog and to increase preventative maintenance work, reducing the number of potholes forming in future. The Leader's stated rationale: backlog and prevention are priority issues for all of Norfolk's residents and businesses, and this is a more efficient way of delivering highways spend than many small, separately commissioned local schemes.

Schemes already being developed and delivered from the 2025/26 allocation are unaffected and will still be delivered.

Norfolk Community Fund

In the same announcement, the Leader confirmed that the Norfolk Community Fund (due to launch this month) will not proceed in 2026/27. The funding is instead being transferred to Norfolk Fire and Rescue Service, whose activity has increased by 73% over the last five years, partly due to extreme weather events and lithium-ion battery fires, leaving the service unable to manage within its agreed budget. I can understand that some will be disappointed by this announcement. However, there are alternative funding options available, as outlined below.

NCC will shortly launch a £3.25m grant funding scheme for the VCSE sector, funded by the Crisis and Resilience Fund. I would encourage the council to flag this to any local groups who may have been expecting to apply to the Community Fund, once further detail is published.

Alternative Funding Available

Residents and members have asked about alternative funding routes for specific parish projects. The position, as I understand it, is as follows:

• Section 106 (S106) contributions are negotiated against individual planning permissions and are held by whichever authority secured them for the relevant purpose (typically the district council for items such as open space or affordable housing, and NCC for items such as education or highways mitigation).

• The Community Infrastructure Levy (CIL) is collected by the district council. Waveney Valley sits within the area now administered jointly as South Norfolk and Broadland. Of CIL raised from development in the parish, 15% (rising to 25% where there is an adopted Neighbourhood Plan) is paid directly to the Parish council. The parish decides locally how this is spent.

The Adnams Community Trust

Another potential source of funding, identified independently of NCC, is the Adnams Community Trust, which operates separately from Adnams plc. The Trust is funded through a variety of sources, including 1% of Adnams' profits, mandated dividends, public donations (including contributions from customers in Adnams' stores and online), a 50p levy on portions of fish and chips sold in Adnams' managed properties, as well as legacies and other fundraising activities.

All of the Trust's running costs are covered by Adnams, ensuring that funds raised are directed towards community support. The Trust awards modest grants four times a year to support good causes located within a 25-mile radius of Southwold.

Further information is available here: https://adnams.co.uk/pages/adnams-community-trust

Electrical and Electronic Waste (WEEE) Recycling

Following a major fire at a local electrical waste processing facility in Thetford during 2026, Norfolk has experienced temporary restrictions on the acceptance of some electrical items at recycling centres, such as fridges, freezers and small electrical items. NCC requests that residents store these items safely at home until the service is fully restored. The Council has continued to accept certain large appliances while alternative processing arrangements are put in place, and residents are being kept informed of changes through the Council's website.

Resignation of Chief Executive

Tom McCabe has resigned as Chief Executive of Norfolk County Council and is no longer in post. As the council's most senior non-elected officer, he was responsible for its day-to-day operations and overall management. Mr McCabe had been with the authority for around 13 years, becoming Head of Paid Service in 2018 and formally appointed as Chief Executive in 2023. I would like to wish him all the best for the future and thank him for his many years of dedicated public service.

On 7th July it was announced that Kat Hulatt, Norfolk County Council's director of legal services and monitoring officer has been appointed as the authority's interim chief executive. Council leader Councillor David Bick said: "We have appointed Kat Hulatt as our interim chief executive. I have every confidence that Kat will help us to deliver our agenda in the next few months, until we have recruited to the permanent position." Kat has worked for Norfolk County Council for 5 ½ years and previously worked for Milton Keynes Council as head of legal services.

The permanent post is currently being advertised. You can find out more at: https://careers.norfolk.gov.uk/#en/sites/CX_1/job/10867/?utm_medium=jobshare&utm_source=External+Job+Share

Contact Me

As always, I encourage residents to contact me with any local concerns or initiatives they would like me to assist with:

Email: george.boyd.cllr@norfolk.gov.uk

Phone: 01603 224263

In most cases, the best way to contact me is via email. Please include as much detail as possible so that I can effectively assist you with your enquiry.

I will also be regularly attending Parish Council meetings. However, with there being so many in the Waveney Valley, as would be expected of a large rural division, there are often multiple meetings on the same day. In these situations, I will alternate between them each month.

JS Pest Control LTD

3 Woodend Cottages, Stoven
Beccles
Suffolk
NR34 8ET
joelspurdens@outlook.com
VAT Registration No.: 477243176

VAT Invoice

INVOICE TO
Kirby Cane & Ellingham Parish Clark
Kirby Cane & Ellingham Parish Clark
Kirby Cane & Ellingham Parish Council C/o - Clavelshay Toad Lane Thwaite St Mary
Bungay
Suffolk
NR35 2EQ

INVOICE	2336A
DATE	01/07/2026
TERMS	Net 30
DUE DATE	31/07/2026

ACTIVITY	DESCRIPTION	VAT	RATE	AMOUNT
Pest Control Management	Quarterly pest control management services carried out for July, August & September 2026	20.0% S	160.06	160.06

Please note our new Company and Bank Details below effective of 1st October 24.
Any January 2025 payments onwards landing in our old bank account will be subject to a £2.50 administration charge.

Invoices are to be paid within the terms specified on the invoice; failure to do so will mean changes to, or cancellation of, your pest control services without notice.

INCLUDES VAT TOTAL	26.68
TOTAL	160.06
BALANCE DUE	**£160.06**

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	26.68	133.38

Please forward payment by BACS transfer to:
JS PEST CONTROL LTD
Barclays Bank PLC
Sort Code: 20-17-20
Account Number: 33566889

IMON SITE LTD

Church Farm
Church Road
Stockton, Norfolk.
NR34 0HJ

01/06/2026

Kirby Cane & Ellingham Parish Council
The Old Chapel
Chapel Lane
Shotesham, Norfolk NR15 1YP

INVOICE 6595

VAT Registration No. 783816589

Payment Terms
Net 30

Description	Amount	VAT AMT
RE: Kirby Cane & Ellingham Parish Council - Playing Field. Works completed: May 2026 To mow all of the grass areas of the playing field. To strim edges and anything fixed within the grass areas such as apparatus etc. To strim the grass of the earth mound. Agreed contract price 2016 at £1200.00 per annum plus VAT continued at no increase to date. (1/12th equal monthly charge for works after first month of attendance.)	100.00	20.00

VAT Total	£20.00
TOTAL	£120.00

IMON SITE LTD

Church Farm
Church Road
Stockton, Norfolk.
NR34 0HJ

01/07/2026

Kirby Cane & Ellingham Parish Council
The Old Chapel
Chapel Lane
Shotesham, Norfolk NR15 1YP

INVOICE 6596

VAT Registration No. 783816589

Payment Terms
Net 30

Description	Amount	VAT AMT
RE: Kirby Cane & Ellingham Parish Council - Playing Field. Works completed: June 2026 To mow all of the grass areas of the playing field. To strim edges and anything fixed within the grass areas such as apparatus etc. To strim the grass of the earth mound. Agreed contract price 2016 at £1200.00 per annum plus VAT continued at no increase to date. (1/12th equal monthly charge for works after first month of attendance.)	100.00	20.00

VAT Total	£20.00
TOTAL	£120.00

Company No : 4552180

Kirby Cane Memorial Hall
c/o Philip Fleischer
spf1@protonmail.com

Date: 13th July 2026

Kirby Cane & Ellingham Parish Council

To:

Hire of Kirby Cane Memorial Hall for tonight's meeting	£20.00
	£20.00

Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk

SLCC
For Local Council Professionals ®

Kirby Cane (with Ellingham) Parish Council
C/o The Old Chapel, Chapel Lane
Shotesham
Norwich
Norfolk
NR15 1YP

Invoice

Invoice No	MEM258763-1
Invoice Date	01/06/2026
Reference	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: Jane Love (10536) Due:01/06/2026	£158.00	£158.00	0.00	£0.00

Total Net Amount	£158.00
Total Tax Amount	£0.00
Invoice Total	£158.00

Payment Due: 31/07/2026

REMITTANCE

Detach and return with payment

Invoice Number:	MEM258763-1
Client:	Kirby Cane (with Ellingham) Parish Council
Date:	
Amount Enclosed:	

Pay by BACS - Account Name: Society of Local Council Clerks, Sort Code 60-83-01 A/C No. 20314459 Ref:

INVOICE

Kirby Cane & Ellingham Parish Council

Invoice Date
23 Jun 2026

Invoice Number
INV-0601

Reference
Apr-May-June 2026

VAT Number
823643141

TT Jones Electrical Limited
33 The Street
Poringland
NR14 7RA

Description	Quantity	Unit Price	VAT	Amount GBP
Street Lighting Maintenance for the months of Apr -May-June 2026	1.00	31.25	20%	31.25
			Subtotal	31.25
			TOTAL VAT 20%	6.25
			TOTAL GBP	**37.50**

Due Date: 23 Jul 2026
BACS Payment Details:-:
NatWest
Account Name: T T Jones Electrical Limited
Account #: 76123219
Sort Code: 51-70-02
(please quote invoice number as payment reference)

Note:-
No allowance has been made for any DNO (District Network Operator) or Private Network supplies unless stated otherwise.

INVOICE

Kirby Cane & Ellingham Parish Council

Invoice Date
23 Jun 2026

Invoice Number
INV-0602

Reference
Jul-Aug-Sep 2026

VAT Number
823643141

TT Jones Electrical Limited
33 The Street
Poringland
NR14 7RA

Description	Quantity	Unit Price	VAT	Amount GBP
Street Lighting Maintenance for the months of Jul-Aug-Sep 2026	1.00	31.25	20%	31.25
			Subtotal	31.25
			TOTAL VAT 20%	6.25
			TOTAL GBP	**37.50**

Due Date: 23 Jul 2026
BACS Payment Details:-:
NatWest
Account Name: T T Jones Electrical Limited
Account #: 76123219
Sort Code: 51-70-02
(please quote invoice number as payment reference)

Note:-
No allowance has been made for any DNO (District Network Operator) or Private Network supplies unless stated otherwise.

Norfolk Pension Fund

LOCAL GOVERNMENT PENSION SCHEME

Monthly Contribution Remittance 2026/2027

Please refer to the 'Notes' tab on how to complete this form

For contribution pay over queries, please contact:			Sam Ayling
Telephone:	(01603) 222906	Email:	Sam.Ayling@norfolk.gov.uk

V5

Employer	Kirby Cane and Ellingham Parish Council	Employer Contribution Rate (%)	19.50%	Effective from	01 Apr 2026	Altair Code	00542
Employer Contact	Jane Love	Employer Contribution Rate (%)		Effective from		FIMS Code	XP3372
Telephone Number	07774 641057	This form must be submitted to Sam.Ayling@norfolk.gov.uk before payment is made					
Email Address	clerk@kce-pc.gov.uk						

Month of	Date Payment Due	EMPLOYEES (Ees)				EMPLOYERS (Ers)				Sub TOTAL	Date		EMPLOYERS (Ers)	TOTAL Payment
		Pensionable Pay (The total of MAIN Section and 50/50 Section INCLUDING any assumed pay) NOT JUST ACTUAL PENSIONABLE PAY	Normal Basic (Ees)	Additional Contributions (Including APC) (Ees)	Tot Ees	Normal (Primary Rate) (ER's)	APC (ER's)	Arrears relating to previous year(s) (ER's)	Total Ers	EE's + ER's This should reconcile with i-Connect monthly submission	Date Data successfully submitted to i-Connect	PLUS	Secondary Rate (ER's)	EE's + ER's + Secondary Amount
Apr 2026	15 May 2026	637.91	35.09		35.09	124.39			124.39	159.48		PLUS	0.00	159.48
May 2026	15 Jun 2026	637.91	35.09		35.09	124.39			124.39	159.48		PLUS	0.00	159.48
Jun 2026	15 Jul 2026	637.91	35.09		35.09	124.39			124.39	159.48		PLUS	0.00	159.48
Jul 2026	14 Aug 2026	637.91	35.09		35.09	124.39			124.39	159.48		PLUS	0.00	159.48
Aug 2026	15 Sep 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Sep 2026	15 Oct 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Oct 2026	13 Nov 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Nov 2026	15 Dec 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Dec 2026	15 Jan 2027				0.00				0.00	0.00		PLUS	0.00	0.00
Jan 2027	15 Feb 2027				0.00				0.00	0.00		PLUS	0.00	0.00
Feb 2027	15 Mar 2027				0.00				0.00	0.00		PLUS	0.00	0.00
Mar 2027	15 Apr 2027				0.00				0.00	0.00		PLUS	0.00	0.00
		2,551.64	140.36	0.00	140.36	497.57	0.00	0.00	497.57	637.92			0.00	637.92

Notes from person completing this spreadsheet	

Norfolk Pension Fund

LOCAL GOVERNMENT PENSION SCHEME

SR71 Completion Notes

1 Download a copy of this spreadsheet to your PC or computer network and keep it safe. You will need to use it all year.

2 Each month complete the relevant details:

• Complete your Contact Details

• All Employee Contribution amounts must be completed (enter 0.00 where applicable)

• All Employer Contribution amounts must be completed (enter 0.00 where applicable)

• Enter the date the i-Connect submission was uploaded

Use the 'Notes from person completing this spreadsheet' to inform us of any additional information e.g. Adjustments to payovers.

3 The Totals will be automatically completed for you.

Any inconsistencies will have the cells highlighted. Please CHECK these figures.

Check 1 To ensure that a **Pensionable Pay** figure is completed (The total of MAIN Section and 50/50 Section INCLUDING any assumed pay. NOT JUST ACTUAL PENSIONABLE PAY). If it's left blank, it will be highlighted in **red**

Check 2 Normal Employers (Ers) Contributions exceed tolerance (1% greater than or 1% less than amount calculated from Pensionable Pay input).

To assist you the cells will be highlighted - for an **Underpayment** or **Overpayment**

Check 3 When you have onboarded into i-Connect for the monthly upload of member data, please use the grey shaded column to confirm the dates you upload your i-Connect monthly submissions.
Please ensure that the figures shown on this SR71 match your i-Connect submissions, excluding any Deficit amount.
Please ensure you continue to email the SR71 spreadsheet to Sam Ayling **before** you pay over your contributions.

4 SAVE the spreadsheet and return direct to Sam Ayling by email (Sam.Ayling@norfolk.gov.uk)

5 Please make payment to the Norfolk Pension Fund by BACS (or other electronic payment method).

Norfolk Pension Fund Bank Details:

Sort Code:	20-62-61
Account No:	63994716
Reference:	CONTS

• Ensure that payment is credited to our account on or before the '**Date Payment Due**'.

• Pension contribution payments should be paid electronically directly into the Funds bank account by BACS or other electronic method. Payments made using BACS or other electronic payment methods are secure and operationally efficient, saving staff time and costs. If this is a payment method your organisation could use, we should be grateful if you would confirm this to us by contacting Mrs Sam Ayling on the following email address (sam.ayling@norfolk.gov.uk).

6 For each 'pay over' complete the appropriate line of data and follow the processes 2 to 5.

Late payments will be separately disclosed as a regulatory breach and it may also be noted in the annual Statement of Accounts.
Late payments may also be subject to interest charges at 1% above base rate.

For contribution pay over queries, please contact:

Sam Ayling

Tel: (01603) 222906 **Email: Sam.Ayling@norfolk.gov.uk**

Norfolk Pension Fund, County Hall, Martineau Lane, NORWICH, NR1 2DH

Jane Love
Tel: 07774 641057

Date: 13th July 2026

Re:	*Clerk's salary for June & July 2026 @ £637.91 / month (8 hours/week)*	£	1,275.82
	Less pension @ 5.5%	-£	70.17
	Less tax for June	-£	42.60
	Less tax for July	-£	42.60
	Expenses :		
	Use of home @ £18 per month	£	36.00
	Mileage * (72 miles at 55p/mile**)	£	43.20
	Total	**£**	**1,199.65**

*** rate increased from 45p/mile to 55p/mile in May 2026, back-dated to 1 April 2026*

Payments :

28/6/2026	Standing order - salary for June	£577.74	£577.74
28/7/2026	Standing order - salary for July	£577.74	£577.74
13/7/26	Mileage **	£43.20	£44.17
	Use of home @ £18 per month	£36.00	
	Adjustment for tax	-£35.63	
			£1,199.65

** Mileage breakdown:*

05/06/26	To Ellingham for meeting about zip wire/playground		24
09/07/26	To KC to post letters re parking and streetlighting		24
13/7/26	To KC MH for PC meeting		24
	Mileage at permitted rate (55p/mile)	£39.60	72
	Permitted mileage rate increased to 55p/mile in May 2026, backdated to 1st April 2026 (clerk had already been receiving additional 5p/mile)	£3.60	

Organisation name: **Kirby Cane & Ellingham Parish Council**
Reference: **ZA056184**

Dear Jane Love

Confirmation of payment

We confirm receipt of your payment and new expiry date of 26/05/2027.

The contact details we hold for you are:

Title: Ms
Name: Jane Love

Address:

Line 1:	The Old Chapel
Line 2:	Chapel Lane
Line 3:	Shotesham All Saints
City:	NORWICH
County:	Norfolk
Postcode:	NR15 1YP
Country:	United Kingdom

Email address: clerk@kce-pc.gov.uk
Telephone number: 07774641057
Mobile phone number:

To view your organisation details, and get a copy of your certificate please visit ico.org.uk/register. Click on 'Search the Register' and enter the above reference number to download your registration certificate.

Please check your details carefully. If you want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your reference above and your security number, which we sent to you when you first applied.

Please have a look at our website (ico.org.uk/registered) for information about your responsibilities as a data controller.

Yours sincerely

Michael Fitzgerald
Director of Digital, IT and Business Services
Information Commissioner's Office

7

INVOICE

DATE 15-6-26

FROM Mark Minns

TO K/E Parish Council

Repaired playingfield fence		45	—
V.A.T.			
TOTAL		45	—

INVOICE

3

DATE May 22nd 2026

FROM Mark Minns

TO Ellingham & Kirby Cane Parish Council.

Materials & Labour Supplied	178	—
Mr M. Minns Sort Code: 20-92-08 Acc: 63813908		
V.A.T.		
TOTAL	178	—

NGF Play Ltd

Manor Farm, Gressenhall
Dereham, Norfolk, NR20 4EF
United Kingdom

Website www.ngfplay.co.uk
Telephone: 01362 869071

API Member

SALES INVOICE

Invoice To:

Kirby Cane & Ellingham Parish Council
c/o Jane Love - Parish Clerk
Clavelshay, Toad Lane
Thwaite St Mary
Bungay
NR35 2EQ

Deliver To:

Kirby Cane & Ellingham Parish Council
Ellingham Recreation Ground
Church Road
Ellingham
Bungay
NR35 2PZ

Invoice Date	Due Date	Reference	Invoice Number
01/07/2026	31/07/2026	ZipWireMaintProgram	Inv-6587

Description	Qty/Hrs	Price/Rate	VAT %	Net
DEPOSIT INVOICE - Q-26240 ZIP WIRE MAINTENANCE				
Travel to site and complete Zip Wire maintenance 1 @ £475.00				
- Visually inspect the Zip Wire frame for signs of decay or rot - Check all frame fixings are tight - Check operation of the Zip Wire - Dismantle and remove the button seat, brake spring, cable and trolley - Remove chain covers to inspect chain links - Replace 30m cable if over 2 years old - ROSPA is recommending inspection/replacement every two years - Check brake spring and replace as required - Open trolley and visually inspect brake block, bearings and finger guards - Replace any of the above as required - Reinstall trolley, brake spring and attach button seat to trolley -Tighten cable and test				
Parts required to complete Schedule of Works				
Button Seat & Chain complete 1 @ £84.00				
Pricing for parts that may be required				
- 30m Cable @ £174.59 - Finger Guards @ £13.54 - 2 may be required - Trolley Brake @ £23.22 - Trolley Bearing @ £45.00 - 2 may be required - Trolley @ £203.83				
If the Zip Wire cable has been disconnected or replaced as part of the maintenance schedule, it may need re-tensioning after a few weeks of use. For NGF Play to revisit and re-tension an additional charge will be applicable. Please ask for details				
TOTAL WHOLE PROJECT PRICE - £559.00				
DEPOSIT PAYMENT RECEIVED - balance upon completion	1.00	186.67	20.00	186.67

NGF Play Ltd

Manor Farm, Gressenhall
Dereham, Norfolk, NR20 4EF
United Kingdom

Website www.ngfplay.co.uk
Telephone: 01362 869071

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£186.67	£37.33

Total Net	186.67
Total VAT	37.33
TOTAL	**£224.00**
Amount Paid	£224.00
Amount Due	**£0.00**

Terms and Conditions:

The title of the goods remains with NGF Play Ltd until paid for in full.
Terms and conditions apply.

For BACS payments:
Account Name: NGF PLay Ltd
Account no: 69505608
Sort code: 60-15-31
Please notify us by email when paying by BACS

NGF Play is a member of API (Association of Play Industries)
Find out more at www.api-play.org

10. **Financial Report:**

Balance b/f at 11th May 2026			£86,886.73
Receipts:			
South Norfolk Council	Recycling adopter payment		£250.00
Sub-total of recepits			*£250.00*
Debit card payments:			
Lloyds Bank	Debit card monthly charge x 2		£6.00
Standing orders:			
Jane Love	Clerk’s monthly salary – June		£577.74
Jane Love	Clerk’s monthly salary – July		£577.74
Payment between meetings:			
Unity Trust	Bank charges		£14.00
Newgate Allotment Society	Grant for 2026/27		£1,600.00
Information Commissioner	Data Protection registration		£47.00
Gallagher	Annual insurance premium 2026/27		£737.09
Mark Minns	Playground repairs		£178.00
Mark Minns	Fencing repairs		£45.00
NGF Play	Deposit for urgent repairs to zip wire		£224.00
Payments to be agreed:			
IMON Site Ltd	May + June grasscutting		£240.00
SLCC	Annual membership		£158.00
TT Jones Ltd	Footway light maintenance, April to September 2026		£75.00
JS Pest Control Ltd	Pest control July to September 2026		£160.06
Kirby Cane Memorial Hall	Hire of hall for PC meeting 13th July 2026		£20.00
Norfolk Pension Fund	Clerk's pension contribs June/July		£318.96
Jane Love	Balance payment		£44.17
Sub-total of payments			**£5,022.76**
Balance c/f at 13th July 2026			£82,113.97 *

**This total includes £3000 reserve towards the cost of a future election, £13000 in general reserves, £1000 contingency reserve, £266 for the playground project, £18815 for the footway lights, £5544 for the car park project, and £205 towards defibrillator costs*

Signed: ______________________________

Chairman *Clerk/RFO*

Date: *13th July 2026*

Kirby Cane Ellingham Parish Council
Bank reconciliation 13th July 2026

Balance @ 1/4/26	£70,123.35	Deposit balance @ 30/6/26	£42,638.86
Receipts to date	£21,879.54	Current balance @ 30/6/26	£41,275.33
Payments to date	-£9,682.63	Total @ bank	£83,914.19
		Payments to be agreed	-£1,593.93
	£82,320.26		£82,320.26

Cash book balance	£82,320.26

Transactions for Instant Access account 20488644

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/05/2026		Balance brought forward	£0.00	£0.00	£42,432.57
30/06/2026	Credit Interest	Credit Interest	£0.00	£206.29	£42,638.86

Transactions for Current T1 account 20454681

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/05/2026		Balance brought forward	£0.00	£0.00	£42,060.07
01/06/2026	Faster Payment Debit	B/P to: Mr M Mrs J Minns	£178.00	£0.00	£41,882.07
16/06/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£3.00	£0.00	£41,879.07
19/06/2026	Faster Payment Debit	B/P to: NGF Play Ltd	£224.00	£0.00	£41,655.07
19/06/2026	Faster Payment Debit	B/P to: Mr M Mrs J Minns	£45.00	£0.00	£41,610.07
26/06/2026	Credit	SOUTH NORFOLK DC	£0.00	£250.00	£41,860.07
29/06/2026	Standing Order	S/O to: Mrs Jane Love	£577.74	£0.00	£41,282.33
30/06/2026	Fee	Service Charge	£7.00	£0.00	£41,275.33

Transactions for Current T1 account 20454681

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/04/2026		Balance brought forward	£0.00	£0.00	£48,307.29
06/05/2026	Faster Payment Debit	B/P to: All Saints KC	£900.00	£0.00	£47,407.29
06/05/2026	Faster Payment Debit	B/P to: Ellingham PCC	£900.00	£0.00	£46,507.29
06/05/2026	Faster Payment Debit	B/P to: Waveney Gp Parish	£550.00	£0.00	£45,957.29
13/05/2026	Faster Payment Debit	B/P to: Newgate Allotments	£1,600.00	£0.00	£44,357.29
13/05/2026	Faster Payment Debit	B/P to: Norfolk Pension Fu	£318.96	£0.00	£44,038.33
13/05/2026	Faster Payment Debit	B/P to: KC Memorial Hall	£40.00	£0.00	£43,998.33
13/05/2026	Faster Payment Debit	B/P to: JS Pest Control	£160.06	£0.00	£43,838.27
13/05/2026	Faster Payment Debit	B/P to: Mrs Tina Newby	£130.00	£0.00	£43,708.27
13/05/2026	Faster Payment Debit	B/P to: IMON Site Ltd	£240.00	£0.00	£43,468.27
13/05/2026	Faster Payment Debit	B/P to: Mrs Jane Love	£36.37	£0.00	£43,431.90
19/05/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£3.00	£0.00	£43,428.90
26/05/2026	Direct Debit	Direct Debit (INFORMATION COMMIS)	£47.00	£0.00	£43,381.90
27/05/2026	Faster Payment Debit	B/P to: Gallagher	£737.09	£0.00	£42,644.81
28/05/2026	Standing Order	S/O to: Mrs Jane Love	£577.74	£0.00	£42,067.07
31/05/2026	Fee	Service Charge	£7.00	£0.00	£42,060.07

RE: Re:Upcoming temporary closures to facilitate surface dressing works in the south area (STRO14449)

6 emails

chair < clerk@kce-pc.gov.uk >

< sarah.widdows@norfolk.gov.uk >

Mon, 22 Jun 2026 11:33:45 AM +0100

To "ETD Streetworks"<streetworks@norfolk.gov.uk>,"clerk@kce-pc.gov.uk"<clerk@kce-pc.gov.uk>

Cc "Harvey Woodyatt"<harvey.woodyatt@norfolk.gov.uk>

Dear Jane

Thank you for your email. We do share your frustrations and if we locate or are made aware of overrunning works, we will impose daily charges if the permit has expired as per the New Roads and Streetworks Act 1991. Sometimes the signage remains in place if the works have some elements that haven't been completed and the operatives' return necessitates the closure again. Although frustratingly it appears the closure is no longer required. To remove the closure and all diversion signage associated to then re-deploy them may increase the duration and cost of the works. That said, they should be removed and at the very least turned away or laid flat if the different elements of those works are not completed under the same permit.

If you have some examples, we will happily investigate further. Likewise, for any future incidents, please feel free to report to us in the first instance via streetworks@norfolk.gov.uk

We apologise on behalf of the works promoters, this is something we are trying to address, but is a national problem not unique to Norfolk, as was recognised by Central Government's Transport Select Committee in their "Reducing the impact of streetworks" published last year.

Kind regards

Sarah Widdows BSc (Hons) MInstLM
Streetworks Manager
Infrastructure - Highways
Tel: +441603217861 | Working Hours: 9 day fortnight
Norfolk County Council

From: Parish Clerk <clerk@kce-pc.gov.uk>
Sent: 22 June 2026 09:01
To: Harvey Woodyatt <harvey.woodyatt@norfolk.gov.uk>; ETD Streetworks <streetworks@norfolk.gov.uk>
Subject: Re:Upcoming temporary closures to facilitate surface dressing works in the south area (STRO14449)

Dear Streetworks team

The email below resulted in some discussion at our last parish council meeting of the frustrations of "road closed" signage that is left in situ after work has been completed.

Several of my councillors commented that it is difficult to know whether "road closed" really means anything, especially given the amount of closures that have been experienced in recent months for one reason or another.

It would be helpful to residents and council tax payers if the signage could be removed in a timely manner.

Kind regards

Jane

Jane Love

Clerk to Kirby Cane & Ellingham Parish Council
07774 641057

Website: www.kce-pc.gov.uk

From: Matthew Barnett <matthew.barnett@norfolk.gov.uk>
To: "Matthew Barnett"<matthew.barnett@norfolk.gov.uk>
Cc: "Harvey Woodyatt"<harvey.woodyatt@norfolk.gov.uk>
Date: Thu, 16 Apr 2026 12:21:33 +0200
Subject: Upcoming temporary closures to facilitate surface dressing works in the south area (STRO14449)

Good morning,

Please find attached a Notice in relation to upcoming temporary closures or traffic restrictions to facilitate surface dressing works by Norfolk County Council in the South Area. This email is being sent to all parishes/towns in the South Area.

This is the 'Propose To' Notice (PT) which is in the public Notice we must advertise at least seven days before making an Order and which will appear in the Eastern Daily Press on Friday 17th April 2026. The Order which allows the Traffic Authority (Norfolk County Council) to temporarily restrict or prohibit the use of a road and/or footpath, and the 'Has Made' Notice (HM) will be dated (and the HM Notice advertised in the EDP) next Friday.

Please note, anticipated dates are stated, but the Order may continue until the end date where necessary or required.

If we are advised of any date changes, we will let you know.

Please note the sender of this email deals with the legal documentation of this notice only and will not be able to answer queries relating to the works or diversion route. Full details on the closures/restrictions are available at https://one.network. **Any enquiries that cannot be answered on the one.network website should be directed to the Harvey Woodyatt (Network Co-Ordinator) who is cc'd into this email.** You can also contact his team email at streetworks@norfolk.gov.uk or telephone 0344 800 8020 (quoting STRO14449).

Kind regards,

Matthew Barnett
Solicitor (Planning)

*Due to hybrid/flexible working patterns it is preferred where possible that items are sent by email.
**We no longer send or receive documents by DX Service – please use full mailing address for all items that cannot be sent by email

Mailing Address: nplaw, Chief Executive's Office, South Wing, County Hall, Ground Floor, Martineau Lane, Norwich, NR1 2DH

Tel: 01603 223153
Email: matthew.barnett@norfolk.gov.uk

My normal working hours are from 9am to 5pm, Monday to Friday.

Harvey Woodyatt < harvey.woodyatt@norfolk.gov.uk >
Mon, 22 Jun 2026 9:00:48 AM +0100

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

I'm currently out of the office and will return in full working order on 29th June 2026.

For anything urgent, please contact 0344 800 8020 or streetworks.south@norfolk.gov.uk

--

Parish Clerk < clerk@kce-pc.gov.uk >
Mon, 22 Jun 2026 9:00:33 AM +0100

To "Harvey Woodyatt"<harvey.woodyatt@norfolk.gov.uk>,"streetworks"<streetworks@norfolk.gov.uk>

Dear Streetworks team

The email below resulted in some discussion at our last parish council meeting of the frustrations of "road closed" signage that is left in situ after work has been completed.

Several of my councillors commented that it is difficult to know whether "road closed" really means anything, especially given the amount of closures that have been experienced in recent months for one reason or another.

It would be helpful to residents and council tax payers if the signage could be removed in a timely manner.

Kind regards

Jane

Jane Love
Clerk to Kirby Cane & Ellingham Parish Council
07774 641057

Website: www.kce-pc.gov.uk

From: Matthew Barnett <matthew.barnett@norfolk.gov.uk>
To: "Matthew Barnett"<matthew.barnett@norfolk.gov.uk>
Cc: "Harvey Woodyatt"<harvey.woodyatt@norfolk.gov.uk>
Date: Thu, 16 Apr 2026 12:21:33 +0200
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Solicitor (Planning)

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Mailing Address: nplaw, Chief Executive's Office, South Wing, County Hall, Ground Floor, Martineau Lane, Norwich, NR1 2DH

Tel: 01603 223153
Email: matthew.barnett@norfolk.gov.uk

My normal working hours are from 9am to 5pm, Monday to Friday.

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

Mon, 04 May 2026 2:10:57 PM +0100

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

============ Forwarded message ============
From: Matthew Barnett <matthew.barnett@norfolk.gov.uk>
To: "Matthew Barnett"<matthew.barnett@norfolk.gov.uk>
Cc: "Harvey Woodyatt"<harvey.woodyatt@norfolk.gov.uk>
Date: Thu, 16 Apr 2026 11:21:33 +0100
Subject: Upcoming temporary closures to facilitate surface dressing works in the south area (STRO14449)
============ Forwarded message ============

Good morning,

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nplaw – a shared local government legal service, providing services to Norfolk County Council, Norwich City Council, Broadland District Council and Great Yarmouth Borough Council and providing specialist advice to local authorities across the country. www.nplaw.co.uk

This email and any attachments are legally privileged and should not be disclosed without reference to nplaw.

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To see our email disclaimer click here http://www.norfolk.gov.uk/emaildisclaimer

1 Attachment(s)

Surface Dressing - South Area …
14.8 MB

Parish Clerk < clerk@kce-pc.gov.uk >
Mon, 04 May 2026 2:10:47 PM +0100

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

============ Forwarded message ============
From: Matthew Barnett <matthew.barnett@norfolk.gov.uk>
To: "Matthew Barnett"<matthew.barnett@norfolk.gov.uk>
Cc: "Harvey Woodyatt"<harvey.woodyatt@norfolk.gov.uk>
Date: Thu, 16 Apr 2026 11:21:33 +0100
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1 Attachment(s)

Surface Dressing - South Area …
14.8 MB

< matthew.barnett@norfolk.gov.uk >
Thu, 16 Apr 2026 11:23:29 AM +0100

To "Matthew Barnett"<matthew.barnett@norfolk.gov.uk>

Cc "Harvey Woodyatt"<harvey.woodyatt@norfolk.gov.uk>

Good morning,

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Matthew Barnett
Solicitor (Planning)

*Due to hybrid/flexible working patterns it is preferred where possible that items are sent by email.
**We no longer send or receive documents by DX Service – please use full mailing address for all items that cannot be sent by email

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My normal working hours are from 9am to 5pm, Monday to Friday.

1 Attachment(s)

Surface Dressing - South Area …
14.8 MB