Minutes of the meeting of Drayton Parish Council held on **Thursday, 8th October 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson (Vice-Chair), C. Brown, A. Crotch (Chair), G. Everett, Richard. Fish, H. Kisby, N. Quinsey and J. Wilson.

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

Meeting Opened: 7:00pm

1. **APOLOGIES**

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

   Apologies received and accepted for Cllrs. A. Taylor, R. Turner, K. Morgan, 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 and Cllr. J. Anderson noted for the record under agenda item 12a) that they were the interim secretary and Trustee for Thorpe Marriott Village Hall, respectively. While the agenda item did not directly affect the finances or management of the hall, the interests were voluntarily noted in the interest of openness and transparency.

3. **MINUTES**

   a) **To receive minutes of the meeting of the Council held on 10th September 2026 for approval [Pg 5-9].**

   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. J. Butler [Pg 10-17].**

   Council received a written report with thanks and no further comments or questions.

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

   Locally, the SNAP meeting was well attended with no significant issues raised. Anti-social behaviour remained a priority over the winter months, particularly with Halloween approaching. It was noted that Chris Tomkins was the new Police Inspector responsible for the area, and that a new Special Constable had commenced duties in Taverham.
   Council received an update on forthcoming changes to the national scheme of delegation for planning decisions, which were due to take effect on 31st October 2026.

Under the new arrangements, existing local call-in procedures would no longer apply, meaning district councillors would no longer be able to require planning applications to be considered by the Planning Committee.
An overview was provided on the arrangements for Schedule 1 and Schedule 2 applications. Schedule 1 applications must be determined by planning officers. Schedule 2 applications would normally also be determined by officers, but could be referred to the Planning Committee where the statutory gateway criteria were met and both a nominated officer and a nominated member agreed that referral was appropriate. If agreement could not be reached, the application would be determined by officers.
Council was advised that the changes were not expected to significantly alter the outcomes of planning decisions given that the majority of applications were already determined by officers. However, the changes would restrict the circumstances in which applications could be considered by the Planning Committee.

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

None.

e) To receive report from Police Constable Brett Peyton and from any other public bodies.

i) To receive update from Norwich Western Link Local Liaison Group meeting held on 30th September 2026.

It was noted that Norfolk County Council remained fully supportive of the project and that a new oversight group had been established, chaired by Cllr. Stuart Clancy.
The Group would work to narrow down options for the project before public consultation, which was expected to take place in early 2027. The emerging preference was understood to be for a single-carriageway road further west, extending as far as Lenwade.
Council considered that this option would be unlikely to benefit Drayton directly, noting that road users typically drive through Drayton to access Longwater Lane, A11, UEA or the Hospital.
The anticipated start date for construction was 2029 and the Council would have the opportunity to respond when the consultation opens in 2027.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg 18-19].

Council received the report with no further questions. Further to the last meeting, it was noted that Broadland District Planning Team had been contacted regarding the status of the planning matters relating to Hill House and the former David Rice Hospital Site but no reply had been received to date.
Cllr. A. Crotch noted that there appeared to have been recent developments regarding the Hill House planning application in relation to nutrient neutrality. The application had previously been paused on this basis, but recent updates on the planning portal suggest that progress may be imminent.

b) To receive feedback on Town and Parish Council Forum held on 22nd September 2026 [Pg 20-23].

Council received the report with no further comments or questions.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2026/2404: Land North of Reepham Road, Horsford.

Council **AGREED** to submit the following comment.
The Parish Council had no objection to the proposed facility in principle however, concerns were raised regarding traffic movements and the potential impact on the local area, particularly in light of other local developments and the associated increase in traffic. The Parish Council noted that in order to assess the potential impact of the facility, clarification of the proposed booking arrangements would be helpful.

ii) 2026/2481: Drayton and St Faiths Medical Practice, NR8 6EE.

Council **AGREED** to submit no comments.

iii) 2026/2557: 27 George Drive Drayton Norfolk NR8 6DU.

Council **AGREED** to submit no comments.

iv) 2026/2695: 3 Badgers Brook Road Drayton Norfolk NR8 6EY.

Council **AGREED** to submit no comments.

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

i) 2026/2131: 5 Manor Farm Close, NR8 6EE – Approval with no Conditions (Delegated).

ii) 2026/2581: 5 Hall Lane, NR8 6DS – Approval with no Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

a) To receive bank reconciliation for approval [Pg 24-25].

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

b) To receive list of receipts and approved payments for September 2026 [Pg 26-30].

Council received the list of receipts and approved payments with no further comments or questions.

c) To receive list of payments for authorisation [Pg 31-32].

Council authorised the list of payments to be made.

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 no meeting of the Committee since the last meeting of the Council.

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

a) To receive minutes of the Committee held on 3rd September 2026 [Pg 33-36].

Council received the minutes with no further comments or questions.

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 receive correspondence from Thorpe Marriott Village Hall and consider a response [Pg 37-40].

Council **AGREED** to investigate the proposal and undertake the due diligence outlined in the report. It was noted that a further update would be brought back to Council for future consideration.

b) To note consultation on proposed revisions to Broadland District Council's Hackney Carriage and Private Hire Licensing Policy and Conditions and consider a response [Pg 41-42].

Council **AGREED** to submit no comments.

c) To note the Norfolk Police and Crime Plan 2026-2028 consultation and consider a response [Pg 43-51].

Council **AGREED** to submit no comments.

d) To note the Public Spaces Protection Order consultation and consider a response [Pg 52].

Council **AGREED** to submit no comments.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

Cllrs. R. Fish and J. Wilson recently attended Councillor induction training with Norfolk Parish Training & Support, noting they found the training to be very thorough and helpful.
Cllr. H. Kisby noted their apologies for the upcoming meeting of the Staffing Committee. It was noted that a change of date may be required to remain quorate.
Council members received an update on the KGV Pavilion Refurbishment Project for information including copies of the latest design iterations. It was noted that, based on the latest designs, the project was expected to come in under the agreed budget.

14. UPCOMING MEETING DATES

a) Playing Fields & Property Committee 15th October 2026.

b) Staffing Committee 22nd October 2026.

c) Finance & General Purposes Committee 29th October 2026.

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d) Parish Council meeting Thursday 12th November 2026.

Council noted the dates of the next Council meetings.

Meeting closed: 7:57pm

DRAFT

DRAYTON PARISH COUNCIL

Paper	**DPC2a:** Declarations of Interest.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

Declarations of Interests

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.

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.

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.

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.

If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. 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.

For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.

Dispensation Requests

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.

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.

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.

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.

Recommendation

Council is asked to note the paper for information.

Interests Flowchart

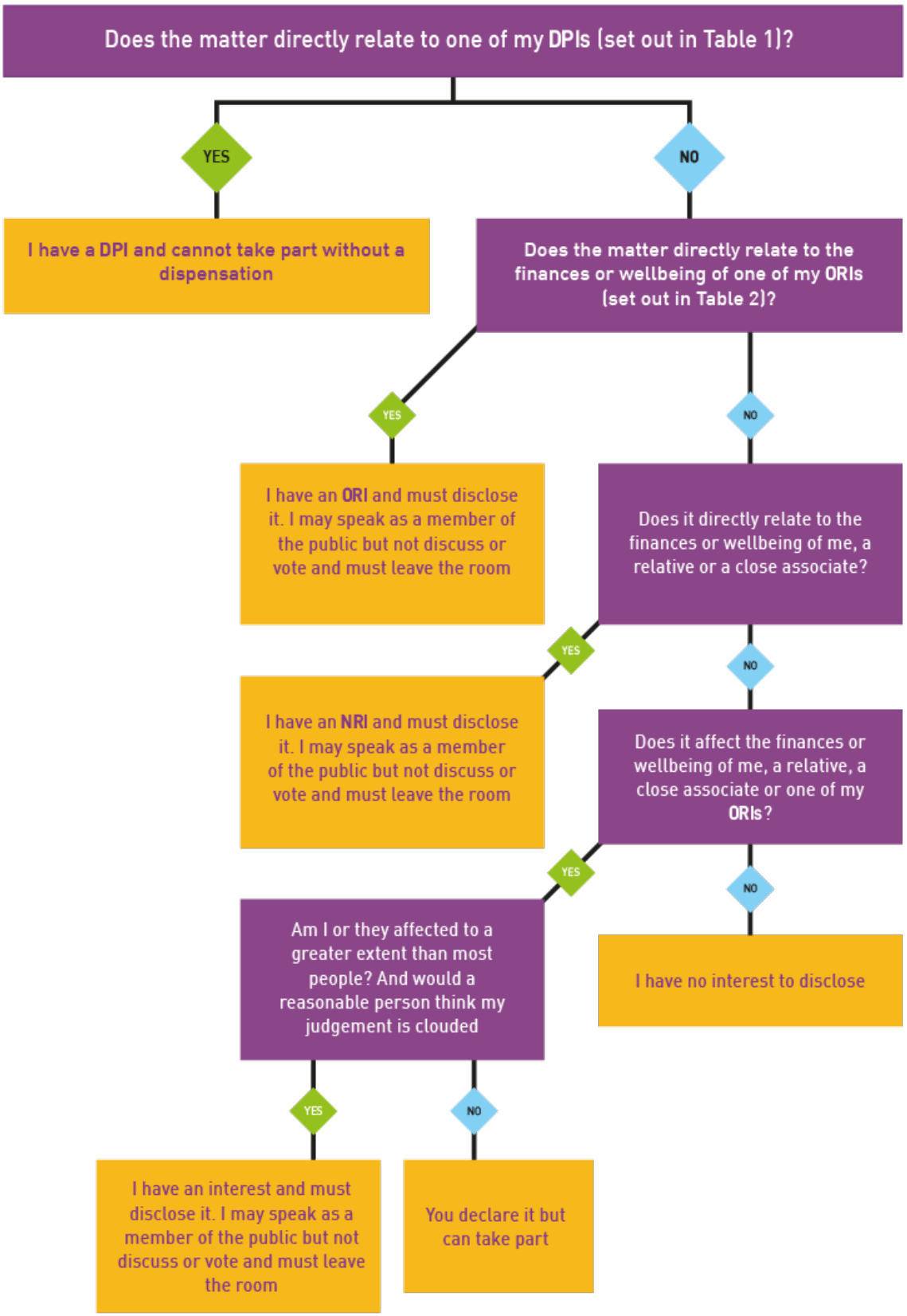


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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.
Contracts	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
Land and Property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	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.
Securities	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

You must register as an Other Registerable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(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

Paper	**DPC3a:** To receive minutes for approval.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

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.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

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.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

Recommendation

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, 10th September 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson (Vice-Chair), A. Crotch (Chair), G. Everett, R. Fish, H. Kisby, K. Morgan, A. Taylor, N. Quinsey 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. C. Brown, J. Wilson 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].**

      None.
3. **MINUTES**
   a) **To receive minutes of the meeting of the Council held on 13th August 2026 for approval [Pg 5-9].**

      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. J. Butler.**

      Council received the report with thanks and no further questions.

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

      It was reported that Cllr. A. Crotch had recently met with Police Constable Brett Peyton to discuss local matters, including Tesco, bus shelters, anti-social behaviour and parking issues.
      An update was provided on parking enforcement, with officers from West Norfolk and Kings Lynn visiting Drayton approximately once per week to monitor restrictions, including double yellow lines and parking across dropped kerbs.
      It was confirmed that Broadland District Council had been advised of the Government's proposed review of Local Government Reorganisation and was awaiting further information. The 2027 local elections would proceed based on current boundaries.

It was confirmed that the next SNAP meeting would be held on 21st September 2026 at Cawston Village Hall at 6:00pm.

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

None.

e) To receive report from Police Constable Brett Peyton and from any other public bodies.

It was reported that school parking issues around Bellmonte Crescent were being discussed with parking supervisors, with a site visit planned. An update was also provided on changes to the Safer Neighbourhood Team structure, with officers now based at Taverham and cohesive shift patterns to ensure appropriate team cover. Following concerns raised near Acres Way, a Community Watch and Speed Watch Team had been established.
It was confirmed that a speed watch had been carried out outside the Bob Carter Centre with no speeding witnessed.
The ongoing issue of damage to bus shelters and broken bottles at Longdale Playing Field remained difficult to address without CCTV or witnesses, despite patrols. No incidents had been reported in relation to anti-social behaviour at the playground on the Church Farm development and the tree felling at Green Lanes was confirmed as an isolated incident with no other reports received.
It was reported that crime for the area remained low, with investigations ongoing regarding the Old Mill and the Tesco Ram Raid. It was noted there was no known date of when the Tesco's would re-open.
It was noted that there were plans to write to Norfolk County Council's Highways Team regarding congestion in Drayton and the impact on the police.

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 comments or questions.

b) To note next meeting of Town and Parish Council Forum scheduled for September 2026.

It was noted that invitations to the Town and Parish Council Forum would be circulated via the Council office moving forward. Dates for the next online meetings were confirmed as follows: Tuesday 22nd September, 20th October, 10th November and 8th December between from 2pm – 3pm.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) None.

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

i) 2026/1678: Works to TPO trees at 46 Howell Road, NR8 6BU – Approval with Conditions (Delegated).

Council noted the planning decision 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.

b) To receive list of receipts and approved payments for August 2026 [Pg 15-20].

Council received the list of receipts and approved payments.

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

Council authorised the list of payments to be made.

d) To receive External Auditor's report and notice of conclusion of Audit [Pg 23-27].

Council received the report and notice for publication on the Parish Council website with thanks.

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 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 3rd September 2026.

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 note Greater Norwich Local Plan 2045 Scoping Consultation and consider a response [Pg 28].

Council **AGREED** to submit no comments.
It was noted that a number of sites had been proposed for allocation in Drayton and would be considered as part of the relevant consultation, expected to open in summer 2027.
It was further noted that Site ID 25883 in Horsford may also have implications for Drayton and would be considered alongside the proposed Drayton sites.

13. EXCHANGE OF INFORMATION

a) To note any other matters raised.

Council shared its thanks to Cllr. A. Crotch for his assistance clearing the broken glass from the bus shelter on Pendlesham Rise following recent damage.

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It was noted that work was progressing on the KGV pavilion with the Design Team now working on agreed plans for the building and that an update would be provided at the next meeting.
It was noted that the date for the Christmas Lights Switch On event had been confirmed for Wednesday 25th November.
It was noted that the Litter Pick in August was well attended including 5 new residents from the Church Farm housing development.
Council requested an update on the current status of the planning matters relating to Hill House and the former David Rice Hospital site.

14. UPCOMING MEETING DATES

a) Parish Council meeting Thursday 8th October 2026.

Council noted the date of the next Council meetings.

Meeting closed: 7:41pm

DRAFT

Paper	**DPC4b:** County Councillor Report
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

Background

The County Councillor for Drayton & Horsford provides a regular written report to the Parish Council. The report provides an opportunity for the County Councillor to update the Parish Council on relevant county-wide and local matters affecting Drayton.

The report is provided to Council for information and to support discussion with the County Councillor at the meeting, where appropriate.

Recommendation

Council is asked to note the report and raise any matters arising with the County Councillor.

COUNTY COUNCILLOR'S REPORT TO DRAYTON PARISH COUNCIL

Meeting of Thursday 8 October 2026

From: Cllr Jason Butler, County Councillor for Drayton & Horsford, Cabinet Member for Efficiency, Performance and Pensions

To: The Clerk and Members of Drayton Parish Council

Date: 28 September 2026

Re: Matters arising from the meeting of 10 September 2026, and county business

Introduction

I am looking forward to being with the Council in person on 8 October, having sent written reports to the last two meetings. I have sent this report in advance so that members have time to read it. I will keep my remarks at the meeting short and leave time for questions.

Executive Summary

I open with the drains, because that is the item the Council has held me to. **NCC Highways has now confirmed in writing that the blocked gullies on School Road and Hall Lane were missed.** The gully contractor has been told to return as soon as possible and clean not only the gullies the Clerk photographed but **every gully between the mini roundabout and the Red Lion**. The Highway Engineer is meeting the Parish on Wednesday 30 September. The item stays open until the Council tells me the work has been done (Section 1).

Second, **NCC published its initial 2027/28 budget proposals on 25 September**: a £35.9m gap, £32.3m of proposals identified so far, and a public consultation opening later in October, including on council tax. I would encourage the Council to respond (Section 2).

Third, the Deputy Leader has confirmed that **local government reorganisation in Norfolk is over**, and Full Council has adopted "Standing Up for Norfolk" as the council's four-year strategy (Section 3).

The remaining sections cover other highways items, the **NDR overnight closures, which begin on Monday 5 October**, the Parish Partnership Scheme deadline, police and congestion, planning, and county news for residents.

1. The Drains on School Road and Hall Lane: Highways Confirms They Were Missed

How we got here. In August I passed on Highways' assurance that the School Road drains were substantially complete. At its August meeting the Council recorded that this was wrong on both School Road and Hall Lane, and in September I accepted that correction and went back to Highways. On 11 September Highways told me the Hall Lane gullies between School Road and Drayton Lane had been cleaned at the end of July, and the School Road gullies between Drayton High Road and Vawdrey Road in April. I forwarded that to the Clerk the same day.

On 14 September the Clerk replied with photographs and marked-up locations taken that day. They showed plainly that the problem was still there and had been for almost a year, despite being reported repeatedly through several channels. On 23 September I sent the photographs to the Highway Engineer for the area. I said there appeared to be a problem with the contractor persistently missing these drains despite their being reported, and asked him to investigate and report back.

The answer. The Highway Engineer replied on 28 September. His technician visited last week and **confirmed that those drains had been missed**. Highways has asked its gully contractor to return as soon as possible to clean the missed gullies, and also **all the other gullies between the mini roundabout and outside the Red Lion**, which is the low point on School Road. He is meeting the Parish on **Wednesday 30 September** and intends to discuss the gully works then.

Location (Clerk's photographs, 14 September)	What the photographs showed	Position at 28 September
Bottom of School Road, heading towards the village centre	Grating silted to the top with soil, with plants growing through it	Confirmed missed. Contractor to return ASAP; all gullies to the Red Lion included
Hall Lane, bottom of the hill by the mini roundabout	Gratings blocked with soil and vegetation	Confirmed missed. Included in the same return visit
Pavement drain outside 75 Hall Lane	Water escapes from it constantly whenever it rains	Not specifically addressed in Highways' reply. Needs raising on 30 September (see below)

Three things I would ask the Council to cover on 30 September:

- **A date.** "As soon as possible" is welcome, but the Council should leave the meeting with a programmed date for the contractor's return.
- **75 Hall Lane.** Water coming up out of a drain every time it rains points to more than a full gully pot. It suggests a blocked or failed connection further down. Cleaning the grating will not fix that. It needs investigating, and I will ask for that if it is not agreed on the day.
- **Why they were missed, and how it will be prevented.** These gullies were reported for the best part of a year. If they are not on the contractor's cleansing schedule, or are on it but recorded wrongly, the same thing will happen again. It is worth asking how they will be checked on the next cycle.

If the Highway Engineer has time on the day, the Council may also want to raise the Hall Lane mini roundabout visibility and the School Road site meeting he offered in August (Section 4). It is not often the Council has him on site.

The Council closes this item, not the contractor. I said in September that I would not report these drains as done until the Council told me they were, and that stands. I would be grateful if the Clerk would let me know once the work has been seen on the ground.

Why this matters beyond Drayton. A gully that is reported many times and missed each time is a small case of something my brief exists to find. Every report, re-inspection and wasted visit costs money. A drain that fails costs more still, in flooded carriageway and damaged road surface. I will raise the question of how reported defects fall off the cleansing programme with Highways at county level, because if it has happened here it is unlikely to have happened only here. My thanks to the Clerk and to Cllr Quinsey for the photographs and locations. They are what turned a general reassurance into a specific admission and a plan.

2. The 2027/28 County Budget: Initial Proposals Published, Consultation Opens in October

On 25 September Norfolk County Council published its initial budget proposals for 2027/28. This is the start of the process that ends with Full Council setting the budget and the county share of council tax in February 2027, and it is the part of the council's work that sits most squarely in my brief. I would like the Council, and residents, to take part in it.

The position in figures:

	2027/28
Forecast budget gap	**£35.927m**
Savings and income proposals identified so far	£32.333m (£29.213m ongoing, £3.120m one-off)
Still to be found before February	about £3.6m
Council tax assumption in the Medium Term Financial Strategy	4.99% (Cabinet will consult on a range of options before deciding)

Where the savings are proposed to come from. The largest single item is **£5.86m in adult services**, by using neighbourhood teams to work with residents, community groups and partners so that people get help earlier and fewer need formal social care. In children's services, **£1m** is proposed: £500,000 from supporting more children in care to return safely to their families, and £500,000 from expanding the Enhanced Family Help Team, which works with families where there are neglect concerns. The Council will also see a line on **maximising income from fees and charges in the Infrastructure directorate**. The one site-specific proposal publicised so far, closing Docking Recycling Centre in West Norfolk to save £60,000, is outside this division.

The timetable:

- **Monday 5 October:** Cabinet considers the proposals and is asked to agree to put them out to public consultation.
- **Later in October:** public consultation opens. Last year's ran from late October to mid-December, and I would expect a similar window.
- **February 2027:** Full Council sets the budget and council tax.

Where an individual proposal changes a service, the council has said it will consult the residents and service users affected before any final decision is taken.

Why I would encourage Drayton to respond. I sit in the Cabinet that will put these proposals out, and my job is to make sure every pound is spent well before we ask residents for more. The way I look at it, a saving that comes from doing things better, such as earlier help that keeps people out of crisis or a contract renegotiated, is a good saving. A saving that just moves a cost somewhere else, or onto a parish, is not. That is the test I will apply, and a response from the Parish Council carries weight in it, particularly on council tax, where Cabinet is deliberately consulting on options rather than a single figure.

When the consultation goes live I will send the Clerk the link and a short note of anything in it that touches this parish directly, so that the Council can decide whether to make a corporate response. If members spot anything in the proposals they think is wasteful, or anything they think is a false economy, please tell me.

3. Reorganisation Is Over, the Money Spent on It, and the New Council Strategy

Reorganisation. Last month I reported the Government's withdrawal of its plan to split Norfolk into three unitary councils. On 16 September the Deputy Leader, Cllr Robin Hunter-Clarke, told the council's Strategic and Corporate Select Committee that *"local government reorganisation in Norfolk is over"*: the proposal has been withdrawn, not simply paused. The administration will oppose any future attempt and will instead put its effort into running services well and pursuing devolution for more powers and funding for the county.

The £1.2m. NCC's formal request that the Government refund the £1.2m it has already spent preparing for reorganisation, and honour the £2.7m it had promised, is still outstanding. As at the date of this report I have

not seen a Government response. I said I would report the outcome and I will, because it is residents' money either way.

"Standing Up for Norfolk" adopted. At its meeting on 22 September, Full Council formally adopted "Standing Up for Norfolk" as the county council's strategy for 2026 to 2030. It sets five priorities: putting Norfolk's residents first; growing Norfolk's economy; keeping Norfolk moving; running an efficient and effective council; and building stronger Norfolk communities and places. The detailed delivery plan follows at November's Cabinet, and I will bring the parts relevant to Drayton to the Council when it is published.

Pothole technology. One of the commitments in the First 100 Days report was to trial new pothole repair technology. Following the trial of the JCB Pothole Pro, NCC is now trialling the **Roadmender** system, which fills potholes, cracks and other defects with a flowable material without cutting out and relaying the surface. That means quicker repairs, less waste and less disruption, and it allows cheaper preventative treatment before a defect becomes a pothole. I will report the results, because repair cost per defect is exactly the kind of measure I want the council to be judged on.

4. Other Highways Matters

Item	Position at 28 September 2026	Status
Replacement bollards, cycle path clearance, signage and vegetation, Hall Lane	Programmed under a road closure on 1 and 2 September. I have still not had written confirmation that the work was completed. Members' own observations would settle this quickly.	Completion to be confirmed
Mini roundabout visibility, Hall Lane	Still not answered by Highways. Suggest raising on 30 September.	Outstanding
30mph road markings, Fakenham Road (Seton Road to Drayton Grove), ref 8981-3072-3888-8180	Was due to be repainted by around 22 September. Members are welcome to confirm what they have seen.	Due; check
Flashing 30mph sign (VAS) opposite Tesco, ref 78	Beyond economical repair and not eligible for a replacement fixed sign under NCC's cluster-site criteria. The realistic route is adding Fakenham Road to the Parish's SAM2 rota, subject to NCC agreeing the site. I am happy to facilitate if the Environment & Highways Committee wishes.	Removal pending; SAM2 option available
School Road speed limit (20mph extension / review)	Declined in August; Highways' offer of an on-site meeting stands. 30 September may be the natural moment to take it up.	Site meeting available

Reminder for residents. Highway defects, including blocked gullies, can be reported at www.norfolk.gov.uk/highways-defects or on 0344 800 8020. Please send me the reference number for anything that recurs. As this month has shown, a reference number with a photograph gets results much faster than a general complaint.

5. NDR (Broadland Northway) Overnight Closures Begin Monday 5 October

As reported in September, NCC Highways is closing the NDR overnight for maintenance (verge and vegetation cutting, gully cleansing, weed spraying, kerbs, graffiti and signs). Closures run **20:00 to 05:00, Monday to Friday**. The road is fully open by day and **all roundabouts stay open throughout**.

Week	Section closed overnight	Relevance to Drayton
5 to 10 October	A1067 Fakenham Road roundabout to A140 Cromer Road	**The section adjacent to Drayton; this is the week of our meeting.** Evening eastbound journeys diverted.
12 to 17 October	A140 Cromer Road to A1151 Wroxham Road	Evening journeys towards Wroxham Road
19 to 23 October	A1151 Wroxham Road to A1270 Postwick	Evening journeys to Postwick and the A47

If the Council has not yet published a notice, this week is the last chance to do so before the first closure. Resident or business concerns about the diversions can be sent to me and I will put them to the officer running the programme.

6. Parish Partnership Scheme 2027/28: The Engineer Deadline Is Now

The closing date for bids is **1 December 2026**, but NCC asked parishes to contact their local Highway Engineer **by the end of September** to agree costs and practicalities. In my experience that step decides whether a bid succeeds. With the Highway Engineer meeting the Parish on 30 September, the Council has a ready-made opportunity to raise any scheme the Environment & Highways Committee is considering. I would be grateful to know what the Committee concluded on 3 September. My local member support, which a bid requires, is available for any eligible Drayton scheme.

A reminder that drainage cleansing and anything requiring a Traffic Regulation Order (including speed limits) are excluded from the scheme, which is why the drains and the School Road limit remain for NCC to deliver directly.

Delivery dates. I asked officers whether the December 2027 delivery and April 2027 funding deadlines, set because of the reorganisation timetable, can be relaxed now that reorganisation is over. Until I report otherwise, please plan on the published dates.

7. Police Engagement and Congestion

I was pleased to see from the September minutes that PC Brett Peyton reported to the Council, after the Council noted in August that there had been no police presence since around May 2025. I had offered to raise that through the Community Safety Partnership. On the evidence of September it no longer needs raising, but I will if the reports stop.

The minutes also record that the police plan to write to NCC Highways about **congestion in Drayton and its impact on policing**. Congestion through the village is a county matter and connects directly to the Norwich Western Link. I would welcome sight of that letter, and I am happy to make sure it reaches the right people at County Hall rather than sitting in a general inbox. The same applies to school parking around **Bellmonte**

Crescent: if the site visit with parking supervisors identifies anything needing a highway measure, please let me know.

8. Planning Matters

Greater Norwich Local Plan 2045 (minute 12a). I note the Council decided not to respond to the scoping consultation, and that a number of Drayton sites, and Site 25883 in Horsford, will come forward in the site consultation expected in summer 2027. NCC's role is as highway authority and education authority. Road capacity through Drayton and school places are exactly where the county's view will count. Because I represent both parishes, I can make sure the cross-boundary effect of the Horsford site on Drayton is considered together, which the Council rightly flagged.

Hill House and the former David Rice Hospital site (minute 13). The Council has now asked for an update at both its August and September meetings. The planning decisions sit with Broadland, but I undertook to find out NCC Highways' position on each site. I hope to have that when we meet.

9. County News Worth Sharing With Residents

- **Scam alert: fake "Norfolk County Council" letters about council tax.** A letter claiming to be from NCC about "changes to Council Tax payments" is circulating, with a QR code linking to a fraudulent payment site. It is a scam: NCC does not collect council tax (Broadland District Council does). Residents should ignore it and not scan the code. Trading Standards is investigating; reports to the Citizens Advice consumer helpline on **0808 223 1133**. **This is the item I would most like the Council to put on its website and social media this month.**
- **Norfolk's Children's Services chosen to help other councils.** Following its outstanding Ofsted rating, NCC is one of eight councils selected by the Department for Education to partner an underperforming authority for up to two years. The DfE funds the work and pays Norfolk for its contribution, so it brings money in rather than costing the council.
- **Free weight management support.** Adults who want help to reach a healthier weight can check their eligibility for free Slimming World or Your Health Norfolk programmes funded by Public Health Norfolk; others can find tools at www.readytochange.co.uk.
- **Adult social care commission.** Baroness Casey's independent commission is writing to randomly selected households from 21 September inviting adults to join its public panels. If a resident receives one of these letters, it is genuine. Anyone can take part in the wider "Big Conversation on Care".
- **Spirit of Coltishall.** Residents may notice the Jaguar aircraft outside County Hall is being removed for restoration by RAF Coltishall Heritage Centre volunteers, funded from County Hall matchday parking income, not council tax. It returns next year.

10. My Role and How to Reach Me

As Cabinet Member for Efficiency, Performance and Pensions I sit in NCC's core decision-making group, reporting to the Leader and Deputy Leader. My focus is on cutting waste and improving value for residents.

The drains are the fairest test I can offer this month. The Council gave me specific locations and photographs. I put them to Highways as a question about why the contractor keeps missing these drains, not as a request for reassurance. Within a fortnight Highways had been on site, admitted the error and extended the work to the whole length to the Red Lion. That is what being inside the council should mean for Drayton: when the Council tells me an answer is wrong, I go back and get it put right.

The budget consultation in Section 2 is the other side of my brief. I would rather the Council told me where it thinks county money is wasted than took it on trust that it is not.

Between meetings, the Clerk or any resident can contact me directly at **jason.butler.cllr@norfolk.gov.uk**. I aim to respond within two working days, and I would always rather hear about a problem early.

With thanks to the Council for its work on behalf of Drayton's residents.

Cllr Jason Butler
County Councillor for Drayton & Horsford
Cabinet Member for Efficiency, Performance and Pensions, Norfolk County Council

Paper	**DPC5a:** To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

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.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

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.

If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item.

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.

Recommendation

Council is asked to note the matters arising for information.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
25.06.2026	4b)	To consider recommendation for the appointment of Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project	Council **AGREED** to award the contract for Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	**Complete:** Contract signed and award notice issued on Find a Tender.
13.08.2026	8b)	To consider recommendation for proposed corrective action in response to the 2025-26 Internal Audit Year-End Report	Council **AGREED** to the proposed corrective action as presented.	**Complete:** Corrective action added to internal audit action plan for monitoring by FGP.
13.08.2026	8c)	To consider recommendation for proposed amendments to Council's bank mandate	Council **AGREED** to the proposed amendments to the Council's bank mandate as presented to remove Cllr. G. Everett as signatory for all Council accounts and appoint Cllr. A. Taylor as signatory for all Council accounts. It was noted that Cllr. G. Everett would remain a signatory until confirmation had been received that Cllr. A. Taylor had been added to all accounts.	**Ongoing:** Signatory removal process initiated for all accounts. Pending confirmation of completion from banks.
13.08.2026	8d)	To consider recommendation to adopt proposed amendments to Councillor Code of Conduct as presented	Council **AGREED** to adopt the proposed amendments to the Councillor Code of Conduct as presented.	**Complete:** Final approved version filed and uploaded to Council website. Document Log updated accordingly.
10.09.2026	3a)	a) To receive minutes of the meeting of the Council held on 13th August 2026 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair	**Complete:** Minutes uploaded to Council website.
10.09.2026	12a)	To note Greater Norwich Local Plan 2045 Scoping Consultation and consider a response	Council **AGREED** to submit no comments.	**Complete:** No further action required.

Paper	**DPC5b:** Town & Parish Council Forum
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

Background

The Town and Parish Forum, hosted by Broadland District Council, provides a regular opportunity for parish and town councils to engage with district councillors and officers.

The forum is intended to:

- Share information on council services, policies and current initiatives
- Enable parish councils to raise local issues and contribute to discussions
- Support collaboration and strengthen working relationships between tiers of local government
- Facilitate networking and sharing of good practice between councils.

The forum forms part of the Councils' wider approach to engagement with town and parish councils and supports the delivery of locally informed services and initiatives.

The last meeting of the Town and Parish Forum was held on 22nd September 2026 and notes from the meeting are attached for information.

Recommendation

Council is asked to note the report for information.

Town and Parish Council Forum

Minutes

Date	22 September 2026
Time	2 – 3 PM
Chair	Trevor Holden

1. Welcome and agenda

- Trevor Holden welcomed everyone to the meeting.
- The agenda covered local government reorganisation, devolution, Rewiring the State, policing, the Public Spaces Protection Order, the Casey Review and winter pressures grants.

2. Local government reorganisation, devolution and Rewiring the State

Local government reorganisation

- Trevor reported that the Secretary of State had paused decisions for tranche 3 areas and withdrawn decisions for tranche 2, which includes Norfolk, Suffolk, Essex and Hampshire.
- He explained that the earlier process had included submissions from Norfolk councils, government consultation, a minded-to decision and an anticipated structural change order.
- He stated that the withdrawal of the decision meant government was undertaking a “quick review”. An initial indication that government would report by the end of October had become less certain.
- He confirmed that elections in May would be to the existing councils. The outcome of the review and the future of local government reorganisation remained unknown.
- He noted that the minister had left open the possibility of shadow elections after May, potentially up to May 2028, with a possible vesting day in 2029.

Devolution and Rewiring the State

- Trevor said government had restated its intention to progress devolution. The proposed devolution geography discussed was Norfolk and Suffolk.
- He reported that the County Council had written to MHCLG asking to move forward and that he understood Suffolk was in a position for the proposal to progress, while noting that the position should be watched.
- He highlighted the Cabinet Office statement “Rewiring the State”, published on 31 July, which described a model in which more public service delivery would sit under a mayor and align with mayoral geography, with local government, health and policing arrangements having greater coterminosity.
- The Rewiring The State – Cabinet Statement can be found here: Rewiring the State – Cabinet Statement - GOV.UK
- He said the statement indicated that government would publish a white paper in the autumn setting out reforms and a timetable, including matters such as a hotel or holiday tax and greater financial devolution.

- In response to Teri Munro-Brown, Trevor explained that devolution and local government reorganisation were separate but intertwined programmes and that one could proceed without the other. He reiterated that the outcome of the government review should be awaited.

3. Policing update

- Chris Tomkins reported that a recent briefing had covered anticipated police reform and possible restructuring or combination of police forces.
- He said his management area had expanded to cover South Norfolk as well as Broadland, creating a single point of contact for partnership work across both areas.
- He described a local command structure covering three areas under one superintendent and two chief inspectors, alongside neighbourhood and response policing arrangements.
- He reported an exceptionally busy summer for the control room across emergency, non-emergency and digital contact channels. Demand had remained at summer levels after the school holidays.
- The local focus had included anti-social behaviour, working with Teri Munro-Brown's team, landowners and residents. Planning was also under way for possible additional demand around Halloween.
- Chris advised councils to use the relevant South Norfolk or Broadland neighbourhood policing email route so enquiries could reach the appropriate beat manager.
- Alison Wakeham asked a question regarding a speed camera. Chris responded with relevant contact details and an offer to nudge the relevant officer.

4. Public Spaces Protection Order

- Teri Munro-Brown reported that the existing orders would expire in April 2027. Views would be sought from parish and town councils on extending the orders for a further three years on a like-for-like basis.
- She said a full public consultation was required and that councils would also be consulted individually. The order appeared to be serving its purpose, with vehicle-related anti-social behaviour calls reducing and no hotspot areas flagged through police data.
- For the Broadland District Council area, warning letters issued were reported as; three in 2024, one in 2025 and six in 2026 to date. All six in 2026 related to one locality and a small group of cars.
- For South Norfolk, warning letters issued were reported as; 11 in 2024, 20 in 2025 and two in 2026 to date. Four drivers in 2025 also received a police section 59 warning.
- No warning had progressed to the next level, and those warned had not subsequently come to attention.
- The consultation was expected to go live in October and run until the end of November. It would ask whether respondents agreed with the existing regulatory controls and with extending the order for a further three years.
- Responses were requested by 27 November 2026 through a dedicated PSPO email address. Teri said that no response would be treated as support for the existing provisions and extension.
- Chris Tomkins said the order was effective and supported joint working, including circumstances where evidence might not meet the threshold for a section 59 warning but could support use of council powers.

5. Casey Review / Big Conversation on Care

- Jasmine Warne introduced the Casey Review, also referred to as the Big Conversation on Care. She said it was led by Baroness Louise Casey through the Independent Commission on Adult Social Care.
- The review invited contributions from people receiving care and support, unpaid carers, people working in social care and the wider public across England.

- She reported that the review had launched on 29 July 2026. People could submit ideas online, comment on suggestions and vote on ideas. Targeted engagement and a national public panel were also planned.
- The feedback would inform recommendations to government. The Commission intended to publish a summary of what it heard and explain how public views influenced its recommendations.
- Jas said the two councils were discussing how to engage with and promote the review. The approach observed elsewhere was mainly promotion through council websites and communication channels.
- Trevor asked that councils, parishes and towns help raise awareness. He requested a future update on the two councils' approach and direction of travel at an appropriate time.

6. Winter pressures grants

- Dan Goodwin confirmed that both councils would run winter pressures grants again, offering up to £500 towards projects that help residents keep warm during winter.
- Examples included refreshments and support in warm spaces, Christmas food hampers, warm packs such as gloves, blankets and thermoses, and some heating or higher running costs. Priority would be given to projects not requiring a contribution towards those costs.
- The grant fund was limited. An application window would be used so applications could be considered together and equity supported across both districts.
- Dan expected the webpage to be live by the afternoon of 23 September 2026. The application window would run until 30 October 2026.
- Previous recipients could reapply, including for the same activity.
- In response to Teri Munro-Brown, Dan confirmed that a group producing gloves, hats or scarves could apply for materials such as wool where this supported the purpose of keeping residents warm.
- Collaborative applications involving a parish and a local community group were welcomed.
- The details for the funds can be found here: Winter Pressures Grant | Broadland and South Norfolk

7. Any other business and close

- No other business or future agenda items were raised during the meeting.
- Trevor invited participants to suggest future agenda items after receiving the circulated minutes.

Paper	**DPC7a:** To receive Bank Reconciliation for approval.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

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.

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.

The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.

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 & General Purposes Committee.

Recommendation

Council is asked to receive the bank reconciliation for approval.

Drayton Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2026			
	Cash in Hand 01/04/2026			1,147,365.54
	ADD			
	Receipts 01/04/2026 - 30/09/2026			171,139.78
				1,318,505.32
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			175,288.98
A	**Cash in Hand 30/09/2026** (per Cash Book)			**1,143,216.34**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2026	0.00	
	Unity Trust Bank	31/08/2026	33,249.13	
	Unity Trust Bank - Instant Access (I	31/08/2026	657,864.76	
	BDC Parish Deposit Scheme	31/08/2026	99,156.40	
	Cambridge Building Society	31/08/2026	130,976.68	
	Nationwide Instant Saver Issue 8	31/08/2026	131,677.50	
	Skipton Community Saver 10 A	31/08/2026	90,291.87	
	Credit Card	31/08/2026	0.00	
				1,143,216.34
	Less unpresented payments			
				1,143,216.34
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,143,216.34**
	A = B Checks out OK			

Paper	**DPC7b:** To receive list of receipts and payments.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

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.

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.

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.

Recommendation

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 01-09-2026 and 30-09-2026)

Cost Centre 1. Income

Code Number 13 Income on Investment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
76	30/09/2026			Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	3,217.64		3,217.64
							Subtotal for Code: Income on Investment		£3,217.64		£3,217.64

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
59	01/09/2026	2026-2027/219		Unity Trust Bank		3G Pitch Hire	Chris Brown	E	84.00		84.00
60	01/09/2026	2026-2027/221		Unity Trust Bank		3G Pitch Hire	Chris Brown	E	84.00		84.00
61	01/09/2026	2026-2027/217		Unity Trust Bank		3G Pitch Hire	Chris Brown	E	84.00		84.00
63	03/09/2026	2026-2027/236		Unity Trust Bank		3G Pitch Hire	Danni Birkin	E	87.00		87.00
65	15/09/2026	2026-2027/215		Unity Trust Bank		3G Pitch Hire	Richard Kerslake	E	87.00		87.00
66	17/09/2026	2026-2027/234		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	96.00		96.00
67	17/09/2026	2026-2027/213		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	96.00		96.00
68	17/09/2026	2026-2027/211		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	163.00		163.00
69	17/09/2026	2026-2027/209		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	73.50		73.50
70	17/09/2026	2026-2027/234		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	96.00		96.00
71	17/09/2026	2026-2027/213		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	93.60		93.60
72	17/09/2026	2026-2027/209		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	102.00		102.00
75	21/09/2026	2026-2027/229		Unity Trust Bank		3G Pitch Hire	Sean Middleton	E	100.00		100.00
77	30/09/2026			Unity Trust Bank		3G Pitch Bookings	Stripe	E	248.21		248.21
							Subtotal for Code: 3G Income		£1,494.31		£1,494.31
							Subtotal for Cost Centre: 1. Income		4,711.95		4,711.95

Cost Centre 8. Earmarked Reserves

Code Number 8539 3G Deposits

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
57	24/09/2026	2026-2027/192		Unity Trust Bank		3G Pitch Hire	Gavin Ratcliffe	E	-24.00		-24.00
58	24/09/2026	2026-2027/197		Unity Trust Bank		3G Pitch Hire	Kyle Dugdale	E	-14.40		-14.40
62	01/09/2026	2026-2027/230		Unity Trust Bank		3G Pitch Hire	Sean Middleton	E	69.60		69.60
64	07/09/2026	2026-2027/224		Unity Trust Bank		3G Pitch Hire	Jon Ruddock	E	62.40		62.40
73	21/09/2026	2026-2027/235		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	124.80		124.80
74	21/09/2026	2026-2027/212		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	199.75		199.75
							Subtotal for Code: 3G Deposits		£418.15		£418.15
							Subtotal for Cost Centre: 8. Earmarked Reserves		418.15		418.15

TOTALS £5,130.10 £5,130.10

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-09-2026 and 30-09-2026)

Cost Centre 2. Finance & General Purposes

Code Number 26 Office Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
238	30/09/2026	867712		Unity Trust Bank		Printer Lease	CF Corporate	S	188.00	37.60	225.60
							Subtotal for Code: Office Equipment		£188.00	£37.60	£225.60

Code Number 27 Utiliites & Services

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
231	01/09/2026	35570		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	207.00	41.40	248.40
232	02/09/2026	802702162		Unity Trust Bank		Electricity Charges KGV	British Gas	L	148.29	7.41	155.70
235	11/09/2026	982339		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	60.61	12.12	72.73
236	28/09/2026	727434321		Unity Trust Bank		Electricity Charges LD	British Gas	L	122.70	6.13	128.83
248	16/09/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	5.75	1.15	6.90
249	16/09/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
250	16/09/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
251	16/09/2026	None		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
							Subtotal for Code: Utiliites & Services		£556.71	£70.70	£627.41

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
244	16/09/2026	Credit Card		Credit Card		Post repair LD	Toolstation	S	24.15	4.83	28.98
245	16/09/2026	Credit Card		Credit Card		Hedge Trimmer	B&Q	S	87.49	17.50	104.99
							Subtotal for Code: Handyman Equipment & Consu		£111.64	£22.33	£133.97

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
234	10/09/2026	57961		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
							Subtotal for Code: Stationery & Software		£194.50	£38.90	£233.40

Code Number 205 Insurance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
225	10/09/2026	559749462		Unity Trust Bank		Inusrance Premium	Clear Councils	X	715.69		715.69
							Subtotal for Code: Insurance		£715.69		£715.69

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
239	30/09/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	14.05		14.05
240	30/09/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	0.40		0.40
241	16/09/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
242	16/09/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
246	16/09/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
							Subtotal for Code: Bank Charges		£23.45		£23.45

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-09-2026 and 30-09-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
237	29/09/2026	16316312		Unity Trust Bank		Electricity Charges Streetlights	NPower	S	535.31	107.06	642.37
						Subtotal for Code:	Street Lighting Energy		£535.31	£107.06	£642.37

Code Number 8523 Street Lighting Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
224	10/09/2026	0658		Unity Trust Bank		Sticker Removal	T T Jones Electrical Ltd	S	1,250.00	250.00	1,500.00
						Subtotal for Code:	Street Lighting Maintenance		£1,250.00	£250.00	£1,500.00
						Subtotal for Cost Centre:	2. Finance & General Purposes		3,575.30	526.59	4,101.89

Cost Centre 5. Playing Fields & Property

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
247	16/09/2026	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.48		1.48
						Subtotal for Code:	Sports Facilities		£1.48		£1.48

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
243	16/09/2026	Credit Card		Credit Card		Post repair LD	Wickes	S	15.00	3.00	18.00
						Subtotal for Code:	Grounds Maintenance		£15.00	£3.00	£18.00

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
223	10/09/2026	1003764		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,037.00	207.40	1,244.40
						Subtotal for Code:	Security		£1,037.00	£207.40	£1,244.40
						Subtotal for Cost Centre:	5. Playing Fields & Property		1,053.48	210.40	1,263.88

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
252	30/09/2026	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,612.57		1,612.57
253	30/09/2026	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	463.13		463.13
257	30/09/2026	None		Unity Trust Bank		Take-home pay	Staff	X	6,017.84		6,017.84
						Subtotal for Code:	Salaries		£8,093.54		£8,093.54

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
256	30/09/2026	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,578.25		1,578.25
						Subtotal for Code:	Employer Pension Contributions		£1,578.25		£1,578.25

Code Number 68 Staff Training & Development

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
226	10/09/2026	40243		Unity Trust Bank		Staff Training	Norfolk Parish Training Support	S	60.00	12.00	72.00
						Subtotal for Code:	Staff Training & Development		£60.00	£12.00	£72.00

Drayton Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-09-2026 and 30-09-2026)

Code Number **601 Expenses/Mileage**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
233	09/09/2026	0011		Unity Trust Bank		Lone Worker Device	Safepoint	S	19.98	4.00	23.98
254	30/09/2026	None		Unity Trust Bank		Mileage & Allowance	Staff	X	205.25		205.25
							Subtotal for Code: Expenses/Mileage		£225.23	£4.00	£229.23

Code Number **8531 Employer NI Contributions**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
255	30/09/2026	None		Unity Trust Bank		ER NI	HMRC	X	1,026.38		1,026.38
							Subtotal for Code: Employer NI Contributions		£1,026.38		£1,026.38
							Subtotal for Cost Centre: 6. Staffing		10,983.40	16.00	10,999.40

Cost Centre **8. Earmarked Reserves**

Code Number **8528 KGV Project - S106**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
227	10/09/2026	394		Unity Trust Bank		KGV Architectectural Services	Fabric First Architects Limited	S	4,000.00	800.00	4,800.00
228	10/09/2026	57614		Unity Trust Bank		Structural and Civil Engineering Service	Conisbee	S	2,425.00	485.00	2,910.00
229	10/09/2026	7170		Unity Trust Bank		KGV Topographical Survey	Anglia Land Surveys	S	675.00	135.00	810.00
230	10/09/2026	1201		Unity Trust Bank		KGV Project Management	Greyfriars Cost Management Ltd.	S	2,485.72	497.14	2,982.86
							Subtotal for Code: KGV Project - S106		£9,585.72	£1,917.14	£11,502.86
							Subtotal for Cost Centre: 8. Earmarked Reserves		9,585.72	1,917.14	11,502.86

TOTALS £25,197.90 £2,670.13 £27,868.03

Paper	**DPC7c:** To receive list of payments for authorisation.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

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.

The authorised schedule shall be initialled below the last item by the person Chairing the meeting.

Recommendation

Council is asked to receive the list of payments for authorisation.

Drayton Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
258	Projects	08/10/2026		Unity Trust Bank		Room Hire	Drayton Village Hall	E	47.50		47.50
259	Pest Control	08/10/2026		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
260	Grounds Maintenance	08/10/2026		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,681.03	336.21	2,017.24
261	3G Surface Maintenance	08/10/2026		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	376.13	75.23	451.36
262	NCC Highways Verges	08/10/2026		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
263	Pest Control	08/10/2026		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	150.00	30.00	180.00
264	Stationery & Software	08/10/2026		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	92.01	18.40	110.41
265	Green Lanes	08/10/2026		Unity Trust Bank		Marsh land cutting Green Lane	Norwich City Council	S	1,400.00	280.00	1,680.00
266	KGV Project - S106	08/10/2026		Unity Trust Bank		KGV Project Management	Greyfriars Cost Manageme	S	2,485.72	497.14	2,982.86
267	KGV Project - S106	08/10/2026		Unity Trust Bank		Structural and Civil Engineering	Conisbee	S	1,550.00	310.00	1,860.00
268	Projects	08/10/2026		Unity Trust Bank		NHPlan Consultant	Collective Community Plan	S	1,958.00	391.60	2,349.60
269	KGV Project - S106	08/10/2026		Unity Trust Bank		Arbicultural Survey	A. T Coombes Associates L	S	408.75	81.75	490.50
270	Utiliites & Services	08/10/2026		Unity Trust Bank		External Auditors Fee	PKF Little John	S	840.00	168.00	1,008.00
271	KGV Project - S106	08/10/2026		Unity Trust Bank		CCTV Utilities Survey	Dyno-Rod	S	1,100.00	220.00	1,320.00
272	KGV Project - S106	08/10/2026		Unity Trust Bank		KGV Survey	Ingleton Wood	S	1,200.00	240.00	1,440.00
273	Security	08/10/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,020.00	204.00	1,224.00
							Total		**15,493.60**	**3,089.22**	**18,582.82**

Paper	**DPC10a:** To receive minutes for information.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

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.

Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.

Recommendation

Council is asked to note receipt of the minutes of the Committee meeting.

Minutes of the Environment & Highways Committee on **Thursday 3rd September 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: J. Anderson, G. Everett, R. Fish, H. Kisby (Chair), K. Morgan and R. Turner

In Attendance: Rachel Catto; Deputy Clerk & Facilities Manager, 3 members of the public.

Meeting Opened: 7:00pm

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

   Apologies received from J. Wilson.

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

   None.

3. **To receive minutes of the meeting of the Environment & Highways Committee held on 4th June 2026 for approval. [Pg. 5-9]**

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

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

   A resident noted that the Greater Norwich Local Plan Call for Sites had now closed and queried whether Drayton Parish Council would oppose sites that cause further environmental and traffic issues within the village; and whether the Parish Council planned to undertake a collaborative approach with other local parish councils. It was confirmed that the Parish Council would carefully consider any proposed sites.
   It was noted that in 2026 the Norfolk County Council (NCC) Highways department had been repeatedly informed of blocked drains within the village, but that drains at the bottom of Hall Lane, School Road and George Drive remained blocked.
   It was noted that the speed sign near Tesco's on Drayton High Road was not working and had been flagged by the NCC Highways department for removal rather than repair. It was suggested that Committee could consider supporting retention of the sign and that the Norfolk County Councillor for Drayton and Horsford could be approached for support campaigning to replace the sign.
   It was requested that the Committee review the Tree Management Policy, particularly the requirements for replacement trees, in light of increasing difficulties in identifying suitable planting locations on Parish Council-owned sites. The Committee recommended that a review of the Tree Management Policy be included as a future agenda item.

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

   The Committee noted the report and the Deputy Clerk & Facilities Manager's update regarding revised costs for bus stop flag cleaning, outstanding highways issues and the housing developer's response regarding the request for grit bins on the Hopkins Homes site.

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure. [Pg.13-14]**

DRAFT

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

7. To receive SAM2 (Speed Awareness Message) Report. [Pg.15-37]

The Committee noted the update from the Deputy Clerk & Facilities Manager regarding the required amendments to dates and times specified for maximum speeds within the SAM2 summary data sheets.
The Committee noted the SAM2 report and overall concern level for each site and **AGREED** to revise the overall level of concern for Site 4 (traffic report from 06.05.26 – 03.06.26) from low/moderate to moderate.
The Committee **AGREED** that the County Councillor should be informed regarding the outstanding installation of SAM2 posts at Longdale and Hall Lane.

8. To consider planning and promotion of annual Competition(s). [Pg.38]

The Committee **AGREED** to proceed with running a Tallest Sunflower competition for local primary school children in 2027 and to proceed with the next steps as outlined. Furthermore, provisional arrangements were discussed in regards to competition judging and sourcing suitable supplies and prizes.

9. To consider proposals for new projects for the following financial year. [Pg.39-41]

The Committee considered budget proposals for the 2027-28 financial year and **AGREED** to explore costs for:

- Boardwalk repairs at Green Lanes.
- Village noticeboard highlighting local walks.

10. To consider bid proposals for Norfolk County Council's Parish Partnership Scheme and make recommendations to Council. [Pg.42-46]

The Committee considered proposals for application to the Parish Partnership Scheme in 2026-27 and **AGREED** to recommend that Council submits an application for two part-time signs with flashing warning lights, to be located at both entrances to the 20mph zone near Drayton Community Infant School.
Furthermore, the Committee noted its preference to explore the option to apply for funding for improved signage/wayfinding and information panels to promote walking (as per item 8, new project proposals) in 2027-28.

11. To receive allotment briefing for information. [Pg. 47-50]

The Committee noted the allotment briefing and next steps as outlined.

12. To consider options and quotations for bus shelter repairs. [Pg. 51-69]

The Committee considered options and quotations for bus shelter repairs and noted that it would not be possible to obtain reimbursement through the Council's insurer due to the policy excess associated with each claim. The Committee **AGREED** to replace damaged bus shelter panels as follows:

- Budgens Bus Shelter on Fakenham Road; replace missing panel with x1 galvanised steel panel at cost of £114.21.
- The Otter Bus Shelter at Pendlesham Rise; install x6 perforated aluminium mesh panels at cost of £1,105.48.

13. To note exchange of information

An update was received regarding local bus routes and the introduction of electric buses.

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It was noted that several bricks were missing from the memorial at Florence Carter Playground and that the Parish Office were exploring options for repair work.
The Chair proposed to extend the meeting by 20 minutes. All in favour.
It was noted that road signage outside the Drayton Community Infant School had faded and would need to be reported to Norfolk County Council (NCC).
It was noted that faded road signs outside the Bob Carter Centre had been reported to NCC and that lining works had been programmed and that chicanes at top of Hall Lane had been replaced.

14. **To note the date and time of the next meeting is scheduled to take place on Thursday 19th November 2026 at 7pm at King George V Pavilion.**

Noted.

Meeting closed: 21:04pm

DRAFT

Paper	**DPC12a:** Thorpe Marriott Village Hall Correspondence.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

Background

On 17th September 2026, the Council received a letter from the Trustees of Thorpe Marriot Village Hall proposing that the Parish Council become the charity's sole trustee, with a Management Committee appointed to oversee day-to-day operations.

No decision is being sought at this stage on whether the Parish Council should accept trusteeship. The purpose of this report is to determine whether the Council wishes to investigate the proposal in more detail.

What is a Sole Trustee?

If accepted, Drayton Parish Council as a corporate body would become the sole trustee. Individual councillors would not become separate charity trustees.

The Council would assume all legal responsibilities of a charity trustee, including; compliance with charitable purposes, resource management, financial oversight, governance and risk management.

The Charity would remain a distinct legal entity. It's assets, income, expenditure and financial records would be kept strictly separate from the Parish Council's public funds.

Becoming a sole trustee does not make the Village Hall a Parish Council asset, nor does it grant the charity access to Council funds.

Considerations

Before deciding whether to accept trusteeship, the Council would need to understand the implications of taking on this additional responsibility. Should Council agree to explore the proposal further, it is recommended that the following due diligence is undertaken:

- **Legal Structure & Governance:** Establish the legal structure of the charity, obtain and review the charity's governing document and establish the legal mechanism by which the Parish Council could become sole trustee.
- **Financial Position & Sustainability:** Review the charity's current financial position, income and expenditure, long-term viability and financial liabilities and anticipated funding requirements.
- **Existing Obligations & Commitments:** Establish any existing contracts, liabilities, loans, leases, employment arrangements or other commitments of the charity that would need to be considered.
- **Asset Condition & Liabilities:** Establish ownership of the land and building, building condition, maintenance requirements, maintenance liabilities and insurance terms.
- **Management Arrangements:** Establish how the Hall is currently managed and consider options for it's future management, including the proposed role and authority of any Management Committee.

Following this work, a further report would be presented to Council setting out the findings. Prior to any transfer of trusteeship, it is recommended that appropriate professional advice is sought on the implications of becoming sole trustee including the extent of any liability for existing and future obligations of the charity.

A decision to undertake the proposed due diligence would not commit the Parish Council to accepting trusteeship. Any decision to accept trusteeship would be subject to further report and decision by Council.

Recommendation

Council is asked to note the request received from the Trustees of Thorpe Marriott Village Hall and consider whether it wishes to explore the proposal further.

Paper	**DPC12b:** Hackney Carriage and Private Hire Licensing Policy and Conditions
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

Background

On 21st September 2026, Council received the following correspondence for consideration.

Dear Sir/Madam,

Broadland District Council is consulting on proposed revisions to its Hackney Carriage and Private Hire Licensing Policy and Conditions.

*The consultation runs from **21 September to 16 November 2026**, and we invite licensed operators, vehicle proprietors, drivers and other interested parties to submit written comments.*

The Policy and Conditions apply to all licensed operators, vehicles and drivers in Broadland. They were last reviewed in 2021 and the Department for Transport recommends that licensing policies are reviewed every five years. Changes to national guidance and legislation also make it appropriate to review the documents now.

*The proposed revisions are set out in the draft Policy and Conditions available on the South Norfolk and Broadland Council website at **Taxi policy and conditions - BDC**. The webpage also includes a List of Changes document summarising the main differences from the current Policy and Conditions.*

Whilst we have highlighted the key changes, you are advised to ensure that you are aware of the contents of the full document.

We particularly welcome your views on:

1. *The current needs of the hackney carriage and private hire trade and its customers.*
2. *The proposed changes to the Policy and Conditions.*
3. *Any other matters relevant to the review.*

*Please submit your response by **16 November 2026**:*

- *By email to licensingpolicies@southnorfolkandbroadland.gov.uk; or*
- *By post to the Licensing Team, Broadland District Council, Horizon Centre, Peachman Way, Norwich, NR7 0WF.*

All responses must be made in writing so that they can be fully considered as part of the consultation.

After the consultation closes, the Council will consider all comments and representations received. A report setting out the proposed Policy and Conditions and summarising the consultation responses will be presented to the Licensing and Regulatory Committee. The final proposals will then be submitted to Council for approval.

Consultation responses may be published on the Council's website as part of the decision-making process. If you consider that any information provided in your response should remain confidential, please identify it and explain why.

Subject to approval, the revised Policy and Conditions are expected to take effect on ***1 April 2027****.*

Recommendation

Council is asked to note the consultation and consider a corporate response, if any.

Paper	**DPC12c:** Norfolk Police and Crime Plan 2026-2028 Consultation.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

Background

On 18th September 2026, Council received the following correspondence for consideration.

I am writing on behalf of the Police and Crime Commissioner for Norfolk, Colin Sutton, to inform you that the consultation for the new ***Norfolk Police and Crime Plan 2026-2028*** *has now been launched.*

The Police and Crime Plan will establish the strategic priorities for policing, crime prevention, and community safety across Norfolk over the next two years. As key partners in supporting and delivering safer communities, the views and experiences of local authorities are invaluable in helping to shape these priorities.

Please find attached information relating to the consultation. I would be grateful if you could take the opportunity to review the enclosed documents and complete the consultation survey, which can be accessed via the following link:

Survey Link: *Police and Crime Plan 26/28 and Police Budget Consultation 2027/28*

The consultation will remain open until ***Friday 9th October****, and we would encourage responses to be submitted before this date.*

In addition, I would be grateful if you could share the consultation materials and survey link with relevant town and parish councillors, and partner networks where appropriate. The Commissioner is keen to ensure that as wide a range of views as possible are reflected in the final Police and Crime Plan.

This consultation represents an important opportunity for public sector partners, communities, and stakeholders to influence the future direction of policing and community safety across Norfolk, and we welcome all contributions.

Should you have any questions regarding the consultation, please do not hesitate to contact me at: OPCCN@Norfolk.Police.UK

Thank you in advance for your support and participation. The Commissioner looks forward to receiving your views and those of your colleagues.

Recommendation

Council is asked to note the consultation and consider a corporate response, if any.

Consultation:
Police and Crime Plan 2026/28
Police Budget 2027/28

A message from your Police and Crime Commissioner Colin Sutton

I am truly honoured to have been elected by the residents of Norfolk to be your Police and Crime Commissioner. With only 18 months left in office, I have a short time to make a real difference to people's lives, ensuring that people feel safe in our county and receive the right support should they become a victim of crime.

The conventional approach would be to undertake a formal consultation, over a period of several months, engaging with stakeholders, residents from neighbourhoods and partners before determining priorities for the future.



However, the priorities set out in this draft have not been developed in isolation. They are informed by extensive engagement undertaken over recent months, together with the ongoing consultation, surveys and community feedback regularly gathered by Norfolk Constabulary, my office and our partners. Collectively this evidence provides a clear picture of the issues that matter most to the people of Norfolk and the challenges they expect us to address.

Having carefully considered this feedback, I have identified a proposed set of priorities and an approach for the next 18 months. I am now seeking your views on whether these priorities reflect the needs and expectations of the people of Norfolk and whether there are any significant omissions that should be addressed.

While the overall direction is clear, this consultation remains an important part of the process. I welcome your views and will consider them carefully before publishing the final Plan.

Also, this will not be the last time that you get your chance to raise your issues and concerns. The Plan makes a strong commitment and sets out how I will continue to listen and respond throughout my time in office, which is critical. New issues and concerns are also bound to emerge.

Joint Police and Crime Plan and Police Budget Consultation

As I have to consult on my Police and Crime Plan and next year's council tax precept at the same time, I have decided to undertake a joint consultation. This will mean that the consultation can reach further and achieve maximum participation by avoiding repetitive and confusing requests for information or for stakeholders to attend more meetings than are necessary. Importantly, this approach also reduces the cost of the consultation and allows participants to consider the information in my Police and Crime Plan, the issues facing policing and the resource requirements at the same time.

Police and Crime Plan 2026/28

One of the first things I must do as a Police and Crime Commissioner (PCC) is to publish a Police and Crime Plan. This Plan sets out the police and crime priorities that Norfolk Constabulary must consider to keep Norfolk safe.

When I was elected as your PCC, I made a commitment to listen, to act, and to focus on the issues that matter most to the people I serve. I want to be ambitious, but I have only 18 months left in office, so I am going to be focused and determined in my approach, concentrating on getting things done and achieving real outcomes for people across Norfolk.

Let's be clear from the start: preventing all types of crime, bringing offenders to justice and supporting victims is, of course, of paramount importance to me. It is in my DNA, and why I spent over 30 years in policing. But, fortunately, Norfolk is a very safe place to live, with an excellent police force, and partners working together both nationally and locally to keep it this way and to protect the most vulnerable in our neighbourhoods. I don't intend simply to replicate what they are doing and to dilute my efforts, when there is already successful work going on to tackle a range of issues from serious and organised crime to road safety and child abuse. Instead, I will challenge them to achieve the strongest outcomes and provide support through my office.

I will be concentrating my time, energy and resources on the biggest and most harmful issues. I have reviewed the data and the wider strategic landscape and listened extensively to residents, victims of crime, businesses, community groups, partner organisations and Norfolk Constabulary, and identified the issues and areas that matter most and where I believe I can make the greatest difference through my Plan.



I therefore propose to prioritise the following three areas in my Police and Crime Plan:

1. Re-engaging with neighbourhoods to rebuild trust in policing



Trust and confidence are fundamental to effective policing. People are more likely to report crime, to cooperate with investigations and to seek help when they have confidence in the police and wider criminal justice system. This is particularly important for victims, many of whom are making difficult and courageous decisions when they come forward. I want people to feel connected to policing within their neighbourhoods and to have confidence that concerns will be listened to and acted upon, and that communication from the Constabulary will be timely and transparent.

2. Preventing violence, abuse and exploitation



Domestic abuse has devastating and long-lasting consequences for victims, families and communities. Responding to domestic abuse, keeping victims safe and prosecuting perpetrators is the biggest area of demand for Norfolk Constabulary. So, reducing incidents of abuse will not only change the lives of victims, but also give our police more resources to tackle other priorities for our neighbourhoods.

I want victims to have confidence that they will be believed, protected and supported at every stage of their journeys. Working alongside safeguarding partners, health services, local authorities and specialist support organisations, we will focus not only on responding to abuse but on preventing it, supporting recovery and holding perpetrators to account.

3. Safer rural communities



In rural areas, victims can often experience a disproportionate impact from crime, whether that's through the theft of machinery, livestock, fuel or equipment, or through offences that affect their livelihoods, wellbeing or sense of security. They can also have less access to key public services and specialist victims' services, which help them cope and recover. Too often, people living in rural areas feel that their concerns are overlooked. Through closer partnership working with farmers, rural businesses, local authorities and community organisations, I want to ensure that victims of rural crime receive the support, attention and response they deserve.

What am I asking?

The key question now is whether there is anything that I have missed, or should be included that isn't being addressed. At the back of this document, there is a space for you to share your views.

Police Budget Consultation 2027/28

As your PCC, I am also responsible for the policing budget. As a steward of public funds, I need to ensure that investment is directed towards activity that delivers measurable improvements in public safety, victim support and local wellbeing.

Norfolk also needs to be prepared to respond to local and national threats, maintaining the capacity and capability required to meet strategic policing responsibilities while continuing to deliver high-quality local services.

Investment in new technology to allow the police to spend more time doing their jobs is also an essential part of my budgeting plans.

The financial environment facing policing and public services continues to present significant challenges, with increasing demand, evolving threats and ongoing pressure on public sector resources. In this context, delivering the ambitions of my new Police and Crime Plan will require careful financial management, strong collaboration with partners and a willingness to identify innovative approaches to service delivery. Through prudent stewardship of policing budgets, effective commissioning, external funding opportunities and collaborative investment with local, regional and national partners, I will seek to maximise the impact of every pound spent.

Any decision to raise the policing element of council tax is not straightforward and involves balancing many complex factors, including your views.

Before completing the survey question, please take the time to read the information provided by Norfolk's Chief Constable Paul Sanford. This explains the Constabulary's reasoning in calling for a change.

I am responsible for Norfolk Constabulary's budget, to ensure they have the necessary resources to investigate. Each year, the PCC has to consider the requirements and demands on the police's spending plans, and how much they ask you, the residents of Norfolk, to contribute through the policing element of your council tax.

The total policing budget for the current financial year (2026/27) is £238.4 million, of which over half (55%) is provided by the Government and the remainder (45%) is raised through council tax.

The budget is divided into two parts: revenue and capital. The revenue part is used for day-to-day running costs, such as police officer salaries and maintaining vehicles; and the capital part is spent on key assets such as police buildings and information technology.

This financial year 90% is being spent on people - £144.7m of which is spent on officers and £67.9m m on staff. The remaining £23.8m (10%) is spent on everything else, including police buildings, vehicles, fuel costs, equipment and training.

Looking forward to the next financial year (2027/28), the forecast budget is expected to increase by £5.4 million for several reasons, these include:

- **Police pay** – It is assumed to rise by 2.5% per annum over the next 3 years (27/28 – 29/30)
- **Inflation** – Non-pay inflation is assumed to rise by 4% per annum over the next 3 years (27/28 – 29/30)



Colin Sutton
Police and Crime Commissioner for Norfolk

A message from Norfolk's Chief Constable Paul Sanford

Policing continues to face significant and growing challenges. The complexity of crime is evolving, vulnerability is rising and demand is increasing, with record numbers of calls to our control room this summer. We are also preparing for significant national police reform, local government reorganisation and devolution.

While the future is evolving, one thing remains unchanged: the communities of Norfolk need an effective, efficient and trusted police service today. We must continue to deliver the services that matter most to our communities, responding quickly when people need us, protecting vulnerable people, investigating crime and bringing offenders to justice. We continuously seek opportunities to improve our service, modernise the approach and better manage resources. This work includes opening a new response base at Loddon after recognising response times in the south of the county were not where they needed to be.

Through our Norfolk Policing Plan, we have set out a clear commitment to focus on what matters most to the public: preventing and reducing crime and harm, investigating crime effectively, supporting victims, safeguarding vulnerable people and maintaining trust and confidence in policing.

Norfolk remains one of the safest counties in the country and I am incredibly proud of the dedication shown every day by our officers, staff and volunteers as they support victims, protect vulnerable people and keep communities safe. We also have one of the highest detection rates in the country.

In recent years, we have repeatedly deployed significant resources to manage large-scale protests and public order incidents. This summer, officers and specialist resources responded to disorder in Thetford. It was the third consecutive summer in which Norfolk officers have dealt with significant protest activity locally or supported colleagues elsewhere in the country. These incidents require specialist skills and substantial resources while maintaining day-to-day policing services.



We are also preparing for changes across the criminal justice system. Reforms through the Sentencing Act will result in more offenders being managed within the community and fewer shorter custodial sentences. As the public-facing part of the criminal justice system, policing will play a central role in managing the impact of these changes, creating additional demand and requiring even closer partnership working.

We have a strong track record of using public money responsibly and efficiently. We continually seek opportunities to modernise, embrace technology and improve the way we work while ensuring every pound delivers value for the people of Norfolk. However, for several years, the funding we receive directly from the Government has been insufficient to cover inflationary pressures or keep up with the rate of population growth in the county.
Efficiency savings alone cannot meet the scale of the challenges we face. Most policing expenditure is spent on people, providing the officers, staff and specialist capabilities needed to keep Norfolk safe. Continued investment is essential if we are to maintain frontline services, respond to rising demand and continue delivering exceptional policing for Norfolk.

Your views are important and will help shape the future of policing in our county. I encourage you to take part in this consultation and help inform decisions about the resources needed to keep Norfolk safe in the years ahead.



Paul Sanford
Chief Constable for Norfolk

Having considered this information from Norfolk's Chief Constable, Paul Sanford, please spare a few minutes to complete PCC Colin Sutton's survey.

If you need the information in this document in an alternative format, please contact the Office of the Police and Crime Commissioner for Norfolk (OPCCN) by telephone on 01953 424455 or by email: opccn@norfolk.police.uk.



You can have your say by completing and returning this form to Office of the Police and Crime Commissioner for Norfolk, Jubilee House, Falconers Chase, Wymondham, Norfolk, NR18 0WW. Alternatively, you can take part in the consultation online at: www.norfolk-pcc.gov.uk.

The consultation will close at 5pm on Friday 9 October 2026.

This consultation does not ask for identifiable information. If any identifiable information is provided, the OPCCN will ensure that any published information relating to the consultation remains anonymous. The OPCCN complies with data protection legislation, including GDPR, by applying its Data Protection Policy - which can be found at www.norfolk-pcc.gov.uk.

PCC image page 1 - by Jason Bye

Have your say

Would you be prepared to pay more to ensure your police force continues to tackle these priorities in the future?

☐ Yes ☐ No

If you wish to add any comments, please use the space below or email: opccn@norfolk.police.uk.

POLICE & CRIME COMMISSIONER FOR JUSTICE, FOR SAFETY, FOR NORFOLK

Please turn over

Consultation: Police and Crime Plan 2026/28 & Police Budget 2027/28

Please tell us about the person who has answered the consultation questions. This is an important part of our equalities monitoring and helps us to understand if we are reaching all communities in Norfolk.

Which area of Norfolk do you live in?

☐ Breckland ☐ Broadland ☐ Great Yarmouth ☐ King's Lynn & West Norfolk ☐ North Norfolk

☐ Norwich ☐ South Norfolk ☐ Prefer not to say

What is your gender?

☐ Female ☐ Male ☐ Prefer not to say ☐ Other (please specify): _____

What age group are you?

☐ Under 16 ☐ 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54

☐ 55-64 ☐ 65-74 ☐ 75-84 ☐ 85 or older ☐ Prefer not to say

What is your ethnic group?

Asian or Asian British

☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Any other Asian background

Black or Black British

☐ African ☐ Caribbean ☐ Any other Black background

Mixed / Multiple Ethnic Groups

☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Any other mixed background: _____

White

☐ English/Welsh/ Scottish/British/ Northern Irish ☐ White Irish ☐ White/Gypsy/ Irish Traveller ☐ White other

Other Ethnic Group

☐ Arab ☐ Prefer not to say ☐ Any other ethnic group: _____

Do you consider yourself to have a disability? If you are willing, please describe in the space below:

☐ Yes ☐ No ☐ Prefer not to say _____

Which of the following best describes your sexuality?

☐ Bisexual ☐ Gay/Lesbian ☐ Heterosexual/ Straight ☐ Prefer not to say ☐ Other (please specify) _____

What is your religion?

☐ No religion ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish

☐ Muslim ☐ Sikh ☐ Prefer not to say ☐ Any other religion: _____

Paper	**DPC12d:** Public Spaces Protection Order (PSPO) Consultation.
Meeting	Council
Date	8th October 2026
Author	Parish Clerk & RFO

Summary

Background

On 29th September 2026, Council received the following correspondence for consideration.

Good afternoon.

As you may recall, the Council made a Public Spaces Protection Order (PSPO) to tackle vehicle-related anti-social behaviour. The current Order is due to expire in April 2027 but under the legislation, the Council may consider an extension of up to a further three years.

Under the legislation governing the making, variation and extension of PSPOs, the Council is required to consult with specified organisations and the public before a decision can be made. This consultation forms part of that statutory process and will help inform the Council's consideration of whether the Order should be extended.

You can view the current Order and the map of the affected area here: Vehicle related anti-social behaviour PSPO downloads | Broadland and South Norfolk.

The consultation will run from 2 October 2026 to 27 November 2026. We would be grateful if you could provide your views on the following questions:

1. *Do you agree with the regulatory controls contained within the existing PSPO?*
2. *Do you agree with the proposal to extend the existing PSPO for a further three years?*

We welcome responses to both questions and any comments you wish to provide in support of your views. Whilst the consultation is an important statutory requirement and will be carefully considered, the Council must ultimately make its decision in accordance with the legal tests and evidence required for a PSPO.

Please ensure that your response is received no later than 27 November 2026.

Thank you for taking the time to participate in this consultation.

Recommendation

Council is asked to note the consultation and consider a corporate response, if any.