

From: Claire Stone <admin@norfolkponds.org>
Sent: 20 May 2026 16:25
To: Claire Stone
Subject: Norfolk Ponds Project - Thank you for supporting A Pond for Every Parish

Dear Councillor / Parish Clerk,

On behalf of the Norfolk Ponds Project CIC, I would like to sincerely thank you for responding to our recent expression of interest for the A Pond for Every Parish pilot project. The level of support and enthusiasm we received from parishes across Norfolk has been extremely encouraging.

We are delighted to let you know that our funding application to Awards for All England has been successful, meaning the project will now be moving forward over the coming years.

This project aims to help communities learn more about the ponds within their parish and support local action to monitor, record and protect these important habitats for biodiversity.

The formal launch of the project is planned for September 2027, but we wanted to contact you now so that participating parishes have plenty of time to begin thinking about how they may wish to get involved.

The first stage of the project will involve a training programme for two volunteers from each participating parish. These volunteers will become the main local contacts for the project within their parish. At present, we are referring to these volunteers as Pond Ambassadors, although this may evolve as the project develops.

The training will introduce participants to:

- the importance and history of ponds in Norfolk,
- pond biodiversity and conservation,
- simple recording and monitoring approaches, and
- ways to engage local communities with their parish ponds.

As part of the programme, we will provide a ready-made presentation and supporting materials that volunteers can use within their parish to help share information locally and encourage residents to begin identifying and recording ponds during the winter survey period.

Importantly, volunteers will not be expected to be experts or experienced public speakers. The project is designed to support and guide participants throughout, and we will provide all the resources, training and encouragement needed to help them feel confident and comfortable in the role.

For this first year, we expect to have approximately 30 parish spaces available.

We will be in touch again shortly with a formal registration form, where parishes will be able to nominate

the two individuals who would like to take part in the training and represent their parish within the project.

In the meantime, we would be very grateful if parish councils could begin considering whether there may be local residents, councillors or volunteers who:

- have an interest in wildlife, local history or the environment,
- are enthusiastic about community projects, and
- may enjoy helping to coordinate and share information locally.

Once again, thank you for your support at this early stage. Your responses played an important part in helping demonstrate the strong community interest behind this initiative, and we are very grateful for the confidence shown in the project.

We look forward to working with you and sharing further details soon.

Kind regards,

Helen Greaves Claire Stone

Norfolk Ponds Project

Email: admin@norfolkponds.org

Mobile: 07532 695313



Tett Turrets: Fencing along new border.



Time capsule project

How to Create a Village Timecapsule

Creating a village time capsule involves a collaborative effort to preserve the community's history and culture. Here are some steps to guide you in creating a village time capsule:

1. **Define the Purpose:** Determine the reason for creating the time capsule, whether it's to commemorate a significant anniversary, celebrate community achievements, or promote local heritage.
2. **Identify the Audience:** Consider who the time capsule is intended for, such as future residents, descendants of current community members, or broader audiences interested in local history.
3. **Choose Themes:** Identify themes that resonate with the community, such as cultural diversity, innovation, or resilience, to guide the selection of items and the overall narrative of the time capsule.
4. **Gather Items:** Collect items that are meaningful to the community, such as photographs, letters, artifacts, and other memorabilia that capture the essence of the village during that era.
5. **Seal and Store:** Once you've gathered all the items, seal the capsule and store it in a safe place, such as a local school or library, to ensure it remains preserved for future generations.

FYI: Heacham have one in their village sign.

Dear Clerks and Parish Councils,

This summer will mark the start of a new local plan.

You may be aware that the Government have and are making major changes to the plan-making system. The headlines are that the new 30-month timetable and the milestones within this are set in law and that the focus must be on site allocations to meet the needs, and local policies to support these. Alongside this the local housing need has risen significantly and it likely that sites will be required to meet some 8,000 + new homes. You can find out more about the new plan-making system via the following link: [Create or update a local plan using the new system - GOV.UK](#)

Your involvement in this process is essential. Parish councils bring invaluable local knowledge, and your input will play a crucial role in ensuring that the local plan and its policies reflect the needs, challenges, and priorities of your areas.

I would particularly like to highlight several important areas where your contribution would be most welcomed:

- **The overall vision for the future of the Borough -**
- **Housing Needs Assessment** – helping to ensure that the type homes planned for meet local needs.
- **Strategic Flood Risk Assessment including a Water Cycle Study, Surface Water Management Plan and review of Coastal Change Management Area** – providing the evidence base for planning decisions in areas that may be affected by flooding issues, ensuring that development takes place in sustainable locations.
- **Open Space Audit** – identifying valued green and open spaces within your parish so they can be recognised and considered in future planning decisions.
- **Infrastructure Capacity, Constraints and Opportunities Study** – helping to assess what infrastructure is needed to support the growth of your community, and when it may be required.
- **Local List** – creating a list that identifies buildings, sites, or structures that the Borough Council identifies as having local heritage significance, even though they are not nationally listed.

While identifying infrastructure needs does not guarantee delivery, early input could strengthen the case for future investment.

This is a significant opportunity for parish councils to influence how development is planned and delivered in your area. By engaging in the future consultations, you can help ensure that local priorities are taken into consideration in the next local plan. . I will be back in touch nearer to the formal consultation periods opening with further details.

We strongly encourage you to participate fully and share your knowledge and views.

Kind regards
Cllr Sue Lintern

Cllr Terry Parish

Borough Councillor for the Wissey Ward
Cabinet member for Culture and Events

Parish Council Champion

BASIC CONDITIONS ADDENDUM:

In response to the implementation of The Levelling-up and Regeneration Act 2023 (Commencement No. 11 and Saving and Transitional Provisions) Regulations 2026, with effect from 25th March 2026

May 2026

Introduction

In response to the implementation of [The Levelling-up and Regeneration Act 2023 \(Commencement No. 11 and Saving and Transitional Provisions\) Regulations 2026](#), the Examiner has requested that the qualifying body (Parish Council) should prepare an addendum to the submitted Basic Conditions Statement, setting out how the Neighbourhood Plan fulfils the legal and regulatory requirements, in view of the legal changes that came into force on 25th March 2026 regarding the basic conditions.

The submitted Basic Conditions Statement was prepared in July 2025, before the relevant provisions of the Levelling-up and Regeneration Act 2023 came into force. This addendum does not replace the submitted Statement but supplements it by addressing the additional and amended requirements now applicable to the examination of the Docking Neighbourhood Plan.

Analysis of the implications of sections 98 and 99 of the Levelling-up and Regeneration Act 2023 for the submitted Docking Neighbourhood Plan are set out in the table below:

2023 LURA (relevant section)	Analysis: implications for Docking Neighbourhood Plan
<i>Section 98(1): Section 38B of PCPA 2004 (provision that may be made by neighbourhood development plans) is amended as follows.</i>	
<i>(2) Before subsection (1) [of PCPA 2004 section 38B] insert— “(A1)A neighbourhood development plan may include— (a)policies (however expressed) in relation to the amount, type and location of, and timetable for, development in the neighbourhood area in the period for which the plan has effect; (b)other policies (however expressed) in relation to the use or development of land in the neighbourhood area which are designed to achieve objectives that relate to the particular characteristics or circumstances of that area, any part of that area or one or more specific sites in that area; (c)details of any infrastructure requirements, or requirements for affordable housing, to which</i>	The Docking Neighbourhood Plan contains policies of the type now expressly described in section 38B as amended. The Plan includes non-strategic locally-specific policies relating to biodiversity and green ecological corridors, trees, local green spaces, important local views, dark skies, design, housing mix, affordable housing, principal residence, community facilities, employment opportunities, and access and movement. The Plan also draws on the Docking Design Codes and Guidance Report where relevant. These are all matters which relate to the particular characteristics and circumstances of Docking and are properly the subject of neighbourhood plan

2023 LURA (relevant section)	Analysis: implications for Docking Neighbourhood Plan
<i>development in accordance with the policies, included in the plan under paragraph (a) or (b), would give rise; (d) requirements with respect to design that relate to development, or development of a particular description, throughout the neighbourhood area, in any part of that area or at one or more specific sites in that area, which the qualifying body considers should be met for planning permission for the development to be granted."</i>	policies. Nothing in the submitted Plan appears to fall outside the scope of provision now permitted for neighbourhood development plans.
<i>(3) After subsection (2A) [of PCPA 2004 section 38B] insert— “(2B) So far as the qualifying body considers appropriate, having regard to the subject matter of the neighbourhood development plan, the plan must— (a) be designed to secure that the development and use of land in the neighbourhood area contribute to the mitigation of, and adaptation to, climate change, and (b) take account of any local nature recovery strategy, under section 104 of the Environment Act 2021, that relates to all or part of the neighbourhood area, including in particular— (i) the areas identified in the strategy as areas which— (A) are, or could become, of particular importance for biodiversity, or (B) are areas where the recovery or enhancement of biodiversity could make a particular contribution to other environmental benefits, (ii) the priorities set out in the strategy for recovering or enhancing biodiversity, and (iii) the proposals set out in the strategy as to potential measures relating to those priorities. (2C) The neighbourhood development plan must not—</i>	The Docking Neighbourhood Plan contributes to climate change mitigation and adaptation in a way that is proportionate to the scope and subject matter of the Plan. In particular, the Plan's policies on biodiversity and green ecological corridors, trees, design, access and movement, and related design code requirements support green infrastructure, habitat connectivity, sustainable drainage, walkability, and a high quality local environment. The Plan's wider emphasis on landscape character, environmental quality and locally distinctive development also supports a proportionate contribution to climate mitigation and adaptation, having regard to the nature and scope of the Plan. At the time the Docking Neighbourhood Plan was prepared, the Norfolk Local Nature Recovery Strategy was still emerging, and the Plan refers to it on that basis. Since producing the Regulation 15 Basic Conditions Statement, the Norfolk Local Nature Recovery Strategy has been published. The qualifying body has had regard to that final Strategy in preparing this addendum.

2023 LURA (relevant section)	Analysis: implications for Docking Neighbourhood Plan
<i>(a)include anything that is not permitted or required by or under subsections (A1) to (2A) or regulations under subsection (4), or</i> <i>(b)be inconsistent with or (in substance) repeat any national development management policy.”</i>	The final Norfolk Local Habitat Map identifies areas within and around Docking which are either of particular importance for biodiversity or could become of importance to biodiversity. These include mapped areas associated with existing woodland, plantation, hedgerow, trackway and habitat-corridor features around the village and towards the wider countryside, including areas to the south and south-east of Docking around Halfway Plantation, Hare Wood, Docking Common and Massie Plantation. This is consistent with the evidence already used to inform the submitted Plan. The Plan identifies local ecological assets in Docking, including Docking Borrow Pit County Wildlife Site, priority habitats such as deciduous woodland, good quality semi-improved grassland and traditional orchard, and local features including ponds, trees and hedgerows. Policy 1 identifies green ecological corridors informed by NBIS data, Natural England and Norfolk County Council mapping, species records, priority habitat information and local evidence. Policy 1 seeks to protect, restore and improve habitat connectivity by requiring relevant proposals within or adjacent to the identified green ecological corridors to enhance or restore the function of the corridor and to mitigate features which could reduce wildlife movement, such as buildings, hard surfaces, redirected watercourses, artificial lighting and insensitive habitat management. Community Action 1 also supports local action with landowners and the community to improve habitats, including within the green corridors, through measures such as insect-friendly planting, bird and bat boxes, wild patches, pond maintenance, less frequent mowing and tree planting. Having regard to the subject matter of the submitted Plan, the approach taken through Policy 1 and the supporting green ecological corridor evidence is

2023 LURA (relevant section)	Analysis: implications for Docking Neighbourhood Plan
	consistent with the Norfolk LNRS and final Local Habitat Map. The Plan supports the strengthening of habitat networks, the restoration and enhancement of biodiversity, and the identification of locations where nature recovery can also deliver wider environmental benefits. The Plan therefore takes account of the Norfolk Local Nature Recovery Strategy in a proportionate way.
(4) In subsection (4)(b) [of PCPA 2004 section 38B], after “requiring” insert “or permitting”.	This amendment does not give rise to any separate issue for the Docking Neighbourhood Plan.
Section 99: Neighbourhood development plans and orders: basic conditions	
(1) In paragraph 8(2) of Schedule 4B to TCPA 1990 (basic conditions for making neighbourhood development order or neighbourhood plan)— (a) for paragraph (e) substitute— “(ea) the making of the order would not have the effect of preventing development from taking place which— (i) is proposed in the development plan for the area of the authority (or any part of that area), and (ii) if it took place, would provide housing,”;	The Docking Neighbourhood Plan does not prevent housing development proposed in the development plan from coming forward. The revised basic condition requires consideration of whether the making of the neighbourhood plan would result in the development plan for the area proposing that less housing is provided by means of development taking place in that area than if the neighbourhood plan were not made. The Docking Neighbourhood Plan does not allocate less housing than the Local Plan, delete or amend any strategic housing allocation, or introduce a policy which would prevent housing proposed through the development plan from coming forward. Its housing policies provide local detail on housing mix, affordable housing and principal residence, to be applied alongside the strategic policies of the Borough Council’s Local Plan. The Plan would therefore not result in less housing being provided than would be the case if the Neighbourhood Plan were not made
(1) (b) after paragraph (f) (but before the “and” at the end of that paragraph) insert—	As at May 2026, although the Levelling-up and Regeneration Act 2023 has inserted a basic condition referring to Environmental Outcomes Report

2023 LURA (relevant section)	Analysis: implications for Docking Neighbourhood Plan
<i>“(fa)any requirements imposed in relation to the order by or under Part 6 of the Levelling-up and Regeneration Act 2023 (environmental outcomes reports) have been complied with,”.</i>	requirements, there are no Environmental Outcomes Report requirements in practical operation that apply to the submitted Docking Neighbourhood Plan. The Plan has therefore been considered through the existing Strategic Environmental Assessment and Habitats Regulations Assessment screening framework. The Basic Conditions Statement records that SEA and HRA screening was undertaken and that the Borough Council supported the conclusion that SEA and HRA Appropriate Assessment were not required. The SEA and HRA regulations remain the relevant framework unless and until the Environmental Outcomes Report regime is implemented.
<i>(2) In section 38C(5) of PCPA 2004 (neighbourhood development plans: modifications of Schedule 4B to TCPA 1990), in paragraph (d), for the words from “if” to the end substitute “if—</i> <i>(i)sub-paragraphs (2)(b) and (c) were omitted,</i> <i>(ii)in sub-paragraph (2), for paragraph (ea) there were substituted—</i> <i>“(ea)the making of the neighbourhood development plan would not result in the development plan for the area of the authority proposing that less housing is provided by means of development taking place in that area than if the neighbourhood development plan were not to be made,” and</i> <i>(iii)sub-paragraphs (3) to (5) were omitted.”</i>	The Docking Neighbourhood Plan does not result in the development plan for the area proposing that less housing is provided than would be the case if the Neighbourhood Plan were not to be made. For the reasons set out above in relation to section 99(1)(a), no conflict with the revised housing-related basic condition is identified.
<i>(3) In paragraph 11(2) of Schedule A2 to PCPA 2004 (modification of neighbourhood development plans: basic conditions)—</i> <i>(a)for paragraph (c) substitute—</i>	The Docking Neighbourhood Plan would not result in the development plan providing for less housing than would be the case if the draft Plan were not made. The analysis set out above in relation to housing applies equally here.

2023 LURA (relevant section)	Analysis: implications for Docking Neighbourhood Plan
<i>“(ca)the making of the plan would not result in the development plan for the area of the authority proposing that less housing is provided by means of development taking place in that area than if the draft plan were not to be made,”;</i>	
<i>(3)(b) after paragraph (d) (but before the “and” at the end of that paragraph) insert— “(da)any requirements imposed in relation to the plan by or under Part 6 of the Levelling-up and Regeneration Act 2023 (environmental outcomes reports) have been complied with,”.</i>	As at May 2026, although the Levelling-up and Regeneration Act 2023 has inserted a basic condition referring to Environmental Outcomes Report requirements, there are no Environmental Outcomes Report requirements in practical operation that apply to the submitted Docking Neighbourhood Plan. The Plan has therefore been subject to Strategic Environmental Assessment and Habitats Regulations Assessment screening, in accordance with the existing SEA and HRA framework The SEA and HRA Regulations remain in force until regulations regarding EORs are implemented.

The analysis above reveals that the Docking Neighbourhood Plan 2023–2039, as submitted, fulfils the revised basic conditions introduced by sections 98 and 99 of the Levelling-up and Regeneration Act 2023, which came into force on 25th March 2026. This addendum should therefore be read alongside the submitted Basic Conditions Statement dated July 2025 for the purposes of the examination.

Burnham Market Parish Council Safeguarding Policy

1. Introduction

The Parish Council is committed to ensuring the safety and well-being of children, young people, and vulnerable adults who come into contact with the Council's services and activities. This policy outlines the Council's approach to safeguarding and promoting welfare. The designated safeguarding lead is the Clerk of the Parish Council.

2. Scope

This policy applies to all Parish Councillors, employees, volunteers, and anyone working on behalf of the Parish Council.

3. Legal Framework

This policy is based on relevant UK legislation and guidance, including:

- The Children Act 1989 & 2004
- The Care Act 2014
- Working Together to Safeguard Children (latest edition)
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- The Equality Act 2010

4. Responsibilities

- The Parish Council has a duty to promote the welfare of children and vulnerable adults.
- All councillors, staff, and volunteers must be aware of safeguarding responsibilities and report concerns appropriately.
- A designated Safeguarding Lead will be appointed to oversee implementation and act as a point of contact.

5. Recognising and Reporting Abuse

Abuse can take many forms, including physical, emotional, sexual, neglect, financial, and discriminatory abuse. Any concerns should be reported to the Safeguarding Lead or, in urgent cases, directly to the appropriate authorities:

- Children: Local Authority Children's Services or NSPCC helpline
- Adults: Local Authority Adult Safeguarding Team
- Police: 999 (if immediate danger)

6. Safe Recruitment and Training

- The Parish Council will take appropriate steps to ensure safe recruitment, including DBS checks where necessary.
- Training will be provided to councillors, staff, and volunteers to ensure awareness of safeguarding responsibilities.

Advertisements for job roles at the Council will specify clearly whether the work involves regulated activity/work together with the basis of that work.

Offers of employment will be made conditional on the receipt of a satisfactory disclosure checks. These will be conducted by the Disclosure and Barring Service in England and Wales and Disclosure Scotland in Scotland.

The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.

If the background check reveals that an applicant is not suitable, the offer of employment will be withdrawn by the Council and the applicant will not be employed.

7 Existing employees

Existing employees may be required to provide a satisfactory disclosure check where their work becomes a regulated activity/work or the Council requires them to start carrying out regulated activity/work. Existing employees cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

The disclosure check will be conducted by the Disclosure and Barring Service in England and Wales and Disclosure Scotland in Scotland.

The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this.

If employees are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, the Council will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

If existing employees become added to the children and adults barred lists by either disclosure body, the Council will consider the options for redeployment into any available job roles that do not involve regulated activity/work. All employees who are added to the barred lists are required to inform their line manager of their inclusion on the list at the earliest opportunity. A failure to do so may be deemed a disciplinary matter to be dealt with under the disciplinary procedure.

In both cases, if this is not possible, the Council may need to consider dismissal of the employee on the basis of the statutory ban imposed by the disclosure. The Council may be unable to continue to employ the employee in any capacity if the continued association with the employee cannot be maintained, causes reputational damage to the employer or other reasons that harm its position in the marketplace.

8 What is abuse?

Given the risk of abuse to children and service users, all employees are required to be alert at all times to the possibility of abuse towards children or service users.

Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:

- financial or material abuse
- physical abuse
- mental abuse
- neglect and failures to act
- sexual abuse
- threats of abuse or harm
- controlling or intimidating conduct
- self-neglect
- domestic abuse
- poor practices within an organisation providing care
- modern slavery.

The abuse may come from employees, personal assistants, service users, relatives, neighbours, social workers, providers of support services etc.

9 Reporting and investigating abuse

The Council will treat all complaints, allegations or suspicions of abuse with the utmost seriousness. Training will be provided, as appropriate, to ensure that staff are aware of the warning signs of abuse and the correct reporting procedure to follow if they suspect abuse is, or has, taken place.

Employees that suspect abuse is occurring should refer the matter to their line manager immediately, with as much detail as possible. The line manager will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring, and the dates and times this occurred (if known). An official written report of the alleged act may be requested at this stage as part of the evidence gathering procedure.

Employees may be asked to refrain from discussing alleged abuse with fellow colleagues, other than those specified by their line manager, to avoid the spread of potentially harmful misinformation and to protect the validity of any investigation.

The allegations will be investigated fully and all such reports are taken seriously. The investigation will be conducted in a discrete and timely manner, and will involve the collation of evidence typically derived from witness statements and surveillance footage where possible.

If it is suspected that a criminal act may have been committed, the Council will report the situation to the police.

Employees suspected of abuse will be suspended on full pay pending a full investigation of the complaints. It should be noted that this suspension is not an indication of the employee's guilt, but rather a necessity given the circumstances. The Council appreciates the impact prolonged suspension can have on an employee's reputation, even when allegations are later found to be incorrect, and does not take the decision to suspend lightly.

The Council may be under a duty to disclose allegations of abuse to the Disclosure and Barring Service or Disclosure Scotland as appropriate. The organisation may also consider it necessary to inform the police of allegations under investigation.

10 Maintaining records

The Council will ensure that all details associated with allegation of abuse are recorded clearly and accurately. The records will be maintained securely in line with the Council's confidential record keeping procedure.

11 Disciplinary action

If the investigation reveals that abuse has happened, or is happening, the Council will set up a disciplinary hearing for the employee concerned. Abuse of service users is regarded by the Council as an act of gross misconduct and the allegation could result in summary dismissal, in line with the Council's disciplinary procedure.

Employees will have the chance to appeal any disciplinary action that is taken against them.

12 Duty of disclosure

The Council is legally required to send information to the Disclosure and Barring Service or Disclosure Scotland if a decision is taken to dismiss an employee or remove them from working in regulated activity/work.

The Council may also be required to inform the Disclosure and Barring Service or Disclosure Scotland if the Council suspends an employee, or an employee resigns in suspicious circumstances, as the referral duty criteria may already be met at that stage.

13. Use of Council Facilities

Any organisations or individuals using Parish Council facilities must comply with safeguarding requirements and have their own policies in place if working with children or vulnerable adults.

14. Confidentiality and Data Protection

All safeguarding concerns will be handled sensitively and in accordance with data protection laws, ensuring information is shared appropriately.

15. Monitoring and Review

This policy will be reviewed annually or following any significant changes in legislation or best practice guidance.

16. Contact Details

Norfolk County Council Children's Services

Phone: 0344 800 8020

Website: Norfolk Safeguarding Partnership

Norfolk Safeguarding Children Partnership (NSCP)

General Enquiries: 01603 223409

Email: nscb@norfolk.gov.uk

Website: [Norfolk Safeguarding Partnership](http://www.norfolk.gov.uk/norfolk-safeguarding-partnership)

Norfolk Safeguarding Adults Board

Phone: 0344 800 8020

Email: nsabchair@norfolk.gov.uk

Website: [Norfolk Safeguarding Adults Board](http://www.norfolk.gov.uk/norfolk-safeguarding-adults-board)

BRIEFING NOTE: MEMORIAL DONATIONS TO PARISH COUNCIL

1. Purpose

This note considers whether the Council should accept memorial or commemorative donations and outlines the governance risks and available policy approaches.

2. Background

The Council has been approached (and may be in future) to accept memorial-style donations or items for public display. These may include physical objects, installations, or sponsored features in public spaces.

Such requests often arise in emotionally sensitive circumstances and may involve individuals with links to Council members or strong local views.

3. Key Issue

The issue is not financial but governance-based: whether the Council can make consistent, transparent, and defensible decisions on memorial donations without undue pressure, perception risk, or precedent problems.

4. Risks Identified

4.1 Reputational risk

- **Perception of favouritism or inconsistency**
- **Public disagreement over appropriateness of individuals or memorials**

4.2 Governance risk

- **Emotional or relational pressure influencing decision-making**
- **Difficulty applying consistent criteria over time**
- **Precedent leading to expectation of approval in future cases**

4.3 Operational risk

- **Long-term maintenance and replacement obligations**
- **Health and safety considerations for installed items**
- **Ongoing administrative burden**

4.4 Political / perception risk

- **Potential conflict where individuals linked to Council members are involved**
 - **Risk that decisions are perceived as personal rather than corporate**
-

5. Options Available

Option A — Accept memorial donations (case-by-case)

- **Requires strict policy and full Council decision each time**
- **Higher administrative and reputational burden**

Option B — Controlled memorial scheme

- **Only pre-defined types of memorials allowed (e.g. benches/trees in set locations)**
- **Clear criteria and limits reduce discretion and pressure**
- **More consistent and defensible**

Option C — Do not accept memorial donations

- **Council declines all memorial or commemorative donations**
 - **Eliminates inconsistency and perception risk**
 - **Removes emotional and political pressure from Council decisions**
-

6. Consideration

Memorial donations are inherently sensitive and often generate disproportionate governance complexity relative to their practical benefit.

Councils commonly adopt either a restricted scheme (Option B) or a non-acceptance position (Option C) to maintain consistency and protect decision-making integrity.

7. Conclusion

The Council should determine whether it wishes to:

- **continue making ad hoc decisions on memorial donations, or**

- **adopt a clear policy that either restricts or declines them entirely to avoid repeated case-by-case pressure decisions.**

DOCKING PARISH COUNCIL

ACCEPTANCE OF DONATIONS POLICY

1. Purpose

The purpose of this policy is to set out how the Council considers, accepts, or refuses donations offered to it.

2. Scope

This policy applies to all donations, including:

- Money
- Gifts of equipment or items
- Sponsorship or in-kind support
- Memorial or commemorative items

It does not cover grants, which are managed under Financial Regulations.

3. Principle

The Council may accept or refuse any donation. No donation is accepted automatically.

All decisions must be made in the interests of the Council and the community.

4. Decision-Making

All donations must be decided by **Full Council only**.

No delegation applies.

No donation may be accepted or confirmed outside a Full Council resolution.

5. Considerations

The Council will consider:

- Community benefit
- Cost and ongoing maintenance
- Legal, safety, and insurance issues

- Long-term responsibility
- Reputation and public perception
- Whether acceptance could imply influence or obligation

6. Memorial Donations

Memorial or commemorative donations require particular sensitivity.

Option A: Council does not accept Memorial donations

Option B: Council has a memorial scheme (where plaques can be purchased for positioning on council benches where available OR ANY OTHER IDEAS)

Option C: Council considers all memorial donations and request on a case by case basis and will consider:

- Community views
- Appropriateness
- Suitability for public space
- Long-term maintenance

The Council may refuse any memorial donation it considers unsuitable or divisive.

7. Gifts and Bribery Risk

Councillors must not accept any gift, donation, or benefit where it could reasonably be seen as:

- influencing Council decisions, or
- rewarding a decision, or
- creating obligation or preferential treatment.

Any such offer must be refused or referred to Full Council or the Code of Conduct.

8. Conditions

The Council may attach conditions to acceptance, including:

- Use or display restrictions
- Maintenance responsibilities
- Location or duration limits
- Recognition or anonymity requirements

If conditions are not acceptable, the donation will be refused.

9. Ownership and Liability

Accepted donations become Council property unless agreed otherwise.

The Council must be satisfied it can meet any ongoing costs or liabilities before acceptance.

10. Transparency

All decisions must be recorded in Council minutes.

Accepted donations may be recorded in the asset register where appropriate.

11. Review

This policy will be reviewed every three years or sooner if required.

From: Cllr David Harrison <cllr.david.harrison@dockingparishcouncil.gov.uk>
Sent: 17 May 2026 16:28
To: Clerk
Subject: Norfolk ALC Meeting précis

Hi Annalisa,

I took extensive notes during the Meeting and hope this summary may be of some use.

Michael Gurney, Vice LL of Norfolk spoke of the independence, impartial and apolitical nature of his role and emphasised the increasing importance of PC's as the only point of continuation as the current regional governance structures collapse and reform.

His view is that as housing construction gathers pace, new residents need to be welcomed and to be shown that they are valued.

He wants to see more emphasis on volunteering in all forms and that safeguarding rules are not that onerous for those who wish to step up.

Importantly he mentioned the assistance the Lieutenancy can give in raising awareness of those in the community who should be put forward for awards.

John Cowan was elected as Vice Chair of ALC as a formality, there being no other candidates.

Madeline Ashcroft gave a sketchy report saying that ALC would be monitoring changes and developments coming down to PC's.

Adrian Miles spoke of training and support and that **Rob Shaw** is the clerk interested in standardisation of council activities that are the moment too sporadic.

Desiré was not introduced by surname and gave a tangled presentation of the ALC's finances but I did divine that ALC does have a contingency fund of £65k.

Chris (no surname) the IT Officer mentioned providing IT support monitoring compliance but also staying that PC's are free to publish what suits them best. IT services from NALC are being rolled out to PC's in other counties

Alba (no surname again) gave the Business Plan saying it was disappointing that membership had not increased from 64% to the target 80% of councils.

The intention is to collaborate with Suffolk and Essex, to network with Clerks to to create greater collaboration with environmental organisations.

A new officer will concentrate on reorganisation.

Adrian Miles spoke cogently about the oversight NALC provides with legal and other advice and for promoting issues to Parliamentary level.

Since 2024 the organisation has needed reconstruction building engagement with town and parish councils. He emphasised the distinct power that we have to set the precept that all are obliged to pay.

He mentioned the opportunities and challenges of the LGR to 3 LA's specifically the improved accountability and ability to introduce targeted services. Upgrades in training and support will be needed over the next 3-4 years as the LA changes bed-down. He was passionate about supporting local economies and that national GDP figures are meaning less at the local level.

Specifically, youth unemployment is part of a vicious circle of reduced opportunity, poor education, poverty, declining mental health leading to larger numbers of NEETs. He wants to examine how to employ resources to reform local councils with funding set to reflect local needs. We have 2 years to reset training, finance and awareness.

Restoration of trust and faith governance will make communities more inclusive. Local needs require local identifiers. Resources need to be targeted. Community engagement will breed cohesion.

Joolz Thompson from Community Climate Action spoke about energy and communal action. Community renewable energy resources are changing and solar farms can also support horticulture. There are thousands of potential sites in East Anglia (such as our own land down the Fakenham Road).

Allotments are an exemplar of food resilience (perhaps we could use one of the allotment plots as a demonstrator of what can be achieved).

Justin Griggs Deputy CEO of NALC spoke about the opportunities of LGR. There is a White Paper of the English Devolution Community Empowerment Bill going through Parliament at the moment.

In a time of political turbulence PC's can step up in service delivery if given the resources. PC's must be proactive in using skills, resources and governance and NALC argues that this should be integral as to how PC's function.

we should take on green spaces, community buildings and manage assets.

We should align with residents priorities and collaborate across adjacent PC's

As well as an inventory of assets, we should recognise skills and resource shortfalls.

We should attend consultations, governance reviews and devolution forums and get access to local/regional panels and working groups.

Right now we should:

- Collaborate with local PC's

- Strengthen risk management

- Raise our profile

- Promote successes

- Be sceptical, cheeky and visible

- Get advice and legal counsel where necessary.

- Justify any raise in precept with reasoning to buy/pay for services or facilities in advance

Finally he said "DON'T GET LEFT BEHIND"

I hope this helps.

David