

Minutes of the meeting of Drayton Parish Council held on **Thursday, 11<sup>th</sup> December 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), H. Kisby, N. Quinsey, A. Taylor and R. Turner.

**In attendance:** Amy Pinkham; Parish Clerk & RFO, 1 member of the public.

**Meeting Opened:** 7:02pm

## 1. APOLOGIES

### a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. J. Anderson, T. Lee, K. Morgan and J. Edwards-Smith.

## 2. DECLARATIONS OF INTEREST

### a) To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].

Cllr. A. Crotch declared a pre-disposition regarding agenda item 12a due to prior discussions at Broadland District Council. The Councillor confirmed that they had an open mind and would consider all information presented before reaching a decision.

## 3. MINUTES

### a) To receive minutes of the meeting of the Council held on 13<sup>th</sup> November 2025 for approval [Pg 5-9].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair subject to amendment of a typographical error on page 3.

## 4. PUBLIC FORUM

### a) To receive any questions or comments from members of the public.

None.

### b) To receive report from County Councillor: Cllr. T. Adams.

Cllr. T. Adams wished Council Members a Merry Christmas and Happy New Year. Locally, it was confirmed that the local Highway Engineer would install wooden posts outside Drayton Junior School to prevent parking on the grass verge, and that Adult Social Services had been contacted regarding the wellbeing of a local resident for further investigation. It was noted that the recent rainfall had washed away markings for repairs on School Road and Cllr. T. Adams agreed to follow up with the local Highway Engineer.

Regarding Local Government Reorganisation, it was noted that the mayoral election for Norfolk and Suffolk had been delayed and would now take place in May 2028. It was noted that Norfolk County Council had expressed its disappointment with the delay noting that preparations were well underway.

### c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.

Locally, it was noted that the Teen Challenge Carol Service was well attended with an excellent service and food.

It was reported that Broadland District Council's Communities Team had produced a report illustrating the work of the team over the 2024/25 financial year and its impact on residents. The report would be circulated to Council members for information and included details of various grants awarded, holiday clubs available and other schemes such as "Broadly Active".

It was noted that Broadland District Council provide a free bi-monthly newsletter, "Yours Sincerely", available for all residents who feel they would like additional contact. Council Members were encouraged to notify any residents of the newsletter who may benefit from a subscription.

**d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.**

None.

**e) To receive reports from any other public bodies.**

None.

**5. MATTERS ARISING**

**a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 10-12].**

Council received the report with no further questions. It was further noted that delivery of the CCTV equipment for Green Lanes was expected mid-December with the aim of a pre-Christmas installation.

**b) To receive feedback on Town and Parish Council Forum held on 9<sup>th</sup> December 2025.**

Broadland District Council had received 1500 toys donated over a 3-week period to be distributed to families in need throughout the districts. Council Members were asked to contact the Parish Clerk or District Councillors if they were aware of families in need who might wish to receive any toys.

The forum re-emphasised that residents should not put batteries in their regular rubbish or recycling bins because they are a major fire hazard and should be disposed of through the weekly kerbside collection by placing them in a separate tied carrier bag next to their bins on collection day.

Regarding Local Government Reorganisation, it was noted that the mayoral election for Norfolk and Suffolk had been delayed and would now take place in May 2028.

**6. PLANNING MATTERS**

**a) To consider response to planning applications as follows:**

**i) 2025/3361:** 40 Carter Road, NR8 6DY.

Council noted the application had been approved by District Council.

**ii) 2025/3424:** Priscilla Bacon Charity Shop, School Road.

Council **AGREED** to support subject to further enhancement of the landscape in line with applicant comments.

**iii) 2025/3659:** 5 Delane Road, NR8 6DL.

Council **AGREED** to submit no comments.

**iv) 2025/2835:** Drayton Hall, 73 Hall Lane, NR8 6DP.

Council **AGREED** to support the application.

**v) 2025/2044:** Borderlands, Reephams Road, NR10 3AJ.

Council **AGREED** to submit no comments.

- vi) **2025/3709**: 40 Bradshaw Road, NR8 6DJ.

Council **AGREED** to submit no comments.

- b) To note planning decisions by Broadland District Council as follows:
- i) **2025/2846**: Drayton and St Faiths Medical Practice NR8 6EE – Approval with Conditions (Delegated).
  - ii) **2025/3439**: 39 Drayton High Road, NR8 6AQ – Approval with Conditions (Delegated).
  - iii) **2025/3544**: 65 Hall Lane, NR8 6DP – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

## 7. FINANCIAL MATTERS

- a) **To receive bank reconciliation for approval [Pg 13-14].**

The Chair verified and signed the bank reconciliation as evidence of verification. It was noted that the unrepresented payment related to a late payment to the Norfolk Pension Fund that had since been paid.

- b) **To receive list of receipts and approved payments for November 2025 [Pg 15-20].**

Council received the list of receipts and payments with no further questions. Further to the query raised at the November 2025 meeting of the Council, it was clarified that electricity bills were higher for Longdale Pavilion due to the two electric boilers to service the two changing rooms and the frequent use of floodlights and users of the pavilion 7 days a week.

- c) **To receive list of payments for authorisation [Pg 21-22].**

Council authorised the list of payments to be made. It was noted that the donation to Royal British Legion had been updated in Scribe to the correct amount of £28.50.

- d) **To receive the budget briefing for information [Pg 23-24].**

Council received the budget briefing with no further comments or questions.

- e) **To consider the 2026-27 budget and precept for approval [Pg 25-42].**

Council **AGREED** the 2026-27 budget of £296,498.25 and a 2026-27 precept of £247,497.02 equating to a 15.4% increase or £15.80 increase for a Band D property.

Council considered the budget at length including recommendations from each Committee and a review of proposed reserve transfers. It was further noted that communication was key to demonstrate to residents the rationale for the agreed increase and that this information would be provided as part of the annual budget leaflet published on the Parish Council website.

## 8. FINANCE & GENERAL PURPOSES COMMITTEE

- a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

## 9. PLAYING FIELDS & PROPERTY COMMITTEE

- a) **To note meeting of the Committee held on 4<sup>th</sup> December 2025.**

Noted.

## 10. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) **To receive minutes of the Committee held on 6<sup>th</sup> November 2025 [Pg 43-45].**

Council received the minutes with no further comments or questions.

#### **11. STAFFING COMMITTEE**

Council **AGREED** to consider item 11 after item 14b).

- a) **To receive minutes of the Committee held on 20<sup>th</sup> November 2025 [Pg 46-48].**

Council received the minutes with no further comments or questions.

- b) **To consider recommendation to adopt Recruitment & Selection Policy as presented [Pg 49-53].**

Council **AGREED** to adopt the Recruitment & Selection Policy as presented subject to removal of all reference to application forms.

- c) **To consider recommendation to adopt Equal Opportunities Policy as presented [Pg 54-57].**

Council **AGREED** to adopt the Equal Opportunities Policy as presented.

- d) **Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 11e.**

Council **AGREED** to extend the meeting by 15 minutes.

Council **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of item 11e.

- e) **To receive Annual Appraisal Report [Pg 58-61].**

Council received the report with thanks, noting it was a useful report aiding transparency, accountability and shared understanding of expectations between Staff and Council.

The Chairman noted his thanks to both the Staffing Committee and all staff for their work on behalf of the Council.

#### **12. OTHER MATTERS FOR DISCUSSION AND DECISION**

- a) **To consider response to consultation on Proposals for Local Government Reorganisation in Norfolk and Suffolk [Pg 62-63].**

In response to the consultation, Council **AGREED** to strongly disagree for all multiple-choice questions for a 3 unitary council and submit no further comments.

- b) **To consider response to Norfolk County Council's annual budget consultation proposals [Pg 64-66].**

Council **AGREED** to submit no response.

- c) **To consider response to Supplementary Planning Document Consultations [Pg 67].**

Council **AGREED** to submit no response.

- d) **To consider response to correspondence received from Taverham Lions [Pg 68].**

Council **AGREED** to include the Bleed Kit in the Defibrillator at Longdale Pavilion offered by Taverham Lions with thanks. Council **AGREED** the bleed kit would be managed by Drayton Parish Council including associated costs for restocking supplies as needed.

#### **13. EXCHANGE OF INFORMATION**

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**a) To note any other matters raised.**

Council expressed its condolences on the passing of Brenda Foulger, wife of former District Councillor for Drayton South and a card of condolence would be sent by the Parish Clerk on behalf of the Council.

Council noted the office would be closed during the Christmas period from Wednesday 24<sup>th</sup> December 2025 and re-open Monday 5<sup>th</sup> January 2026.

Council noted correspondence received on behalf of Alice Macdonald MP for Norwich North to arrange a meeting to discuss the work of the Parish Council, priorities for Drayton and any support Alice may be able to provide. A date would be agreed and circulated to Council Members in due course.

**14. UPCOMING MEETING DATES****a) Extraordinary meeting of the Playing Fields & Property Committee 18<sup>th</sup> December 2025.****b) Parish Council meeting 15<sup>th</sup> January 2026.**

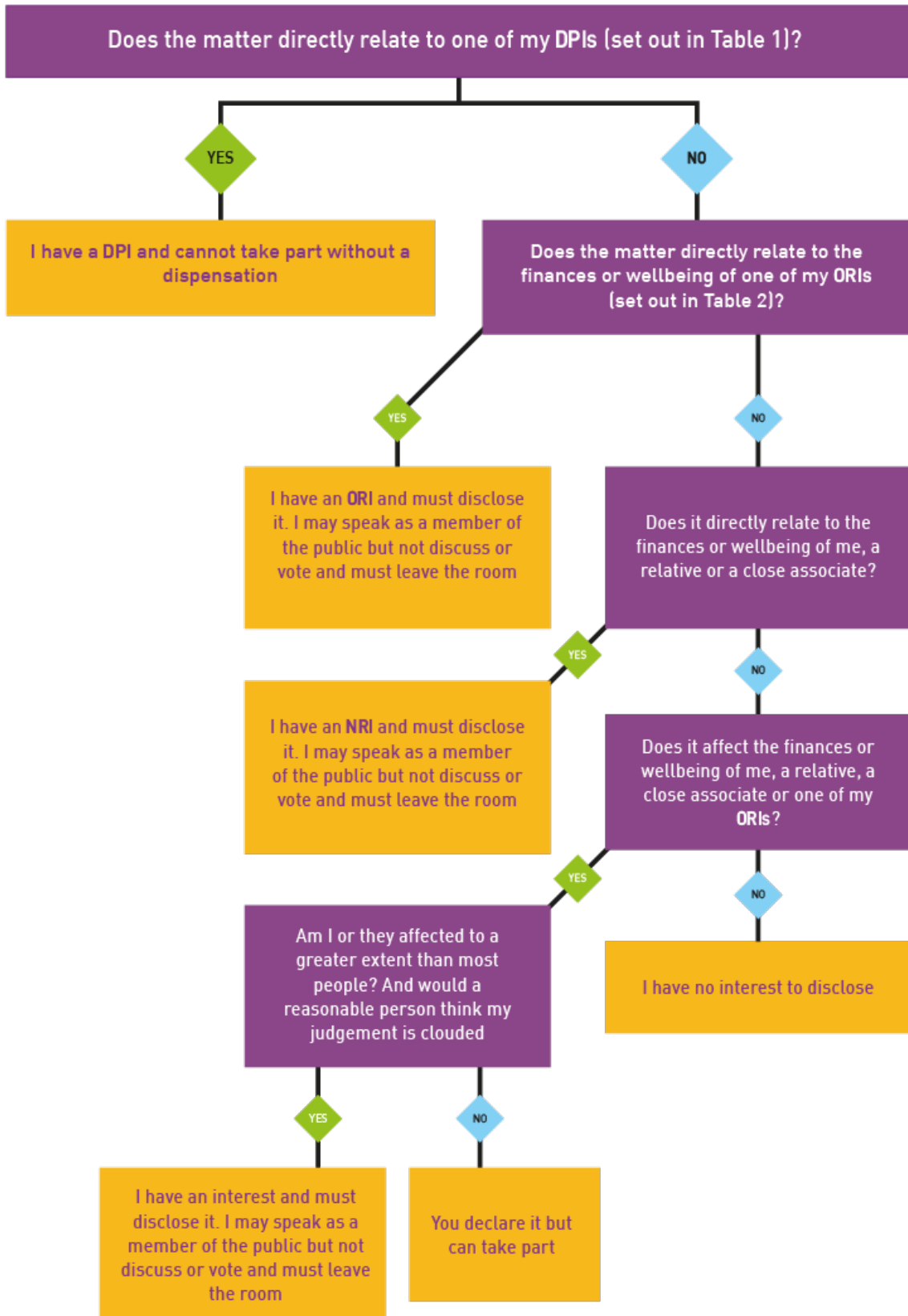
Noted.

**Meeting Closed:** 9:04pm

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC2a: Declarations of Interest.</b>
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at <a href="mailto:monitoringofficer@southnorfolkandbroadland.gov.uk">monitoringofficer@southnorfolkandbroadland.gov.uk</a>. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
<b>Recommendation</b>	
Council is asked to note the paper for information.	

## Interests Flowchart



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registrable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management</li> </ul> </li> </ul>
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## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC3a:</b> To receive minutes for approval.
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per section 12 of the Council's adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ol style="list-style-type: none"><li>i. the time and place of the meeting;</li><li>ii. the names of councillors who are present and the names of councillors who are absent;</li><li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li><li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li><li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li><li>vi. if there was a public participation session;</li><li>vii. and the resolutions made.</li></ol>	
<b>Recommendation</b>	
Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.	

Minutes of the meeting of Drayton Parish Council held on **Thursday 13<sup>th</sup> November 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, A. Crotch (Vice-Chair), G. Everett (Chair), H. Kisby, T. Lee, N. Quinsey, A. Taylor and R. Turner.

**In attendance:** Amy Pinkham; Parish Clerk & RFO, 1 member of the public.

**Meeting Opened:** 7:00pm

## 1. APOLOGIES

### a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. K. Morgan, J. Edwards-Smith and C. Brown.

## 2. DECLARATIONS OF INTEREST

### a) To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].

None.

## 3. MINUTES

### a) To receive minutes of the meeting of the Council held on 9<sup>th</sup> October 2025 for approval [Pg 5-10].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.

## 4. PUBLIC FORUM

### a) To receive any questions or comments from members of the public.

None.

### b) To receive report from County Councillor: Cllr. T. Adams.

It was reported that an objection had been submitted to Broadland District Council regarding the Marriott's Park development on Highway Grounds contrary to planning policy TRA3.

It was confirmed that local charity, Amber's Army, would be applying for a grant to Cllr. T. Adams and that the local highway engineer would investigate reports of crumbling footpaths on School Road.

### c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.

Locally the community came together for Remembrance Sunday and the Church service was well attended.

It was noted that the Broadland District Council Small Business Awards were now live and looking for nominations. Councillors were encouraged to submit local businesses worthy of nomination to Broadland District Council.

Local Highway Engineer confirmed that a concrete pad outside the entrance to Longdale playing field had been installed for Beryl Bikes. Concerns were raised that the bikes could restrict the view of the visibility splay and it was noted as disappointing that there was no consultation.

Ongoing concerns regarding Thorpe Marriot Village Hall and issues with landlord were reported and an update would be provided in due course.

Cllr. A. Crotch noted his thanks to the emergency services who attended a recent fire in Thorpe Marriott.

**d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.**

None.

**e) To receive reports from any other public bodies.**

**i) To receive update from representative Cllr. G. Everett for the Norwich Western Link Local Liaison Group and consider a response to NCC regarding appeal to Department for Transport [Pg 11].**

Council **AGREED** to sign the letter to the Department for Transport as presented in support of the Norwich Western Link Assessment Work.

**ii) Norwich Airport Consultative Committee**

It was reported that the Committee met on 22<sup>nd</sup> October and full minutes would be available on the Norwich Airport website in due course. Highlights from the meeting included; a review of the DfT Guidance, a strategic partnership with ICG European with a commitment to accelerate aviation and develop the neighbouring Imperial Park, confirmation that Norwich Airport was named among the UK's top six airports following a recent national survey, that over the past 6 months the number of passengers had increased and were close to pre-covid figures and that domestic flights had reduced but this was noted as a national issue.

## **5. MATTERS ARISING**

**a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 12-14].**

Council received the report with no further questions. It was further noted that the bus shelter installation had been delayed by the contractor due to staff shortages and would be rescheduled as soon as possible.

**b) To receive feedback on Town and Parish Council Face-to-Face Summit held on 12<sup>th</sup> November 2025.**

It was noted that the Summit was very well attended. Under current timescales it was confirmed that Mayoral elections for a combined Norfolk and Suffolk County Authority would take place in May 2026 with public consultations on local government reorganisation expected shortly. It was noted that county council elections were still planned to take place in 2026 and that Broadland District Council would remain until 2028. There was discussion regarding additional powers for Parish and Town Council's but it was noted that any decision's were the responsibility of the new authority and would not be considered until after 2027.

## **6. PLANNING MATTERS**

**a) To consider response to planning applications as follows:**

**i) 2025/3134: Land Adjacent to Manor Farm Close Hall Lane (Non-Material Amendment).**

Council **AGREED** to submit no comments.

- ii) **2025/2933:** Land between Fir Cover Road and Reepham Road Breck Farm Lane Taverham (Reserved Matters).

Cllr. A. Crotch declared a pre-disposition regarding planning application 2025/2933 due to prior discussions at Broadland District Council. The Councillor confirmed that they had an open mind and would consider all information presented before reaching a decision.

While Drayton Parish Council recognised the need for more housing, the Council **AGREED** to object to the application on the grounds of policy TS3 of the Development Management DPD which states 'development will not be permitted where it would result in any significant adverse impact upon the satisfactory functioning or safety of the highways network'. The need to guarantee the Norwich Western Link is considered paramount as are other infrastructure and service provisions in particular the development of a medical practice and security in the proposal for educational provision.

**b) To note planning decisions by Broadland District Council as follows:**

- i) **2025/2195:** 50 Drayton High Road, NR8 6AG – Approval with Conditions (Delegated).
- ii) **2025/2549:** 5 Taverham Road, NR8 6RU – Approval with Conditions (Delegated).
- iii) **2025/0392:** 15 Manor Farm Close, NR8 6EE – Approval with Conditions (Delegated).
- iv) **2025/2654:** 29 Littlewood, NR8 6FB, works to TPO trees - Approval in part, refusal in part (Delegated).
- v) **2025/2790:** 9-11 Drayton High Road, works to TPO trees – Refusal (Delegated).
- vi) **2025/3084:** 39 Delane Road, NR8 6DL – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

## 7. FINANCIAL MATTERS

**a) To receive bank reconciliation for approval [Pg 15-16].**

The Chair verified and signed the bank reconciliation as evidence of verification.

**b) To receive list of receipts and approved payments for October 2025 [Pg 17-21].**

Council received the list of receipts and payments with no further questions. It was noted as surprising that the electricity for Longdale Pavilion was higher than the King George V Pavilion and that clarification would be provided at the next meeting.

**c) To receive list of payments for authorisation [Pg 22-23].**

Council received and authorised the list of payments to be made.

## 8. FINANCE & GENERAL PURPOSES COMMITTEE

**a) To receive minutes of the Committee held on 30<sup>th</sup> October 2025 [Pg 24-27].**

Council received the minutes with no further comments or questions.

**b) To consider recommendation to approve amendments to Internal Controls Document as presented [Pg 28-38].**

Council **AGREED** to adopt the Internal Controls Document as presented.

- c) **To receive 2025-26 interim internal audit report and consider recommendation for corrective action for approval [Pg 39-56].**

Council **AGREED** to corrective action as recommended by the Committee.

#### **9. PLAYING FIELDS & PROPERTY COMMITTEE**

- a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

#### **10. ENVIRONMENT & HIGHWAYS COMMITTEE**

- a) **To note meeting of the Committee held on 6<sup>th</sup> November 2025.**

Noted.

#### **11. STAFFING COMMITTEE**

- a) **To note no meeting of the Committee since the last meeting of the Council.**

Noted.

#### **12. OTHER MATTERS FOR DISCUSSION AND DECISION**

- a) **To consider nominations for Trustees for the Bob Carter Centre [Pg 57-58].**

Expressions of interest were received with thanks and Council **AGREED** to nominate both candidates for appointment by Bob Carter Centre Management Committee.

- b) **To consider response to Horsford Parish Council Pre-Submission Neighbourhood Plan Consultation [Pg 59].**

Council **AGREED** to submit no comments.

#### **13. EXCHANGE OF INFORMATION**

- a) **To note any other matters raised.**

It was noted that the Christmas Lights Switch On Event would take place on Wednesday 26<sup>th</sup> November at 5pm at Florence Carter Memorial Park and Cllr. R. Turner volunteered to assist with the Christmas Lights Switch on Event.

Local charity, Amber's Army, was scheduled to open on Saturday 15<sup>th</sup> November 2025 and Councillors were invited to attend.

It was noted that there was a recent accident at the exit from Binney Road onto Hall Lane and Cllr. A. Crotch would contact Broadland District Council to advise of the incident and confirm the status of the Hopkins Homes Enforcement. The Parish Clerk would update Cllr. T. Adams accordingly.

Cllr. J. Anderson submitted apologies for the December meeting of the Council.

#### **14. UPCOMING MEETING DATES**

- a) **Staffing Committee Thursday 20<sup>th</sup> November 2025.**  
b) **Playing Fields & Property Committee Thursday 4<sup>th</sup> December 2025.**  
c) **Parish Council Meeting 11<sup>th</sup> December 2025.**

Noted.

**Meeting Closed: 8:18pm**

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC5a:</b> To receive the Clerks Report on matters arising from previous meetings.
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"><li>1. The meeting date</li><li>2. The minute reference</li><li>3. The agenda item</li><li>4. The resolution</li><li>5. Status update</li></ol> <p>The Clerks Report on Council matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p>	
<b>Recommendation</b>	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
14.08.2025	9b)	To consider recommendation to appoint contractor for Priority 3 tree works	Council <b>AGREED</b> to appoint contractor for Priority 3 tree works as recommended by the Committee.	<b>Complete:</b> Contractor completed works week commencing 24th November 2025.
14.08.2025	10b)	To consider recommendation for CCTV cameras at Green Lanes	Council <b>AGREED</b> to install CCTV cameras at Green Lanes as recommended by the Committee.	<b>Ongoing:</b> Quote accepted, site visit took place 23rd September. Permissions received from land owner to film car park. Installation date approx. 4 weeks from date of deposit payment issued on 13th November 2025.
14.08.2025	10d)	To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme	Council <b>AGREED</b> up to £10,000 expenditure for the application as recommended by the Committee. Council <b>AGREED</b> to allocate the expenditure from CIL.	<b>Ongoing:</b> Application successful. 2 of the 7 shelters installed to date at Cricket Close and Drayton High Road. Pending confirmation of installation dates for remaining 5 shelters.
13.11.2025	3a)	To receive minutes of the meeting of the Council held on 9th October 2025 for approval	The minutes were <b>AGREED</b> as an accurate record of the meeting and signed by the Chair.	<b>Complete:</b> Minutes uploaded to Council website.
13.11.2025	4ei)	To receive update from representative Cllr. G. Everett for the Norwich Western Link Local Liaison Group and consider a response to NCC regarding appeal to Department for Transport	Council <b>AGREED</b> to sign the letter to the Department for Transport as presented in support of the Norwich Western Link Assessment Work.	<b>Complete:</b> Response submitted on 14th November 2025 via email and reply from DfT circulated to Council members on 1st December 2025.
13.11.2025	6ai)	i) 2025/3134: Land Adjacent to Manor Farm Close Hall Lane (Non-Material Amendment).	Council <b>AGREED</b> to submit no comments.	<b>Complete:</b> No further action required.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
13.11.2025	6a ii)	2025/2933: Land between Fir Cover Road and Reepham Road Breck Farm Lane Taverham (Reserved Matters).	While Drayton Parish Council recognised the need for more housing, the Council <b>AGREED</b> to object to the application on the grounds of policy TS3 of the Development Management DPD which states 'development will not be permitted where it would result in any significant adverse impact upon the satisfactory functioning or safety of the highways network'.	<b>Complete:</b> Response submitted 14th November 2025 via email.
13.11.2025	8b)	To consider recommendation to approve amendments to Internal Controls Document as presented	Council <b>AGREED</b> to adopt the Internal Controls Document as presented.	<b>Complete:</b> Internal Controls Document published on Parish Council Website.
13.11.2025	8c)	To receive 2025-26 interim internal audit report and consider recommendation for corrective action for approval	Council <b>AGREED</b> to corrective action as recommended by the Committee.	<b>Complete:</b> Corrective action finalised and with Finance & General Purposes Committee for monitoring.
13.11.2025	12a)	To consider nominations for Trustees for the Bob Carter Centre	Expressions of interest were received with thanks and Council <b>AGREED</b> to nominate both candidates for appointment by Bob Carter Centre Management Committee.	<b>Complete:</b> Candidates an Bob Carter Centre Management Committee notified of outcome on 14th November 2025.
13.11.2025	12b)	To consider response to Horsford Parish Council Pre-Submission Neighbourhood Plan Consultation	Council <b>AGREED</b> to submit no comments.	<b>Complete:</b> No further action required.

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC7a:</b> To receive Bank Reconciliation for approval.
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Bank reconciliations within Parish Councils involves comparing the council's financial records with the bank statement to ensure that both are accurate and consistent. This process helps identify discrepancies, such as missing transactions, bank charges, or direct debits and ensures the council's financial records are up-to-date and accurate.</p> <p>Drayton Parish Council has a number of different bank accounts which need to be reconciled individually. All bank accounts are reconciled to provide a comprehensive check on the overall bank position.</p> <p>The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.</p> <p>Per section 2.6 of the Council's adopted Financial Regulations, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts and will sign and date the reconciliations quarterly for reporting to the Finance &amp; General Purposes Committee.</p>	
<b>Recommendation</b>	
Council is asked to receive the bank reconciliation for approval.	



## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC7b:</b> To receive list of receipts and payments.
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>The list of receipts and payments is a financial report produced by Scribe that provides a structured presentation of receipts and payments, sub-totalled for each code for all Cost Centres. The report is accompanied by the relevant invoices for information.</p> <p>Drayton Parish Council produce reports for the previous full calendar month which include authorised payments from the previous meeting and regular payments (approved annually) taken by Direct Debit and/or Standing Order.</p> <p>The report is valuable for understanding the overall records in detail and provides an opportunity for Council members to query receipts and payments and/or code allocation.</p>	
<b>Recommendation</b>	
Council is asked to receive list of receipts and approved payments.	

**Drayton Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-11-2025 and 30-11-2025)**

3 December 2025 (2025-2026)

**Cost Centre 1. Income**

**Code Number 55 3G Income**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
56	03/11/2025	2025-2026/139		Unity Trust Bank		3G Pitch Hire	Taverham Under 7's	S	67.08	13.42	80.50
57	04/11/2025	2024-2025/128		Unity Trust Bank		3G Pitch Hire	Drayton Youth Football Club	S	197.50	39.50	237.00
58	05/11/2025	2025-2026/143		Unity Trust Bank		3G Pitch Hire	Drayton Wildcats Under 9's	S	76.67	15.33	92.00
59	05/11/2025	2025-2026/145		Unity Trust Bank		3G Pitch Hire	Sara Arend	S	72.83	14.57	87.40
60	05/11/2025	2025-2026/158		Unity Trust Bank		3G Pitch Hire	Football Fun Factory	S	73.33	14.67	88.00
61	05/11/2025	2025-2026/158		Unity Trust Bank		3G Pitch Hire	Football Fun Factory	S	70.83	14.17	85.00
62	11/11/2025	2025-2026/142		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	201.25	40.25	241.50
63	11/11/2025	2025-2026/141		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	201.25	40.25	241.50
64	11/11/2025	2025-2026/140		Unity Trust Bank		3G Pitch Hire	Chris Brown	S	201.25	40.25	241.50
65	28/11/2025	2025-2026/167		Unity Trust Bank		3G Pitch Hire	Sean Middleton	S	153.33	30.67	184.00
66	30/11/2025	None		Unity Trust Bank		3G Pitch Bookings	Stripe	E	83.47		83.47
Subtotal for Code: 3G Income									£1,398.79	£263.08	£1,661.87
Subtotal for Cost Centre: 1. Income									1,398.79	263.08	1,661.87

**TOTALS . . . . . £1,398.79 £263.08 £1,661.87**

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-11-2025 and 30-11-2025)

**Cost Centre 2. Finance & General Purposes**

**Code Number 27 Utilites & Services**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
279	13/11/2025	7134		Unity Trust Bank		Septic Tank Emptying	C. G. Duffield & Son Ltd	S	480.00	96.00	576.00
281	13/11/2025	2025-1		Unity Trust Bank		Internal Audit Fee	Mrs. V. S. Waples	E	442.70		442.70
282	13/11/2025	64		Unity Trust Bank		Room Hire	Drayton Village Hall	E	66.50		66.50
283	13/11/2025	69		Unity Trust Bank		Room Hire	Drayton Village Hall	E	57.00		57.00
291	03/11/2025	873663694		Unity Trust Bank		Electricity Charges KGV	British Gas	L	272.45	13.62	286.07
292	06/11/2025	30861		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
296	24/11/2025	14358189		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	743.29	148.66	891.95
297	24/11/2025	876862673		Unity Trust Bank		Electricity Charges LD	British Gas	L	146.79	7.33	154.12
298	26/11/2025	963148		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.03	11.21	67.24
311	17/11/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
312	17/11/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
313	17/11/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
Subtotal for Code: Utilites & Services									£2,476.12	£319.11	£2,795.23

**Code Number 28 Handyman Equipment & Consumables**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
302	17/11/2025	Credit Card		Credit Card		Hand Saw	B&Q	S	9.99	2.00	11.99
303	17/11/2025	Credit Card		Credit Card		Boiler Suit	Toolstation	S	16.65	3.33	19.98
304	17/11/2025	Credit Card		Credit Card		Handyman equipment	B&Q	S	23.61	4.72	28.33
307	17/11/2025	Credit Card		Credit Card		Handyman consumables	B&Q	S	9.35	1.87	11.22
Subtotal for Code: Handyman Equipment & Consu									£59.60	£11.92	£71.52

**Code Number 201 Stationery & Software**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
275	13/11/2025	510271		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	58.38	11.68	70.06
294	12/11/2025	52077		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
Subtotal for Code: Stationery & Software									£252.88	£50.58	£303.46

**Code Number 204 Subscriptions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
295	14/11/2025	None		Unity Trust Bank		Data Protection Act	Information Commissioners Office	X	47.00		47.00
Subtotal for Code: Subscriptions									£47.00		£47.00

**Code Number 208 Community Event**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
286	13/11/2025	50929		Unity Trust Bank		Chirstmas Banner	Norwich Print Solutions	S	84.00	16.80	100.80
310	17/11/2025	Credit Card		Credit Card		Barrier Hire	Brandon Hire Station	S	167.08	33.42	200.50
Subtotal for Code: Community Event									£251.08	£50.22	£301.30

**Code Number 212 Grants**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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**Listing of Payments in each Code for All Cost Centres**  
(Between 01-11-2025 and 30-11-2025)

290	13/11/2025	None		Unity Trust Bank		Grant for Insurance	Drayton Drewray Charity	E	444.54		444.54
								Subtotal for Code: Grants	£444.54		£444.54

**Code Number 215 Bank Charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
299	30/11/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	12.75		12.75
300	17/11/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
301	17/11/2025			Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
308	17/11/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
								Subtotal for Code: Bank Charges	£21.75		£21.75

**Code Number 282 Community Newsletter**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
289	13/11/2025	12397		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
								Subtotal for Code: Community Newsletter	£195.00	£39.00	£234.00

**Code Number 8523 Street Lighting Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
276	13/11/2025	389		Unity Trust Bank		Structural & Electrical Testing	T T Jones Electrical Ltd	S	341.85	68.37	410.22
								Subtotal for Code: Street Lighting Maintenance	£341.85	£68.37	£410.22
								Subtotal for Cost Centre: 2. Finance & General Purposes	4,089.82	539.20	4,629.02

**Cost Centre 3. Environment & Highways**

**Code Number 31 NCC Highways Verges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
272	13/11/2025	673		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
								Subtotal for Code: NCC Highways Verges	£969.50	£193.90	£1,163.40

**Code Number 38 Green Lanes**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
280	13/11/2025	302050651		Unity Trust Bank		Marsh land cutting Green Lanes	Norwich City Council	S	750.00	150.00	900.00
287	13/11/2025	560		Unity Trust Bank		CCTV Green Lanes	TPI Security	S	1,450.00	290.00	1,740.00
								Subtotal for Code: Green Lanes	£2,200.00	£440.00	£2,640.00
								Subtotal for Cost Centre: 3. Environment & Highways	3,169.50	633.90	3,803.40

**Cost Centre 5. Playing Fields & Property**

**Code Number 58 Sports Facilities**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
309	17/11/2025	Credit Card		Credit Card		LD Smart Padlock	IglooHome	E	1.53		1.53
								Subtotal for Code: Sports Facilities	£1.53		£1.53

**Code Number 501 Pavilion Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
277	13/11/2025	6068		Unity Trust Bank		Fire Equipment Service	Fire Assess and Extinguish	S	31.00	6.20	37.20

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-11-2025 and 30-11-2025)

278	13/11/2025	6067		Unity Trust Bank		Fire Equipment Service	Fire Assess and Extinguish	S	31.00	6.20	37.20
305	17/11/2025	Credit Card		Credit Card		Toilet Roll Dispenser	Paperstone	S	88.93	17.79	106.72
Subtotal for Code: Pavilion Maintenance									£150.93	£30.19	£181.12

**Code Number 503 Grounds Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
270	13/11/2025	667		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
284	13/11/2025	12178		Unity Trust Bank		Fencing & Hedging	Conkers	E	620.00		620.00
306	17/11/2025	Credit Card		Credit Card		Soil	B&Q	S	26.67	5.33	32.00
Subtotal for Code: Grounds Maintenance									£2,222.14	£320.42	£2,542.56

**Code Number 504 Security**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
273	13/11/2025	6191		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,054.00	210.80	1,264.80
Subtotal for Code: Security									£1,054.00	£210.80	£1,264.80

**Code Number 511 3G Surface Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
271	13/11/2025	666		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
Subtotal for Code: 3G Surface Maintenance									£352.52	£70.50	£423.02

**Code Number 514 Pest Control**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
274	13/11/2025	47307		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	225.00	45.00	270.00
Subtotal for Code: Pest Control									£225.00	£45.00	£270.00

Subtotal for Cost Centre: 5. Playing Fields & Property 4,006.12 676.91 4,683.03

**Cost Centre 6. Staffing**

**Code Number 61 Salaries**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
314	28/11/2025	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,181.86		1,181.86
315	28/11/2025	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
318	28/11/2025	None		Unity Trust Bank		Take-home pay	Staff	X	5,179.30		5,179.30
Subtotal for Code: Salaries									£6,747.26		£6,747.26

**Code Number 65 Employer Pension Contributions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
317	28/11/2025	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,518.14		1,518.14
Subtotal for Code: Employer Pension Contributions									£1,518.14		£1,518.14

**Code Number 601 Expenses/Mileage**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
316	28/11/2025	None		Unity Trust Bank		Mileage & Allowance	Staff	X	244.11		244.11
Subtotal for Code: Expenses/Mileage									£244.11		£244.11

**Listing of Payments in each Code for All Cost Centres**  
(Between 01-11-2025 and 30-11-2025)

**Code Number 602 Consultancy Services**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
293	06/11/2025	None		Unity Trust Bank		HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00
Subtotal for Code: Consultancy Services									£100.00	£20.00	£120.00

**Code Number 8531 Employer NI Contributions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
319	28/11/2025	None		Unity Trust Bank		ER NI	HMRC	X	824.43		824.43
Subtotal for Code: Employer NI Contributions									£824.43		£824.43
Subtotal for Cost Centre: 6. Staffing									9,433.94	20.00	9,453.94

**Cost Centre 8. Earmarked Reserves**

**Code Number 80 CIL Expenditure**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
288	13/11/2025	1922		Unity Trust Bank		Bus Shelters	GW Shelter Solutions	S	6,601.00	1,320.20	7,921.20
Subtotal for Code: CIL Expenditure									£6,601.00	£1,320.20	£7,921.20

**Code Number 8534 Projects**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
285	13/11/2025	810		Unity Trust Bank		NHPlan Consultant	C. C. Planning	S	1,250.00	250.00	1,500.00
Subtotal for Code: Projects									£1,250.00	£250.00	£1,500.00
Subtotal for Cost Centre: 8. Earmarked Reserves									7,851.00	1,570.20	9,421.20

**TOTALS . . . . . £28,550.38 £3,440.21 £31,990.59**

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC7c:</b> To receive list of payments for authorisation.
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per 6.10 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.</p> <p>The authorised schedule shall be initialled below the last item by the person Chairing the meeting.</p>	
<b>Recommendation</b>	
Council is asked to receive the list of payments for authorisation.	

# Drayton Parish Council

3 December 2025 (2025-2026)

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
323	Street Scene Maintenance	11/12/2025		Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services	S	108.80	21.76	130.56
324	Stationery & Software	11/12/2025		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	52.07	10.41	62.48
325	Tree Maintenance	11/12/2025		Unity Trust Bank		Tree Maintenance	Treecare Consultants Ltd	S	92.00	18.40	110.40
328	Tree Maintenance	11/12/2025		Unity Trust Bank		Consultation New Trees	Treecare Consultants Ltd	S	654.00	130.80	784.80
331	NCC Highways Verges	11/12/2025		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
334	Tree Maintenance	11/12/2025		Unity Trust Bank		Priority 3 Tree Works	Target Trees Ltd	S	6,733.33	1,346.67	8,080.00
326	Grants	11/12/2025		Unity Trust Bank		Remembrance Day Wreath	Royal British Legion	X	50.00		50.00
327	Community Newsletter	11/12/2025		Unity Trust Bank		Newsletter	Just Regional	S	195.00	39.00	234.00
332	CIL Expenditure	11/12/2025		Unity Trust Bank		Bus Shelter	GW Shelter Solutions	S	5,833.00	1,166.60	6,999.60
333	Community Event	11/12/2025		Unity Trust Bank		First Aid Provision	A11 Medical Services Ltd.	E	105.00		105.00
335	Community Event	11/12/2025		Unity Trust Bank		Christmas Lights	T T Jones Electrical Ltd	S	1,598.61	319.72	1,918.33
320	Grounds Maintenance	11/12/2025		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
321	3G Surface Maintenance	11/12/2025		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
322	Security	11/12/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,020.00	204.00	1,224.00
329	Grounds Maintenance	11/12/2025		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
330	3G Surface Maintenance	11/12/2025		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
<b>Total</b>									<b>21,267.29</b>	<b>4,222.44</b>	<b>25,489.73</b>

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC7d: Budget Briefing</b>
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<b>Introduction</b>	
<p>Parish Council's, irrespective of their size, have a statutory duty to prepare an annual budget. The budget sets out the Parish Council's anticipated spending requirements and estimated income for the financial year (1<sup>st</sup> April – 31<sup>st</sup> March).</p> <p>Preparation for the start of the new financial year begins in early autumn, when the Responsible Financial Officer (RFO) starts to formulate a budget for the forthcoming year based on figures available at the time. The RFO, puts forward a budget proposal for consideration and approval by Council.</p> <p>When approving the budget, the Parish Council takes the following into consideration:</p> <ul style="list-style-type: none"><li>• Spending levels for continuation of services for which it is responsible e.g. grass cutting, waste removal, streetlighting</li><li>• Income levels for continuation of services for which it is responsible e.g. hire charges</li><li>• Costs for any additional spending plans or projects</li><li>• Any additional expected income</li><li>• Provision for contingencies and any transfers to or from reserves</li><li>• Significant variances between comparable budget lines</li></ul>	
<b>Parish Precept</b>	
<p>Part of the annual budget-setting process involves the setting of the Parish Precept. The precept is a tax that the Parish Council charges to the local electors to meet budget requirements and is calculated as the difference between the Parish Council's estimated income and its anticipated spending requirements for the financial year.</p> <p>Parish Councils do not receive any direct funding from central government and rely on the precept and any other income it is able to generate to deliver the expected level of local services, community benefits and improvements. There is currently no cap on the amount that Parish Councils can raise via the precept and Parish Councils must demonstrate restraint and explain and justify any precept increases.</p> <p>When setting the precept, Parish Councils must take into consideration the Tax Base for the parish as this determines what local electors will be charged through their Council Tax bill.</p> <p>Once the precept has been approved by the Parish Council, the RFO notifies the local Authority who collects the precept on behalf of the Parish Council. The precept is then paid to the Parish Council in two instalments: April and October.</p>	

## DRAYTON PARISH COUNCIL

### Tax Base

The Tax Base is provided by the Local Authority and represents the number of households in the parish that will pay the precept, expressed as Band D equivalents.

**Example<sup>1</sup>:** A Parish Council who has levied a precept of £20,000, divided by a Tax Base of 1000 households would result in a Band D charge of £20.00.

Households in Tax Bands other than D, are expressed in terms of the proportion of a Band D bill that they pay (Local Government Finance Act Section 5(1)).

Tax Band	Band D equivalents	Example
A	6/9 (0.7)	A property in Band H is equivalent to 2 Band D properties and would pay twice the Band D charge.
B	7/9 (0.8)	
C	8/9 (0.9)	Should a Parish Council levy the same precept each year, it is important to note that the individual tax against each household may change depending on the number of Band D equivalent properties in the Parish. This can result in rising or falling amounts charged even when the precept remains the same.
D	9/9 (1)	
E	11/9 (1.2)	
F	13/9 (1.4)	
G	15/9 (1.7)	
H	18/9 (2)	

### Annual Budget Meeting

Per section 4 of the Council's adopted Financial Regulations, the draft budget was considered by each Committee of the Council and the final version, including amendments made at Committee level, is presented for consideration and approval by Council.

The final draft budget includes:

- Planned income and expenditure recommendations for each Committee budget
- Planned transfer and expenditure recommendations for Earmarked Reserves
- Precept calculation
- Tax base provided by Broadland District Council
- General Fund year-end forecast

### To note

Council is asked to note that the general fund offset is in place to reduce the overall general reserves held to an appropriate level per section 5.34 of the Practitioners Guide Governance and Accountability for Smaller Authorities in England.

The General Fund offset is reduced by approximately £5,000.00 each year to balance the reduction of the overall General Fund to appropriate levels against a sudden increase in precept demand.

### Recommendation

Council is asked to note the budget briefing for information.

<sup>1</sup> In addition to any Council Tax resulting from the parish precept there will also be Council Tax levied in respect of District and County Councils and the Police and Crime Commissioner.

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC7e: Draft budget 2026-27</b>
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>The final draft version of the 2026-27 budget combines the recommendations from the Committees of the Council and is attached for consideration. A copy of the budget notes is also provided for information.</p> <p>Council is asked to note that the Tax Base presented is the <i>confirmed</i> tax base provided by Broadland District Council.</p> <p><u>For Information</u></p> <p>Following feedback from the budget exercise completed in 2024, a separate budget meeting was excluded from the 2025-26 meeting schedule. The meeting schedule was considered and approved at the January 2025 meeting.</p> <p>Should Council wish to reinstate a separate budget meeting, this can be incorporated into the 2026-27 draft meeting schedule for consideration by Council at the January 2026 meeting.</p>	
<b>Recommendation</b>	
Council is asked to consider the 2026-27 budget and precept for approval.	

1. INCOME								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	13 Income on Investment	£7,000.00	£29,504.44	£10,000.00	£7,362.30	£25,000.00	£10,000.00	
	14 Miscellaneous	£155.00	£6,602.75	£945.00	£9,747.20	£10,172.20	£995.00	
	21 Insurance Bowls Club Reimbursement	£190.00	£190.00	£1,200.00	£0.00	£1,204.61	£1,270.00	
	51 Grass Pitch Hire	£1,751.40	£2,187.54	£2,300.00	£0.00	£2,796.00	£2,940.00	
	53 Pavilion Hire	£3,112.20	£2,438.15	£2,720.00	£704.40	£2,655.00	£2,200.00	
	55 3G Income	£6,086.85	£7,403.97	£8,000.00	£4,577.35	£8,000.00	£8,000.00	
	56 Cricket Hire	£1,403.33	£1,443.42	£1,520.00	£1,516.00	£1,516.00	£1,600.00	
	603 CIL Income	£0.00	£10,426.31	£0.00	£12,211.36	£12,211.36	£0.00	
	8527 NCC Highways Verges	£6,886.00	£6,759.65	£5,920.00	£6,996.23	£6,996.23	£6,996.23	
	8528 S106 Income	£0.00	£8,240.00	£0.00	£0.00	£0.00	£0.00	
<b>SUB TOTAL INCOME</b>		<b>£26,584.78</b>	<b>£75,196.23</b>	<b>£32,605.00</b>	<b>£43,114.84</b>	<b>£70,551.40</b>	<b>£34,001.23</b>	4.28%

2. FINANCE & GENERAL PURPOSES EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	26 Office Equipment	£1,000.00	£1,149.79	£100.00	£40.88	£100.00	£100.00	
	27 Utilities & Services	£17,772.40	£15,459.66	£14,420.00	£6,720.99	£13,200.00	£14,277.00	
	28 Handyman Equipment	£600.00	£638.36	£630.00	£154.36	£630.00	£630.00	
	201 Stationary & Software	£2,856.00	£3,400.52	£3,520.00	£2,530.59	£5,134.99	£5,898.00	
	204 Subscriptions	£1,142.00	£904.00	£1,580.00	£1,233.50	£1,280.50	£2,022.00	
	205 Insurance	£4,000.00	£4,166.53	£4,230.00	£5,150.42	£5,400.42	£5,410.00	
	208 Community Event	£4,000.00	£3,184.34	£4,000.00	£17.17	£2,860.00	£4,000.00	
	212 Grants	£3,000.00	£1,195.00	£3,050.00	£960.00	£1,460.00	£3,050.00	
	215 Bank Charges	£248.00	£240.90	£248.00	£127.50	£248.00	£248.00	
	216 Member Training	£500.00	£0.00	£550.00	£0.00	£354.00	£550.00	
	282 Community Newsletter	£1,230.00	£390.00	£1,290.00	£390.00	£720.00	£1,290.00	
	284 Website	£1,200.00	£960.00	£220.00	£0.00	£220.00	£230.00	
	8522 Streetlighting Energy	£6,500.00	£5,867.34	£6,500.00	£0.00	£6,500.00	£7,700.00	
	8523 Streetlighting Maintenance	£680.00	£1,988.76	£810.00	£213.38	£810.00	£780.00	
<b>SUB TOTAL EXPENDITURE</b>		<b>£44,728.40</b>	<b>£39,545.20</b>	<b>£41,148.00</b>	<b>£17,538.79</b>	<b>£38,917.91</b>	<b>£46,185.00</b>	12.24%

3. ENVIRONMENT & HIGHWAYS EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	31 NCC Highways Verges	£6,886.00	£7,050.96	£7,410.00	£5,817.00	£7,556.02	£8,275.67	
	33 Residents Competitions	£250.00	£31.79	£250.00	£0.00	£0.00	£250.00	
	35 Tree Maintenance	£7,500.00	£7,840.14	£0.00	£2,400.00	£2,400.00	N/A	
	36 Street Scene Maintenance	£2,460.00	£4,763.95	£3,800.00	£142.04	£3,709.64	£3,865.00	
	38 Green Lane	£3,000.00	£1,765.00	£1,900.00	£1,020.00	£1,770.00	£2,870.00	
	304 Parish Partnerships	£1,932.00	£3,710.00	N/A	N/A	N/A	N/A	N/A
<b>SUB TOTAL EXPENDITURE</b>		<b>£22,028.00</b>	<b>£25,161.84</b>	<b>£13,360.00</b>	<b>£9,379.04</b>	<b>£15,435.66</b>	<b>£15,260.67</b>	14.23%

5. PLAYING FIELDS & PROPERTY EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	57 Play Area	£0.00	£472.97	£2,200.00	£0.00	£5,074.00	£2,350.00	
	58 Sports Facilities	£0.00	£2,154.76	£1,230.00	£1,149.01	£1,158.01	£1,470.00	
	501 Pavilion Maintenance	£5,900.00	£3,487.37	£775.00	£916.28	£1,000.00	£875.00	
	502 Play Area Inspections	£225.00	£306.00	£350.00	£312.00	£312.00	£330.00	
	503 Grounds Maintenance	£18,091.96	£22,775.12	£19,600.00	£9,200.25	£18,653.07	£24,172.30	
	504 Security	£11,680.00	£12,685.00	£12,500.00	£5,117.00	£12,376.00	£13,030.00	
	511 3G Surface Maintenance	£4,068.10	£4,720.86	£4,300.00	£1,762.60	£3,877.72	£4,513.63	
	514 Pest Control	£600.00	£741.00	£1,260.00	£600.00	£1,050.00	£945.00	
<b>SUB TOTAL EXPENDITURE</b>		<b>£40,565.06</b>	<b>£47,343.08</b>	<b>£42,215.00</b>	<b>£19,057.14</b>	<b>£43,500.80</b>	<b>£47,685.93</b>	12.96%

6. STAFFING EXPENDITURE								
ID#	Cost Code	2024-25 Budget	2024-25 Actual	2025-26 Budget	Apr - Sep Actual	Year End Forecast	2026-27 Budget	% +/- from Budget
	61 Salaries	£69,969.12	£70,658.91	£83,060.67	£40,483.56	£80,967.12	£85,569.80	
	8531 Employer NI Contributions	£5,888.35	£5,664.64	£10,209.10	£4,946.62	£9,893.20	£12,835.47	
	65 Employer Pension Contributions	£16,092.91	£14,700.69	£18,688.65	£9,108.87	£18,217.71	£16,686.11	
	68 Staff Training & Development	£1,100.00	£733.50	£900.00	£115.00	£565.00	£1,097.00	
	69 Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	601 Expenses/Milegage	£900.00	£2,055.24	£2,888.27	£1,397.81	£2,795.63	£3,283.27	
	602 Consultancy Services	£1,200.00	£1,200.00	£1,260.00	£600.00	£1,200.00	£1,200.00	
	8529 Locum Clerk Services	£0.00	£298.75	£0.00	£0.00	£0.00	£0.00	

<b>SUB TOTAL EXPENDITURE</b>	<b>£95,150.38</b>	<b>£95,311.73</b>	<b>£117,006.69</b>	<b>£56,651.86</b>	<b>£113,638.66</b>	<b>£120,671.65</b>
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3.13%

RESERVE TRANSFERS						
ID#	Cost Code	Balance	2025-26	2025-26	2025-26	2026-27
		30/09/2024	Transfers	Budget	Balance	Transfers
	80 Community Infrastructure Levy	£661,663.32	£0.00	£0.00	£661,663.32	£0.00
	3G Surface Replacement (OSP)	£32,000.00	£8,000.00	£40,000.00	£0.00	£0.00
	84 KGV Enhancements (OSP)	£29,104.00	£0.00	£2,000.00	£27,104.00	£22,000.00
	605 Floodlight Replacement (OSP)	£5,500.00	£0.00	£0.00	£5,500.00	£0.00
	607 Play Area Enhancements (OSP)	£72,687.20	£10,000.00	£5,000.00	£77,687.20	£10,000.00
	611 Election Reserve (FGP)	£2,500.00	£0.00	£0.00	£2,500.00	£0.00
	613 Longdale Enhancements (OSP)	£29,950.00	£0.00	£3,500.00	£26,450.00	£15,500.00
	8532 Tree Works (E&H)	£13,244.00	£8,500.00	£13,600.00	£8,144.00	£0.00
	8530 Streetlighting (FGP)	£96,547.99	£9,000.00	£0.00	£105,547.99	£9,000.00
	8533 Cyclical Payments	£784.50	£2,309.80	£150.00	£2,944.30	£2,695.00
	8534 Projects	£12,000.00	£0.00	£10,000.00	£2,000.00	£0.00
	8535 Pitch Improvements (OSP)	£5,000.00	£5,000.00	£0.00	£10,000.00	£5,000.00
	8537 Street Scene Furniture & Footpaths (E&H)	£0.00	£3,850.00	£3,350.00	£500.00	£500.00
	8538 Allotments	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00
<b>SUB TOTAL RESERVE TRANSFERS</b>		<b>£960,981.01</b>	<b>£48,659.80</b>	<b>£77,600.00</b>	<b>£932,040.81</b>	<b>£66,695.00</b>

PRECEPT CALCULATION				% +/- from Previous Year
	2024-25	2025-26	2026-27	
TOTAL BUDGETED EXPENDITURE +	£202,571.84	£213,729.69	£229,803.25	
TOTAL BUDGETED RESERVE TRANSFERS -	£44,785.50	£48,659.80	£66,695.00	
TOTAL OTHER BUDGETED INCOME-	£26,584.78	£32,605.00	£34,001.23	
GENERAL FUND OFFSET	£24,277.05	£20,000.49	£15,000.00	
10 PRECEPT	<b>£196,495.51</b>	<b>£209,784.00</b>	<b>£247,497.02</b>	15.24%
<b>Tax Base</b>	1974	2042	2088	
<b>Band D</b>	£99.54	£102.73	£118.53	15.4%
<b>GENERAL FUND</b>				
Balance 25/11/2025	£188,303.61			
Forecast expenditure remaining +	£108,866.20			
Forecast income remaining -	£27,436.56			
<b>2024-25 Year End Forecast</b>	<b>£106,873.97</b>			

<b>13</b>	<b>Income on Investment</b>	<b>Budget</b>	<b>Budget Notes</b>
	Income on investment	£10,000.00	
	<b>Sub Total</b>	<b>£10,000.00</b>	
<b>14</b>	<b>Miscellaneous</b>	<b>Budget</b>	<b>Budget Notes</b>
	R G Carter Bowls Club	£420.00	Lease fee. Paid annually in advance.
	UK Power Networks	£5.00	Wayleaves Agreement
	Larry Gray Fair	£570.00	Longdale Fair
	Parish Partnership Scheme	£0.00	
	<b>Sub Total</b>	<b>£995.00</b>	
<b>21</b>	<b>Insurance Bowls Club Reimbursement</b>	<b>Budget</b>	<b>Budget Notes</b>
	R G Carter Bowls Club	£1,270.00	Reimbursement for insurance.
	<b>Sub Total</b>	<b>£1,270.00</b>	
<b>51</b>	<b>Grass Pitch Hire</b>	<b>Budget</b>	<b>Budget Notes</b>
	KGV & Longdale	£2,940.00	Season hire for Drayton Youth Football Club. Paid annually in advance. 20th August to 31st May (Longdale) 1st Sep to 1st May (KGV)
	<b>Sub Total</b>	<b>£2,940.00</b>	
<b>53</b>	<b>Pavillion Hire</b>	<b>Budget</b>	<b>Budget Notes</b>
	KGV	£2,200.00	Regular Wednesday Slimming World hire.
	<b>Sub Total</b>	<b>£2,200.00</b>	
<b>55</b>	<b>3G Income</b>	<b>Budget</b>	<b>Budget Notes</b>
	Pitch Hire	£8,000.00	Online and block bookings.
	<b>Sub Total</b>	<b>£8,000.00</b>	
<b>56</b>	<b>Cricket Hire</b>	<b>Budget</b>	<b>Budget Notes</b>
	KGV	£1,600.00	Season hire for Drayton Cricket Club. Paid annually in advance. 1st May to 31st August.

<b>Sub Total</b>	<b>£1,600.00</b>
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603	CIL Income	Budget	Budget Notes
	Community Infrastructure Levy	£0.00	
	<b>Sub Total</b>	<b>£0.00</b>	

8527	NCC Highways Verges	Budget	Budget Notes
	Norfolk County Council	£6,996.23	Paid annually in arrears under the delegated grass cutting agreement.
	<b>Sub Total</b>	<b>£6,996.23</b>	

8528	S106 Income	Budget	Budget Notes
	Section 106	£0.00	
	<b>Sub Total</b>	<b>£0.00</b>	

<b>31</b>	<b>NCC Highway Verges</b>	<b>Budget</b>	<b>Budget Notes</b>
	Contracted Services	£8,275.67	Completed by Garden Guardian and paid by Norfolk County Council under the delegated grass cutting agreement.
	<b>Sub Total</b>	<b>£8,275.67</b>	
<b>33</b>	<b>Resident Competitions</b>	<b>Budget</b>	<b>Budget Notes</b>
	Garden Competition	£250.00	Prizes, awards, publication etc.
	<b>Sub Total</b>	<b>£250.00</b>	
<b>35</b>	<b>Tree Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
			Recommend budget line removal following change to Terms of Reference and responsibility for tree maintenance. Tree works for Green Lanes now under budget code 38 below.
<b>36</b>	<b>Street Scene Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
	Bus Shelter Clean	£465.00	Cleaning of the bus shelters/flags is carried out by Heritage Contract Services Ltd. 4 times per year at approximately 3 monthly intervals.
	Commercial Dog & Litter Bin Collection	£3,400.00	Broadland District Council for 8 x dog bins and 3 x litter bins
	Street Scene furniture Maintenance	£0.00	Repairs and maintenance to Village sign, noticeboards, war memorial, bus shelters, litter/dog/grit bins and benches not on Parish Council owned land.
	<b>Sub Total</b>	<b>£3,865.00</b>	
<b>38</b>	<b>Green Lanes</b>	<b>Budget</b>	<b>Budget Notes</b>
	Contracted Service	£790.00	Fringe project to complete 1 visit per year to manage the marshland, cut and rake off the vegetation.
	Balsam Weed Pulling	£1,080.00	The Conservation Volunteers (TCV) Norfolk complete 1 visit per year to manage invasive weed growth.

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Tree Maintenance	£1,000.00	Planned repairs and maintenance to trees including consultations following surveys.
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<b>Sub Total</b>	<b>£2,870.00</b>	
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<b>26 Office Equipment</b>	<b>Budget</b>	<b>Budget Notes</b>
Office Equipment	£100.00	General office equipment.
<b>Sub Total</b>	<b>£100.00</b>	
<b>27 Utilities &amp; Services</b>	<b>Budget</b>	<b>Budget Notes</b>
PKF Little John	£882.00	End of Year External Audit.
Victoria Waples	£920.00	2025-26 End of Year and 2026-27 interim audit with internal auditor.
British Gas	£6,300.00	Electricity at Longdale and KGV.
Broadland District Council	£1,685.00	Business rates for non-domestic properties.
Wave Utilities	£760.00	Water and sewerage charges for Longdale and KGV.
Comm-Tech	£710.00	Telephone and Broadband at KGV.
Lebara	£190.00	SIM Only data for mobile phones and table for Clerk, Deputy Clerk and Parish Ranger.
Norwich Waste Disposal	£2,530.00	Waste collection at KGV, Longdale and Bob Carter Centre.
C.G. Duffield & Son Ltd.	£300.00	Cesspool emptying at KGV.
<b>Sub Total</b>	<b>£14,277.00</b>	

<b>28 Handyman Equipment &amp; Consumables</b>	<b>Budget</b>	<b>Budget Notes</b>
Handyman expenses	£630.00	New and replacement handyman equipment & consumables.
<b>Sub Total</b>	<b>£630.00</b>	

<b>201 Stationery &amp; Software</b>	<b>Budget</b>	<b>Budget Notes</b>
Stationery & Postage	£200.00	Paper reems, envelopes, postage etc.
Norfolk Copiers	£1,300.00	Printer lease charge, service charge, ink, maintenance call out.
Scribe	£948.00	Accounting Software license
Anglian Internet	£2,950.00	Office 365 subscription, cloud back up and IT support package
Adobe	£500.00	Adobe annual subscription for agenda & paper administration.
<b>Sub Total</b>	<b>£5,898.00</b>	

<b>204 Subscriptions</b>	<b>Budget</b>	<b>Budget Notes</b>
Norfolk ALC	£1,400.00	Annual subscription fee & Payroll Services
Norfolk Parish Training & Support	£575.00	Annual subscription fee
Information Commissioner's Office	£47.00	Annual Data Protection fee
<b>Sub Total</b>	<b>£2,022.00</b>	

<b>205 Insurance</b>	<b>Budget</b>	<b>Budget Notes</b>
Annual Premium	£5,410.00	3 year plan with Clear Councils (Previously BHIB).
<b>Sub Total</b>	<b>£5,410.00</b>	

<b>208 Community Events</b>	<b>Budget</b>	<b>Budget Notes</b>
Community Events	£4,000.00	Christmas light switch on and scope for additional event(s) as needed.
<b>Sub Total</b>	<b>£4,000.00</b>	

<b>212 Grants</b>	<b>Budget</b>	<b>Budget Notes</b>
Grant Application	£3,000.00	Funds available for grant application.
Remembrance Wreath	£50.00	Donation to the Royal British Legion.
<b>Sub Total</b>	<b>£3,050.00</b>	

<b>215 Bank Charges</b>	<b>Budget</b>	<b>Budget Notes</b>
Unity Trust Bank	£140.00	Account Fees and additional Service Charges.
Lloyds Bank	£108.00	Credit card charges
<b>Sub Total</b>	<b>£248.00</b>	

<b>216 Member Training</b>	<b>Budget</b>	<b>Budget Notes</b>
Training Sessions & events	£550.00	Induction for new councillors and ongoing training etc.
<b>Sub Total</b>	<b>£550.00</b>	

<b>282 Community Newsletter</b>	<b>Budget</b>	<b>Budget Notes</b>
Just Drayton & Taverham	£1,290.00	6 full page adverts for the year.
<b>Sub Total</b>	<b>£1,290.00</b>	

<b>284 Website</b>	<b>Budget</b>	<b>Budget Notes</b>
Web development & support	£230.00	Annual website support service provided by preferred supplier Steve Jackman.
<b>Sub Total</b>	<b>£230.00</b>	

<b>8522 Streetlight Energy</b>	<b>Budget</b>	<b>Budget Notes</b>
Npower	£7,700.00	Electricity Charges
<b>Sub Total</b>	<b>£7,700.00</b>	

<b>8523 Streetlight Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
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Streetlight maintenance	£450.00	TT Jones Electrical for annual clean and inspection and LED lantern maintenance and repairs.
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Structural & Electrical testing	£330.00	5 yearly structural and electrical inspection and testing completed annually at approximately 20% of all streetlights.
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<b>Sub Total</b>	<b>£780.00</b>	
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<b>57 Play Area</b>	<b>Budget</b>	<b>Budget Notes</b>
Repairs and maintenance	£0.00	Repairs and maintenance to play areas King George V, Longdale and Florence Carter Memorial Park including play equipment, furniture such as seating and welcome signage and dog signs.
Cleaning	£2,350.00	Scheduled cleaning of play equipment and signage.
<b>Sub Total</b>	<b>£2,350.00</b>	

<b>58 Sports Facilities</b>	<b>Budget</b>	<b>Budget Notes</b>
Repairs and maintenance	£0.00	Repairs and maintenance for sports equipment including goals, 3g nets, 3g fencing, kickwall etc.
Clubspark	£1,440.00	Annual License Fee for online pitch booking software.
Smart Padlock	£30.00	Monthly subscription for use of Igloo Smart padlock at Longdale.
<b>Sub Total</b>	<b>£1,470.00</b>	

<b>501 Pavilion Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
PA Testing	£150.00	Portable appliance testing advisable to carry out annually. Preferred supplier Peter Stanger and completed for KGV & LD pavilions and Bowls club. Typically due in July of each year.
Fire Extinguisher Checks	£100.00	Annual service of fire equipment. Preferred supplier Fire Assess to complete for KGV, LD and Bowls Club. Due in November each year.
Repairs and maintenance	£0.00	Repairs and maintenance to pavilions e.g. roof, leaks etc.
Boiler Checks	£75.00	Annual service of expansion vessel (KGV)
Pavilion Consumables	£550.00	Toilet roll, blue roll, cleaning supplies, bin bags etc.
<b>Sub Total</b>	<b>£875.00</b>	

<b>502 Play Area Inspections</b>	<b>Budget</b>	<b>Budget Notes</b>
Play Area Inspections	£330.00	Inspections on play areas at King George V, Longdale and Florence Carter Memorial Park by ROSPA.

**Sub Total** **£330.00**

<b>503 Grounds Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
Grounds Maintenance Contract	£20,172.30	Grass cutting, line marking, fertilizing and other grounds maintenance by Garden Guardian at KGV, Longdale & FCMP.
Repairs & Maintenance	£0.00	Repairs and maintenance to car parks, bollards, fencing, pathways etc.
Tree Maintenance	£4,000.00	Repairs and maintenance to trees including consultations following surveys.
<b>Sub Total</b>	<b>£24,172.30</b>	

<b>504 Security</b>	<b>Budget</b>	<b>Budget Notes</b>
Repairs & Maintenance	£0.00	Repairs and maintenance to CCTV, key cutting and security gates etc.
Contract security	£13,030.00	Locking and unlocking gates at King George V and Longdale by Norse Commerical Services Ltd.
<b>Sub Total</b>	<b>£13,030.00</b>	

<b>511 3G Surface Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
Contract Maintenance	£4,513.63	3g Surface Clean by Garden Guardian (42 visits) including inspection, brush and litter picking.
<b>Sub Total</b>	<b>£4,513.63</b>	

<b>514 Pest Control</b>	<b>Budget</b>	<b>Budget Notes</b>
Pest Control	£945.00	Mole Removal by APC Pest Control Ltd.
<b>Sub Total</b>	<b>£945.00</b>	

<b>61</b>	<b>Salaries</b>	<b>Budget</b>	<b>Budget Notes</b>
	Salaries for all staff	£85,569.80	Gross salary including net pay, employee tax, NI & pension.
<b>Sub Total</b>		<b>£85,569.80</b>	
<b>63</b>	<b>Employer NI Contributions</b>	<b>Budget</b>	<b>Budget Notes</b>
	ER for all staff	£12,835.47	Employer NI Contribution rate calculated at 15%
<b>Sub Total</b>		<b>£12,835.47</b>	
<b>65</b>	<b>Employer Pension Contributions</b>	<b>Budget</b>	<b>Budget Notes</b>
	ER for all staff	£16,686.11	Draft 3-year employer pension contribution rate for 26-29 confirmed at 19.5% by the Norfolk Pension Fund.
<b>Sub Total</b>		<b>£16,686.11</b>	
<b>68</b>	<b>Staff Training &amp; Development</b>	<b>Budget</b>	<b>Budget Notes</b>
	CILCA	£797.00	Qualification registration fee and training for Staff.
	Training Courses/Conferences	£300.00	Allocated approximately 6 sessions for the year.
<b>Sub Total</b>		<b>£1,097.00</b>	
<b>69</b>	<b>Recruitment</b>	<b>Budget</b>	<b>Budget Notes</b>
	Recruitment	£0.00	No planned recruitment foreseen for 2026-27.
<b>Sub Total</b>		<b>£0.00</b>	
<b>601</b>	<b>Expenses/Mileage</b>	<b>Budget</b>	<b>Budget Notes</b>

Staff Mileage	£1,080.00	Budget based on previous claims @ HMRC mileage rate of 0.45p per mile
Essential Car Allowance	£1,808.27	Budget based on Green Book Terms, pro-rata.
Personal Protective Equipment	£100.00	
Lone Worker Device	£295.00	Annual subscription fee.
<b>Sub Total</b>	<b>£3,283.27</b>	

<b>602</b>	<b>Consultancy Services</b>	<b>Budget</b>	<b>Budget Notes</b>
	HR Consultancy	£1,200.00	Personnel Advice & Solutions retainer.
	<b>Sub Total</b>	<b>£1,200.00</b>	

<b>8529</b>	<b>Locum Clerk Services</b>	<b>Budget</b>	<b>Budget Notes</b>
	Locum Clerk Services	£0.00	To be paid by General Fund as and when required.
	<b>Sub Total</b>	<b>£0.00</b>	

<b>81 3G Surface Replacement (PFP)</b>	<b>Transfer</b>	<b>Transfer Notes: Earmarked reserve for 3G surface replacement.</b>
3G Surface Replacement.	£0.00	PFP agreed reserve held sufficient.
Sub Total	£0.00	
Current Balance	£72,752.06	
<b>New Balance</b>	<b>£72,752.06</b>	

<b>84 KGV Enhancements (PFP)</b>	<b>Transfer</b>	<b>Transfer Notes: Earmarked reserve for KGV enhancement project including; car park, access posts, outdoor lighting, pavilion enhancements.</b>
Car Park refurbishment	£19,000.00	PFP recommended transfer towards car park refurbishment.
Kickwall	£3,000.00	PFP recommended transfer based on estimate for a penalty shoot out wth target wall from Wicksteed.
Sub Total	£22,000.00	
Current Balance	£28,104.00	
<b>New Balance</b>	<b>£50,104.00</b>	

<b>605 Floodlight Replacement (PFP)</b>	<b>Transfer</b>	<b>Transfer Notes: Earmarked reserve for floodlight replacement.</b>
Floodlight Replacement.	£0.00	PFP agreed reserve held sufficient.
Sub Total	£0.00	
Current Balance	£5,500.00	
<b>New Balance</b>	<b>£5,500.00</b>	

<b>607 Play Area Enhancements (PFP)</b>	<b>Transfer</b>	<b>Transfer Notes: Earmarked reserve for replacement play equipment, surfacing and fencing.</b>
Replacement costs.	£10,000.00	FCMP installed 2019. Longdale intalled approximately 2008. KGV all equipment, surfacing and fencing installed 2023 @ £182633.66. Estimated lifespan ranges from 10 - 20 years. PFP recommendation from 2024/25 budget exercise to transfer £10k annual amount towards replacement of play equipment.
Sub Total	£10,000.00	
Current Balance	£82,550.97	
<b>New Balance</b>	<b>£92,550.97</b>	

<b>611 Election Reserve (FGP)</b>	<b>Transfer</b>	<b>Transfer Notes</b>
Election reserve.	£0.00	Reserve to cover associated costs of a contested election. Next election due 2027. No plans for transfers in 2026-27
Sub Total	£0.00	
Current Balance	£2,500.00	

<b>New Balance</b>	<b>£2,500.00</b>
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<b>613 Longdale Enhancements (PFP)</b>	<b>Transfer</b>	<b>Transfer Notes:</b> Earmarked reserve for facility enhancements to include increased car park allocation, access posts, roofing etc.
Replacement bollards.	£4,000.00	PFP recommended transfer towards replacement bollards.
Wheeled Goals	£5,000.00	PFP recommended transfer towards wheeled goals to replace fixed goal posts.
Car Park Refurbishment	£5,000.00	PFP recommended transfer towards car park refurbishment.
CCTV Upgrade	£1,500.00	PFP recommended transfer towards additional CCTV cameras/upgrade.
Sub Total	£15,500.00	
Current Balance	£29,821.38	
<b>New Balance</b>	<b>£45,321.38</b>	

<b>8532 Trees (EH &amp; PFP)</b>	<b>Transfer</b>	<b>Transfer Notes</b>
New trees.	£0.00	Earmarked reserve for new trees.
Sub Total	£0.00	
Current Balance	£20,870.67	
<b>New Balance</b>	<b>£20,870.67</b>	agreed no new funds.

<b>8530 Streetlighting (FGP)</b>	<b>Transfer</b>	<b>Transfer Notes:</b> Earmarked reserve for replacement columns.
Replacement Costs	£9,000.00	Agreed annual transfer annual amount towards replacement columns.
Sub Total	£9,000.00	
Current Balance	£102,847.99	
<b>New Balance</b>	<b>£111,847.99</b>	

<b>8533 Cyclical Payments</b>	<b>Transfer</b>	<b>Transfer Notes</b>
Electrical Installation Condition Report (EICR) (PFP)	£250.00	Annual savings contributing towards assessment of the safety of a property's electrical system for LD, KGV and Bowls Club.
Floodlight Electrical Installation Condition Report (EICR) (PFP)	£150.00	Annual savings contributing towards assessment of the safety of floodlights at Longdale and KGV.
Wix website provision (FGP)	£65.00	Annual savings contributing to 3 yearly website provision.
Domain registration (FGP)	£30.00	Annual savings contributing to .gov domain registration paid annually or every 5 years.
		Transfer includes additional £120.00 to cover 5 year cost if agreed by FGP.
Longdale Fence (PFP)	£100.00	Annual savings for 4 yearly maintenance of water based fence stain (not paint) as recommended by installer.
Tree Survey (EH)	£1,150.00	Next payment due 2026-27. Annual savings contributing towards 2 yearly tree surveys.

Reinstatement Surveys (FGP)	£450.00	Annual savings contributing towards 3 yearly reinstatement surveys for Bowls Club, KGV & Longdale.
Defibrillator replacement costs (FGP)	£500.00	Annual savings contributing towards defibrillator replacement costs including pads and batteries.
Sub Total	£2,695.00	
Current Balance	£2,969.30	
<b>New Balance</b>	<b>£5,664.30</b>	

8534 Projects	Transfer	Transfer Notes
Neighbourhood Plan (FGP)	£0.00	Sufficient budget held, no plans for further transfers.
Parish Partnership Scheme (EH)	£0.00	Committee agreed at the August 2025 meeting not to apply for the 2026-27 scheme.
Sub Total	£0.00	
Current Balance	£10,318.00	
<b>New Balance</b>	<b>£10,318.00</b>	

8535 Pitch Improvements (PFP)	Transfer	Transfer Notes: Earmarked reserve towards 6 year pitch enhancement.
Pitch Improvements	£5,000.00	Council agreed to transfer annual amount for 6 years until April 2029.
Sub Total	£5,000.00	
Current Balance	£11,482.00	
<b>New Balance</b>	<b>£16,482.00</b>	

8537 Street Scene Furniture & Footpaths (EH)	Transfer	Transfer Notes
New/replacement grit bins	£0.00	No further replacement grit bins proposed.
New/replacement benches	£0.00	Additional bench at Green Lanes overlooking the river and additional bench on Hall Lane by Drayton Hall to be paid for by Green Infrastructure Fund. No transfer required.
New/replacement lecterns	£0.00	No further lecterns proposed.
Footpath maintenance	£500.00	Layton Close.
Sub Total	£500.00	
Current Balance	£3,850.00	
<b>New Balance</b>	<b>£4,350.00</b>	

8538 Allotments (EH)	Transfer	Transfer Notes
Allotments	£0.00	Annual savings towards set up costs.
Sub Total	£0.00	
Current Balance	£2,000.00	
<b>New Balance</b>	<b>£2,000.00</b>	

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC10a:</b> To receive minutes for information.
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.</p> <p>Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.</p>	
<b>Recommendation</b>	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the Environment & Highways Committee held on **Thursday 6<sup>th</sup> November 2025, at 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** G. Everett, H. Kisby (Chair), R. Turner and S. White.

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager.

**Meeting Opened:** 7:01pm

**1. To receive apologies and consider acceptance for absence.**

No apologies were received.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

None.

**3. To receive minutes of the meeting of the Environment & Highways Committee held on 7<sup>th</sup> August 2025 for approval.**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair, subject to amendment of Sabberton Way to Sabberton Drive under item 13.

**4. To receive any questions or comments from members of the public.**

None.

**5. To receive Clerk's Report on matters arising from previous meetings of the Committee.**

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager regarding progress with the SAM2 project, advice regarding new tree planting at Green Lanes and advice from Area Manager (North) for Infrastructure in regards to traffic counts and feasibility studies. The Committee noted that it would be useful to obtain data on current traffic flows and that the Deputy Clerk & Facilities Manager should continue to pursue funding for this with County Councillor T. Adams.

**6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.**

The Committee noted the report with no further comments or questions.

**7. To consider the draft budget for the 2026-27 financial year.**

The Committee **AGREED** to recommend the 2026-27 draft budget as presented for approval by Council, pending confirmation regarding whether funding for new benches at Green Lanes and Hall Lane could be obtained via the Green Infrastructure Fund.

**8. To receive an update regarding the Norfolk County Council bus shelter funding scheme.**

The Committee noted the update and that it would be helpful to explore whether the installation of new bus shelters would impact the Parish Council's insurance.

**9. To receive an update regarding CCTV at Green Lanes.**

The Committee noted the update as presented and that the lead time on the installation of the CCTV system was anticipated to be 3-4 weeks from deposit payment.

**10. To receive update on marshland maintenance and meadow cutting at Green Lanes.**

The Committee noted the update.

**11. To receive an update regarding replacement bench and consider examples of ‘talking bench’ plaques.**

The Committee noted the update and **AGREED** to purchase a bespoke talking bench plaque similar to image 2.2 as presented, with the following wording: “Happy To Chat” “Sit here if you don’t mind someone stopping to say hello”.

**12. To receive an update and consider quotes for replacement lectern and map for Green Lanes.**

The Committee noted the update and **AGREED** to purchase a Forest-Saver Recycled Plastic angled lectern, removing logos and reference to NCC & DPC, using black font and the existing signage wording and imagery as a basis for the new design. The Committee requested confirmation regarding whether the lectern could be funded via the Green Infrastructure Fund.

**13. To receive an up-date on grass verge pricing for 2026-27.**

The Committee **AGREED** to accept the 2026-27 pricing up-date as presented by the Deputy Clerk and Facilities Manager, subject to the required amendments to the 2026-27 Environment & Highways Committee budget to reflect the increase.

**14. To note exchange of information.**

It was noted that the Council Chair would be attending a memorial service and laying a wreath on Remembrance Sunday.

It was noted that Norfolk based family charity Ambers Army would be opening a charity shop and family support hub on School Road on Saturday 15<sup>th</sup> November 2025, time to be confirmed.

A request to receive an update regarding the Green Lanes jetty project at the next meeting was received.

**15. To note that the next meeting is scheduled to take place on Thursday 5<sup>th</sup> February 2026 at 7pm at King George V Pavilion.**

The Committee noted the date and time of the next meeting of the Committee.

**Meeting closed: 8:53pm**

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC11a:</b> To receive minutes for information.
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.</p> <p>Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.</p>	
<b>Recommendation</b>	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the meeting of the Staffing Committee held on **Thursday 20<sup>th</sup> November 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, H. Kisby, N. Quinsey (Chair) and A. Taylor.

**In attendance:** Amy Pinkham; Parish Clerk & RFO, no members of the public present.

**Meeting Opened:** 7:00pm

**1. To receive apologies and consider acceptance for absence.**

None.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

None.

**3. To receive minutes of the meeting of the Staffing Committee held on 4<sup>th</sup> September 2025 for approval [Pg5-7].**

The minutes were **AGREED** as an accurate record of the meeting subject to amendment to agenda item 7 where the date was changed from “2025-26” to “2026-27”. The minutes and the amendment were signed by the Chair.

**4. To receive any questions or comments from members of the public.**

None.

**5. To receive Clerk’s Report on Committee matters arising from previous meetings [Pg8-10].**

The Committee received the report with no further questions or comments.

**6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg11-13].**

The Committee received the report with no further questions or comments.

**7. To receive draft budget for 2026-27 and consider recommendation for approval by Council [Pg14-17].**

The Committee **AGREED** to recommend the draft budget as presented for approval by Council subject to inclusion of final Employer National Insurance rates and Pension Contributions.

In relation to the Lone Worker Device, it was noted that the Lone Worker Policy would be updated subject to budget approval by Council.

**8. To consider adoption of Recruitment & Selection Policy for recommendation for approval by Council [Pg18-22].**

The Committee **AGREED** to recommend the Recruitment & Selection Policy as presented for approval by Council subject to the following amendments;

Section 3: To remove Council approval on the recruitment process and documents in line with the staffing Terms of Reference.

Section 4: To remove reference to Council approval on advertisements in line with Staffing Terms of Reference.

Section 4: To replace reference to the use of formal application forms with curriculum vitae and covering letter.

Section 6: To include training may be delivered by Parish Clerk as appropriate.

Section 6: To amend interview panel members to “Chair of the Staffing Committee and two members of the Staffing Committee” and that “the Staffing Committee may resolve who will be appointed if members aren’t available”.

**9. To consider adoption of Equal Opportunities Policy for recommendation for approval by Council [Pg23-26].**

The Committee **AGREED** to recommend the Equal Opportunities Policy as presented for approval by Council.

**10. To note office closure dates for 2025-26 Christmas period [Pg27-28].**

The Committee noted the office closure dates for information.

**11. To note exchange of information.**

None.

**12. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items 13 - 17.**

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 13-17.

**13. To receive and agree outcomes from the Parish Clerk's annual appraisal [Pg29-34].**

Parish Clerk left the meeting 7:25pm and returned at 7:32pm.

The Committee **AGREED** the outcomes as presented.

**14. To receive and agree outcomes from the Deputy Clerk & Facilities Manager's annual appraisal [Pg35-45].**

The Committee **AGREED** the outcomes as presented.

**15. To receive Annual Appraisal Report and consider recommendation for presentation to Council [Pg46-49].**

The Committee **AGREED** to circulate the report to Council as presented. It was noted that the item would be considered by Council with the exclusion of the public and press to retain confidentiality and would not be published on the Parish Council website.

**16. To agree arrangements for Staff Training [Pg50-52].**

The Committee **AGREED** arrangements for staff training with details recorded in a separate report. It was noted that the budget would be amended to reflect the change accordingly.

**17. To receive update on staffing matters.**

It was anticipated that a member of staff may require a leave of absence in 2026 for medical reasons for up to 6 weeks. The Staffing Committee would receive a further update in due course and would take necessary action to ensure appropriate cover arrangements as necessary.

**18. To note the date and time of the next meeting is scheduled to take place on Thursday 19<sup>th</sup> February 2026 at 7pm at KGV.**

The Committee **AGREED** to amend the date of the next meeting to Thursday 5<sup>th</sup> March due to staff absence.

**Meeting closed: 8:10pm.**

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC11b:</b> To consider Recruitment & Selection Policy for approval
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>At the November 2025 meeting, the Staffing Committee considered a draft Recruitment &amp; Selection Policy as provided by Council's appointed HR Consultant and updated the document to reflect the Council's current working practices.</p> <p>The Committee agreed to recommend the attached policy for approval by Council as presented.</p> <p><u>For Information</u></p> <p>The policy will replace the Council's existing Staff Recruitment Policy in order to ensure Council's compliance under the terms of service with Personnel Advice &amp; Solutions Ltd.</p>	
<b>Recommendation</b>	
Council is asked to consider recommendation to adopt the Recruitment & Selection Policy as presented.	

## **RECRUITMENT & SELECTION POLICY**

### **1. Introduction**

The intention of the recruitment policy is to ensure that the Council can attract and retain high calibre Employees into its job vacancies. It aims to attract the widest possible response to any employment vacancy. The Council will take positive steps to advise minority groups of all vacancies and of its Equal Opportunity Policy. The Council recognises the advantages of recruiting individuals with specialist knowledge and experience of local needs.

The selection process is of crucial importance in this policy and must, therefore, be carried out according to objective, job-related criteria. The Council will ensure that, through appropriate training, people making selection decisions will not discriminate, whether consciously or unconsciously, in making these selection decisions.

### **2. Core Principles of the Recruitment and Selection Policy**

The Council reserves the right under current legislation to advertise posts internally only, where the Council deems this to be appropriate and necessary.

The Staffing Committee is responsible for the recruitment process in conjunction with the Clerk and making recommendations to Council on appointment of Council Officers and other staff.

The Recruitment and Selection Policy will be implemented with regard at all stages to the Council Equal Opportunities Policy, the Equality Act 2010 and subsequent legislation. All persons involved in the recruitment process will be made aware, through training, of the above legislation and its implications.

All stages of the selection process will focus on the needs of the job and the skills needed to perform effectively.

The Staffing Committee in conjunction with the Clerk will ensure that questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive.

All candidates with a disability that meet the minimum selection criteria will be invited to an interview.

It is the Council's practice to seek the successful candidate's consent to seek two written references and to ask for documentary proof of qualifications.

### **3. Recruitment and Selection Process**

Before embarking upon the selection process, the Staffing Committee should have recruitment authority from the Council, an updated job description and an accurate person specification. Advertisements will be placed appropriately to allow maximum exposure to all sectors of the community. The Panel will submit details of the Committee's preferred candidate. The final decision on the recruitment of the Clerk rests with Council.

Candidates invited to interview where possible will be given at least one week's notice. All letters sent to unsuccessful candidates will be issued as soon as practicably possible after the decision has been made. Reserve candidates may be kept 'on hold' for a period of time, and should be notified of the delay in finalising the outcome of their application.

### **Job Description**

- Each job will have an up-to-date job description that accurately reflects the job requirements;
- Job descriptions should be written in a clear and concise manner in the agreed Council format;
- Job descriptions should be reviewed and discussed prior to the commencement of the recruitment action;
- Where appropriate the equal rights dimension of service provision should be included;

### **Person Specification**

- A person specification will be prepared for every job description reflecting the skills and qualities required to undertake the job;
- Personnel specifications should be reviewed prior to the recruitment action. A standard format together with guidance on usage will be issued separately;
- Criteria contained in the specification should be strictly relevant to the requirements of the job. The criteria should not be unnecessarily restrictive so as to exclude particular disadvantaged groups, since this may be viewed as indirect discrimination and therefore unlawful;
- All stated requirements must be clearly justifiable in terms of the principal function of the job vacancy, literacy, numeracy, qualifications, age and educational level achieved;
- If the job is to work directly with members of ethnic minorities in promoting their welfare or providing personal services, it may be considered a genuine occupational qualification for a post.

## **4. Attracting a Field of Applicants**

- Publicity material must reflect the Equal Opportunity Policy;
- Publicity material should, where thought desirable, be translated into ethnic minority languages;
- Where necessary, use should be made of the ethnic minority press;
- Advertisements must be clear and unambiguous, so that applicants will be able to determine their own suitability.

### **Application Forms**

- Applications are made by submitting a curriculum vitae and covering letter.

## **5. Short listing**

- Short listing must only be based on the information contained in the application form and any covering letter using the job person specification and the job description elements as the criteria;
- The criteria for short listing must be consistently applied to all applicants;
- The application form should not be used as a test of literacy unless a high standard of literacy is required as a genuine requirement of the job;
- If academic qualifications are one of the criteria for initial selection they should not be unnecessarily high for the particular job. Assumptions must not be made about the standard of overseas qualifications;
- There should be no unnecessary or unreasonable restrictions on the numbers to be short-listed;
- Any disabled applicant that meets the minimum requirements for the job should be short-listed;

- Reasons for not meeting the shortlist must be recorded for incorporation within the monitoring process;
- Original copies of educational/academic/qualification certificates or documents should be brought to interview.
- Short listing for a Clerk will be conducted by the Staffing Committee.

## **6. Selection Interview**

- All people responsible for short listing and interviewing should receive training in the appropriate techniques, and such training should include the equal opportunities dimension. No selection interview shall take place without someone that has received such training and is aware of the relevant legislation, in attendance. Training may be delivered by Parish Clerk as appropriate;
- At least three people should sit on an interview panel. Interviews for the post of Clerk will be conducted by Chair of the Staffing Committee and two members of the Staffing Committee. Should any of these Members be unavailable the Staffing Committee will resolve on who from within the Council should replace them. Interviews may also be attended by the Council's HR Adviser, purely for the purpose of advising Members on procedural and legal matters.
- Interviewers must keep adequate notes of the interview in order to be able to make a fair comparison between candidates. This will be recorded on an interview report form;
- In determining whether or not a candidate is to be progressed to the next stage, interviewers may only consider factors relevant to the job requirements. If for any reason a candidate does not possess a certain requirement for a job, but is nevertheless short listed for interview, the candidate should not be subsequently declined solely on the grounds of not possessing that requirement. Reasons for unsuccessful candidates should be recorded for incorporation into the recruitment monitoring process;
- If any member of an interview panel feels that discrimination has occurred in the selection process, the matter must be reported immediately to the Chair of the Staffing Committee. No selection decision should be made until the issue is resolved;
- Candidates of all ethnicities/ethnic backgrounds should not be asked questions that could be seen as directly or indirectly discriminatory, e.g., questions which test their understanding of 'U.K. Customs'. Neither should their fluency in the English language be used as a selection criterion unless it is a bona fide requirement of the job;
- Selection decisions must not be influenced either by the traditional racial or sexual profile of the previous post-holder;
- Informal interviews must not take place unless they are clearly part of the approved or agreed selection process for all short-listed candidates.

## **7. Letters of Appointment**

- Appointment letters should contain the following statement: "As an Employee of the Council you will be required actively to pursue the Council's policies on Equal Opportunities and Race Relations and to undergo any training associated with this";
- The appointment letter should also be accompanied by a copy, which the applicant is required to sign and return to indicate acceptance of the job offered, and which is retained in the personal record. This should include the following: "I have read and understood the Council's Equal Opportunity Policy, and acknowledge that the offer of employment is made subject to my agreement actively to pursue that policy during the course of my employment and to undergo any training associated with this";
- If letters to unsuccessful candidates' state reasons for non-selection, then these must be valid. Unsuccessful candidate letters should also indicate to candidates the name

and telephone number of the person to contact if further information or feedback is required;

- Reasons for non-selection should be given to candidates if requested. The reasons will be those stated on the recruitment monitoring form;
- All appointments will be subject to receiving two satisfactory references, one of which must be from the most recent Employer or educational institution. If satisfactory references are not received, the Council may terminate the employment relationship.

## **8. Records**

All records must be held in accordance with the Data Protection Act 1998, which requires records to be accurate and stored confidentially.

For details of retention periods, please see Record Management Policy.

## **9. Retention and Development**

The Council's strategy is to ensure all staff remain motivated in the working environment. This is done by way of regular meetings where everyone has their input listened to and they are clearly informed of business updates. Staff development is enhanced by the way of regular internal/external training courses on subjects that are relevant to the business and also to personally develop their own working skills.

Every individual receives regular reviews where personal progress is discussed along with the individual's requirements to further enhance their work and working environment.

Every individual who decides to leave the Council will receive an exit interview. The results of the interview can be used as feedback into the business to enhance staff retention.

## **10. Monitoring**

The Staffing Committee is accountable for the Recruitment and Selection Policy. The Clerk will monitor the implementation and effectiveness of the policy, and provide regular monitoring reports to the Committee.

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC11c:</b> To consider Equal Opportunities Policy for approval
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<u>Background</u> At the November 2025 meeting, the Staffing Committee considered a draft Equal Opportunities Policy as provided by Council's appointed HR Consultant and agreed to recommend the attached policy for approval by Council as presented.	
<u>For Information</u> The policy will replace the Council's existing Equal Opportunities Policy in order to ensure Council's compliance under the terms of service with Personnel Advice & Solutions Ltd.	
<b>Recommendation</b>	
Council is asked to consider recommendation to adopt the Equal Opportunities Policy as presented.	

## **EQUAL OPPORTUNITIES POLICY STATEMENT & PROCEDURE**

The Equal Opportunities Policy is the responsibility of the Council, and everybody working for the Council.

All Employees and applicants will be given Equal Opportunities in employment regardless of gender, age, race, disabilities, caring responsibilities, marital status, ethnic origin, sexual orientation, religious beliefs and / or trade union membership.

All persons will be treated with dignity and respect in an environment free from discrimination, harassment and victimisation. Any complaints of this nature will be fully investigated and treated with the strictest confidence.

Any individual found to be responsible for such behaviour, following a thorough investigation, will be subject to disciplinary action.

All Employees, job applicants and contractors working for the Council will be made aware of this policy.

The policy will be regularly reviewed and updated to ensure it conforms to all relevant legislation.

### **1. Policy Aims**

- To select, recruit, develop and promote the very best people through objective assessment based solely upon suitability for the job.
- Ensure that all Employees and job applicants receive fair and Equal treatment.
- Create a balanced work force, reflecting the diversity of the local working population.
- Cultivating a working environment that is free from harassment.

### **2. Definitions**

**Direct Discrimination:-** To treat someone less favourably on the basis of race, gender or disability; i.e. Not to recruit  
Refuse Opportunities  
Discipline  
Dismissal  
Provide less favourable terms and conditions.

**Indirect Discrimination** Fewer females / ethnic minorities / disabled persons are able to fulfil a requirement of a job than other members of society, and the requirement cannot be justified.

**Harassment** Creating a threatening, hostile or intimidating environment based upon sex or race of the victim. The decision as to whether actions constitute harassment lies with the person who is being subject to this behaviour and one single incident is sufficient to constitute a charge.

### **3. The Employer's Responsibility**

The Council is directly responsible for the actions of all its Employees and agents of the Council, as well as for their protection from harassment and discrimination. As such, the Council takes an active role in protecting those for whom it is responsible.

#### **4. Implementing The Policy**

##### **Recruitment and Selection**

- All positions are open to all individuals who have the required level of skill, knowledge and / or experience.
- All job adverts are to be Council approved and placed in publications which have a diverse circulation, except where the Council has resolved to conduct an internal recruitment process.
- All job applicants should receive a copy of the Equal policy and procedures, as well as a full job description to enable them to assess their suitability for the position.

##### **Training**

- Appropriate training on and off the job will be accessible to all Employees. All Employees will be encouraged to take advantage of all relevant training Opportunities.
- Where an individual is returning to a job following a prolonged absence, additional training and support will be offered.
- Where a position changes due to technology and / or reorganisation, appropriate training and support will be offered to the affected individuals.
- All induction trainees will be made aware of the Council's Equal Opportunities policy and procedure.

##### **Health and Safety**

- Discrimination, intimidation and harassment can seriously compromise the Health and Safety of the work environment. As such it is the responsibility of all Employees who are aware of such activity to bring it to the attention of the Council's Management, quickly and discreetly (although the Council accepts that this may not always be easy for the victim). All reported incidents will be treated in confidence by Management.
- Management will work with disabled Employees to ensure their Health and Safety in the workplace, through conducting through objective assessments of the safety of their working environment and where appropriate offering alterations / adaptations to the position, or examining the possibility of alternative work.

##### **Development and Promotion**

- Ability, motivation, commitment, past experience and qualifications are the qualities used to determine an individual's promotion potential.
- Development and training will be offered to all suitably motivated individuals where Opportunities exist.
- Length of service will not determine suitability for promotion as it can indirectly discriminate against those who may have had long term illnesses or career breaks or are employed on a fixed term basis.

##### **Terms and Conditions**

- All individuals within a post will receive the same terms and conditions.

##### **Redundancy**

- The Council will select individuals for redundancy based on a points scheme, whose criteria will be determined with affected staff during the redundancy consultation period.

### **Discipline and Termination of Employment**

- Race, gender, age and disability will have no bearing upon any disciplinary actions taken by the Council.

### **How The Procedure Works**

If you have a grievance relating to Equal Opportunities your Employment Contract explains how to make a Formal Complaint to the Council's Management.

If you are accused of behaviour which is in breach of the Council's Equal Opportunities policy and procedure, a relevant line Manager will initially conduct an informal investigation to determine if there is a case worth investigating. Should the initial, informal investigation find that action needs to be taken, the Council will act in accordance with its formal disciplinary procedure, as detailed in your Employment Contract

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## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC11e: Annual Appraisal Report</b>
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>At the November 2025 meeting, the Staffing Committee considered a draft Annual Appraisal Report for circulation to all Council Members.</p> <p>The Committee agreed to circulate the attached report comprising an overview of key achievements, challenges and the agreed objectives for the year ahead with the aim of ensuring transparency, accountability and a shared understanding of expectations between Staff and Council.</p>	
<p><u>For Information</u></p> <p>Please note, supporting papers have been redacted from the published papers due to the confidential nature of the business to be transacted.</p>	
<b>Recommendation</b>	
Council is asked to receive the annual appraisal report for information.	

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC12a: Consultation on Proposals for Local Government Reorganisation</b>
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<u>Background</u> <p>The Government has now launched its statutory consultation on proposals to change how local government services are delivered in Norfolk.</p> <p>The consultation explores proposals to replace county and district councils with 1, 2 or 3 new unitary authorities. Each model has implications for representation, accountability, financial resilience, service delivery, and the role of parish and town councils.</p> <p>While Parish and Town Councils are not a statutory consultee, they welcome views from any individuals, groups, or organisations with an interest in the proposals and it is recommended that Council submit a corporate response to the consultation.</p> <p>Individual Councillors are also welcome to submit their own responses should they wish.</p>	
<u>The Proposals</u> <ol style="list-style-type: none"><li>1. Consultation for one unitary council:<ul style="list-style-type: none"><li>• <b>Norfolk Council:</b> Breckland, Broadland, Great Yarmouth, King’s Lynn and West Norfolk, North Norfolk, Norwich, and South Norfolk</li></ul></li><li>2. Consultation for two unitary councils:<ul style="list-style-type: none"><li>• <b>East Norfolk:</b> Broadland, Great Yarmouth, Norwich, and South Norfolk</li><li>• <b>West Norfolk:</b> Breckland, King’s Lynn and West Norfolk and North Norfolk</li></ul></li><li>3. Consultation for three unitary councils:<ul style="list-style-type: none"><li>• <b>West:</b> Breckland and King’s Lynn and West Norfolk (plus 9 parishes from South Norfolk).</li><li>• <b>Norwich:</b> Norwich (plus 19 parishes from Broadland and 16 parishes from South Norfolk).</li><li>• <b>East:</b> Broadland (less 19 parishes), Great Yarmouth, North Norfolk, and South Norfolk (less 25 parishes).</li></ul></li></ol> <p>To assist Councils in their consideration of each of the 3 proposals, Norfolk ALC has highlighted 15 key points you may wish to consider alongside links to further reading from each of the proposal websites for greater clarity. This information can be found on their website using the following link: <a href="https://www.norfolkalc.gov.uk/lgr-proposals-at-a-glance/">https://www.norfolkalc.gov.uk/lgr-proposals-at-a-glance/</a></p>	
<u>The Consultation</u> <p>The consultation is open until Sunday 11<sup>th</sup> January 2026 and can be accessed via the link below.</p> <p><a href="https://www.gov.uk/government/consultations/local-government-reorganisation-in-norfolk-and-suffolk/proposals-for-local-government-reorganisation-in-norfolk-and-suffolk#how-to-respond">https://www.gov.uk/government/consultations/local-government-reorganisation-in-norfolk-and-suffolk/proposals-for-local-government-reorganisation-in-norfolk-and-suffolk#how-to-respond</a></p>	

## DRAYTON PARISH COUNCIL

### Survey Questions

Using the ranking below, Council is asked to consider a response to the following questions on *one or more* of the proposals as desired.

*Strongly agree / Somewhat Agree / Neither Agree nor Disagree / Somewhat Disagree / Strongly Disagree / Don't Know*

1. To what extent do you agree or disagree that the proposal suggests a council that is based on a sensible geography and economic area?
2. To what extent do you agree or disagree that the proposed council will be able to deliver the outcomes they describe in the proposal?
3. To what extent do you agree or disagree that the proposed council is the right size to be efficient, improve capacity and withstand financial shocks?
4. To what extent do you agree or disagree that the proposed council will deliver high quality, sustainable public services?
5. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?
6. To what extent do you agree or disagree that establishing the council in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?
7. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?
8. If you would like to, please use the free text box to explain the answers you have provided to questions 1-7 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on this proposal.

Additional questions for response to consultation for 3 unitary councils:

9. This proposal is accompanied by a request that the Secretary of State considers boundary change. To what extent do you agree or disagree that the proposal sets out a strong public services and financial sustainability justification for boundary change?
10. If you would like to, please use this free text box to explain your answer to question 9.

### Recommendation

Council is asked to consider submitting a corporate response to the consultation on *one or more* of the proposals as desired.

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC12b: Norfolk County Council Annual Budget Consultation.</b>
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<u>Background</u> On 28 <sup>th</sup> October 2025, Council received an invitation to respond to Norfolk County Council's 2026-27 budget proposals. Findings from the consultation will be considered as part of the evidence County Councillors will use to help them come to a decision about the budget proposals. Final decisions about the budget will be made by Norfolk County Council in February 2026. Individual Councillors are also welcome to submit their own responses should they wish.	
<u>The proposals</u> Norfolk County Council's News Release on the 2026-27 budget proposals is attached for your information.	
<u>The Consultation</u> The consultation is open until Sunday 15 <sup>th</sup> December 2025 and can be accessed via the link below. <a href="https://www.norfolk.gov.uk/budget">https://www.norfolk.gov.uk/budget</a>	
<u>Survey Questions</u> Using the ranking below, Council is asked to consider a response to the following questions. Each question has an opportunity to provide commentary to support your answer.  <i>Strongly agree / Agree / Neither Agree or Disagree / Disagree / Strongly Disagree / Don't Know</i>  <ol style="list-style-type: none"><li>1. How far would you agree or disagree with increasing Norfolk County Council's share of council tax (including any Adult Social Care Precept) by 3% in 2026-27?</li><li>2. How far would you agree or disagree with increasing Norfolk County Council's share of council tax (including any Adult Social Care Precept) by up to 5% in 2026-27?</li><li>3. How far would you agree or disagree with increasing Norfolk County Council's share of council tax (including any Adult Social Care Precept) by more than 5% in 2026-27?</li><li>4. Do you have any comments about our budget saving proposals?</li><li>5. What is your idea for saving money?</li></ol>	
<b>Recommendation</b>	
Council is asked to consider submitting a corporate response to the consultation.	

## NEWS RELEASE

27 October 2025

### **Norfolk's budget consultation launches today – have your say**

As the county council's annual budget consultation launches today, Monday 27 October, people are being urged to take a look at the proposals and have their say.

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

Cllr Andrew Jamieson, deputy leader and cabinet member for finance at Norfolk County Council, said: "All councils are facing higher costs and greater demand for services. Once again we're facing an unenviable financial situation with a budget gap, the continued cost increases from inflation, spending pressures across wider public finances, and uncertainty about government funding for 2026-27 onwards.

"Despite this, the Council's budget plans still provide for £298m budget growth over the next 5 years to deal with demand and cost pressures. This will enable us to continue to protect vulnerable residents while still delivering the key services which are relied upon every day by Norfolk's residents, businesses and visitors.

"I'd urge people to take a look at our proposals and let us have your views. We also want to hear your ideas for making savings, as we believe that the people who use our services are the best people to comment on how to get more out of our services, while tackling the budget deficit."

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

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

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

Three options are being considered:

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

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

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

## ENDS

### Notes to editors

We will take a report about the findings of this consultation to the Norfolk County Council Cabinet meeting in January 2026.

The council's select committees will comment on the budget proposals, before Cabinet finalises the proposals in January 2026 and the Full Council makes a final decision on the budget in February 2026.

Key national announcements, including the Autumn Budget on 26 November and the Local Government Finance Settlement in December, will inform final proposals.

For more budget facts and figures, see our budget factsheet:

[https://norfolk.citizenspace.com/consultation/budget-proposals-2026-27/supporting\\_documents/budget-factsheet-final-accessiblepdf](https://norfolk.citizenspace.com/consultation/budget-proposals-2026-27/supporting_documents/budget-factsheet-final-accessiblepdf)

### For political comment

For details of cabinet members, committee chairs and agendas, please see:

[www.norfolk.gov.uk/cabinetandchairs](http://www.norfolk.gov.uk/cabinetandchairs)

Group leaders' and councillors' contact details are available at:

[www.norfolk.gov.uk/countycouncillors](http://www.norfolk.gov.uk/countycouncillors)

### For further information please contact:

**Communications Team at Norfolk County Council**

**Email:** [pressoffice@norfolk.gov.uk](mailto:pressoffice@norfolk.gov.uk)

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A dark blue banner with a pink horizontal line above it. On the left is a smartphone icon displaying an envelope with a yellow envelope flap and the word 'Norfolk' on it. To the right of the phone, the text 'Sign up to' is in pink, followed by 'Your' in white and 'NorfolkExtra' in white and blue. The 'Norfolk' part is in white and 'Extra' is in blue.

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC12c: Supplementary Planning Document Consultations</b>
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>On 10<sup>th</sup> November 2025, Council was notified that Broadland District Council, Norwich City Council and South Norfolk Council were consulting jointly on two new draft Supplementary Planning Documents (SPDs) relating to policies in the Greater Norwich Local Plan (GNLP). SPDs give more detail about how Local Plan policies should be applied and give further information to guide decisions on planning applications. SPDs cannot create new policies. Following the consultation, responses will be reviewed and where appropriate amendments will be made before the SPDs are considered for adoption by each council in early 2026.</p> <p><u>Supplementary Planning Documents</u></p> <p>The draft policies are summarised below for your information and full details and supporting documents can be found using the following link: <a href="https://new.norwich.gov.uk/your-council-explained/consultations-and-engagement/supplementary-planning-document-consultations">https://new.norwich.gov.uk/your-council-explained/consultations-and-engagement/supplementary-planning-document-consultations</a></p> <p><b>Draft Policy 2: Sustainable Communities SPD</b></p> <p>This draft SPD supports the implementation of Policy 2 of the Greater Norwich Local Plan (GNLP), adopted in March 2024. Policy 2 requires applicants of major developments to submit statements on sustainability, master-planning, timescales for delivery and health impact assessments.</p> <p>The SPD provides guidance on how to write these statements and in particular covers the ten key issues within policy 2: access to services, new technologies, green infrastructure, densities, design, inclusive and safe communities, environmental protection, flood risk, water efficiency, and energy consumption.</p> <p><b>Draft Implementation of the Greater Norwich Green Infrastructure Strategy SPD</b></p> <p>This draft SPD supports the delivery of high-quality, multifunctional green infrastructure. It provides guidance for developers, planners and communities on how to use the Greater Norwich Green Infrastructure Strategy to implement GNLP policies 2, 3, 4, 6 and 7.</p> <p><u>Consultation</u></p> <p>The consultation for both documents ends on Friday 19 December 2025 at 5pm and comments and feedback can be submitted via email or by post.</p>	
<b>Recommendation</b>	
Council is asked to consider submitting a corporate response to <i>one or both</i> of the Supplementary Planning Document consultations.	

## DRAYTON PARISH COUNCIL

<b>Paper</b>	<b>DPC12d: Public Access Bleed Control Kit for Longdale Playing Field</b>
<b>Meeting</b>	Council
<b>Date</b>	11 <sup>th</sup> December 2025
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>On 3<sup>rd</sup> December 2025, Council received the following offer from Taverham Lions to supply a Public Access Bleed Control Kit for Longdale Playing Field.</p> <p><i>We are offering to donate a Bleed Control Kit to the hall at Longdale Playing Field, unless there already is one in the defibrillator cabinet. If there is a kit, we would supply a sticker to advertise the fact that the bleed kit is stored inside the defib cabinet. The kit is a small bag, which can be stored in the existing defibrillator cabinet.</i></p> <p><i>The kit is designed for members of the public to use, pending arrival of emergency services, to reduce severe haemorrhaging. The haemorrhaging might have arisen from a serious accident, or possibly a violent act such as a stabbing.</i></p> <p><i>I hope the parish council will approve this potential life-saver. Once we have your confirmation we would purchase it as soon as possible.</i></p> <p><i>Further details are available on the suppliers website:</i> <a href="https://www.severnsidedefibs.com/shop?store-page=Public-Access-Bleed-Control-Kit-c189753034">https://www.severnsidedefibs.com/shop?store-page=Public-Access-Bleed-Control-Kit-c189753034</a></p> <p><i>Taverham Lions</i></p> <p><u>Considerations</u></p> <ul style="list-style-type: none"><li>• Commitment to management of the bleed kit to ensure consumed or expired items such as bandages, sterile dressings, gloves etc. are restocked.</li><li>• The supply of a sticker to be adhered to the Defibrillator to notify members of the public that a bleed kit is available.</li></ul>	
<b>Recommendation</b>	
Council is asked to consider the offer from Taverham Lions to supply a Public Access Bleed Control Kit for Longdale Playing Field.	