

**Minutes of the Annual Parish Council Meeting of Kirby Cane & Ellingham Parish
Council on Monday, 11th May 2026 in Kirby Cane Memorial Hall, immediately
following the Annual Parish Meeting**

Present:

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

1. To elect a Chairman of the Parish Council:

Cllr Mike Skipper was elected chairman of the parish council and signed a declaration of acceptance of office.

2. To elect a Vice Chairman of the Parish Council:

Cllr Andrew Raymant was elected Vice Chairman of the parish council.

3. To receive apologies for absence:

Apologies were accepted from parish councillor Kerry Mallard and County Cllr George Boyd.

4. 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.

5. To approve the minutes of the meeting of 23rd March 2026:

The minutes of the meeting on 23rd March were agreed to be correct and were signed by the chairman.

6. To report matters arising from those minutes (no decisions can be taken on any of these items):

The clerk reported that the offer of a second piano to the community had turned out to be a scam, although there seemed to have been no repercussions as a result; Dog waste signs have been put up, with the exception of the signs for the playground, which had been supplied by South Norfolk Council.

7. Opportunity for public participation:

A resident commented that they had a lot of information about the history of the village, and also a photographic archive, which they were keen should be made available for public reference. The clerk would explore the possibility of buying another cabinet for the main hall to match the existing one, which could also be used to store other items. Cllr Pickering offered to do a "handover" for the material, if that would be of assistance. The chairman thanked the resident for their contribution to the community and wished them well in their new home.

A resident spoke about a possible grant application for funding under the South Norfolk in Bloom scheme from South Norfolk Council, which would require match funding from the parish council. An initial scheme had closed very quickly, but was likely to be relaunched in the coming weeks. Norfolk Wildlife Trust and NCC Highways would likely have to be involved, in order to develop a viable plan. Cllr Lodge was happy to be involved, and the parish council expressed its support in principle for the project.

8. To consider the delegation to the clerk of reporting on planning matters:

Councillors resolved to renew delegation to the clerk of reporting on planning matters between parish council meetings.

9. To discuss planning matters:

2025/1451 - Abbots Manor Farm Buildings Old Bungay Road Kirby Cane Norfolk,

Notification for prior approval for change of use from agricultural to single, larger dwelling and associated operational development, approved with conditions on 10th April 2026;

BA/2026/0048/HOUSEH - a residential property near Ellingham Mill, which has applied for a large side extension, also approved with conditions.

There had been an announcement in the local press about the streetnaming and numbering service – SNC had advised that this made no practical or operational difference to the service that it has offered for many years.

10. To discuss correspondence:

- a) The Norfolk PTS subscriber news was discussed briefly;
- b) SNC had appointed two new surface water drainage officers, and the clerk would contact them to clarify what was meant by “surface water”;
- c) outgoing County Cllr Barry Stone had sent an email following the election, introducing his successor and thanking the parishes for their support and goodwill;
- d) the new County Cllr, George Boyd, also sent an introductory email;
- e) Norwich Western Link – NCC had been granted funding in principle to continue to explore options for this project;
- f) Norfolk Ramblers were asking for parishes to do an audit of footpaths. The clerk asked if anyone would be interested in doing this, and Cllr Skipper had suggested putting a map of the local footpaths on the noticeboard, which may need to be laminated for protection. The clerk would explore the options.

11. To consider the renewal of the council’s insurance policy:

In addition to the existing insurer’s quote (£873.99, compared to last year’s price of £836.46), the clerk had only received no other quotes at the time of the meeting. Councillors agreed to renew at that price if no other quotes were received.

12. To consider the renewal of the council’s footway lights maintenance contract and consider a request from Stockton Parish Meeting regarding use of a footway light column:

TT Jones Ltd, the footway light contractor, had had a change of administration and had reviewed the contract, achieving a considerable saving for the council due to the addition of LEDs on all the footway lights. Councillors agreed to accept the new contract at a cost of £125 + VAT per year, paid in quarterly instalments.

Stockton Parish Meeting had been in touch to ask if it would be possible to site a donated defibrillator adjacent to one of the KCE footway lights on Well Terrace. TT Jones had confirmed that it would be possible to do this, and would cost £150, which would be the responsibility of Stockton Parish Meeting. Councillors agreed that they would be happy for the defibrillator to be located in a similar manner to the example given in Great Yarmouth, provided that all the costs were borne by Stockton Parish Meeting.

13. To receive and adopt the Accounts and Annual Return for the year ended 31 March 2026:

Councillors had seen the draft final accounts and internal audit report. The clerk pointed out that the internal auditor had highlighted several items that required attention: the clerk needed to check the financial regulations and ensure that they matched standing orders regarding procurement and other issues; the clerk would also check the VAT amount recently claimed; there were various broken links on the website that needed to be rectified; terms of reference for committees needed to be reviewed more regularly; the clerk needed to ensure that, when minuting the precept and budget, that the precept is shown as being in response to the budget and if there is an increase, the effect on Band D council tax properties per year; the precept request also needed to be in the accounts file, which the clerk thought that it had been; CIL returns for the past five years needed to be uploaded to the website; the auditor remarked that the rent for the

Newgate Allotments had not been received – it had been received, but the clerk had recorded it in the wrong column of the spreadsheet; the announcement date for the notice for the period for the Exercise of Public Rights was the same day as the Parish Council meeting, but should be the day after; also the specific dates for the Exercise of Public Rights should be minuted.

The internal auditor noted that good work had been done on “Assertion 10”, which involved the adoption of gov.uk email and website addresses as well as training completed by the clerk

The councillors approved the Annual Return and associated documents as follows:-

- a) Section 1, Annual Governance Statement;
- b) Section 2, Accounting Statement;
- c) The AGAR Internal Audit Report;
- d) The detailed Internal Audit Report;
- e) dates for the Exercise of Public Rights were agreed, being Wednesday, 3 June to Tuesday, 14 July

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

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 1st April 2026	£70,123.35
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Receipts:

HMRC	VAT reclaim	£4,409.20
South Norfolk Council	CIL payment, land south of Old Yarmouth Road, 2025/0604	£3,514.05
South Norfolk Council	First half of precept	£13,500.00

Sub-total of receipts	£21,423.25
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Debit card payments:

Lloyds Bank	Debit card monthly charge	£3.00	£3.00
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Standing orders:

Jane Love	Clerk's monthly salary – April	£577.74
Jane Love	Clerk's monthly salary – May	£577.74

Payment between meetings:

Unity Trust	Bank charges	£7.00
HMRC	Clerks tax + NIC	£219.00
All Saints' Church, Kirby Cane	Grant for grasscutting 2026/27	£900.00
St Mary's Church, Ellingham	Grant for grasscutting 2026/28	£900.00
Waveney Group of Parishes	Tidings grant 2026/27	£550.00

Payments to be agreed:

IMON Site Ltd	March + April grasscutting	£240.00
Tina Newby	Internal audit 2026/27	£130.00
JS Pest Control Ltd	Pest control April to June 26	£160.06
Kirby Cane Memorial Hall	Hire of hall for car park meeting on 23/4/26 and PC meeting 11/5/26	£40.00
Norfolk Pension Fund	Clerk's pension contribs April/May	£318.96
Jane Love	Balance payment	£36.37

Sub-total of payments	£4,659.87
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Balance c/f at 11th May 2026	£86,886.73
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15. To consider the appointment of trustees to local charities and other organisations:

The parish council had appointed three trustees each to the Kirby Cane Charity and the Ellingham United Charity. The Kirby Cane Charity still needed one trustee appointed by the church, which had been covered in Edward Crisp's presentation at the Annual Parish Meeting – he would contact Bradley Mallard, the chairman of the KCC, with a view to seeing how they could progress this matter. A possible merger of the two charities had been suggested, but that would have to be a matter for the charities themselves, and might not even be practically possible.

16. To receive a report on the playground:

Cllr Pickering reported that she and Cllr Lodge had done a pre-inspection at the playground ahead of the anticipated annual safety inspection which was due in June. They had examined all the play equipment for areas of risk and where jobs still needed to be done, and these were being programmed in with IMON Site Ltd or other contractors. A lot of remedial work had been carried out during the year, but some extra fence posts would be put in to try to stop the wire fencing being pushed down.. The zip wire posts had been identified as being non-operational due to bolts being loose in the end frame. This was currently undergoing repair work, and if a repair could not be affected within the next 24 hours, the zip wire would be fenced off until it could be attended to by the manufacturer.

The clerk would ensure that the toilet unit that was delivered would have the holes in the base so that it did not get pushed over.

17. To receive a report on the car park project:

A meeting held on 23 April had been of marginal use as some car park committee members had been unable to attend. The outcome of the meeting was that there did still seem to be a need for a car park, but nothing could be done to kickstart the campaign as there was still no lease. A parent from the school had been confident that once a lease was in place there would be enthusiasm for fundraising etc. From the Ellingham United Charities point of view, due to a lack of agreement between the legal advice provided thus far, the trustees were still unable to take a decision about the type of lease that should be granted. The EUC was, however, happy that the fact that they had not publicly advertised the land (as required by the Charity Commission) should not be a barrier as it was to be used for a specific purpose, and the rent was very competitive.

There was still hope that the issues could be resolved as soon as possible.

18. To consider specific local issues:

i) highways issues – there was a long list of road closures throughout the county during July, and the clerk had isolated the three that would affect the village; the clerk would make the comment to highways that it was often the case that road closure signs were not taken down in a timely manner, so that roads appeared to be closed when in fact they were not, which was confusing and frustrating for motorists;

Cllr Raymant asked if it would be worth asking the new county councillor if it would be possible to remove the national speed limit signage near to the playground/school. Councillors decided to wait until he attended a meeting before they raised this with him; The hedge around the car park site was very overgrown around the village sign.

ii) defibrillator – the clerk had done the check of the unit and all was in order;

iii) SAM2 – Geldeston PC had received a quote for a new defibrillator, and it was decided that a new purchase would wait until later in the year to see if Parish Partnership funding would be available.

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

There were none.

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

Annual accounts, car park lease, recognition for local volunteers

21. **Date of next meeting – Monday, 13th July, 7pm**

There being no further business, the meeting closed at 9.14pm

Signed.....
Chairman

Dated.....

Re:Fwd: South Norfolk in Bloom grant 2027.

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

2 emails

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

Tue, 05 May 2026 6:17:42 PM +0100

To

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

Hello

Thanks for your email. Unfortunately we haven't had a district councillor in attendance at our meetings for some months, so we have missed out a little on news from that quarter.

The next parish council meeting is on 11 May, so I will add your email to our list of correspondence, and if you are able to attend the meeting that would be great. The parish council meeting will probably start around 7.30pm, as we have the Annual Parish Meeting running first on the schedule that evening!

Kind regards

Jane

Jane Love

Clerk to Kirby Cane & Ellingham Parish Council

07774 641057

Website: www.kce-pc.gov.uk

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From: clerk@kce-pc.gov.uk

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

Date: Tue, 05 May 2026 15:15:00 +0100

Subject: Fwd: South Norfolk in Bloom grant 2027.

Dear Jane,

I am writing to the Parish Council (PC) regarding The South Norfolk in Bloom Grant which had caught my attention with the idea of doing something for our village.

It does require match funding from the PC though!

I have spoken with Cllr Lodge who was supportive of my idea and has asked I write to you so that it could go on the PC agenda.

I only became aware of the South Norfolk in Bloom grant in the very late stages when it was advertised too late in the Link magazine in April for deadlines on the 19 April. Note to our SN District Cllr! Hence why I am starting the process now as I suspect there will be many loopholes to jump through if given the approval of the idea in principle by the PC.

With partner support including the PC, Norfolk County Council wildlife trust and highways there is an opportunity pending the availability of the grant next year that we can come up with a planting scheme for some of our village verges and other open spaces with winter and springs bulbs eg English bluebells, winter aconite's, snowdrops etc followed by incorporating some wildflowers to bloom later.

I noted two fields owned by farmers on either side of Church road had sown a mix of wildflowers last summer and it just looked amazing. Possibly done through Government Grant funding.

I have already approached the NCC Wildlife Trust and they have said they could give its support if given plenty of notice. See below.

"Dear . .

I have looked into your request.

Unfortunately, we don't have the capacity to pick this up to enable you to meet the deadline of the 19 April.

However, it does seem an interesting and worthwhile project. If you would like us to explore the possibilities of developing a bid in time for next year's funding round please let us know, then we can allocate some resource to moving this forward.

There would probably be a need to put cultivation licences in place, subject to approval by Highway Services if the project did go ahead.

I am sorry that we are unable to help you on this occasion.

Kind regards

Norfolk County Council "

I felt the above response was encouraging and hopefully our SND councillor and NCC councillor would be supportive also.

I will try to get to your next PC meeting should it be on the agenda.

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

Tue, 28 Apr 2026 2:01:00 PM +0100

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

Dear Jane

The Easter Bunny has been and gone (as have our chocolate eggs) and we are all working hard on our AGARs and finalising the year-end. Take a little break, get a cup of tea and have a read of our April newsletter.

Governance and Accountability for Smaller Authorities in England

The Practitioners' Guide for 2026/27 was published last month and can be found in [NPTS Documents](#) along with a guide to all the changes. Here's a run through of what you need to know:

- From April 2027 we will be able to submit our AGAR data electronically and electronic submission will become mandatory by 2028/29. Comprehensive training and support are promised.
- The trust fund disclosure on the Accounting Statements (box 11) this year asks you whether the figures above exclude any trust transactions and next year will ask you if they include any trust transactions. Please make sure you read it carefully!
- 'Petty cash' has been replaced by 'cash payments' or 'cash floats' on the Annual Internal Audit Report and the example bank reconciliation.
- As part of the best practice guidance for internal auditors, it is being suggested that they check the following:
 - The publication of the ICO's publication scheme on the website
 - The authority has, as a minimum, a single generic email address on an authority owned domain
 - Website accessibility is tested at least annually and that the accessibility statement has been updated
 - A data audit has been completed
 - There is a Data Protection Policy in place and that it is reviewed annually
 - There is an up-to-date IT Policy in place
- Guidance on publishing the AGAR and electors' rights notice has been updated to state that "a day's notice" is given.

Changes to Homeworking Tax Relief from April 2026

From **6 April 2026**, employees will **no longer** be able to claim Income Tax relief from HMRC for additional household costs incurred when they are required to work from home. This ends the option to claim either actual extra costs (with evidence) or the flat-rate **£6 per week** allowance.

Employees can still submit claims for the **previous four tax years**, provided they were eligible and haven't already claimed.

Importantly, this change **does not affect** the rules that allow employers to reimburse homeworking expenses **tax-free**. Councils can continue to pay the £6 per week allowance (or higher amounts with evidence) without deducting Income Tax or National Insurance.

[See this link for more detail](#)

Statutory Sick Pay (SSP) Changes from April 2026

New rules introduced under the Employment Rights Act 2025 will change how Statutory Sick Pay (SSP) works for most employers from 6 April 2026.

What's changing?

Lower Earnings Limit removed.

- All employees will qualify for SSP, regardless of their income. SSP will be paid at 80% of normal weekly earnings, up to the standard weekly rate of £123.25.
- Waiting days removed, SSP will now be paid from the first full day of sickness, rather than from day four.

These changes are designed to make SSP more accessible, particularly for lower-paid or part-time employees.

When the new rules apply?

- Absences starting on or after 6 April 2026 will follow the new system.
- Absences starting before this date will continue under the previous rules.

What employers need to do?

HMRC has issued technical guidance to payroll providers to support the transition. Employers may wish to:

- Check with their payroll provider that systems are updated
- Review the updated SSP guidance for employers and employees on GOV.UK
- Refer to wider guidance on the Employment Rights Act 2025 on the Business.gov website

For specific queries, the Department for Work and Pensions has provided a contact point: SSP.Team@DWP.gov.uk.

[For more information follow this link](#)

Clarifying Long Term and Short Term Investments

Long Term Investments need to be included in Box 9 (Total fixed assets plus long term investments and assets) of AGAR. But what constitutes a long term investment? If the account is a cash account with instant (or almost instant) access, then it should be put in Box 8 (cash / short term investments). It would only have to go in Box 9 if it were invested and not accessible for over a year i.e. long term.

Allotment Management – a time to spring into action to review rules and regulations (with biodiversity in mind)

Some things to consider:

- Reduce mowing frequency which not only saves fuel and labour but also encourages wildflowers, creating natural habitats for pollinators.
- Detail a requirement for native hedgerows, wildflower areas, and varied plant structures
- Encourage elements like insect hotels, bird boxes, and log piles providing essential habitats for wildlife. This not only reduces the need for chemical pest control but also enriches community spaces, making them vibrant and inviting.
- Implement no-dig methods to preserve soil structure and promote healthy microbial life.
- On-site composting turns waste into valuable nutrients.
- Practices like mulching and rainwater harvesting conserve resources and enhance soil health, leading to more productive allotments and green spaces over time.
- Choose peat-free composts.
- Measure outcomes like species diversity, soil health, and water savings. These projects not only improve green spaces but also foster community involvement and pride.

Interesting recent queries...

Q. Does the Clerk **HAVE** to include the date the agenda is published and their signature?

A. **Yes to both!** The date the agenda is published **MUST** be stated on the agenda. LGA 1972, Sch 12, para 10 (2b) "*Three clear days at least before a meeting of a parish council...a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method.*" By including the published date everyone can see that the meeting was called lawfully with 3 clear days notice.

Q. Can we hold a parish council meeting without the Clerk being there?

A. There is no requirement for a clerk to be present at a meeting although councils should always be aware of the risk this carries, as there is no advisor present. There is a requirement to produce minutes.

Q. A Councillor has not attended a meeting for 6 months, what should I do?

A. Has the Councillor attended any other meetings on behalf of the council?

Have any reasons for absence been approved by full council? If the answer to both of the above is no, then they are no longer a councillor. Contact the councillor to inform them and the elections team at the district or borough council.

Autumn Seminar - 1 October - Save the date!

Vacancies

We have a few Clerk and Locum opportunities you may be interested in. Take a look at all vacancies [here](#).

Training opportunities

For all our training opportunities please have a look at our [website](#).

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

Julie, Sara, Laura, Richard and Di

The Norfolk PTS Team

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

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Surface Water Drainage < surfacewaterdrainage@southnorfolkandbroadland.gov.uk >

Wed, 25 Mar 2026 3:37:25 PM +0000

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

Dear Members

We are pleased to confirm that we have been appointed as the new Surface Water Drainage Officers, supporting ongoing work on surface water management and community resilience.

We will focus on practical, on-the-ground inspection and engagement, including:

- Proactive land drainage inspections
- Investigating drainage issues reported to the Council
- Advising residents and riparian owners on watercourse maintenance
- Supporting the Flood and Water Management Officer with investigations
- Providing a visible, rapid presence within communities

Key Areas of Work

1. Actions

- Working with parish and town councils to gather local insight
- Walking watercourses to identify issues affecting flow
- Recording findings and undertaking monitoring
- Carrying out initial and follow-up investigations to support enforcement

2. Community Engagement

- Acting as a point of contact for residents, parish/town councils and members
- Working with partners to resolve drainage concerns
- Promoting good land drainage maintenance

3. Problem Solving

- Listening to concerns and identifying likely causes
- Working with partners and landowners to find solutions
- Using strong interpersonal skills to support positive outcomes

We will be a visible presence across South Norfolk and key points of contact for early engagement on drainage matters. Our work also supports the Norfolk Strategic Flood Alliance's education and awareness initiatives to improve community resilience.

If you have drainage concerns or wish to share local insight, please contact:

surfacewaterdrainage@southnorfolkandbroadland.gov.uk

Kind regards

Karl Manning & Emma Rush
Surface Water Drainage Officers



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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Barry Stone < barry.stone.cllr@norfolk.gov.uk >

Sat, 09 May 2026 9:58:59 AM +0100

To "parish-council@alburgh.org.uk"<parish-council@alburgh.org.uk>

Cc "clerk@aldebyparishcouncil.gov.uk"

<clerk@aldebyparishcouncil.gov.uk>,"broomeparishcouncil@outlook.com"
<broomeparishcouncil@outlook.com>,"simon.ecp@hotmail.co.uk"
<simon.ecp@hotmail.co.uk>,"clerk@ditchingham-pc.gov.uk"<clerk@ditchingham-
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pc.gov.uk"<clerk@kce-pc.gov.uk>,"clerk@geldestonparishcouncil.gov.uk"
<clerk@geldestonparishcouncil.gov.uk>,"cottageinmutford@gmail.com"
<cottageinmutford@gmail.com>,"clerk@thurltonparishcouncil.gov.uk"
<clerk@thurltonparishcouncil.gov.uk>,"clerk@wortwellpc.org.uk"
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<clerk@haddiscoeparish.org.uk>,"clerk@kce-pc.gov.uk"<clerk@kce-
pc.gov.uk>,"clerk@woodtonparishcouncil.gov.uk"
<clerk@woodtonparishcouncil.gov.uk>,"clerk@topcroft.pc.gov.uk"
<clerk@topcroft.pc.gov.uk>

Dear All

As you have no doubt seen the election results were devastating for the Conservative candidates and I was one of the casualties and lost my seat.

I just want to say to you all what a pleasure it has been being your councillor and helping you and the local community over the past year and to thank you for all your support and goodwill.

My replacement is the Reform Candidate but he seems very pleasant and I think he will do well and have your interests at heart.

I shall miss being a councillor, but I will not stand again in the future.

Once again thanks to you all and please pass on my best wishes to all the parish councillors for the future.

Kind regards

Barry

Cllr. Barry Stone

Councillor for the Clavering Division

Tel: 01508 499389, Mob: 07434 905963

County Councillor's Privacy Notice

I, Cllr. Barry Stone, am a data controller and am committed to protecting the privacy and security of the personal information you give to me or that I hold about you. "Personal

< clerk@kce-pc.gov.uk >

Sat, 09 May 2026 5:19:33 PM +0100

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

Good afternoon,

I hope you are well.

My name is George Boyd, and I am your new County Councillor for the Waveney Valley Division. I wanted to introduce myself and establish contact with the Parish Council.

I am keen to work closely with the Parish Council and support local priorities and community initiatives wherever I can. Please feel free to keep me informed of upcoming meetings, key issues, and any matters where the County Council may be able to assist.

I look forward to working with you and the Parish Council for the benefit of our area.

Kind regards,

George Boyd

County Councillor for Waveney Valley

< news@newsupdate.norfolk.gov.uk >

Thu, 26 Mar 2026 2:48:53 PM +0000

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

Norwich Western Link project update

Dear Sir / Madam,

We heard today that the Department for Transport (DfT) has concluded its review and that our Norwich Western Link project – to improve travel and tackle traffic problems to the west of Norwich – will remain in its Major Road Network programme.

This should mean that the funding of nearly £1 million, which DfT agreed 'in principle' last July, will be released to us. In turn, this means we can continue with our work to assess potential options for a Norwich Western Link, with the intention of arriving at a shortlist of options and then carrying out a public consultation.

Given we've just heard this news, we'll need to do some work to update our project timetable before we can confirm when we expect to be able to conduct the consultation. We will email again when we can tell you more.

For more information about our Norwich Western Link project, please visit www.norfolk.gov.uk/nwl

Best wishes,

The Norwich Western Link project team

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

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< footpaths@norfolkra.org.uk >

Mon, 30 Mar 2026 7:53:17 PM +0100

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

Dear Parish / Town Clerk

Please forward this correspondence to your Chairman and Councillors

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Thank you
Kind regards
Richard May
Area chair, Norfolk Area Ramblers

1 Attachment(s)

Parish Footpath Audit Exampla...

14.4 KB

Parish Footpath and Rights of Way Annual Report Audit Exemplar

Footpath No. 9 (Kemp's Corner to Footpath No. 13). **Checked.** **Kemps Rd End, Drainage ditch bridge rotted. Footpath blocked by paddock fencing. Finger Post, Way marker discs and additional posts required. NCC ENQ90020****** **Two new bridges in place 200m from Kemps Rd. Also two new Bridges in place 200m before FP13.**

Footpath No. 13 (Road leading to Old Hall farm to Parish Boundary/ FP9). **Checked OK.**

Footpath No. 14 (Footpath No. 13 to Parish Boundary). **Checked OK.**

Footpath No. 15 (Village Street to Kemp's Road). **Checked OK.** **No access to Kemps Rd, follow FP16 to Kemps Rd.**

Footpath No. 16 (Kemp's Road to Footpath No. 15). **Checked OK.** **Kemps road post loose. Now fixed level, cemented in**

Footpath No. 17 (Station Road to Parish Boundary) **Checked OK.** **Stile too high, new kissing gate requested. New Kissing gate installed.**

Footpath No. 18 (Station Road to Semere Lane. **Checked,** **Finger Post knocked out laying on floor. Reported to NCC, ENQ90027****** **Now fixed, re-fitted Semere lane end. Station road end post cemented back in.**

Footpath No. 19 (The Beeches to Doctor's Lane).**Checked.** **New post beeches road end now missing ??**

Footpath No. 20 (Norwich - Harleston Road to Doctor's Lane). **Post Loose.** **Post cemented back in.**

Footpath No. 21 (South Green to Parish Boundary). **Checked OK.** **Post loose. Will need replacing. Reported to NCC, ENQ90027******

Footpath No. 22 (South Green to Parish Boundary). **Post Loose.** **Post cemented back in.**

Footpath No. 23 (Garlic Street to road leading to South Green). **Checked OK.**

Footpath No. 24 (Garlic Street to Parish Boundary). **Checked,** **New post required, Reported to NCC, ENQ90027****.** **New post at start, and way marker post fitted.**

Footpath No. 25 (Footpath No. 17 to Semere Lane) **Post leaning over.** **Post re-fitted.**

You are summoned to attend the Annual Parish Council Meeting of Kirby Cane & Ellingham Parish Council, which will take place at Kirby Cane Memorial Hall on Monday, 11th May 2026 immediately following the Annual Parish Meeting.

***THERE WILL BE NO PAPER COPIES OF THE AGENDA OR THE MINUTES OF THE PREVIOUS MEETING AVAILABLE AT THE MEETING
ALL DOCUMENTS ARE AVAILABLE TO VIEW ON THE KIRBY CANE & ELLINGHAM PARISH COUNCIL WEBSITE PRIOR TO THE MEETING
<https://www.kce-pc.gov.uk>***

Jane Love

Jane Love – Clerk to the Council
6th May 2026

Members of the Public and the Press are welcome to attend

1. To elect a Chairman of the Parish Council (*chairman to sign declaration of acceptance of office*)
2. To elect a Vice Chairman of the Parish Council
3. To receive apologies for absence
4. To receive declarations of interest from members on items on the agenda, and any requests for a dispensation on those interests
5. To approve the minutes of the meeting of 23rd March 2026
6. To report matters arising from those minutes (*no decisions can be taken on any of these items*)
7. Opportunity for public participation
8. To consider the delegation to the clerk of reporting on planning applications
9. To consider planning matters
10. To discuss correspondence

11. To consider the renewal of the council's insurance policy
12. To consider the renewal of the council's footway lights maintenance contract and consider a request from Stockton Parish Meeting regarding use of a footway light column
13. To receive and adopt the Accounts and Annual Return for the year ended 31st March 2026:-
 - a) Section 1, Annual Governance Statement;
 - b) Section 2, Accounting Statement;
 - c) The AGAR Internal Audit Report;
 - d) The detailed Internal Audit Report;
 - e) approve dates for the Exercise of Public Rights
14. To receive a financial report from the Clerk and to approve invoices for payment
15. To consider the appointment of trustees to local charities and other local organisations
16. To receive a report on the playing field
17. To receive a report on the car park project
18. To consider specific local issues:-
 - i) highways
 - ii) defibrillator
 - iii) SAM2
19. To receive items for information
20. To receive items for the next agenda
21. Date of next meeting – Monday, 13th July, 7pm

IMON SITE LTD

Church Farm
Church Road
Stockton, Norfolk.
NR34 0HJ

01/04/2026

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

INVOICE 6593

VAT Registration No. 783816589

Payment Terms

Net 30

Description	Amount	VAT AMT
RE: Kirby Cane & Ellingham Parish Council - Playing Field. Works completed: March 2026 To mow all of the grass areas of the playing field. To strim edges and anything fixed within the grass areas such as apparatus etc. To strim the grass of the earth mound. Agreed contract price 2016 at £1200.00 per annum plus VAT continued at no increase to date. (1/12th equal monthly charge for works after first month of attendance.)	100.00	20.00
		VAT Total £20.00
		TOTAL £120.00

Company No : 4552180

IMON SITE LTD

Church Farm
Church Road
Stockton, Norfolk.
NR34 0HJ

01/05/2026

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

INVOICE 6594

VAT Registration No. 783816589

Payment Terms

Net 30

Description	Amount	VAT AMT
RE: Kirby Cane & Ellingham Parish Council - Playing Field. Works completed: April 2026 To mow all of the grass areas of the playing field. To trim edges and anything fixed within the grass areas such as apparatus etc. To trim the grass of the earth mound. Agreed contract price 2016 at £1200.00 per annum plus VAT continued at no increase to date. (1/12th equal monthly charge for works after first month of attendance.)	100.00	20.00
		VAT Total £20.00
		TOTAL £120.00

Company No : 4552180

Mrs Tina Newby
33 Tudor Rose Way
Harleston
Norfolk
IP20 9QH
07858 518 636

Kirby Cane and Ellingham Parish Council

Invoice Date: 15th April 2026

Invoice Number IA 2025-2026/003

Description	Amount
To provide an Internal Audit Report for 2025-2026 Kirby Cane and Ellingham Parish Council	
Combined total	£130.00
Invoice total	£130.00

Please make cheques payable to Mrs Tina Newby at the above address.

BACS payments
Sort Code 77-40-31
Account 76955560

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

Date: 11th May 2026

Kirby Cane & Ellingham Parish Council

To:

Hire of Kirby Cane Memorial Hall for car park committee meeting on 23 rd April 2026	£20.00
---	--------

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

£40.00

JS Pest Control LTD

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

VAT Invoice

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

INVOICE 2129A
DATE 01/04/2026
TERMS Net 30
DUE DATE 01/05/2026

ACTIVITY	DESCRIPTION	VAT	RATE	AMOUNT
Pest Control Management	Quarterly pest control management services for April to June 2026	20.0% S	160.06	160.06

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

INCLUDES VAT TOTAL	26.68
TOTAL	160.06
BALANCE DUE	£160.06

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%	26.68	133.38

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



Norfolk Pension Fund

LOCAL GOVERNMENT PENSION SCHEME

Monthly Contribution Remittance 2026/2027

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

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

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

Month of	Date Payment Due	EMPLOYEES (Ees)				EMPLOYERS (Ers)				Sub TOTAL	Date	PLUS	EMPLOYERS (Ers)	TOTAL Payment
		Pensionable Pay (The total of MAIN Section and 50/50 Section INCLUDING any assumed pay) NOT JUST ACTUAL PENSIONABLE PAY	Normal Basic (Ees)	Additional Contributions (Including APC) (Ees)	Tot Ees	Normal (Primary Rate) (ER's)	APC (ER's)	Arrears relating to previous year(s) (ER's)	Total Ers					
Apr 2026	15 May 2026	637.91	35.09		35.09	124.39			124.39	159.48		PLUS	0.00	EE's + ER's + Secondary Amount 159.48
May 2026	15 Jun 2026	637.91	35.09		35.09	124.39			124.39	159.48		PLUS	0.00	159.48
Jun 2026	15 Jul 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Jul 2026	14 Aug 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Aug 2026	15 Sep 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Sep 2026	15 Oct 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Oct 2026	13 Nov 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Nov 2026	15 Dec 2026				0.00				0.00	0.00		PLUS	0.00	0.00
Dec 2026	15 Jan 2027				0.00				0.00	0.00		PLUS	0.00	0.00
Jan 2027	15 Feb 2027				0.00				0.00	0.00		PLUS	0.00	0.00
Feb 2027	15 Mar 2027				0.00				0.00	0.00		PLUS	0.00	0.00
Mar 2027	15 Apr 2027				0.00				0.00	0.00		PLUS	0.00	0.00
		1,275.82	70.18	0.00	70.18	248.78	0.00	0.00	248.78	318.96			0.00	318.96

Notes from person completing this spreadsheet	
---	--

[illegible]

Student Loan Deductions

Month	Week	Student loan deduction (£)	Student loan plan type
1		0.00	

Postgraduate Loan Deductions

Month	Week	Postgraduate loan deduction (£)
1		0.00

Other Payments and Deductions

Month	Week	Payrolled benefits in kind subject to PAYE tax (£)	Benefits in kind subject to Class 1 National Insurance contributions (£)	Pension contributions paid under 'net pay arrangement' (£)	Pension contributions paid not under 'net pay arrangement' (£)	Total pay in period not subject to Income Tax or National Insurance (£)
1		0.00	0.00	35.09	0.00	0.00

Employer Payment Record

Employer name: Kirby Cane & Ellingham PC

Employer **PAYE** Reference: 475/ZA58202
Accounts Office Reference: 475PP00195827
Tax year: 2026-27

The 'Grand total' row of the table below shows the overall liability for the tax year and this should agree with HMRC's view of the amount payable for the tax year. However, in some circumstances – where information is not submitted to HMRC on time – the employer payment record for a given tax month may not agree with the HM Revenue & Customs (HMRC) view of the amount payable for that tax month.

Examples of when this can happen:

- Where an Employer Payment Summary (EPS) for recoverable amounts that relate to tax month 1 is not submitted to HMRC until after the 19th in tax month 2, the employer payment record will show the recovery against tax month 1 although HMRC systems will show it as tax month 2
- Where the National Insurance Contributions (NICs) Employment Allowance is claimed after the end of tax month 1, the employer payment record will allocate the NICs Employment Allowance to month 1 and then later months, whereas HMRC systems will allocate it first to the month in which the claim was made, and then to later months.
- Where payroll entries for tax month 1 are amended in tax month 6, the employer payment record will reflect those amendments in the row for month 1 whereas HMRC's systems will reflect those changes in tax month 6.
- The liability arising from an Earlier Year Update (EYU) will never be shown on the employer payment record.

Please note: Additionally, there can be short-term differences between the liability shown here and that shown on the HMRC Business Tax Dashboard as HMRC does not update the Dashboard every day.

Period	Income Tax (inc. subcontractor deductions)	Net Income Tax	Student loan deductions	Postgraduate loan deductions	Gross employee National Insurance Contributions (NICs)	Gross employer National Insurance Contributions (NICs)	Employment Allowance used	Employment Allowance remaining	Employer NICs remaining after Employment Allowance used	Statutory Maternity Pay (SMP) recovered	NICs compensation on SMP	Statutory Paternity Pay (SPP) recovered
1	42.40	42.40	0.00	0.00	0.00	33.14	0.00	0.00	33.14	0.00	0.00	0.00
Grand total	42.40	42.40	0.00	0.00	0.00	33.14	0.00	0.00	33.14	0.00	0.00	0.00

Tel: 07774 641057

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

<i>Less tax for May</i>	-£	43.40
-------------------------	----	-------

Total	£ 1,191.85
-------	-------------------

Additional rate agreed by PC, Mar-22 (5p/mile)	£637.91 + £3.60 = £641.51 declared with May salary
---	--

14. Financial Report:

Balance b/f at 1 st April 2026		£70,123.35
Receipts:		
HMRC	VAT reclaim	£4,409.20
South Norfolk Council	CIL payment, land south of Old Yarmouth Road, 2025/0604	£3,514.05
South Norfolk Council	First half of precept	£13,500.00
Sub-total of receipts		£21,423.25
Debit card payments:		
Lloyds Bank	Debit card monthly charge	£3.00
		£3.00
Standing orders:		
Jane Love	Clerk's monthly salary – April	£577.74
Jane Love	Clerk's monthly salary – May	£577.74
Payment between meetings:		
Unity Trust	Bank charges	£7.00
HMRC	Clerks tax + NIC	£219.00
All Saints' Church, Kirby Cane	Grant for grasscutting 2026/27	£900.00
St Mary's Church, Ellingham	Grant for grasscutting 2026/28	£900.00
Waveney Group of Parishes	Tidings grant 2026/27	£550.00
Payments to be agreed:		
IMON Site Ltd	March + April grasscutting	£240.00
Tina Newby	Internal audit 2026/27	£130.00
JS Pest Control Ltd	Pest control April to June 26	£160.06
Kirby Cane Memorial Hall	Hire of hall for car park meeting on 23/4/26 and PC meeting 11/5/26	£40.00
Norfolk Pension Fund	Clerk's pension contribs April/May	£318.96
Jane Love	Balance payment	£36.37
Sub-total of payments		£4,659.87
Balance c/f at 11 th May 2026		£86,886.73 *

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

Signed:

Chairman

Clerk/RFO

Date: 11th May 2026

Kirby Cane Ellingham Parish Council

Bank reconciliation 2019/20

Balance @ 01-Apr-26	£70,123.35	Deposit balance @ 4/5/26	£42,432.57
Receipts to date	£21,423.25	Current balance @ 4/5/26	£48,307.29
Payments to date	-£4,659.87	Total @ bank	£90,739.86
		Payments to be agreed	-£3,853.13
	£86,886.73		£86,886.73
Cash book balance	£86,886.73		
	0.00		0.00

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: 30/04/2026

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](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

Call us: **0345 140 1000**

Email us: **us@unity.co.uk**

Visit us: **[unity.co.uk](https://www.unity.co.uk)**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2026		Balance brought forward	£0.00	£0.00	£27,690.78
16/04/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£3.00	£0.00	£27,687.78
17/04/2026	Credit	HMRC VTR	£0.00	£4,409.20	£32,096.98
23/04/2026	Direct Debit	Direct Debit (HMRC SDDS)	£219.00	£0.00	£31,877.98

Page number 1 of 3

Statement number 041

**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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INVESTORS IN PEOPLE
We invest in people Gold



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
24/04/2026	Credit	SOUTH NORFOLK DC	£0.00	£3,514.05	£35,392.03
27/04/2026	Credit	SOUTH NORFOLK DC	£0.00	£13,500.00	£48,892.03
28/04/2026	Standing Order	S/O to: Mrs Jane Love	£577.74	£0.00	£48,314.29
30/04/2026	Fee	Service Charge	£7.00	£0.00	£48,307.29

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](https://www.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/>**

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.

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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: 30/04/2026

Page number 1 of 3

Account Name: Kirby Cane And Ellingham Parish Council

Statement number: 041

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 01/04/2026 and 30/04/2026.

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	£7.00
Total debit interest	£0.00
To be debited from your account on	31/05/2026

**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.
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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



Pre-notification of account charges		
Type	Count	Charge
Automated Payments	6	£0.00
Faster Payments	—	£0.00
Manual	—	£0.00
Account Fee	—	£7.00

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.		

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

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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: 30/04/2026

Account Name: Kirby Cane And Ellingham
Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20488644

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

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

Contact Us

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



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**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2026		Balance brought forward	£0.00	£0.00	£42,432.57

Page number 1 of 2

Statement number 031

**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.



Parish Clerk <clerk@geldestonparishcouncil.gov.uk>

Tue, 05 May 2026 9:26:17 AM +0100

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

Hi Jane

So sorry I have not been in touch, I know Simon has been in contact with you about the SAM machine but i am not sure how far he has got so here is a copy of the quotes received.

best regards

Tina Bunn

Geldeston Parish Clerk

clerk@geldestonparishcouncil.gov.uk

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

From: Sales Support <sales@westcotec.co.uk>

To: "'clerk@geldestonparishcouncil.gov.uk'"<clerk@geldestonparishcouncil.gov.uk>

Date: Fri, 01 May 2026 16:08:14 +0100

Subject: FW: New Message From Westcotec/ Job No 6542R2

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

Hi Tina,

Your SAM2 requires a replacement radar, which is unfortunately the most expensive component.

Repair costs:

£815.00 – SS400 radar

£7.50 – coin cell battery

£90.00 – 2 hours' labour to replace the parts

Total: £912.50 + VAT (prices are valid until end of May 2026)

Both batteries supplied with the sign are in good working condition.

Please also find attached the cost for a new SAM2 (Quote 17076).

In addition, we now offer the SAM3, which features a green and red display instead of amber (Quote 17077).

Photo examples are attached for reference.

Please let me know if you require anything else.

Best regards,
Joanna



Joanna Pilarska
Account Manager (Sales) | Westcotec Ltd

t: 01362853124 | m: [07902767843](tel:07902767843)

e: joanna.pilarska@westcotec.co.uk | w: westcotec.co.uk

a: Westcotec Ltd, 34 Bertie Ward Way, Rashes Green Ind. Estate, Dereham, Norfolk, NR19 1TE



Display of SAM2 referred to in quote 17076:-



Display of SAM3 referred to in quote 17077:-



TO: **Geldeston Parish Council**
Norfolk

FAO: **Tina Bunn**
✉ clerk@geldestonparishcouncil.gov.uk

Date: **01/05/2026**

Dear Tina,

Thank you for your valued enquiry. I have pleasure in submitting our quotation as below.

To supply only:

Item Description	Unit Price	Quantity	Price
'Slow Down' SAM 2 (Battery)	£3,366.00	1	£3,366.00
Optional extras Bluetooth Data	£379.00	1	£379.00
Subtotal			£3,745.00
VAT			£749.00
			£4,494.00

PORTABLE SIGNS - WARRANTY

All of our portable signs come complete with our comprehensive THREE-YEAR WARRANTY which covers everything except vandalism, impact damage, theft and batteries.

BATTERIES & CHARGERS - WARRANTY

Batteries and chargers come with ONE-YEAR WARRANTY which covers everything except vandalism, impact damage or theft.

At present we could deliver the above products within approximately 8-10 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms and Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best regards,
Joanna Pilarska
Sales



Company Registration Number:
04208260

☎ 01362 853124

✉ sales@westcotec.co.uk

🌐 www.westcotec.co.uk

Registered Office:
Westcotec Ltd, 34 Bertie Ward Way, Rash's Green Industrial Estate, Dereham, Norwich, NR19 1TE

TO: Geldeston Parish Council
Norfolk

FAO: Tina Bunn
✉ clerk@geldestonparishcouncil.gov.uk

Date: 01/05/2026

Dear Tina,

Thank you for your valued enquiry. I have pleasure in submitting our quotation as below.

To supply only:

Item Description	Unit Price	Quantity	Price
'Slow Down' SAM 3 (Battery)	£3,652.00	1	£3,652.00
Optional extras Bluetooth Data	£379.00	1	£379.00
Subtotal			£4,031.00
VAT			£806.20
			£4,837.20

PORTABLE SIGNS - WARRANTY

All of our portable signs come complete with our comprehensive THREE-YEAR WARRANTY which covers everything except vandalism, impact damage, theft and batteries.

BATTERIES & CHARGERS - WARRANTY

Batteries and chargers come with ONE-YEAR WARRANTY which covers everything except vandalism, impact damage or theft.

At present we could deliver the above products within approximately 8-10 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms and Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best regards,
Joanna Pilarska
Sales



Company Registration Number:
04208260

☎ 01362 853124 ✉ sales@westcotec.co.uk 🌐 www.westcotec.co.uk

Registered Office:
Westcotec Ltd, 34 Bertie Ward Way, Rash's Green Industrial Estate, Dereham, Norwich, NR19 1TE

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

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

3 emails

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

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

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

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

From: Matthew Barnett <matthew.barnett@norfolk.gov.uk>

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

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

Date: Thu, 16 Apr 2026 11:21:33 +0100

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

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

Good morning,

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

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

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

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

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

Kind regards,

Matthew Barnett
Solicitor (Planning)

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

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

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

Notice of The Norfolk County Council (Surface Dressing - South Area)
Temporary Traffic Regulation Order 2026
Section 14(1) of the Road Traffic Regulation Act 1984 (RTRA 1984)

Norfolk County Council proposes to make the Surface Dressing - South Area Temporary Traffic Regulation Order (the "Order") (STRO14449) to facilitate surface dressing works affecting:

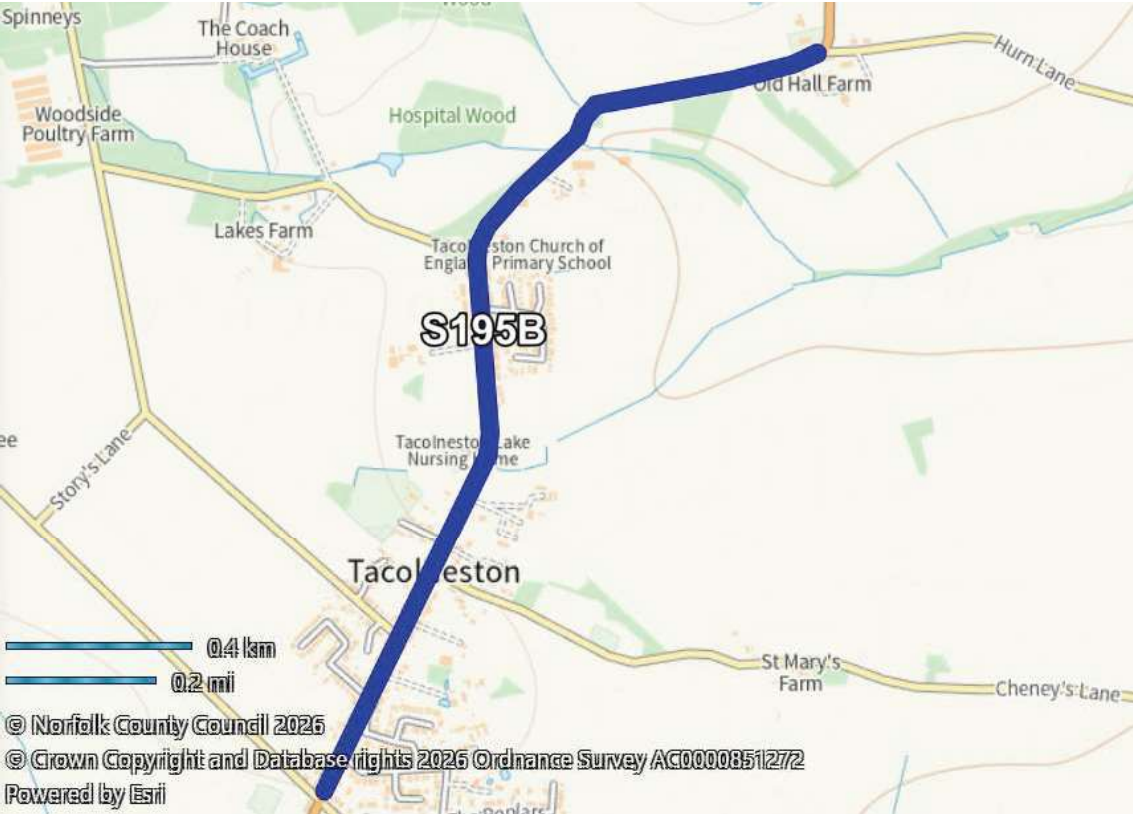
- 1) **A1065 Castle Acre Road** from its junction with the B1145 Lynn Road to its junction with the U33279 Bailey Street ("Road A")
- 2) **A1065 Road From Swaffham To Weasenham All Saints** from its junction with the B1145 Lynn Road to its junction with the U33279 Bailey Street ("Road B")
- 3) **B1108 Hingham Road / Norwich Road / Watton Road** from its junction with the U71430 Ironside Way to its junction with the C166 Low Road ("Road C")
- 4) **B1135 Crownthorpe Road** from its junction with the U78209 Wicklewood Road to its junction with the C166 Wymondham Road ("Road D")
- 5) **B1172 London Road** from its junction with the C572 London Road to its junction with the U78284 Eleven Mile Lane ("Road E")
- 6) **B1172 Station Road** from its junction with the B1172 London Road to its junction with the U78285 Chepore Lane ("Road F")
- 7) **C489 Main Road** from its junction with the C888 Mowles Road to its junction with the C489 Fox Lane ("Road G")
- 8) **B1077 Attleborough Road** from its junction with the C135 The Street to its junction with the U33143 Bow Street ("Road H")
- 9) **B1077 Buckenham Road** from its junction with the U33090 Burgh Common to its junction with the U33083 Fen Street ("Road I")
- 10) **B1077 Attleborough Road** from its junction with the U33090 Burgh Common to its junction with the U33083 Fen Street ("Road J")
- 11) **B1077 Haugh Road** from its junction with the B1113 Castle Hill Road to its junction with the B1134 Heath Road ("Road K")
- 12) **B1113 The Turnpike** from its junction with the C350 Upgate Street to its junction with the C351 Rode Lane ("Road L")
- 13) **B1146 Draytonhall Lane** from its junction with the C470 Dereham Road to its junction with the A47 Dereham Bypass ("Road M")
- 14) **A1075 Shipdham Road, South Green** from its junction with the U31169 Rash's Green to its junction with the U35150 Stone Road ("Road N")
- 15) **B1172 London Road** from its junction with the U78325 Preston Avenue to its junction with the C594 Station Road ("Road O")
- 16) **B1527 Hempnall Road** from its junction with the A140 Norwich Road to its junction with the C204 Alborough Road ("Road P")
- 17) **B1527 Mill Road** from its junction with the A140 Norwich Road to its junction with the C204 Alborough Road ("Road Q")
- 18) **B1527 Bungay Road** from its junction with the A140 Norwich Road to its junction with the C204 Alborough Road ("Road R")
- 19) **B1113 Norwich Road** from its junction with the C346 Long Stratton Road to its junction with the U76095 Hurn Lane ("Road S")

- 20) **B1332 Norwich Road** from its junction with the C187 Shotesham Road to its junction with the C203 The Street ("Road T")
- 21) **B1332 Norwich Road** from its junction with the C368 Church Road to its junction with the U76389 Church Road ("Road U")
- 22) **A143 Yarmouth Road** from its junction with the C533 Wardley Hill Road to its junction with the A146 Norwich Road ("Road V")
- 23) **A1074 Dereham Road** from its junction with the A47 Longwater interchange to its junction with the C162 Longwater Lane ("Road W")
- 24) **A1074 Dereham Road** from its junction with the A47 Longwater interchange to its junction with the C162 Longwater Lane ("Road X")
- 25) **A1075 Thetford Road, Memorial Way** from its junction with the B1108 Watton Road to its junction with the C402 Jessup Road ("Road Y")
- 26) **A1066 Hurth Way** from its junction with the A1075 Norwich Road to its junction with the A1066 Thetford Road ("Road Z")
- 27) **C171 Norwich Road** from its junction with the A1075 Norwich Road to its junction with the A1066 Thetford Road ("Road AA")
- 28) **C171 / C162 West End** from its junction with the C461 Taverham Lane to its junction with the C162 The Street ("Road BB") and
- 29) **C162 The Street** from its junction with the C171 Town House Road to its junction with the A1067 Drayton High Road ("Road CC")

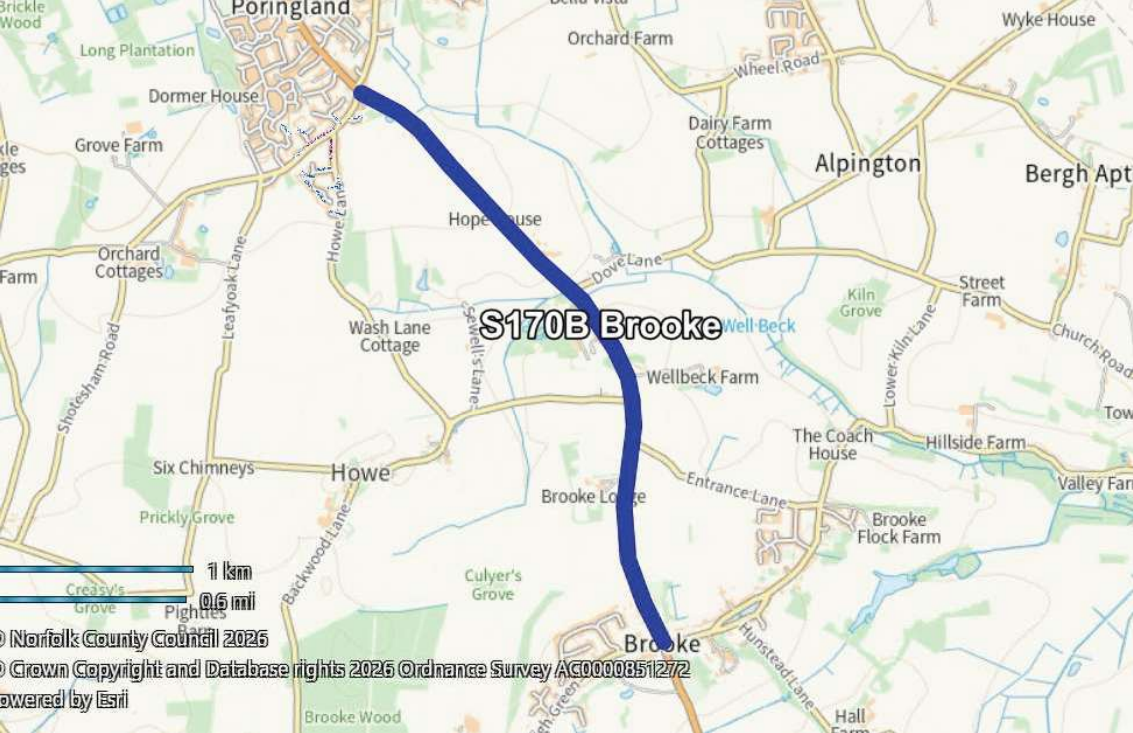
The Roads A–CC will be temporarily closed/restricted (except for pedestrian access) for the duration of the works/period the closure is necessary which is anticipated to be on:

- i. Roads A and B between 05:00 – 16:00 on the 17th May 2026 and between 19:00 and 05:00 on the 30th April and 1st June 2026;
- ii. Road C between 19:00 – 05:00 on the 18th May, 8th and 22nd June 2026;
- iii. Road D between 19:00 – 05:00 on the 20th May, 9th and 24th June 2026;
- iv. Roads E and F between 19:00 – 05:00 on the 26th May 2026;
- v. Road G between 19:00 – 05:00 on the 22nd May, 3rd and 15th June 2026;
- vi. Road H between 19:00 – 05:00 on the 1st June, 10th and 25th June 2026;
- vii. Roads I and J between 19:00 – 05:00 on the 2nd and 26th June 2026 and 18:00 – 00:00 on the 13th June 2026;
- viii. Road K between 19:00 – 05:00 on the 3rd, 15th and 30th June 2026;
- ix. Road L between 19:00 – 05:00 on the 4th and 16th June and 1st July 2026;
- x. Road M between 19:00 – 23:00 on the 4th June and 19:00 – 00:00 on the 23rd June 2026;
- xi. Road N between 19:00 – 23:00 on the 5th June and 19:00 – 00:00 on the 23rd June 2026;
- xii. Road O between 19:00 – 00:00 on the 18th and 19th July 2026;
- xiii. Roads P, Q and R between 17:00 – 05:00 on the 7th June and 5th July 2026 and between 17:00 – 23:00 on the 21st June 2026;
- xiv. Road S between 19:00 - 23:00 on the 9th and 17th June and 2nd July 2026;
- xv. Road T between 19:00 – 05:00 on the 10th and 23rd June and 7th July 2026;

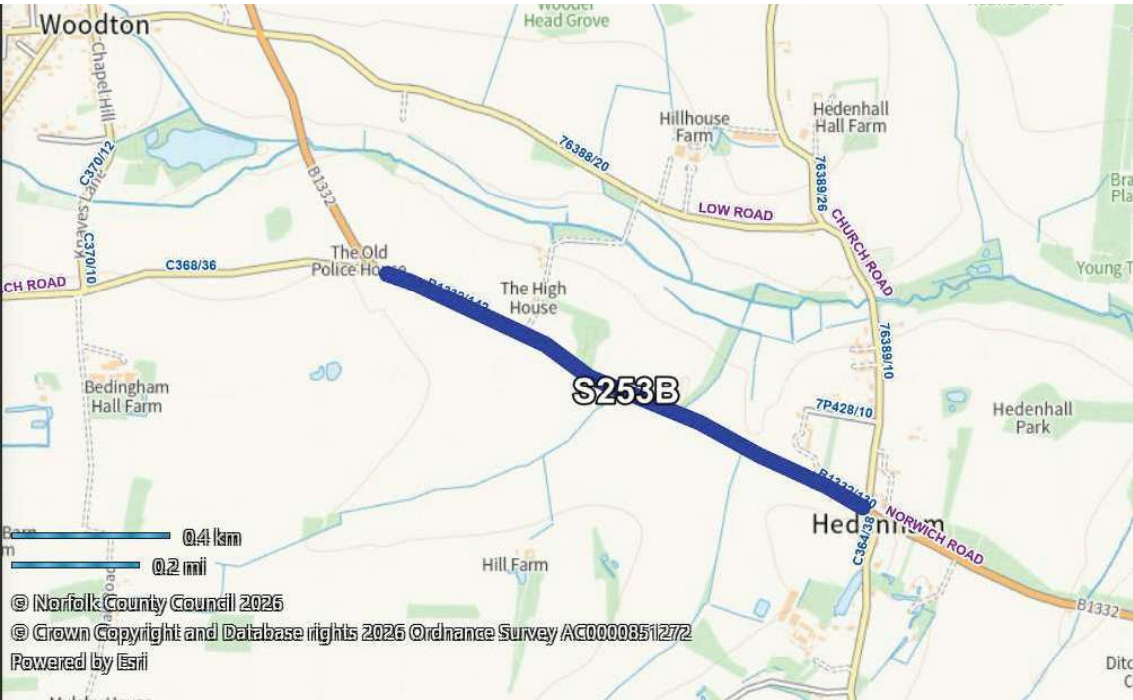
Road S, B1113 Norwich Road



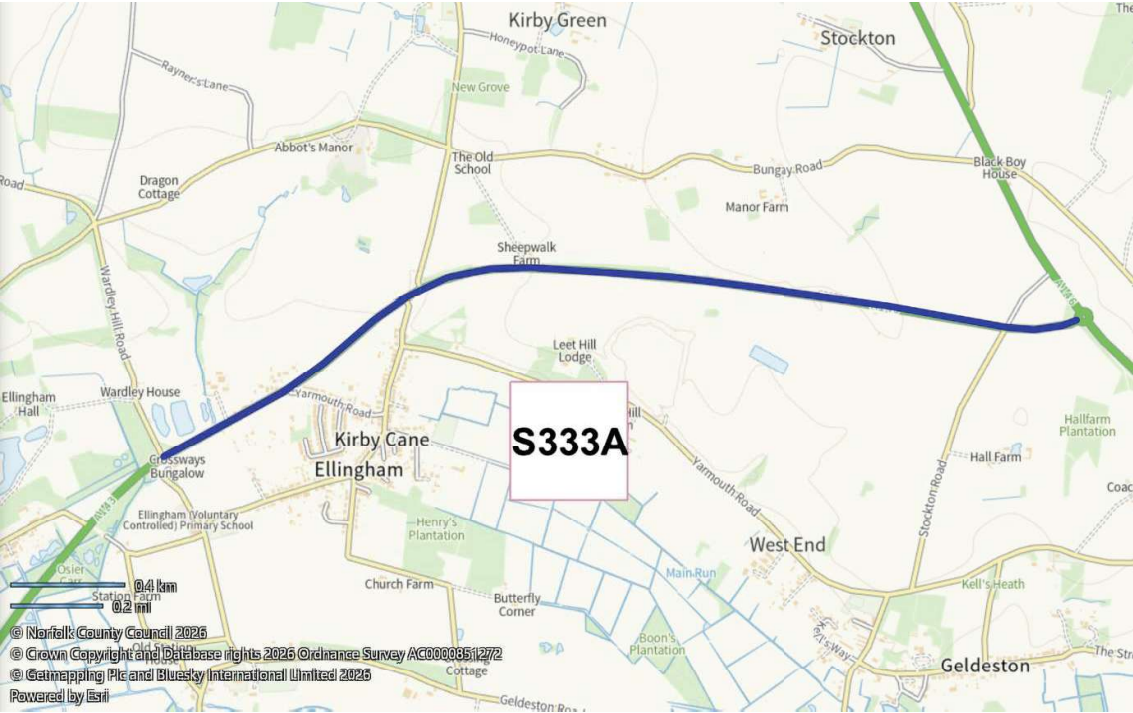
Road T, B1332 Norwich Road



Road U, B1332 Norwich Road



Road V, A143 Yarmouth Road



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

Tue, 05 May 2026 10:48:52 AM +0100

To "stocktonparish1"<stocktonparish1@gmail.com>

Please note new email address - clerk@kce-pc.gov.uk

Hello

Thanks for your email with so much helpful information, and in particular the images.

I have also checked with our maintenance contractor and they confirmed that it would be technically possible, and that they would charge £150 + Vat to do the necessary work, including the supply of the required isolator, but with everything else being supplied by yourselves.

Please let me know if you think this is too expensive for you, but otherwise I will put all of this to the councillors next Monday evening for their consideration.

Kind regards

Jane

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

Website: www.kce-pc.gov.uk

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.

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

From : kcedclerk@gmail.com

To : clerk@kce-pc.gov.uk

Date : Tue, 05 May 2026 10:41:56 +0100

Subject : Stockton - Defibrillator

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

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

From: . <stocktonparish1@gmail.com>

Date: Mon, 4 May 2026, 18:16

Subject: Defibrillator

To: Jane Love <kceclerk@gmail.com>

Dear Jane

It was lovely speaking to you on the phone and thank you so much for your continuous assistance in this matter. I have spoken to the Insurance company of Stockton Parish and I have received confirmation that they would be able to insure for us the defibrillator if we were to install it next to the street lamp post in Kirby Cane district in order for it to receive electricity. Please find attached a photo where one of the street lamps are located (in front of [no 1 Wells Terrace](#)). Also, please find attached an example of this which has been done in Great Yarmouth. Could you kindly forward this message to the Kirby Cane meeting. Also, regarding connecting the defibrillator to the electricity supply, I was told that if we were aloud to do this, it would have to be an electrician that your parish would accept, i.e someone that the parish council uses. Is this the policy? Maybe the next question to ask at the meeting if we were to receive permission.

So, to recap, we were given permission by Kirby Cane and Ellingham Parish Council to install a defib on School Road in the vicinity of Wells Terrace houses, bordering Stockton Parish, Bungay Road. Next question is, may we install a defib station next to the street lamp near of

[1 Wells Terrace](#) ideally? I have been told by Heart to Heart that this has been done in Great Yarmouth district. I also have been told that electricity only kicks in a trickle of heat when the weather goes below 7 degrees. This then keeps the defibrillator at temperature, so it doesn't freeze. So a lot of the year, no electricity is even used. Also, needless to say, having a defibrillator will also be a great advantage for the Kirby Cane residents who live on School Road.

Thank you again and I look forward to hearing from you after your meeting. Fingers crossed!

Kind regards

2 Attachment(s)

Screenshot 2025-11-09 17450...
1.1 MB

1000003603.jpg
813.2 KB



Shot on moto g54 5G



Shot on moto g54 5G

The Annual Parish Council Meeting of Kirby Cane & Ellingham Parish Council will take place at Kirby Cane Memorial Hall on Monday, 11th May 2026 immediately following the Annual Parish Meeting.

***THERE WILL BE NO PAPER COPIES OF THE AGENDA OR THE MINUTES OF THE PREVIOUS MEETING AVAILABLE AT THE MEETING
ALL DOCUMENTS ARE AVAILABLE TO VIEW ON THE KIRBY CANE & ELLINGHAM PARISH COUNCIL WEBSITE PRIOR TO THE MEETING
<https://www.kce-pc.gov.uk>***

Jane Love

Jane Love – Clerk to the Council
6th May 2026

Members of the Public and the Press are welcome to attend

1. To elect a Chairman of the Parish Council (*chairman to sign declaration of acceptance of office*)
2. To elect a Vice Chairman of the Parish Council
3. To receive apologies for absence
4. To receive declarations of interest from members on items on the agenda, and any requests for a dispensation on those interests
5. To approve the minutes of the meeting of 23rd March 2026
6. To report matters arising from those minutes (*no decisions can be taken on any of these items*)
7. Opportunity for public participation
8. To consider the delegation to the clerk of reporting on planning applications
9. To consider planning matters
10. To discuss correspondence

11. To consider the renewal of the council's insurance policy
12. To consider the renewal of the council's footway lights maintenance contract and consider a request from Stockton Parish Meeting regarding use of a footway light column
13. To receive and adopt the Accounts and Annual Return for the year ended 31st March 2026:-
 - a) Section 1, Annual Governance Statement;
 - b) Section 2, Accounting Statement;
 - c) The AGAR Internal Audit Report;
 - d) The detailed Internal Audit Report;
 - e) approve the dates for the Exercise of Public Rights
14. To receive a financial report from the Clerk and to approve invoices for payment
15. To consider the appointment of trustees to local charities and other local organisations
16. To receive a report on the playing field
17. To receive a report on the car park project
18. To consider specific local issues:-
 - i) highways
 - ii) defibrillator
 - iii) SAM2
19. To receive items for information
20. To receive items for the next agenda
21. Date of next meeting – Monday, 13th July, 7pm



T T Jones Electrical Ltd

33 The Street NR14 7RA
info@ttjones-electrical.co.uk
01603 747270

1

Kirby Cane and Ellingham Parish Council

27/04/2026

Email clerk@kce-pc.gov.uk

FAO Jane Love - Clerk to the Council

STREET LIGHTING MAINTENANCE CONTRACT

Contract from 01/04/2026 to 31/03/2029 for a 3 -year period.

Total annual cost of 25 no. assets

£ 125.00 + VAT

Paid in quarterly payment/s of

£ 31.25 + VAT

- 100% LED lanterns
- 100% to be Inspected annually
- LED lanterns to be checked specifically to LED manufacturer's guarantee criteria

TT Jones Electrical Limited will attend to faults within 5 working days of initial report to the Company by the Council's authorized agent(s).

Quotation includes annual check of assets plus detailed written defect report if any defects discovered

Directors – P. T. Jones & R. L. Jones

Company registration no: 4843309 VAT No: 823 6431 41

Incorporated in England registration office- unit 3 c/o Adepta ltd. Kirby road, Kirby Bedon
EST 1986



BS7671:2018





T T Jones Electrical Ltd

33 The Street NR14 7RA

info@ttjones-electrical.co.uk

01603 747270

2

Not included:-

1. Shades/bowls/covers
2. Accident, vandalism, impact damage, water ingress or deterioration
3. Obsolescence
4. Upgrading
5. Age related deterioration
6. Columns (including doors)
7. Lanterns
8. Removal of old or damaged stock
9. Time switches
10. Foliage cut back
11. Painting
12. Pole/Wall Brackets
13. Refitting of column doors
14. All other items not listed specifically in the list of inclusions above

Following initial attendance to a fault report, should further works be required, TT Jones Electrical Limited will report via Email any faults or damage to the assets within 5 working days of their discovery and advise what repairs or replacements are necessary, together with an estimate of cost. TT Jones Electrical Limited shall complete any agreed work (where possible) within 28 working days from receipt of the Council's acceptance of the quotation.

TT Jones Electrical Limited shall maintain the lighting stock in accordance with the specification and Good Industry Practice. Where it is necessary to reinstate the highway as a consequence of the maintenance work, TT Jones Electrical Limited will do so in accordance with the provisions of the New Roads & Street Works Act 1991 & Traffic Maintenance Act (TMA) 2004 and all statutory instruments and codes of practice made thereunder.

Directors – P. T. Jones & R. L. Jones

Company registration no: 4843309 VAT No: 823 6431 41

Incorporated in England registration office- unit 3 c/o Adepta ltd. Kirby road, Kirby Bedon
EST 1986



BS7671:2018





TT Jones Electrical Ltd

33 The Street NR14 7RA

info@ttjones-electrical.co.uk

01603 747270

3

All goods and materials used by TT Jones Electrical Limited in carrying out works shall comply with any relevant British Standards Specification as far as possible.

Either party may terminate this agreement if the other party fails in any material respect to perform or comply with any of its obligations under this agreement and (if it is capable of remedy) such default is not remedied within 30 days of recurring, written notice of specifying the default and requiring it to be remedied.

District Network Operator (UKPN) Reporting

TT Jones Electrical Limited will undertake all reporting of District Network Operator supply faults on behalf of the Council. Council will be informed if a report has been submitted to UKPN. An additional discretionary charge of £28.00 applies for this service to cover UKPN administrative requirements and ordinance survey mapping.

Contact Details

Address: 33 The Street,
Poringland,
Norwich.
NR14 7RA

Telephone: 01603 747270

Email: info@ttjones-electrical.co.uk our preferred fault reporting method.

Emergency: 07557911132 (24hours/7 days per week/365 days per year)

Directors – P. T. Jones & R. L. Jones

Company registration no: 4843309 VAT No: 823 6431 41

Incorporated in England registration office- unit 3 c/o Adepta ltd. Kirby road, Kirby Bedon
EST 1986



BS7671:2018





T T Jones Electrical Ltd

33 The Street NR14 7RA

info@ttjones-electrical.co.uk

01603 747270

4

Emergency call out provision 24hour 7 days per week. Call out during normal office hours (9.00am – 5.00pm) responding within 4 hours **£120.00 + VAT**

Emergency call out provision 24 hour 7 days per week. Call out outside of normal office hours responding within 4 hours **£240.00 + VAT**

Basic hourly rate (1 man plus hydraulic platform) **£55.00 + VAT ph.** This figure covers works undertaken outside of the scope of this contract.

Prices above increase each year on the anniversary of the contract in line with the RPI published for the proceeding March.

TT Jones Electrical Limited's interpretation of up to 5 working days to attend a reported fault is from the first working day immediately following receipt of the emailed report from the Client's authorized agent. 5 working days is defined as five full working days from first day.

Non-working days are determined to be weekends and Bank Holidays and any further days where weather anomalies prevent the safe operation of maintenance activities, ie. wind speeds exceeding 40mph for 4 or more hours within a working cycle.

Directors – P. T. Jones & R. L. Jones

Company registration no: 4843309 VAT No: 823 6431 41

Incorporated in England registration office- unit 3 c/o Adepta ltd. Kirby road, Kirby Bedon
EST 1986



BS7671:2018





T T Jones Electrical Ltd

33 The Street NR14 7RA
info@ttjones-electrical.co.uk
01603 747270

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The report shall take the form of an email sent to TT Jones Electrical Limited's recognized email address (info@ttjones-electrical.co.uk) marked FAULTS and must be sent from the Client's authorized email account. The report should detail specifically the asset registration from the Client's asset listing and the asset address and, details of the asset fault condition.

TT Jones Electrical will notify Clerk via email to Council's authorized email account within 3 working days of completion of works detailing date of repair. If no repair possible, then an explanation as to repair costs and estimated delivery time of said repair.

By agreement of both parties, there is the option to extend this contract under the above terms by a further 2 years. Failure to inform T T Jones Electrical Limited of the cessation of this contract, in writing, on or before 28/02/2029 will result in the automatic initiation of this contract extension.

Payment will be on production of a quarterly invoice. Works undertaken that do not fall under the scope of the contract will be invoiced separately upon completion of works. Payment will be by cheque or BACS and will be made as directed on invoice.

For and on Behalf of:

TT Jones Electrical Ltd

Signed: Rebecca Jones

Dated: 27/04/2026

For and on Behalf of:

Kirby Cane and Ellingham PC

Signed:

Dated:

Directors – P. T. Jones & R. L. Jones

Company registration no: 4843309 VAT No: 823 6431 41

Incorporated in England registration office- unit 3 c/o Adepta ltd. Kirby road, Kirby Bedon
EST 1986



BS7671:2018



Quotation



Reference: 010283

QUOTE DETAILS

Date of Quotation: 23/04/2026
Valid to: 23/05/2026
On-Hire Date: 17/07/2026
Off-Hire Date: 02/09/2026
Account No: 7KIRBYKAN

CUSTOMER DETAILS

Kirby Cane and Ellingham Parish Council
Clavelshay Hoo Lane
Thwaite St Mary
NR35 2EQ

SITE DETAILS

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

ITEM	DESCRIPTION	QTY	PRICE	PER	TOTAL
FS	Fuel Surcharge	1	5.00	Trans	£5.00
1024	LONG TERM EVENT CHEMICAL PORTABLE TOILET WITH HAND SANITISER & TOILET ROLLS, INCLUDES WEEKLY SERVICE. MINIMUM HIRE CHARGES APPLY.	1	37.50	Week	£257.16
ECC	EVENT CARRIAGE CHARGE	1	85.00	Sale	£85.00

Goods	£347.16
VAT	£69.43
Total	£416.59