

# Minutes of the Parish Council Meeting of Kirby Cane & Ellingham Parish Council on Tuesday, 11<sup>th</sup> November 2025 in Kirby Cane Memorial Hall at 7pm

## Present:

Richard Canham, James Lally, Lesley Lodge, Julie Pickering, Andrew Raymant, Michael Skipper, Robin Stock, also district councillor Chris Brown, the clerk to the council, Jane Love, and one member of the public.

*The meeting started with two minutes' silence in honour of the fallen in war*

### 1. **To receive apologies for absence:**

Apologies were accepted from parish councillor Kerry Mallard and county councillor Barry Stone

### 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 was a trustee of the Ellingham United Charities.

### 3. **To approve the minutes of the meeting of 16<sup>th</sup> September 2025:**

The minutes of the meeting on 16<sup>th</sup> September 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) The bus shelter had been installed, and the invoice was awaited. The general consensus was that it was a good asset for the village, and the clerk would add it to the asset register and ensure that the insurance coverage for street furniture etc was sufficient. Cllr Stone had agreed to fund the balance of the cost of the bus shelter, and the 80% grant had already been received from NCC;

B) PC Cadwell had sent another follow-up indicating that the police could "confirm illegal waste has been buried on the sight and we are aware of this as a force and planning is going on in the background to potentially conduct enforcement." The clerk had also had an email from the chair of the Stockton Parish Meeting, and updated them with the PC's latest response. The councillors confirmed they were happy to hand this issue over to Stockton, as it was within their area.

C) The clerk had been in touch with Westcotec and exploring the possibilities for new locations for the SAM2;

D) Cllr Stock's register of interests form had been returned to South Norfolk Council;

E) The clerk still needed to speak to the website adviser about what update was required;

F) The clerk hoped to organise a date soon for the staff appraisal with Cllrs Lodge and Skipper;

G) Various highways issues had been reported and some had been dealt with promptly;

H) Following interest in a defibrillator/first aid course, the clerk had contacted East Anglian Ambulance service with the aim of organising something in the late spring/early summer;

I) Convex mirror, junction Newgate/Mill Road - the clerk's researches indicated that, even if it was possible to get approval to site a mirror on private land, there could be an issue of liability in the case of an accident in that area.

It was noted that the bus shelter and the new bench should be added to the asset register.

### 5. **Opportunity for public participation:**

County Cllr Barry Stone had sent report which had been forwarded to councillors.

One of the churchwardens at St Mary's, Ellingham, thanked the parish council for its continued support funding churchyard maintenance. They also updated the meeting on work needed to the church to repair and maintain the ancient building, parts of which

were 800 years old. Applications for assistance would be made to the Norfolk Historic Churches Trust and Round Tower Society, for work that was estimated in total at around £100k. They also appealed for volunteers to assist with the work at the church. District Cllr Chris Brown reported that South Norfolk Council (SNC) had confirmed its support for two unitary authorities under the Local Government Reorganisation, while other district and city councils supported three unitaries, and the county council supported one single authority. A response from government was expected in spring 2026. Attention now turned to what the administration of a future authority would be, although its structure was yet to be decided. Elections for a shadow authority would take place in May 2027, in preparation for the authorities to come into being in May 2028. In addition, a devolution settlement had been agreed for Norfolk and Suffolk in the sum of around £37million/year over the next 30 years, and a mayor would also be elected in May 2026. From May 2027, the mayor would also take on the responsibilities of the Police & Crime Commissioner. There may be county council elections in May 2026, but this was still uncertain.

Other news from SNC, the latest version of the Greater Norwich Local Plan needed another update, especially in light of the large number of new-build houses that were required.

A new project to extend water availability covering the Waveney Valley was also discussed. There was a public meeting at Beccles Town Hall on 26<sup>th</sup> November, and a public consultation would end on 10<sup>th</sup> December.

Cllr Brown also had a small amount of money in his ward member budget if any local groups were in need of support.

*Cllr Brown gave his apologies and left the meeting*

**6. To discuss planning matters:**

The clerk noted that while searching ongoing applications, she saw a “variation of condition” application relating to the new houses at Ellingham West, Variation of Condition 2 (Changes for self build purposes, change in design of plot 3 dwelling, change in site layout) of original planning permission 2023/2069 (Erection of 3 dwellings and associated garages, access and landscaping works).

In addition, the application for change of use of land from agricultural to residential, and demolition of agricultural barn and erection of new 2-bedroomed dwelling had been approved with conditions, as had the application for extension to the retail area on ground floor & conversion/extension of first floor to create residential accommodation at the Post Office stores.

**7. To discuss correspondence:**

- A) PC Cadwell had asked if there were any events on Christmas Eve, but none were identified;
- B) The county council's update on local government reorganisation, supporting one unitary authority;
- C) Winter pressures grant from SNC, similar to the support offered by the local charities to those in need;
- D) Another update on the Norwich Western Link;
- E) The police had written to parish councils to try to target courier fraud, and the clerk had signed up to the network which aimed to alert local communities where this fraud was suspected;
- F) Public Spaces Protection Order - a revised order had been adopted for South Norfolk aimed at encouraging owners to pick up after their dogs. The clerk was asked to request the two free signs of each design that were on offer, and to order a further six of one design to place in different locations. She would also get two signs for the playground “in case of emergency”.
- G) Voluntary Norfolk had publicised a consultation about volunteering, which would run until the following week.

**8. To consider a pay increase for the clerk:**

Councillors agreed the nationally negotiated pay increase for 2025/26 of 3.2% for the clerk, which would be back-dated to April 2025.

**9. To receive a financial report – including an interim budget review - from the Clerk and to approve invoices for payment:**

The clerk pointed out that she had made a mistake on her September invoice, which she had corrected on her November invoice.

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

The clerk also went through an interim review of income and expenditure, which was broadly in line with budget.

|  |                                      |                   |
|--|--------------------------------------|-------------------|
| Balance b/f at 16 <sup>th</sup> September 2025 |                                      | £69,151.97        |
| <b>Receipts:</b>                               |                                      |                   |
| South Norfolk Council                          | Second precept payment               | £12,500.00        |
| Unity Trust                                    | Deposit account interest             | £236.76           |
| Newgate Allotment Society                      | Annual rent                          | £175.00           |
| Norfolk County Council                         | Grant for bus shelter as agreed      | £6,732.80         |
| <b>Sub-total of receipts</b>                   |                                      | <b>£19,644.56</b> |
| <b>Debit card payments:</b>                    |                                      |                   |
| Lloyds Bank                                    | Debit card monthly charge            | £3.00             |
| Parish Online                                  | gov.uk email addresses set-up fee    | £144.00           |
|  | Debit card monthly charge            | £3.00             |
| <b>Standing orders:</b>                        |                                      |                   |
| Jane Love                                      | Clerk's monthly salary – October     | £577.74           |
| Jane Love                                      | Clerk's monthly salary – November    | £577.74           |
| <b>Payment between meetings:</b>               |                                      |                   |
| Unity Trust                                    | Bank charges                         | £12.00            |
| South Norfolk Council                          | Dog bin emptying                     | £1,000.80         |
| TT Jones Electrical                            | Footway lights maintenance           | £96.66            |
| HMRC   | Clerk pension/NIC                    | £196.25           |
| <b>Payments to be agreed:</b>                  |                                      |                   |
| IMON Site Ltd                                  | September + October grasscutting     | £240.00           |
| JS Pest Control Ltd                            | Pest control October – December 2025 | £145.51           |
| Ellingham United Charities                     | Playing field rent 2025/26           | £132.00           |
| M Skipper                                      | Noticeboard refurbishment            | £2.55             |
|  | Concrete for memorial seat           | £17.96            |
| R Stock  | Spare key for SAM2                   | £9.00             |
| Kirby Cane Estate                              | Permissive access agreement          | £224.59           |
| Kirby Cane Memorial Hall                       | Hire of hall for PC meeting 11/11    | £20.00            |
| Norfolk Pension Fund                           | Clerk's pension contribs Oct/Nov     | £390.46           |
| Jane Love                                      | Balance payment                      | £139.52           |
| <b>Sub-total of payments</b>                   |                                      | <b>£3,932.78</b>  |
| Balance c/f at 11 <sup>th</sup> November 2025  |                                      | £84,863.75        |

**10. To consider the appointment of an internal auditor for the 2025/26 financial year:**

Councillors agreed that Tina Newby should be employed as auditor for the current financial year, with no change to her charges for the service.

**11. To receive a report on the Newgate Allotment Society:**

The clerk had met with the previous chairman of the allotment society in July for the usual annual visit. This raised no issues with the allotments, but he said he would be retiring from the post. A new committee was elected at the annual meeting, and the clerk met with the new committee in early November. She reported that the committee was happy to take on the happy and well-managed site from the outgoing officers (one of whom had stayed on as secretary) and continue to act autonomously, with the parish council as a back-up. The society had a vacant plot, which the clerk had offered to advertise on their behalf in the next issue of Tidings so that they didn't have the cost of advertising. The three annual bonfires were still happening in accordance with the agreed policy.

**12. To receive a report on the playing field:**

A new painting contractor had done a lot of the small jobs on the play equipment which had been raised in the ROSPA report, and also the skate ramps. He recommended that the council purchased some more bird deterrent measures. One outstanding job remained on the cricket stumps, which would be completed in due course. He had offered to provide his time for free, but Cllr Lodge had urged him to put in an invoice for his materials.

Following the last meeting, the clerk had checked the lease and confirmed that the council was responsible for fencing etc. Councillors discussed replacement of the perimeter fence, which had fallen into disrepair in places. Cllr Pickering had received a quote for £9995 for full replacement on the inside of the hedge line. With safety being the prime consideration, councillors resolved that individual repairs should be made, but would keep it under review.

**13. To receive a report on the school/playground car park project and make any decision(s) considered necessary as a consequence:**

The clerk reported that both she and the charity secretary had chased the solicitor, but had not had a reply. The clerk would chase the solicitor yet again.

**14. To consider meeting dates for 2026:**

Councillors resolved to change the meeting evening to the second Monday of every other month.

**15. To consider specific local issues:**

- i) highways issues - the hedge along the A143 had been cut properly, and the trees on the bridleway had been dealt with promptly; Cllr Lodge had reported that the drain near the school had been overwhelmed during the recent heavy rain, and highways had put that on its list for action.  
New reports - the footpath across the entrance to the fishing lakes was in poor condition; Cllr Stock reported that the footpath along Ellingham West was also in poor condition, and the clerk asked for images to add to the report.  
Images and dropped pins for any reports were always very welcome to help speed up the reporting process.
- ii) SAM2 - Cllr Mallard had prepared a report, which showed that as usual speeding mainly occurred during school drop off and collection. The clerk would send the data to PC Cadwell to see if it met the police intervention criteria.
- iii) Defibrillator - unfortunately after the defibrillator was used in late September there had been error messages which the ambulance service was trying to resolve. The current defib was owned by the ambulance service, but the cabinet in which it was housed was the property of the parish council. If the defib was irreparable there

would be no option but to replace it at the cost of the parish council, although there may be some funding available from the British Heart Foundation or other sources. The clerk should know more by the budget meeting. The clerk had checked with Iain, the former guardian, who confirmed that the defib had only been accessed twice in 11 years.

**16. To receive items for information:**

There were none.

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

Consideration and approval of the budget and precept for 2026/27

**18. Date of next meeting – Monday, 12<sup>th</sup> January 2026 (finance committee meeting on Tuesday, 16<sup>th</sup> December 2025)**

There being no further business, the meeting closed at 8.45pm

Signed.....

*Chairman*

Dated.....

**THIS LEASE** is made the 26<sup>th</sup> day of September Two thousand and eleven

**BETWEEN**

[REDACTED] the Trustees of [REDACTED]

Ellingham United Charities (Registered Charity Number 255749) ("the Landlord") of the one part and The Parish Council of Kirby Cane and Ellingham ("the Tenant") of the other part

1. **THE** Landlord hereby demises unto the Tenant **ALL THAT** parcel of Land in Mill Road Ellingham ("the Land") shown edged red on the plan annexed hereto and registered at H M Land Registry under Title Number NK274256 **TO HOLD** the same unto the Tenant for a term of Twenty one years from the 11<sup>th</sup> October 2011 paying an initial rent of One hundred pounds (£100.00) per annum in arrears and thereafter as set out in the Schedule hereto the first payment to be made on the 10<sup>th</sup> October 2012

2. **THE** Tenant covenants with the Landlord as follows :-

- 2.1 to pay the rent at all times and in the manner aforesaid
- 2.2 to pay all existing and future rates taxes and outgoings whatsoever
- 2.3 to ensure that the Land shall be used only as a cricket and football field and recreation ground and for athletics sports or playing of other games
- 2.4 to keep in full repair and condition the hedges ditches fences and gates in and around the Land and fence it off where necessary from any adjoining land within the ownership of the Landlord
- 2.5 to ensure that adequate Public Liability Insurance is kept in force in respect of the land

**Re:[## 150196917 ##] Security question***2 emails***Zoho Cares <support@zohomail.com>**

Thu, 30 Oct 2025 2:03:58 PM +0000

To "Parish Clerk"<clerk@kce-pc.gov.uk>  
Cc "support"<support@zohomail.com>



Answered by

Sagar S



Hello Jane,

Thank you for reaching out, and we're glad to hear that your experience with Zoho has been positive so far.

We completely understand your parish councillor's concern regarding security. Please be assured that Zoho takes data privacy and security very seriously across all our platforms — whether accessed via desktop, mobile, or tablet.

Here are a few key points you can share with them for reassurance:

- >> End-to-End Encryption: All data transmitted between devices and Zoho's servers is encrypted using industry-standard protocols (TLS/SSL).
- >> Secure Data Storage: User data is stored in our secure, Certified data centres with multiple layers of protection and 24/7 monitoring.
- >> Strict Access Controls: Zoho never sells or shares customer data with third parties. Users have complete control over their data and permissions.
- >> App Security: Our mobile apps undergo regular security reviews and comply with best practices to ensure they are safe to install and use on any device.

For more details, you can refer to Zoho's comprehensive Security and Privacy Policy here: <https://www.zoho.com/security.html>

We hope this helps reassure your councillor that Zoho is designed with the highest standards of security and privacy in mind.

Regards,  
Sagar S  
Sr.Product Support Engineer | Zoho Mail

How'd you rate our service?



Loved it. Thanks! T ...



Okay



It was bad. Sorry! ...

# Barry Stone – County Councillor for the Clavering Division

## Parish Report – November 2025



### Councillors back new devolved powers and funding to boost jobs and growth

New powers and funding to boost jobs, transport, housing and growth are coming to Norfolk and Suffolk, after councillors voted in favour. Following a discussion at full council Norfolk County Council's cabinet voted in favour of proceeding with devolution,

Under the Government's devolution priority programme, Norfolk and Suffolk have been offered:

- The transfer of powers and funding from Whitehall, to enable decisions on jobs, skills, transport and housing to be taken in Norfolk and Suffolk
- A multi-million pound investment fund for 30 years, to spend on local priorities

The decision means that the new devolved powers and funding would be overseen by a mayor, elected by voters in May 2026, to lead a new combined authority. The combined authority would be made up of the mayor, plus councillors from Norfolk and Suffolk.

The mayor and the combined authority will take responsibility for a range of functions and funding, including:

- Local transport
- Skills and jobs
- Housing development
- Economic growth and regeneration
- Environment and climate change
- From 2027 - taking on police and crime commissioner and fire and rescue authority functions

### Positives of Devolution for Norfolk and Suffolk

#### 1. Greater Local Control and Tailored Solutions

- Devolution will empower local leaders to make strategic decisions closer to the communities they serve, rather than relying on central government. This enables more responsive, integrated, and locally relevant public services.

## **2. Significant Long-Term Investment**

- The establishment of a Mayoral Combined County Authority (MCCA) will unlock an investment fund of £37.4 million per year for 30 years, over £1.1 billion in total. This provides long-term financial certainty and autonomy for planning and delivering place-based projects, reducing reliance on short-term, competitive funding pots.

## **3. Economic Growth and Resilience**

- Devolution enables the development of tailored economic strategies, boosting productivity, attracting inward investment, and supporting local businesses. It also allows for the creation of innovation hubs, infrastructure projects, and skills programmes that are specific to local needs.

## **4. Improved Transport and Infrastructure**

- The new authority will have powers over local transport planning, bus franchising, and the ability to coordinate a Key Route Network. This should lead to more consistent and strategic transport policies, better integration, and targeted investment where it delivers the greatest impact.

## **5. Skills and Employment**

- Control over adult skills funding will be devolved, allowing the region to tailor skills provision to local economic needs, target key sectors, and increase access to lifelong learning. This flexibility should help address skills shortages and support economic growth.

## **6. Housing and Regeneration**

- Devolution brings new powers to accelerate housing delivery and regeneration, including direct partnerships with Homes England and the ability to allocate housing and regeneration grants locally. This should help address local housing needs more effectively.

## **7. Environment and Climate Change**

- The authority will have a role in regional energy planning, heat network zoning, and local nature recovery strategies. This enables more coordinated action on decarbonisation, energy security, and environmental protection

## **8. Health, Wellbeing, and Public Service Reform**

- There will be a statutory duty to improve health and reduce inequalities, with the Mayor and CCA required to factor health outcomes into every decision. This should lead to more joined-up approaches to public health and social care.

## **9. Public Safety**

- The Mayor will take on Police and Crime Commissioner and Fire and Rescue Authority functions, aligning public safety governance with other devolved powers for more integrated service delivery.

## **10. Enhanced Local Voice and Influence**

- Devolution gives the region a seat on the Council of Nations and Regions, amplifying the local voice in national policy-making and ensuring regional priorities are heard and acted upon.

## **11. General Power of Competence**

- The Strategic Authority and Mayor will have a general power of competence, allowing them to innovate and act in the public interest, provided actions are not prohibited by law.

## **12. Inclusive Growth and Equality**

- The Equality Impact Assessment highlights that devolution can be used as a catalyst to embed 'accessible by design' in new strategies and services, better aligning them to the needs of vulnerable and protected groups, and reducing inequalities.

You can find out more about devolution at [www.norfolk.gov.uk/devolution](http://www.norfolk.gov.uk/devolution).

## **New Norfolk-wide highways contract awarded with strong focus on boosting local skills and employment**

Norfolk County Council has appointed Kier as its new long-term contractor responsible for the maintenance and construction of the county's highway network.

Kier will deliver a comprehensive programme of highways maintenance and improvement, including road resurfacing and surface dressing, bridge works, drainage and the delivery of new transport infrastructure.

As part of the contract, Kier will invest significantly in its existing site in Wymondham, upgrading facilities to reduce energy consumption and support the latest in sustainable construction and materials innovation, which will benefit the wider Norfolk economy.

A key feature of Kier's approach to the contract will be its commitment to local skills and employment. At any given time, Kier will employ at least 15 apprentices, providing structured training, professional qualifications, and career pathways for young people across Norfolk.

The company will also run an annual 10-week programme for young people in care and care leavers, offering taster sessions, work experience, and employability skills, with support from supply chain partners.

## **Give Norfolk County Council your views on fire and rescue priorities**

A public consultation on Norfolk Fire & Rescue Service's safety and risk plans for the next five years has gone live.

Residents, businesses and organisations now have an opportunity to feedback on areas the service has identified as priorities for 2026-2031, to mitigate risk and keep our county as safe as possible.

Eight proposals have been put out for the public to comment on, around the areas of:

- Road safety
- Prevention activity
- Building safety
- Preparing for and responding to emergencies
- Responding to climate change (specifically extreme weather risks such as flooding and wildfire)
- Supporting our people
- Fire station improvements
- Responding to medical emergencies

Details of the eight proposals are below. The public can fill in an online survey via [www.norfolk.gov.uk/crmp](http://www.norfolk.gov.uk/crmp) to respond.

### **CRMP Proposal 1**

Working to Improve Road safety: We will play a more active role in Norfolk's Road Safety Partnerships to analyse data and coordinate action to reduce the occurrence and impact of collisions on our county's roads.

### **CRMP Proposal 2**

Focussing on prevention: We will work within Community Safety Partnerships to further focus on vulnerable groups, including children and young people. We will increase our early intervention activities, developing resilience in our communities and improving outcomes.

### **CRMP Proposal 3**

Ensuring better Building Safety: We will prioritise inspection and engagement activity for the highest risk buildings in Norfolk, effectively applying legislation across relevant

residential and commercial buildings to keep people safe in their homes, at work and during their leisure activities.

#### **CRMP Proposal 4**

Enhancing our Response: We will review how we locate and deploy our assets and resources to optimise how we train for, and respond to, emergencies.

#### **CRMP Proposal 5**

Responding to Climate Change: We will review our extreme weather response, specifically water and wildfire capability, to mitigate the impact of these incidents. We will continue to lobby government to make water and flood response a statutory duty for all Fire and Rescue Services in England.

#### **CRMP Proposal 6**

Supporting our People: We will continue to further develop our high performing and inclusive culture; supporting our staff to be skilled, healthy and engaged, and empowering them to uphold the highest professional standards that our communities expect.

#### **CRMP Proposal 7**

Providing Fit for Purpose Fire Stations: We will secure long term investment in our fire stations, so firefighters are protected from contaminants and facilities are fit for a modern workforce.

#### **CRMP Proposal 8**

Responding to Life Threatening Medical Emergencies: We will continue to develop our work with East of England Ambulance Service Trust around Emergency Medical Response to improve outcomes for our communities.

### **Norfolk's budget consultation - Have your say**

As the county council's annual budget consultation has launched, people are being urged to take a look at the proposals and have their say.

The county council is working to set a balanced budget, despite the need to save £41.6m in 2026-27.

This year there are 50 budget saving proposals, and proposals to increase council tax, which provides a large part of the funding the county council needs.

These proposed savings add up to £35.7m - which would make a big contribution to the overall amount that needs to be saved.

To help deal with cost pressures and invest in vital services, the current budget planning for 2026-27 is based on an assumption to increase council tax.

Three options are being considered:

- An increase of 3%
- An increase of up to 5%
- An increase of more than 5%

People can find out more and have their say at [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget).

The consultation opens on Monday 27 October and closes on Monday 15 December 2025.

### **'It's never too late': Norfolk County Council is supporting healthy ageing**

Looking after your health as you get older is not just a recommendation - it's a vital investment in your future quality of life. Evidence shows that staying physically active, keeping up with recommended vaccinations and screenings, and maintaining social connections are among the strongest predictors of how well you age. These actions play a direct role in preventing illnesses, reducing the risk of falls and long-term conditions, and supporting mental wellbeing.

Norfolk is home to one of the highest ageing populations in the UK. Now, the county council's Public Health department has launched a new campaign to encourage residents aged 50 and over to prioritise their health so they can live healthier, more connected lives as they age.

The campaign is centred around a brand [new Healthy Ageing subsite](#), called 'It's never too late', which highlights resources, guidance and opportunities to help residents make positive changes to their health and wellbeing.

This includes:

- Protecting your health: information on vaccination eligibility and booking, NHS screening appointments, and NHS health checks.
- Being active: information on moving more, strength and balance, falls prevention, and finding local groups.
- Feeling connected: finding clubs, groups and one-to-one support, building new connections, and practical guidance on transport and digital skills.

To explore the new webpage and find out more, visit [www.norfolk.gov.uk/healthyageing](http://www.norfolk.gov.uk/healthyageing).

## **Major refurbishment announced for Millennium Library to mark 25-year anniversary**

Norwich's Millennium Library is set to undergo a £1m transformation in 2026, marking 25 years since it first opened its doors.

The refurbishment has been shaped by extensive feedback from library users and will include a re-designed early years library as well as new homes for both the 8+ and teen library areas, each with their own identity. There are also plans for a bookshop-style entrance for easy browsing and an increase in study space, primarily on the first floor.

Accessibility has been a key part of the design with lower shelving units throughout the library and improved signage and wayfinding.

Visitors can also look forward to improved lighting, new furniture with built-in power points and a new gathering space for events and talks.

Work is scheduled to begin next year. While some disruption to services is expected during the refurbishment, full details will be shared closer to the time.

## **Norfolk bucking national trend for recruiting adoptive parents**

Norfolk is bucking the national trend for recruiting adopters, with the numbers of adopters increasing in the county.

Across the country, there are 12% fewer families considering adoption this year compared to last, whereas in the year 24/25, Norfolk County Council's Adoption Service recruited 43 adoptive households - a 53% increase on the number of adopters who were approved in 23/24.

Of these 43 households, 37 were couples and six were single adopters. The council has also seen an increase in adopters from global majority backgrounds and from the LGBTQ+ community.

The news comes as the county marks National Adoption Week, with this year's focus being on busting the misconceptions about who can adopt.

People considering whether adoption is right for them are invited to contact Norfolk Adoption Services on **01603 638343** for a friendly chat and invitation to an information event where they can find out more.

Email: [barry.stone.clr@norfolk.gov.uk](mailto:barry.stone.clr@norfolk.gov.uk)

Phone: Mobile: 07434 905963

Home: discontinued

Kind regards

Barry

## Christmas Eve

**CADWELL, Keiya** <Keiya.CADWELL@norfolk.police.uk>

Thu, 30 Oct 2025 12:22:53 PM +0000

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

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Good afternoon

I hope you are well.

Are you aware of any local events taking place on Christmas Eve this year. Not sure if the Library or local Church provide services for the children/locals.

Kind regards

Keiya

This e-mail carries a disclaimer

Go here to view [Norfolk Constabulary Disclaimer](#)

## One council for Norfolk plan submitted to Government

The Government is being urged to back plans for better services, local decision making and bigger savings, by replacing Norfolk's eight councils with one.

Norfolk County Council's cabinet has agreed to submit a business case which details how a single council for Norfolk would **save £39.8 million per year** and deliver the biggest benefits. The decision came after the case was discussed by full council on 25<sup>th</sup> September.

The Government wants to have fewer councils, known as unitary authorities, which run all services in their area. It has asked existing councils to submit detailed proposals by 26<sup>th</sup> September.

The county council's business case highlights a range of key benefits of having one council, including:

- **Saving £39.8 million per year**, compared to the current eight councils - money that can be invested in improving services
- Removing duplication and joining up services that are currently divided between councils, such as adult social services and housing
- A focus on **meeting local needs**, by setting priorities at neighbourhood area committees, closer working with town and parish councils and voluntary groups and delivering services through integrated neighbourhood teams
- Avoiding the risk of splitting up crucial, county-wide services such as adult social care, children's services and highways
- Being in a strong position to boost Norfolk's economy, by having a plan for the whole county

## A New Relationship with Town and Parish Councils

The move to a single unitary council is about empowering, not centralising. Town and parish councils, over 550 across Norfolk, serving 70% of the population, are seen as essential to strong local leadership and democracy.

## What's on Offer for Parishes

- More Local Influence: Parishes will have a **greater say in decisions**, with the option to take on more powers if they choose.
- Collaborative Working: Support for parishes to work in clusters, sharing ideas, managing services, and strengthening their collective voice while keeping local identity.

- **Community Assets & Services:** Clear, consistent options to take on local assets (like parks, halls, toilets) and services (e.g. grass cutting, minor road repairs, community transport), if they wish with associated funding.
- **Support & Safeguards:** Any transfers will be voluntary and well-supported, with training, templates, governance advice, and a focus on financial sustainability.
- **Funding & Budgets:** **More influence** over local spending, including devolved budgets, parish highways schemes, councillor funding, and access to grants and developer contributions.
- **Shared Principles:** The approach is rooted in co-design, flexibility, transparency, strong communication, and long-term sustainability.
- **Clustering Support:** **Help for parishes** to group together to manage services or assets, and share learning.
- **Unparished Areas:** In places like Norwich, Great Yarmouth, and King's Lynn, new Neighbourhood Area Committees will ensure local voices remain empowered
- **Preservation of valued historic civic functions** like mayors and aldermen.

## **Neighbourhood Area Committees (NACs)**

### **Purpose:**

NACs are local, democratic decision-making bodies that shape services, allocate budgets, and drive community-led change. They are not advisory panels, but empowered, place-based governance structures.

### **Geography:**

Each NAC will cover 30,000–50,000 residents, with boundaries co-designed with communities to reflect local identity.

### **Membership:**

Tailored to each area, typically including:

- Local councillors (for accountability)
- Statutory services (e.g. health, police, social care)
- Town and parish councils
- Voluntary and community organisations
- Residents' groups, businesses, schools, and other local leaders

### **Key Functions:**

- Set priorities based on local insight
- Align council and partner activity
- Allocate devolved budgets
- Act as a democratic link between residents and the council
- Support collaboration among parishes

### **How They Work:**

NACs will be inclusive, accessible, and action-driven, supported by officers and infrastructure. Meetings will be held locally, in plain language, with various ways for residents to engage.

### **Building on Existing Strengths:**

NACs will build on successful models like Town Deal Boards, Health & Wellbeing Partnerships, and Youth Advisory Boards. Existing Neighbourhood Boards (e.g. Great Yarmouth, King's Lynn, Norwich) will be integrated into the new framework.

The Government is due to consult the public on different council options this autumn, before making a final decision, expected in spring next year.

You can find out more at [www.norfolk.gov.uk/onecouncil](http://www.norfolk.gov.uk/onecouncil)

### **Start the new school year with the Safe School Run Pledge**

As the new academic year kicks off, Norfolk County Council's Public Health Road Safety team is inviting schools, parents, and carers across the county to take part in the **Safe School Run pledge**, an initiative promoting safer, healthier, and more sustainable travel during school drop-off and pick-up times.

Last year, nearly sixty schools joined the pledge, making a real difference. Participating schools reported a **10% increase** in walking, scooting, or cycling, fewer cars at busy times, and greater road safety awareness among children and their families.

This year, schools will receive **updated resources** to support safe parking, reduce engine idling, and improve air quality around school entrances. These free materials, created by Norfolk County Council's Public Health Road Safety team with input from Norfolk Constabulary and Norfolk Fire and Rescue Service, are designed to help schools engage their communities in making streets safer and cleaner for everyone.

The pledge encourages simple but effective actions such as parking a short distance away and walking the last stretch, switching off engines while waiting, and choosing active travel options like walking, wheeling, or cycling whenever possible.

Schools interested in joining the pledge or accessing the free resources can visit the [Norfolk County Council's website](#) or contact the Road Safety team for support.

## **Norfolk County Council Invites Communities to Grow Greener with Discounted Tree Packs**

Tree planting in Norfolk is set for another boost this season as Norfolk County Council continues its drive towards 1 million trees for the county.

The council's subsidised tree scheme is also open again, offering individuals, parish councils, community groups, businesses, schools and landowners the chance to apply for tree packs and protection materials at up to **50% off the original price**.

For those who want to do their bit to boost the number of trees in Norfolk but don't have space for woodland, subsidised tree packs are available to order now.

For the first time this year, a limited number of 'Taller Tree Packs', grown at Gressenhall Community Tree Nursery, are also available. These include larger beech, oak, and birch trees, making it possible for more people to take part and be 1 in a million.

For more information on Norfolk's One Million Trees initiative visit [www.norfolk.gov.uk/milliontrees](http://www.norfolk.gov.uk/milliontrees).

## **Strong progress in transforming SEND education in Norfolk**

Norfolk County Council is making significant strides in improving education for children and young people with special educational needs and/or disabilities (SEND), according to a recent report.

New teams and initiatives are enhancing support for inclusion within mainstream schools, while hundreds of additional places in specialist resource bases (SRBs) are enabling more children to remain in their local mainstream schools with tailored support.

The report, presented to the council's cross-party Children, Families and Communities Select Committee, highlights the council's substantial progress despite national delays in SEND reform and ongoing funding challenges.

Thanks to Norfolk's Safety Valve agreement, the council has secured over £130 million in joint investment with the Department for Education. Despite managing a cumulative Dedicated Schools Grant deficit of £131.9 million, Norfolk has committed more than £15 million in additional funding to bolster SEND services and continues to collaborate with the DfE to secure further funding aimed at reducing the deficit.

## **Councils launch package to support staff at Lotus Cars**

The taskforce set up by Norfolk County Council and South Norfolk Council has launched a comprehensive support package designed to help employees and their families impacted by the recent announcement of redundancies at Lotus Cars.

The package that will be offered to Lotus employees and those affected in its supply chain, provides a holistic range of services designed around three key pillars of support, hardship and financial stability, employment and skills, and business start-ups.

The taskforce will use the time between now and the end of the financial year, when the redundancies are expected, to work with Lotus and its staff and help them navigate their next steps. The comprehensive support package, detailed below, offers practical assistance focused on three key areas: hardship and managing finances, finding a new job and business start-up.



Jane Love &lt;kceclerk@gmail.com&gt;

**2025-26 Winter Pressure grants**

1 message

**communities** <communities@southnorfolkandbroadland.gov.uk>  
To: communities <communities@southnorfolkandbroadland.gov.uk>

9 October 2025 at 15:29

Good afternoon,

I am just contacting you to inform you that we are now accepting applications for this years' Winter Pressure Grants.

I will link the information below, which can all be found on the website including the criteria and the application form, however if you do have any specific questions please don't hesitate to contact us. Maximum award is £500.

[Winter Pressures Grant | Broadland and South Norfolk](#)

**We have limited funding, and once this is spent, we will be closing the grant for new applications.** I would advise on getting applications in sooner rather than later, as you may risk missing out if you leave it too long.

Thank you,

**Becky Turner**  
Event and Communities Support Officer  
e [communities@southnorfolkandbroadland.gov.uk](mailto:communities@southnorfolkandbroadland.gov.uk)



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

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## Norwich Western Link project update

Dear Sir/Madam

The last time I emailed you about our Norwich Western Link project was in July. You might recall that my cabinet colleagues and I gave the green light to officers to assess options that would tackle the growing transport problems and improve travel to the west of Norwich, with a wide range of options on the table. You can refresh your memory about this [here](#), should you wish to (full link also at the end of this email).

The project team have started this work, which has included asking for input from local community representatives, to check what they would like us to consider at this stage. We've had some really useful comments provided to us, which we're currently making our way through, and I'd like to thank those who took the time to give us their thoughts.

We haven't been able to progress the options assessment work as quickly as we had originally hoped as the Department for Transport (DfT) are currently carrying out a review of projects, all of which are at a similar stage of development, prior to confirming further funding, and this has also taken up some of the team's time in working with DfT on this process.

We believe we're in a good position with the Norwich Western Link, and the Department for Transport have been very supportive of the project, including approving in-principle development funding of nearly £1 million earlier this summer. Until this funding is confirmed however, we are ensuring that we work within the County Council's agreed contribution of £470,000 towards the options assessment work.

We hope this review will conclude in the near future (we have been told by DfT it's due to be completed before the end of the year) and we are impressing on DfT the importance of getting their funding contribution confirmed as soon as possible. Ultimately, we want to get on with finding and delivering an effective solution to the transport issues in the area to the west of Norwich as soon as we can. We'll update you further once we know the outcome.

In the meantime, if you know anyone who might be interested in receiving these updates, we've added a sign-up button to our website at [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl). These project webpages have also been updated over the summer to reflect the current status of the project, so they might be worth a look if you haven't visited them for some time.

Best wishes,

Graham

**Cllr Graham Plant**

**Cabinet Member for Highways, Transport and Infrastructure**



**Norfolk Constabulary**

**Community Safety**  
**Building 7, OCC**  
**Falconers Chase**  
**Wymondham**  
**Norfolk**  
**NR18 0WW**

**Tel: 01953 424940 X80964**  
**Email: [samuel.burton@norfolk.police.uk](mailto:samuel.burton@norfolk.police.uk)**

**[www.norfolk.police.uk](http://www.norfolk.police.uk)**  
Non-Emergency Tel: 101

**Subject: Operation Radium – Request for Support with Trigger Plan**

I am writing to inform you about **Operation Radium**, a Norfolk Constabulary initiative focused on tackling **courier fraud** across the county. We are reaching out to key partner organisations like yours to request support in helping us raise awareness and protect vulnerable members of the community.

**What is Operation Radium?**

Operation Radium is Norfolk Police's response to the growing threat of **courier fraud** — a type of scam where criminals contact victims by phone, pretending to be from trusted organisations such as the police, government agencies, or banks. Victims are manipulated into withdrawing cash, purchasing high-value items, or sharing sensitive financial information, often under the false promise that the money or items will be returned.

These crimes are typically carried out by individuals known as "**victim communicators**", who may operate alone or as part of a wider group (sometimes referred to as a "boiler room"). In some cases, a courier is sent to collect the money or items — this courier may be knowingly involved or an unwitting participant.

**What is the Trigger Plan?**

We are developing a **trigger plan** to respond quickly when there is a spike in courier fraud incidents within a specific area over a short period. The aim is to:

- Alert local organisations and services to the increased risk.
- Share key messages with the public to prevent further victimisation.
- Encourage vigilance and reporting of suspicious activity.

When the trigger is activated, Norfolk Police will send out a message containing relevant information and advice. We are asking for your support in **distributing this message to your networks**, including staff, service users, and any other interested parties.

**How You Can Help?**

Your organisation plays a vital role in the community, and your support could make a real difference in preventing further harm. We would be grateful if you could:

- Agree to receive trigger alerts from us.

- Share these alerts promptly with your contacts.
- Let us know if you identify any related concerns or incidents.

If you are happy to be involved or would like more information, please don't hesitate to get in touch.

Thank you for your time and consideration.

Yours sincerely,

**Sergeant Sam Burton**  
**Norfolk Constabulary – Community Safety**

## South Norfolk Public Spaces Protection Order (Dog Control) Signage

< pspo@southnorfolkandbroadland.gov.uk >

Thu, 30 Oct 2025 2:57:46 PM +0000

Good afternoon,

I can confirm that the PSPO for dog control has been extended for a further three years. This is available on our website, but I attach a copy for your records.

From next week we will be starting our public communication campaign which will highlight the PSPO and provide information on how to comply etc.

Additionally, we have created some new signs as attached:

1. Signs for the PSPO around dog fouling.
2. Signs for the enclosed children's play areas.

We have a limited number of each available and you are invited to request up to 2 of each sign which you can then put up in your local area.

Should you require more signs, we are happy to supply the artwork to you so you can purchase them from any sign company.

I look forward to hearing from you.

Kind regards

Teri

**Mrs Teri Munro-Brown**

**Community Safety Interventions Officer**

t 01603 430510 [e teri.munro-brown@southnorfolkandbroadland.gov.uk](mailto:teri.munro-brown@southnorfolkandbroadland.gov.uk)

**If your email is relating to UNISON, please only send it to:**

[yarevalleyunison@southnorfolkandbroadland.gov.uk](mailto:yarevalleyunison@southnorfolkandbroadland.gov.uk)

*Please note that I utilise the Council's flexible working arrangement and therefore may send emails outside of core working hours, however there is no expectation for these to be read and/or responded to at the time of sending.*



Find out how you can access our services by visiting our website or by calling us on 01508 533633

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### 3 Attachment(s)

No dogs allowed sign 2025.pdf  
3.5 MB

Respect our space sign 2025.pdf  
3.5 MB

Sealed PSPO4 SNC.pdf  
229.8 KB

**South Norfolk District Council 2020**

**The Anti-Social Behaviour, Crime and Policing Act 2014**

**Fouling of Land by Dogs**

**The District of South Norfolk Public Spaces Protection Order No. 4**

**1. South Norfolk District Council (“the Council”) hereby makes the following Order:**

- a. This Order is made by the Council in exercise of its powers under Section 59 and Chapter 2 of Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”) and this Order may be cited at the South Norfolk District Council Public Space Protection Order No.4.
- b. The Council is satisfied that:
  - i. Activities carried on within the restricted area as defined in Article 2 below, being the fouling of land by dogs and/or the presence of dogs in enclosed play areas have had or are likely to have a detrimental effect on the quality of life of those in the area.
  - ii. That such activities may be of a persistent or continuing nature and the restrictions imposed by this Order are justified.

**2. The Restricted Areas**

- a. This Order relates to all land within the administrative area of the Council, shown in red on the plan in Schedule 1 of this Order, (“the Restricted Area”). This Order relates to all public/private land open to the air to which the public have access with or without payment including but not limited to all public highways (to include verges, footways and footpaths), all public parks, pleasure grounds, sports grounds, playing fields and play areas.

**3. Requirements and prohibitions**

- a. Fouling – failure to remove dog faeces.

If a dog defecates at any time on land within the restricted area the person who is in control of the dog at that time shall remove the dog’s faeces from the land forthwith. This restriction is subject to the exemptions as stated in Article 4.

- b. Exclusion – Dog Ban

- c. A person guilty of an offence is liable on summary conviction to a fine not exceeding Level 3 on the standard scale.
- d. Pursuant to section 68 of the Act, a Constable or authorised person of the Council, may issue a fixed penalty notice to anyone he or she has reason to believe has committed the offences specified above. This gives the person to whom it is issued the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty to the Council.
- e. The level of the fixed penalty shall be £100 save that if the fixed penalty is paid within 10 days following the date of the notice the amount payable is reduced to £80.
- f. A person who pays the fixed penalty within the period of 14 days following the date of the notice may not be convicted of the offence in respect of which the fixed penalty notice was issued.

## **7. Commencement and duration of the Order**

- a. This Order comes into force on 17<sup>th</sup> October 2025 and shall remain in force until 16 October 2028 unless extended under section 60 of the Act.

## **8. Right to Appeal**

- a. Any interested person wishing to challenge the validity of this Order must do so within 6 weeks beginning with the date on which this Order is made or, if applicable, varied.
- b. An application under Section 66 of the Anti-Social Behaviour, Crime and Policing Act 2014 is to the High Court.
- c. An interested person means an individual who lives in the restricted area or who regularly works in or visits that area.

Dated 6 October 2025

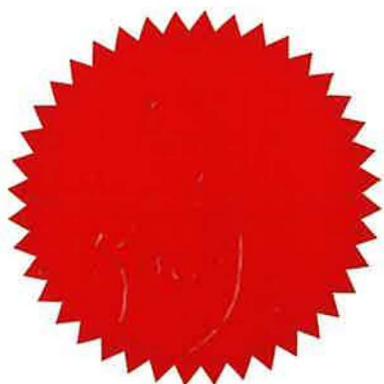
The Common Seal of South Norfolk District Council

Was hereunto affixed in the presence of

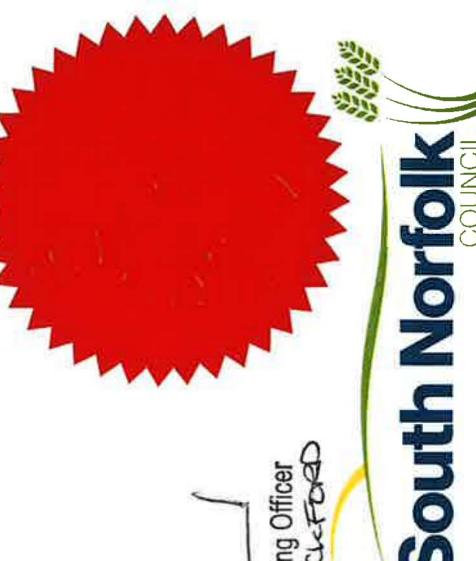
Deputy Monitoring Officer

Deputy Monitoring Officer  
Officer of the Relevant Service

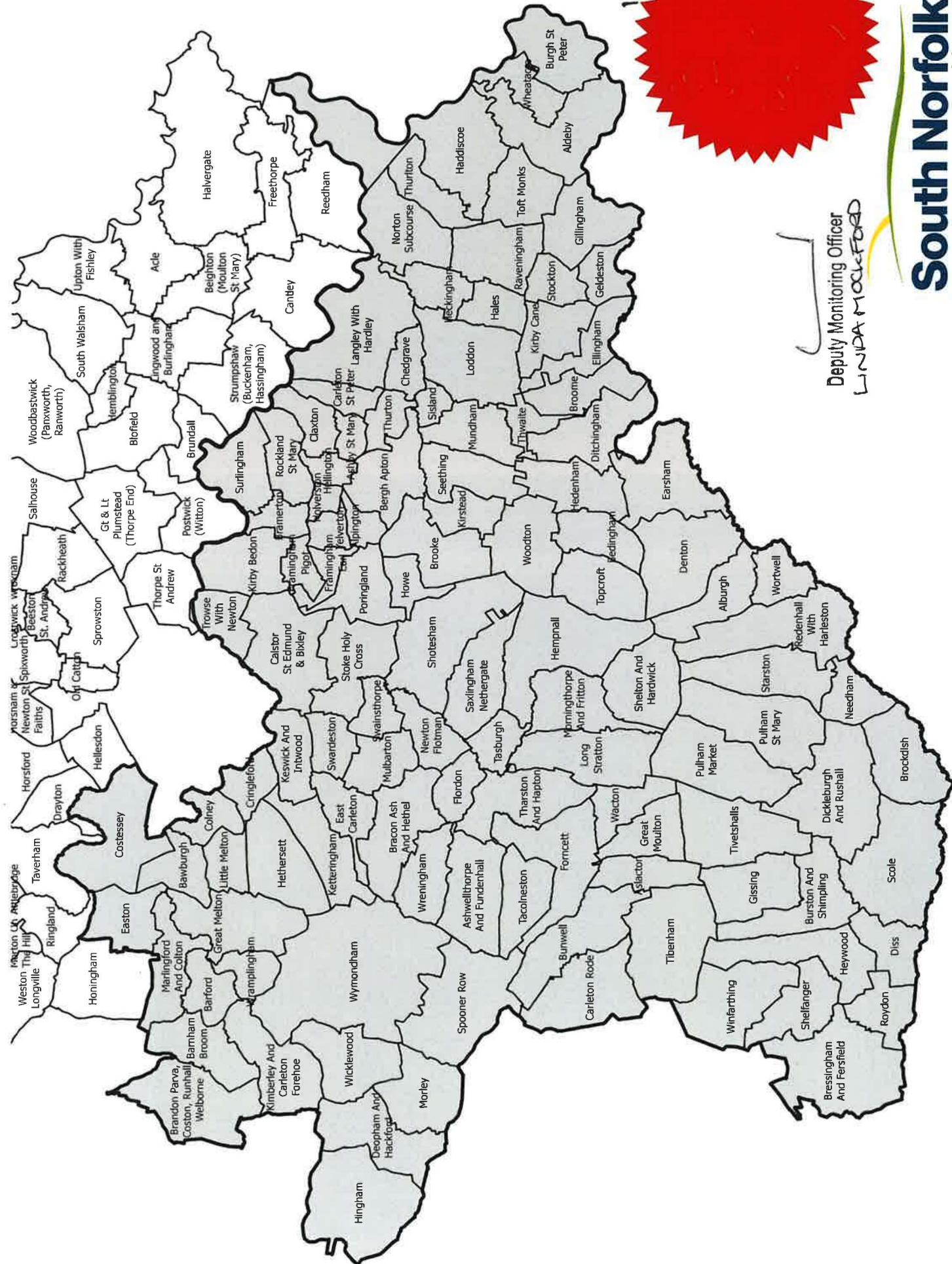
  
LM Coates



13415



LINDA MOORFORD  
Deputy Monitoring Officer





# NO DOGS ALLOWED

**Except assistance dogs**

**Help us keep this play area safe and clean.**

**Thank you for your cooperation.**

**A Public Spaces Protection Order is in place.**





# RESPECT OUR SPACE. BAG THE WASTE!

## BAG IT, BIN IT – OR GET FINED

Public Space Protection Order in place



Report dog fouling





Jane Love &lt;kceclerk@gmail.com&gt;

## Help Shape the Future of Community Support in Norfolk

1 message

Emma Smith &lt;emma.smith@voluntarynorfolk.org.uk&gt;

4 November 2025 at 12:13

Good afternoon

Voluntary Norfolk is reviewing how it supports communities across the county. As part of this process, we are reaching out to people who have valuable insights into local community need, and we'd love to hear from you!

**Please take 10 minutes to complete this survey - there is an opportunity to win a £50 voucher as a thank you!**

This survey is part of major consultation to help us understand what's working well, what might be missing, and what people really need from us going forward. This is not about changing who we are but about refreshing our focus and ensuring our partnerships and resources are aligned with the challenges communities face today. You can read more about this project [here](#).

The closing date for responses is Friday 21<sup>st</sup> November. We are partnering with a research agency to analyse the feedback and all data received is fully compliant with GDPR.

The survey link above is specifically designed to receive responses from town/parish councils and community leaders. Please feel free to share this with colleagues.

We also have the following survey you are welcome to share wider, along with attached asset and suggested text:

*Voluntary Norfolk is exploring new ways to support people and communities across the county, and they'd love to hear from you! By taking part, you'll be helping improve support for others in Norfolk — and you could be entered into a prize draw to win a £50 voucher as a thank you!*

[General Public Survey - Shaping the Future of Community Support in Norfolk](#)

Thank you for considering this opportunity to help shape the future of community support in Norfolk and if you have any queries, please do come back to me.

Warm regards

Emma

**Emma Smith (She/Her)**  
**Development Manager**  
Mobile: 07918200676

My usual working days are Tuesday, Wednesday and Thursday.

# VOLUNTARY NORFOLK

**Voluntary Norfolk, Units 4-6, 83-87 Pottergate, Norwich, NR2 1DZ**

[www.voluntarynorfolk.org.uk](http://www.voluntarynorfolk.org.uk)

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To see our email disclaimer click [here](#).

Voluntary Norfolk welcomes feedback (good or bad). If you would like to acknowledge receipt of excellent service or feel that we did not meet your expectations, please complete our quick and easy [online form](#) so that we can share your feedback with the relevant team and staff members.



**Voluntary Norfolk Social Media Asset.jpg**

166K

# National Joint Council for local government services

Employers' Secretary  
Naomi Cooke

Trade Union Secretaries  
Kevin Brandstatter, GMB

Mike Short, UNISON

**Address for correspondence**  
Local Government Association  
18 Smith Square  
London SW1P 3HZ  
Tel: 020 7664 3000  
[info@local.gov.uk](mailto:info@local.gov.uk)

**Address for correspondence**  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
[l.government@unison.co.uk](mailto:l.government@unison.co.uk)

**To:** **Chief Executives in England, Wales and N Ireland**  
(to be shared with Finance Director and HR Director)  
**Regional Employer Organisations**  
**Members of the National Joint Council**

24 July 2025

Dear Chief Executive,

## LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

***NB: This circular replaces the one dated 23 July 2025 as it contained rounding errors in some of the hourly rates. The correct figures are now shown as underlined italics in the pay spine at Annex 1.***

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2025** (covering the period 1 April 2025 to 31 March 2026). The new pay rates, each increased by 3.20 per cent per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should also be increased by 3.20 per cent, in accordance with Green Book Part 2 Para 5.4<sup>1</sup>.

The new rates for allowances, uprated by 3.20 per cent, are set out at **Annex 2**.

The NJC has agreed that **from 1 April 2026, Spinal Column Point (SCP) 2 will be permanently deleted** from the NJC pay spine.

### Backpay for employees who have left employment since 1 April 2025

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2025 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if

<sup>1</sup> The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

the ex-employee has pre-April 2014 LGPS membership and / or underpin protection) accordingly.

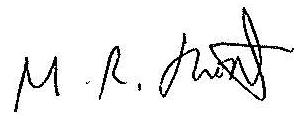
Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org)

Yours faithfully,

Naomi  
Cooke



**Naomi Cooke**



**Kevin Brandstatter**

**Mike Short**

| SCP       | 01-Apr-24                    |          | 01-Apr-25 |               |
|-----------|------------------------------|----------|-----------|---------------|
|           | per annum                    | per hour | per annum | per hour      |
| <b>1</b>  | <i>Deleted wef 01 Apr 23</i> |          |           |               |
| <b>2</b>  | £23,656                      | £12.26   | £24,413   | £12.65        |
| <b>3</b>  | £24,027                      | £12.45   | £24,796   | £12.85        |
| <b>4</b>  | £24,404                      | £12.65   | £25,185   | £13.05        |
| <b>5</b>  | £24,790                      | £12.85   | £25,583   | £13.26        |
| <b>6</b>  | £25,183                      | £13.05   | £25,989   | £13.47        |
| <b>7</b>  | £25,584                      | £13.26   | £26,403   | <u>£13.69</u> |
| <b>8</b>  | £25,992                      | £13.47   | £26,824   | £13.90        |
| <b>9</b>  | £26,409                      | £13.69   | £27,254   | £14.13        |
| <b>10</b> | £26,835                      | £13.91   | £27,694   | <u>£14.35</u> |
| <b>11</b> | £27,269                      | £14.13   | £28,142   | <u>£14.59</u> |
| <b>12</b> | £27,711                      | £14.36   | £28,598   | £14.82        |
| <b>13</b> | £28,163                      | £14.60   | £29,064   | <u>£15.06</u> |
| <b>14</b> | £28,624                      | £14.84   | £29,540   | £15.31        |
| <b>15</b> | £29,093                      | £15.08   | £30,024   | £15.56        |
| <b>16</b> | £29,572                      | £15.33   | £30,518   | £15.82        |
| <b>17</b> | £30,060                      | £15.58   | £31,022   | £16.08        |
| <b>18</b> | £30,559                      | £15.84   | £31,537   | £16.35        |
| <b>19</b> | £31,067                      | £16.10   | £32,061   | £16.62        |
| <b>20</b> | £31,586                      | £16.37   | £32,597   | <u>£16.90</u> |
| <b>21</b> | £32,115                      | £16.65   | £33,143   | £17.18        |
| <b>22</b> | £32,654                      | £16.93   | £33,699   | £17.47        |
| <b>23</b> | £33,366                      | £17.29   | £34,434   | <u>£17.85</u> |
| <b>24</b> | £34,314                      | £17.79   | £35,412   | <u>£18.35</u> |
| <b>25</b> | £35,235                      | £18.26   | £36,363   | <u>£18.85</u> |
| <b>26</b> | £36,124                      | £18.72   | £37,280   | £19.32        |
| <b>27</b> | £37,035                      | £19.20   | £38,220   | £19.81        |
| <b>28</b> | £37,938                      | £19.66   | £39,152   | £20.29        |
| <b>29</b> | £38,626                      | £20.02   | £39,862   | £20.66        |
| <b>30</b> | £39,513                      | £20.48   | £40,777   | £21.14        |
| <b>31</b> | £40,476                      | £20.98   | £41,771   | £21.65        |
| <b>32</b> | £41,511                      | £21.52   | £42,839   | <u>£22.20</u> |
| <b>33</b> | £42,708                      | £22.14   | £44,075   | £22.85        |
| <b>34</b> | £43,693                      | £22.65   | £45,091   | £23.37        |
| <b>35</b> | £44,711                      | £23.17   | £46,142   | <u>£23.92</u> |
| <b>36</b> | £45,718                      | £23.70   | £47,181   | £24.46        |
| <b>37</b> | £46,731                      | £24.22   | £48,226   | £25.00        |
| <b>38</b> | £47,754                      | £24.75   | £49,282   | £25.54        |
| <b>39</b> | £48,710                      | £25.25   | £50,269   | £26.06        |
| <b>40</b> | £49,764                      | £25.79   | £51,356   | £26.62        |
| <b>41</b> | £50,788                      | £26.32   | £52,413   | <u>£27.17</u> |
| <b>42</b> | £51,802                      | £26.85   | £53,460   | <u>£27.71</u> |
| <b>43</b> | £52,805                      | £27.37   | £54,495   | £28.25        |

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

**1 April 2025**  
£43.12

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2025  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational  
Needs Allowance**

**1 April 2025**  
£1,539

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance:

**1 April 2025**  
£251

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

**1 April 2025**  
£181

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2025**  
£1,045

Outer Fringe Area:

**1 April 2025**  
£729

**Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per  
Session**

**1 April 2025**  
£34.71

## **FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

### **Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2025**  
£1,045

Outer Fringe Area:

**1 April 2025**  
£729

**9. Financial Report:**

|  |                                      |             |                    |
|--|--------------------------------------|-------------|--------------------|
| Balance b/f at 16 <sup>th</sup> September 2025 |                                      |             | £ 69,151.97        |
| <b>Receipts:</b>                               |                                      |             |                    |
| South Norfolk Council                          | Second precept payment               | £ 12,500.00 |                    |
| Unity Trust                                    | Deposit account interest             | £ 236.76    |                    |
| Newgate Allotment Society                      | Annual rent                          | £ 175.00    |                    |
| Norfolk County Council                         | Grant for bus shelter as agreed      | £ 6,732.80  |                    |
| <b>Sub-total of receipts</b>                   |                                      |             | <b>£ 19,644.56</b> |
| <b>Debit card payments:</b>                    |                                      |             |                    |
| Lloyds Bank                                    | Debit card monthly charge            | £3.00       | £3.00              |
| Parish Online                                  | gov.uk email addresses set-up fee    | £144.00     | £147.00            |
|  | Debit card monthly charge            | £3.00       |                    |
| <b>Standing orders:</b>                        |                                      |             |                    |
| Jane Love                                      | Clerk's monthly salary – October     | £577.74     |                    |
| Jane Love                                      | Clerk's monthly salary – November    | £577.74     |                    |
| <b>Payment between meetings:</b>               |                                      |             |                    |
| Unity Trust                                    | Bank charges                         | £12.00      |                    |
| South Norfolk Council                          | Dog bin emptying                     | £1,000.80   |                    |
| TT Jones Electrical                            | Footway lights maintenance           | £96.66      |                    |
| HMRC   | Clerk pension/NIC                    | £196.25     |                    |
| <b>Payments to be agreed:</b>                  |                                      |             |                    |
| IMON Site Ltd                                  | September + October grasscutting     | £240.00     |                    |
| JS Pest Control Ltd                            | Pest control October – December 2025 | £145.51     |                    |
| Ellingham United Charities                     | Playing field rent 2025/26           | £132.00     |                    |
| M Skipper                                      | Noticeboard refurbishment            | £2.55       | £20.51             |
|  | Concrete for memorial seat           | £17.96      |                    |
| R Stock  | Spare key for SAM2                   | £9.00       |                    |
| Kirby Cane Estate                              | Permissive access agreement          | £224.59     |                    |
| Kirby Cane Memorial Hall                       | Hire of hall for PC meeting 11/11    | £20.00      |                    |
| Norfolk Pension Fund                           | Clerk's pension contribs Oct/Nov     | £390.46     |                    |
| Jane Love                                      | Balance payment                      | £139.52     |                    |
| <b>Sub-total of payments</b>                   |                                      |             | <b>£ 3,932.78</b>  |
| Balance c/f at 11 <sup>th</sup> November 2025  |                                      |             | £ 84,863.75 *      |

*\*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 and £5544 for the car park project*

Signed:

Chairman

Clerk/RFO

Date: 11<sup>th</sup> November 2025

# Your Account Statement



For Businesses. For Communities. For Good.

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

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

**Date:** 30/09/2025

**Account Name:** Kirby Cane And Ellingham  
Parish Council

**Swift Code (BIC):** NWBKGB2L  
**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301  
**Account Number:** 20454681

Your arranged overdraft limit is £0.00

**Go Paperless!** Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Contact Us

- Call us: **0345 140 1000**
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)

## Your Current T1 account transactions:

| Date       | Type                 | Details                         | Payments Out | Payments In | Balance    |
|------------|----------------------|---------------------------------|--------------|-------------|------------|
| 31/08/2025 |                      | Balance brought forward         | £0.00        | £0.00       | £29,566.52 |
| 16/09/2025 | Direct Debit         | Direct Debit (LLOYDS CORP CARD) | £3.00        | £0.00       | £29,563.52 |
| 18/09/2025 | Faster Payment Debit | B/P to: IMON Site Ltd           | £240.00      | £0.00       | £29,323.52 |
| 18/09/2025 | Faster Payment Debit | B/P to: Shaun Pickering         | £360.98      | £0.00       | £28,962.54 |

Page number 1 of 3

Statement number 034

For Businesses.  
For Communities.  
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.

Registered Office: Four Brindleyplace, Birmingham, B1 2JB.

Registered in England and Wales no. 1713124.

Calls may be monitored and recorded for training, quality and security purposes.

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We invest in people Gold



| Your Current T1 account transactions: |                      |                            |              |             |            |
|---------------------------------------|----------------------|----------------------------|--------------|-------------|------------|
| Date                                  | Type                 | Details                    | Payments Out | Payments In | Balance    |
| 18/09/2025                            | Faster Payment Debit | B/P to: PKFL LLP           | £252.00      | £0.00       | £28,710.54 |
| 18/09/2025                            | Faster Payment Debit | B/P to: TT Jones Elect Ltd | £96.66       | £0.00       | £28,613.88 |
| 18/09/2025                            | Faster Payment Debit | B/P to: Toilets +          | £361.20      | £0.00       | £28,252.68 |
| 18/09/2025                            | Faster Payment Debit | B/P to: Norfolk Pension Fu | £346.16      | £0.00       | £27,906.52 |
| 18/09/2025                            | Faster Payment Debit | B/P to: South Norfolk Coun | £1,000.80    | £0.00       | £26,905.72 |
| 18/09/2025                            | Faster Payment Debit | B/P to: KC Memorial Hall   | £20.00       | £0.00       | £26,885.72 |
| 18/09/2025                            | Faster Payment Debit | B/P to: Mrs Jane Love      | £3.19        | £0.00       | £26,882.53 |
| 19/09/2025                            | Credit               | SOUTH NORFOLK DC           | £0.00        | £12,500.00  | £39,382.53 |
| 29/09/2025                            | Standing Order       | S/O to: Mrs Jane Love      | £577.74      | £0.00       | £38,804.79 |
| 30/09/2025                            | Fee                  | Service Charge             | £6.00        | £0.00       | £38,798.79 |

# Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 31/10/2025

Account Name: Kirby Cane And Ellingham  
Parish Council

Swift Code (BIC): NWBKGB2L  
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301  
Account Number: 20454681

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



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## Contact Us

- Call us: **0345 140 1000**
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)

## Your Current T1 account transactions:

| Date       | Type         | Details                        | Payments Out | Payments In | Balance    |
|------------|--------------|--------------------------------|--------------|-------------|------------|
| 30/09/2025 |              | Balance brought forward        | £0.00        | £0.00       | £38,798.79 |
| 16/10/2025 | Direct Debit | Direct Debit (LLOYDS BANK PLC) | £147.00      | £0.00       | £38,651.79 |
| 23/10/2025 | Direct Debit | Direct Debit (HMRC SDDS)       | £196.25      | £0.00       | £38,455.54 |
| 23/10/2025 | Credit       | NCC BACS A/P                   | £0.00        | £6,732.80   | £45,188.34 |

Page number 1 of 3

Statement number 035

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| Your Current T1 account transactions: |                |                       |              |             |            |
|---------------------------------------|----------------|-----------------------|--------------|-------------|------------|
| Date                                  | Type           | Details               | Payments Out | Payments In | Balance    |
| 28/10/2025                            | Standing Order | S/O to: Mrs Jane Love | £577.74      | £0.00       | £44,610.60 |
| 28/10/2025                            | Credit         | Newgate Allotment     | £0.00        | £175.00     | £44,785.60 |
| 31/10/2025                            | Fee            | Service Charge        | £6.00        | £0.00       | £44,779.60 |

BALANCE @ 1/4/25 £68,619.60  
 RECEIPTS TO DATE £32,576.47  
 PAYMENTS TO DATE -£16,332.32  
£84,863.75

DEPOSIT A/c £41,983.48  
 TOTAL @ BANK £86,763.08  
 PAYMENTS TBA -£1,899.33  
£84,863.75



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Page number 2 of 3

Statement number 035

**Kirby Cane & Ellingham Parish Council**  
**Budget 2025/26**

| 2024/25<br>Actual  | 2025-26  | Current year 2025/26 |                |                           |
|--------------------|--|----------------------|----------------|---------------------------|
|                    |  | Budget<br>2025/26    | To<br>11/11/25 | Estimate<br>to<br>31/3/26 |
| <b>INCOME</b>      |  |                      |                |                           |
| 22,200             | SNC - precept                                      | 25,000               | 25,000         | 22,200                    |
| 914                | VAT reclaimed                                      | 0                    | 0              | 1,560                     |
| 500                | Recycling credit                                   | 250                  | 0              | 250                       |
| 175                | Rent for allotments                                | 175                  | 175            | 175                       |
| 8                  | Sales of village history book *                    | 20                   | 0              | 20                        |
| 0                  | Grants received – miscellaneous                    | 200                  | 6,733          | 8,416                     |
| 1,925              | Easyfundraising/grants                             | 200                  | 0              | 200                       |
| 1,093              | Unity Trust savings account interest               | 600                  | 480            | 700                       |
| 135                | Miscellaneous                                      | 300                  | 135            | 189                       |
| <b>26,948</b>      | <b>SUB-TOTAL</b>                                   | <b>25,845</b>        | <b>32,522</b>  | <b>32,821</b>             |
| 0                  | Playground grants received/donations               | 250                  | 0              | 250                       |
| 2,000              | Car park grants received/donations                 | 1,000                | 0              | 1,000                     |
| <b>28,948</b>      | <b>GRAND TOTAL</b>                                 | <b>27,095</b>        | <b>32,522</b>  | <b>34,071</b>             |
| <b>EXPENDITURE</b> |  |                      |                |                           |
| <b>5,757</b>       | <b>GENERAL</b>                                     | <b>5,854</b>         | <b>3,447</b>   | <b>3,757</b>              |
| 0                  | S137   | 0                    | 0              | 0                         |
| 75                 | Members expenses                                   | 150                  | 0              | 150                       |
| 1,800              | Grants - church grasscutting                       | 1,800                | 1,800          | 1,800                     |
| 0                  | Grant – allotment society                          | 960                  | 0              | 0                         |
| 450                | Grant – miscellaneous/Tidings                      | 500                  | 500            | 500                       |
| 2,725              | Grant – KC Memorial Hall                           | 1,415                | 0              | 0                         |
| 175                | Allotment rent payable to KCC                      | 175                  | 175            | 175                       |
| 0                  | Memorial bench                                     | 554                  | 542            | 542                       |
| 299                | Celebration of coronation                          | 0                    | 0              | 0                         |
| 233                | Footway lights maintenance etc                     | 300                  | 430            | 590                       |
| <b>11,650</b>      | <b>ADMINISTRATION</b>                              | <b>12,229</b>        | <b>8,059</b>   | <b>11,355</b>             |
| 9,183              | Clerk's salary + pension                           | 9,493                | 6,179          | 8,800                     |
| 0                  | NIC payable on clerk's salary                      | 362                  | 183            | 366                       |
| 216                | Clerk's use of home as office + stationery         | 256                  | 108            | 256                       |
| 194                | Expenses (Clerk's travel)                          | 250                  | 102            | 204                       |
| 232                | Bins at Ellingham Sluice                           | 0                    | 0              | 0                         |
| 35                 | Registration for data protection                   | 40                   | 47             | 47                        |
| 136                | Bank charges                                       | 108                  | 63             | 126                       |
| 116                | Training   | 200                  | 0              | 80                        |
| 727                | Insurance  | 800                  | 836            | 836                       |
| 310                | Audit fees   | 350                  | 310            | 310                       |
| 341                | Subscriptions                                      | 150                  | 150            | 150                       |
| 160                | Hire of hall/meeting costs                         | 220                  | 80             | 180                       |
| <b>4,161</b>       | <b>PLAYING FIELD &amp; GENERAL MAINTENANCE</b>     | <b>5,767</b>         | <b>3,819</b>   | <b>4,855</b>              |
| 1,200              | Grasscutting – Ellingham Playing Field             | 1,200                | 800            | 1,200                     |
| 204                | Maintenance of equipment, hedge/path clearing, etc | 1,500                | 851            | 1,000                     |
| 485                | Pest control                                       | 500                  | 364            | 500                       |
| 166                | Equipment inspection                               | 190                  | 168            | 168                       |
| 810                | Dog Bin emptying                                   | 850                  | 834            | 834                       |
| 0                  | Costs for SAM2                                     | 120                  | 0              | 120                       |
| 417                | Toilet hire, playground                            | 600                  | 301            | 301                       |
| 132                | Rent payable to EUC                                | 132                  | 132            | 132                       |
| 0                  | Rent for car park site                             | 75                   | 0              | 75                        |

***Kirby Cane & Ellingham Parish Council  
Budget 2025/26***

|               |  |               |               |               |
|---------------|--|---------------|---------------|---------------|
| 522           | Miscellaneous                              | 300           | 144           | 300           |
| 225           | Kirby Cane Estate – permissive access      | 300           | 225           | 225           |
| <b>21,568</b> | <b>SUB-TOTAL</b>                           | <b>23,849</b> | <b>15,325</b> | <b>19,967</b> |
| 553           | Costs of school/playground carpark project | 0             | 0             | 0             |
| 0             | Playing Field equipment purchase           | 0             | 0             | 0             |
| <b>22,121</b> | <b>GRAND TOTAL</b>                         | <b>23,849</b> | <b>15,325</b> | <b>19,967</b> |





Coopers Direct

1814 E

Coopers Direct

M skipper

Notices  
Board

Noticeboard

refurbishment

£2.55

| Items                                  |       |
|--|-------|
| 1 bag of 1000 self tapping wood screws | £6.20 |
| 1 bag of 1000 8 x 10 mm                | £0.50 |
| 1 bag of 1000 8 x 12 mm                | £0.50 |
| Sub Total                              | £2.50 |
| total                                  | £2.50 |

#### Payments

Credit/Debit Card £2.50  
Card: 492131\*44441743  
Name: Vicki Lewis  
Method: CMA Direct  
Auth: 000000

total paid £2.50

| VAT  |       |
|------|-------|
| RATE | £0.00 |
| 20%  | £0.50 |
|      | £2.50 |
|      | £2.50 |



REF: 015023209130

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0001 CLERK0001 005328

1x 9.00 \*9.00  
CYLINDER & MORT

\*\*\*TOTAL \*9.00  
CASH \*10.00  
CHANGE \*1.00

VAT No 217 9152 61  
TEL No 01502 712361  
THANK YOU

R. Stock. £ 9.00

Spare key for SAM2

# ELLINGHAM UNITED CHARITIES

Registered Charity No 255749  
C/O 11, Elm Close, Loddon, Norfolk, NR14 6LG  
Telephone 01508 521066

## INVOICE

The Parish Clerk,  
Kirby Cane & Ellingham Parish Council  
C/O Clavelshay,  
Toad Lane,  
Thwaite St Mary,  
NR35 2EQ

15<sup>th</sup> September 2025

For Rent due on 11th October 2025,  
For the period October 11<sup>th</sup> 2024 to 10<sup>th</sup> October 2025.

|               |         |
|---------------|---------|
| Playing Field | £132.00 |
|---------------|---------|

Amount Due By 11th October 2025

Please make cheques payable to Ellingham United Charities and forward to the above address.  
Alternatively, you can pay online, account details are as follows:

Sort code 30-90-92  
Account Number 35006468

If you pay using this method, I would be grateful if you could inform me of the amount paid and the date of the transaction. I can be contacted at the above address or by email at  
[carolcarverwork@gmail.com](mailto:carolcarverwork@gmail.com).

Thank you.

# IMON SITE LTD

Church Farm  
Church Road  
Stockton, Norfolk.  
NR34 0HJ

01/10/2025

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

**INVOICE** 6136

VAT Registration No. 783816589

Payment Terms

Net 30

| Description   | Amount       | VAT AMT |
|---|--------------|---------|
| RE: Kirby Cane & Ellingham Parish Council - Playing Field.<br><br>Works completed:<br><br>September 2025<br><br>To mow all of the grass areas of the playing field.<br>To strim edges and anything fixed within the grass areas such as apparatus etc.<br>To strim the grass of the earth mound.<br><br>Agreed contract price 2016 at £1200.00 per annum plus VAT continued at no increase to date.<br><br>(1/12th equal monthly charge for works after first month of attendance.) | 100.00       | 20.00   |
|   | VAT Total    | £20.00  |
|   | <b>TOTAL</b> | £120.00 |

# IMON SITE LTD

Church Farm  
Church Road  
Stockton, Norfolk.  
NR34 0HJ

01/11/2025

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

**INVOICE** 6137

VAT Registration No. 783816589

Payment Terms

Net 30

| Description   | Amount       | VAT AMT |
|---|--------------|---------|
| RE: Kirby Cane & Ellingham Parish Council - Playing Field.<br><br>Works completed:<br><br>October 2025<br><br>To mow all of the grass areas of the playing field.<br>To strim edges and anything fixed within the grass areas such as apparatus etc.<br>To strim the grass of the earth mound.<br><br>Agreed contract price 2016 at £1200.00 per annum plus VAT continued at no increase to date.<br><br>(1/12th equal monthly charge for works after first month of attendance.) | 100.00       | 20.00   |
|   | VAT Total    | £20.00  |
|   | <b>TOTAL</b> | £120.00 |

**Jane Love**

Tel: 07774 641057

Date: 11-Nov-25

|     |   |          |                 |
|-----|---|----------|-----------------|
| Re: | <i>Clerk's salary for October 2025 @ £618.13<br/>and November 2025 @ £637.91 / month (8 hours/week)</i> | £        | 1,256.04        |
|     | <i>Salary increase 1 April 2025 to 31 October 2025 @ 3.2% (£19.78/month)</i>                            | £        | 138.46          |
|     | <i>Less pension @ 5.5%</i>  | £        | 76.70           |
|     | <i>Less tax for October</i>   | £        | 36.20           |
|     | <i>Less tax for November</i>  | £        | 64.80           |
|     | <i>Expenses :</i>   |          |                 |
|     | Use of home @ £18 per month   | £        | 36.00           |
|     | Mileage * (84.4 miles at 50p/mile**)  | £        | 42.20           |
|     | <b>Total</b>  | <b>£</b> | <b>1,295.00</b> |

*\*\* rate increased from 45p/mile to 50p/mile at PC meeting on 21<sup>st</sup> March 2022 – clerk will declare extra benefit to HMRC when declaring monthly salary on RTI system*

Payments :

|          |                                      |                |           |
|----------|--------------------------------------|----------------|-----------|
| 28/10/25 | Standing order - salary for October  | £577.74        | £577.74   |
| 28/11/25 | Standing order - salary for November | £577.74        | £577.74   |
| 11/11/25 | Mileage **                           | £42.20         |           |
|          | Payment in error in September        | <b>-£12.00</b> |           |
|          | Use of home @ £18 per month          | £36.00         | £139.52   |
|          | Adjustment for tax                   | <b>-£68.81</b> |           |
|          |                                      |                | £1,295.00 |

*\* Mileage breakdown:*

|          |  |      |
|----------|--|------|
| 02/10/25 | To Norfolk Record Office to deposit old minutes and accounts | 12.4 |
|----------|--|------|

|          |  |    |
|----------|--|----|
| 29/10/25 | To Ellingham to collect register of interests form from new councillor | 24 |
|----------|--|----|

|          |  |    |
|----------|--|----|
| 06/11/25 | To KC MH to post notice + visit allotments | 24 |
|----------|--|----|

|          |                         |    |
|----------|-------------------------|----|
| 11/11/25 | To KC MH for PC meeting | 24 |
|----------|-------------------------|----|

|                                      |        |      |
|--------------------------------------|--------|------|
| Mileage at permitted rate (45p/mile) | £37.98 | 84.4 |
|--------------------------------------|--------|------|

|  |       |  |
|--|-------|--|
| Additional rate agreed by PC, Mar-22 (5p/mile) | £4.22 | (£618.13 + £2.40 for Sept, + £4.22 for Oct/Nov = £624.75 declared with October salary) |
|--|-------|--|



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

|  |   |  |  |
|--|---|--|--|
| For contribution pay over queries, please contact: |   |  |  |
| Telephone:   | (01603) 222906                          |  |  |
| Employer   | Sam Ayling<br>Sam.Ayling@norfolk.gov.uk |  |  |
| Employer Contact                                   | Jane Love                               |  |  |
| Telephone Number                                   | 07774 641057                            |  |  |
| Email Address                                      | kcclerk@gmail.com                       |  |  |

**This form must be submitted to Sam.Ayling@norfolk.gov.uk before payment is made**

| Month of | Date Payment Due | EMPLOYEES (Ers)   |                       |   | EMPLOYERS (Ers)   |                                 |               | Sub TOTAL                                     | Date     | EMPLOYERS (Ers) | TOTAL Payment |
|----------|------------------|---|-----------------------|---|-------------------|---------------------------------|---------------|---|----------|-----------------|---------------|
|          |                  | Pensionable Pay<br>(The total of MAIN Section and 50/50 Section INCLUDING any assumed pay)<br>NOT JUST ACTUAL PENSIONABLE PAY | Normal Basic<br>(Ers) | Additional Contributions (including APC)<br>(Ers) | Tot Ers<br>(ER's) | Normal (Primary Rate)<br>(ER's) | APC<br>(ER's) | Arrears relating to previous years)<br>(ER's) |          |                 |               |
| Apr 2025 | 15 May 2025      | 618.13  | 34.00                 | 34.00   | 34.00             | 139.08                          |               | 139.08  | 173.08   | 173.08          | 173.08        |
| May 2025 | 13 Jun 2025      | 618.13  | 34.00                 | 34.00   | 34.00             | 139.08                          |               | 139.08  | 173.08   | 173.08          | 173.08        |
| Jun 2025 | 15 Jul 2025      | 618.13  | 34.00                 | 34.00   | 34.00             | 139.08                          |               | 139.08  | 173.08   | 173.08          | 173.08        |
| Jul 2025 | 15 Aug 2025      | 618.13  | 34.00                 | 34.00   | 34.00             | 139.08                          |               | 139.08  | 173.08   | 173.08          | 173.08        |
| Aug 2025 | 15 Sep 2025      | 618.13  | 34.00                 | 34.00   | 34.00             | 139.08                          |               | 139.08  | 173.08   | 173.08          | 173.08        |
| Sep 2025 | 15 Oct 2025      | 618.13  | 34.00                 | 34.00   | 34.00             | 139.08                          |               | 139.08  | 173.08   | 173.08          | 173.08        |
| Oct 2025 | 14 Nov 2025      | 618.13  | 34.00                 | 34.00   | 34.00             | 139.08                          |               | 139.08  | 173.08   | 173.08          | 173.08        |
| Nov 2025 | 15 Dec 2025      | 776.37  | 42.70                 | 42.70   | 42.70             | 174.68                          |               | 174.68  | 217.38   | 217.38          | 217.38        |
| Dec 2025 | 15 Jan 2026      |   | 0.00                  | 0.00  | 0.00              |                                 |               | 0.00  | 0.00     | 0.00            | 0.00          |
| Jan 2026 | 13 Feb 2026      |   | 0.00                  | 0.00  | 0.00              |                                 |               | 0.00  | 0.00     | 0.00            | 0.00          |
| Feb 2026 | 13 Mar 2026      |   | 0.00                  | 0.00  | 0.00              |                                 |               | 0.00  | 0.00     | 0.00            | 0.00          |
| Mar 2026 | 15 Apr 2026      |   | 0.00                  | 0.00  | 0.00              |                                 |               | 0.00  | 0.00     | 0.00            | 0.00          |
|          |                  | 5,103.28  | 280.69                | 0.00  | 280.69            | 1,148.24                        | 0.00          | 0.00  | 1,148.24 | 1,428.94        | 1,428.94      |

Notes from person completing this spreadsheet  
Annual pay increase added to November 2025 salary



## 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**

**JS Pest Control LTD**

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

**VAT Invoice**

| INVOICE TO   | INVOICE  | 1697A      |
|--|----------|------------|
| Kirby Cane & Ellingham Parish Clerk  | DATE     | 01/10/2025 |
| Kirby Cane & Ellingham Parish Clerk  | TERMS    | Net 30     |
| Kirby Cane & Ellingham Parish Council C/o - Clavelshay Toad Lane Thwaite St Mary | DUE DATE | 31/10/2025 |
| Bungay   |          |            |
| Suffolk  |          |            |
| NR35 2EQ   |          |            |

| ACTIVITY                | DESCRIPTION   | VAT     | RATE   | AMOUNT |
|-------------------------|---|---------|--------|--------|
| Pest Control Management | Quarterly pest control management for October - December 2025 | 20.0% S | 145.51 | 145.51 |

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.

**VAT SUMMARY**

| RATE      | VAT   | NET    |
|-----------|-------|--------|
| VAT @ 20% | 24.25 | 121.26 |

|                    |                |
|--------------------|----------------|
| INCLUDES VAT TOTAL | 24.25          |
| TOTAL              | 145.51         |
| BALANCE DUE        | <b>£145.51</b> |

Please forward payment by BACS transfer to:  
JS PEST CONTROL LTD  
Barclays Bank PLC  
Sort Code: 20-17-20  
Account Number: 33566889  
Page 1 of 1

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

Date: 11<sup>th</sup> November 2025

**Kirby Cane & Ellingham Parish Council**

To:

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

£20.00

# Kirby Cane & Ellingham Parish Council

## Meeting dates 2026

The meeting programme for 2025 was changed to alternate second Tuesdays due to a regular conflict with the publication of Tidings and to allow councillors more weekday time to consider the meeting papers.

This has proved problematic for a councillor and resulted in them having to give their apologies fairly frequently, and therefore could councillors consider whether it would be appropriate to return to Monday evening meetings?

| <b><i>Second Tuesday</i></b>   | <b><i>Change to second Monday</i></b>              |
|--|--|
| Tuesday, 13 <sup>th</sup> January  | Monday, 12 <sup>th</sup> January                   |
| <i>(South Norfolk Council's deadline for submission of the precept request has not yet been released, but has previously been the third Monday in January)</i> |  |
| Tuesday, 17 <sup>th</sup> March  | Monday, 16 <sup>th</sup> March                     |
| Tuesday, 11 <sup>th</sup> May  | Monday, 11 <sup>th</sup> May                       |
| <b><i>Annual Parish Meeting</i></b><br>("on some day between 1st March and 1st June") combined with<br><b><i>Annual Parish Council Meeting</i></b>             |  |
| Tuesday, 14 <sup>th</sup> July   | Monday, 13 <sup>th</sup> July                      |
| Tuesday, 15 <sup>th</sup> September  | Monday, 14 <sup>th</sup> September                 |
| Tuesday, 10 <sup>th</sup> November   | Monday, 9 <sup>th</sup> November                   |
| Budget meeting – Tuesday, 15 <sup>th</sup> December  | Budget meeting – Monday, 14 <sup>th</sup> December |

**Traffic report****Kerry Mallard** <kmallard@kce-pc.gov.uk>

Mon, 10 Nov 2025 1:15:44 PM +0000

To "clerk"&lt;clerk@kce-pc.gov.uk&gt;

Hi Jane,

Please find attached the report for the traffic.

When I am next at the meeting let's discuss what we want to achieve with this is it to slow down traffic or do we want to focus on the school road to help with the car park?

Kerry

**Mill Road**1<sup>st</sup> September - 3<sup>rd</sup> October

Traffic Report From 01/09/2025 00:00:00 through 03/10/2025 23:59:59

85th Percentile Speed = 28.3 MPH  
 85th Percentile Vehicles = 11,286 counts  
 Max Speed = 50.0 MPH on 19/09/2025 20:25:00  
 Total Vehicles = 13,278 counts  
 AADT: 402.4

Volumes - weekly vehicle counts

|               | Time           | 5 Day | 7 Day |
|---------------|----------------|-------|-------|
| Average Daily |                | 428   | 397   |
| AM Peak       | 08:00 to 09:00 | 42    | 33    |
| PM Peak       | 15:00 to 16:00 | 53    | 46    |

Speed

Speed Limit: 30 MPH  
 85th Percentile Speed: 28.3 MPH  
 50th Percentile Speed: 23.0 MPH  
 10 MPH Pace Interval: 20.0 MPH to 30.0 MPH  
 Average Speed: 22.4 MPH

|                  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------|--------|---------|-----------|----------|--------|----------|
| Count over limit | 108    | 130     | 128       | 102      | 74     | 98       |
| % over limit     | 5.5    | 5.7     | 6.2       | 4.8      | 3.3    | 6.9      |
| Avg Speeder      | 32.9   | 32.9    | 33.0      | 33.0     | 33.6   | 33.5     |
| Avg Speed        | 22.6   | 22.4    | 22.8      | 22.4     | 22.3   | 21.9     |

**Just past the School Crossways side**4<sup>th</sup> October 3<sup>rd</sup> November

Traffic Report From 04/10/2025 00:00:00 through 02/11/2025 17:59:59

85th Percentile Speed = 32.3 MPH  
 85th Percentile Vehicles = 7,893 counts  
 Max Speed = 50.0 MPH on 21/10/2025 06:55:00  
 Total Vehicles = 9,286 counts  
 AADT: 312.1

Volumes - weekly vehicle counts

|               | Time           | 5 Day | 7 Day |
|---------------|----------------|-------|-------|
| Average Daily |                | 342   | 313   |
| AM Peak       | 08:00 to 09:00 | 41    | 31    |
| PM Peak       | 15:00 to 16:00 | 42    | 37    |

Speed

Speed Limit: 30 MPH  
 85th Percentile Speed: 32.3 MPH  
 50th Percentile Speed: 27.5 MPH  
 10 MPH Pace Interval: 25.0 MPH to 35.0 MPH  
 Average Speed: 26.9 MPH

|                  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------|--------|---------|-----------|----------|--------|----------|
| Count over limit | 306    | 304     | 305       | 288      | 416    | 399      |
| % over limit     | 24.2   | 21.6    | 22.6      | 21.8     | 27.4   | 30.3     |
| Avg Speeder      | 33.0   | 33.0    | 33.1      | 33.0     | 33.2   | 33.2     |
| Avg Speed        | 26.5   | 26.3    | 26.7      | 26.2     | 27.0   | 27.7     |

**Re: School drain blocked***3 emails***Parish Clerk <clerk@kce-pc.gov.uk>**

Tue, 28 Oct 2025 6:10:22 PM +0000

To "llodge" &lt;llodge@kce-pc.gov.uk&gt;

Cc "mskipper" &lt;mskipper@kce-pc.gov.uk&gt;, "jpickering" &lt;jpickering@kce-pc.gov.uk&gt;

Hi Lesley,

NCC has come back and said they will jet the drains again, but I'm not sure when that might happen!

Kind regards

Jane

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

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

The information contained in this email is intended only for the person or organisation to which it is addressed. If you have received it by mistake, please disregard and notify the sender immediately. Unauthorised disclosure or use of such information may be a breach of legislation or confidentiality and may be legally privileged. Emails sent from and received by members and employees of Kirby Cane & Ellingham Parish Council may be monitored. They may also be disclosed to other people under legislation, particularly the Freedom of Information Act 2000. Unless this email relates to Kirby Cane & Ellingham Parish Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the council. The sender will have sole responsibility for any legal actions or disputes that may arise.

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----- On Mon, 27 Oct 2025 12:58:33 +0000 [llodge@kce-pc.gov.uk](mailto:llodge@kce-pc.gov.uk) wrote -----

Hi Jane

I noticed on Saturday night that a bit of pavement right outside the school was soaked despite it not having rained since Thursday:

On our way back Chris said he wondered if the massive amount of acorns had blocked the drain.

I just went and had a look as I was walking into the village and the drain right outside the school gate directly under the oak tree is full up with only about six inches clearance so will overflow each time it rains I should think. The whole pavement was under water Saturday so in future this could cause real problems for children and parents alike.

The first picture shows the view up to the school and the drain on view is not the full one although it does look fairly full.

I'm not sure if it is us or the school caretaker who should report but as it's the holidays I wondered if you would be able to report and Julie can then inform the

school we have done so.

Thanks

Lesley

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

Mon, 27 Oct 2025 4:03:50 PM +0000

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

Cc "mskipper" <mskipper@kce-pc.gov.uk>, "jpickering" <jpickering@kce-pc.gov.uk>

Hello Lesley

Thanks for letting me know, I will report it now.

Kind regards

Jane

Jane Love

*Clerk to Kirby Cane & Ellingham Parish Council  
07774 641057*

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

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I'm not sure if it is us or the school caretaker who should report but as it's the holidays I wondered if you would be able to report and Julie can then inform the

school we have done so.

Thanks

Lesley

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

Mon, 27 Oct 2025 12:58:52 PM +0000

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

Hi Jane

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Thanks

Lesley

### 3 Attachment(s)

IMG\_9344.jpg

10.8 MB

IMG\_9343.jpg

10 MB

IMG\_9345.jpg

4 MB