

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

Present: Cllrs. J. Anderson, C. Brown, A. Crotch (Vice-Chair), J. Edwards-Smith, G. Everett (Chair), H. Kisby, T. Lee, K. Morgan, N. Quinsey.

In attendance: Amy Pinkham; Parish Clerk & RFO, 3 members of the public.

Meeting Opened: 7:03pm

1. APOLOGIES

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

Apologies received and accepted for Cllrs. A. Taylor and R. Turner.

2. DECLARATIONS OF INTEREST

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

None.

3. MINUTES

- a) **To receive minutes of the meeting of the Council held on 14th August 2025 for approval [Pg5-10].**

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

4. PUBLIC FORUM

- a) **To receive any questions or comments from members of the public on matters on the agenda.**

Regarding item 12c, concerns were raised regarding the fixing of flags to streetlights in the parish and that the flags positioned outside Drayton Junior and Drayton Infants School were obscuring the lamp units and were believed to present an immediate safety concern. Council was urged to remove the flags as soon as possible and petition for Norfolk County Council to remove flags on other streetlights in Drayton, Taverham and the wider Norwich area.

The Treasurer and Secretary for Drayton Drewray Relief in Need provided an update on the status and membership of the charity. The Charity had made links with the National Wildlife Trust and Broadland Country Park and was looking at ways to generate revenue for the land. The Charity was seeking a grant for insurance and was advised to look at the Council's Grant Policy and reach out to Broadland District Council for other relevant grants that may be available.

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

Norfolk County Council was waiting to hear plans on Local Government Reorganisation following the recent cabinet reshuffle and would circulate any updates once known.

Further to previous reports on local highways matters it was noted that the drains on School Road had been marked for repairs. There appeared to be no standing water at

Winners Walk after recent rainfall and Council members were asked to continue to report any concerns if water doesn't drain.

It was noted that the application for circa. 1500 houses on Fir Covert Road in Taverham could impact Drayton, particularly with the setbacks to the Norwich Western Link.

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

It was reported that Broadland District Council would be holding an extraordinary meeting to endorse final proposals for a three unitary model for local government reorganisation in Norfolk. It was noted that Broadland District Council intends to consult its residents however it was likely the Government would impose a unitary model if the local authorities couldn't agree.

Locally it was noted that the Drayton and Taverham food bank set up during Covid19 would be closing down in December. Cllr. A. Crotch paid tribute to the founder who did a fantastic job of supporting local people. It was hoped that something could follow to continue to help those residents who need support.

The public meeting to discuss the Marriott Park application was well attended but it was noted as disappointing that not all Taverham District Councillors were present and no Taverham Parish Councillors attended. Feedback and concerns raised focused on the impact of the 1500 new homes which were granted on the basis of the Norwich Western Link being built. It was noted that part of the reserved matters should ensure that infrastructure is built early to ensure plans are delivered as expected.

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

None.

e) To receive reports from any other public bodies.

None.

5. MATTERS ARISING

a) To receive Clerk's Report on matters arising from previous meetings of the Council [Pg11-13].

Council received the report with no further questions. It was further noted that the transfer of streetlights for the Norfolk Homes site on Drayton High Road was ongoing with 2 issues reported to the developer to resolve prior to transfer; the opening and closure times for the gate at Longdale Playing Field were noted as a marked improvement in the past week; and that Council was awaiting receipt of new invoices from NPower following the conclusion of the P434 process.

b) To receive feedback on Town and Parish Council Forum held on 2nd September 2025.

Cllr. G. Everett attended the Forum and reported back that mayoral elections for Norfolk and Suffolk were scheduled for May 2026 with interim appointments for a Chief Executive, Finance Officer and Monitoring Officer expected by year-end; Shadow authorities to be elected in May 2027 and vested in May 2028; Government no longer promoting creation of new towns/parishes unless strongly justified; a New Greater Norwich Local Plan being developed due to existing plan no longer meeting set requirements and another call for sites and consultation was expected towards the end of the year.

Notes from the Forum would be circulated to Council members upon receipt.

6. PLANNING MATTERS**a) To consider response to planning applications as follows:**

- i) **2025/2549:** 5 Taverham Road, NR8 6RU.

Council **AGREED** to submit no comments.

- ii) **2025/2483:** Land North of Drayton High Road East of Sidney Bunn Way (Works to TPO trees).

Council **AGREED** to submit no comments.

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

- i) **2025/2516:** Land North of Drayton High Road East of Sidney Bunn Way (Works to TPO trees) – Approval with Conditions (Delegated).

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS**a) To receive bank reconciliation for approval [Pg14-15].**

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

b) To receive list of receipts and approved payments for August 2025 [Pg16-21].

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

c) To receive list of payments for authorisation [Pg22-23].

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

d) To receive External Auditor's report and notice of conclusion of Audit [Pg24-28].

Council received the report and notice for publication on the Parish Council website. Council noted its thanks and appreciation to the Parish Clerk for their work on the annual audit.

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 receive minutes of the Committee held on 28th August 2025 [Pg29-33].**

Council received the minutes with no further questions or comments.

b) To consider recommendation to cease charging VAT on sporting fees [Pg34-37].

Council **AGREED** to cease charging VAT on the use of sports facilities or services by the public, including through their membership of sports teams from 1st October 2025. It was noted that the charges would remain the same as listed on the hire charge schedule and would be reviewed at the next meeting of the Playing Fields & Property Committee for approval as part of the annual budget exercise.

c) To consider recommendation to adopt Illegal & Unauthorised Encampment Policy as presented [Pg38-50].

Council **AGREED** to adopt the Illegal & Unauthorised Encampment Policy as presented.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) **To receive minutes of the Committee held on 7th August 2025 [Pg51-54].**

Council received the minutes with no further questions or comments.

11. STAFFING COMMITTEE

- a) **To note meeting of Committee held on 4th September 2025.**

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) **To note co-option arrangements for Casual Vacancy [Pg55].**

Council noted the co-option arrangements for the Casual Vacancy with no further questions or comments.

- b) **To receive update from Neighbourhood Plan Advisory Group [Pg56-58].**

Council noted the update from the Neighbourhood Plan Advisory Group with no further comments. The Terms of Reference for the Group was clarified for information.

- c) **To note unauthorised installation of flags on Parish Council owned streetlights and consider a response.**

Council **AGREED** to discuss item 12c) after 6bi).

Council noted concerns raised regarding unauthorised flags that had appeared on public streetlights around the village. It was noted that the matter had been referred to the police for their information with no further comments at this time.

For streetlights owned by Norfolk County Council, the flags had been reported accordingly, and the Parish Council was advised that removal would not be prioritised over more urgent highways' matters.

For public property and street furniture owned by the Parish Council it was noted that unauthorised flyposting and/or other attachments were routinely removed where the items are reported and can be retrieved at ground level.

Council **AGREED** to instruct the streetlighting contractor to remove any unauthorised flags appearing on Parish Council owned streetlights as part of the Council's monthly maintenance programme.

- d) **To consider appointment of new members for Environment & Highways Committee and Finance & General Purposes Committee [Pg59].**

No Council members present expressed an interest in becoming a member of the Environment & Highways Committee or Finance & General Purposes Committee.

- e) **To consider appointment of any new authorised banking signatories [Pg60].**

No Council members present expressed an interest in becoming an authorised banking signatory.

13. EXCHANGE OF INFORMATION

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

A request to review office hours in line with the opening hours of the Post Office was received. It was noted that meetings with the Parish Clerk outside the usual office opening hours were available via appointment.

It was noted that the Parish Clerk would be on annual leave for one week from w/c 15th September.

14. UPCOMING MEETING DATES

- a) **Parish Council meeting Thursday 9th October 2025.**

Noted.

Meeting Closed: 8:10pm

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

Interests Flowchart

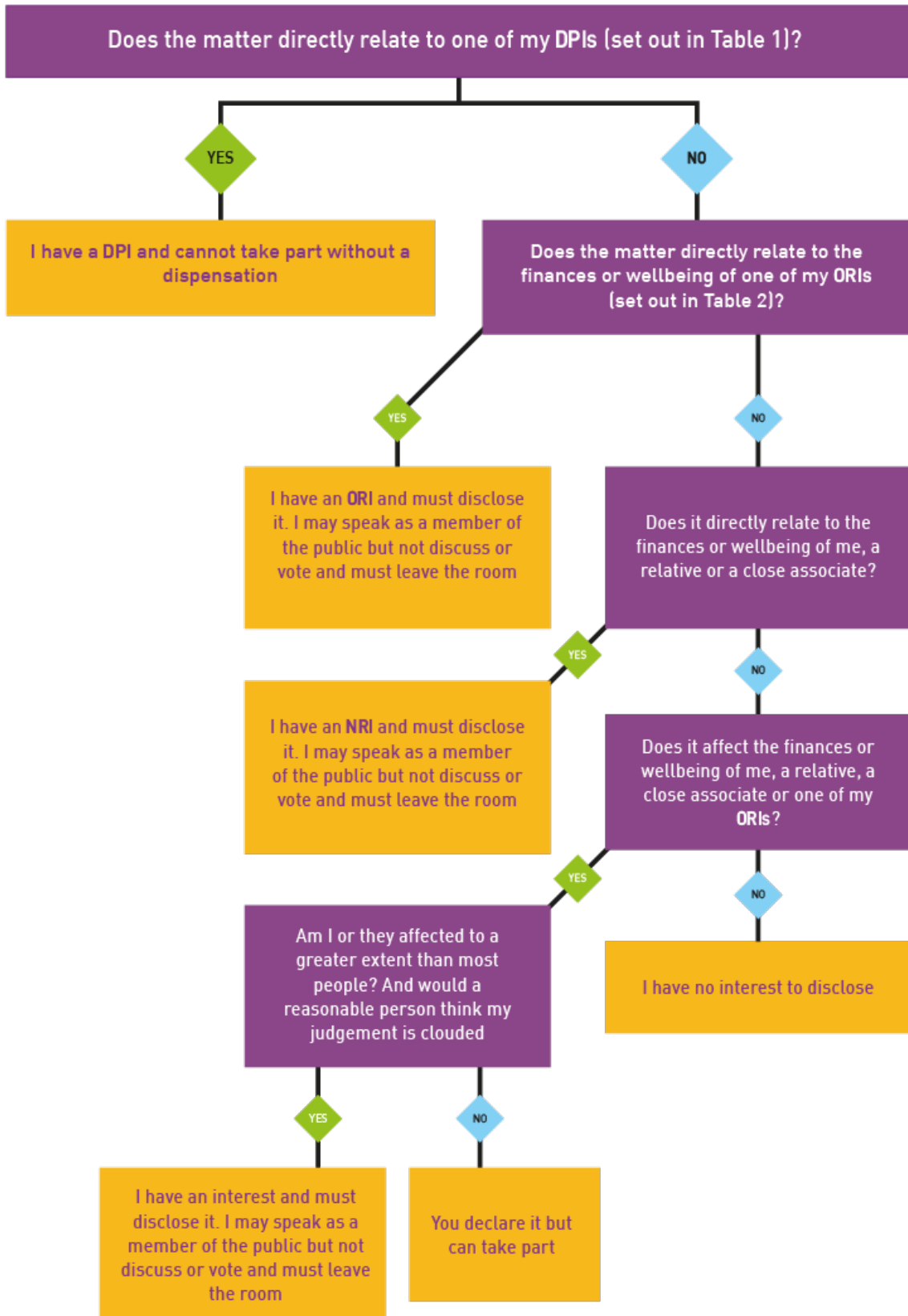


Table 1: Disclosable Pecuniary Interests

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

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> (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	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p>Per section 12 of the Council’s adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council’s adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ol style="list-style-type: none"> 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 14th August 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. C. Brown, A. Crotch (Vice-Chair), G. Everett (Chair), T. Lee and A. Taylor.

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

Meeting opened: 7:02pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. H. Kisby, J. Anderson, K. Morgan, J. Edwards-Smith, N. Quinsey and R. Turner.

2. DECLARATIONS OF INTEREST

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

None.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 10th July 2025 for approval [Pg5-9].

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

4. PUBLIC FORUM

a) To receive any questions or comments from members of the public on matters on the agenda.

None.

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

It was confirmed that highways matters including overhanging trees on Hurn Road and drain cover and pavement issues on Drayton High Road had been reported to the Highways Engineer and had been scheduled for review and action as necessary. A complaint of irresponsible parking on the pavement at Lodge Breck was reported to local Beat Manager, Brett Peyton.

It was reported that there was growing annoyance regarding numerous parked/abandoned cars on Longdale and the matter had been raised with the Police and Broadland Enforcement Team.

It was noted that flooding on Winners Walk had not cleared after the recent rainfall and that drain covers on School Road and sunken into the tarmac. Cllr. T. Adams agreed to raise both matters with Highways Engineer for action.

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

It was reported that Broadland District Council agreed to the updated Public Spaces Protection Order (PSPPO) including banning dogs from playgrounds.

Locally, it was noted that District Cllr. Stuart Clancy had arranged for MP Jerome Mayhew to host a public meeting on Saturday 6th September at midday until 1:30pm at Hinks Meadow Village Hall to discuss the new Marriotts Park Development.

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

None.

e) To receive reports from any other public bodies.

- i) **To receive update regarding Norwich Western Link and consider a response [Pg10-19].**

Council noted the update and confirmed they had no further local knowledge pertinent to the options assessment work to contribute. No issues or considerations were raised for reporting back to the infrastructure delivery team.

5. MATTERS ARISING

- a) **To receive Clerk's Report on matters arising from previous meetings of the Council [Pg20-22].**

Council received the report with no further questions.

It was noted that Council had received 1 expression of interest in joining Bob Carter Centre as a trustee.

Council noted a recent meeting held with Highways Area Manager, Damien Jeffries, regarding concerns on Hall Lane and School Road and a further update would be provided pending receipt of a written response.

- b) **To note next meeting of Town & Parish Council Forum is scheduled for 2nd September 2025.**

Noted.

6. PLANNING MATTERS

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

- i) **2025/2044:** Borderland, Reepham Road, NR10 3AJ

Council **AGREED** to submit no comments.

- ii) **2025/2150:** 38 George Drive, NR8 6DU

Council **AGREED** to submit no comments.

- iii) **2025/2195:** 50 Drayton High Road, NR8 6AG

Council **AGREED** to submit no comments.

- iv) **2025/2213:** 12 Winners Walk, NR8 6YP

Council **AGREED** to submit no comments.

- v) **2025/2226:** 9 Fairview Close, NR8 6RT

Council **AGREED** to submit no comments.

- vi) **2025/2304:** 188 Drayton High Road – works to TPO trees

Council **AGREED** to submit no comments.

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

- i) **2025/0022:** Land North of Drayton High Road East of Sidney Bunn Way the Lodge Drive – Approval with Conditions (Delegated)

- ii) **2025/1573:** 41 School Road, NR8 6EG – Approval with Conditions (Delegated)

- iii) **2025/1294:** 3 Drayton Grove, NR8 6PU – Approval with Conditions (Delegated)

- iv) **2025/1627:** 166 Drayton High Road, NR8 6BA – Approval with Conditions (Delegated)

Council noted the planning decisions by Broadland District Council.

7. FINANCIAL MATTERS

- a) **To receive bank reconciliation for approval [Pg23-24].**

The Chairman verified and signed the bank reconciliation as evidence of verification in accordance with 2.2 of Council's adopted Financial Regulations.

Further to the last meeting, Council noted that un-presented payments and receipts from the July bank reconciliation had been cleared and signed accordingly.

b) To receive list of receipts and approved payments for July 2025 [Pg25-29].

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

c) To receive list of payments for authorisation [Pg30-31].

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

It was noted that an updated invoice for Voucher 166 had been received including a reduced rate and the revised voucher would be updated on Scribe and circulated for authorisation of payment accordingly.

It was queried if weed pulling at Green Lanes could be undertaken on a voluntary basis and the Clerk agreed to investigate as part of the 2026-27 budget exercise.

8. FINANCE & GENERAL PURPOSES COMMITTEE

a) To receive minutes of the Committee held on 31st July 2025 [Pg32-35].

Council received the minutes with no further questions.

It was queried if minutes from Working Groups should be received by the parent body for information and the Clerk noted they would seek clarification and report back at the next meeting.

b) To consider recommendation for corrective action in response to the 2024-25 Year-End Internal Audit [Pg36-38].

Council **AGREED** for corrective action to be taken as recommended by the Committee and adopted the Fixed Asset Statement as presented.

c) To consider recommendation to re-appoint internal auditor for financial year 2025-26 [Pg39-46].

Council **AGREED** to re-appoint Mrs. V. S. Waples for audit services for financial year ending 31st March 2026 as recommended by the Committee.

d) To consider recommendation to adopt IT Policy [Pg47-51].

Council **AGREED** to adopt the IT Policy and supporting guidance as recommended by the Committee.

It was noted that the amount charged by Anglian Internet would increase moving forward due to added provision for data back-up.

e) To consider recommendation for amendment to Standing Orders [Pg52-76].

Council **AGREED** to adopt amendments to Standing Orders as recommended by the Committee. It was noted the public guidance could be reviewed at any time as necessary.

f) To consider recommendation for amendment to Financial Regulations [Pg77-93].

Council **AGREED** adopt amendments to Financial Regulations as recommended by the Committee.

g) To consider recommendation for amendment to Investment Policy [Pg94-99].

Council **AGREED** to adopt amendments to the Investment Policy as recommended by the Committee.

9. PLAYING FIELDS & PROPERTY COMMITTEE

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

Noted.

b) To consider recommendation to appoint contractor for Priority 3 tree works [Pg100].

Council **AGREED** to appoint contractor for Priority 3 tree works as recommended by the Committee.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) **To note meeting of the Committee held on 7th August 2025.**

Noted.

- b) **To consider recommendation for CCTV cameras at Green Lanes [Pg106].**

Council **AGREED** to install CCTV cameras at Green Lanes as recommended by the Committee.

- c) **To consider recommendation to adopt Speed Awareness Monitoring (SAM) Policy [Pg107-118].**

Council **AGREED** to adopt the SAM Policy as recommended by the Committee.

- d) **To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme [Pg119].**

Council **AGREED** up to £10,000 expenditure for the application as recommended by the Committee.

Council **AGREED** to allocate the expenditure from CIL.

- e) **To consider recommendation for application to Parish Partnership Scheme 2026-27 [Pg120].**

Council **AGREED** to *not* submit an application for the 2026-27 Parish Partnership Scheme as recommended by the Committee.

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 consultation from Broadland District Council on the Licensing Act 2003 Statement of Policy and consider a response [Pg101].**

Council noted the consultation and **AGREED** to submit no comments.

- b) **To note consultation from Office of the Police and Crime Commissioner on residents experience of crime and anti-social behaviour in their area [Pg102].**

Council noted the consultation.

- c) **To consider quotes for replacement printer [Pg103-105].**

Council **AGREED** to proceed with a 3-year rental agreement for the refurbished printer as presented.

13. EXCHANGE OF INFORMATION

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

It was reported that Sue White had submitted written notice to the Chairman of Drayton Parish Council of her resignation from office on 7th August 2025. Broadland District Council's Electoral Team was duly notified on Monday 11th August 2025 and the deadline for request for election to fill the vacancy was 2nd September 2025. It was noted that should no election be called, the Council could fill the vacancy by co-option.

An agenda item for the next meeting of Playing Fields and Property Committee was requested to discuss drop bollard position at KGV.

Cllr. A. Crotch submitted apologies for the next Neighbourhood Plan meeting.

14. UPCOMING MEETING DATES

- a) **Staffing Committee meeting Thursday 4th September 2025.**
- b) **Playing Fields & Property Committee meeting Thursday 28th August 2025.**
- c) **Parish Council meeting Thursday 11th September 2025.**

Council noted the dates of the next Council meetings and further noted that the next meeting of the Staffing Committee was rescheduled to take place on 4th September 2025.

Meeting closed: 8:30pm

DRAFT

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

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
14.08.2025	3a)	To receive minutes of the meeting of the Council held on 10th July 2025 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chairman.	Complete: Approved minutes published on Council website.
14.08.2025	6a)	To consider response to planning applications.	Council AGREED to submit no comments.	Complete: No further action required.
14.08.2025	8b)	To consider recommendation for corrective action in response to the 2024-25 Year-End Internal Audit	Council AGREED for corrective action to be taken as recommended by the Committee and adopted the Fixed Asset Statement as presented.	Ongoing: Policy to be uploaded to Council website.
14.08.2025	8c)	To consider recommendation to re-appoint internal auditor for financial year 2025-26	Council AGREED to re-appoint Mrs. V. S. Waples for audit services for financial year ending 31st March 2026 as recommended by the Committee.	Complete: Mrs. V. S. Waples notified and interim audit scheduled.
14.08.2025	8d)	To consider recommendation to adopt IT Policy	Council AGREED to adopt the IT Policy and supporting guidance as recommended by the Committee.	Ongoing: Policy to be uploaded to Council website.
14.08.2025	8e)	To consider recommendation for amendment to Standing Orders	Council AGREED to adopt amendments to Standing Orders as recommended by the Committee.	Ongoing: Policy to be uploaded to Council website.
14.08.2025	8f)	To consider recommendation for amendment to Financial Regulations	Council AGREED adopt amendments to Financial Regulations as recommended by the Committee.	Ongoing: Policy to be uploaded to Council website.
14.08.2025	8g)	To consider recommendation for amendment to Investment Policy	Council AGREED to adopt amendments to the Investment Policy as recommended by the Committee.	Ongoing: Policy to be uploaded to Council website.
14.08.2025	9b)	To consider recommendation to appoint contractor for Priority 3 tree works	Council AGREED to appoint contractor for Priority 3 tree works as recommended by the Committee.	Ongoing: Contractor notified and works to be scheduled.
14.08.2025	10b)	To consider recommendation for CCTV cameras at Green Lanes	Council AGREED to install CCTV cameras at Green Lanes as recommended by the Committee.	Ongoing: Quote accepted, site visit to be scheduled.
14.08.2025	10c)	To consider recommendation to adopt Speed Awareness Monitoring (SAM) Policy	Council AGREED to adopt the SAM Policy as recommended by the Committee.	Ongoing: Policy to be uploaded to Council website.
14.08.2025	10d)	To consider recommendation to apply for second phase of funding for Norfolk County Council bus shelter funding scheme	Council AGREED up to £10,000 expenditure for the application as recommended by the Committee. Council AGREED to allocate the expenditure from CIL.	Ongoing: Quotes received and application being prepared for submitting.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
14.08.2025	10e)	To consider recommendation for application to Parish Partnership Scheme 2026-27	Council AGREED to not submit an application for the 2026-27 Parish Partnership Scheme as recommended by the Committee.	Complete: No further action required.
14.08.2025	12a)	To note consultation from Broadland District Council on the Licensing Act 2003 Statement of Policy and consider a response	Council noted the consultation and AGREED to submit no comments.	Complete: No further action required.
14.08.2025	12c)	To consider quotes for replacement printer	Council AGREED to proceed with a 3-year rental agreement for the refurbished printer as presented.	Ongoing: Quote accepted, delivery of new printer and collection of printer to be scheduled.

Paper	DPC7a: To receive Bank Reconciliation for approval.
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p>Bank reconciliations within Parish Councils involves comparing the council's financial records with the bank statement to ensure that both are accurate and consistent. This process helps identify discrepancies, such as missing transactions, bank charges, or direct debits and ensures the council's financial records are up-to-date and accurate.</p> <p>Drayton Parish Council has a number of different bank accounts which need to be reconciled individually. All bank accounts are reconciled to provide a comprehensive check on the overall bank position.</p> <p>Per section 2.2 of the Council's adopted Financial Regulations, the Chairman is appointed to verify monthly bank reconciliations for all accounts. The Chairman shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.</p>	
Recommendation	
Council is asked to receive the bank reconciliation for approval.	

Drayton Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		1,118,311.56
	ADD Receipts 01/04/2025 - 31/08/2025		164,501.79
			1,282,813.35
	SUBTRACT Payments 01/04/2025 - 31/08/2025		102,999.89
A	Cash in Hand 31/08/2025 (per Cash Book)		1,179,813.46
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2025	0.00
	Unity Trust Bank	31/08/2025	97,306.91
	Unity Trust Bank - Instant Access (l	31/08/2025	640,949.81
	BDC Parish Deposit Scheme	31/08/2025	95,593.62
	Cambridge Building Society	31/08/2025	128,471.14
	Nationwide Instant Saver Issue 8	31/08/2025	129,550.21
	Skipton Community Saver 10 A	31/08/2025	87,941.77
	Credit Card	31/08/2025	0.00
			1,179,813.46
	Less unrepresented payments		
			1,179,813.46
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,179,813.46
	A = B Checks out OK		

Paper	DPC7b: To receive list of receipts and payments.
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p>The list of receipts and payments is a financial report produced by Scribe that provides a structured presentation of receipts and payments, sub-totalled for each code for all Cost Centres. The report is accompanied by the relevant invoices for information.</p> <p>Drayton Parish Council produce reports for the previous full calendar month which include authorised payments from the previous meeting and regular payments (approved annually) taken by Direct Debit and/or Standing Order.</p> <p>The report is valuable for understanding the overall records in detail and provides an opportunity for Council members to query receipts and payments and/or code allocation.</p>	
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 01-08-2025 and 31-08-2025)

3 September 2025 (2025-2026)

Cost Centre 1. Income

Code Number 14 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	28/08/2025	2025-2026/155		Unity Trust Bank		Longdale Playing Field Hire	Larry Gray Funfair	E	540.00		540.00
31	22/08/2025	2025-2026/159		Unity Trust Bank		Bus Shelter Grant	Norfolk County Council	E	9,207.20		9,207.20
Subtotal for Code: Miscellaneous									£9,747.20		£9,747.20

Code Number 22 VAT Refund

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	04/08/2025			Unity Trust Bank		VAT Reclaim	HMRC	R		3,613.71	3,613.71
Subtotal for Code: VAT Refund									£3,613.71		£3,613.71

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
26	06/08/2025	2025-2026/138		Unity Trust Bank		3G Pitch Hire	Taverham Tigers U11 Girls	S	81.46	16.29	97.75
27	22/08/2025	2025-2026/138		Unity Trust Bank		3G Pitch Hire	Taverham Tigers U11 Girls	S	62.29	12.46	74.75
28	19/08/2025	2025-2026/152		Unity Trust Bank		3G Pitch Hire	Sean Middleton	S	191.67	38.33	230.00
33	31/08/2025			Unity Trust Bank		3G Pitch Bookings	Stripe	S	175.17	35.03	210.20
Subtotal for Code: 3G Income									£510.59	£102.11	£612.70

Code Number 56 Cricket Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	08/08/2025	2025-2026/156		Unity Trust Bank		Hire KGV Playing Field & Pavilion	Drayton Cricket Club	Z	1,516.00		1,516.00
Subtotal for Code: Cricket Hire									£1,516.00		£1,516.00
Subtotal for Cost Centre: 1. Income									11,773.79	3,715.82	15,489.61

TOTALS £11,773.79 £3,715.82 £15,489.61

Listing of Payments in each Code for All Cost Centres
(Between 01-08-2025 and 31-08-2025)

Cost Centre 2. Finance & General Purposes

Code Number 26 Office Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
180	18/08/2025	Credit Card		Credit Card		Phone Case	OnBuy	E	6.99		6.99
Subtotal for Code: Office Equipment									£6.99		£6.99

Code Number 27 Utiliites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
188	18/08/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
189	18/08/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
190	18/08/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
191	01/08/2025	811756832		Unity Trust Bank		Electricity Charges KGV	British Gas	L	84.55	4.22	88.77
192	28/08/2025	958190		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	56.02	11.21	67.23
196	26/08/2025	802299419		Unity Trust Bank		Electricity Charges LD	British Gas	L	109.81	5.49	115.30
Subtotal for Code: Utiliites & Services									£262.74	£23.41	£286.15

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
182	18/08/2025	Credit Card		Credit Card		PPE for Parish Ranger	Toolstation	S	10.47	2.09	12.56
184	18/08/2025	Credit Card		Credit Card		Parish Ranger Equipment	B&Q	S	12.40	2.48	14.88
185	18/08/2025	Credit Card		Credit Card		Hoover Parts	Screwfix	S	20.41	4.08	24.49
Subtotal for Code: Handyman Equipment & Consu									£43.28	£8.65	£51.93

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
159	14/08/2025	507274		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	50.08	10.01	60.09
161	14/08/2025	507918		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	125.09	25.02	150.11
193	12/08/2025	50314		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
Subtotal for Code: Stationery & Software									£369.67	£73.93	£443.60

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
178	18/08/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
181	18/08/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
186	18/08/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
195	31/08/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	11.55		11.55
Subtotal for Code: Bank Charges									£20.55		£20.55

Subtotal for Cost Centre: 2. Finance & General Purposes									703.23	105.99	809.22
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Cost Centre 3. Environment & Highways

Code Number 31 NCC Highways Verges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
157	14/08/2025	609		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40

Listing of Payments in each Code for All Cost Centres
(Between 01-08-2025 and 31-08-2025)

Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Code: NCC Highways Verges												
										£969.50	£193.90	£1,163.40
36 Street Scene Maintenance												
158	14/08/2025	930486			Unity Trust Bank		Bus Shelters Clean	Heritage Contract Services Ltd	S	108.80	21.76	130.56
Subtotal for Code: Street Scene Maintenance												
										£108.80	£21.76	£130.56
38 Green Lanes												
166	14/08/2025	000023			Unity Trust Bank		Weed Pulling Green Lanes	The Conservation Volunteers	S	1,020.00	204.00	1,224.00
Subtotal for Code: Green Lanes												
										£1,020.00	£204.00	£1,224.00
304 Parish Partnerships												
165	14/08/2025	17055			Unity Trust Bank		SAM2 Bracket	Westcotec	S	59.50	11.90	71.40
Subtotal for Code: Parish Partnerships												
										£59.50	£11.90	£71.40
Subtotal for Cost Centre: 3. Environment & Highways												
										2,157.80	431.56	2,589.36

Cost Centre 5. Playing Fields & Property

Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Code: Sports Facilities												
										£1,141.52	£228.00	£1,369.52
58 Sports Facilities												
160	14/08/2025	025133			Unity Trust Bank		Annual License Fee	Clubspark	S	1,140.00	228.00	1,368.00
187	18/08/2025	Credit Card			Credit Card		LD Smart Padlock	Igloohome	E	1.52		1.52
501 Pavilion Maintenance												
162	14/08/2025	57040725			Unity Trust Bank		Boiler Repairs KGV	Jarrett Plumbing & Heating	S	194.56	38.91	233.47
171	14/08/2025	58500725			Unity Trust Bank		Boiler Service	Jarrett Plumbing & Heating	S	73.50	14.70	88.20
Subtotal for Code: Pavilion Maintenance												
										£268.06	£53.61	£321.67
503 Grounds Maintenance												
155	14/08/2025	601			Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
179	18/08/2025	Credit Card			Credit Card		Septic Tank Emptying	Euroloo	S	370.00	74.00	444.00
179	18/08/2025	Credit Card			Credit Card		Septic Tank Emptying	Euroloo	S	-370.00	-74.00	-444.00
Subtotal for Code: Grounds Maintenance												
										£1,575.47	£315.09	£1,890.56
504 Security												
169	14/08/2025	5781			Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,054.00	210.80	1,264.80
Subtotal for Code: Security												
										£1,054.00	£210.80	£1,264.80
511 3G Surface Maintenance												
156	14/08/2025	602			Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02

Listing of Payments in each Code for All Cost Centres
(Between 01-08-2025 and 31-08-2025)

Subtotal for Code: 3G Surface Maintenance £352.52 £70.50 £423.02

Code Number 514 Pest Control

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
170	14/08/2025	46113		Unity Trust Bank		Pest Control	APC Pest Control Ltd	S	225.00	45.00	270.00

Subtotal for Code: Pest Control £225.00 £45.00 £270.00

Subtotal for Cost Centre: 5. Playing Fields & Property 4,616.57 923.00 5,539.57

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
172	31/08/2025	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,450.59		1,450.59
173	31/08/2025	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	433.82		433.82
176	31/08/2025	None		Unity Trust Bank		Take-home pay	Staff	X	5,696.93		5,696.93

Subtotal for Code: Salaries £7,581.34 £7,581.34

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
177	31/08/2025	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,705.81		1,705.81

Subtotal for Code: Employer Pension Contributions: £1,705.81 £1,705.81

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
174	31/08/2025	None		Unity Trust Bank		Mileage & Allowance	Staff	X	235.35		235.35

Subtotal for Code: Expenses/Mileage £235.35 £235.35

Code Number 602 Consultancy Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
194	06/08/2025	None		Unity Trust Bank		HR Consultancy	Personnel & Advice Solutions Ltd	S	100.00	20.00	120.00

Subtotal for Code: Consultancy Services £100.00 £20.00 £120.00

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
175	31/08/2025	None		Unity Trust Bank		ER NI	HMRC	X	949.55		949.55

Subtotal for Code: Employer NI Contributions £949.55 £949.55

Subtotal for Cost Centre: 6. Staffing 10,572.05 20.00 10,592.05

Cost Centre 8. Earmarked Reserves

Code Number 607 Play Area Enhancements

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
183	18/08/2025	Credit Card		Credit Card		Fire Assembly Signage	Safety Signs UK	S	92.06	18.41	110.47

Subtotal for Code: Play Area Enhancements £92.06 £18.41 £110.47

Code Number 8530 Streetlighting

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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Listing of Payments in each Code for All Cost Centres
 (Between 01-08-2025 and 31-08-2025)

Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
	164	04/08/2025	0309		Unity Trust Bank		Solar Street Light	T T Jones Electrical Ltd	S	2,700.00	540.00	3,240.00
								Subtotal for Code: Streetlighting		<u>£2,700.00</u>	<u>£540.00</u>	<u>£3,240.00</u>
8534 Projects												
	163	14/08/2025	0776		Unity Trust Bank		Neighbourhood Plan	Collective Community Planning	S	900.00	180.00	1,080.00
	167	14/08/2025	34		Unity Trust Bank		Room Hire	Drayton Village Hall	E	57.00		57.00
								Subtotal for Code: Projects		<u>£957.00</u>	<u>£180.00</u>	<u>£1,137.00</u>
								Subtotal for Cost Centre: 8. Earmarked Reserves		<u>3,749.06</u>	<u>738.41</u>	<u>4,487.47</u>
TOTALS										£21,798.71	£2,218.96	£24,017.67

Paper	DPC7c: To receive list of payments for authorisation.
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p>Per 5.2 of the Council’s adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.</p>	
Recommendation	
Council is asked to receive the list of payments for authorisation.	

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
200	NCC Highways Verges	11/09/2025		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
198	Grounds Maintenance	11/09/2025		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
197	Security	11/09/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	969.00	193.80	1,162.80
199	3G Surface Maintenance	11/09/2025		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
203	NCC Highways Verges	11/09/2025		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
201	Grounds Maintenance	11/09/2025		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
202	3G Surface Maintenance	11/09/2025		Unity Trust Bank		Longdale 3G surface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
204	Projects	11/09/2025		Unity Trust Bank		NHPlan Printing	Norwich Print Solutions	E	243.00		243.00
Total									7,006.98	1,352.78	8,359.76

Paper	DPC7d: External Auditor Report and notice of conclusion of audit.
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>In June 2025, Council received a briefing on the Annual Governance and Accountability Return (AGAR).</p> <p>Per the briefing, section 1 & 2 of the AGAR were approved for publication on the Parish Council website and were submitted to the External Auditor, PKF Littlejohn, along with relevant supporting documents.</p> <p>PKF Littlejohn has now completed its review of the AGAR for Drayton Parish Council. The report is attached for information and includes no matters arising for consideration.</p> <p><u>Publication Requirements</u></p> <p><i>No later than 30 September 2025</i></p> <ul style="list-style-type: none"> • Notice of conclusion of audit • External Auditor Report and Certificate (Section 3) • Sections 1 and 2 of AGAR including any amendments as a result of external audit (none) 	
Recommendation	
<p>Council is asked to note the external auditor report and notice of conclusion of audit for publication on the Parish Council website.</p>	

Drayton Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
04 September 2025
Our Ref:
NO0133
SAAA Ref:
SB02705

Drayton Parish Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Mrs Pinkham

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Drayton Parish Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference NO0133 or Drayton Parish Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

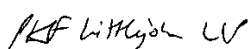
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

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

In respect of **Drayton Parish Council - NO0133**

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2024/25

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

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

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

04/09/2025

Drayton Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Drayton Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Drayton Parish Council on application to:</p> <p>(a) <u>Parish Clerk & RFO, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW</u></p> <p>(b) <u>Monday's to Friday's at a mutually agreed time</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £1-00 (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Amy Pinkham, Parish Clerk & RFO</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>12th September 2025</u></p>	<p>(e) Insert the date of placing of the notice</p>

Paper	DPC9a: To receive minutes for information.
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p>Per the adopted Terms of Reference for Standing Committees of the Council, minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information only.</p> <p>Matters arising from the meeting of the Committee will be listed separately for consideration by Council as part of the agenda.</p>	
Recommendation	
Council is asked to note receipt of the minutes of the Committee meeting.	

Minutes of the Playing Fields & Property Committee held on **Thursday 28th August 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW

Present: Cllrs. J. Anderson, K. Morgan, T. Lee and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager

Meeting opened: 19:01

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. A Crotch (Chair), C. Brown and G. Everett. The Committee agreed to appoint Cllr. J. Anderson as Chair for the meeting in the absence of Cllr. A Crotch.

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

None.

3. To receive minutes of the meeting of the Playing Fields & Property Committee held on 29th May 2025 for approval.

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

4. To receive minutes of the extraordinary meeting of the Playing Fields & Property Committee held on 3rd July 2025 for approval.

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

5. To receive any questions or comments from members of the public on matters on the agenda.

None

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

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on; Larry Gray Fair, issues with KGV Pavilion heating system and septic tank emptying, Bowls Club electrical works, damaged waste bin, location of the new Longdale soil bin and issues with goal cage gates at Longdale.

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

The Committee received the report.

8. To consider proposals for projects for the 2026-27 financial year.

The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to explore costs for:

- The purchase of additional CCTV cameras Longdale Playing Field, in response to vandalism outside the Longdale Pavilion/3G pitch
- Options for the space at the back of the King George V (KGV) pavilion (tennis, basketball, pickle ball etc)
- Earmarked reserves for play area enhancements
- Football kick pad wall at KGV Playing Field
- KGV and Longdale car park refurbishment
- Additional wheeled goals to replace existing fixed goals at Longdale and KGV.
- Annual expansion vessel service to be added to KGV maintenance costs
- Replacement bollards for Longdale car park
- Septic tank emptying
- Storage solutions for sports clubs (shipping container, shed)
- Upgrade to floodlights at KGV

The Committee requested quotes for the above to be considered at the next meeting.

9. To receive the VAT on Sporting Fees Report and consider a response.

The Committee considered the VAT on Sporting Fees Report and **AGREED** to recommend to Council to cease charging VAT, subject to confirmation as recommended option from Parkinson Partnership.

10. To note the internal playground inspections summary report.

The Committee noted the update regarding internal playground inspections, the replacement KGV Play Area gate and parts required for the Crazy Twister Roundabout at Florence Carter Memorial Park.

The Committee **AGREED** to authorise payment for the required play equipment and gate repairs.

11. To consider ROSPA Play Safety Inspection Reports and remedial tasks for play areas at Florence Carter Memorial Park, King George V Playing Field and Longdale Playing Field.

The Committee considered the RoSPA Play Safety Inspections, noting the identified issues, and **AGREED** to authorise payment for the following remedial tasks:

- KGV Play Area gate – resolve crushing/shearing point issue
- KGV Swing Basket – remove chain covers

The Committee **AGREED** that manufacturers and suppliers should be informed of dissatisfaction with the quality of equipment and installation and that a reduction in costs should be pursued.

12. To review the Illegal & Unauthorised Encampment Policy.

The Committee reviewed a draft copy of the Illegal & Unauthorised Encampment Policy and **AGREED** to recommend the document as presented for approval by Council.

The Committee reviewed a draft copy of the Illegal & Unauthorised Encampment Procedure **AGREED** that no revisions were required.

13. To consider Grass Football Pitch Hire Arrangements for 2025-2026.

The Committee considered the update regarding grass pitch hire arrangements for 2025-2026 as presented.

The Committee noted that the Hire Charge Schedule was scheduled for review and would be presented for consideration at a future meeting, in advance of publication for the 2026-27 season.

The Committee noted the tight turn-around for line marking at KGV Playing Field due to the scheduling of the cricket and football seasons in 2025 and recommended that 2026-27 season dates be considered as part of the Hire Charge Schedule review.

The Committee noted current arrangements for goals storage and decided to take no further action at this stage.

The Committee **AGREED** not to reduce the Drayton Youth Football Club (DYFC) hire charge for Longdale for the 2025-26 season.

The Committee noted the terms of hire as presented and recommended that 2026-27 hire terms were considered as part of the Hire Charge Schedule review.

14. To consider 3G Pitch Booking Review.

The Committee considered the 3G Pitch Booking Review and **AGREED**:

- To permit block booking hirers to pay by instalment
- To develop 3G Pitch Payment Terms for presentation at the next meeting
- To revise the 3G Pitch Terms of Use to stipulate that 3G pitch bookings operate on a first-come first-served basis.

15. To consider request to offer Drayton Youth Football Club priority booking of the 3G pitch.

The Committee considered the request and noted the value in offering a period of priority booking in support for a local organisation. The Committee **AGREED** to offer DYFC a priority 3G pitch booking window from 2026 onwards as outlined:

1st June – 30th June: DYFC Priority Booking Window

- 3G Pitch Terms of Use updated to stipulate that DYFC granted priority over new season block bookings for September 1st onwards.
- Non-DYFC associated hirers to be prohibited from making block bookings for September 1st onwards, but can continue to make block bookings for June, July and August as required.
- Clubspark website settings adjusted to ensure that hirers cannot make one-off 3G pitch bookings from September 1st onwards.

1st July – 31st May: General Bookings Window

- Block bookings from September 1st onwards open to all hirers.
- Clubspark website settings adjusted to ensure that hirers can commence making one-off 3G pitch bookings from September 1st onwards

The Committee **AGREED** that deposit scheme and cancellation policy options should be presented as part of the Hire Charge Schedule review for consideration at a future meeting.

16. To consider King George V Playing Field drop bollard issues.

The Committee noted that it was possible for vehicles to fit between the up-right drop bollard and neighbouring post at KGV Playing Field and **AGREED** that the distance between bollards should be revised to prevent vehicle access.

17. To note update regarding barrier security at Longdale Playing Field and receive locking/unlocking timings.

The Committee noted the update regarding barrier security at Longdale Playing Field and received the locking/unlocking timings.

The Committee **AGREED** that the Deputy Clerk and Facilities Manager should write to Norse Security, stipulating that Council would like the issue resolved promptly.

18. To consider the risk assessment for the Longdale Playing Field boundary hedge.

The Committee reviewed the risk assessment for the Longdale Playing Field boundary hedge and noted the information provided regarding control measures. The Committee **AGREED** to address the gap underneath the large oak tree by installing stock proof wire fencing and planting bare root hedging plants as presented.

The Chairman proposed to extend the meeting by 15 minutes. All in favour.

19. To consider quotes for new signage.

The Committee reviewed the quotes for new signage and **AGREED** to accept the quote based on no new poles and appoint contractor 1.

20. To note exchange of information.

It was noted that a tyre had recently been placed in, and subsequently removed from, the climbing frame at Florence Carter Memorial Park and that it had not been possible to identify those responsible.

21. To note the date and time of the next meeting is scheduled to take place on Thursday 4th December 2025 at 7pm at KGV Pavilion.

Noted

Meeting Closed: 21:03

Paper	DPC9b: To consider recommendation to cease charging VAT on sporting fees.
Meeting	Council
Date	11 th September 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Purpose of Report</u></p> <p>To assist the Council in considering the recommendation from Playing Fields and Property Committee regarding charging VAT on sporting fees.</p> <p><u>Background</u></p> <p>At the October 2024 meeting of the Council, it was agreed to seek specialist VAT advice on the VAT implications of the renovation of the pavilion and carry out a remote, light-touch review of the council's other VAT activities.</p> <p>As part of the review of the council's other VAT activities, it was recommended that the Council should stop charging VAT on sports activities and may wish to consider reclaiming the VAT that it has charged on sports over the last 4 financial years from HMRC.</p> <p><u>Recommendation</u></p> <p>On 28th August 2025 the Playing Fields and Property Committee considered the VAT on Sporting Fees Report and agreed to recommend to Council to cease charging VAT (option 1a), subject to confirmation as recommended option from Parkinson Partnership.</p>	
Recommendation	
<p>Council is asked to consider the recommendation from the Playing Fields and Property Committee for approval.</p>	

Updated 16 November 2023

VAT on sporting fees - update

HMRC has now issued further guidance on its interpretation of the non-business treatment of sports and leisure service by local authorities. This advice note updates the information that we issued in March 2023.

Background

HMRC's guidance prior to 2023 was that local authority sports and leisure services may either be taxable or exempt from VAT. This has been challenged in the courts, with test cases for England, Scotland and Northern Ireland going on for several years.

In *Chelmsford City Council* [2020] UKFTT432(TC) the First Tier Tribunal determined that such services are provided under a 'special legal regime' and can be treated as 'non-business', providing that does not give rise to significant distortions of competition.

HMRC lost an appeal on the first part of that decision, where they did not accept the reasoning that local authority sports services are subject to a 'special legal regime'. The Upper Tier Tribunal [2022] UKUT149(TCC) dismissed that appeal in March 2022.

On 26 January 2023, HMRC advised Chelmsford City Council that they would NOT be pursuing the 'significant distortion of competition' argument and accepted that local authority sports services can be treated as non-business and outside the scope of VAT.

HMRC has now provided further guidance on interpretation of the new policy to its own staff, published in Internal Manuals [VATGPB8410](#). This provides illustrations of the sort of services that will be covered by the non-business treatment.

Sports services that may be treated as non-business

HMRC has identified a range of sports and leisure services that it accepts are "sport and leisure services [supplied] to members of the public". This includes any hire of sports facilities (e.g. pitches for football, rugby, hockey, netball, cricket, tennis and bowls, as well as facilities for swimming, ice skating, squash, table-tennis and badminton).

Hire of a room in a village hall or community centre, where the council has set up sporting equipment for use by the hirer (e.g. badminton or table tennis) is also non-business.

HMRC has clarified that the hire of sports facilities to a business (e.g. a yoga instructor) is a non-business activity, provided that the business provides sports services to individuals. However, the hire of a sports facility can only be treated as non-business where the sports facility remains managed and maintained by the council.

Where a tenant leases and maintains a sports facility, rent over £1 remains VAT-exempt.

Please note that the tribunal decisions only relate to charges for sporting services and should not be applied to meeting room hire, the provision of catering or sale of goods alongside sports, or other taxable or exempt business activities at this point.

If you are in any doubt as to whether an activity is affected by this change, please consult your county association of local councils in the first instance.

Steps to take: current charges and reclaims for the past 4 years

HMRC issued a Business Brief shortly after conceding the Chelmsford case, explaining the steps councils should take to reclaim any VAT:

<https://www.gov.uk/government/publications/revenue-and-customs-brief-3-2023-changes-to-vat-treatment-of-local-authority-leisure-services>

We suggest that councils consider the following steps in relation to sports facilities that they charge for, bearing in mind that HMRC might refuse some claims:

- 1) VAT registered councils charging VAT on the use of sports facilities or services by the public (including through their membership of sports teams) should:
 - a. stop doing so, even if there is an option to tax in place on the facilities,
 - b. compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and
 - c. consider whether to refund that VAT to bodies/people charged for sports.
- 2) Any council not VAT registered that has avoided reclaiming VAT on the cost of sports facilities because they were considered taxable supplies, should reclaim any such VAT incurred (but not reclaimed) over the last 4 years.
- 3) Any council that has treated sports services as VAT-exempt and including the VAT incurred on those activities in their partial exemption calculation should:
 - a. Exclude that VAT from their 2022/23 calculation,
 - b. Check if they had any irrecoverable VAT in their 2019/20 to 2021/22 calculations, and review the calculation to see if they can now reclaim it,
 - c. if they have done a 7-year average calculation for any of those years or to forecast a future year, review it to see if they can recover any further VAT.

Councils should not include premises leased to sports clubs for more than £1 in these calculations, if the lease makes the club responsible for maintaining the sports facilities.

Councils should email any claim for reimbursement to: lasector.mailbox@hmrc.gov.uk and include '2023 LA VAT non-business' in the subject line of the email. VAT returns and VAT126 claims should not be adjusted and the procedure above should be used.

Please note that VAT126 reclaims must be submitted within 4 years of the end of the month in which the supply of goods or services occurred, so a council can still claim for November 2019 until the end of this month.

VAT-registered councils cannot make adjustments more than 4 years after the due date of a VAT return, so the oldest return that can be claimed for is the December 2019 quarter, unless a council submits monthly returns or has non-standard VAT quarters.

In reclaiming any VAT charged, councils must avoid “unjust enrichment”, which might occur if they reclaim the VAT and keep it, rather than refunding it to customers. Where council facilities are subsidised by the taxpayer and operate at a loss due to low charges, HMRC are unlikely to consider that unjust enrichment.

An option to tax only applies to business activity and no VAT is charged on non-business fees. However, the option to tax will still apply to any non-sporting hire and would apply if the site was sold, so councils with one in place shouldn't cancel their VAT registration.

Disclaimer

This bulletin is only intended as a brief guide about a developing situation and councils should ensure they follow the Regulations and guidance on www.gov.uk, read the tribunal decisions and seek professional advice from us or others if they are in any doubt.

The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the applicable law and guidance, or misinterpreted the information in this briefing without taking professional advice.

Paper	DPC9c: To consider Illegal & Unauthorised Encampment Policy for approval
Meeting	Council
Date	11 th September 2025
Author	Deputy Clerk & Facilities Manager
Summary	
<p><u>Purpose of Report</u></p> <p>To provide the Committee with a draft copy of the revised Illegal & Unauthorised Encampment Policy for consideration and approval.</p> <p><u>Background</u></p> <p>At the meeting of the Open Spaces and Property Committee held on 4th July 2024 it was noted that the Illegal & Unauthorised Encampment Policy was supported in principle, but that Broadland District Council were to review the policy and make amendments before it was presented for approval.</p> <p>The Illegal & Unauthorised Encampment Policy was sent to Broadland District Council’s (BDC) Community Enforcement Officer in July 2024. In September 2024 a response was received from BDC and advice provided regarding required policy revisions.</p> <p><u>Update</u></p> <p>In July 2025 the following revisions and up-dates were made to the Illegal & Unauthorised Encampment Policy to ensure alignment with advice received from BDC’s Community Enforcement Officer:</p> <ul style="list-style-type: none"> • The specification that “Broadland District Council’s Enforcement Officer (or deputy) will engage all necessary authorities and organisations for the commencement of eviction” has been removed following confirmation that BDC could not commit to this procedure. The Community Enforcement Officer advised that BDC can offer the parish advice and if safe to do so will attend the encampment to do a welfare check on the occupants. • The specification that “Eviction and associated costs fall to the local authority” has been removed following confirmation that BDC has no budget for bailiff services and could not commit to this procedure. The Community Enforcement Officer advised that “A parish council member may request for the district to bear the costs of a specific eviction, but it must go through the correct democratic process and be agreed by District members. This will be an arrangement you would have to pursue yourselves on a case-by-case scenario. Officer advice will always be freely available. <p>In addition to the updates specified above, the following revisions and updates have also been made:</p> <ul style="list-style-type: none"> • The policy formatting has been adjusted to ensure alignment with the DPC policy template. Previously approved wording has been relocated to the new policy “scope” heading. • Additional sections have been included to outline policy “principles” and “responsibilities”. 	

- An Illegal and Unauthorised Encampment Procedure has been developed to be applied in conjunction with the Illegal and Unauthorised Encampment Policy.

On 28th August 2025 the Playing Fields and Property Committee reviewed draft copies of the Illegal & Unauthorised Encampment Policy and Procedure and agreed to recommend the Policy as presented for approval by Council.

Recommendation

Council is asked to consider the recommendation from the Playing Fields and Property Committee to adopt the Illegal & Unauthorised Encampment Policy as presented.



ILLEGAL & UNAUTHORISED ENCAMPMENT POLICY

Drayton Parish Council

Version 1.1

<i>Approval Date:</i>	Sep 2025	Approval Route:	Council
<i>Review Date:</i>	+ 4 years	Policy Holder:	Playing Fields and Property Committee

Document Change History

This is version 1.1 of the Illegal & Unauthorised Encampment Policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

Summary of Changes

Version 1.1 August 2025	
Ref.	Change
Whole document	Internal: Document formatting revised to align with Policy template.
Purpose	Internal: Additional information provided regarding definition of an encampment.
Principles	Internal: New section.
Responsibilities	Internal: New section.
Procedures	Internal: Procedures relocated to separate document. District Guidance: Removed specification that “Eviction and associated costs fall to the local authority”. District Guidance: Removed specification that “BDC Enforcement Officer will engage all necessary authorities and organisations for the commencement of eviction”.

Purpose

An unauthorised encampment is where any person camps on land they do not own. The removal of any encampment on land that is owned, leased or managed by Drayton Parish Council is the responsibility of the Parish Council. The purpose of this policy is to provide guidance and ensure that the Council deals with unauthorised encampments in a fair, proportionate and consistent manner and that legal processes are followed appropriately.

Policy Statement

This policy provides guidance in the event of an unauthorised encampment on Parish Council Land and signposts the associated procedures which should be read in conjunction with this Policy.

The policy incorporates the Council's duties in relation to Traveller communities, outlining how the Council will meet its Public Sector Equalities Duty and Human Rights obligations towards these communities.

A high proportion of unauthorised encampments are by individuals or groups of people, such as Gypsies and Travellers, who follow or who have chosen a nomadic way of life and travel the country or local area, stopping for a time and then moving on.

Gypsies and Travellers, together with all groups who have specific culture, language or values, are protected from discrimination by the Equality Act 2010, the Race Relations Act 1976 and the Human Rights Act 1998. It is not unlawful to roam.

Scope

This policy applies to illegal & unauthorised encampments on land owned by the Parish Council including:

- King George V Playing Field
- Longdale Playing Field
- Florence Carter Memorial Park
- Green Lanes

This policy applies to the management of all illegal and unauthorised encampments, including the establishment of a tent, vehicle, or other structure, by a person(s).

This policy covers the management of all unauthorised encampments regardless of who the occupiers may be.

This policy applies to all staff and Councillors involved in the management of unauthorised encampments, and agencies acting on behalf of the Parish Council.

The policy does not apply to illegal & unauthorised encampments on private land. In such cases the Parish Council will not act, other than where possible, to inform the landowner. The matter is for the landowner in conjunction with the police as and when required.

Principles

The Council will:

1. Ensure that the Illegal & Unauthorised Encampment Policy is adhered to.
2. Ensure that the Illegal & Unauthorised Encampment Procedure is adhered to (Parish Council procedure is based on Broadland District Councils 'Guide for Parish Councils Managements of Unauthorised Encampments on Parish Land')
3. Ensure that any decisions taken are proportionate, necessary, evidence based and in alignment with the relevant legislation and Parish Council powers.
4. Ensure that all individuals are treated with dignity and respect and that the welfare needs of occupants are considered.
5. Act swiftly to gather information before seeking advice from the police and Broadland District Council's Community Enforcement Officer.
6. Ensure that accurate records are maintained in regards to occupancy dates, the location and size of the encampment, any complaints or incidents and any actions taken.
7. Ensure that communication with the community is clear, factual and non-inflammatory.

Responsibilities

The Council is responsible for:

- ✓ Approval of this policy and supporting procedures.

The Policy Holder is responsible for:

- ✓ The review of this policy and supporting procedures and recommendations to Council for amendment.
- ✓ Monitoring and maintaining overall compliance with this policy

The Deputy Clerk & Facilities Manager is responsible for:

- ✓ Day to day management of compliance with this policy.
- ✓ Updating this policy and supporting documentation as required.

The Councillors are responsible for:

- ✓ Familiarising themselves with this policy and supporting documentation.

Further Information and Supporting Documents

Illegal & Unauthorised Encampment Procedure

The Illegal and Unauthorised Encampment procedure is a supporting document and should be read in conjunction with the Illegal and Unauthorised Encampment Policy.

Financial Implications

The Parish Council has no budget for bailiff services in the event of any illegal and unauthorised encampment. This policy gives delegated authority to the Clerk to spend a maximum of £3,000, in consultation with the Chairman, in regards to the clean-up and eviction of illegal and unauthorised encampments.

Any expenditure must be communicated to the full Parish Council at the earliest opportunity and ratified at the next Parish Council meeting.

Policy Monitoring, Review and Approval

To ensure the Council continues to meet the principles laid out in this policy, the Policy Holder will:

1. Review this policy and supporting documentation every 4 years and in response to relevant changes to legislation and/or government guidance.
2. Review this Policy and supporting documentation as a result of any other relevant significant change or event.
3. Adopt a structured approach to the management of any incidents of illegal and authorised encampment on Parish Council land to ensure that records are maintained in appropriate detail.

Supporting Documentation

Document Title	Description	Location
Illegal & Unauthorised Encampment Procedure		

Illegal and Unauthorised Encampment Procedure

Introduction

The Illegal and Unauthorised Encampment procedure is a supporting document and should be read in conjunction with the Illegal and Unauthorised Encampment Policy.

Responsibilities

Due to the nature and speed at which actions unfold, liaison with the full Parish Council will not always be possible. Responsibility for following this procedure resides with the Council Officer on duty at the time that an illegal and unauthorised encampment is reported, with support from the Chairman of the Parish Council.

Procedure

On discovery or notification of an illegal and unauthorised encampment the following process should be adhered to:

- 1. Site Assessment:** Where safe to do so, assess the site of the illegal and unauthorised encampment, noting the number and positioning of units and determine whether the encampment will interfere with use of the facility. It is not recommended that you approach the encampment as this increases the possibility of antagonising a volatile situation.
- 2. Notifications:** Contact the following organisations as soon as possible to ensure they are aware of the situation:
 - **Inform the police** providing details following site assessment (number and positioning of units, whether adults, children, elderly, pets etc were observed). Whilst police have additional powers to remove encampments, a threshold of community impact and anti-social behaviour or loss of amenities need to be met.
 - **Inform Broadland District Council and seek advice.** Where safe to do so, delegated officers will arrange, possibly with police, a visit and initiate welfare assessments where relevant. The officers will also provide guidance and options on legal procedures for consideration.

Contact Details:

Broadland District Council

01603 431133

Hstandards.bdc@southnorfolkandbroadland.gov.uk

Broadland District Council's Community Enforcement Officer.

Amanda Garnham

01603 430528

amanda.garnham@southnorfolkandbroadland.gov.uk

Norfolk Constabulary Beat Manager (Taverham, Drayton, Ringland & Honingham CP)
Brett Peyton
01603 276363
Brett.Peyton@norfolk.police.uk

3. **Building Closure:** Where necessary (i.e. where fire routes or grass pitches are impacted), close any Parish Council owned buildings (KGV and/or Longdale Pavilion) and cancel/postpone impacted events and activities, notifying any up-coming hirers of the need to cancel their booking. Ensure that any cancellations/postponements are carefully considered to minimise risk whilst reducing the likelihood of a negative interface between the encampment and the community.

4. **Communication:** Contact the following people to ensure they are aware of the situation.
 - I. Parish Councillors
 - II. Parish Council Employees
 - III. District Councillors
 - IV. Public notification via Parish Council website.

Example Correspondence

The Parish Council wishes to inform you that an encampment has been established at [insert location].

Please be assured that the Council is fully aware of the situation and is taking the necessary action in line with the appropriate legal and procedural requirements.

We thank you for your patience and understanding while this matter is being addressed. Updates will be provided as soon as further information is available.

Powers to Consider

The following guidance is for information and has been extracted from the Broadland District Councils 'Guide for Parish Councils Managements of Unauthorised Encampments on Parish Land'. The table below documents powers to consider in the event of illegal unauthorised encampment on Parish Council owned land.

Process	Common Law	S77/S78 Criminal Justice Public Order Act 1994
Legal position	It is established in law that landowners have the right to the peaceful possession of their land and may take reasonable steps to remove trespassers.	Officers with delegated powers at District Councils can issue and serve s77 notices to leave land. Solicitors will need to be employed to apply to magistrates for a s78 order to vacate if the trespassers refuse to leave. The s78 magistrates court order gives officers and bailiffs powers to use reasonable force to remove trespassers and their property.
Basis of process	No need for a solicitor or the booking of a court. Private bailiffs often offer this service. It is not recommended that Parish Councils complete the notice and eviction process themselves, bailiffs are equipped to handle the entire process.	There is a protocol procedure to adhere to if a s77 notice is to be served, this will be discussed in a formal meeting and documented for evidence if a court order is then required to remove trespassers
Application of process (abridged) and guides on timescales.	This process is not dependent upon court availability and there are no fixed notice periods. Private bailiffs may be found online and instructed to handle the entire process on behalf of the Parish Council. In many cases this may lead to eviction with 24-48 hours.	The Protocol procedure has been adhered to and the Authority has agreed to undertake service of the s77 notice, 24-48 hours during council opening hours. If the trespassers have still refused to vacate the land as directed on the notice, District Authority and solicitors will apply to attend magistrates court to obtain a s78 court order, 1-5 working days depending on court and solicitor availability. The Parish Council will be responsible for solicitor and court fees at this stage. If the order is granted and served on the trespassers, they are usually given 24-48 hours to vacate, in which case if they refuse, bailiffs can remove trespassers using the powers of the order. Bailiff costs are the responsibility of the Parish Council.

Subsequent to possession.	Post eviction there is no ongoing protection of the land. An encampment may return immediately forcing the process to repeat. If adopting this approach it is strongly recommended that land owners have arrangements in place for strongly defending the land from trespassers as soon as possession is gained.	There is some afforded protection with a s77 notice, allowing the District Authority to return to magistrates court within 3 months of service to obtain s78 order to vacate the land. Providing the notice was served correctly, it can be used multiple times with the same trespassers on the same land within this 3 month period.
Costs borne by the land owner.	<p>Service of common law notice by private bailiffs. This can be avoided by service by the Parish Council, but this isn't recommended.</p> <p>Bailiff costs, in the event that the encampment does not comply with the notice. Costs will be determined by the size of the encampment and whether towing vehicles need to be employed.</p>	<p>Employment of a solicitor if the trespassers refuse to vacate after s77 service. This will also incur a court cost for the hearing.</p> <p>If the encampment does not comply with the s78 order to vacate, bailiffs will need to be employed by the landowner to enforce the notice.</p>

Note on costs: Costs are variable and will depend upon how far either process has to be followed. It can be seen that in the case of common law eviction the stages of the process attracting costs are limited and may result in lower costs in some instances.

Police Powers:

Police can use their own powers under s61 of the Criminal Justice and Public Order Act 1994 if certain conditions have been met, and it is discretionary on their part. New powers have been added to this Act following amendments in 2022, making trespassing a criminal offence. However, this is also discretionary and the criteria to meet this consideration is quite significant.

An example of when it could be requested is when a large encampment arrives at a village hall field whereby the occupants have caused criminal damage on site and have made significant threats to anyone trying to access the field, or if a scheduled event for the field has to be postponed and there is a significant loss of use of the field or business.

s61 gives police the powers to direct trespassers on land who have the common purpose of residing there for any period.

This power applies where a senior officer reasonably believes that two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following have occurred:

- a) any of the trespassers has caused damage, disruption, or distress or
- b) the trespassers have between them six or more vehicles on the land.

The conditions that can be caught by the power to direct under 61(1) (a) have been broadened under the 2022 Act. These replicate the damage, disruption and distress included in the new offence, but do not need to be 'significant'.

Failure to comply with the direction, by failing to leave the land as soon as reasonably practicable and without reasonable excuse, is an offence.

Speak to your local policing team about their powers if you think the criteria has been met, or speak to the housing standards team who will help with discussions and formulating a plan of action.

Additional Information

- It is likely that the occupied site is a community asset and has been selected by the encampment occupants for this reason. Minimising contact will deny the occupants a platform.
- Home Office [Guide to effective use of enforcement powers](#)
- Existing powers to remove trespassers on land as introduced in the CJPOA and amended by the 2022 Act: [Unauthorised encampments: a summary of available powers \(accessible version\) - GOV.UK \(www.gov.uk\)](#)
- Power to remove trespassers with a common purpose of residing on land: [Police, Crime, Sentencing and Courts Act 2022 \(legislation.gov.uk\)](#)
- In cases where no significant harms have been committed by trespassers, police may decide to take other enforcement action using s61 of the Criminal Justice and Public Order Act 1994, providing the conditions for this are met. [Criminal Justice and Public Order Act 1994 \(legislation.gov.uk\)](#)

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

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

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

In attendance: Amy Pinkham; Parish Clerk & Responsible Financial Officer, 1 member of the public.

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence.

Apologies received and accepted from Cllr. J. Anderson.

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

None.

3. To receive minutes of the meeting of the Environment & Highways Committee held on 1st May 2025 for approval [Pg5-7].

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

4. To receive any questions or comments from members of the public on matters on the agenda.

It was noted under item 10 that the Committee may wish to consider expanding the competition to consider entries such as scarecrows.

It was noted under item 16 that the Committee may wish to consider designating the replacement bench as a “talking bench”.

5. To receive Clerk’s Report on matters arising from previous meetings of the Committee [Pg8-9].

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

6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg10-12].

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

7. To consider budget proposals for new projects for the 2026-27 financial year [Pg13-19].

The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to include costs for the purchase and installation for an additional bench at Green Lanes on the top footpath overlooking the river, an additional bench on Hall Lane by Drayton Hall, and 2 replacement trees at Green Lanes.

8. To consider proposals for application to the Parish Partnership Scheme in 2026/27 [Pg20-23].

The Committee considered proposals for application to the Parish Partnership Scheme in 2026-27 and **AGREED** to recommend that Council does not submit an application and instead apply for funding under the bus shelter funding presented under item 12 of the agenda.

9. To receive update regarding the SAM2 device and consider the Speed Awareness Monitoring (SAM) Policy and risk assessment for recommendation for approval by Council [Pg24-36].

The Committee noted the update regarding the SAM2 device and **AGREED** to recommend the Speed Awareness Monitoring (SAM) Policy as presented for approval by Council.

10. To receive the update regarding the Most Impactful Garden or Display and Best Young Gardener Competitions and consider the future of the competitions [Pg37-38].

It was reported that no applications had been received for this years' garden competition and that 1 application had been received after the application deadline. The Committee noted its disappointment with the increasingly low engagement and participation and considered the value in continuing with the competition.

The Committee **AGREED** not to continue with the competition under its current format and to consider an alternative competition for 2026-27 at the spring meeting, noting examples such as best scarecrow, biggest pumpkin, best hanging basket, tallest sunflower or open gardens.

11. To receive the update and consider a response regarding village centre waste disposal and bins [Pg39].

The Committee noted the scale of the issue was minimal and **AGREED** no further action was necessary at this stage. It was noted that the Parish Ranger would continue to monitor waste in the village for action as necessary.

12. To receive an update regarding the Norfolk County Council bus shelter funding scheme and consider a response regarding the second phase of funding [Pg40-49].

The Committee **AGREED** to request up to £10,000 expenditure for the replacement of 5 bus shelters in the following locations in order of preference:

1. Drayton High Road near Hurn Road
2. Fakenham Road near Tesco
3. Drayton High Road near R.G. Carters
4. Pendlesham Rise
5. Drayton High Road near KGV Playing Field

The Committee **AGREED** the shelters near Hurn Road and Fakenham Road should be replaced in the same orientation and style (including any seating) as the existing shelters. Where possible, the remaining shelters should follow a uniform design similar to those purchased from phase 1 of the scheme.

It was noted that should quotes received exceed £10,000, application to the scheme shall be brought back to Council for approval.

13. To consider request for two additional dog waste bins for the Church Farm Development.

The Committee considered the request for two additional dog waste bins for the Church Farm Development and **AGREED** to write to the developer, Hopkins Homes, to request installation of one additional general waste bin near Sabberton Way by the wooden access gate.

It was noted that dog waste could be disposed of using any general waste bin and it could be helpful to publicise this information for the community.

14. To receive quote for bus stop flag cleaning and consider a response [Pg50-52].

The Committee considered the quote for bus stop flag cleaning and **AGREED** not to pursue. It was noted that the Committee would consider the cleaning schedule including the number of cleans as part of the budget exercise at the next meeting.

The Committee noted the contractor should be notifying the Council when a clean has been completed.

15. To receive quotes for CCTV cameras at Green Lanes and consider a response [Pg53-59].

The Committee received an updated quote from contractor 2 to include installation of pole and additional information from both contractors on operation of the cameras.

The Committee considered the quotes for CCTV at Green Lanes and **AGREED** to recommend contractor 1 for approval by Council.

16. To receive quotes for replacement bench options at Drayton Triangle per 2025-26 Budget [Pg60-61].

The Committee considered the replacement bench options for Drayton Triangle and **AGREED** to purchase the large Plastic Park Bench (Brown) as presented (Option 2).

The Committee noted this could be a good location for a “talking bench” and **AGREED** to bring back examples of plaques that could be installed with the new bench for consideration at the next meeting.

17. To note exchange of information.

The Committee noted that a meeting with NCC Highways Area Manager, Damien Jeffries, took place with Officers and the Chairman of the Council on Wednesday 30th July. Matters discussed included concerns raised regarding traffic calming measure on Hall Lane, and options available to Parish Council in response to concerns raised regarding congestion and safety on School Road.

It was noted that the Committee would receive a written report pending receipt of response from Damien Jeffries following the meeting.

18. To note the date and time of the next meeting is scheduled to take place on Thursday 6th November 2025 at 7pm at KGV.

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

Meeting Closed: 8:41pm

Paper	DPC12a: Co-option Arrangements for Casual Vacancy
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On Thursday 7th August, Cllr. S. White gave written notice of her resignation to Cllr. Graham Everett.</p> <p>Broadland District Council was duly notified of the resignation on Monday 11th August and the Notice of Vacancy for Drayton South Ward was published on Council noticeboards and on our website.</p> <p>On Wednesday 3rd September Council received written confirmation that no election request was received for the Casual Vacancy and Council may now proceed to co-option to fill this vacancy.</p> <p><u>Co-Option Arrangements</u></p> <p>Per the Council's adopted co-option policy, the Parish Clerk will advertise the vacancy on Council noticeboards and on our website. Expression of interests, including a brief outline of why they feel they are a suitable person for the role of Parish Councillor will be considered at the next available meeting of the Parish Council.</p>	
Recommendation	
Council is asked to note the report for information.	

Paper	DPC12b: To receive update on Neighbourhood Plan
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>The Neighbourhood Plan Advisory Group is a Working Group of the Council with the aim of preparing and developing the Neighbourhood Plan which is due to expire in July 2026.</p> <p>Together with consultant, Collective Community Planning, the group has:</p> <ul style="list-style-type: none"> • Received a Policy review, assessing changes in national and local planning policies since the plan’s adoption and the effectiveness of existing policies in the plan in determining planning applications • Received an Evidence Based Paper highlighting key trends, issues and implications for the Neighbourhood Plan review • Agreed a grant application to Broadland District Council • Agreed to undertake a community engagement survey on key issues and options for the Neighbourhood Plan. <p><u>Consultation Arrangements</u></p> <p>At the August 2025 meeting the Group developed the survey questions and agreed to proceed with the following consultation arrangements:</p> <ul style="list-style-type: none"> • Survey Method: An online survey will be open to the public from 10th September to 8th October. Hard copy surveys will be available from the Bob Carter Center for the same period. • Survey Promotion: <ul style="list-style-type: none"> ○ Leaflets will be posted through residents’ doors on 10th September promoting the survey and detailing how to take part. ○ The leaflet will be posted on Facebook and the Council’s website and distributed to local businesses, schools and community groups. <p><u>Next Steps</u></p> <p>The Group will meet on 22nd October to consider responses received.</p>	
Recommendation	
Council is asked to note the update for information.	

NEIGHBOURHOOD PLAN

Drayton's future is in your hands



Have Your Say

Survey Open 10 Sep - 8 Oct

Complete it online at

www.smartsurvey.co.uk/s/DraytonNP

or by scanning the QR code.

Paper copies available at Bob Carter Centre.

Your answers will help shape
Drayton for the next 15 years



WHY TAKE PART?

Complete the survey for your chance to win a **£50 Amazon Giftcard!**

Our Neighbourhood Plan needs updating so Drayton stays the kind of place we all want to live in.

The Plan will guide decisions on housing, green spaces, local facilities and the character of the area for years to come.

- **Protect what matters:** Help preserve the places and features you love about Drayton including safer walking, cycling and driving routes.
- **Plan for the future:** Influence what kind of homes get built and which green spaces and views are protected.
- **Support local priorities:** Ensure investment for facilities and activities for all ages.

This is your community, don't miss your chance to shape it



Paper	DPC12d: Committee Membership
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On Thursday 7th August, Cllr. S White gave written notice of her resignation to Cllr. Graham Everett. She served on both the Environment & Highways Committee and the Finance & General Purposes Committee and Council is invited to consider the appointment of any new members for each Committee.</p> <p><u>For Information</u></p> <p>The maximum membership for each Committee is 7 Members and the quorum necessary for the transaction of business is 3 members. The current membership is summarised below for information.</p> <p>Finance & General Purposes Committee: Cllrs. J. Anderson, A Crotch, G. Everett and A. Taylor.</p> <p>Environment & Highways Committee: Cllrs. J. Anderson, G. Everett, H. Kisby and R. Turner.</p> <p>Terms of Reference for Committees can be found on the Council website.</p>	
Recommendation	
Council is asked to consider the appointment of any new members for each Committee.	

Paper	DPC12e: Banking Signatories
Meeting	Council
Date	11 th September 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On Thursday 7th August, Cllr. S White gave written notice of her resignation to Cllr. Graham Everett. She served as an authorised banking signatory and Council is invited to consider the appointment of any new signatories.</p> <p><u>For Information</u></p> <p>All electronic and cheque payments require authorisation by two signatories. The current signatories for all accounts are listed below for information.</p> <p>Banking signatories: Cllrs. G. Everett, A. Crotch and J. Anderson.</p> <p>Details of the role of banking signatories can be found under section 7 and 8 of the Council's Financial Regulations.</p>	
Recommendation	
Council is asked to consider the appointment of any new authorised banking signatories.	