

Minutes of the Parish Council Meeting of Kirby Cane & Ellingham Parish Council on Tuesday, 12th January 2026 in Kirby Cane Memorial Hall at 7pm

Present:

Richard Canham, James Lally, Lesley Lodge, Kerry Mallard, Julie Pickering, Michael Skipper, Robin Stock, also the clerk to the council, Jane Love, and five members of the public.

1. To receive apologies for absence:

Apologies were accepted from parish councillor Andrew Raymant 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 and Kerry Mallard were trustees of the Ellingham United Charities.

3. To approve the minutes of the meeting of 11th November 2025:

The minutes of the meeting on 16th 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):

Hedge on Yarmouth Road - the homeowners planned to remove it;
Footpath along A143 outside fishing lakes - possible damage had been determined by highways to be mud on the footpath;
In late October the school drain had been schedule for jetting, and Cllr Lodge reported that drain had not been blocked during recent heavy rain;
PSPO/ dog waste signs - the clerk had spoken to the landowner, who was happy for the signs to be located on their land, although they were concerned about the possibility of dog waste bags being left in hedges, etc, in which case the clerk had asked them to contact the parish council to see if another dog waste bin was needed in the location.
The clerk had contacted the sign supplier and placed the order.

5. Opportunity for public participation:

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

6. To discuss planning matters:

The clerk noted several recent planning applications were still "pending consideration",

7. To discuss correspondence:

A) County Cllr Barry Stone had circulated an email about extra funding in his ward budget, and it had been hoped that he might be in attendance to discuss this further. KCE was already listed as having secured funding for the balance of the cost of the new bus shelter (£1683.20) so it was unlikely that the parish might get more funding, but the clerk had suggested that the Memorial Hall might be in need of emergency funding for the kitchen ceiling;
B) There would be a road closure on Mill Lane from 19th January for fibre upgrade;
C) Trees on the footpath to the permissive access, reported by Cllr Mallard, had been referred to the footpath officer, but on inspection the trees had already been dealt with, probably by the landowner;

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

The clerk reported that Cllr Lally had been added as a signatory to the bank account, and former councillors had been removed.

An invoice had just been received for the work to the Memorial Hall ceiling that had been agreed at the December meeting, which the clerk would add to the payments to be

authorised - Cllr Lally (as chairman of the Kirby Cane Memorial Hall Committee) thanked the parish council for its assistance with this emergency project. Councillors agreed the list of payments presented by the clerk, and the chairman checked and signed the reconciliation and bank statements.

Balance b/f at 11 th November 2025			£84,863.75
Receipts:			
Unity Trust	Deposit account interest		£231.37
South Norfolk Council	Recycling adopter payment		£250.00
Sub-total of receipts:			£481.37
Debit card payments:			
Lloyds Bank	Debit card monthly charge	£3.00	£3.00
Parish Online	Wix annual charge for upgraded web hosting (gov.uk address)	£115.20	£118.20
		£3.00	
Standing orders:			
Jane Love	Clerk's monthly salary – December		£577.74
Jane Love	Clerk's monthly salary – January		£577.74
Payment between meetings:			
Unity Trust	Bank charges		£12.00
Westcotec Ltd	Installation of bus shelter		£10,099.20
Durrants Estate Agent	Rent for allotment site		£175.00
Steve Jackman	Website upgrade for compliance reasons		£175.00
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Norfolk Parish Training	Assertion 10 training for clerk		£43.20
Richard Canham	Lights for community xmas tree		£25.00
Payments to be agreed:			
IMON Site Ltd	November + December grasscutting		£240.00
JS Pest Control Ltd	Pest control January to March 2026		£160.06
Kirby Cane Memorial Hall	Hire of hall for PC meetings 16/12 and 12/1		£40.00
Norfolk Pension Fund	Clerk's pension contribs Dec/Jan		£357.22
Jane Love	Balance payment		£65.22
Sub-total of payments			£12,827.64
Balance c/f at 12 th January 2026			£72,517.48

9. To consider the draft budget for 2026/27 and decide on the precept:

The clerk had circulated the updated budget, and councillors voted unanimously to adopt its provisions, as discussed in detail at the finance committee meeting on 16th December 2025. There remained a provision of £1000 for emergency purposes (the “contingency reserve”), so the councillors resolved to make no provision for a grant to Kirby Cane Memorial Hall for 2026/27 as there were no specific projects in view at that time.

Councillors agreed a grant of £550 for Tidings, and the purchase of a replacement defibrillator for the village was moved to the current financial year, at a discounted “legacy” rate of £695 + VAT.

Councillors voted unanimously to request £27,000 as the precept for the 2026/27 financial year, an increase of 8% on the current year, which enabled £2000 to be placed

in reserve for the car park project. The chairman signed the precept request to South Norfolk District Council accordingly on behalf of the parish council.

10. To review training requirements:

The clerk had contacted the training provider; there was no discount for quantity, and while sharing of meeting notes/slides was possible, it was likely that it would be more cost effective to book a group training if there was a lot of interest in one subject.

“Engaging communities” was conducted by a specialist in neighbourhood planning, but some principles could be applied more widely. It was agreed that the following training would be booked:-

Cllrs Pickering and Skipper - grant funding training; 4 March, 7-9pm online(£40 + VAT)
Clerk & Cllr Mallard - “understanding charities”; 28 January, 6-8pm online (£52 each + VAT)

Cllr Raymant - “chairing with confidence” (two sessions); 11 & 18 June, 7pm online (£52 + VAT)

Clerk - “engaging your community”; 16 March, 7-9pm (£52 + VAT)

The next parish council meeting was moved to Monday, 23 March as a result.

The clerk would send councillors information about the NPTS seminar on 10 March when it became available.

11. To consider new policies for Assertion 10 requirements:

Councillors adopted a model IT Policy to comply with new requirements, to be reviewed every three years. The clerk also confirmed that the website had been comprehensively updated to ensure that it was also compliant.

12. To consider updates to the asset register:

The clerk had added the new bus shelter and the memorial bench to the asset register. The clerk would check the status of the Ellingham village sign and the position regarding insurance.

13. To receive a report on the playing field:

There had been little activity at the playing field due to the winter weather. More bird scarers were needed on various items of equipment, and some more rubbing down to paintwork when the weather improved. Also the boundary fence would be inspected to see what work was needed on various sections.

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

The clerk had fed back the councillors’ comments at the December meeting to the Ellingham United Charity. The charity had replied that it felt it may need to seek further independent legal advice regarding the issue of exclusion or otherwise from the Landlord & Tenant Act 1954 as there was a clear difference of opinion regarding this Act between the existing legal advice about the position. The EUC said it wanted to be sure that the lease was correct as it did not want it to be rejected by the Land Registry again. The councillors were concerned about the timeframe, and potential cost, of this development.

The clerk would contact the charity to see if there was a way forward.

15. To consider specific local issues:

i) highways issues - a good job had been done on the hedge at Ellingham West just after the junction with the A143;

There was a give way sign buried in the hedge at the junction of Mill Lane and Yarmouth Road, which the clerk would report;

ii) SAM2 - Cllr Stock had reported problems with contacting the Geldeston contact, and the clerk had been in touch with the Geldeston clerk to push this along, who had queried whether there was a USB stick missing from the unit, but the councillors confirmed that each parish council had its own and was responsible for downloading its

own data. The clerk also checked the preferred locations for the SAM2, and would ask the highways engineer if one location could be changed.

iii) Defibrillator - councillors agreed that the new defibrillator should be purchased in the current financial year, and the cheque should be received soon from the EUC in support of the purchase and against future expenses; and also agreed that they had no objection to Stockton Parish Meeting siting their own (donated) defibrillator on Well Terrace near to the parish boundary.

16. To receive items for information:

There was an offensive smell again near the A143 on the approach to the village from the direction of Beccles, in the region of the lagoon which had caused issues last year. Cllr Mallard had noticed nothing this time, nor had Cllr Canham, who had been in the area recently, and it was put down to heavy rain. The chairman asked for the situation to be monitored.

It was noted that caravans had arrived on the Stockton site to the south of the A143, parked tight against the hedge bordering the A143.

17. To receive items for the next agenda:

Car park lease, documents in preparation for annual accounts 2026/27

18. Date of next meeting – Monday, 23rd March 2026

There being no further business, the meeting closed at 8.09pm

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

Barry Stone – County Councillor for the Clavering Division

Parish Report – January 2026



Norfolk gritting vehicles head out over winter season

Norfolk County Council's winter gritting is underway, with gritters active on A/B roads, key bus routes, and village access roads, using new tech for efficiency. The first runs of the recent winter season (late 2025/early 2026) started as temperatures dropped, utilizing the 58-strong fleet with automated salting to cover 2,200 miles of routes, supported by stocked salt barns and public grit bins.

Updates are posted on their social media using #NorfolkWinter, with a dedicated website for info, and recent campaigns even involved naming the gritters. Residents can also check this year's gritting routes using the online map on the council's website

(<https://maps.norfolk.gov.uk/highways/maps/gritting.aspx>)

If you'd want to report any gritting issues please contact the Report a Highways Problem section on the Norfolk County Council website

(<https://www.norfolk.gov.uk/article/63696/Report-a-highways-problem>)

Norfolk County Council takes first place in the Eastern region in annual Highways and Transport Satisfaction Survey

Norfolk County Council has once again demonstrated strong performance in the National Highways and Transport (NHT) Public Satisfaction Survey, taking the top spot in the Eastern region for overall satisfaction and second out of 29 county councils across England.

The annual survey, which gathers public views on highways and transport services, saw Norfolk achieve an overall satisfaction score of 48%, well above the national average of 40%.

This marks the 15th consecutive year Norfolk has participated in the survey, and the 7th year in a row that we have come either first or second overall.

Key highlights from this year's results include:

- Top Regional Performer: Norfolk ranked 1st in the Eastern Region for overall satisfaction.

- Some of the best above average score were in our bus services thanks to improvements that have been made as part of our Bus Service Improvement Plan. The 'local bus services' overall category we were 10% above the group average with sub indicators as follows:
 - Public Transport Information (11% above group average)
 - Frequency of bus services (9% above group average)
 - Ease of access to school / work (6% above group average)
- Condition of highways (8% above group average)

Norfolk secures multi-year funding boost for highways and bus services

Norfolk County Council has welcomed two major funding announcements from government, providing long-term certainty for highways maintenance and bus services for the first time in many years.

The multi-year settlements will allow the council to plan with confidence and deliver programmes of work that join up different funding streams to maximise impact for residents and businesses.

The council has received confirmation of its highway's maintenance funding allocations through to 2029/30. Funding will rise from £56 million in 2025/26 to over £83 million by 2029/30 - a £27 million increase over the period.

Norfolk's future bus grant allocations have also been confirmed, covering both revenue (for services) and capital (for schemes) funding through to 2029/30. Annual funding for bus services across Norfolk will now exceed £15 million.

Norfolk secures more than £12 million for active travel improvements

Norfolk County Council has been awarded more than £12 million in capital funding and nearly £3 million in revenue funding to improve walking, wheeling, and cycling infrastructure across the county from the Department for Transport's Active Travel Capability Fund.

The allocation means Norfolk will receive:

- £3,052,372 per year in capital funding from 2026/27 to 2029/30
- £957,705 per year in revenue funding from 2026/27 to 2028/29

This long-term settlement will provide certainty for planning and delivering projects that make it easier and safer for residents to walk, cycle, and wheel around the county.

Are you ready to take on the 30-day health challenge in 2026?

If you've ever set a New Year's resolution only to see it slip by February, you're not alone - but 2026 could be different.

Norfolk County Council is encouraging residents across Norfolk and Waveney to kick start the new year by signing up to the 30-day health challenge, a simple and supportive way to make positive changes to health using the free online Ready to Change tool.

The challenge is designed to help people make realistic, achievable lifestyle changes over 30 days; a timeframe which experts say is far more manageable than aiming for drastic, long-term change all at once.

Ready to Change also signposts to lots of local organisations which can help you achieve your goals, including free weight management, smoking cessation and fitness groups.

Visit www.readytochange.co.uk to find out more about the 30-day health challenge, take health quizzes and sign up for expert health guidance and support to get you the success you deserve in 2026.

How do I get involved in the 30-day health challenge?

Step 1: Visit the Ready to Change website and choose one of the following health challenges:

- Aim for a healthier weight
- Drink less alcohol
- Quit smoking
- Eat more healthily
- Be more active

Step 2: Sign up to receive free weekly expert health guidance, tips and support by email over the next 30 days.

Connect to Work to support more than 4,000 people facing barriers to employment

People in Norfolk with disabilities and long-term health issues that are keeping them out of employment are to receive support from the newly launched Connect to Work programme.

The scheme aims to build on the achievements of the previous Working Well Norfolk and Local Supported Employment projects and reduce the county's higher than average economically inactive population.

In Norfolk, 109,100 (20.6%) of individuals aged 16-65 were classed as economically inactive in 2024 - 1.5% higher than post-covid - and 30,100 (27.7%) were classed as having long-term sickness, compared with 23.7% in 2019. This is higher than the East of England figure of 25.9% and the UK average of 27.2%.

Connect to Work is aimed at people aged 18 and over from Norfolk (and 16-17 in some cases) from a wide range of cohorts including people with mental and physical health challenges, learning disabilities, neurodiversity, care leavers, carers, military veterans, ex-offenders, the homeless, refugees and victims of domestic abuse.

People who are in work but at risk of having to give up due to their health condition or other complex challenges will also be assisted.

To find out how to access support via Connect to Work, please visit www.norfolk.gov.uk/workingwell or email us on connecttowork@norfolk.gov.uk

Made Smarter funding for region's manufacturing businesses set to double

Advanced manufacturing small and medium enterprises (SMEs) in the East of England are set to receive more support to grow and innovate after the Government agreed to double its funding for the Made Smarter Adoption (MSA) programme.

The programme will deliver funding, impartial advice, a roadmap from digital specialists, and leadership and management development programmes to upskill workforces. Norfolk County Council will also be responsible for delivering and processing 48 match-funded grants delivered up to £20k.

A successful pilot has seen Norfolk County Council lead a £1.2m programme in 2025/26, supporting more than 88 SMEs in the region with digital support and roadmaps for implementation, leadership and management, organisational change. Funding for a £2.4m programme for 2026/27, with the potential for a significant increase in future years, has now been confirmed - subject to Government funding and performance.

Norfolk County Council's cabinet agreed the funding and to the council being the accountable body for the programme when it met on 5th January 2026.

The East of England Made Smarter Adoption Programme Board is made up of upper tier local authorities from Bedfordshire, Essex, Cambridgeshire, Hertfordshire, Suffolk and Norfolk, and is led by a Chair and Deputy Chair from industry, working closely with local authorities, academia, Make UK and the Department for Business and Trade (DBT).

New specialist fire service vehicles for Norfolk

Two new state-of-the-art specialist vehicles are being delivered into Norfolk later this month, leading the way in technology and ability across the fire and rescue sector in the UK.

The water and foam carriers can hold and pump 13,500L of water, 1,500L of foam concentrate, making them among the largest and most capable vehicles with specialist equipment to enhance firefighting operations.

Built by Emergency One in Scotland, the cost of the two water carriers is £850,000 and replace two ageing and smaller carriers which are 23 and 24 years old.

Fwd: Local Member Fund

4 emails

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

Fri, 09 Jan 2026 1:20:06 PM +0000

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

===== Forwarded message =====

From: Barry Stone <barry.stone.clr@norfolk.gov.uk>
To: "parish-council@alburgh.org.uk" <parish-council@alburgh.org.uk>
Cc: "aldeby_pc@gmail.com" <aldeby_pc@gmail.com>, "broomeparishcouncil@outlook.com" <broomeparishcouncil@outlook.com>, "simon.ecp@hotmail.co.uk" <simon.ecp@hotmail.co.uk>, "clerk@ditchingham-pc.gov.uk" <clerk@ditchingham-pc.gov.uk>, "clerk@earsham-pc.gov.uk" <clerk@earsham-pc.gov.uk>, "clerk@kce-pc.gov.uk" <clerk@kce-pc.gov.uk>, "gelandonclerk@hotmail.co.uk" <gelandonclerk@hotmail.co.uk>, "cottageinmutford@gmail.com" <cottageinmutford@gmail.com>, "hhpc.parish.clerk@gmail.com" <hhpc.parish.clerk@gmail.com>, "thurton_pc@gmail.com" <thurton_pc@gmail.com>, "clerk@wortwellpc.org.uk" <clerk@wortwellpc.org.uk>, "dentonparish@gmail.com" <dentonparish@gmail.com>, "rosiesethia@btinternet.com" <rosiesethia@btinternet.com>, "gillinghamclerk@gmail.com" <gillinghamclerk@gmail.com>, "hedenhamparishclerk@gmail.com" <hedenhamparishclerk@gmail.com>, "clerk@nortonsubcourse-pc.gov.uk" <clerk@nortonsubcourse-pc.gov.uk>, "clerk@topcroft-pc.gov.uk" <clerk@topcroft-pc.gov.uk>, "stocktonparish1@gmail.com" <stocktonparish1@gmail.com>, "clerk@haddiscoeparish.org.uk" <clerk@haddiscoeparish.org.uk>, "clerk@kce-pc.gov.uk" <clerk@kce-pc.gov.uk>

Date: Mon, 29 Dec 2025 10:26:44 +0000

Subject: Local Member Fund

===== Forwarded message =====

Dear All

I am being chased to finalise funding requests for my LMB. So that I don't miss any parish bids for funding and so that I can finalise as many as possible could you please update me on any outstanding funding bids that I have not already been passed for payment.

I have the following bids registered against my budget:-

Aldeby - Contribution to bus shelter repairs (thatching) £1500

Kirby Cane/Ellingham bus shelter contribution £ 1683

Thurton, payment of commuted sum for SAM2 £500

This equates to a grand total of £3683

Budget for LMF is £11,000

Kind regards

Barry

Cllr. Barry Stone

Councillor for the Clavering Division

Kirby Cane and Ellingham - Upcoming Temporary Road Closure of U76311 Mill Lane to facilitate new fibre network installation works by CityFibre Metro Networks Ltd (My Ref: STRO13842)

TRO < tro@norfolk.gov.uk >

Wed, 07 Jan 2026 2:49:00 PM +0000

Good afternoon,

Please find attached a Notice in relation to a temporary closure or traffic restriction in your area.

This is the 'Propose To' Notice (PT) which is in the public Notice we must advertise at least seven days before making an Order and which will appear in the Eastern Daily Press on the date given at the bottom of the Notice.

The Order which allows the Traffic Authority (Norfolk County Council) to temporarily restrict or prohibit the use of a road and/or footpath, and the 'Has Made' Notice (HM) will be dated (and the HM Notice advertised in the EDP) next Friday.

If you require a copy of the HM Notice or Order please let us know.

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

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

Please note the sender of this email deals with the legal documentation of this notice only and will not be able to answer queries relating to the works or diversion route. Full details on the closures/restrictions are available at <https://one.network>. Any enquiries that cannot be answered on the one.network website should be directed to the relevant Streetworks Team by email at streetworks@norfolk.gov.uk or telephone 0344 800 8020 (quoting the TTRO reference given above).

Kind regards,

Harry Troise
Legal Officer, Planning Team (nplaw)

Tel: +44 1603 223856
Email: harry.troise@norfolk.gov.uk

*Due to hybrid/flexible working patterns, it is preferred where possible that items are sent by email.

**We no longer send or receive documents by DX Service – please use full mailing address for all items that cannot be sent by email

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

My normal working hours are: Monday-Thursday 09:00-17:00.



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

1 Attachment(s)

Kirby Cane and Ellingham ST...

609.8 KB

Norfolk County Council proposes to make a Temporary Traffic Regulation Order (the "Order") (STRO13842) affecting the U76311 Mill Lane from 145 metres west of its junction with U76311 Braces Lane for 350 metres north-westwards (the "Road") in the Parish of Kirby Cane and Ellingham to facilitate installation of new fibre network for BDUK, the Road will be temporarily closed (except for pedestrian access) for the duration of the works/period the closure is necessary which is anticipated to be from 19th January to 3rd February 2026, but may continue to be closed/restricted until the 17th March 2026 where the closure is still required beyond the anticipated dates.

Alternative route is via: Mill Road, Church Road, Geldeston Road.

N.B Access to Braces Lane will be maintained up to the points of closure.

The works promoter for this restriction/closure is: CityFibre Metro Networks Ltd.

Vehicular access will be permitted to a final destination in the Road where signs indicating such access is possible and permitted are in place.

The Order shall automatically revoke on the completion of the works when the closure is no longer necessary or otherwise on the 17th March 2026 without further notice.

If necessary, the restriction could run for a maximum period of 18 months from the date the Order is effective.

A person who contravenes, or who uses or permits the use of a vehicle in contravention of the closure imposed by the Order shall be guilty of an offence.

Penalty: £1000 maximum fine on conviction and/or endorsement for contravention.

In the event of the start date being delayed the new start date will be displayed on site in advance.

Full details on the closure are available at <https://one.network>. Any enquiries that cannot be answered on the one.network website should be directed to the South Area Streetworks (Infrastructure Department) contactable by telephone at 0344 800 8020 or email at streetworks@norfolk.gov.uk

Dated this 9th day of January 2026.

Katrina Hulatt
Director of Legal Services (nplaw)
County Hall
Martineau Lane
Norwich
NR1 2DH



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8. **Financial Report:**

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Jane Love	Balance payment		£65.22
Sub-total of payments			£ 12,827.64
Balance c/f at 12 th January 2026			£ 72,517.48 *

**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: 12th January 2026

Kirby Cane And Ellingham Parish Council

Current T1

60 83 01 20454681

31,742.87 31,742.87

Show

Transactions

▼

Balances are correct as of 10:43 on 07 Jan 2026.

↑ Date	Description	Paid in	Paid out	Balance
05/01/26	B/P to: Norfolk PTS • 30163		-62.40	31,917.87
05/01/26	B/P to: Steve Jackman • 2082		-175.00	31,742.87
	DEPOSIT ACCOUNT BALANCE			£ 42,214.85
				£ 73,957.72
BALANCE @ 1/4/25	£ 68,619.60		PAYMENTS TBA	-£ 1,440.24
RECEIPTS TO DATE	£ 33,057.84			£ 72,517.48
PAYMENTS TO DATE	-£ 29,159.96			

BALANCE @ 1/4/25 £ 68,619.60
 RECEIPTS TO DATE £ 33,057.84
 PAYMENTS TO DATE -£ 29,159.96
 £ 72,517.48

Your Account Statement

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



For Businesses. For Communities. For Good.

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

Date: 30/11/2025

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 or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

- Call us: **0345 140 1000**
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/10/2025		Balance brought forward	£0.00	£0.00	£44,779.60
17/11/2025	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£3.00	£0.00	£44,776.60
17/11/2025	Faster Payment Debit	B/P to: KC Memorial Hall	£20.00	£0.00	£44,756.60
17/11/2025	Faster Payment Debit	B/P to: IMON Site Ltd	£240.00	£0.00	£44,516.60

Page number 1 of 3

Statement number 036

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.

© Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
17/11/2025	Faster Payment Debit	B/P to: Ellingham UC	£132.00	£0.00	£44,384.60
17/11/2025	Faster Payment Debit	B/P to: Mr M Skipper	£20.51	£0.00	£44,364.09
17/11/2025	Faster Payment Debit	B/P to: Kirby Cane Estate	£224.59	£0.00	£44,139.50
17/11/2025	Faster Payment Debit	B/P to: Norfolk Pension Fu	£390.46	£0.00	£43,749.04
17/11/2025	Faster Payment Debit	B/P to: Westcot	£10,099.20	£0.00	£33,649.84
17/11/2025	Faster Payment Debit	B/P to: Mrs Jane Love	£139.52	£0.00	£33,510.32
17/11/2025	Faster Payment Debit	B/P to: JS Pest Control	£145.51	£0.00	£33,364.81
21/11/2025	Credit	SOUTH NORFOLK DC	£0.00	£250.00	£33,614.81
28/11/2025	Standing Order	S/O to: Mrs Jane Love	£577.74	£0.00	£33,037.07
30/11/2025	Fee	Service Charge	£6.00	£0.00	£33,031.07

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – unity.co.uk/interest-rates

A copy of our fees and charges can be found on our website –
[https://www.unity.co.uk/terms-and-conditions/](http://www.unity.co.uk/terms-and-conditions/)

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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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Your pre-notification 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
United Kingdom
NR15 1YP

Date: 30/11/2025

Page number 1 of 3

Account Name: Kirby Cane And Ellingham Parish Council

Statement number: 036

Sort Code: 608301

Account Number: 20454681

Dear Mrs Jane Love,

This letter outlines charges relating to the transactions and debit interest on your account between 01/11/2025 and 30/11/2025.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£6.00
Total debit interest	£0.00
To be debited from your account on	31/12/2025

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Pre-notification of account charges		
Type	Count	Charge
Automated Payments	3	£0.00
Faster Payments	9	£0.00
Manual	—	£0.00
Account Fee	—	£6.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

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Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

Overdrafts

Arranged overdrafts – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

Unarranged overdrafts – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit
<https://www.unity.co.uk/terms-and-conditions/>

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Thanks

Your Unity Team

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Your Account Statement

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



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

Date: 31/12/2025

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 or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

- Call us: **0345 140 1000**
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2025		Balance brought forward	£0.00	£0.00	£33,031.07
16/12/2025	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£118.20	£0.00	£32,912.87
18/12/2025	Faster Payment Debit	B/P to: Robin Stock	£9.00	£0.00	£32,903.87
18/12/2025	Faster Payment Debit	B/P to: Durrants Estate Ag	£175.00	£0.00	£32,728.87

Page number 1 of 3

Statement number 037

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
18/12/2025	Faster Payment Debit	B/P to: TT Jones Elect Ltd	£96.66	£0.00	£32,632.21
18/12/2025	Faster Payment Debit	B/P to: Norfolk PTS	£43.20	£0.00	£32,589.01
22/12/2025	Faster Payment Debit	B/P to: Richard Canham	£25.00	£0.00	£32,564.01
29/12/2025	Standing Order	S/O to: Mrs Jane Love	£577.74	£0.00	£31,986.27
31/12/2025	Fee	Service Charge	£6.00	£0.00	£31,980.27

Page number 2 of 3

Statement number 037



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KIRBY CANE & ELLINGHAM PARISH COUNCIL

IT Policy

For consideration at parish council meeting on 12th January 2026

1. Introduction

Kirby Cane & Ellingham Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Kirby Cane & Ellingham Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Kirby Cane & Ellingham Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Kirby Cane & Ellingham Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Kirby Cane & Ellingham Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Kirby Cane & Ellingham Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Kirby Cane & Ellingham Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Kirby Cane & Ellingham Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Kirby Cane & Ellingham Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office. (not applicable)

10. Email monitoring

Kirby Cane & Ellingham Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

Kirby Cane & Ellingham Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed regularly [every three years?] to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the clerk, Jane Love.

All staff and councillors are responsible for the safety and security of Kirby Cane & Ellingham Parish Council's IT and email systems. By adhering to this IT and Email Policy, Kirby Cane & Ellingham Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

To be reviewed: January 2029?

