

# DOCKING PARISH COUNCIL

## PARISH COUNCIL MEETING

Clerk: Annalisa Dovey

Email: [clerk@dockingparishcouncil.gov.uk](mailto:clerk@dockingparishcouncil.gov.uk)

I hereby give you notice that the Parish Council meeting of the above-named Parish Council will be held in  
**Docking Ripper Hall**

**Monday 2<sup>nd</sup> June**

**6.30pm | Coffee and biscuits**

**7.00pm | Meeting opens**

All members of the Council are hereby **summoned** to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Docking Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session. The law does not permit members of the public and press to take part in the debates.

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 01. | <b>Welcome by the Chair</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| 02. | <b>Present and apologies</b><br>To confirm and receive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
| 03. | <b>Declarations of Interest and requests for dispensations</b><br>To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)                                                                                                                                                                                                                                                                                                                                                   |                |
| 04. | <b>Co-option &amp; Vacancies</b><br>To receive introductions<br>To decide on a course of action                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | p.4-9          |
| 05. | <b>Public session</b><br>Chair to adjourn the meeting for 15 minutes to receive public comments on upcoming agenda items, to hear comments and consider for future agenda items / information.                                                                                                                                                                                                                                                                                                                                                                         |                |
| 06. | <b>Minutes of Previous Meetings</b><br>To agree & sign the minutes from:<br>06.a. The Full Council Meeting & AGM 6 <sup>th</sup> May 2025<br>06.b. Village AGM 6 <sup>th</sup> May 2025                                                                                                                                                                                                                                                                                                                                                                                | p.9<br>p. 29   |
| 07. | <b>Reports from Borough and County Councillor</b><br>To receive reports from borough and county councillors, discuss and agree any actions                                                                                                                                                                                                                                                                                                                                                                                                                             |                |
| 08. | <b>To receive reports from Councillors and Working Groups</b><br>To receive updates from councillors on all activity undertaken and receive recommendations.<br>- ORG<br>Decision required: To approve bench and tree location, signage and completion of Phase 1.<br>- NHP<br>Decision Required – To approve Additional spending for hall hire.<br>- Village Signs<br>Decision required: To approve style, budge, locations and agree next steps.<br>- War Memorial Stand<br>Decision required: to approve project and budget<br>- Sedgford Road Pond Railings Update | p. 33<br>p. 35 |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | Decision required -to progress (and when) or not.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>09.</b> | <b>Internal Auditors Report</b><br>To receive internal Auditors report and consider recommendations. p36 - 40<br>Decision: To note and agree next steps                                                                                                                                                                                                                                                                                                                                                                         |
| <b>10.</b> | <b>Annual Governance Statement 2024-2025 Annual Return</b><br>To approve and sign the Annual Governance Statement for 2024 – 2025 Annual Return p. 44<br>Decision: to agree Annual Governance Statement for 2024 – 2025 Annual Return                                                                                                                                                                                                                                                                                           |
| <b>11.</b> | <b>Statement of Accounts 2024 – 2025 Annual Return</b><br>To approve and sign the Statement of Accounts 2024 – 2025 Annual Return p. 45<br>Decision: To agree Statement of Accounts 2024 – 2025 Annual Return                                                                                                                                                                                                                                                                                                                   |
| <b>12.</b> | <b>Explanation of Variances</b><br>To approve explanation of variance in 2024 – 2025 accounts p. 47<br>Decisions: To approve the explanation of variances                                                                                                                                                                                                                                                                                                                                                                       |
| <b>13.</b> | <b>End of Month report</b><br>To receive End of Month Finance Report May 2025<br><br>To receive record of transactions for May 2025 p. 49 - 50<br>Decision required: To approve and note transactions in May 2025<br><br>To receive Upcoming Payments report:<br>Decision required: To approve upcoming payments for June 2025 p. 51<br><br>To receive reconciliation of accounts May 2025 p. 52 - 54<br>Decision required: To approve and sign reconciliations                                                                 |
| <b>14.</b> | <b>Insurance</b><br>To receive update and quotes for insurance 2025 – 2026 p. 55<br>Decision required: To approve a quote for purchase.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>15.</b> | <b>Clerks report</b> p. 56 - 59<br>Open projects -<br>- To receive open projects and ongoing work report and current Action List<br>Decision required: To agree priorities and next steps for projects.<br><br>- To note year review<br>- To update on IT arrangements<br>- To update on WhatsApp groups<br>- To update on SAM2 management and maintenance<br>- Highways licenses<br>- Bell pond railings update<br><br>To consider data collection options p. 60<br>Decision required : to agree actions to collect SAM2 data. |
| <b>16.</b> | <b>Training</b><br>To receive requests for training                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>17.</b> | <b>Requested Agenda items.</b><br>To receive updates / proposals                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|            |                                                                                                                                                                                                                                 |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <ul style="list-style-type: none"> <li>- Woodgate Way Notice board</li> <li>- Station Road SAM2 Pole</li> <li>- Village Planting</li> </ul>                                                                                     |
| <b>18.</b> | <b>Members fund.</b><br>To consider options for the member's fund.<br>Decisions required: To approve us of the member's fund.                                                                                                   |
| <b>19.</b> | <b>Correspondence</b><br>To note correspondence received<br>Decision required – to note or to progress<br><br><ol style="list-style-type: none"> <li>1. Stanhoe Pond</li> <li>2. NHP work</li> <li>3. RTS leaflet</li> </ol>    |
| <b>20.</b> | <b>Planning Applications</b><br>To receive and consider planning applications received.<br>Decision required: to agree planning application response.                                                                           |
| <b>21.</b> | <b>Delegated Planning Decisions</b><br>To receive and approve planning applications received and responded to comply with deadlines.<br>Decision required: To approve and ratify Planning application delegated decisions made. |
| <b>22.</b> | <b>Planning Application Borough Decisions</b><br>To note planning application outcomes made by Borough                                                                                                                          |
| <b>23.</b> | <b>Meeting dates</b><br>To confirm next meeting date: proposed: 7 <sup>th</sup> July 2025<br>Decision required: to agree and approve next meeting date.                                                                         |
| <b>24.</b> | <b>Private session</b><br>Consider closing the meeting to the public under relevant legislation and standing orders.                                                                                                            |

# Parish Councillor Application Form

Docking Parish Council

Thank you for your interest in applying to become a Parish Councillor. Please complete the following details to be considered for the role.

## 1. Personal Details

Full Name: Clive Hill

Address: 9 Norfolk Heights, Segford Road  
Docking, Norfolk, PE31 8PW

Phone Number: 01493 740478

Email Address: clivehill.reproarts@icloud.com

## 2. Eligibility Criteria

To be eligible to stand for election to the Parish Council, you must meet the following minimum requirements:

- You are at least 18 years old.
- You are a British citizen, an EU citizen, or a Commonwealth citizen who has leave to remain in the UK or does not require such leave.
- You have lived in the parish, or within 3 miles of the parish boundary, for at least 12 months prior to the election, or you own land or premises in the parish.
- You are not disqualified from being a councillor due to reasons such as being an undischarged bankrupt or having a criminal conviction.

Please confirm you meet all of the above requirements: ☒ Yes ☐ No

## 3. Personal Statement

Please provide a brief personal statement outlining why you are interested in becoming a Parish Councillor and any relevant experience or skills you can bring to the role. (Max 200 words)

I believe that life experience is one of the most important skills to bring to the role of Parish Councillor.

I have served as a councillor and Mayor of a Suffolk town Council for over three years before moving to Docking Norfolk last year.

During my time on the Council I worked closely with local businesses, local organisations and interest groups also introducing the annual National Heritage Open Day week to the market town each September.

I have had extensive experience of working with both District and County Councillors of all levels together with the workings of District and County Councils.

I am passionate about village environment, community and the residents. I believe that communication between the Council and community is imperative and I strive to uphold the principles of accountability, transparency and honesty.

I confirm that the information in this application is accurate to the best of my knowledge. I understand

Signature: 

Date:

27th April 2025

Please return this completed form to [Clerk@dockingparishcouncil.gov.uk](mailto:Clerk@dockingparishcouncil.gov.uk)

# Parish Councillor Application Form

Docking Parish Council

Thank you for your interest in applying to become a Parish Councillor. Please complete the following details to be considered for the role.

## 1. Personal Details

Full Name: DAVID JOHN HARRISON

Address: 6, MANOR ROAD, DOCKING PE31 8GP

Phone Number: 07768 232291

Email Address: david.harrison53@icloud.com

## 2. Eligibility Criteria

To be eligible to stand for election to the Parish Council, you must meet the following minimum requirements:

- You are at least 18 years old.
- You are a British citizen, an EU citizen, or a Commonwealth citizen who has leave to remain in the UK or does not require such leave.
- You have lived in the parish, or within 3 miles of the parish boundary, for at least 12 months prior to the election, or you own land or premises in the parish.
- You are not disqualified from being a councillor due to reasons such as being an undischarged bankrupt or having a criminal conviction.

Please confirm you meet all of the above requirements: ☒ Yes ☐ No

## 3. Personal Statement

Please provide a brief personal statement outlining why you are interested in becoming a Parish Councillor and any relevant experience or skills you can bring to the role. (Max 200 words)

I AM PERMANENTLY RESIDENT IN DOKING SINCE LATE 2023 AND  
VOLUNTEER WITH SPEEDWATCH AS WELL AS FOR THE RSPB AND HOLKHAM  
I HAVE A WEALTH OF EXPERIENCE AS A RETIRED NHS CONSULTANT AND  
HAVE CHAIRED COMMITTEES WITH THE HOSPITAL AS WELL AS A REGIONAL  
MEDICAL ETHICS COMMITTEE. I HAVE PREVIOUSLY SERVED AS A PARISH  
4. Declaration COUNCILLOR IN SOMERSET

I confirm that the information provided in this application is accurate to the best of my knowledge. I understand

Signature

Date: 27 APRIL 2025

Please return this completed form to [Clerk@dockingparishcouncil.gov.uk](mailto:Clerk@dockingparishcouncil.gov.uk)

# Parish Councillor Application Form

Docking Parish Council

Thank you for your interest in applying to become a Parish Councillor. Please complete the following details to be considered for the role.

## 1. Personal Details

Full Name: Keith Bennison

Address: Meadow View Stanhoe Road  
Docking

Phone Number: 07592260655

Email Address: benzbennison@gmail.com

## 2. Eligibility Criteria

To be eligible to stand for election to the Parish Council, you must meet the following minimum requirements:

- You are at least 18 years old.
- You are a British citizen, an EU citizen, or a Commonwealth citizen who has leave to remain in the UK or does not require such leave.
- You have lived in the parish, or within 3 miles of the parish boundary, for at least 12 months prior to the election, or you own land or premises in the parish.
- You are not disqualified from being a councillor due to reasons such as being an undischarged bankrupt or having a criminal conviction.

Please confirm you meet all of the above requirements: ☒ Yes ☐ No

## 3. Personal Statement

Please provide a brief personal statement outlining why you are interested in becoming a Parish Councillor and any relevant experience or skills you can bring to the role. (Max 200 words)

I was a councillor on a previous parish council and I enjoyed helping to make decisions for the benefit of the parish

I am aware of what is involved and hopefully if elected will support the council and their commitment to the parish

#### 4. Declaration

I confirm that the information provided in this application is accurate to the best of my knowledge. I understand

Signature: 

Date: 27/05/2025

Please return this completed form to [Clerk@dockingparishcouncil.gov.uk](mailto:Clerk@dockingparishcouncil.gov.uk)

[return to agenda](#)

# Docking Parish Council – Annual General Meeting

**Date:** 6th May 2025

**Time:** 19:00

**Location:** Pavilion, Playing Field, Docking

**Present:** Cllr Melanie Lewis (**Outgoing Chair**), Cllr David Wroth (**Incoming Chair**), Cllr Kevin Crompton, Cllr Kate Kilby, Cllr Nicola Durrant (**Incoming Vice Chair**), Cllr Josie Flower, Cllr Mark Latter, Cllr Angela Archdale, Clerk / RFO Annalisa Dovey (**Minutes**), and approximately 16 members of the public.

1. **Chair Cllr Melanie Lewis** welcomed all present and opened the Annual General Meeting of Docking Parish Council at 19:00, following the conclusion of the Annual Parish Meeting.
2. **Election of Chair and Vice Chair**
  - a. Council resolved to elect Cllr David Wroth as Chair for the coming year.  
(Proposed: Cllr Nicola Durrant / Seconded: Cllr Angela Archdale – Unanimously agreed)
  - b. Council resolved to elect Cllr Nicola Durrant as Vice Chair.  
(Proposed: Cllr Josie Flower / Seconded: Cllr Melanie Lewis – Unanimously agreed)
  - i. Both Cllr David Wroth and Cllr Nicola Durrant signed the Acceptance of Office forms.
3. Cllr David Wroth assumed the role of Chair and continued the meeting.
4. **Apologies for absence** were received and accepted from Cllr S. Howard and Cllr L. Leverett.
5. **Public Session**
  - a. Cllr Michael Chenery congratulated the newly elected Chair and Vice Chair.
6. **Declarations of Interest**
  - a. Cllr Nicola Durrant – ORG
  - b. Cllr David Wroth – Playing Field Committee member; employed by the Hare family
  - c. Cllr Kevin Crompton – Playing Field Committee member
  - d. Cllr Angela Archdale – Speedwatch
7. **Past minutes**
  - a. Council resolved to approve the minutes of the Docking Parish Council meeting held in April 2025 as a true and accurate record.  
(Proposed: Cllr Angela Archdale / Seconded: Cllr Melanie Lewis – Unanimously agreed)
8. **Borough Council Report**
  - a. A written report from Cllr Sam Sandell (Borough Councillor) was read aloud by the Clerk.  
(Full report attached)
9. **County Council Report**
  - a. A written report from Cllr Michael Chenery (County Councillor) was circulated by email and attached.  
Key points:
    - i. Members Fund (£1,500) for Highways Projects
      1. Council noted this could support a formal safety report or a new SAM2 post
      2. **Action: Clerk to investigate use of an existing post on Station Road**
      3. Cllr Chenery advised contacting Cllr Jamieson for Highways support
    - ii. Devolution and Unitary Authority
      1. Cllr Chenery provided updates and context; no formal outcome at this time
10. **Clerk's Report**
  - a. AGAR and Internal Audit processes are progressing well
  - b. New mobile phone purchased; switched to cheaper Smarty plan
  - c. RLS declined early termination of IT contract; Council agreed to request immediate handover.
  - d. Laptop screen/keyboard faulty; Council approved new laptop purchase up to £300  
(e.g. Dell Latitude 7410 or similar from Back Market)

- e. Council approved external hard drive for backups  
(e.g. Seagate 2TB, approx. £55)
  - f. Clerk noted that data backups from RLS will be lost once the contract ends
11. **Delegated Decisions:** Council resolved to ratify delegated decisions under relevant legislation.  
*Proposed: Cllr Angela Archdale / Seconded: Cllr Josie Flower – Unanimously agreed*
- a. To purchase a mobile phone
  - b. To end Tesco Mobile contract (£13/month) and commence Smarty plan (£5.60/month)
12. **Councillor Updates**
- a. **Dog Bin relocation:** Cllr Kevin Crompton confirmed the dog bin has been relocated from the allotments to Sandy Lane.  
**Action: Clerk to note in the newsletter requesting that the public avoid using full dog bins.**  
**Action: Clerk to recommence collection of dog waste from KLWNBC and complete MOU with Highways for the location.**
  - b. Clay Pit Right of Way (Cllr Nicola Durrant)
    - i. Noted potential safety concerns with degraded life rings, rotting swim platforms, and a deteriorated bench
    - ii. **Action: Clerk to contact the Angling Club to enquire about responsibility and agree action.**
  - c. **ORG Update** (provided by Cllr Angela Archdale):
    - i. Fencing and gate have been installed and are reported to look smart.
    - ii. A chain is required on the vehicular access gate to ensure pedestrian-only access.
    - iii. New signage is required (estimated at £50) and was approved as part of Phase 1.
    - iv. 420 hedging trees need urgent planting.
      - 1. Council noted difficulty due to dry ground and agreed to wait for rain or monitor conditions.
    - v. Council agreed a second letter should go to residents updating them on progress through Phase 1 and restating the intention to consult on further works outside the approved scope. (*Vote: Show of hands – unanimously agreed.*)
    - vi. Council reconfirmed that Highways had been consulted, and no further safety measures were required unless an event is planned.
      - 1. Council resolved to request a sign from Highways alerting the public to the ORG entrance. (*Vote: Show of hands – unanimously agreed.*)
      - 2. **Action: Clerk to contact Highways requesting an ORG / concealed entrance sign.**
  - d. Cllr S. Howard will attend an upcoming planning training session.
  - e. Cllr S. Howard (via Cllr Archdale) provided an update on the Neighbourhood Plan. More funding is needed, and CCP is investigating further funding from Groundworks.
13. **Finance**
- a. Council received the RFO's End of Month (April 2025) finance report. (available on website)  
Council resolved to approve all receipts, expenditures, transfers, upcoming payments, reconciliations, and balances. *Proposed: Cllr Melanie Lewis / Seconded: Cllr Josie Flower – Unanimously agreed.*
  - b. Council received and approved the RFO's End of Year Annual Account (available on website), including: data audit, account start, year reconciliations, balance sheet, cashbook, budgets, reserves carried forward, and budget headings audit. *Proposed: Cllr Angela Archdale / Seconded: Cllr Melanie Lewis – Unanimously agreed.*
  - c. Council approved the VAT return for 2024/25. It was noted that the return is less than the predicted £6000 due to lower spending.  
*Proposed: Cllr David Wroth / Seconded: Cllr Nicola Durrant – Unanimously agreed.*
  - d. Council approved the Section 106 return. - *Unanimously agreed.*
  - e. Council approved the Expenditure Transparency Report for publication. Transparency threshold set at £100 as recommended by the auditor last year.  
*Proposed: Cllr Angela Archdale / Seconded: Cllr David Wroth – Unanimously agreed.*

- f. Council accepted the Annual Return summary for the AGAR. *Proposed: Cllr Josie Flower | Seconded: Cllr Angela Archdale – Unanimously agreed.*
- g. Council approved the list of regular payments, subscriptions, contracts, and contractors. *Proposed: Cllr Angela Archdale | Seconded: Cllr Josie Flower – Unanimously agreed.*

#### 14. Assets and Amenities

- a. Council received, reviewed, and approved **the Asset and Long-Term Investment Register**. *Proposed: Cllr Angela Archdale | Seconded: Cllr Nicola Durrant – Unanimously agreed.*
- b. **Asset maintenance:** Council heard that Matt Todd has agreed to undertake the majority of maintenance identified in the asset review. He will advise separately on two items requiring further investigation (bench and eroded wall).
- c. **SAM2 Management and Maintenance:** Council heard that Matt Todd has provisionally agreed to maintain the SAM2s. Council resolved to accept this and to approve up to two alternative options if needed. Delegated authority granted to the Clerk to arrange maintenance. *Vote: Unanimously agreed.*
  - i. Action: Clerk to proceed with SAM2 maintenance arrangements
- d. **SAM2 Location:** Council noted that queries raised by the Hares have been responded to. Time is required for further consideration.
- e. **War Memorial Stand:** Council agreed that quotes should be sourced for a new stand.
  - i. Action: Quotes to be brought to the June meeting.
- f. **Tett Turrets:** Clerk noted some queries have been answered and more responses are awaited. **Full Tett Turrets report to be presented at the June meeting. Action: Clerk.**
- g. **Allotment Vandalism and Thefts:** Council heard the reports with sadness. Noted that without evidence, no formal action can be taken. Council agreed to open communication with allotment holders to explore solutions.
  - i. Action: Clerk to communicate with allotment holders re. vandalism and solutions
- h. **Village Sign Request:** Council agreed in principle to take ownership of village signage and establish a consistent style across the village.
  - i. Possibility of placing a sign at the ORG access noted.
  - ii. Action: Cllr Josie Flower and Clerk to liaise on sign style and pricing for June proposal.
- i. **Overflowing Dog Bin (email):** Issue noted and confirmed as resolved.

#### 15. Governance

- a. **Co-option & Vacancies:** Two applicants have applied. Council resolved to invite them to the June meeting to speak before making a decision.
    - i. Action: Clerk to contact applicants to arrange speaking
  - b. **Review of Policies**
    - i. Council reviewed and resolved to accept the following policies with no changes: Allotments Policy, Anti-Bullying & Harassment Policy, Code of Conduct, Communications Policy, Data Privacy Policy, Delegation Policy & Register, Equality & Diversity Policy, Grant Policy & Procedure, Grievance Procedure, Group Membership Policy & Register, Homeworking Policy, IT Usage & Security Policy, Operation Menai Bridge, Pension Policy, Record Management Policy, Standing Orders, Training & Development Policy. *Proposed: Cllr David Wroth | Seconded: Cllr Josie Flower – Unanimously agreed*
    - ii. Council resolved to accept the following policies with proposed changes:
      - 1. Financial Regulations: updated to latest guidance  
*Proposed: Cllr Josie Flower | Seconded: Cllr Nicola Durrant – Unanimously agreed*
      - 2. Biodiversity Policy: clarification of wording  
*Proposed: Cllr Angela Archdale | Seconded: Cllr Nicola Durrant – Unanimously agreed*
      - 3. Risk Management Register: update to actions  
*Proposed: Cllr David Wroth | Seconded: Cllr Josie Flower – Unanimously agreed*
- a. Action: Clerk to update dates on all policies and publish on the website**

- c. Committee / Working Group Review:** Council resolved to accept the following membership of working groups, reiterating their operation as working groups, not committees.

Proposed: Cllr David Wroth | Seconded: Cllr Josie Flower – Unanimously agreed

- i.** Personnel: Cllrs Angela Archdale, David Wroth, Melanie Lewis
- ii.** Finance: Cllrs Nicola Durrant, David Wroth, Angela Archdale  
Action: Clerk to update bank mandate to include David Wroth and remove Melanie Lewis
- iii.** ORG: Cllrs Kate Kilby, Angela Archdale, David Wroth, Nicola Durrant
- iv.** Assets & Amenities: Cllrs Nicola Durrant, David Wroth, Kevin Crompton, Josie Flower
- v.** Planning: Cllrs Kate Kilby, Sandra Howard
- vi.** Biodiversity / Planting: Cllrs Melanie Lewis, Nicola Durrant, Josie Flower, Kate Kilby, Kevin Crompton

**1. Action: Clerk to update Group Membership Register**

- d.** Council noted that contracts were reviewed earlier in the agenda.
- e.** Council noted that there is currently no formal representation on external bodies. If members do represent the Council externally, they must report back at the next meeting.
- f.** Council noted and reconfirmed subscriptions to external bodies (reviewed earlier): NALC, SLCC, ICO, NAS.
- g.** Council resolved to agree meeting dates up to and including the next AGM.

- i.** Meetings will be held on the first Monday of each month, except for August (no meeting), and May (AGM on the second Monday). All meetings at Ripper Hall.

Dates:

- 1.** Monday, 2 June 2025
- 2.** Monday, 7 July 2025
- 3.** Monday, 1 September 2025
- 4.** Monday, 6 October 2025
- 5.** Monday, 3 November 2025
- 6.** Monday, 1 December 2025
- 7.** Monday, 5 January 2026
- 8.** Monday, 2 February 2026
- 9.** Monday, 2 March 2026
- 10.** Monday, 6 April 2026
- 11.** Monday, 11 May 2026 (AGM)
- 12.** Monday, 1 June 2026 *Proposed: Cllr Melanie Lewis | Seconded: Cllr Nicola Durrant – Unanimously agreed*

**16. Other Correspondence**

- a.** Council noted and approved responses to enquiries regarding verge ownership and licences required for street furniture.

**17. Planning**

- a. Applications:** Council noted no applications were received for consideration at the meeting.
- b.** No late applications received.
- c. Delegated decisions:** Council resolved to accept the delegated decision of no objection to application 25/00319/F | Weathertop, Station Road *Proposed: Cllr Josie Flower | Seconded: Cllr David Wroth – Unanimously agreed*
- d. Planning decisions noted:**
- i.** 25/00252/LB – Application Permitted
  - ii.** 25/00253/F – Application Permitted
  - iii.** 24/01605/NMA\_1 – Application Withdrawn
  - iv.** 25/00372/F – Application Permitted
- e. Vello Homes email:** Council agreed to enquire about the time frame.
- i. Action: Clerk to respond to Vello Homes to enquire about time scales.**
- f.** C.A.N. Village Exception Site email: Council resolved to make enquiries with a provisional intention to proceed.

**i. Action: Clerk to contact C.A.N. (Oliver Brice) to enquire about next steps and costs.**

**18. Items for next agenda**

- a.** Woodgate Way noticeboard
- b.** Planting in the village
- c.** SAM2 highways pole

**19. Next Meeting**

- a.** Confirmed: Monday, 2 June 2025 at Ripper Hall | 6:30 pm – Tea & biscuits | 7:00 pm – Meeting starts

**20. Meeting Closed: Time: 20:52**

**Attachments**

- 1. [Borough Councillor Sam Sandell Annual Report](#)
- 2. [County Councillor Michael Chenery weekly reports](#)
- 3. [County Councillor Michael Chenery Annual report](#)

## Annual Parish Meeting report from Cllr Sam Sandell- Borough Councillor for Burnham with Docking.

Thank you for inviting me to your AGM. Unfortunately, this evening I have another meeting to attend.

Over the last year I have attended many Borough Council meetings and Parish Council meetings. In my schedule of meetings, I had 53 in my diary purely Borough without Parish Council meetings and outside body meetings I attended over 75% of them. Bearing in mind to be a Cllr you only have to attend one meeting every six months. Some Councillors do this.

I have been the Vice Chair of the Licensing Panel and standards Committee, chaired the Homeless and Housing task group. I am also a member of the Environment and Community Panel, Corporate Performance Panel, Local Plan Task Group- which has finally been adopted. This is many years of hard work by officers, and members. I have also sat on the Appointments board which this year has been very busy. We appointed Kate Blackmore our new CEO who has stepped into a very challenging role with the Devolution Deal and unitary. Kate has experience in Local Government. She is very keen on working with Councillors and residents. You will have seen the Your news this is something Kate was very keen to do. I have also sat on the CIL Spending panel. This has seen some great local projects delivered.

I have also sat on the Kings Lynn and West Norfolk Girls School Trust. It is an outside body of the Council, but I sit on it within my role as a Councillor. This is a trust aimed at girls living in the Borough of Kings Lynn and West Norfolk. It is there to fund education projects, books, laptops, university fees and afterschool clubs. We have funded girls who have achieved great results in music and dance. We have also funded a girl who goes riding at the West Norfolk riding for the disabled to carry on her learning with horses and carriage driving. If you know anyone who you feel could benefit from this, please contact me.

The Council has seen some changes over the last year. The Independent Partnership is still in control of the Council. There's been some councillors resign from the Labour Group and become an independent Councillor. The Conservative Group has also seen 2 Councillors leave the Group and become the first 2 Reform Councillors at the Borough.

Devolution and Unitary are in the headlines. The Borough is working with all the other Councils, to achieve best outcome for the residents and the services that the Councils provide. There is still time to have your say on the consultation. I always say if you don't vote you can't moan.

The 200% Council tax has been a hot topic of conversation. I have had emails, phone calls and even been stopped when I have been out walking my dog. I can say and many of you know I didn't vote for this.

If you have any questions or concerns please do not hesitate to contact me.

With Best Wishes

Sam

Cllr Sam Sandell

Borough Councillor for Burnham with Docking Ward

## County Councillor Michael Chenery weekly reports



# Norfolk County Council

## Latest Information, Advice, Useful Links and Service Updates

**Updated 17 April 2025**

This weekly briefing is intended as a resource to keep you up to date with the latest information and advice.

**Service updates:** The most up to date information on council services can be found at [Norfolk County Council services disruptions](#).

## Norfolk County Council updates

### Norfolk Fire and Rescue Service

#### Wildfire concerns ahead of Easter weekend in Norfolk

Residents and visitors to Norfolk are being asked to help reduce the risk of wildfires in the county, as the county has already seen an increase in spring grassland and forest fires.

With more people heading outdoors over the Easter holidays, Norfolk Fire and Rescue Service (NFRS) is asking the public to be vigilant and report fires quickly.

Nationally, there have been several large wildfires and the National Fire Chiefs Council say above average temperatures and below average rainfall has heightened the risk.

Further information is available in our press release [here](#).

#### Norfolk Fire and Rescue Service shortlisted for an award

A collaboration between Norfolk's fire and ambulance services has been shortlisted for an industry award.

Norfolk Fire and Rescue Service (NFRS) has been shortlisted for Project of the Year at the Global Search and Rescue Excellence Awards 2025, for its work with the East of England Ambulance Service NHS Trust (EEAST) which sees trained firefighters respond to the most serious medical emergencies in their area.

There are ten fire stations in Norfolk where firefighters have been trained by E EAST paramedics to co-respond to Category 1 calls in the area, such as cardiac arrests. The aim of the partnership is to get help to patients as quickly as possible, in situations where every second counts.

The Global Search and Rescue Excellence Awards 2025 take place on 16 May 2025.

Further details available in our press release [here](#).

### **Wellness on Wheels - Hop on the WOW bus**

Over the coming weeks, the WOW bus will be traveling across Norfolk and Waveney to support those who need extra help with their health and care.

Services that are currently offered on the bus will vary between vaccinations and screening along with health and financial advice.

The WOW bus is supported by partner organisations across the ICS, including NHS Norfolk and Waveney, Norfolk County Council, the Voluntary, Community and Social Enterprise Sector and others.

The WoW bus will be on site from 10am until 4pm at the following locations:

- 22 April: Kings Lynn Market Place, PE30 1JS – Vaccinations
- 23 April: 61 London Road, Lowestoft, NR32 1LT – Vaccinations
- 24 April: Hardwick Tesco Extra, Hardwick Road, King's Lynn, PE30 4NA – Vaccinations
- 25 April: Connaught Hall, Station Road, Attleborough, NR17 2AS – Vaccinations / Working Well Norfolk
- 28 April: Freedom Leisure, Marina Centre, Marine Parade, Great Yarmouth, Norfolk, NR30 2ER – Vaccinations
- 29 April: Kings Lynn Market Place, PE30 1JS – Vaccinations
- 30 April: Hardwick Tesco Extra, Hardwick Road, King's Lynn, PE30 4NA – Vaccinations
- 1 May: Wymondham Leisure Centre, Norwich Rd, Wymondham NR18 0NT – Vaccinations / Healthchecks
- 2 May: Connaught Hall, Station Road, Attleborough, NR17 2AS – Vaccinations

### **Avian Flu – Norfolk update**

No further cases have been identified in Norfolk this week.

Government guidance about bird flu, how to prevent it and stop it spreading is available [here](#).

[Norfolk County Council Trading Standards webpages](#) also include useful links to the latest situation, further information and guidance related to bird flu.

## **National updates**

### **UK inventory of living heritage**

The Government has [published its response to a consultation](#) asking the public for their views on making sure a new inventory of living heritage encompasses the broad spectrum of traditions practised in the UK.

The consultation formed part of implementing [the 2003 UNESCO Convention for the Safeguarding of Intangible Cultural Heritage](#), which includes safeguarding, ensuring respect, and raising awareness of the importance of Intangible Cultural Heritage. The UK ratified the Convention in March 2024 and the Convention officially came into force on 7th June 2024.

The Government says that communities across the UK will soon be able to nominate their favourite traditions to be included within official inventories of our living heritage.

An open call for submissions to the inventories will start later this year. Ahead of that, the Government will be hosting information sessions aimed at public bodies, NGOs and networks to

discuss their plans for the inventory process and outline opportunities for engagement plus answer questions.

### **Neighbourhood Policing Guarantee update**

More detail has [been announced](#) on the Neighbourhood Policing Guarantee.

The government confirmed that 3,000 additional neighbourhood police officers and police community support officers will be in post within the next 12 months. As part of this, the government says that:

- Every neighbourhood in England will have dedicated teams spending their time on the beat, with guaranteed police patrols in town centres and other hotspot areas at peak times such as Friday and Saturday nights.
- Communities will have named, contactable officers to tackle the issues facing their communities.
- There will be a dedicated antisocial behaviour lead in every force, working with residents and businesses to develop tailored action plans to tackle antisocial behaviour, which is blighting communities.

They say that these measures will be in place from July, in addition to the new neighbourhood officers who are expected to be in their roles by next April.

### **Plan for GPs to keep people out of hospitals**

The Government has [announced the expansion](#) of a scheme in England to help GPs deliver quicker care without sending patients onto long NHS hospital waiting lists.

GPs will work more closely with specialists to access expert advice quickly for patients with conditions such as irritable bowel syndrome, menopause symptoms and ear infections.

Backed by £80m of funding, the Government's ambition is to help two million people receive faster and more convenient care in their local community by the end of 2025/26.

### **Local audit reform**

The Government has [responded to their consultation to overhaul local audit in England](#).

The Government announced 16 commitments aimed at "overhauling" local authority audits, including increasing capacity to avoid reliance on a small number of auditors and simplifying financial reporting requirements. Up to £49 million of support has been pledged to help clear council backlogs and "cover the additional cost of restoring audit assurance".

A key outcome of the consultation is the commitment to establish a new Local Audit Office. This new body will coordinate functions currently split across several organisations, including the Public Sector Audit Appointments Ltd, the National Audit Office, and the Financial Reporting Council.

### **Review of children's hearing services**

The Secretary of State, Wes Streeting, has commissioned an [independent review of children's hearing services](#) and has appointed Dr Camilla Kingdon as its independent chair.

The review will consider:

- The NHS England response to service failures in paediatric audiology.
- How the relevant governance arrangements between NHS England and the Department of Health and Social Care (DHSC) could be improved and identify lessons learned.
- How NHS England's handling of any future service failures in similar services could be improved and identify lessons learned.



# Norfolk County Council

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**Updated 24 April 2025**

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**Service updates:** The most up to date information on council services can be found at [Norfolk County Council services disruptions](#).

### **Norfolk County Council updates**

#### **Local Government Reorganisation - shaping the future of Norfolk's council services**

People and organisations in Norfolk are being invited to give their views to help shape the future of local government in the county.

Norfolk County Council is posing a series of questions and will use the replies to help it draw up plans for a future council structure.

The county council wants to hear from organisations and individuals about what's working well, what could be improved and what they'd like to see for their local area.

This is an opportunity to rethink how local public services in Norfolk can best meet future needs and aspirations.

Norfolk is currently what's known as a two-tier area, with eight councils:

- A County Council, which is responsible for services such as highways and transport, adult social care and children's services
- Seven district councils, which provide services such as bin collections, leisure and housing

The Government wants to see all eight councils replaced with fewer, unitary councils - which are responsible for all services in their area.

More details are available in our press release [here](#).

[The feedback form](#) is available from 23 April to 20 May. People can answer as many or as few questions as they wish to. Views expressed will help shape the county council's proposals, with further engagement planned when a preferred option is identified.

You can find out more about local government reorganisation in Norfolk County Council's webpages at [www.norfolk.gov.uk/LGR](http://www.norfolk.gov.uk/LGR) and by subscribing to their email bulletin, [Your Norfolk Extra](#).

#### **Nature recovery strategy for Norfolk**

Norfolk County Council is inviting residents, landowners, conservation experts, and local communities to take part in the public consultation on Norfolk's draft Local Nature Recovery Strategy (LNRS).

Running from 16 April to 11 June, this consultation aims to gather feedback on priorities and actions for restoring and enhancing nature across Norfolk.

The LNRS seeks to reverse biodiversity loss, support climate adaptation, and promote sustainable land use to benefit both people and wildlife. It is one of 48 across the country, aimed at addressing the decline in nature and identifying a network of areas to help it recover.

The draft strategy has been created with input from other local authorities alongside nature experts, farmers, land managers and Norfolk residents.

Further details are available in our press release [here](#).

People are encouraged to review the [Local Habitat Map](#), draft LNRS, and FAQs and take part in the consultation [here](#).

Norfolk and Suffolk County Councils are working together via the Norfolk & Suffolk Nature Recovery Partnership, in recognition that some of our most important wildlife-rich spaces are shared by both counties. Further information is available on the Norfolk and Suffolk Nature Recovery Partnership website [here](#).

### **Norfolk Fire and Rescue Service hike for charity**

A team of Norfolk Fire & Rescue Service (NFRS) staff are aiming to walk the length of Norfolk in under 24 hours to raise money for charity.

The Hydrant Hike is a challenge being undertaken by all ten members of the service's Hydrant Team, who will walk the 60-mile journey from Diss in South Norfolk to Wells-next-the-Sea on the north Norfolk coast.

Their endeavour will raise money for the Fire Fighters Charity. The Fire Fighters Charity started during the Second World War to support bereaved families. Now it provides invaluable support to the extensive fire service community of fire staff, former staff, and their families, includes respite, rehabilitation, and physical and mental health treatment and support.

The hike will be taking place on the weekend of Saturday 17 - Sunday 18 May, with the team setting off from Diss (outside the Cappadocia Restaurant on the B1077) at 12 noon on Saturday. They'll be walking through the night on the route, passing through Wymondham, Dereham and Fakenham, with the final leg of their journey finishing at Wells RNLI Lifeboat Station.

You can [donate towards the Hydrant Hike via their Just Giving page](#).

## **National updates**

### **Free breakfast clubs**

As children return from the Easter holidays, the first 750 schools in England are taking part in the [Government's free breakfast club programme](#).

The Government says that the breakfast clubs will help ensure pupils start every day ready to learn, and in turn will improve behaviour, attendance and attainment. They also say that parents will be able to save up to 95 additional hours and £450 per year if their child attends free breakfast clubs every day.

Schools selected for the early adopter scheme will contact families directly about how to sign up for the breakfast club.

The clubs are 30-minute sessions before school where children get a free breakfast.

The early adopter schools are based across nine regions and will be funded to provide the service -which is available to all children in each school setting. They are expected to help shape the future of the Government's national breakfast club policy, contributing directly to its implementation.

The Government announced the [list of schools in the early adopter scheme](#) in February 2025 (including 9 in Norfolk).

### **Referrals to children's social care**

[The Local Government Association has said](#) that around 1,700 children are referred to children's social care services every day in England, underlining the need for an adequate long term funding

solution in the Spending Review and a cross-government plan to support children and young people.

Over half of children assessed had abuse or neglect identified as their primary need, with factors around domestic abuse and mental health playing a significant role.

Councils receive referrals from various bodies, but primarily from schools, health, and the police.

The Local Government Association, which represents councils, is calling on the Government to ensure all councils receive sufficient funding in the Spending Review to invest in family help, child protection, and child in care and care leaver services.

## County Councillor Michael Chenery Annual report



# Norfolk County Council

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**Updated 1<sup>st</sup> May 2025**

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## Norfolk County Council updates

### **Public encouraged to learn water safety skills ahead of the summer**

Norfolk Fire and Rescue Service is encouraging people to learn life-saving water safety skills this spring and summer after attending 16 incidents last year where people lost their lives in water.

This initiative is part of the National Fire Chiefs Council's Be Water Aware Week, which aims to raise awareness about the risk of accidental drowning and provide water safety advice ahead of the warmer months.

Norfolk Fire and Rescue Service is part of the Norfolk Water Safety Forum, which is committed to educating the public and improving safety on our waterways and coastal areas. Other partners include Norfolk Constabulary's Broads Beat, the RNLI, HM Coastguard, and the Norfolk Community Safety Partnership.

Also, as part of Be Water Aware Week, on Friday 2<sup>nd</sup> May, Carrow Green Watch will be joined by Norfolk Constabulary's Broads Beat to delivery throwline training to local businesses and members of the public at Riverside in Norwich from 11am.

For more information about water safety visit [here](#) and follow Norfolk Fire and Rescue Service on social media for key safety information throughout the year.

## National updates

### **More support for school improvement**

Regional Improvement for Standards and Excellence (RISE) teams are [expanding their reach this week](#) from an initial 32 schools to more than 200, potentially reaching over 200,000 children. RISE teams bring funding of £20m with them and are seen by the government as central to their mission to drive up school standards for children across the country. Each school attached to the programme could be eligible for support of up to £100,000 to help turn around the quality of education for children and young people.

The teams are staffed by RISE advisers, often previous academy trust leaders, with track records in improving underperforming schools.

## LGA climate change guidance

The Local Government Association (LGA) has released new [guidance](#) for government on how to build collaboration with local councils to deliver on the shared ambition for responding to climate change. It focusses on empowering local councils with the necessary resources, regulatory authority, and financial support to drive climate action across key sectors, including housing, energy, and environmental protection.

The report recognises the importance of local councils' place-based expertise and argues that through collaborative governance, targeted financial mechanisms, and a skilled workforce, the government can achieve its climate commitments while delivering economic and social benefits locally.

## Council Delivers Balanced Budget and calls for cost-saving local government reorganisation

Norfolk County Council has approved a balanced budget for the 2025/26 fiscal year, despite facing considerable financial challenges.

### Key Details from the Norfolk County Council Budget:

- **Gross Budget:** The council has a gross expenditure budget of £2.2 billion (£1.7 billion excluding schools). This includes:
  - £700 million for Adult Social Care
  - £367 million for Children's Services (non-schools)
  - £283 million for Infrastructure
  - £44 million for Communities and Environment
  - £46 million for Fire Services

**Net Budget:** The net budget for 2025/26 is £572 million. This represents the amount raised through Council Tax to fund the services provided by the council.

- **Budget Growth:** The 2025/26 budget includes an increase of £121 million, which covers:
  - £31 million for inflationary pressures
  - £35 million for legislative pressures (including the increase in the National Living Wage and higher Employers National Insurance contributions)
  - £15 million for demand and demographic pressures
  - Over £25 million to cover recurrent overspends from Adult and Children's Services in 2024/25.
- **Funding and Savings:** While costs have risen by £121 million, funding has only increased by £32 million. The Government has eliminated the Rural Services Delivery Grant and reallocated funds from rural to metropolitan areas. To balance the budget, savings of £45 million will be implemented.

- **Council Tax:** For 2025/26, Council Tax will increase by 4.99%, which includes a 3% rise for general Council Tax and a 2% increase for the Adult Social Care precept. A Band D household will pay £1,755.63 per year, or around £34 per week, for County Council services in 2025/26.

## **Norfolk announced as priority area for new powers and funding**

Norfolk is set to gain new powers and funding following a significant Government announcement on 5th February 2025. Deputy Prime Minister Angela Rayner revealed that Norfolk would be a priority area for devolution and local government reform. As part of this, the Government is seeking to create a devolution deal for Norfolk and Suffolk, which would include the introduction of an elected mayor.

In addition, there are plans to reshape local government in Norfolk. The Government intends to replace the current two-tier structure, where services are shared between county and district councils, with unitary authorities. This would centralize decision-making and service delivery into a single authority, streamlining local government processes and potentially increasing efficiency and saving taxpayers money.

These changes will empower local areas with more control over their services and funding. For further details on the progress of devolution and the impact of these reforms, visit [www.norfolk.gov.uk/devolution](http://www.norfolk.gov.uk/devolution), where you can also find answers to frequently asked questions from the Local Government Association. To watch an informative video [go to our video explaining devolution and local government reform](#).

## **Norfolk signs historic agreement with Ukrainian region of Lviv**

A cooperation agreement has been signed between Norfolk County Council and the Ukrainian region of Lviv which is designed to explore knowledge transfer, educational exchange and trade opportunities.

The historic Memorandum of Understanding (MoU) was signed on Thursday 2 May at the Ukrainian Embassy in London by Leader of Norfolk County Council Kay Mason Billig and in Lviv via video link by Maksym Kozytskyi, Head of the Lviv Regional Military Administration. It is the first such agreement to be signed with Lviv by any part of the UK.

Cllr Mason Billig was joined at the ceremony by Liz Truss MP, as the MP for South West Norfolk, Cllr Fabian Eagle Cabinet Member for Economic Growth, Cllr Chris Dawson, Rural Champion, Chris Starkie, Director of Growth and Investment, and Roberta Willner, Head of Economic Development. Also there to witness the signing of the agreement was Nataliya Klymko, Programmes Coordinator for Growth and Investment.

Both Norwich and Lviv have links to UNESCO: Norwich is a UNESCO City of Literature, and the historic part of Lviv city (300-acre historic centre) is included in the UNESCO World Heritage list. In 2022, Lviv was granted Freedom of the City of Norwich in solidarity with Ukraine, and the MoU - similar to a twinning arrangement - will further celebrate and build on these links.

Norfolk and Lviv have identified several key opportunities for collaborative working, including the TechBridge programme, a strategic partnership between the UK Government, Ukraine Ministry of Digital Transformation and Ukraine Ministry of Foreign Affairs to forge connections between our tech ecosystems.

This partnership currently runs to 2025 but may be extended, providing businesses in both locations access to expert advice and support in navigating the barriers to UK-Ukraine trade. There are also specialist investment accelerator programmes for Ukraine tech SMEs looking to expand overseas.

The skills and knowledge the local Lviv tech sector offers are recognised on the international level. For example, Lviv IT specialists developed the Skype app and special effects for films such as Harry Potter and Spider-Man. Norfolk also has a strong growing ICT/Digital sector with several individual clusters, and the MoU will encourage collaboration within the sector between our regions by participating in mutual events of interest.

This not only benefits cluster growth in a key sector for Norwich and Norfolk's digital services and would benefit Lviv through the contribution to the recovery efforts.

Other opportunities for collaboration include an incoming visit to the Theatre Royal Norwich in October by the Lviv National Philharmonic Orchestra of Ukraine, led by leading conductor, Theodore Kuchar.

### **Norfolk County Council opposes National Grid pylon scheme**

Councillors in Norfolk have objected to a National Grid proposal to construct an electricity transmission line across the county.

National Grid has launched a statutory consultation on plans for an 114 mile overhead power line between Norwich in Norfolk, Bramford in Suffolk and Tilbury in Essex.

In non-statutory consultations, Norfolk County Council has urged National Grid to reconsider the scheme, but the project will be determined by the secretary of state for energy security and net zero as a Nationally Significant Infrastructure Project.

Norfolk County Council's planning and highways delegations committee have agreed to object to the proposal, arguing that alternative options, including an offshore or underground scheme, had not been adequately considered.

At a recent full council meeting, councillors backed a motion expressing concerns over the proposals.

That motion called for Kay Mason Billig, leader of the Conservative-controlled council to write to National Grid with several requests, including further consideration of an offshore alternative and of putting more of the power line underground.

### **Norfolk set to receive highest highways maintenance allocation in the region**

Norfolk is set to receive more than £56 million for highways maintenance this year.

Funding for every local authority across England today can be used throughout 2025/6 on the roads are in most need of repair, and to deliver immediate fixes for communities across Norfolk.

This comes just a few weeks after Norfolk took the top spot for the second year in a row in the National Highways and Transport (NHT) survey on roads and transport. People from across the county gave Norfolk the highest (above average) score in satisfaction with the condition of the highways.

More than 5,300 potholes have been fixed across Norfolk since April this year and of those 99% were repaired by our contractors within the agreed response times. If you see a pothole - don't assume someone else has reported it. Let us know by completing our online form: [www.norfolk.gov.uk/potholes](http://www.norfolk.gov.uk/potholes)

### **Norfolk's highways set for major investment in the year ahead**

This month Norfolk County Council Cabinet has reviewed a series of investments and improvements to the county's highways infrastructure.

Documents reveal how 97 parishes, from Antingham to Worstead, will benefit from projects funded through the Council's Parish Partnership scheme. The 2025/26 programme is designed to deliver what local communities have requested, including trods, village gateways, bus shelters, and vehicle-activated signs.

The programme is jointly funded by Norfolk County Council and contributions from Town and Parish Councils. This year, Norfolk County Council plans to contribute £425,476, enabling a total investment of £848,702 for local projects.

The Cabinet has also reviewed the highways capital programme, which highlights successes from the previous year and outlines how highways maintenance funding will be allocated for the coming 12 months. This includes an additional £15 million from the Department for Transport (DfT).

With this extra funding, an additional 100 miles of roads in Norfolk will be resurfaced this year, supporting the Council's proactive approach to highway maintenance that helps prevent potholes. The funding will also provide additional resources for local repairs and patching across the county.

### **Herring Bridge receives further national awards**

The new Herring Bridge in Great Yarmouth, which opened in February, received further national recognition at a Highway Awards ceremony in London last night.

Norfolk County Council's nationally significant infrastructure project won the Major Project of Year award and was also later announced as winner for the Highways Special Merit award across all shortlisted finalists.

This follows the bridge already receiving Major Project of the Year at the New Civil Engineer awards early this summer.

The Highway Awards were held on Tuesday 24<sup>th</sup> September at Park Plaza, Westminster Bridge in London, with shortlisted entries decided by an expert panel of twelve judges.

Norfolk's entry was a joint submission with consultants WSP who worked with the council and partners to take the project, constructed by BAM Farrans joint venture, from its inception through to delivery.

## **Norfolk County Council committed over £1m to keep people warm last winter**

Proposals to support some of Norfolk's most vulnerable people this winter have been set out today.

Norfolk County Council is looking to use £1.15m of the £6.7m allocated to the county through the Household Support Fund to keep people warm and help them make ends meet.

The county council will use £0.75m to partner with local organisations, including Age UK and Citizens Advice Bureau, to reach some of those most affected by the changes to the Winter Fuel Payments. They will also put £400k into the 'warm spaces' scheme which provides vital respite in community spaces across the county.

The proposals also include £3.6m to continue providing cost-of-living vouchers for families eligible for means tested free school meals. This is in addition to:

- £1.00m to Norfolk Assistance Scheme. Delivered by the Norfolk County Council, the scheme includes direct award of assistance, the provision of household items and emergency help, alongside a range of support and guidance
- £0.70m to local councils across Norfolk to provide proactive and crisis support
- £0.25m to Adult Learning to continue free access to a range of courses to help with cooking at home, budgeting, and digital skills.

## **New strategy puts Norfolk at the forefront of the UK economy**

Ambitious plans for Norfolk's economy have been unveiled in a new strategy to be presented to the county council's cabinet in November.

The strategy seeks to build on Norfolk's influence in key sectors, including clean energy, agri-tech and cutting-edge research.

Norfolk's Economic Strategy, also known as a Local Growth Plan, sets out an overview of the local economy and key priority areas for economic growth.

Norfolk is already at the forefront of some of the UK's most strategically important sectors.

Norfolk is a global leader for offshore wind with £39bn of clean energy investment forecasted over the next 20 years. In Great Yarmouth, the new Operations and Maintenance Campus is expected to create 650 new jobs and new commercial space for the offshore renewable energy sector. This £24.8m partnership project is a collaboration with Great Yarmouth Borough Council, with enabling works well underway.

Work is also underway to examine how to decarbonise the gas supply through the development of a 'Bacton Energy Hub', reusing existing North Sea assets for carbon storage, and blue/green hydrogen production.

The local Agri-Food and Agri-Tech economy puts Norfolk at the epicentre of addressing challenges around food security and climate change. Norwich Research Park is a world-leading research base at the forefront of global food and health research. It is Europe's largest single site hub of research, training, education, and enterprise in food and health.

Norfolk is already well known for a visitor economy which accounts for nearly 20% of all employment. The county was recently successful in bidding to become a Local Visitor Economy Partnership, alongside Visit East of England and Suffolk County Council. This put them on an even footing with the likes of Cornwall, the Peak District, and the Cotswolds who have the same level of Visit England accreditation.

Major infrastructure projects continue to transform how residents and businesses get around. The completion of the Herring Bridge and the start of construction on the long-awaited Long Stratton Bypass will bring a major boost for the local economy. Norfolk has also seen year-on-year growth in bus passenger numbers and the introduction of a major electric bus fleet.

The county council continues to push for improvements along the A47, with an ongoing campaign to improve connectivity and safety through further dualling in key areas.

Norfolk has built an increasingly enterprising culture, supporting residents to start up their own business, and for new start-ups to survive and thrive. Norfolk has a better than UK average for survival of new businesses at 63% after 3 years, compared to the UK average of 56%.

New Anglia Growth Hub acts as the 'front door' for local businesses looking for support. Over the past 10 years, the Growth Hub has supported over 14,000 businesses with free, impartial support and advice.

### **Norfolk County Council supports Norfolk's Family Farms**

Conservative-led Norfolk County Council is taking proactive steps to support the county's hard-working family farms in response to recent budget announcements from the Labour Government. Recognizing the essential role that farming plays in the local economy, the Council is submitting and debating a motion aimed at ensuring that Norfolk's farmers are well-supported as they navigate the challenges brought on by these new policies.

The motion reflects the Council's strong commitment to championing local businesses, with a particular focus on protecting the livelihoods of those who sustain Norfolk's agricultural heritage. Norfolk's family farms are the backbone of rural communities, and the Conservative-led Council is dedicated to ensuring that their voices are heard and their concerns are addressed.

Understanding the issues that local farmers face, ranging from financial pressures to complex regulatory changes, the motion highlights the importance of offering practical support.

Norfolk County Council is committed to creating a future where local farmers can thrive, ensuring a sustainable and prosperous agricultural sector for generations to come.

### **Norfolk street lighting goes green**

Norfolk is leading the way in energy efficiency with the successful completion of its street lighting upgrade project, finishing almost a year ahead of schedule. This major initiative will cut CO2 emissions by over 200 tonnes annually, helping the county make significant strides toward a greener, more sustainable future.

The upgrade, carried out by Amey on behalf of Norfolk County Council, involved replacing 16,800 traditional High-Intensity Discharge (HID) lights with 15,531 state-of-the-art LED lanterns. This transition, which began in August 2023, will ensure that, starting in November 2024, 100% of Norfolk County Council's street lighting will use low-energy LEDs.

The final phase of this project will save approximately 1,099,032 kWh of energy each year, translating to an estimated £380,000 in savings based on current electricity prices.

Since the first LED streetlights were installed in 2008, the county has saved around 71 million kWh of energy, reducing carbon dioxide emissions by over 22,200 tonnes, equivalent to the carbon savings of 6.7 million litres of diesel. This project marks another significant achievement in Norfolk's ongoing commitment to reducing its environmental impact and promoting energy sustainability.

### **Discover the Best of Norfolk: Explore 1,500 Miles of Scenic Trails for Walking, Cycling, and Horse-Riding**

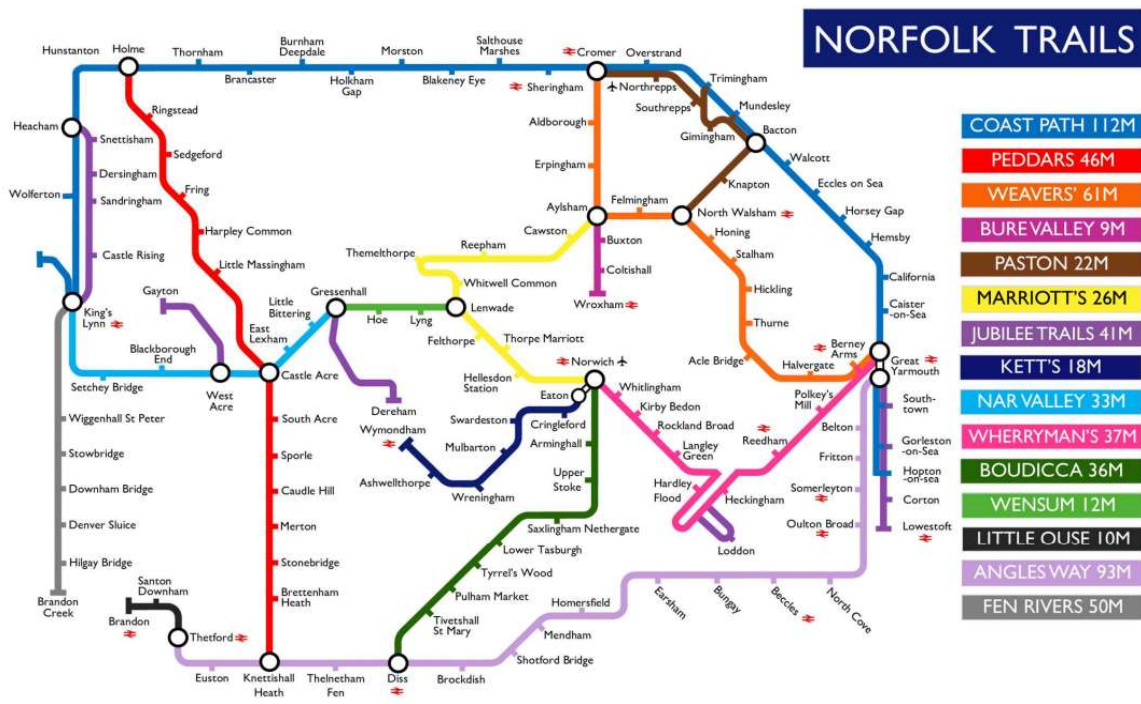
Norfolk offers over 1,500 miles of beautiful walking, cycling, and horse-riding routes, each showcasing the county's unique nature and rich cultural heritage. Whether you're exploring tranquil river valleys, historic landscapes, or scenic coastal paths, Norfolk's trails offer something for every adventurer.

Highlights include the **Angles Way**, a 93-mile walking route through woodlands and heathland, and the **Boudicca Way**, a 36-mile journey through ancient Roman and Iceni heritage sites. For those seeking to explore the Broads, the **Bure Valley Path** offers a 9-mile route along a heritage railway. History buffs will enjoy the **Kett's Country Trail**, which follows the story of Kett's Rebellion, while the **Peddars Way** takes you along an ancient Roman road.

Other stunning routes include the **Norfolk Coast Path** (a 112-mile National Trail), the **Marriott's Way** (26 miles of scenic walking, cycling, and horse-riding), and the **Wherryman's Way**, a 40-mile trek through the beautiful Broads National Park.

Whether you're interested in history, nature, or simply exploring the countryside, Norfolk's extensive network of trails provides the perfect way to experience this beautiful region.

For more information please visit [www.norfolk.gov.uk/article/42852/Norfolk-Trails](https://www.norfolk.gov.uk/article/42852/Norfolk-Trails)



## Working Well Norfolk helping people with long-term health issues to keep working

A scheme to support people in Norfolk with long-term health issues get back into employment or continue in their jobs has already helped more than 1,100 participants.

The Working Well Norfolk programme, launched in October 2023, supports individuals with long-term health issues to return to or stay in work. It has already helped over 1,100 participants, with 200 moving into work and 150 staying employed despite health challenges. The programme has received 1,600 referrals and will continue for another 18 months, with additional funding to help 730 more people, totalling 1,830 participants by September 2026. The £5.2m project is managed by Norfolk County Council and delivered by Seetec Pluss and Standguide Ltd. For more info or to refer, visit [Working Well Norfolk - Seetec Pluss](#) or call 01603 561054.

## **Docking Parish Annual Meeting**

Date: 6th May 2025

Time: 18:30 – 19:00

Location: Pavillion, Playing Field, Docking

Chair: Melanie Lewis

Clerk/RFO (Minutes): Annalisa Dovey | clerk@DockingParishCouncil.gov.uk

Present: Melanie Lewis (Chair), Annalisa Dovey (Clerk), Members of the Public

### **Minutes**

#### **1. Welcome and Opening**

The Chair welcomed all attendees and formally opened the meeting at 18:30.

**2. Playing Field Report:** Nicola Smith, representing the Playing Field Committee, delivered a summary of the annual report (attached in full). She noted a productive and successful year, with a positive outlook for the year ahead.

**3. Speed Watch Report:** Rita Goold provided a report on Speed Watch activities. Key points included:

- 81 speed watch sessions carried out
- 1,020 speeding incidents reported
- 2 vehicles recorded travelling at 70mph
- Rita Goold emphasised the importance of the SAM2 speed signs in supporting this work and reiterated that Docking remains consistently among the top three villages in the region for speeding concerns.

**4. Brownies Report:** Rosemary Hirst gave an update on behalf of the local Brownies group, highlighting:

- A busy and successful year, with multiple outings including trips to Coltishall, South Creak, and Skaters
- Upcoming events include the start of a new Rambling badge, a litter-picking session on 11th June, and a workshop on surnames at the church led by Peter Cooke
- The group will celebrate its 50th anniversary in October at Ripper Hall
- Strong links with the school and the enrolment of seven new Brownies, bringing total membership to 14, with good geographic representation, including from Monk's Close
- Thanks were expressed for the generous support received through grants.

#### **5. Heritage Group Report**

A written report was submitted by the Docking Heritage Group and read aloud by the Clerk. (Full report attached.)

**6. Public Participation:** With no further group reports, the Chair opened the floor to public comments.

- **Clay Pits Access:** A query was raised regarding public access to the clay pits, noting that although it is a public right of way, it remains inaccessible.
- **Traffic and Speeding Concerns:** Concerns were expressed over the ongoing severity of speeding in Docking and the lack of progress in arranging a public meeting with the Highways department.
  - The Council noted that Highways cannot be compelled to attend a public meeting, though requests have been made repeatedly.
  - It was confirmed that motions cannot be re-resolved within six months, though there is no restriction on raising related questions
  - It was reiterated that no decisions can be made during a public session; however, councillors may choose to raise items at future meetings for inclusion on the agenda. The report of this meeting will be submitted to the next Parish Council meeting.
- **Access Road to the ORG (Old Recreation Ground):**
  - A parishoner expressed dissatisfaction with the Council's handling of safety concerns regarding access to the ORG and further dissatisfaction at not having contractor work dates directly confirmed.
    - The council confirmed that contractor work dates are not possible to directly confirm due to fluidity of planning though the intention to commence was publicised.
    - The Council confirmed that both the original email and the formal response were acknowledged at the previous Council meeting, and no further action will be taken.
    - The Council also noted that it is not obligated to discuss or respond to matters raised by members of the public solely because they have been submitted by email, though it may do so at its discretion.<sup>1</sup>
    - The Council advised that repeated correspondence on matters where a full response has already been given, and no new information is provided, may be considered vexatious under local government guidance.
- **ORG Consultation:** A parishoner noted that a public consultation had previously been agreed upon concerning the ORG. This comment was noted.

## 7. Closure

The Chair thanked all attendees and formally closed the meeting at 19:00.

### Attachments:

- [Playing Field Annual Report](#)

- [Docking Heritage Group Report](#)

<sup>1</sup> This position is in accordance with the National Association of Local Councils (NALC) guidance and supported by Standing Orders and Section 100B(4)(b) of the Local Government Act 1972, which limits agenda items to those accepted by the proper officer (the Clerk), typically at the request of a councillor. Persistent or repetitive communications may also be addressed under the council's vexatious communications policy and in line with the Information Commissioner's Office (ICO) guidance.

## Docking Playing Field Annual Parish Meeting Report 2024/25

The past year has been an extremely busy and rewarding one for Docking Playing Field Charity. We commenced the refurbishment of the Pavilion in April. We launched our Sponsor A Plank campaign which was well supported by our community. We now have a great facility which is used by local groups and residents.

Our Race Night in May was a resounding success. A great night was had by all and we raised funds towards the Pavilion project, allowing us to upgrade our kitchen facilities.

We obtained a grant from Norfolk Community Foundation to update the old tennis courts into a Multi Use Games Area, providing sports facilities year round. A grant from Sport England meant we could install lights for winter use. The facility has been used by Football clubs from Docking and Dersingham , our village tennis group, residents and those on holiday.

Everything from the Race Night to Sponsor a Plank, to The Grand Opening in September exceeded our expectations and the support that we had from the community showed their appreciation for what we were doing.

We now have a range of policies and risk assessments which have supported us to achieve grant applications and ensure our charity remains up to date and compliant. We continue to review and update these.

The grant funding from the Borough Council, Jacks Lane and The Chipflow wind farms, Love Norfolk , Freebridge Community Housing fund and the Lugden Hill charity were all vital in our achievements . The support and guidance from the Norfolk Community Foundation was also key to our projects being able to happen.

Without the Section 106 money available from Borough Council, we would not be in the position we have been in this year and the updated facilities would not be available for our community to use and enjoy.

In November, following advice and guidance from Norfolk Community Foundation, we began the process of becoming a Charitable Incorporated Organisation which will future proof our charity.

•

## Heritage Group

### Chairmans Report February 2025

2024 was a relatively quite year for the group in comparison to a lot we've had.

Our largest event was of course our Local History Fair in May. There was the usual good selection of other groups and organisations that joined us there and combined with that we also had a Waggs reunion on the Sunday remembering the old bakery business. Due in part to that the turnout for the weekend was very good.

Off the back of that, ourselves and several of the other groups were invited along to another small history fair event at Gaywood in September. It was only a one-day event and despite it taking place during King's Lynn's Heritage Open Day and being free entry, turnout was very disappointing with visitor numbers probably only in the 20s if you were lucky.

Our other main event last year was our Community Dig. Unfortunately for the first time since the project began the weather beat us. The weekend we had planned to do the dig in July was too wet so it was re-scheduled for later in the year. We did eventually do it in September but because of the change of date we were down on volunteers to help but it was once again a successful dig and the results did add something to our records.

Despite our dig being delayed, SHARP's open day at Sedgeford did take place a week later when we took along our Community Dig display. It was another good day out with several visitors there so another worthwhile event to go to.

We had a few talks during the rest of the year, the most interesting for me being from the Commonwealth War Graves Commission back in March. And we did see the return of Chanters Jigg in December for another evening of Christmas entertainment but unfortunately the turnout was disappointingly low and we made a loss on the evening. Given the increased cost we've had to cover in order to keep the heritage room open, and with a lack of other funding available, this is something we can do without.

Apart from that the year was quite quiet as far as other events go but there has been a lot of work going on behind the scenes researching and putting together new material for future use.

This year should be busier though with several talks, events and a visit planned.

Finally, I'd like to thank everyone in the group who has helped in some way. To Helena for organising everything and allowing us to use her house for parties and meetings, to Gay for sorting out our finances, and a particular thank you goes to Frances for sorting out our website, particularly recently when we've been having issues with it.

As we move into our 18<sup>th</sup> year, I look forward to another busy and successful year for the group.

## **Report and proposal for completion of Phase 1 ORG**

### **From ORG working Group**

Having considered and discussed the remaining aspects of the agreed Phase 1 of the ORG project, we report the following:

#### **Decisions remaining:**

1. Motion to : Buy chain and padlock for gate
2. Agree bench type, quantity and location(s)
  - a. Motion to buy and install Buy 5 picnic benches made out of recycled plastic around where the bowls green used to be. (Good distance from houses and nicest grass area.)
3. Agree: Location type, quantity of fruit trees:
  - a. Motion to buy 10 heritage apple trees to be planted (November) in the care home corner.

#### **Actions remaining**

1. Buy and install permissive path notice ( already agreed as part of phase 1)
2. Buy dog poo and on lead signage for gate ( already agreed as part fo phase 1)
3. Buy and install benches
4. Buy and install fruit trees ( when weather is appropriate )
5. Buy and install cain and padlock
6. Hopefully we can open the field to the parish beginning of July.
7. Install hedging ( when weather is appropriate – November?)
8. Once phase 1 is completed, consult with Parish on future projects– Phase 2 (September / October for inclusion in draft budget) .

#### **Costings:**

Benches will cost £1844.72 exc VAT. I researched many companies and this was by far the best deal. Quote already forwarded. <https://britishrecycledplastic.co.uk/product/heavy-duty-recycled-plastic-picnic-bench/>

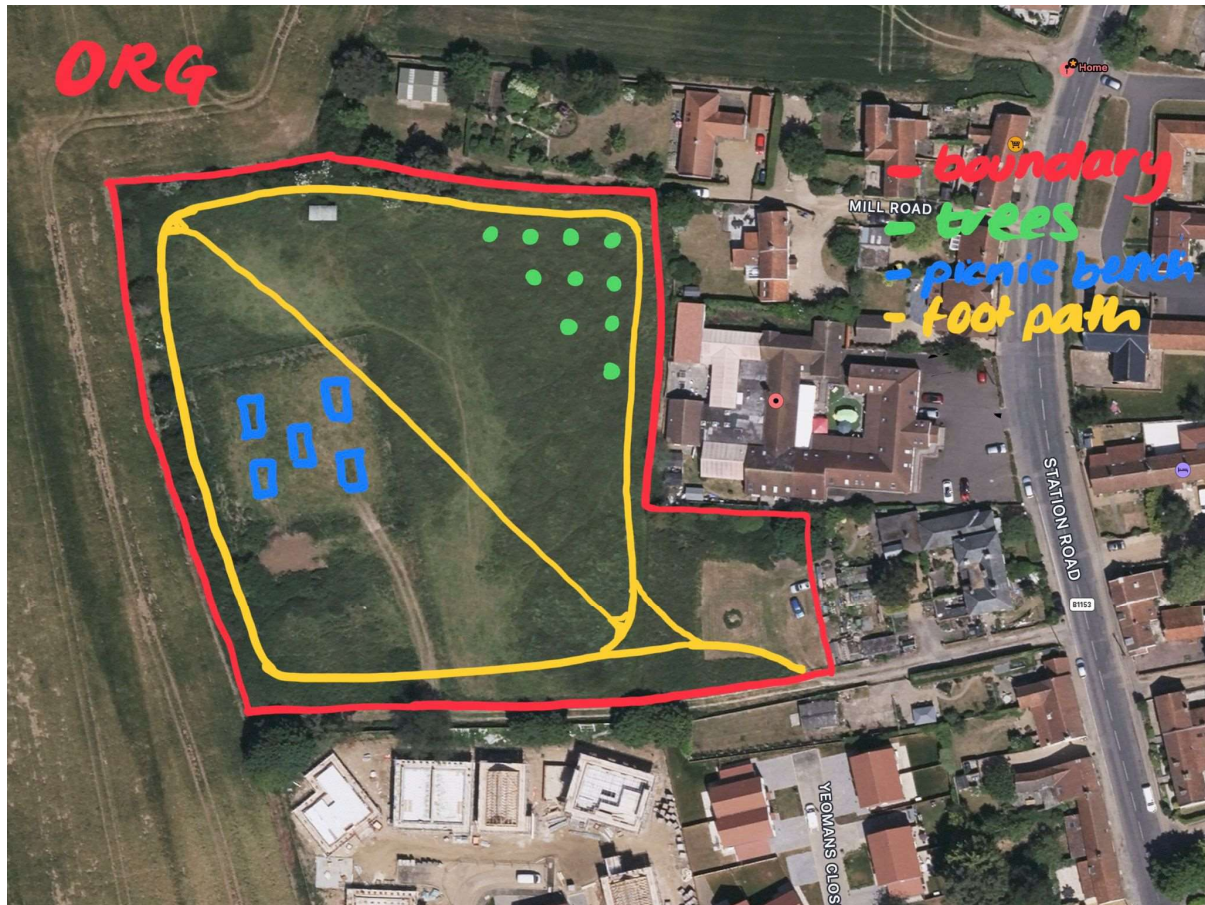
Trees will cost between £23-29 each. VAT exempt. <https://www.chrisbowers.co.uk/category/apple-trees-connoisseurs-heirloom/>

I found poo/dog sign for less than £8 delivered on eBay. <https://ebay.us/m/QL3wkv>

Possible permissive pathway sign cost £95.50 metal sign 900x600mm  
Example <https://ebay.us/m/Avf1GT>

Chain and padlock £23.30 <https://amzn.eu/d/8kOKPDf>

This all won't total £3k, but we still need canes and hedge protectors and our apple trees will need protection too and the path continues to need mowing until it is in use and installation costs are not included yet.



Proposal for village signs:

I have been around the village and taken pictures of current signs and existing posts.

The majority seem to be white with black writing.

I have looked at some costings and contacted some companies.

I propose that we agree a pot of money specifically for signs and posts to be able to create/replace signs as required keeping within the tradition of the villages existing signs.

Posts costs vary but a roughly £120 with fixings.

We have a wooden post down Bradmere lane that could be utilised for playing field?

Sign costs vary but most come under £100 that I can see. I am awaiting 2 companies to get back to me with requested information.

We will require highways approval for signs (based o location)

To decide – what signs and where.

To agree: a budget for signs

Motion: to proceed with village signage in accordance with the above.

Motion: to approve a reserve budget for village signage annually to ensure ongoing maintenance replacement is possible.

# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY Docking Parish Council

ENTER PUBLIC WEBSITE ADDRESS <https://dockingparishcouncil.gov.uk/> ENTER PHONE NUMBER

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                   | Yes | No* | Not covered** |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                     | ✓   |     |               |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                        | ✓   |     |               |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                      | ✓   |     |               |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                         | ✓   |     |               |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                              | ✓   |     |               |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                     |     |     | ✓             |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                              | ✓   |     |               |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                       | ✓   |     |               |
| I. Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                          | ✓   |     |               |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                 | ✓   |     |               |
| K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")                                                                                                      |     |     | ✓             |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                           | ✓   |     |               |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓   |     |               |
| N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).                                                                                                                                                                                                                                           | ✓   |     |               |

| O. (For local councils only)                                                            | Yes | No | Not applicable |
|-----------------------------------------------------------------------------------------|-----|----|----------------|
| Trust funds (including charitable) – The council met its responsibilities as a trustee. |     |    | ✓              |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM 23rd May 2025

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR Tina Cunnell

Signature of person who carried out the internal audit

Date DD 24 May 24

**\*If the response is 'no' please state the weaknesses identified and action being taken to address any weakness in control (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# **Docking Parish Council**

## **Internal Audit Report Financial Year 2024/2025**

Including explanatory notes for Annual Return  
(where a no has been marked)

Prepared by Tina Cunnell BSc Hons CiLCA

23 May 25

## Background

Docking is a parish council within the district of the Borough Council of Kings Lynn & West Norfolk. The Council consists of 11 councillors with the proper officer /clerk who is Ilca qualified

The council has a precept of £33,600.96 and provides and pays for the following services:

- Allotments
- Street lighting
- Open spaces
- Bins
- Grants

The council has been operating with the assistance of a locum clerk since July 2023 and the permanent clerk started in June 24 with RFO duties remaining with locum until October 24.

## Significant events 24/25

- Councillors now all have tablets as part of paperless working project

|                |                                                                                          |
|----------------|------------------------------------------------------------------------------------------|
| Clerk          | Annalisa Nathalia Dovey                                                                  |
| Chair          | Cllr Melanie Lewis                                                                       |
| Total Receipts | £63,411.33                                                                               |
| Total Payments | £51,197.14                                                                               |
| Reserves       | £35,000                                                                                  |
| Website        | <a href="https://dockingparishcouncil.gov.uk">https://dockingparishcouncil.gov.uk</a>    |
| Clerks email   | <a href="mailto:clerk@dockingparishcouncil.gov.uk">clerk@dockingparishcouncil.gov.uk</a> |

I have completed an internal audit of the accounts for docking Parish Council for the year ending Mar 2025.

My findings are detailed below using the tests provided in the Governance and Accountability (England) 2021.

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit

## Internal Audit Tests

|                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>                                                                                                                                                                                                                                                              |
| <b>No:</b>                                                                                                                                                                                                                                                                                                                                                   |
| The accounting system now in place is EDGE which is an accounting package that can fulfil the controls and information required by the council and the transactions have been loaded by the current clerk. There is evidence of auditing that has been completed by councillors and payments are noted put in the minutes. Reserves are published and noted. |
| Recommendation: To further enhance internal controls . A quarterly physical check that follows procurement and transaction through cross referencing bank statements and bank reconciliation.                                                                                                                                                                |
| <b>B. This authority has complied with its financial regulation, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>                                                                                                                                                                              |
| <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                   |
| <b>C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>                                                                                                                                                                                                                |
| <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                   |
| Financial risk assessment reviewed and minuted, following last years recommendation.                                                                                                                                                                                                                                                                         |
| <b>D. The Precept or rates requirement resulted from an adequate budgetary process, progress against the budget was monitored and reserves were appropriate.</b>                                                                                                                                                                                             |
| <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                   |
| <b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.</b>                                                                                                                                                                                                       |
| <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                   |
| <b>F. Petty Cash payments were properly supported by receipts all petty cash expenditure was approved and VAT appropriately accounted for.</b>                                                                                                                                                                                                               |
| Docking does not operate a petty cash system                                                                                                                                                                                                                                                                                                                 |
| <b>G. Salaries to employees and allowances to members were paid in accordance with this authorities approval and PAYE and NI requirements were properly applied.</b>                                                                                                                                                                                         |
| <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                   |
| Pension re-declaration is in date but will need to be reviewed Dec 25                                                                                                                                                                                                                                                                                        |
| <b>H. Asset and investment registers were complete and accurate and properly maintained.</b>                                                                                                                                                                                                                                                                 |
| <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                   |
| <b>I. Periodic bank account reconciliations were properly carried out during the year.</b>                                                                                                                                                                                                                                                                   |
| <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                   |
| .                                                                                                                                                                                                                                                                                                                                                            |
| Recommendation: An internal control policy be drafted, and members appointed to carry out the independent reviews.                                                                                                                                                                                                                                           |
| <b>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</b>                                         |
| <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                   |
| <b>K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt</b>                                                                                                                                                                                  |

|                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Not applicable                                                                                                                                                      |
| L. Verify that the Council has published, for the prior financial year, all the information as required by the Transparency Code as set out in Annex A of the code. |
| <b>Yes</b>                                                                                                                                                          |
| Items were not always clearly noted in minutes and recommend that important document reviews and decisions have their own agenda item.                              |
| M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.  |
| <b>Yes</b>                                                                                                                                                          |
| N. The authority complied with the publication requirements for the prior year AGAR.                                                                                |
| <b>Yes</b>                                                                                                                                                          |

## Summary

Last year was disruptive for this council with the loss of a clerk, locum clerks and the employment of a new unqualified clerk being significant factors.

The new clerk has worked extremely hard to implement all the changes necessary to redress the issues in the previous audit producing high quality work and achieving her first clerk qualification. The councils governance is now in place but clerk is keen to introduce best practices and to gain her CiLCA qualification which I hope councillors will be fully supportive of.

## Recommendations

A: A Councillor that is not already a bank signatory s appointed to provide internal control checks, and appropriate evidence of this kept, with an annual report being presented to council.

L: Although documentation is available it is not always easy to find in the minutes, especially for the public. Items such as the signing of different parts of the AGAR and agreeing of precept should have separate agenda headings to facilitate this.

These recommendations have been discussed with the clerk as ways to improve her current processes.

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

| Completion checklist – 'No' answers mean you may not have met requirements |                                                                                                                                                                                    | Yes | No |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| All sections                                                               | Have all highlighted boxes have been completed?                                                                                                                                    |     |    |
|                                                                            | Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?                |     |    |
| Internal Audit Report                                                      | Have all highlighted boxes been completed by the internal auditor and explanations provided?                                                                                       |     |    |
| Section 1                                                                  | For any statement to which the response is 'no', has an explanation been published?                                                                                                |     |    |
| Section 2                                                                  | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?                                                          |     |    |
|                                                                            | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?                                                    |     |    |
|                                                                            | Has an explanation of significant variations been published where required?                                                                                                        |     |    |
|                                                                            | Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?                                                                                                   |     |    |
|                                                                            | Has an explanation of any difference between Box 7 and Box 8 been provided?                                                                                                        |     |    |
| Sections 1 and 2                                                           | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested. |     |    |

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                                  | Yes | No* | Not covered** |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------------|
| <b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                             |     |     |               |
| <b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                                |     |     |               |
| <b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                              |     |     |               |
| <b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                                 |     |     |               |
| <b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                                      |     |     |               |
| <b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                             |     |     |               |
| <b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                                      |     |     |               |
| <b>H.</b> Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                               |     |     |               |
| <b>I.</b> Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                                  |     |     |               |
| <b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                         |     |     |               |
| <b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>                                                                                                       |     |     |               |
| <b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                                   |     |     |               |
| <b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . |     |     |               |
| <b>N.</b> The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .                                                                                                                                                                                                                                           |     |     |               |

| <b>O. (For local councils only)</b>                                                     | Yes | No | Not applicable |
|-----------------------------------------------------------------------------------------|-----|----|----------------|
| Trust funds (including charitable) – The council met its responsibilities as a trustee. |     |    |                |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

|                                                                    | Year ending           |                       | Notes and guidance                                                                                                                                                                                             |
|--------------------------------------------------------------------|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    | 31 March<br>2024<br>£ | 31 March<br>2025<br>£ |                                                                                                                                                                                                                |
| <b>1.</b> Balances brought forward                                 |                       |                       | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>                                                              |
| <b>2. (+)</b> Precept or Rates and Levies                          |                       |                       | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>                                                                                 |
| <b>3. (+)</b> Total other receipts                                 |                       |                       | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>                                                                   |
| <b>4. (-)</b> Staff costs                                          |                       |                       | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| <b>5. (-)</b> Loan interest/capital repayments                     |                       |                       | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>                                                                                      |
| <b>6. (-)</b> All other payments                                   |                       |                       | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>                                                                      |
| <b>7. (=)</b> Balances carried forward                             |                       |                       | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>                                                                                                                       |
| <b>8.</b> Total value of cash and short term investments           |                       |                       | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>                                              |
| <b>9.</b> Total fixed assets plus long term investments and assets |                       |                       | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>                                                                      |
| <b>10.</b> Total borrowings                                        |                       |                       | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>                                                                                                        |

| For Local Councils Only                                           | Yes | No | N/A |                                                                                                                      |
|-------------------------------------------------------------------|-----|----|-----|----------------------------------------------------------------------------------------------------------------------|
| <b>11a.</b> Disclosure note re Trust funds (including charitable) |     |    |     | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| <b>11b.</b> Disclosure note re Trust funds (including charitable) |     |    |     | <i>The figures in the accounting statements above exclude any Trust transactions.</i>                                |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

|                           | <u>2023</u> | <u>2024</u> | <u>2024</u> | <u>2025</u> | <u>Variance</u> |
|---------------------------|-------------|-------------|-------------|-------------|-----------------|
| Balances brought forwards | 29841.37    |             | 48032.24    |             |                 |
| Annual Precept            |             | 29018       |             | 39530       | 36.23%          |

|                           |          |          |        |
|---------------------------|----------|----------|--------|
| Loan / Capital repayments | 0        | 0 /      |        |
| Total Other Payments      | 29685.64 | 44000.47 | 48.22% |

|                                         |           |           |         |
|-----------------------------------------|-----------|-----------|---------|
| Total Cash & Investments                | 48,032.24 | 60,246.43 | 25.43%  |
| Total fixed assets and long term assets | 55282     | 211437.68 | 282.47% |

Signed Clerk:

## **explanation**

the precept was raised for 2024 = 2025 to accommodate some larger projects including the Community garden at the ORG, additional SAM2, war memorial renovation and the village sign upkeep and also to build recommend reserves in case of election and legal fees.

We received differing CIL payouts and VAT refunds.

In 2023 - 2024 there were months when a clerk was unavailable and so for those months staffing costs were £0, 2024 - 2025 has had a consistent clerk since June 2024. Staffing costs are anticipated to rise again next year with a clerk in place on the correct pay point for the whole year.

2024 - 2025 outside of normal inflation increases and an increasing population, saw some big projects and increased spending, with the Neighbourhood plan, SAM2, the ORG. Funding for the NHP will show in the 2025 - 2026 accounts.

several projects budgeted for have not yet come to completion ( ORG, NHP) Whilst some projects were smaller value than anticipated. This also includes increased ear marked reserves - elections and legal fees as recommended following a risk assessment .

as above

2023 - 2024 did not include bus shelter, streetlights, allotment pillar, memorial walnut tree. The council has added some street furniture, fencing , gates and SAM2 equipment. The council has updated our valuations for the listed building the cage, the war memorial and the village sign in line with current prices. We have also now included all street lights (replacement value £109000).

# Invoiced Income in Invoice number order

Start of year 01/04/25

| Invoice no.  | Invoice date | Tn no         | Received date | Gross (£) | Vat (£) | Net Cttee (£)  | Details                                                    |
|--------------|--------------|---------------|---------------|-----------|---------|----------------|------------------------------------------------------------|
|              | 04/04/25     | 60            | 10/04/25      | 2,483.83  | 0.00    | 2,483.83 Finan | HMRC (VAT) -                                               |
|              | 11/04/25     | 61            | 11/04/25      | 13,016.78 | 0.00    | 13,016.78 COUN | KLWNBC - precept part 1                                    |
|              | 27/04/25     | 62            | 28/04/25      | 52.78     | 0.00    | 52.78 COUN     | KLWNBC - CIL payment for development                       |
|              | 24/04/25     | 63            | 24/04/25      | 4,971.82  | 0.00    | 4,971.82 Finan | HMRC (VAT) - VAT 24_25                                     |
|              | 16/04/25     | 64            | 16/04/25      | 25.00     | 0.00    | 25.00 A&A      | [REDACTED] early payment / over payment                    |
|              | 15/05/25     | 65            | 19/05/25      | -25.00    | 0.00    | -25.00 A&A     | [REDACTED] over payment                                    |
|              | 28/05/25     | 72            | 27/05/25      | 3,645.75  | 0.00    | 3,645.75 Proje | KLWNBC - CIL Fund Pt 1 fro Community garden                |
|              |              | Invoice total |               | 24,170.96 | 0.00    | 24,170.96      |                                                            |
| 1            | 18/05/25     | 68/1          | 19/05/25      | 10.25     | 0.00    | 10.25 A&A      | [REDACTED] - Alloment Rent                                 |
| 4            | 27/05/25     | 71            |               | 2,122.79  | 0.00    | 2,122.79 A&A   | Norfolk County Council - NCC Verge Maintenance 2025 - 2026 |
| <b>Total</b> |              |               |               | 26,304.00 | 0.00    | 26,304.00      |                                                            |

# Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 28/05/25

| Payment Reference | Paid date | Tn no  | Order no | Gross     | Vat     | Net       | Details                        | Heading                                                                                                  |
|-------------------|-----------|--------|----------|-----------|---------|-----------|--------------------------------|----------------------------------------------------------------------------------------------------------|
| RF250506NAS       | 06/05/25  | 1319   |          | -£84.00   | £0.00   | -£84.00   | The National Allotment Society | refund - double payment 151/5                                                                            |
| bacs250509KM      | 09/05/25  | 1330   |          | -£33.43   | -£5.57  | -£27.86   | K & M Lighting Ltd             | refund 9244 double pay 151/3                                                                             |
| BAC250512KM       | 12/05/25  | 1307   |          | £1,367.51 | £227.92 | £1,139.59 | K & M Lighting Ltd             | Supply and install replacement column at Brancaster Road ( covered by insurance paid out in 24_25) 150/1 |
| BAC250512AD       | 12/05/25  | 1309   |          |           | £0.00   |           |                                | Confidential 400                                                                                         |
| BAC250512AD       | 12/05/25  | 1310   |          | £151.49   | £0.00   | £151.49   | Annalisa Dovey                 | Mobile phone purchase for council Samsung from back market 179                                           |
| bac250512NHSM     | 12/05/25  | 1311   |          | £1,242.00 | £207.00 | £1,035.00 | Nick Hindle Stonemasons        | Refresh war memorial - stoenwork and lettering 150/4                                                     |
| BAC250512HMRC     | 12/05/25  | 1312   |          |           | £0.00   |           |                                | Confidential 410/2                                                                                       |
| BAC250512MT       | 12/05/25  | 1315   |          | £360.00   | £0.00   | £360.00   | Matthew Todd                   | March2025 18 hrs vilgge maint. Inc bench, bins, gates and signs clean, 152/1                             |
| BACs250512AD      | 12/05/25  | 1316   |          | £6.60     | £0.00   | £6.60     | Annalisa Dovey                 | VAT Return 24_25 PRINT & POST 145                                                                        |
| DD250515TES       | 15/05/25  | 1320   |          | £13.72    | £2.29   | £11.43    | Tesco Mobile                   | May 2025 Final mobile bill from tesco 140/2                                                              |
|                   |           | 1321/1 |          | £30.00    | £5.00   | £25.00    | RLS Computers                  | IT reactive support 140/5                                                                                |
|                   |           | 1321/2 |          | £12.60    | £2.10   | £10.50    | RLS Computers                  | Microsoft office 140/6                                                                                   |
|                   |           | 1321/3 |          | £12.00    | £2.00   | £10.00    | RLS Computers                  | microsoft back up 140/8                                                                                  |
| DD250520          | 20/05/25  | 1321   |          | £54.60    | £9.10   | £45.50    | RLS Computers                  | coputer services 140/5                                                                                   |
| <b>Total</b>      |           |        |          | £4,717.97 | £440.74 | £4,277.23 |                                |                                                                                                          |

# Docking Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/25

EXP approvals for June 2025 , presented at June 2025 meeting

| No           | Payment<br>Reference | Gross     | Vat    | Net       | To pay    | Invoice<br>date | Invoice<br>no. | Details                                                             | Payment<br>Reference<br>Total |
|--------------|----------------------|-----------|--------|-----------|-----------|-----------------|----------------|---------------------------------------------------------------------|-------------------------------|
| 1322         |                      | £33.43    | £5.57  | £27.86    | £33.43    | 01/05/25        | 9359           | K & M Lighting Ltd - Streetlight servicing                          |                               |
| 1323         |                      | £55.74    | £9.29  | £46.45    | £55.74    | 28/05/25        | 5806628        | Viking Office UK Limited - Seagate drive 1TB                        |                               |
| 1324         |                      | £5.40     | £0.00  | £5.40     | £5.40     | 28/05/25        |                | Annalisa Dovey - printing                                           |                               |
| 1325         |                      | £751.51   | £0.00  | £751.51   | £751.51   | 28/05/25        |                | Matthew Todd - Grass maintenace + village sign & stocks             |                               |
| 1326         |                      | £200.00   | £0.00  | £200.00   | £200.00   | 28/05/25        | 2425025        | TURAS - Internal Audit 24_25 fee                                    |                               |
| 1327         |                      | £14.00    | £0.00  | £14.00    | £14.00    | 28/05/25        |                | Sandra Howard - Ripper Hall hire fro NHP meeting 25/05/25 - 2 hours |                               |
| 1328         |                      | £507.63   | £0.00  | £507.63   | £507.63   | 28/05/25        |                | Annalisa Dovey - Clerking services                                  |                               |
| 1329         |                      | £125.40   | £0.00  | £125.40   | £125.40   | 28/05/25        | 531PJ00162153  | HMRC - PAYE - PAYE & NI 531PJ001621532602.                          |                               |
| <b>Total</b> |                      | £1,693.11 | £14.86 | £1,678.25 | £1,693.11 |                 |                |                                                                     |                               |

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

# Bank Account Reconciled Statement

|                                |           |                       |
|--------------------------------|-----------|-----------------------|
| CIL                            | 20437336  | 60-83-01              |
| Statement Number               | 26        | Bank Statement No. 26 |
| Statement Opening Balance      | £6,799.53 | Opening Date 01/05/25 |
| Statement Closing Balance      | £6,799.53 | Closing Date 31/05/25 |
| True/ Cashbook Closing Balance | £6,799.53 |                       |

| Date | Cheque/ Ref. | Supplier/ Customer | Debit (£) | Credit (£) | Balance (£) |
|------|--------------|--------------------|-----------|------------|-------------|
|      | No activity  |                    | 0.00      | 0.00       | 6,799.53    |

Uncleared and unrepresented effects

|                                   |      |      |
|-----------------------------------|------|------|
| Total uncleared and unrepresented | 0.00 | 0.00 |
| Total debits / credits            | 0    | 0    |

Reconciled by Annalisa Dovey

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_

# Bank Account Reconciled Statement

**General : Unity Bank**

**20437310**

**60-83-01**

|                                |            |                    |          |
|--------------------------------|------------|--------------------|----------|
| Statement Number               | 26         | Bank Statement No. | 26       |
| Statement Opening Balance      | £15,398.17 | Opening Date       | 01/05/25 |
| Statement Closing Balance      | £14,305.20 | Closing Date       | 31/05/25 |
| True/ Cashbook Closing Balance | £16,744.03 |                    |          |

| Date     | Cheque/ Ref.  | Supplier/ Customer             | Debit (£) | Credit (£) | Balance (£) |
|----------|---------------|--------------------------------|-----------|------------|-------------|
| 06/05/25 | RF250506NAS   | The National Allotment Society | -84.00    | 0.00       | 15,482.17   |
| 09/05/25 | bacs250509KM  | K & M Lighting Ltd             | -33.43    | 0.00       | 15,515.60   |
| 12/05/25 | BAC250512AD   | Annalisa Dovey                 | 1,330.15  | 0.00       | 14,185.45   |
| 12/05/25 | BAC250512HMRC | HMRC - PAYE                    | 460.82    | 0.00       | 13,724.63   |
| 12/05/25 | BAC250512KM   | K & M Lighting Ltd             | 1,367.51  | 0.00       | 12,357.12   |
| 12/05/25 | BAC250512MT   | Matthew Todd                   | 360.00    | 0.00       | 11,997.12   |
| 12/05/25 | bac250512NHSM | Nick Hindle Stonemasons        | 1,242.00  | 0.00       | 10,755.12   |
| 12/05/25 | BACs250512AD  | Annalisa Dovey                 | 6.60      | 0.00       | 10,748.52   |
| 15/05/25 | DD250515TES   | Tesco Mobile                   | 13.72     | 0.00       | 10,734.80   |
| 19/05/25 | BACS2050519DW | Duncan Wells Allotment         | 0.00      | 10.25      | 10,745.05   |
| 19/05/25 | BACS250519MR  | Martin Reed                    | 0.00      | -25.00     | 10,720.05   |
| 20/05/25 | DD250520      | RLS Computers                  | 54.60     | 0.00       | 10,665.45   |
| 27/05/25 | BACS250527    | KLWNBC                         | 0.00      | 3,645.75   | 14,311.20   |
| 31/05/25 | DD250531UTB   | Unity Bank                     | 6.00      | 0.00       | 14,305.20   |

## Uncleared and unrepresented effects

|          |                                          |         |          |           |
|----------|------------------------------------------|---------|----------|-----------|
| 01/04/24 | HMRC (VAT)                               |         | 2,438.83 | 16,744.03 |
|          | <b>Total uncleared and unrepresented</b> | 0.00    | 2438.83  |           |
|          | <b>Total debits / credits</b>            | 4723.97 | 6069.83  |           |

Reconciled by Annalisa Dovey

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_

# Bank Account Reconciled Statement

|                                |                 |                       |
|--------------------------------|-----------------|-----------------------|
| <b>Savings Account</b>         | <b>20437323</b> | <b>60-83-01</b>       |
| Statement Number               | 26              | Bank Statement No. 26 |
| Statement Opening Balance      | £51,008.07      | Opening Date 01/05/25 |
| Statement Closing Balance      | £51,008.07      | Closing Date 31/05/25 |
| True/ Cashbook Closing Balance | £51,008.07      |                       |

| Date | Cheque/ Ref. | Supplier/ Customer | Debit (£) | Credit (£) | Balance (£) |
|------|--------------|--------------------|-----------|------------|-------------|
|      | No activity  |                    | 0.00      | 0.00       | 51,008.07   |

Uncleared and unrepresented effects

|                                   |      |      |
|-----------------------------------|------|------|
| Total uncleared and unrepresented | 0.00 | 0.00 |
| Total debits / credits            | 0    | 0    |

Reconciled by Annalisa Dovey

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_

## **Memo to council on Insurance 2025 – 2026**

### **Decision needed – to proceed with Gallagher Insurance or not.**

- Insurance – three quotes sought. 1 returned, 1 refused, 1 non responsive.
- Required To cover public liability, assets, key personnel and standard PC insurance items.
- Cyber insurance is separate and due in August.

### **Recommend to:**

- renew with Gallagher
- get valuation for cage, war memorial and bus shelter.
- Complete risk assessment for open spaces individually.
- Pond signage.

### **1. Gallagher – quote £1,872.06**

Key persons: £250 a week.

Nb.

- Previously Had only insured assets to replacement value of 34000, total of street lights alone is £110000 and our assets are also 100,000
- The cage had not been notified as a grade 2 listed building.
- Bus shelter had not been included
- War memorial had been under valued
- Missing IT equipment.

### **2. Clear Councils – quote sought – no response.**

### **3. Zurich –Quote sought - have refused to quote because we have not had a valuation for the Cage in the last 5 years.**

| type               | project                                                                                                                                   | status                | notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ongoing / standard | Meetings ( agenda, minutes)                                                                                                               | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | newsletter                                                                                                                                | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | website & Facebook update                                                                                                                 | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | noticeboard                                                                                                                               | in hand               | (SH)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                    | Asset maintenance (general)<br>green spaces, sam2s, benches, dog bins, defibs and circuit. Specs, invoices, payments, insurance, licenses | outstanding items     | new defib pads,<br>put in maintenance schedule for projects below.<br>Requires valuation for cage.<br>Requires specialist quote for pound wall.<br>Still to resolve data collection: SAM2                                                                                                                                                                                                                                                                                                              |
|                    | Asset register management                                                                                                                 | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | IT management                                                                                                                             | outstanding           | need to regain control of data and licenses ( in progress)                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                    | Insurance                                                                                                                                 | outstanding           | requires quote approval and purchase ( in June meeting)                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                    | Allotment Management                                                                                                                      | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | policy updates                                                                                                                            | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | monthly finance                                                                                                                           | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | quarterly finance                                                                                                                         | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | Annual finance                                                                                                                            | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | internal audit                                                                                                                            | in hand               | to be approved ( June)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                    | external audit                                                                                                                            | in hand               | to be completed ( after June approval)                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                    | budget setting                                                                                                                            | in hand               | projects agreed by October, draft budget November all approved latest by December, better if it can be November)                                                                                                                                                                                                                                                                                                                                                                                       |
|                    | precept setting                                                                                                                           | in hand               | by January latest ( can do it earlier)                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                    | VAT track and return                                                                                                                      | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | CIL track and return                                                                                                                      | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | councillor emails                                                                                                                         | in hand               | sometimes problematic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                    | public emails / correspondence                                                                                                            |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | Archiving and data management                                                                                                             | Outstanding           | need to spend several days doing this.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                    | NCC leases and grass cutting                                                                                                              | in hand               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | Risk assessments                                                                                                                          | oustdnaing            | mostly up to date bt requires trees, ponds and outside spaces to be updated.                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                    | Funding                                                                                                                                   | outstanding / ongoing | I have no time to do this atm/ and none to specifically apply for ( CIL s upcoming and LMF is also outsatnding awaiting council decsion)                                                                                                                                                                                                                                                                                                                                                               |
|                    | planning                                                                                                                                  | ongoing               | circulate to Planning / cltrs as appropaiite, agenda item, and respond                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                    | electoral services (vacancies, electroal services, monitoring officer etc_                                                                | ongoing . Oustanding  | co-option to be done / advertising second seat.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                    | Training & development.                                                                                                                   | outstanding           | no Cltrs have attended training, clerks training is paused due to hours.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Additional         | Tett Turret                                                                                                                               | Paused / ongoing      | Needs investigating d questions<br>Legal advice must be sought before entering a deal.<br>Needs English Heritage valuation and Borough council historic valuation<br>Needs risk assessment<br>Needs management plan<br>Needs a solicitor engaging                                                                                                                                                                                                                                                      |
| Additional         | Neighbourhood Plan                                                                                                                        | ongoing               | Needs more funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Additional         | ORG                                                                                                                                       | Ongoing               | In process of completing the agreed phase 1<br>-Tendered, quoted, agreed spec, completed - Clearance and mowing (done<br>- Quoted, bought, installed fencing,)<br>-Signage (ongoing)<br>-Plant hedge (bought – requires rain and planting)<br>-Benches<br>-Trees.<br>-Reclaim CIL fund<br><br>-Continuous updates in newsletter – done.<br><br>Update letter drafted – awaiting sending<br><br>Phase 2 – public consultation on further works if desired / wished. T come after completion of phase 1. |
| Additional         | Village Signage                                                                                                                           | In progress           | Requires agreement on look, style budget, location<br>Requires highways street furniture license and resident approval (if close to garden / house etc)                                                                                                                                                                                                                                                                                                                                                |
| Additional         | Dog bin                                                                                                                                   | Almost there          | We have, bought, installed, re installed, location approved by highways, license given and request for delivery submitted to borough                                                                                                                                                                                                                                                                                                                                                                   |
| Additional         | Sam 2 location                                                                                                                            | Ongoing               | Awaiting response.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|            |                                         |               |                                                                                                                                                                          |
|------------|-----------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional | War memorial                            | Ongoing       | Agreed – clean etc (quoted, spec'ed, agreed, invoiced.<br>- requires completion<br>To do – quotes for the stand                                                          |
| Additional | Bus Stop                                | Ongoing       | Cleaning in hand<br>To do – work out what sort of seat . bench . cost, installation cost, quotes, license, order and install                                             |
| Additional | School parking                          | Ongoing       | Letter to parents and neighbouring parishes drafted – to be approved sent                                                                                                |
| Additional | Members fund                            | Ongoing       | Councillors still to decide what to do                                                                                                                                   |
| Additional | Highways                                | Ongoing       | - Pond railings<br>- Speed<br>- school parking (highways say police, police say borough, borough says highways)<br>- Road risk assessment                                |
| Additional | ORG pedestrian crossing sign            | ongoing       | sign suggested - to do (quote, agree, location confirm, get resident agreement, highways agreement, find highways license installer, install, insure, add to asset list) |
| Additional | poppy wreath . Xmas lights              | To be decided | plan Xmas lights July . August, prepare sept - oct, action November. Poppy wreath - October)                                                                             |
| Additional | Highways licenses backdating            | ongoing       | I need to apply for licenses for all our street furniture as it is mostly currently unlicensed.                                                                          |
| Additional | C.A.N housing needs and locals housing  | ongoing       | in commutation with CCAN about specifics.                                                                                                                                |
| Additional | Ponds - signage, risks and maintenance  | ongoing       | need to agree, quote, order, signs, need ti do a R.A. need to agree what / if any maintenane required)                                                                   |
| Additional | Bus Shelter - bench / seat installation | ongoing       | requiees decsion / intruction.                                                                                                                                           |
| Additional | wonky grass sign                        | ongoing       | not yet started.                                                                                                                                                         |

| Initial Date | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | response      | current Status  | Proposed change to | Notes                                                                                                                                                                                                      |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jan-25       | Football Club & Playing Field Committee to be invited to meeting with PC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ?             | Awaiting        | Cancelled          | PF & DFC will revert after speaking with members<br>Requested clarification on aim with intention to re-invite if need be- J25 have been invited to AGM>                                                   |
| Jun-24       | Public meeting to be called re. Highways                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clerk         | Ongoing         | Cancelled          | A walk around took place and highways have declined a public meeting. However public can contact highways directly - there is a form on the website - it is via Norfolk County Council.                    |
| Mar-25       | action KC to relocate dog bin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | clerk         | Awaiting update | completed          | Height to be lowered- KLWNBC - agreed to do plus all others                                                                                                                                                |
| Dec-24       | Clerk to publish budget on website and set up on AdvantEdge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk         | In progress     | Completed          |                                                                                                                                                                                                            |
| May-25       | Action: Clerk to contact Highways requesting an ORG / concealed entrance sign.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Clerk         | New             | completed          | Highways have noted they do not consider a need nor will they fund, but would not object to council placing a pedestrian sign there - need to agree a location / budget etc.                               |
| May-25       | Ac@on: Clerk to update Group Membership Register Personnel: Cllrs Angela Archdale, David Wroth, Melanie Lewis<br>ii. Finance: Cllrs Nicola Durrant, David Wroth, Angela Archdale<br>Ac@on: Clerk to update bank mandate to include David Wroth and remove Melanie Lewis<br>iii. ORG: Cllrs Kate Kilby, Angela Archdale, David Wroth, Nicola Durrant<br>iv. Assets & Amenities: Cllrs Nicola Durrant, David Wroth, Kevin Crompton, Josie Flower<br>v. Planning: Cllrs Kate Kilby, Sandra Howard<br>vi. Biodiversity / Planning: Cllrs Melanie Lewis, Nicola Durrant, Josie Flower, Kate Kilby, Kevin Crompton | clerk         | new             | Completed          | on website. Bank mandate signatures required ( to collect at meeting)                                                                                                                                      |
| May-25       | Ac@on: Clerk to contact C.A.N. (Oliver Brice) to enquire about next steps and costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Clerk         | new             | completed          | no response yet.                                                                                                                                                                                           |
| May-25       | Clerk to investigate use of an existing post for SAM2 on Station Road                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Clerk         | New             | Completed          |                                                                                                                                                                                                            |
| May-25       | Action: Clerk to recommence collection of dog waste from KLWNBC and complete MOU with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Clerk         | New             | Completed          |                                                                                                                                                                                                            |
| May-25       | Action: Clerk to contact the Angling Club to enquire about responsibility and agree action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk         | New             | Completed          |                                                                                                                                                                                                            |
| May-25       | Clerk to communicate with allotment holders re. vandalism and solutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clerk         | New             | Completed          |                                                                                                                                                                                                            |
| May-25       | Ac@on: Clerk to update dates on all policies and publish on the website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clerk         | New             | Completed          |                                                                                                                                                                                                            |
| May-25       | Clerk to update meetings list Monday, 2 June 2025<br>2. Monday, 7 July 2025<br>3. Monday, 1 September 2025<br>4. Monday, 6 October 2025<br>5. Monday, 3 November 2025<br>6. Monday, 1 December 2025<br>7. Monday, 5 January 2026<br>8. Monday, 2 February 2026<br>9. Monday, 2 March 2026<br>10. Monday, 6 April 2026<br>11. Monday, 11 May 2026 (AGM)<br>12. Monday, 1 June 2026                                                                                                                                                                                                                            | Clerk         | new             | completed          |                                                                                                                                                                                                            |
| May-25       | Ac@on: Clerk to respond to Vello Homes to enquire about time scales.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Clerk         | new             | completed          | no response yet                                                                                                                                                                                            |
| Mar-25       | 12.4.1.1.Action: Clerk to draft letter to parents for assistance with school parking<br>12.4.1.2.Action: Clerk to reach out to neighbouring parishes/ intake villages for assistance.<br>12.4.1.3.Clerk to contact Beat Officer                                                                                                                                                                                                                                                                                                                                                                              | clerk         | Ongoing         | completed          | completed. Beat officer noted not police but Borough - will also contact them                                                                                                                              |
| Jan-25       | Clerk to investigate land ownership (registry request for £24 required is approved) and to reach out to the fishing club to seek a conversation.                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Clerk         | ongoing         | Completed          | Conversation had. Clarification - pond and walkway are common land ( PC responsibility) Angling club own entrance and are happy to allow access - will provide a gate code on request. ( or email clerk) . |
| Mar-25       | 1.1.1. Action: Clerk to reach out to resolve insurance needs noting preference for insurance to be by the RAF memorial group – grants available.                                                                                                                                                                                                                                                                                                                                                                                                                                                             | clerk         | Ongoing         | completed          | no response                                                                                                                                                                                                |
| Mar-25       | clerk to ask for insurance guidance on pond signs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | clerk         | Ongoing         | completed          | risk assessment needed, signage a possibility - its not required, but not a bad idea.                                                                                                                      |
| Jun-24       | to arrange meeting with a consultant re. woodland Trust offer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Lewis & Kilby | deferred        | deferred           | Deferred till more concrete plan in place<br>Place on Jan 25 agenda<br>confirm with Cllr Lewis and Kilby about status (J25)                                                                                |
| Sep-24       | Clerk to purchase microphone and Zoom subscription as needed by November.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Clerk         | deferred        | deferred           | not needed yet. So deferred till it is necessary.                                                                                                                                                          |
| Dec-24       | Clerk to produce printing cost review for review at the June 2025 meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Clerk / the   | deferred        | deferred           | June                                                                                                                                                                                                       |
| May-25       | Tett Turrets report to be presented at the June meeting. Action: Clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clerk         | New             | delayed            | Borough advice must use a solicitor, must contact English heritage etc. too specialist to be done in house.                                                                                                |

|        |                                                                                                                                                                                                                                                                                                        |              |         |         |                                                                                                                            |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|---------|----------------------------------------------------------------------------------------------------------------------------|
| Apr-25 | Proposal to move to a self managed system, proposal to acquire an e-sign subscription, proposal to purchase a hard drive back up, proposal to renew laptop and mobile phone<br>Proposed: AA   Seconded: JF – unanimously resolved for all propositions<br>Action: clerk to effect IT solutions changes | Clerk        | new     | ongoing | Contract ended, hard drive researched and found, phone bought, laptop to be fixed (signor) and research how one if needed. |
| Apr-25 | Noticeboard: Clerk to draft public notice policy and arrange refurbishment.                                                                                                                                                                                                                            | Clerk        | new     | Ongoing |                                                                                                                            |
| May-25 | Action: war memorial stand Quotes to be brought to the June meeting.                                                                                                                                                                                                                                   | DW / ND / KK | New     | ongoing |                                                                                                                            |
| Mar-25 | 1.1.1.1. Action: Clerk – to research / laptop / phone options and revert to council for approval.                                                                                                                                                                                                      | clerk        | Ongoing | ongoing | phone bought - laptop to be fixed first.                                                                                   |
| Jan-25 | Clerk to investigate correcting the Norfolk Flag.                                                                                                                                                                                                                                                      | Clerk        | ongoing | ongoing | I have not been given the original flag contact person details - propose buying a new one.                                 |
| May-25 | Action: Clerk to note in the newsletter requesting that the public avoid using full dog bins.                                                                                                                                                                                                          | Clerk        | New     |         | sorry - I'll pop it in the __14 next one.                                                                                  |
| May-25 | Cllr Josie Flower and Clerk to liaise on sign style and pricing for June proposal.                                                                                                                                                                                                                     | JF / Clerk   | New     |         |                                                                                                                            |
| Dec-24 | 17.11.1.Action: Clerk to collect papers from the pound, digitise and archive, as necessary.                                                                                                                                                                                                            | Clerk        | ongoing |         |                                                                                                                            |
| Jan-25 | Clerk to seek valuations for assets currently unvalued.                                                                                                                                                                                                                                                | Clerk        | ongoing |         |                                                                                                                            |
| Jan-25 | Council agrees to include trees on risk assessment and Clerk to effect.                                                                                                                                                                                                                                | Clerk        | ongoing |         |                                                                                                                            |
| Apr-25 | Cllrs to consider housing needs and confirm with Vello.                                                                                                                                                                                                                                                | Cllrs        | ongoing |         |                                                                                                                            |
| Apr-25 | seek funding for Neighbourhood plan                                                                                                                                                                                                                                                                    | Clerk        | ongoing |         |                                                                                                                            |

### Memo on SAM2 data management

- a) One of council / clerk does it
- b) We upgrade the SAM2 to a Bluetooth connection, whereby yu can just sit near it in a car and use an app to email the data wherever we like. (CIL funding / Members fund funding?) Retrofitting the Bluetooth data is £450 to upgrade the cable and £575 to add to the no data SAM
- c) We no longer collect data.
- d) We find a different contractor who IS willing to stand with a laptop by the side of the road for 5-20 minutes (depending on the amount of data)