

**Minutes of the Parish Council Meeting of Kirby Cane & Ellingham Parish
Council on Monday, 14th September 2026 in Kirby Cane Memorial Hall at 7pm**

Present:

Richard Canham, James Lally, Lesley Lodge, Kerry Mallard, Michael Skipper; also county councillor George Boyd, the clerk to the council, Jane Love, and three members of the public.

1. To receive apologies for absence:

Apologies were accepted from parish councillors Julie Pickering & 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 13th July 2026:

The minutes of the meeting on 13th July 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) "thank you" letters had been received from recipients of gifts in recognition for local volunteering;
 - b) Cllrs Stock and Canham had helped the clerk to deliver the new cupboard to the hall, and Cllr Stock offered to construct the cupboard;
- Other items would appear on the agenda.

5. Opportunity for public participation:

Norfolk County Cllr, George Boyd, gave his report, including the release of the parish partnership funding scheme for 2027/28. Local government reorganisation had been put on hold, and district council [and parish council] elections would take place on 6th May 2027. There was a new chief executive at NCC, and a new road safety campaign had been launched, including one-to-one motorcycle training. Water recycling activities in relation to the River Waveney were also discussed.

The meeting then discussed a project aimed at planting bulbs in two locations in the village under the South Norfolk in Bloom funding scheme was discussed, after efforts to apply for a licence from Norfolk County Council highways to plant on publicly owned verges was denied. The parish council had suggested taking those areas out of the grass-cutting contract and turning them over to its care, but NCC had also turned this down. Mr Boyd agreed to escalate the issue, to enable the application to be submitted to SNC before the end of October. The clerk would also email district councillor Kim Carsok to see if she could give any assistance, and if any other parishes had encountered this problem.

A resident asked about calls for sites for residential development, but the clerk was not aware of any new calls in the district, although an email had just been received regarding the VCHAP consultation, which did not affect the parish directly.

6. To discuss planning matters:

2026/1109 - 1 Mill Close Ellingham Norfolk NR35 2PU, Proposed infill extension to house and proposed annexe/office – this application had been approved by SNC;

2026/1541 - Gemini, 9 Newgate, Kirby Cane, Norfolk NR35 2PP, removal of existing small side extension, construction of rear and side extension under flat roof – this has been approved by SNC;

2026/2308 Rear extension to the existing garage Home Barn Honeypot Lane Kirby Cane Norfolk NR35 2HW – councillors resolved that the application should be supported.

Cllr Boyd gave his apologies and left the meeting

7. To discuss correspondence:

- a) SNC had announced a new tourism initiative called “Let’s Go” with a new website to encourage people to be active;
- b) another update on the Norwich Western Link – different options still being reviewed, and more funding had been received to support this;
- c) the roll-out of phase 2 of the food waste collection programme had been delayed by SNC due to a lack of lorry drivers;
- d) Stockton Parish Meeting had asked some questions about the defibrillator and the cabinet.

8. To consider funding for a project under the South Norfolk in Bloom Fund:

This had been discussed earlier in the meeting. Councillors agreed that if permission was granted by NCC then an application to SNC for the funding could be submitted, with an agreed amount of match-funding from the parish council up to £600.

9. To receive a report on the clerk’s annual employment appraisal:

Cllrs Lodge and Skipper met with the clerk on 29th July, discussed last year’s objectives and concluded that the clerk had successfully carried these out. More objectives were set out for the year to come, including adding health & safety to the agenda; amendment to the Emergency Plan; and to ask if the projector could be added to the list of items checked along with the Memorial Hall appliances, as the projector would be kept in the new cabinet in the main hall, the last of which Cllr Lally, as chairman of the Memorial Hall Committee, agreed.

10. To consider the clerk’s attendance at the Norfolk Parish Training & Support autumn seminar on 1st October 2026:

Councillors agreed that the clerk should attend this event, at a cost of £67.20, and £12.10 for mileage. The clerk also pointed out that councillors could attend these events if they so wished.

11. To consider a pay increase for the clerk:

The clerk left the meeting room and councillors approved the new nationally agreed pay increase of 3.3% to the clerk’s salary, backdated to 1st April 2026.

12. To receive a financial report from the Clerk and approve invoices for payment:

The clerk went through the financial report and drew councillors’ attention to the fact that recent approved purchases on the debit card (the volunteer vouchers and the new cabinet) had not yet appeared on the bank statement.

A standing order had been set up to pay Joel Spurdens, and in addition the payment of the permissive access in the sum of £224.59 would be added to the list of payments to be made and reported on the next meeting.

Councillors agreed the list of payments presented by the clerk, and the chairman checked and signed the reconciliation and bank statements.

The clerk would also ask the bank signatories to sign an amendment to the bank contact information, as she had recently moved house.

The clerk then went through the periodic budget summary review, which was broadly in line with expectations, except for costs for the website, which the clerk had underestimated.

Balance b/f at 13th July 2026	£82,320.26
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Debit card payments:

Lloyds Bank	Debit card monthly charge x 2	£6.00
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Standing orders:

Jane Love	Clerk's monthly salary – August	£577.74
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Jane Love	Clerk's monthly salary – September	£577.74
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Payment between meetings:

Unity Trust	Bank charges	£14.00
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HMRC	Clerk tax + NICs	£228.36
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NGF Play	Balance payment for urgent repairs to zip wire	£571.84
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RoSPA Playsafety	Playground inspection 2026	£205.20
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Payments to be agreed:

IMON Site Ltd	July + August grasscutting	£240.00
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Toilets +	Hire of toilet unit for Ellingham playground, 17/7 to 3/9/26	£416.59
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Parish Online	Gov.uk email package – annual charge 2026/27	£264.00
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Kirby Cane Memorial Hall	Hire of hall for South Norfolk in Bloom, 29/8/26 and PC meeting 13th July 2026	£40.00
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Norfolk Pension Fund	Clerk's pension contribs August/September	£350.53
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Jane Love	Balance payment	£163.64
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Sub-total of payments		£3,655.64
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Balance c/f at 14th September 2026	£78,664.62
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13. To consider items raised by the internal audit of the 2025/26 account:

The clerk presented updated terms of reference for the car park committee and finance committees, which councillors resolved to adopt.
Further items would be considered at the next meeting.

14. To consider items raised by the external audit of the 2025/26 account and take action as required:

The clerk had accidentally transposed two figures on section 2 of the annual return, and the quality of the printed document was also insufficient, and councillors agreed that the

chairman and clerk should sign this section again, for re-submission to the external auditor.

15. To consider responses under the Emergency Plan:

The chairman had queried where beds etc would come from if the emergency plan was activated. The clerk would contact the Norfolk Resilience Forum, and circulate the Emergency Plan to parish councillors. The clerk would also investigate responsibility for providing a socket suitable for a generator on the outside of the Memorial Hall.

16. To consider appointing a trustee to the Kirby Cane Memorial Hall Committee:

Cllr Stock agreed to accept this role.

17. To report any health & safety issues:

This was a new item on the agenda, as an additional element of the reporting process. Cllr Lodge pointed out that issues with the hedge at the playing field had been reported and dealt with.

18. To receive a report on the playing field:

As a result of the RoSPA report, and a report of an incident on the play equipment, further repairs were required, and councillors agreed that these should be carried out at a cost of £590 + VAT. Alternatives for filling the gaps between the rubber mats under the equipment were being explored. The clerk would order weight limit signs. Unfortunately the shade canopy had split and would be replaced next season, hopefully with funding from Tesco.
The toilet worked well throughout the summer holiday.

19. To receive a report on the school/playground car park project:

There was not much to report, other than that Durrants were handling the issue and the site would be put up for rent as required by the Charity Commission.

20. To consider specific local issues:

a) highways issues: a fallen tree on the A143 bridleway had been reported and cleared; and the hedge on Mill Road had been cut. The overgrown hedge at the bottom of Wardley Hill Road had still not been attended to, however. The parish partnership scheme had been announced again, and the issue of the SAM2 unit shared with Geldeston had previously been put on hold. The clerk was asked to ask Geldeston whether they had any enthusiasm for another purchase. Community Speedwatch was discussed, and the clerk was asked to explore getting a flashing 20-mile-an-hour sign outside the school.
b) defibrillator: the clerk had done the regular check of the unit.

21. To receive items for information:

There were none.

22. To receive items for the next agenda:

Annual accounts, car park lease, South Norfolk in Bloom

23. Date of next meeting: Monday, 9th November, 7pm

There being no further business, the meeting closed at 8.18pm

Signed.....
Chairman

Dated.....

Lets Go < Lets.Go@southnorfolkandbroadland.gov.uk >

Mon, 10 Aug 2026 3:37:41 PM +0100

To "SNC Parish Clerks"<SNCParishClerks@southnorfolkandbroadland.gov.uk>

Dear Parish and Town Council Colleagues,

We are writing to ask for your support in promoting **Let's go!**, our brand new visitor economy website for Broadland and South Norfolk.

Let's go! showcases our fantastic places to visit, things to do, local events, walking and cycling routes, attractions, accommodation, food and drink venues, and independent businesses across our districts. The initiative aims to encourage both residents and visitors to discover more of what our local areas have to offer, helping to support local businesses and communities.

We would be grateful if you could help raise awareness of **Let's go!** by:

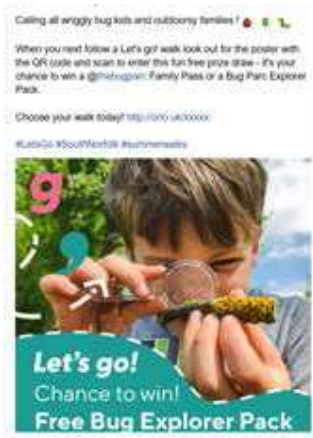
- Sharing the website with residents through parish newsletters and community communications.
- Sharing **Let's go!** content through your social media channels.
- Encouraging local organisations, visitor attractions and businesses to contact us if they wish to be featured (If they are not already) by emailing in at Lets.Go@southnorfolkandbroadland.gov.uk as well as encourage them to ensure their listings are kept up to date.
- Displaying any **Let's go!** promotional materials in community venues, noticeboards and public spaces where appropriate.

The website is regularly updated with trails, attractions, and business listings, providing a valuable resource for anyone looking to explore Broadland and South Norfolk.

You can visit the website at:

[Explore South Norfolk and Broadland - Lets Go!](#)

Please also look out for our Bug Explorer's competition, which aims to encourage members of the public to take part in the **Let's go!** walks. The competition launches this Wednesday, and we would greatly appreciate a like or share on your social media channels. Please find the social media image below to help you identify the post and share it on your channels.



Let's go!

**Let your kids
RUN FREE**

Choose a trail today!

yes-lets-go.org.uk

South Norfolk
COUNCIL

© Images Visit the Broads

Let's go!

**GREAT WALKS
on your doorstep**

Choose a trail today!

yes-lets-go.org.uk

South Norfolk
COUNCIL

© Images Visit the Broads

Together, we can help showcase the wonderful places, experiences and businesses that make Broadland and South Norfolk great destinations to visit, explore and enjoy. Thank you for your support.
Kind regards,

Graham Peers,
Economic Development Officer – Tourism
The Let's Go! Team
Broadland District Council & South Norfolk Council
<https://lets-gonorfolk.co.uk/>

2 Attachment(s)

Lets go! SNC Run Free A4 pos...
5.6 MB

Lets go! WALK A4 SNC TC PC...
2.8 MB

Norwich Western Link project update

Dear Sir / Madam,

This is my first Norwich Western Link project update email, so let me introduce myself – I'm Tom Dickerson, and I've been in the role of Cabinet Member for Highways and Transport at Norfolk County Council for around three months now, after being elected to the council in May.

The Norwich Western Link is a huge priority for me and the administration at the council.

I've travelled on roads to the west of Norwich for many years and I know how bad the traffic problems are in that area, and the impact this is having on local communities.

This was reinforced when I visited Weston Longville last week and met with a group of local residents.



I was left in no doubt regarding their strength of feeling about the problems they're facing and that they need a solution, and I really do get it – the traffic when I was there last week was awful, with vehicles bumper to bumper, trying to get past each other on narrow rural roads. It's a terrible situation for the people living there and the people in those vehicles.

It was important to hear from local residents about their concerns and priorities for tackling the traffic problems, I appreciate them taking the time to meet me. A short video of my visit to Weston Longville is available on the [council's Facebook page](#); it's worth a look for anyone interested in this subject.



Tom speaking to residents in Weston Longville.

In terms of an update on progress, the team are now in the thick of the options assessment work. They're aiming to reduce the numerous options that were originally being considered down to a shortlist by early next year, followed by a public consultation on those shortlisted options. Existing conditions and new surveys continue to inform the assessments and I'll provide another update later this year on where we are with this.

We've also received funding from the Department for Transport (DfT) for the options assessment work now – they are funding two-thirds of this work, with the remainder being funded by the council. The budget forecast has increased from £1.7 million, set out just over a year ago, to £2.6 million to complete this work. There was a delay of several months caused by a DfT review which has contributed to this, as time is money, and the team have also advised that they've identified some additional work to enhance the options assessment. While I do want us to keep costs down as far as possible, I also understand how important it is to do a good and thorough job of the assessment work - it's about getting the balance right.

I know the team are working hard to reach that shortlist of options for a Norwich Western Link – I'm looking forward to seeing this and sharing it with you all to get your views.

Best wishes,

Tom

Cllr Tom Dickerson
Cabinet Member for Highways and Transport
Norfolk County Council

If you wish to contact the Norwich Western Link project team, please email norwichwesternlink@norfolk.gov.uk

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2 emails

Lisa Chandler < Lisa.Chandler@southnorfolkandbroadland.gov.uk >

Mon, 17 Aug 2026 11:33:05 AM +0100

To "Lisa Chandler"<Lisa.Chandler@southnorfolkandbroadland.gov.uk>

Good Morning

I am writing to inform you that, Phase 2 of the South Norfolk food waste collection rollout has been rescheduled from 28 September to the week commencing 9 November 2026.

Phase 1 of the rollout has been successful and has provided valuable operational learning to support the next stage of implementation. The rescheduled date will provide additional time to recruit and develop sufficient collection drivers, rebalance rounds and ensure the service can be delivered reliably. Resident communications and caddy deliveries will be adjusted accordingly. Further information will be provided nearer the launch date.

Kind regards

Lisa Chandler

Waste Service Project Manager

t 01508 533856 e lisa.chandler@southnorfolkandbroadland.gov.uk

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

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Lisa Chandler < Lisa.Chandler@southnorfolkandbroadland.gov.uk >

Mon, 13 Jul 2026 1:54:16 PM +0100

To "Lisa Chandler"<Lisa.Chandler@southnorfolkandbroadland.gov.uk>

Good afternoon

Please find attached information about the upcoming South Norfolk food waste service.

A poster is included for display on parish noticeboards etc. If you are unable to print this and would like us to provide printed copies, please let me know.

Councillors have also received this information.

If you have any questions regarding the attachments, please do not hesitate to get in touch.

Kind regards

Lisa

4 Attachment(s)South Norfolk food waste teas...
3.5 MBSouth Norfolk food waste instr...
4.4 MBFood waste Phases by Village ...
11 KBSouth Norfolk food waste A4 p...
811.9 KB

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

Mon, 07 Sep 2026 3:54:30 PM +0100

To : , --

Hello ,

Thanks for your email - I'm fine thanks, and glad we have some more "normal" English weather now!

To try to answer your questions, our cabinet is locked, and it is registered with The Circuit (national network) which ensures that the code can be given to anyone who needs it if they call 999 in an appropriate emergency. You would need to assign a volunteer to monitor this The Circuit account and check that the defib is in working order once every two months (it's very easy to do, I check ours for KCE PC before every PC meeting, for example).

I think if you are applying to the British Heart Foundation for funding you might have to have an unlocked box?? I'm not sure, we didn't have to go down that route, but Louise from the Ambulance Service mentioned this, I think.

The box itself seems very robust and has served us well all these years, so hopefully a similar one would also be good for you too!

The contractor is T T Jones, contact number 01603 747270. Our contact is Rebecca Jones.

Good luck - let me know if there's anything else I can help with.

Kind regards

Jane

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

Website: www.kce-pc.gov.uk

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Dear Jane

I hope you are well and had a lovely (hot!) summer.

I am contacting you again with regard to installing a defibrillator at the location that was discussed and agreed by your parish. I am attending a meeting tomorrow where I am hoping to raise a bid in order to finance this project. As I was going through my preparation for this meeting, one thing occurred to me with regard to the defibrillator cabinet. Do you have a locked or an unlocked defibrillator cabinet? There are pros and cons with both of them. Vandalism versus speed of life saving.

Also, I am thinking of getting the same one, the yellow and green cabinet. Are you satisfied with it?

As I am emailing you now, would it be possible to receive the telephone number of your maintenance contractor? Hopefully the £150 plus VAT is still the current charge and I would like to discuss the details of the installation of the cabinet (attaching it on the street light or attaching it on a board next to the light; would they do it etc? I will only contact them, if I am able to raise a bid, which I will hopefully know by tomorrow.

Thank you for your time to read this and I look forward to hearing from you.

Kind regards

Yours truly

On Wed, May 6, 2026 at 12:44 PM Parish Clerk <clerk@kce-pc.gov.uk> wrote:

Don't worry, I will be in touch again, I will be in touch again

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, 06 May 2026 12:42:16 +0100

Sorry, forwarding this as I sent it to the wrong email address.

kind regards

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

Wed, 09 Sep 2026 10:48:58 AM +0100

To "George Boyd"<george.boyd.cllr@norfolk.gov.uk>
Cc "chrisbrown"<chris.brown@southnorfolkandbroadland.gov.uk>,"Gary Overland"
<gary.overland@norfolk.gov.uk>,"Michael Skipper"<mkipper@kce-
pc.gov.uk>,"Mike Skipper"<michaelskipper@gmail.com>,"Andrew Raymant"
<araymant@kce-pc.gov.uk>,"Andrew Raymant"
<andrew.r.raymant@gmail.com>,"Lesley Lodge"<llodge@kce-pc.gov.uk>

Dear George

Thanks for your reply, and we also note Gary's response.

We quite understand what Gary was suggesting, and made a reasonable alternative suggestion in order to try pursue a project of benefit to the community and to local biodiversity. I am sorry I missed the window to have a chat with him, and hope we may be able to talk when he returns from leave on 15 September.

Yes, we explored the possibility of taking over the whole of the grasscutting contract in 2020. Obviously our contractors could not compete on price with the county-wide grasscutting contractor and at the time the councillors found that it was an unreasonable extra expense to ask the community to pay from their council tax.

It is unlikely that the cost-benefit analysis would be any more favourable now, and therefore it seems no more reasonable to expect the community to pay this extra cost, which would, in any case, make the proposed South Norfolk in Bloom project completely unviable.

We have a PC meeting on Monday, 14th September, and after discussion with the chairman, ahead of that meeting I was asked to make it clear to you that we realise that constant local authority cuts have made all sorts of services difficult to deliver, and Gary does a difficult job within a tight framework of controls and budgets. However we are simply trying to come up with a reasonable solution that would enable this project to be achieved, to maximum all-round benefit, with no impact on the grasscutting contract.

I am lucky to work for an active parish council that is keen to do its best for its community, and it is extremely disappointing to my public-spirited councillors, and our willing and engaged residents, not to be able to deliver a simple, well-intentioned project.

We appeal to you, as a new entrant to the world of local government, to try to help us find a way through this to achieve a happy solution for the community.

We hope that you may be able to attend the meeting on Monday evening, and I will be circulating the papers later today.

Kind regards

Jane

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

Website: www.kce-pc.gov.uk

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From: Gary Overland <gary.overland@norfolk.gov.uk>
To: "Parish Clerk" <clerk@kce-pc.gov.uk>, "George Boyd" <george.boyd.cllr@norfolk.gov.uk>
Date: Thu, 27 Aug 2026 14:27:43 +0100
Subject: Re: South Norfolk in Bloom project

Dear Jane

Thank you for your e-mail

With the greatest respect, I think that perhaps you may have misunderstood the e-mail you received from George.

Based on the e-mail response that I sent him, he suggested that perhaps you may be interested in reconsidering your position on delegated grass cutting, which was something you decided not to progress with in 2020.

I confirmed that we would be happy to consider a request from yourselves to take on the delegated grass cutting, but this would be for all the grass we cut in Ellingham/Kirby Cane, which is what you were looking at previously.

To confirm, we would not be able to consider a request from you for only part of the area, it would have to be all the grass in both parishes.

You will note that I have copied George into my reply, but have not copied others, I thought it would be better if you sent them something after you have had the opportunity to consider my reply

If you would like to speak with me, I am around tomorrow, but will then be on AL until am 15 September

Kindest regards

Gary

Dear George

FYI

I would have called you to speak about the above, but note that you are currently on AL

Regards

Gary

From: Parish Clerk <clerk@kce-pc.gov.uk>
Sent: Thursday, August 27, 2026 12:38
To: George Boyd <george.boyd@norfolk.gov.uk>; Gary Overland <gary.overland@norfolk.gov.uk>
Cc: llodge <llodge@kce-pc.gov.uk>; mskipper <mskipper@kce-pc.gov.uk>; araymant <araymant@kce-pc.gov.uk>; chris.brown <chris.brown@southnorfolkandbroadland.gov.uk>
Subject: RE: South Norfolk in Bloom project

WARNING: EXTERNAL EMAIL: Don't open any links or attachments unless you trust the sender. Click [Here](#) for more information.

Dear George and Gary

Thank you for your helpful response.

Subject to confirmation at a full parish council meeting, we would like to pursue the process to enable the parish council to take on responsibility from NCC for the three small and distinct areas of planting previously mentioned. These areas are: 1) opposite the school; and 2 and 3) opposite the shop near the bus stop, having been carefully selected for maximum benefit for the community.

The proposal would be that:-

- 1) we take these three distinct areas out of the mowing plan and take them on as urban areas managed by the PC;
- 2) we send Highways a map clearly showing the areas marked in red which show that they are small and localised;
- 3) if accepted, we will place signs in the 3 areas which state that these areas have been set aside by the parish council as local areas for nature and are no longer part of the NCC mowing scheme;
- 4) we are planting winter flowering bulbs which will not affect vision of motorists in any way and the parish council will maintain the areas throughout the year.

On this basis, NCC would reduce its responsibility for mowing in the village, there would be a biodiversity gain, and the community would benefit from the project in several different ways.

We look forward to hearing from you whether these proposals are acceptable.

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, 19 Aug 2026 18:29:47 +0100 george.boyd@norfolk.gov.uk wrote ----

Good evening Jane,

It's very frustrating. Too often residents volunteer their time or come up with ideas to improve their local area only to be told by the council that they fall foul of this or that rule or regulation.

However, I think there may be a solution to this particular situation. Around 60 parishes in Norfolk have a delegated arrangement with NCC for grass cutting, whereby the Parish Councils organise their own cutting and NCC pay them to do so according to what it is calculated to already cost. NCC would remain responsible for the verges and sets the conditions. This type of arrangement only applies to the verges in what Highways determine to be the urban area, but I have checked the maps and this covers both the verges in question. Gary has informed me that there were talks back in 2020 on such an arrangement but that the Parish Council decided not to proceed at the time. However, I thought I would bring this up in case it is something the Parish Council would reconsider, as it would provide a lot greater flexibility regarding what can be planted.

Kind regards,
George

Cllr. George Boyd

Norfolk County Council: Waveney Valley Division
Teams number : 01603 224263

I, George Boyd, am a data controller and am committed to protecting the privacy and security of the personal information you give to me or that I hold about you. "Personal information" means any information about you or from which you can be identified. This privacy [notice](#) describes how I collect and use personal information about you in my role as a county councillor in accordance with data protection legislation. If you have any questions about this privacy notice or how I handle your personal information, please contact me at george.boyd.cllr@norfolk.gov.uk

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

Sent: 17 August 2026 10:00

To: chrisbrown <chris.brown@southnorfolkandbroadland.gov.uk>; George Boyd <george.a.j.boyd@gmail.com>; George Boyd <george.boyd@norfolk.gov.uk>

Cc: Lesley Lodge <llodge@kce-pc.gov.uk>; Michael Skipper <mskipper@kce-pc.gov.uk>; Andrew Raymant <araymant@kce-pc.gov.uk>

Subject: South Norfolk in Bloom project

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Dear Chris & George

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

Website: www.kce-pc.gov.uk

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

Thu, 27 Aug 2026 2:46:27 PM +0100

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

Cc "alisonwoodcock"<alisonwoodcock@me.com>

Thanks Jane

There is just no common sense in this decision. It is like hitting your head against a brick wall.

As you say we will have to wait for a response from George Boyd but I don't hold out much hope that he can unpick the intransigence of Highways.

Words fail me.

Lesley

---- On Thu, 27 Aug 2026 14:31:17 +0100 **Parish Clerk** <clerk@kce-pc.gov.uk> wrote ----

Hello Lesley & Alison,

Please see Gary's response below... This was what I had rather expected, and I don't think we can respond until we hear from George when he's back from holiday.

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===== Forwarded Message =====

From : gary.overland@norfolk.gov.uk

To : clerk@kce-pc.gov.uk, george.boyd.cllr@norfolk.gov.uk

Date : Thu, 27 Aug 2026 14:27:43 +0100

Subject : Re: South Norfolk in Bloom project

===== Forwarded Message =====

Dear Jane

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Based on the e-mail response that I sent him, he suggested that perhaps you may be interested in reconsidering your position on delegated grass cutting, which was something you decided not to progress with in 2020.

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Kindest regards
Gary

Dear George

FYI

I would have called you to speak about the above, but note that you are currently on AL

Regards

Gary

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

Sent: Thursday, August 27, 2026 12:38

To: George Boyd <george.boyd@norfolk.gov.uk>; Gary Overland
<gary.overland@norfolk.gov.uk>

Cc: llodge <llodge@kce-pc.gov.uk>; mskipper <mskipper@kce-pc.gov.uk>; araymant
<araymant@kce-pc.gov.uk>; chris.brown <chris.brown@southnorfolkandbroadland.gov.uk>

Subject: RE: South Norfolk in Bloom project

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---- On Wed, 19 Aug 2026 18:29:47 +0100 george.boyd@norfolk.gov.uk wrote ----

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However, I think there may be a solution to this particular situation. Around 60 parishes in Norfolk have a delegated arrangement with NCC for grass cutting, whereby the Parish Councils organise their own cutting and NCC pay them to do so according to what it is calculated to already cost. NCC would remain responsible for the verges and sets the conditions. This type of arrangement only applies to the verges in what Highways determine to be the urban area, but I have checked the maps and this covers both the verges in question. Gary has informed me that there were talks back in 2020 on such an arrangement but that the Parish Council decided not to proceed at the time. However, I thought I would bring this up in case it is something the Parish Council would reconsider, as it would provide a lot greater flexibility regarding what can be planted.

Kind regards,
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Cllr. George Boyd

Norfolk County Council: Waveney Valley Division
Teams number : 01603 224263

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Sent: 17 August 2026 10:00

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Subject: South Norfolk in Bloom project

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

Thu, 27 Aug 2026 2:31:18 PM +0100

To "llodge"<llodge@kce-pc.gov.uk>,"alisonwoodcock"<alisonwoodcock@me.com>

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Gary Overland <gary.overland@norfolk.gov.uk >

Thu, 27 Aug 2026 2:27:51 PM +0100

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

Website: www.kce-pc.gov.uk

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---- On Wed, 19 Aug 2026 18:29:47 +0100 george.boyd@norfolk.gov.uk wrote ----

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Teams number : 01603 224263

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

Sent: 17 August 2026 10:00

To: chrisbrown <chris.brown@southnorfolkandbroadland.gov.uk>; George Boyd <george.a.j.boyd@gmail.com>; George Boyd <george.boyd@norfolk.gov.uk>

Cc: Lesley Lodge <llodge@kce-pc.gov.uk>; Michael Skipper <mskipper@kce-pc.gov.uk>; Andrew Raymant <araymant@kce-pc.gov.uk>

Subject: South Norfolk in Bloom project

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George Boyd < george.boyd@norfolk.gov.uk >

Thu, 27 Aug 2026 12:39:04 PM +0100

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

Hello,

Thank you for your email. I am currently on leave and will be back on Tuesday 1st September. For urgent matters please contact Norfolk County Council on 0344 800 8020 or refer to their website: www.norfolk.gov.uk/contactus. Otherwise, I will get back to you as soon as possible.

Kind regards,

Cllr Boyd

--

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

Thu, 27 Aug 2026 12:38:49 PM +0100

To "george.boyd"<george.boyd@norfolk.gov.uk>,"garyoverland"<gary.overland@norfolk.gov.uk>

Cc "llodge"<llodge@kce-pc.gov.uk>,"mskipper"<mskipper@kce-pc.gov.uk>,"araymant"<araymant@kce-pc.gov.uk>,"chris.brown"<chris.brown@southnorfolkandbroadland.gov.uk>

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

Thu, 20 Aug 2026 3:55:00 PM +0100

To "llodge"<llodge@kce-pc.gov.uk>,"alisonwoodcock"<alisonwoodcock@me.com>
Cc "mskipper"<mskipper@kce-pc.gov.uk>,"araymant"<araymant@kce-pc.gov.uk>

Hello Lesley and Alison

This is more or less what we had anticipated.

The issue will be that I suspect they will say the PC would have to take over the whole village grass cutting contract, not just take a couple of areas, but we can always try that.

The problem with taking the whole contract is that it is far more expensive for the PC to do it compared to the county-wide contract that NCC negotiates. NCC will give us some money back, but it is nowhere near enough to cover the job that IMON would have to do.

I will reply to George to ask if we can be selective, and hope for the best!

Kind regards

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===== Forwarded Message =====

From : george.boyd@norfolk.gov.uk

To : clerk@kce-pc.gov.uk

Cc : llodge@kce-pc.gov.uk,mskipper@kce-pc.gov.uk,araymant@kce-pc.gov.uk

pc.gov.uk,chris.brown@southnorfolkandbroadland.gov.uk

Date : Wed, 19 Aug 2026 18:29:47 +0100

Subject : RE: South Norfolk in Bloom project

===== Forwarded Message =====

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George Boyd <george.boyd@norfolk.gov.uk>

Wed, 19 Aug 2026 6:29:55 PM +0100

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

Cc "Lesley Lodge" <llodge@kce-pc.gov.uk>, "Michael Skipper" <mkipper@kce-pc.gov.uk>, "Andrew Raymant" <araymant@kce-pc.gov.uk>, "chrisbrown" <chris.brown@southnorfolkandbroadland.gov.uk>

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While NCC do still actively manage the roadside nature reserves across the County, we were advised by our Environment Team that they have reached the maximum they can maintain, and would not be considering any further applications.

My only suggestion would be to reconsider where you were intending to cultivate, and consider planting on parish council owned land

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This has left us rather stupefied - what is the point of having this sort of public funding available when there is such restriction on where planting can be done? We specifically centred our discussions around spring flowering bulbs as these would not affect the urban mowing programme, but Gary further informed us that there can be no exception to this policy.

This is a small parish council and the only areas of land over which we have any jurisdiction are the playing field and allotments. Only the former is publicly accessible, and planting in this area would restrict the number of residents who could benefit from it.

We are therefore asking if there is anything that you can do to bring some reason to bear in this case. Whilst it is understandable that the county-wide grass cutting programme would be disrupted by summer-flowering plants, it seems extraordinary that spring bulbs - which finish flowering in March - could have any impact on grass cutting, when often we are lucky to see the contractor in May. The benefit for wildlife, biodiversity, and for the community in general, should surely take precedence in such a case and allow for some flexibility in this policy. The community is already engaged in this project, and it would seem a woeful missed opportunity if we are not able to take this forward.

Any assistance you can give would be much appreciated, and please let us know if you need any further information.

This issue will be on the agenda of the parish council meeting on Monday, 14th September, and the councillors would greatly appreciate it if you were both able to attend to take part in the discussion.

Kind regards

Jane

Jane Love

Clerk to Kirby Cane & Ellingham Parish Council

07774 641057

Website: www.kce-pc.gov.uk

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

Mon, 17 Aug 2026 5:25:36 PM +0100

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

Excellent Jane thank you.

---- On Mon, 17 Aug 2026 10:00:07 +0100 **Parish Clerk** <clerk@kce-pc.gov.uk> wrote ----

Dear Chris & George

At the last two parish council meetings we have discussed the South Norfolk in Bloom funding programme, and we are lucky enough to have a resident and a councillor who are very keen to pilot an application for funding to benefit biodiversity and further to beautify our community.

Inspired by local agricultural wildflower schemes, our resident proposed using verges to plant spring bulbs such as winter aconite and crocus to give early spring help to pollinators as well as adding colour to the roadsides during the darker days early in the year.

The parish council is keen to support the project, and agreed the maximum possible match funding (£600) at their meeting in July. We have also had offers of help from residents with planting and maintenance if a planting scheme gets off the ground.

We met with Norfolk Wildlife Trust in late July and discussed some potential areas for planting and how to implement the scheme. We narrowed it down to two sites (images attached), one in the very centre of the village, near to the bus stop and village shop (images 1 & 2); and another by Ellingham primary school and village sign (image 3), to give maximum impact for residents.

We were also heartened to learn that these areas are either within, or very close to, corridors shown in the Local Nature Recovery Strategy and therefore already identified as essential for biodiversity.

Wishing to do things correctly, we then contacted Gary Overland, the local highways engineer, to ask for approval for planting as we would be using public verges. We received the following reply:-

"Regrettably it is not good news from ourselves, while we have the past supported applications from parish/town councils to carry out limited planting in the Highway verge via a Licence to Cultivate, this was discontinued some time ago, and this is not something that we can approve for you.

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Jane Love
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07774 641057

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

Mon, 17 Aug 2026 10:00:09 AM +0100

To "chrisbrown"<chris.brown@southnorfolkandbroadland.gov.uk>,"George Boyd"<george.a.j.boyd@gmail.com>,"georgeboyd"<george.boyd@norfolk.gov.uk>

Cc "Lesley Lodge"<llodge@kce-pc.gov.uk>,"Michael Skipper"<mskipper@kce-pc.gov.uk>,"Andrew Raymant"<araymant@kce-pc.gov.uk>

Bcc "Alison Woodcock"<alisonwoodcock@me.com>

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Jane

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

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3 Attachment(s)

1.jpg
491 KB

2.jpg
529.6 KB

3.jpg
57.1 KB

Norfolk Parish Training & Support < team@norfolkpts.org >

Fri, 28 Aug 2026 12:16:17 PM +0100

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

Dear Jane

We are delighted to let you know that the much-awaited **2026/27 pay scales have now been agreed**, effective from **1 April 2026**.

The National Joint Council (NJC) for Local Government Services has agreed a **3.3% increase across all NJC pay points**, together with a 3.3% increase to relevant allowances. The new rates should be applied retrospectively from 1 April 2026.

You may also remember that, as part of last year's agreement, SCP 2 has now been permanently deleted from the NJC pay spine with effect from 1 April 2026.

We have saved the new pay scales in our [document library](#).

Backpay

Councils should ensure that employees receive any backpay due from 1 April 2026 to the date the new rate is implemented.

If you have any staff who have left the Council but were employed at any point since 1 April 2026, they may also be entitled to backpay. Where a former employee requests payment, the recommendation is that any monies due should be paid from 1 April 2026 up to their final day of employment.

If you use HMRC's Basic PAYE Tools, this is relatively straightforward to process. Select 'Manage Employees', choose the former employee from the list of employees who have left, and then add the appropriate payment.

Where the employee was a member of the Local Government Pension Scheme (LGPS), the backdated pay will also need to be reflected in their pension records and the relevant LGPS fund notified.

As always, if you need any help working out the new salary or backpay due, please get in touch.

Julie, Sara, Laura and Richard

The Norfolk PTS Team

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

Subscribing councils receive a 20% discount on scheduled training

[View this email in your browser](#)

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subscriber*

Our mailing address is:
Norfolk PTS
22 Henry Preston Road
Tasburgh
Norwich, Norfolk NR15 1NU
United Kingdom

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12. Financial Report:

Balance b/f at 13 th July 2026		£82,320.26
Debit card payments:		
Lloyds Bank	Debit card monthly charge x 2	£6.00
Standing orders:		
Jane Love	Clerk's monthly salary – August	£577.74
Jane Love	Clerk's monthly salary – September	£577.74
Payment between meetings:		
Unity Trust	Bank charges	£14.00
HMRC	Clerk tax + NICs	£228.36
NGF Play	Balance payment for urgent repairs to zip wire	£571.84
RoSPA Playsafety	Playground inspection 2026	£205.20
Payments to be agreed:		
IMON Site Ltd	July + August grasscutting	£240.00
Toilets +	Hire of toilet unit for Ellingham playground, 17/7 to 3/9/26	£416.59
Parish Online	Gov.uk email package – annual charge 2026/27	£264.00
Kirby Cane Memorial Hall	Hire of hall for South Norfolk in Bloom, 29/8/26 and PC meeting 13 th July 2026	£40.00
Norfolk Pension Fund	Clerk's pension contribs August/September	£350.53
Jane Love	Balance payment	£163.64
Sub-total of payments		£3,655.64
Balance c/f at 14 th September 2026		£78,664.62 *

**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*

Chairman

Clerk/RFO

14th September 2026

Kirby Cane Ellingham Parish Council

Bank reconciliation 14th September 2026

Balance @ 1/4/26	£70,123.35	Deposit balance @ 9/9/26	£42,638.86
Receipts to date	£21,879.54	Current balance @ 9/9/26	£38,283.46
Payments to date	-£13,338.27	Total @ bank	£80,922.32
		Payments to be agreed	-£2,257.70
	£78,664.62		£78,664.62
Cash book balance	£78,664.62		
	0.00		0.00

Mrs Jane Love
The Old Chapel
Chapel Lane
Norwich
NR15 1YP

✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

🌐 Visit **www.unity.co.uk**

Account Statement

01 August 2026 to 31 August 2026

Account Name: Kirby Cane And Ellingham Parish Council

Sort Code: 608301

Account Number: 20454681

Swift Code (BIC): NWBKGB2L

IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£38,871.20	£587.74	£0.00	£38,283.46

Your arranged overdraft limit is £0.00



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Accessibility

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*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.

**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Current T1 account 20454681

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/07/2026		Balance brought forward	£0.00	£0.00	£38,871.20
17/08/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£3.00	£0.00	£38,868.20
28/08/2026	Standing Order	S/O to: Mrs Jane Love	£577.74	£0.00	£38,290.46
31/08/2026	Fee	Service Charge	£7.00	£0.00	£38,283.46

Mrs Jane Love
The Old Chapel
Chapel Lane
Norwich
NR15 1YP

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01 July 2026 to 31 July 2026

Account Name: Kirby Cane And Ellingham Parish Council

Sort Code: 608301

Account Number: 20454681

Swift Code (BIC): NWBKGB2L

IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£41,275.33	£2,404.13	£0.00	£38,871.20

Your arranged overdraft limit is £0.00



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Transactions for Current T1 account 20454681

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/06/2026		Balance brought forward	£0.00	£0.00	£41,275.33
13/07/2026	Faster Payment Debit	B/P to: NGF Play Ltd	£571.84	£0.00	£40,703.49
15/07/2026	Transfer	B/P to: SLCC	£158.00	£0.00	£40,545.49
15/07/2026	Faster Payment Debit	B/P to: Mrs Jane Love	£44.17	£0.00	£40,501.32
15/07/2026	Faster Payment Debit	B/P to: Norfolk Pension Fu	£318.96	£0.00	£40,182.36
15/07/2026	Faster Payment Debit	B/P to: KC Memorial Hall	£20.00	£0.00	£40,162.36
15/07/2026	Faster Payment Debit	B/P to: JS Pest Control	£160.06	£0.00	£40,002.30
15/07/2026	Faster Payment Debit	B/P to: TT Jones Elect Ltd	£75.00	£0.00	£39,927.30
15/07/2026	Faster Payment Debit	B/P to: IMON Site Ltd	£240.00	£0.00	£39,687.30
16/07/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£3.00	£0.00	£39,684.30
23/07/2026	Direct Debit	Direct Debit (HMRC SDDS)	£228.36	£0.00	£39,455.94
28/07/2026	Standing Order	S/O to: Mrs Jane Love	£577.74	£0.00	£38,878.20
31/07/2026	Fee	Service Charge	£7.00	£0.00	£38,871.20

Mrs Jane Love
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Account Statement

01 August 2026 to 31 August 2026

Account Name: Kirby Cane And Ellingham Parish Council
Sort Code: 608301
Account Number: 20488644
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£42,638.86	£0.00	£0.00	£42,638.86

The credit interest rate is 1.95% AER as of your statement date.



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Transactions for Instant Access account 20488644

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/07/2026		Balance brought forward	£0.00	£0.00	£42,638.86

Kirby Cane & Ellingham Parish Council
Budget 2026/27

2025/26 Actual	2026/2027	Current year 2026/27		
		Budget 2026/27	To 14/09/26	Estimate to 31/3/27
	INCOME			
25000.00	SNC - precept	27,000	13,500	27,000
0.00	VAT reclaimed	0	4,409	5,209
250.00	Recycling credit	250	250	250
175.00	Rent for allotments	175	0	175
0.00	Sales of village history book *	20	0	20
9316.00	Grants received – miscellaneous	200	0	200
0.00	Easyfundraising/grants	200	0	200
928.62	Unity Trust savings account interest	800	206	825
189.14	Miscellaneous	300	3,514	3,514
35858.76	SUB-TOTAL	27,845	21,880	33,054
0	Playground grants received/donations	250	0	250
0.00	Car park grants received/donations	5,000	0	5,000
35,859	GRAND TOTAL	33,095	21,880	38,304
	EXPENDITURE			
6,213	GENERAL	5,415	4,233	5,240
0	S137	0	0	0
0	Members expenses	150	0	150
1,800	Grants - church grasscutting	1,800	1,800	1,800
0	Grant – allotment society	1,600	1,600	1,600
650	Grant – miscellaneous/Tidings	550	550	550
1,200	Grant – KC Memorial Hall	0	0	0
175	Allotment rent payable to KCC	175	0	175
415	Website/email set-up/ongoing costs	150	220	450
695	Purchase of defibrillator/ongoing costs	65	0	65
225	Kirby Cane Estate – permissive access	225	0	225
0	Costs for SAM2	100	0	100
542	Memorial bench	0	0	0
511	Footway lights maintenance etc	600	63	125
12,288	ADMINISTRATION	12,128	6,369	12,287
9,637	Clerk's salary + pension	9,640	4,906	9,813
216	Clerk's use of home as office + stationery	260	108	260
232	Expenses (Clerk's travel)	250	132	264
47	Registration for data protection	50	47	47
109	Bank charges	108	50	100
376	Training	200	0	200
836	Insurance	900	737	737
310	Audit fees	350	130	350
384	Subscriptions	150	158	316
140	Hire of hall/meeting costs	220	100	200
11,652	PLAYING FIELD & GENERAL MAINTENANCE	5,282	2,308	5,239
1,200	Grasscutting – Ellingham Playing Field	1,200	600	1,200
415	Maintenance of equipment, hedge/path clearing, etc	1,500	924	1,500

Kirby Cane & Ellingham Parish Council
Budget 2026/27

497	Pest control	600	267	614
168	Equipment inspection	175	171	171
834	Dog Bin emptying	900	0	900
301	Toilet hire, playground	400	347	347
132	Rent payable to EUC	132	0	132
0	Rent for car park site	75	0	75
8,104	Miscellaneous	300	0	300
30,153	SUB-TOTAL	22,825	12,909	22,766
0	Costs of school/playground carpark project	0	0	0
921	Playing Field equipment purchase	0	0	0
31,074	GRAND TOTAL	22,825	12,909	22,766

IMON SITE LTD

Church Farm
Church Road
Stockton, Norfolk.
NR34 0HJ

01/08/2026

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

INVOICE 6597

VAT Registration No. 783816589

Payment Terms

Net 30

Description	Amount	VAT AMT
RE: Kirby Cane & Ellingham Parish Council - Playing Field. Works completed: July 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

IMON SITE LTD

Church Farm
Church Road
Stockton, Norfolk.
NR34 0HJ

01/09/2026

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

INVOICE 6598

VAT Registration No. 783816589

Payment Terms

Net 30

Description	Amount	VAT AMT
RE: Kirby Cane & Ellingham Parish Council - Playing Field. Works completed: August 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: 14th September 2026

Kirby Cane & Ellingham Parish Council

To:

29/7/2026 meeting in back room	£20.00
Hire of Kirby Cane Memorial Hall for tonight’s meeting	£20.00
	<u>£40.00</u>



NGF Play Ltd
Manor Farm, Gressenhall
Dereham, Norfolk, NR20 4EF
United Kingdom
Website www.ngfplay.co.uk
Telephone: 01362 869071

**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
c/o Jane Love - Parish Clerk
Clavelshay, Toad Lane
Thwaite St Mary
Bungay
NR35 2EQ

SALES INVOICE

Invoice Date
06/07/2026

Due Date
05/08/2026

Reference
ZipWireMaintProgram

Invoice Number
Inv-6590

Description	Qty/Hrs	Price/Rate	VAT %	Net
FINAL INVOICE				
ZIP WIRE MAINTENANCE				
Travel to site and complete Zip Wire maintenance	1.00	475.00	20.00	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	1.00	84.00	20.00	84.00
Finger Guards	2.00	13.54	20.00	27.08
Brake Spring 3m	1.00	74.12	20.00	74.12
Safety Bolt & Nut	1.00	3.00	20.00	3.00
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				
LESS DEPOSIT - INVOICE 6587	1.00	-186.67	20.00	-186.67
Balance due upon completion				

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£476.53	£95.31
No VAT (0.00%)	£0.00	£0.00

Total Net	476.53
Total VAT	95.31
TOTAL	£571.84



NGF Play Ltd
Manor Farm, Gressenhall
Dereham, Norfolk, NR20 4EF
United Kingdom
Website www.ngfplay.co.uk
Telephone: 01362 869071



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 P Lay 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

Invoice



Invoice number 33UH062-0004
Date of issue August 15, 2026
Date due September 14, 2026

Parish Online @parishonline
PO Box 149
Dursley
GL11 9DU
United Kingdom
+44 1256 586980
support@parish-online.co.uk

Bill to
Kirby Cane and Ellingham Parish Council
United Kingdom
clerk@kce-pc.gov.uk

£264.00 due September 14, 2026

[Pay online](#)

Alternative payment methods:

BANK TRANSFER
Name: Local Authority Technology CIC | Sort Code: 08-92-99 | Account: 67297047. Co-op Bank.

CHEQUE
Please make cheques payable to 'Local Authority Technology CIC' and post to 'Parish Online, PO Box 149, Dursley, GL11 9DU'.
Cheques without the correct company name, or without a date cannot be processed.

VAT Number: GB450954778.

Description	Qty	Unit price	Tax	Amount
GOV.UK Email Package Aug 15, 2026–Aug 15, 2027	1	£220.00	20%	£220.00

Subtotal	£220.00
Total excluding tax	£220.00
VAT (20% on £220.00)	£44.00
Total	£264.00
Amount due	£264.00

VAT Number: GB450954778.



INVOICE

Kirby Cane & Ellingham
Parish Council
Clavelshay
Toad Lane
Thwaite St Mary, Bungay
Norfolk
NR35 2EQ

Invoice Date
10 Jul 2026

Account Number
KIRBY002

Invoice Number
99938

Purchase Order
Jane Love

VAT Number
876328389

Playsafety Limited
Unit 78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
UNITED KINGDOM
+44(0)1793 317470

accounts@rospaplaysafety.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
AI PARISH, Annual Inspection - Mill Road Play Area NR35 2PY	1.00	83.00	20%	83.00
EXTRAS, Extra items above average of five per site	22.00	4.00	20%	88.00
Subtotal				171.00
Total VAT 20%				34.20
Amount Due GBP				205.20

Due Date: 09 Aug 2026

Terms: 30 days. A late payment charge may be added at the rate of 5% per month (0.16% per day)

Electronic or BACS payments to:

(Please quote invoice number as reference)
Sort Code: 60-22-31
Account: 70525366

International Payments:

(Please quote invoice number as reference)
BIC: NWBKGB2L
IBAN: GB17NWBK60223170525366

Please make cheques payable to Playsafety Limited

Playsafety Ltd is licensed by RoSPA Play Safety

Payment can be made by card by clicking the link on the email to which the invoice was attached

Invoice



Portable Toilet Hire Specialists

INVOICE NO: 552966

INVOICE ADDRESS

Kirby Cane and Ellingham Parish Council
1 YESMERE
MULBARTON
NR14 8NS

HEAD OFFICE

Toilets+ Ltd
32 London Road
Wymondham
Norfolk
NR18 9JD

Tel: 01953 601345

E-Mail: info@toilets.co.uk

INVOICE DETAILS

Date of Invoice: 04-Sep-26
Contract No: 365372
Contract Status: Terminated
Account Ref: 7KIRBYKAN
Customer Order No: JANE/EMAIL
Last Invoice No:
Last Invoice Date:

SITE ADDRESS

///dodges.cleanest.product
PLAYING FIELD OFF MILL ROAD
ELLINGHAM
NR35 2PZ

Contact: 01508 518400

QTY	CODE	DESCRIPTION	FROM	TO	RATE PER	M/W/D	VAT	VALUE
TOILET(S) ON HIRE UNTIL TERMINATED BY PHONE CALL								
1	1024	10623 LONG TERM EVENT CHEMICAL PORTABLE TOILET WITH HAND SANITISER & TOILET ROLLS, INCLUDES WEEKLY SERVICE. MINIMUM HIRE CHARGES APPLY.	17-Jul-26	02-Sep-26	£37.50 WK	0/6/6	STD	£257.16
1	ECC	EVENT CARRIAGE CHARGE	17-Jul-26		£85.00 SL		STD	£85.00
1	FS	Fuel Surcharge	17-Jul-26		£5.00 SL		STD	£5.00



Invoice



INVOICE NO: 552966

INVOICE ADDRESS

Kirby Cane and Ellingham Parish Council
1 YESMERE
MULBARTON
NR14 8NS

HEAD OFFICE

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PLAYING FIELD OFF MILL ROAD
ELLINGHAM
NR35 2PZ

Contact: 01508 518400

QTY	CODE	DESCRIPTION	FROM	TO	RATE PER	M/W/D	VAT	VALUE
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TOILET(S) ON HIRE UNTIL TERMINATED BY PHONE CALL

E.W.C. 20.03.99 Toilets+ S.I.C. 84.12 DUTY OF CARE CONTROLLED WASTE TRANSFER

Section(A) Description of waste: Effluent in tanker up to 250lts per unit. Carrier: Toilets+ Ltd. Registered waste carrier Reg No. CBDU125753 issued by Environment Agency,

Section(B) Current holder of waste: as delivery address below, producer of waste exempt from requirement to register as waste carrier.

Section(C) Details of transfer: weekly transfer of effluent as described from contractors/customers address from contract commencement date

We declare the waste hierarchy has been adhered to.

To see our full updated Terms and Conditions visit www.toilets.co.uk

ANY OBJECTIONS TO THIS INVOICE OR ITS TERMS MUST BE REPORTED WITHIN 10 DAYS OF RECEIPT, OTHERWISE IT SHALL BE DEEMED TO BE ACCEPTED BY YOU

VAT ANALYSIS				V.A.T. No: 571 5719 25			
CODE	RATE %	TAXABLE	AMOUNT	PAYMENT TERMS	GOODS VALUE	£347.16	
STD	20	£347.16	£69.43		STRICTLY NET BY	TOTAL VAT	£69.43
					02-Oct-2026	INVOICE TOTAL	£416.59

Please E mail your Remittance Advice to: accounts@toilets.co.uk

BAC'S Payment Details SORT CODE 60-24-52 A/C: 15178684 Please Quote Your Account Ref.



Jane Love
Tel: 07774 641057

Date: 14th September 2026

Re: Clerk's salary for August & September 2026
@ £637.91 / month (8 hours/week) £ 1,275.82

Salary increase 1 April 2026 to 30 September
2026 @ 3.3% (£21.05/month) £ 126.30

Less pension @ 5.5% -£ 77.12

Less tax for August -£ 42.60

Less tax for September -£ 52.08

Expenses :

Use of home @ £18 per month £ 36.00

Mileage * (96 miles at 55p/mile**) £ 52.80

Total **£ 1,319.12**

*** rate increased from 45p/mile to 55p/mile in May 2026*

Payments :

28/8/2026	Standing order - salary for August	£577.74	£577.74
28/9/2026	Standing order - salary for September	£577.74	£577.74
14/9	Mileage **	£52.80	£163.64
	Use of home @ £18 per month	£36.00	
	Adjustment for tax	-£35.63	
			£1,319.12

** Mileage breakdown:*

29/7/26	To Ellingham for meeting about SN in Bloom + staff appraisal	24
21/8/26	To KC to collect voucher + deliver cupboard for Memorial Hall	24
09/09/26	To KC to post notice + construct cupboard	24
14/9/26	To KC MH for PC meeting	24
	Mileage at permitted rate (55p/mile)	£52.80
		96



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

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	PLUS	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					
Apr 2026	15 May 2026	637.91	35.09		35.09	124.39			124.39	159.48		PLUS	0.00	EE's + ER's + Secondary Amount 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	637.91	35.09		35.09	124.39			124.39	159.48		PLUS	0.00	159.48
Sep 2026	15 Oct 2026	764.21	42.03		42.03	149.02			149.02	191.05		PLUS	0.00	EE's + ER's + Secondary Amount 191.05
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
		3,953.76	217.48	0.00	217.48	770.98	0.00	0.00	770.98	988.46			0.00	988.46

Notes from person completing this spreadsheet	
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Terms of Reference

Name:

Kirby Cane & Ellingham Parish Council – Car Park Committee

Members:

- **Parish councillors**
- **chair of Ellingham United Charities**
- **head of Ellingham V C School**
- **residents**

Goals:

1. To coordinate the planning of a car park to serve Ellingham VC Primary School and the parish council's playground/playing field opposite the school on Mill Road, Ellingham;
2. To seek planning permission for the agreed plan from South Norfolk Council, and, if successful;
3. To seek funding for the project from all available sources;
4. To oversee the implementation of the construction of the car park.

Scope / Jurisdiction

Full council will ratify committee decisions in this case, due to the possibility of large budgetary implications for the council.

At its meeting on Monday, 28th March 2022, the parish council delegated authority to the car park committee to choose a contractor to carry out the construction of the car park, and to agree the signature of the lease between the parish council and the Ellingham United Charities, when it became available.

Resources and Budget

N/A

Governance

The committee will be subject to the Standing Orders of the Parish Council

Additional Notes

- Communications outside of meetings will be conducted largely by phone or email.
- Shared information, such as plans and contact information, will be stored by the committee chairman or by the Parish Council's clerk.
- Reporting will be carried out regularly via committee meetings and Parish Council meetings.
- Meetings will be held as and when members consider appropriate.

Terms of reference reviewed by council on 14th September 2026

Kirby Cane & Ellingham Parish Council

FINANCE COMMITTEE TERMS OF REFERENCE

Name

This Committee will be called the Finance Committee.

Meetings

The Committee will meet at least once a year. Meetings are open to the public. An agenda will be prepared for each meeting and minutes written from each meeting. Minutes are presented to the next full council meeting by the Chairman of the Committee for adoption by the Council. In his / her absence, this will be done by the Vice Chairman or a Committee member. Minutes will be approved by the Committee at their following meeting and signed by the Committee Chairman.

Membership

The Committee will be made up of parish councillors and the Council Chairman and Vice-Chairman are automatically members.

The Committee may set up a sub-committee or working party to support its aims.

Aims and Objectives of the Committee

The Committee will:

Approve budget figures for the consideration of the Council, to include contingency figures as required.

To manage grant awards and make recommendations to Council for those awards.

Budget

The Committee has no budget.

Terms of reference reviewed by Council on *14th September 2026*

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Kirby Cane & Ellingham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/05/2026

and recorded as minute reference:

13. TO RECEIVE & ADOPT THE ACCOUNTS AND ANNUAL RETURN FOR Y/E 31/03/26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

<https://www.kce-pc.gov.uk>

Section 2 – Accounting Statements 2025/26 for

Kirby Cane & Ellingham Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	64,469	68,619	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	22,200	25,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,741	10,859	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	9,184	9,637	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	13,607	24,718	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	68,619	70,123	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	68,619	70,123	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	145,800	156,373	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 11/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2026

as recorded in minute reference:

13. TO RECEIVE & ADOPT THE ACCOUNTS AND ANNUAL RETURN FOR Y/E 31/03/26

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Kirby Cane & Ellingham Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date