

DRAYTON PARISH COUNCIL

Council members are summoned to attend a meeting of Drayton Parish Council to be held on **Thursday 9th October 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website www.draytonparishcouncil.gov.uk



Amy Pinkham

Parish Clerk & RFO

Date of Issue: 2nd October 2025

AGENDA

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a) To receive apologies and consider acceptance for absence.	
2. DECLARATIONS OF INTEREST	
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3. MINUTES	
a) To receive minutes of the meeting of the Council held on 11 th September 2025 for approval.	5-10
4. PUBLIC FORUM	
a) To receive any questions or comments from members of the public.	
b) To receive report from County Councillor: Cllr. T. Adams.	
c) To receive report from District Councillor for Drayton North: Cllr. A. Crotch.	
d) To receive report from District Councillor for Drayton South: Cllr. P. Auber.	
e) To receive reports from any other public bodies.	
5. MATTERS ARISING	
a) To receive Clerk's Report on matters arising from previous meetings of the Council.	11-13
b) To receive feedback on Town and Parish Council Forum held on 7 th October 2025.	
6. PLANNING MATTERS	
a) To consider response to planning applications as follows:	
i) 2025/2835: Drayton Hall, 73 Drayton Hall Lane, NR8 6DP	
ii) 2025/2790: 9-11 Drayton High Road – Works to TPO trees	
iii) 2025/2654: 29 Littlewood, NR8 6FB – Works to TPO trees	
iv) 2025/2657: Land North of Drayton High Road, East of Sidney Bunn Way – Approval of Condition Details	
v) 2025/2531: Land between Fir Covert Road and Reephams Road Breck Farm Lane Taverham (Submission of reserved matters pursuant to outline planning permission 20220455).	
vi) 2025/2846: Drayton and St Faiths Medical Practice, NR8 6EE	
b) To note planning decisions by Broadland District Council as follows:	
i) 2025/2212: 69 Hall Lane, NR8 6DP (Works to TPO trees) – Approval in part, refusal in part (Delegated)	
ii) 2025/2213: 12 Winners Walk, NR8 6YP – Approval with Conditions (Delegated)	

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- iii) **2025/2150:** 38 George Drive, NR8 6DU – Approval with Conditions (Delegated)
- iv) **2025/2226:** 9 Fairview Close, NR8 6RT – Approval with no Conditions (Delegated)
- v) **2025/2304:** Millhouse – 188 Drayton High Road (Works to TPO trees) – Approval with Conditions (Delegated)
- vi) **2025/2722:** Land North of Drayton High Road, East of Sidney Bunn Way (Works to TPO trees) – Approval with Conditions (Delegated)
- vii) **2025/2483:** Land North of Drayton High Road, East of Sidney Bunn Way (Works to TPO trees) – Approval with Conditions (Delegated)
- viii) **2025/1364:** 55 Carter Road, NR8 6DY – Approval with Conditions (Delegated)

7. FINANCIAL MATTERS

- a) To receive bank reconciliation for approval. **14-15**
- b) To receive list of receipts and approved payments for September 2025. **16-20**
- c) To receive list of payments for authorisation. **21-22**

8. FINANCE & GENERAL PURPOSES COMMITTEE

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

9. PLAYING FIELDS & PROPERTY COMMITTEE

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

10. ENVIRONMENT & HIGHWAYS COMMITTEE

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

11. STAFFING COMMITTEE

- a) To receive minutes of the Committee held on 4th September 2025. **23-25**
- b) To consider recommendation to adopt Lone Working Policy and Risk Assessments as presented for approval. **26-37**

12. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) To note correspondence received from Norfolk County Council and Broadland District Council regarding Local Government Reorganisation for information. **38-41**
- b) To consider grant application from Drayton Drewray Relief in Need Charity. **42-45**
- c) To consider appointment of Cllr. R. Turner to Finance & General Purposes Committee. **46**
- d) To note correspondence received on behalf of Cornerstone Telecommunications and consider a response. **47-55**
- e) To note correspondence received from Transport Made Simple and consider a response. **56**
- f) To note correspondence received from NCC Flood and Water Management Team and consider a response. **57-74**

13. EXCHANGE OF INFORMATION

- a) To note any other matters raised.

14. UPCOMING MEETING DATES

- a) Finance & General Purposes Committee Thursday 30th October 2025.
- b) Environment & Highways Committee Thursday 6th November 2025.
- c) Parish Council Meeting Thursday 13th November 2025.

DRAYTON PARISH COUNCIL

Paper	DPC2a: Declarations of Interest.
Meeting	Council
Date	9 th October 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

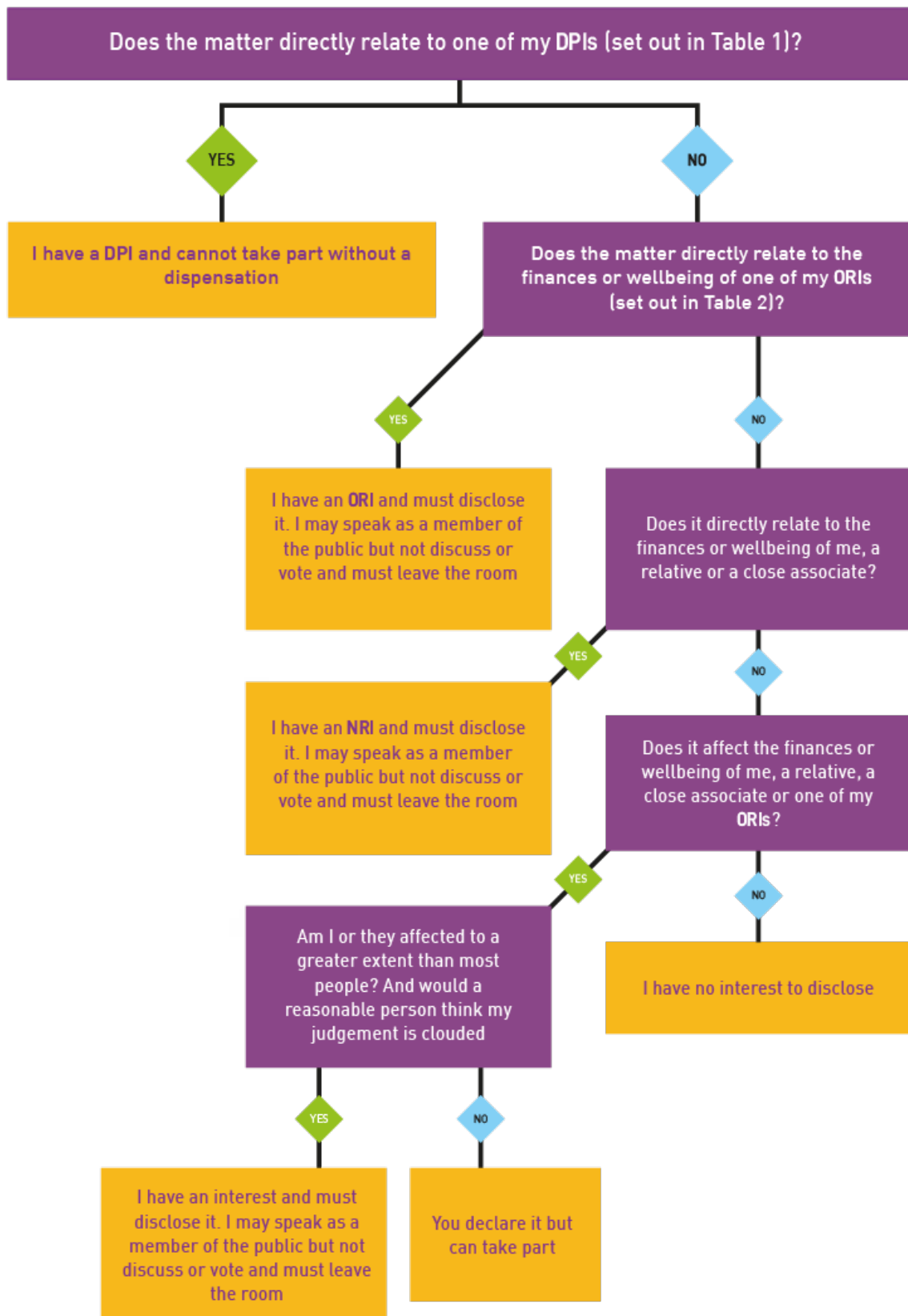


Table 1: Disclosable Pecuniary Interests

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

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

DRAYTON PARISH COUNCIL

Paper	DPC3a: To receive minutes for approval.
Meeting	Council
Date	9 th October 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 Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul 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 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

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DRAYTON PARISH COUNCIL

Paper	DPC5a: To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	9 th October 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 date2. The minute reference3. The agenda item4. The resolution5. Status update <p>The Clerks Report on Council matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p>	
Recommendation	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
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.	Complete: Policy uploaded to Council website.
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.	Complete: Policy 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.	Complete: Policy 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.	Complete: Policy 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.	Complete: Policy 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 took place 23rd September. Awaiting permissions from land owner to film car park.
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.	Complete: Policy 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 to NCC.
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.	Complete: Quote accepted, delivery of new printer and collection of printer carried out on Monday 29th September.
11.09.2025	3a)	To receive minutes of the meeting of the Council held on 14th August 2025 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chair.	Complete: Minutes uploaded to Council website.
11.09.2025	6a)	To consider response to planning applications	Council AGREED to submit no comments.	Complete: No further action required.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
11.09.2025	9b)	To consider recommendation to cease charging VAT on sporting fees	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.	Complete: Hire charge schedule to be considered at the next meeting of PFP.
11.09.2025	9c)	To consider recommendation to adopt Illegal & Unauthorised Encampment Policy as presented	Council AGREED to adopt the Illegal & Unauthorised Encampment Policy as presented.	Complete: Policy uploaded to Council website.
11.09.2025	12c)	To note unauthorised installation of flags on Parish Council owned streetlights and consider a response.	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.	Complete: Contractor notified 25th September 2025. No further flags reported.

DRAYTON PARISH COUNCIL

Paper	DPC7a: To receive Bank Reconciliation for approval.
Meeting	Council
Date	9 th October 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>The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly.</p> <p>Per section 2.6 of the Council's adopted Financial Regulations, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts and will sign and date the reconciliations quarterly for reporting to the Finance & General Purposes Committee.</p>	
Recommendation	
Council is asked to receive the bank reconciliation for approval.	

Drayton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		1,118,311.56
	ADD Receipts 01/04/2025 - 30/09/2025		274,925.89
	SUBTRACT Payments 01/04/2025 - 30/09/2025		1,393,237.45
			122,148.03
	Cash in Hand 30/09/2025 (per Cash Book)		1,271,089.42
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Unity Trust Bank 30/09/2025	184,947.89	
	Unity Trust Bank - Instant Access (l 30/09/2025	644,584.79	
	BDC Parish Deposit Scheme 30/09/2025	95,593.62	
	Cambridge Building Society 30/09/2025	128,471.14	
	Nationwide Instant Saver Issue 8 30/09/2025	129,550.21	
	Skipton Community Saver 10 A 30/09/2025	87,941.77	
	Credit Card 30/09/2025	0.00	
			1,271,089.42
	Less unrepresented payments		
			1,271,089.42
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,271,089.42
	A = B Checks out OK		

DRAYTON PARISH COUNCIL

Paper	DPC7b: To receive list of receipts and payments.
Meeting	Council
Date	9 th October 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 01-09-2025 and 30-09-2025)

2 October 2025 (2025-2026)

Cost Centre 1. Income

Code Number		10 Precept									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
41	19/09/2025			Unity Trust Bank		Precept	Broadland District Council	E	104,892.00		104,892.00
Subtotal for Code: Precept									£104,892.00		£104,892.00

Code Number		13 Income on Investment									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
42	30/09/2025			Unity Trust Bank - I		Interest paid on Bank Account	Unity Trust Bank	X	3,634.98		3,634.98
Subtotal for Code: Income on Investment									£3,634.98		£3,634.98

Code Number		55 3G Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
34	09/09/2025	2025-2026/154		Unity Trust Bank		3G Pitch Hire	Paul Atkins	S	268.33	53.67	322.00
35	08/09/2025	2025-2026/157		Unity Trust Bank		3G Pitch Hire	Stuart Brunton-Douglass	S	210.83	42.17	253.00
36	01/09/2025	2025-2026/139		Unity Trust Bank		3G Pitch Hire	Taverham Under 7's	S	67.08	13.42	80.50
37	09/09/2025	2024-2025/109		Unity Trust Bank		3G Pitch Hire	Paul Atkins	S	220.00	44.00	264.00
38	22/09/2025	2025-2026/163		Unity Trust Bank		3G Pitch Hire	Ashley Farrow	S	460.00	92.00	552.00
39	22/09/2025	2025-2026/166		Unity Trust Bank		3G Pitch Hire	Sean Middleton	S	191.67	38.33	230.00
40	30/09/2025			Unity Trust Bank		3G Pitch Bookings	Stripe	S	86.35	17.27	103.62
43	03/09/2025	2025-2026/162		Unity Trust Bank		3G Pitch Hire	Danni Birkin	S	76.67	15.33	92.00
Subtotal for Code: 3G Income									£1,580.93	£316.19	£1,897.12
Subtotal for Cost Centre: 1. Income									110,107.91	316.19	110,424.10

TOTALS	£110,107.91	£316.19	£110,424.10
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Listing of Payments in each Code for All Cost Centres
(Between 01-09-2025 and 30-09-2025)

Cost Centre 2. Finance & General Purposes

Code Number 27 Utilites & Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
221	16/09/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
222	16/09/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
223	16/09/2025	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
224	01/09/2025	29957		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	248.75	49.75	298.50
225	03/09/2025	811791247		Unity Trust Bank		Electricity Charges KGV	British Gas	L	151.86	7.59	159.45
229	30/09/2025	30407		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	199.00	39.80	238.80
230	23/09/2025	807047116		Unity Trust Bank		Electricity Charges LD	British Gas	L	112.54	5.62	118.16
Subtotal for Code: Utilites & Services									£724.51	£105.25	£829.76

Code Number 28 Handyman Equipment & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
214	16/09/2025	Credit Card		Credit Card		saw blades	B&Q	S	15.28	3.06	18.34
215	16/09/2025	Credit Card		Credit Card		Chisel Set	Toolstation	S	19.97	4.00	23.97
218	16/09/2025	Credit Card		Credit Card		Pest/Weed Killer	B&Q	S	16.67	3.33	20.00
Subtotal for Code: Handyman Equipment & Consu									£51.92	£10.39	£62.31

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
226	11/09/2025	50896		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
Subtotal for Code: Stationery & Software									£194.50	£38.90	£233.40

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
211	16/09/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
213	16/09/2025	None		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
219	16/09/2025	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
228	30/09/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	12.75		12.75
231	30/09/2025	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	0.30		0.30
Subtotal for Code: Bank Charges									£22.05		£22.05
Subtotal for Cost Centre: 2. Finance & General Purposes									992.98	154.54	1,147.52

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
200	11/09/2025	628		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
203	11/09/2025	648		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	969.50	193.90	1,163.40
Subtotal for Code: NCC Highways Verges									£1,939.00	£387.80	£2,326.80
Subtotal for Cost Centre: 3. Environment & Highways									1,939.00	387.80	2,326.80

Listing of Payments in each Code for All Cost Centres
(Between 01-09-2025 and 30-09-2025)

Cost Centre 5. Playing Fields & Property

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
220	16/09/2025	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E	1.49		1.49
						Subtotal for Code:	Sports Facilities		£1.49		£1.49

Code Number 501 Pavilion Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
217	16/09/2025	Credit Card		Credit Card		Toilet Consumables	Toolstation	S	33.03	6.61	39.64
						Subtotal for Code:	Pavilion Maintenance		£33.03	£6.61	£39.64

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
198	11/09/2025	620		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
201	11/09/2025	640		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,575.47	315.09	1,890.56
						Subtotal for Code:	Grounds Maintenance		£3,150.94	£630.18	£3,781.12

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
197	11/09/2025	5911		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	969.00	193.80	1,162.80
						Subtotal for Code:	Security		£969.00	£193.80	£1,162.80

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
199	11/09/2025	621		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
202	11/09/2025	641		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	352.52	70.50	423.02
						Subtotal for Code:	3G Surface Maintenance		£705.04	£141.00	£846.04
						Subtotal for Cost Centre:	5. Playing Fields & Property		4,859.50	971.59	5,831.09

Cost Centre 6. Staffing

Code Number 61 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
205	30/09/2025	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,182.26		1,182.26
206	30/09/2025	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
210	30/09/2025	None		Unity Trust Bank		Take-home pay	Staff	X	5,178.90		5,178.90
						Subtotal for Code:	Salaries		£6,747.26		£6,747.26

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
209	30/09/2025	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,518.14		1,518.14
						Subtotal for Code:	Employer Pension Contribution:		£1,518.14		£1,518.14

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
207	30/09/2025	None		Unity Trust Bank		Mileage & Allowance	Staff	X	235.56		235.56

Listing of Payments in each Code for All Cost Centres
(Between 01-09-2025 and 30-09-2025)

							Subtotal for Code:	Expenses/Mileage	£235.56	£235.56	
Code Number		602 Consultancy Services									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
227	08/09/2025	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
208	30/09/2025	None		Unity Trust Bank		ER NI	HMRC	X	824.43		824.43
							Subtotal for Code:	Employer NI Contributions	£824.43		£824.43
							Subtotal for Cost Centre:	6 Staffing	9,425.39	20.00	9,445.39
<hr/>											
Cost Centre	8. Earmarked Reserves										
Code Number		613 Longdale Pavilion Enhancement									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
212	16/09/2025	None		Credit Card		Soil Bin for LD	Kingfisher Direct	S	121.12	24.22	145.34
216	16/09/2025	Credit Card		Credit Card		Padlock for Soil Bin	Wickes	S	7.50	1.50	9.00
							Subtotal for Code:	Longdale Pavilion Enhancemen	£128.62	£25.72	£154.34
Code Number		8534 Projects									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
204	11/09/2025	50605		Unity Trust Bank		NHPlan Printing	Norwich Print Solutions	E	243.00		243.00
							Subtotal for Code:	Projects	£243.00		£243.00
							Subtotal for Cost Centre:	8. Earmarked Reserves	371.62	25.72	397.34
<hr/>											
TOTALS									£17,588.49	£1,559.65	£19,148.14

DRAYTON PARISH COUNCIL

Paper	DPC7c: To receive list of payments for authorisation.
Meeting	Council
Date	9 th October 2025
Author	Parish Clerk & RFO
Summary	
<p>Per 6.10 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council.</p> <p>The authorised schedule shall be initialled below the last item by the person Chairing the meeting.</p>	
Recommendation	
Council is asked to receive the list of payments for authorisation.	

Drayton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

2 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
237	Utiliites & Services	09/10/2025		Unity Trust Bank		External Auditors Fee	PKF Little John	S	630.00	126.00	756.00
233	Stationery & Software	09/10/2025		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	138.27	27.66	165.93
234	Member Training	09/10/2025		Unity Trust Bank		Whole Council Training	Norfolk Parish Training Sup	S	295.00	59.00	354.00
235	Street Lighting Maintenance	09/10/2025		Unity Trust Bank		Streetlighting Maintenance	T T Jones Electrical Ltd	S	106.69	21.34	128.03
232	Security	09/10/2025		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,020.00	204.00	1,224.00
236	Projects	09/10/2025		Unity Trust Bank		NHPlan Consultant	Collective Community Plan	S	1,250.00	250.00	1,500.00
238	Pitch Improvements	09/10/2025		Unity Trust Bank		Pitch Improvements	Garden Guardian Ltd	S	7,050.00	1,410.00	8,460.00
Total									10,489.96	2,098.00	12,587.96

DRAYTON PARISH COUNCIL

Paper	DPC11a: To receive minutes for information.
Meeting	Council
Date	9 th October 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 meeting of the Staffing Committee held on **Thursday 4th September, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

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

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence.

None.

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

None.

3. To receive minutes of the meeting of the Staffing Committee held on 22nd May 2025 for approval [Pg5-7].

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

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

None.

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

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

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

The Committee received the report with no further questions. It was noted that the CiLCA training would be considered further under item 13 of the agenda.

7. To consider budget proposals for 2025-26 financial year [Pg13-15].

The Committee **AGREED** to include the budget proposals as presented. It was noted there was no planned recruitment and that PPE could be included in Staffing Budget as needed.

8. To note the National Joint Council for Local Government Services Pay Agreement 2025 [Pg16].

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

9. To consider amendments to staff contracts and employment documents in line with recommendation from HR Consultant [Pg17-46].

The Committee **AGREED** the amendments to staff contracts as presented.

10. To review Lone Working Policy and Risk Assessment for recommendation for approval by Council [Pg47-57].

The Committee **AGREED** to recommend the Lone Working Policy and Risk Assessment as presented for approval by Council subject to including the rating wording in the Risk Assessment.

11. To note exchange of information.

None.

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

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

13. To receive update on staffing matters.

The Committee received a general update on staffing matters for all staff including wellbeing, work planning and capacity and training and development. Feedback was recorded in a separate report.

The Committee acknowledged the challenging workload for office staff and that the matter would be addressed as part of the upcoming annual appraisals including discussion of any agreed parameters for completing the CiLCA qualification.

It was noted that the annual appraisals for both the Deputy Clerk & Facilities Manager and Parish Clerk & RFO would be scheduled in time to be received at the next meeting of the Staffing Committee for consideration.

As part of the annual appraisal for the Deputy Clerk & Facilities Manager, the Committee noted it would be valuable to receive feedback on the new role including insight into the role itself, allocation of hours and an understanding of where time was spent.

It was noted that the volume of meetings in August could be reviewed for the 2026-27 meeting schedule to alleviate time pressures on staff and attendance by Council members.

14. To note the date and time of the next meeting is scheduled to take place on 20th November 2025 at 7pm at KGV.

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

Meeting Closed: 7:44pm

DRAYTON PARISH COUNCIL

Paper	DP11b: Lone Worker Policy
Meeting	Council
Date	9 th October 2025
Author	Parish Clerk & RFO
Summary	
<u>Background</u> At the September 2025 meeting, the Staffing Committee considered the draft Lone Worker Policy provided by the Council's HR Consultant Personnel Advice & Solutions Ltd. The Policy was reviewed per the 2025-26 Document Review Schedule and the Committee agreed to recommend the attached Lone Worker Policy and Risk Assessments as presented for approval by Council.	
<u>For Information</u> The policy will replace the existing Lone Working Policy in order to ensure Council's compliance under the terms of service with Personnel Advice & Solutions Ltd.	
Recommendation	
Council is asked to consider the recommendation of the Staffing Committee to adopt the Lone Worker Policy and Risk Assessments as presented for approval.	



LONE WORKING POLICY

Drayton Parish Council

Version 1.0

Approval Date:	October 2025	Approval Route:	Council
Review Date:	+4 years	Document Holder:	Staffing Committee

Document Change History

This is version 1.0 of the Lone Working 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 September 2025	
Ref.	Change

LONE WORKING POLICY

The following policy is provided by Personnel Advice & Solutions Ltd. and adopted by Drayton Parish Council under Terms of Service.

The Council's lone workers fall into the following two groups:

1. People in fixed establishments where:
 - Only one person works on the premises, e.g. the Council Offices.
 - People work separately from others.
 - People work outside normal hours.
2. Mobile Workers working away from their fixed base:
 - Service workers, e.g. cemeteries, parks, street cleaning.

Safe working arrangements for lone workers

Risks assessments are conducted for routine activities which involve workers who work alone.

The Risk Assessments will address:

1. Can the risks of the job be adequately controlled by one person?
 - Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
 - Can all plant, substances and goods involved in the work be safely handled by one person?
 - Is there a risk of violence?
 - Are women especially at risk if they work alone?
 - Are young workers especially at risk if they work alone?
2. Is the person medically fit and suitable to work alone?
3. What training is required to ensure competency in safety matters?
4. How will the person be supervised?
 - Supervisors periodically visiting and observing people working alone?
 - Regular contact between the lone worker and supervisor using either a telephone or radio?
 - Automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff?
 - Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity?
 - Checks that a lone worker has returned to their base or home on completion of a task.
5. What happens if a person becomes ill, has an accident, or there is an emergency?
 - Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.
 - Occasionally risk assessment may indicate that lone workers need training in first aid.

DRAYTON PARISH COUNCIL

LONE WORKER RISK ASSESSMENT (OFFICE STAFF)

Description of Work Activity

Office staff may occasionally work alone in the parish council office, outside of normal working hours or when colleagues are absent. Lone working may occur during evenings or when carrying out administrative duties without supervision.

Control Measures for Lone Workers

- Lone working permitted only where risks are minimal and controls are in place.
- Staff must notify nominated contact of when they expect to be in and when they leave the office.
- Staff must have access to a mobile phone and keep it charged and nearby.
- Office doors remain locked when working outside of public office hours.
- Staff must not undertake high-risk activities (working at height, manual handling of heavy items, repairs) when working alone.
- Emergency procedures clearly displayed including fire exits, first aid, emergency contacts.
- Risks to be reviewed annually by Parish Clerk, or sooner if incidents or changes in working practices occur.

Emergency Arrangements

- In the event of serious illness or accident, lone worker to contact 999 immediately.
- Emergency contact list to be kept visible by phone.
- In the event of a fire, lone worker to exit immediately and report fire to emergency services.

DRAYTON PARISH COUNCIL**LONE WORKER RISK ASSESSMENT (OFFICE STAFF)**

Ref.	Hazard	Risk	Risk Assessment			Control Measure(s)
			Likelihood	Impact	Rating	
1.	Medical emergency or sudden illness.	No one available to assist in case of illness, fall or collapse.	2	4	Moderate	Staff have access to phones, emergency contact numbers displayed. Staff notify nominated person when finished working. Lone workers assessed as medically fit and suitable for lone working.
2.	Fire or evacuation.	Risk of injury if unable to exit safely or raise alarm.	2	4	Moderate	Fire exits kept clear, fire alarm tested, staff trained in evacuation. Emergency procedures clearly displayed.
3.	Personal safety/intruders.	Risk of verbal abuse, aggression, or assault if confronted by a member of the public.	2	2	Low	Office kept locked when closed to the public.
4.	Slips, trips and falls.	Risk of injury with no immediate help available.	2	2	Low	Housekeeping standards in place, floors kept clear, lighting adequate. Access to first aid kit.
5.	Stress and anxiety.	Feeling vulnerable, isolated or pressed when alone.	2	2	Low	Flexible working policy in place, ability to contact manager by phone/email.
6.	Use of equipment.	Risk of injury from equipment use with no one to assist.	1	2	Very Low	All equipment PAT tested annually, no high-risk machinery used. Hazardous tasks avoided when working alone.

DRAYTON PARISH COUNCIL**LONE WORKER RISK ASSESSMENT (OFFICE STAFF)**

Risk Assessment Review				
Date	Assessment Carried out by	Recommendations/Further action required	Action Status	Next Assessment Date

DRAYTON PARISH COUNCIL

LONE WORKER RISK ASSESSMENT (OFFICE STAFF)

Risk Matrix		IMPACT			
		<i>How severe would the outcomes be if the risk occurred?</i>			
		1 Insignificant	2 Minor	3 Major	4 Severe
LIKELIHOOD <i>What is the probability the risk will happen?</i>	4 Almost Certain	Moderate	Moderate	Very High	Very High
	3 Likely	Low	Moderate	High	Very High
	2 Unlikely	Very Low	Low	Moderate	Moderate
	1 Rare	Very Low	Very Low	Low	Moderate

Description of Work Activity

The Parish Ranger undertakes maintenance, inspection and repair duties across different parish sites, often working alone. Activities include grounds maintenance, litter picking, minor repairs, play equipment inspections, and general site upkeep.

Control Measures for Mobile Workers

- Lone working permitted only where risks are minimal and controls are in place.
- No high-risk activities undertaken when working alone (e.g. working at height).
- Nominated person contacted by family member if not returned home.
- Must carry a mobile phone and keep it charged and nearby at all times.
- High visibility clothing must always be worn when working near roads or public spaces.
- PPE must be worn as required.
- No engagement in public disputes, withdraw from situations if threatened and contact police if necessary.
- First aid kit to be carried in work vehicle and/or on site at all times.
- Work to be postponed in severe weather conditions.
- Risks to be reviewed annually by Parish Clerk, or sooner if incidents or changes in working practices occur.

Emergency Arrangements

- In the event of serious illness or accident, lone worker to contact 999 immediately including What3Words for accuracy.
- Emergency contact list held in phone.
- Report all incidents, near misses or hazards to Clerk as soon as possible.

DRAYTON PARISH COUNCIL**LONE WORKER RISK ASSESSMENT (MOBILE WORKERS)**

Ref.	Hazard	Risk	Risk Assessment			Control Measure(s)
			Likelihood	Impact	Rating	
1.	Medical emergency or sudden illness.	No one available to assist in case of illness, fall or collapse.	2	4	Moderate	Access to mobile phone, emergency contact numbers saved. Nominated person contacted by family member if not returned home. Lone workers assessed as medically fit and suitable for lone working.
2.	Weather conditions.	Heatstroke, dehydration, hypothermia.	2	4	Moderate	Weather appropriate PPE provided and worn, water carried, flexible working in extreme conditions, day-to-day work in daylight hours.
3.	Contact with public/anti-social behaviour	Risk of verbal abuse, aggression, or assault if confronted by a member of the public.	2	2	Low	Mobile phone provided and charged in case of emergency.
4.	Slips, trips and falls.	Risk of injury with no immediate help available.	2	2	Low	Protective footwear provided, access to first aid kit at all times, flexible working in extreme weather conditions.
5.	Working near roads/traffic.	Risk of being struck by vehicles.	2	2	Low	High-visibility clothing provided and worn, traffic management systems in place as required.

DRAYTON PARISH COUNCIL**LONE WORKER RISK ASSESSMENT (MOBILE WORKERS)**

Ref.	Hazard	Risk	Risk Assessment			Control Measure(s)
			Likelihood	Impact	Rating	
6.	Use of hand tools and power tools.	Cuts, lacerations, noise-induced hearing loss, flying debris.	2	2	Low	All equipment PAT tested annually, tools checked before use, no high-risk machinery used, PPE provided.
7.	Manual handling.	Strain injuries, back pain, musculoskeletal injuries.	2	2	Low	Manual handling training, use of correct equipment for the task.

Risk Assessment Review				
Date	Assessment Carried out by	Recommendations/Further action required	Action Status	Next Assessment Date

DRAYTON PARISH COUNCIL
LONE WORKER RISK ASSESSMENT (MOBILE WORKERS)

Risk Matrix		IMPACT			
		<i>How severe would the outcomes be if the risk occurred?</i>			
		1 Insignificant	2 Minor	3 Major	4 Severe
LIKELIHOOD <i>What is the probability the risk will happen?</i>	4 Almost Certain	Moderate	Moderate	Very High	Very High
	3 Likely	Low	Moderate	High	Very High
	2 Unlikely	Very Low	Low	Moderate	Moderate
	1 Rare	Very Low	Very Low	Low	Moderate

DRAYTON PARISH COUNCIL

Paper	DPC12a: Correspondence regarding Local Government Reorganisation.
Meeting	Council
Date	9 th October 2025
Author	Parish Clerk & RFO
Summary	
<u>Norfolk County Council Update</u> On 12 th September, Council received the attached correspondence for information notifying members that Norfolk County Council's business case for creating one council for Norfolk had been published. <u>For information</u> Norfolk County Council's cabinet on 25 th September 2025 agreed to submit a business case which details how a single council for Norfolk would save £39.8 million per year and deliver the biggest benefits. The decision came after the case was discussed by full council, earlier the same day. For more information please visit https://www.norfolk.gov.uk/article/67898/Local-government-reorganisation <u>Broadland District Council Update</u> On 29 th September, Council received the attached correspondence for information notifying members that at Full Council on 18 th September it was agreed to submit to government the case for a 3 Unitary Norfolk. For more information please visit https://www.futurenorfolk.com/	
Recommendation	
Council is asked to note the update from each authority for information.	



Ref TMC/LGR

All Norfolk Town & Parish Councils
By Email

12 September 2025

To Norfolk Town & Parish Councils

As you know, the Government has asked councils across the country to put forward proposals for Local Government Reorganisation, to create simpler, more sustainable structures. I am writing to let you know that today we are publishing our business case for creating **one council for Norfolk** – a council that is: ***Strong where it counts, local where it matters.***

We have been clear from the start that we want to do what is right for Norfolk. We did not start with a preferred solution in mind and instead have been guided by the data and evidence. We have listened carefully to the voices of the people who know Norfolk the best – those who live and work here.

I want to thank you for the valuable engagement from parish and town councils that has helped to shape our proposals so far.

Our case highlights the benefits of a single council for Norfolk – including:

- Saving **£39.8 million per year**, compared to the current eight councils – money that can be invested in improving services
- **Removing duplication and joining up services** that are currently divided between councils, such as adult social services and housing
- **Avoiding the risk of splitting up crucial, county-wide services** such as adult social care, children's services and highways
- Being in a **strong position to boost Norfolk's economy**, by having a plan for the whole county.

Crucially, it also sets out a **prospectus for a new relationship with parish and town councils**, recognising the vital role you play as trusted local representatives in your communities.

Through our recent engagement, you told us you want:

- greater local influence,
- opportunities for more collaborative working,
- the ability to take on local assets and services where it suits your needs and capacity, and
- clear consistent channels of communication.

Our proposals respond to that by offering:

- **Clear local choices** – a consistent menu of options for taking on community assets (such as green spaces, community centres or car parks) and services (such as grass cutting, local transport or climate projects) where you choose to.
- **Support and flexibility** – practical help with transfers happening when councils are ready and arrangements are financially sound.
- **Clustering and collaboration** – support for groups of councils to share ideas, services, and speak with a stronger voice, while protecting each parish's identity.
- **Guiding principles** – with a framework built on co-design, voluntary participation, financial sustainability and clear, transparent processes.

Our draft business case report will be considered by the council's strategic and corporate select committee at 10am on 22 September. You can read the report [here](#). The full council will discuss the report at 10am on 25 September, before the cabinet takes a final decision on the business case when it meets at 3pm on the same day.

Alongside our proposal, other councils in Norfolk are proposing plans for two or three new councils that will be submitted to Government. Before any decision is made on the future model for local government in Norfolk, the Government will run a consultation later this year. It will be an opportunity to put forward views and ensure Norfolk's future arrangements work well for everyone.

This is the most significant reform of local government in Norfolk for half a century – and a chance to build something new and better.

We will continue to keep you informed and involved as the plans develop.

Yours sincerely



Tom McCabe
Chief Executive

For further details of our proposals, please see www.norfolk.gov.uk/onecouncil.

From: Emma Hodds
To: Sinead Carey; Megan Greenwood Mace
Subject: Broadland DC submits a three unitary proposal
Date: 29 September 2025 13:10:44
Attachments: Outlook-One Team B.png
Outlook-Broadland.png
Outlook-Facebook L.png
Outlook-Twitter Lo.png
Outlook-South Norf.png
Outlook-Facebook L.png
Outlook-Twitter Lo.png
Outlook-Ukraine Fl.png
Outlook-One Team B.png
Outlook-Broadland.png
Outlook-Facebook L.png
Outlook-Twitter Lo.png
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Outlook-South Norf.png
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Outlook-Ukraine Fl.png

Dear All,

We wanted to share an important update regarding the submission of Broadland District Council's Unitary Proposal, at Full Council on 18 September it was agreed to submit to government the case for a 3 Unitary Norfolk.

You can find all the relevant details and information by clicking on the link below.

[Agenda for Broadland Council on Thursday, 18th September, 2025, 7.00 pm - South Norfolk and Broadland](#)

And in addition, information can be found on the Future Norfolk website@

[Future Norfolk - Future Norfolk](#)

Government will be receiving submissions from all councils on the Priority Programme, and at the next Town & Parish Forum, we will provide you with an update on next steps.

Best wishes
Emma

Emma Hodds
Chief of Staff & Monitoring Officer
t 01508 533791 e emma.hodds@southnorfolkandbroadland.gov.uk



Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the [Horizon Centre](#). Find out how you can access our services by visiting our website or by calling us on 01508 533633
This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council and South Norfolk Council may be monitored.

DRAYTON PARISH COUNCIL

Paper	DPC12b: To consider application received for the Council's Grant Scheme.
Meeting	Council
Date	9 th October 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On 26th September 2025, Council received the attached grant application from Drayton Drewray Relief in Need Charity for consideration.</p> <p><u>Considerations</u></p> <p>Per the Council's adopted Grants Policy, successful grants will need to demonstrate the following:</p> <ul style="list-style-type: none">a. Show that the benefiting group or organisation is based within the parish or that it is constituted for the benefit of Drayton parishioners.b. The grant must go towards supporting or purchasing <i>one</i> of the following:<ul style="list-style-type: none">i. Purchasing equipment either in part or in full.ii. Funding transport to enable group members to partake in a group trip or outing.iii. For training activities, or to purchase the expertise of a trainer/facilitator.iv. Raising the profile of the group's work.v. Covering running costs of a viable group experiencing a period of hardship.vi. Hosting special events or celebrations.vii. Providing new or improving existing recreational facilities for which the Council is not currently responsible.	
Recommendation	
Council is asked to consider the award of funding for the grant application received.	

Annex A

To the Grants Policy
Dated October 2022

**DRAYTON PARISH COUNCIL
APPLICATION FOR A GRANT**

Name of Organisation or Group:	Status (Charity, trust, etc.)	
Drayton Drewray Relief in Need	Charity	
Address:		
16 The Shires, Drayton		
Postcode: NR8 6EX		
Telephone Number:	[REDACTED]	
Email Address:	[REDACTED]	
Lead Applicant Name:	Sharon Brett	
Amount requested:	£ 500	
Date of Application:	26/9/25	
Brief Description of Request:	The grant is for Public Liability Insurance for the Drayton Drewray Land owned by the charity. The positioning and accessibility of the land make it difficult to obtain any income from it. Therefore, is stopping us from carrying out the charity's duties.	
Account Name:	Drayton Drewray Relief in Need Charity	
Sort Code:	[REDACTED]	
Account:	[REDACTED]	
<i>For Office Completion</i>		
Application Status:	Date Received:	Approved / Declined

Full Parish Council Meeting Date:	
Comments on Decision (Including any conditions of award):	

Your Organisation

1. Describe the business of your organisation. Drayton Drewray Relief in Need Charity (Old fuel allotments)
2. How does your organisation benefit the people of Drayton? The land is open access and for the leisure of people of Drayton. If the insurance is funded then we can put that money towards a worthy project for the people of Drayton in line with the charity's constitution.

About your Request

3. What specifically are you applying for a grant for? To cover the costs of public liability insurance.
4. How will this item/activity/project etc. benefit the people of Drayton? It protects the trustees who are Drayton parishioners and allows us to move forward with the charities purpose to help the people in Drayton who are in need.
5. What need/demand is there for your proposed item/activity/project? The insurance has to be covered.

Funding

6. What are the costs associated with your item/activity project? £500
7. What are your other sources of funding for your item/activity/project? Our only current income is approx. £30 a year from shares.
8. Have you made an application elsewhere for funding for this item/activity/project? If so, what was the result? No
9. How are your group/organisation's activities ordinarily financed? By a decreasing pot of money from more affluent days prior to the building of the NDR.

Other Information

To support your application, where possible, please provide a copy of the following:

- Any permissions required for third party use (e.g., licences or land rent).
- A copy of your public liability cover.
- A recent copy of your group/organisation bank statements, income/expenditure sheet and/or balance sheet.
- Evidence showing you have sought to achieve best cost for you item/activity/project (e.g., multiple quotes).

For Applicant:

This form has been completed to the best of my knowledge. I consent to the information contained within and attached to this application being shared with the Councillors and Staff of Drayton Parish Council.

Print Name: Sharon Brett

Signature: 

Date Submitted: 26/9/2025

Please return form to:

Drayton Parish Council
King George V Playing Field
Drayton High Road
Drayton
Norwich
NR8 6AW

Email: clerk@draytonparishcouncil.gov.uk
Telephone: 01603 864492 / 07471 552906

DRAYTON PARISH COUNCIL

Paper	DPC12c: Committee Membership.
Meeting	Council
Date	9 th October 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Proposal</u></p> <p>Council is asked to consider the appointment of Cllr. R. Turner to the Finance & General Purposes Committee.</p> <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 members were invited to consider the appointment of any new members for each Committee at its September 2025 meeting.</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	
<p>Council is asked to consider the appointment of Cllr. R. Turner to Finance & General Purposes Committee.</p>	

DRAYTON PARISH COUNCIL

Paper	DPC12d: Correspondence from Cornerstone Telecommunications.
Meeting	Council
Date	9 th October 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On 1st October, Council received the attached correspondence regarding a proposed radio base station upgrade on Longdale to improve service coverage provision for Virgin Media/O2 UK Limited including better strength, capacity and speed.</p> <p>Council is asked to consider the proposal and submit any views before works proceed.</p> <p>The deadline for comments is 14th October 2025.</p>	
Recommendation	
Council is asked to consider the attached consultation and consider a response, if any.	

Our ref: CS 11647024

01 October 2025

Drayton Parish Council
King George V Playing Field
Drayton High Road
Norwich
NR8 6AW

Avison Young
6th Floor
11 York Street
Manchester
M2 2AW

By Email: office@draytonparishcouncil.gov.uk

Dear Sir/Madam,

PROPOSED BASE STATION UPGRADE AT SW ON LONG DALE, LONG DALE, TAVERHAM, NORWICH, NORFOLK NR8 6GY (NGRs: E 617590 / N 315090).

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing suitable sites in the Thorpe Marriott area for radio base stations that will improve service provision for VMO2 UK Limited. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone and VMO2 UK Limited are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of the operator's network improvement program, there is a specific requirement for a radio base station upgrade at this location to replace existing equipment with the latest technologies, which will improve existing coverage provisions for better signal strength, capacity and speed.


Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -

A number of options have been assessed in respect of the site search process and we consider the best solution is as follows:

CS 11647024 (Cornerstone, VMO2 UK Limited) - SW on Long Dale

Description of Development: Removal of the existing 15m mast, antennas, and 2 no. equipment cabinets, and installation of the new 20m mast, 9 no. antennas, 3 no. equipment cabinets and associated ancillary development.

This option has been selected following the operator's sequential approach to site selection whereby existing base stations have been reviewed in the first instance to explore upgrade opportunities that can improve coverage provisions to cater for current and future demands, prior to the exploration of alternative locations for new installations. As the proposed works involve the upgrade of an existing base station, it was therefore not necessary to identify alternative site options in accordance with the Code of Practice for telecommunications development as well as national and local planning policy.

As a licensed code operator, a minimalistic approach to design is adopted in every instance to ensure that the least impactful scheme is pursued to ensure the site's overall visual appearance is kept to a technical minimum whilst ensuring the technical objectives of the works remain achievable. Within the technical parameters of each site's requirements, the operator seeks to maintain the minimum level of equipment and scale of works as far as practicable.


The proposed works are minor and will be capable of assimilating into the surrounding environment. In this instance a replacement mast is required to provide sufficient support for the required upgrade technologies. A height increase of approximately 5 metres is required to ensure correct signal propagation towards the target coverage area as well as ICNIRP compliance. This proposed mast height and equipment have been kept to a technical minimum to preserve existing visual amenity whilst also ensuring the necessary upgrade objectives remain achievable. It is essential for the site's functionality that the antennas can be positioned at an adequate height above surrounding natural and built form to ensure correct signal propagation and intervening features such as trees and buildings can block signals. The replacement monopole and cabinets are sited within the similar equipment footprint, however, they will move slightly southwest along the grass verge. The proposed apparatus is positioned conscientiously in a seamless line of street furniture that maintains existing highway safety. The replacement pole will be painted light grey (RAL7035) and cabinets will be painted fir green (RAL6009) to match the same colour finish as the equipment currently in situ. Taken as a whole the works are capable of assimilating into the surrounding environment.

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

The proposed cabinets are positioned together within a consolidated footprint which demonstrates an efficient use of land space that enhances the site's simplicity and tidiness to minimise the overall visual impact.

Within the context of the immediate surroundings the extent of proposed changes would be nominally felt, thus preserving the existing character and setting of the surrounding area.

In accordance with planning legislation, the proposed scheme constitutes permitted development and does not require a prior approval/planning application to be submitted to the local planning authority however, a notification letter has been issued to inform them of the operator's intention to utilise permitted development rights for these works.

The Local Planning Authority must register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance has been included with the formal notification to the local planning authority.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS 11647024).

Yours faithfully,



Michal Laskowski MRTPI

Planner, Technology

+44 (0)1618198236 | Mobile +44 (0)7771732045

michal.laskowski@avisonyoung.com | avisonyoung.com

6th Floor, 11 York Street, Manchester M2 2AW

(for and on behalf of Cornerstone)

Enc. Drawings

In the first instance, all correspondence should be directed to the agent.


Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:

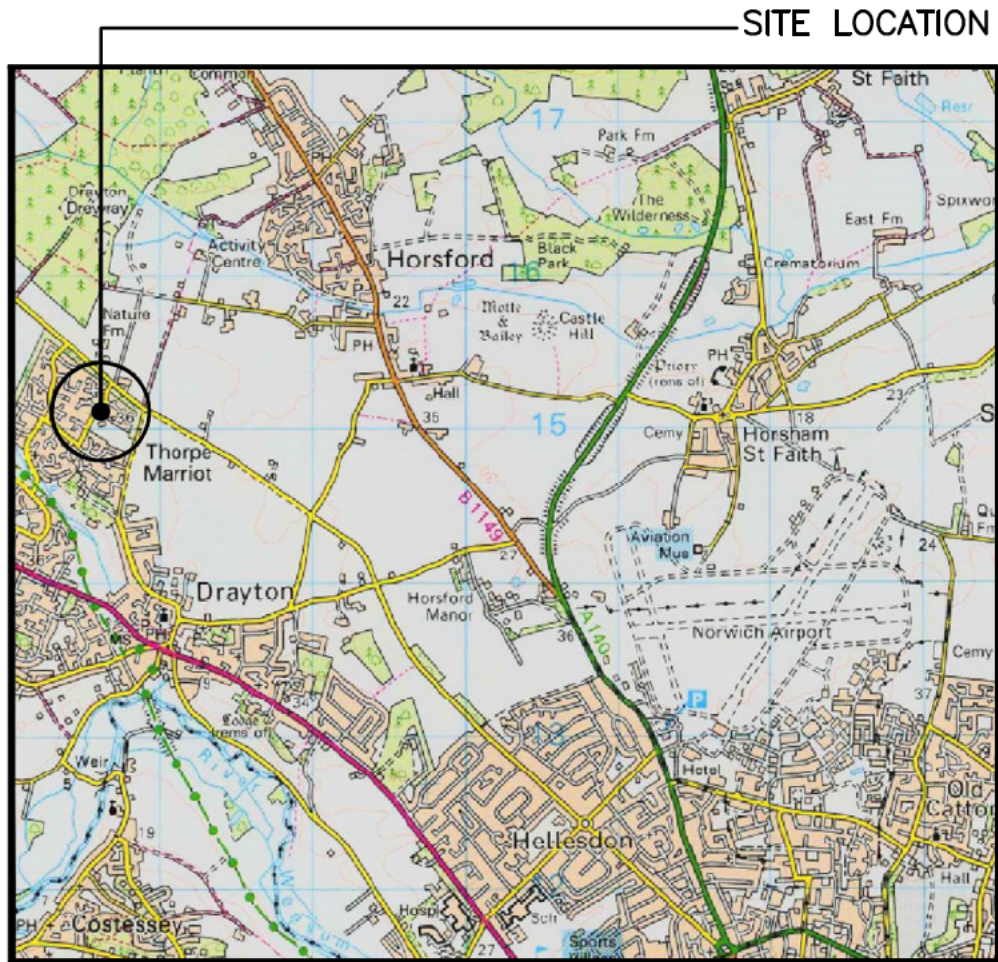
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.

Registered in England & Wales No. 08087551.

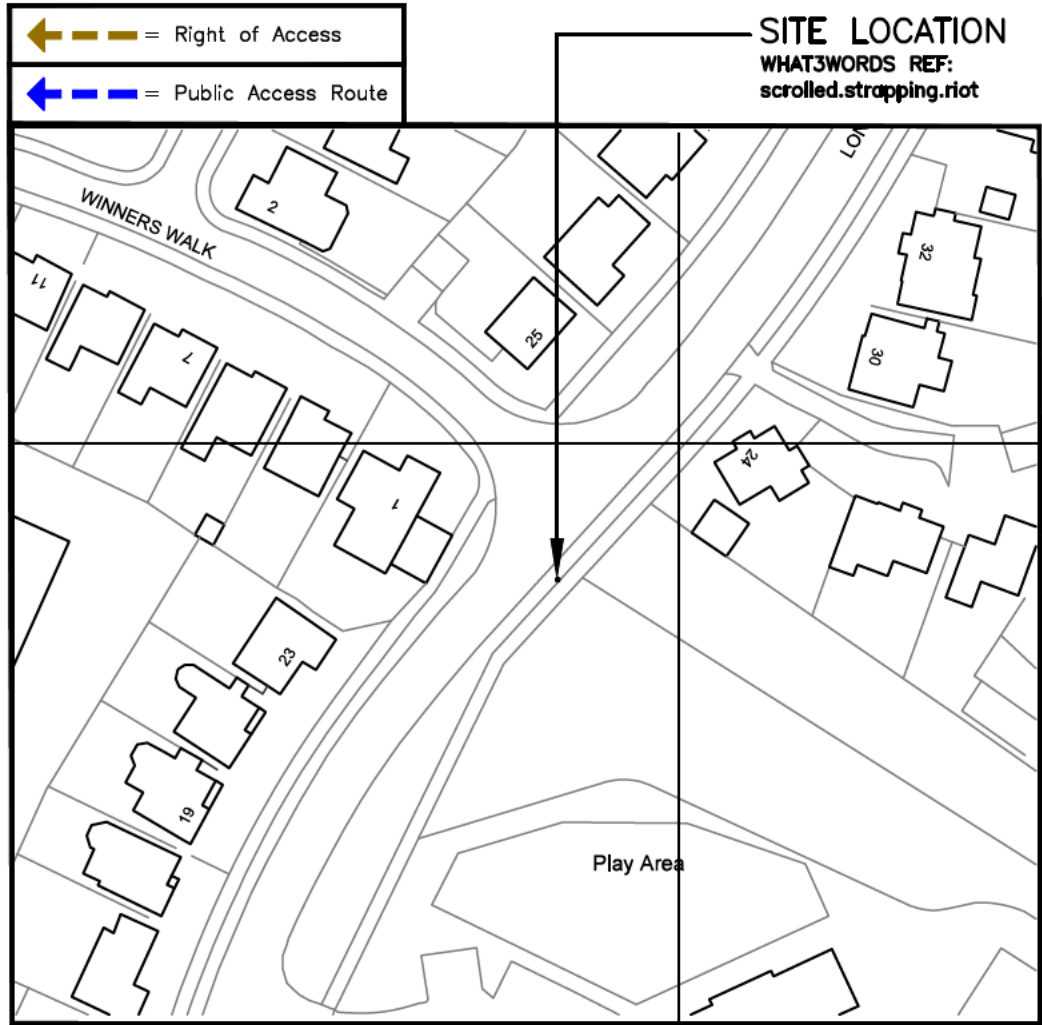
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

www.cornerstone.network

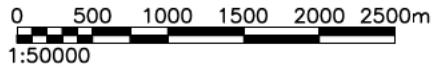


315100



617600

SITE LOCATION
(Scale 1:50000)



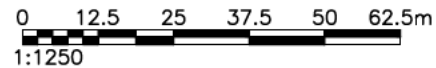
Ordnance Survey map extract based upon Landranger map series with the permission of the controller of His Majesty's Stationery Office Licence No. 100022432 Crown copyright.



SITE PHOTOGRAPH

DETAILED SITE LOCATION
(Scale 1:1250)

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ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E: 617590 | N: 315090

DIRECTIONS TO SITE:
HEAD SOUTHEAST ON FAKENHAM ROAD (A1067). TAKE THE 1ST LEFT ONTO FIR COVERT ROAD. TURN RIGHT AT REEPHAM ROAD. TURN RIGHT AT LONG DALE AND SITE WILL BE ON THE LEFT NEAR JUNCTION WITH WINNERS WALK SITUATED NEAR BT CABINETS, WOODEN BOLLARDS ON GRASS VERGE ADJACENT TO PATHWAY AND RESIDENTIAL HOUSING.

A	PLANNING ISSUE	CJ	RF	24.06.25
REV	MODIFICATION	BY	CH	DATE



Unit 27F-G, Hartlebury Trading Estate, Crown Lane, Hartlebury, Worcestershire, DY10 4JD



Cell Name		Opt.
SW ON LONG DALE		—

Cell ID No		
CSID	TEF	VF
116470	45296	N/A
Project No.	TM Cell ID	N/A
—	—	—

Site Address / Contact Details	
SW ON LONG DALE LONG DALE TAVERHAM NORWICH, NORFOLK NR8 6GY	

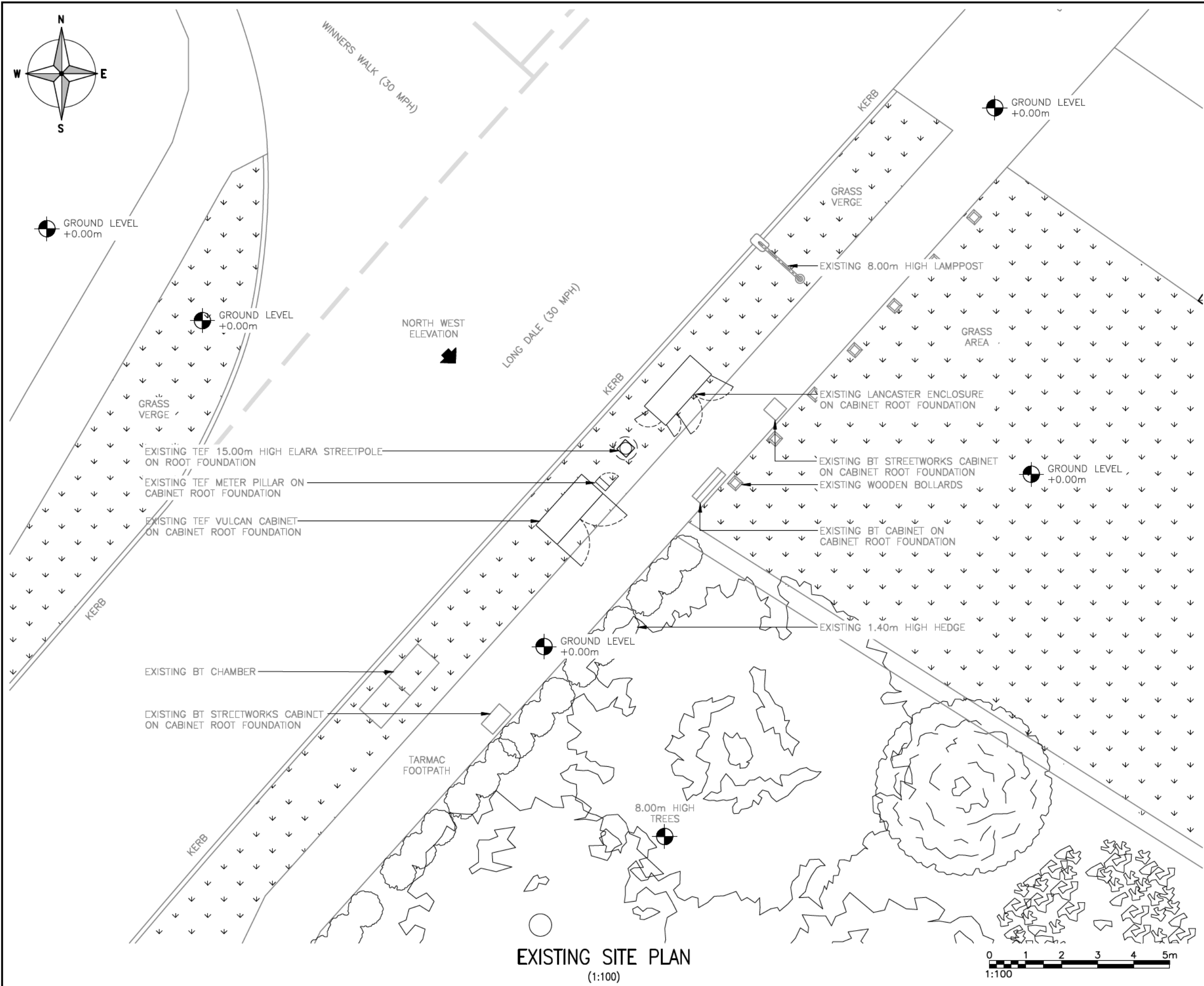
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Purpose of issue:	PLANNING	Dwg Rev:
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Drawing Number:	100	A
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Surveyed By:	AB	Original Sheet Size:	A3	Pack Issue:
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EXISTING SITE PLAN
(1:100)

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE


N.G.R

E: 617590


N: 315090

NOTES:

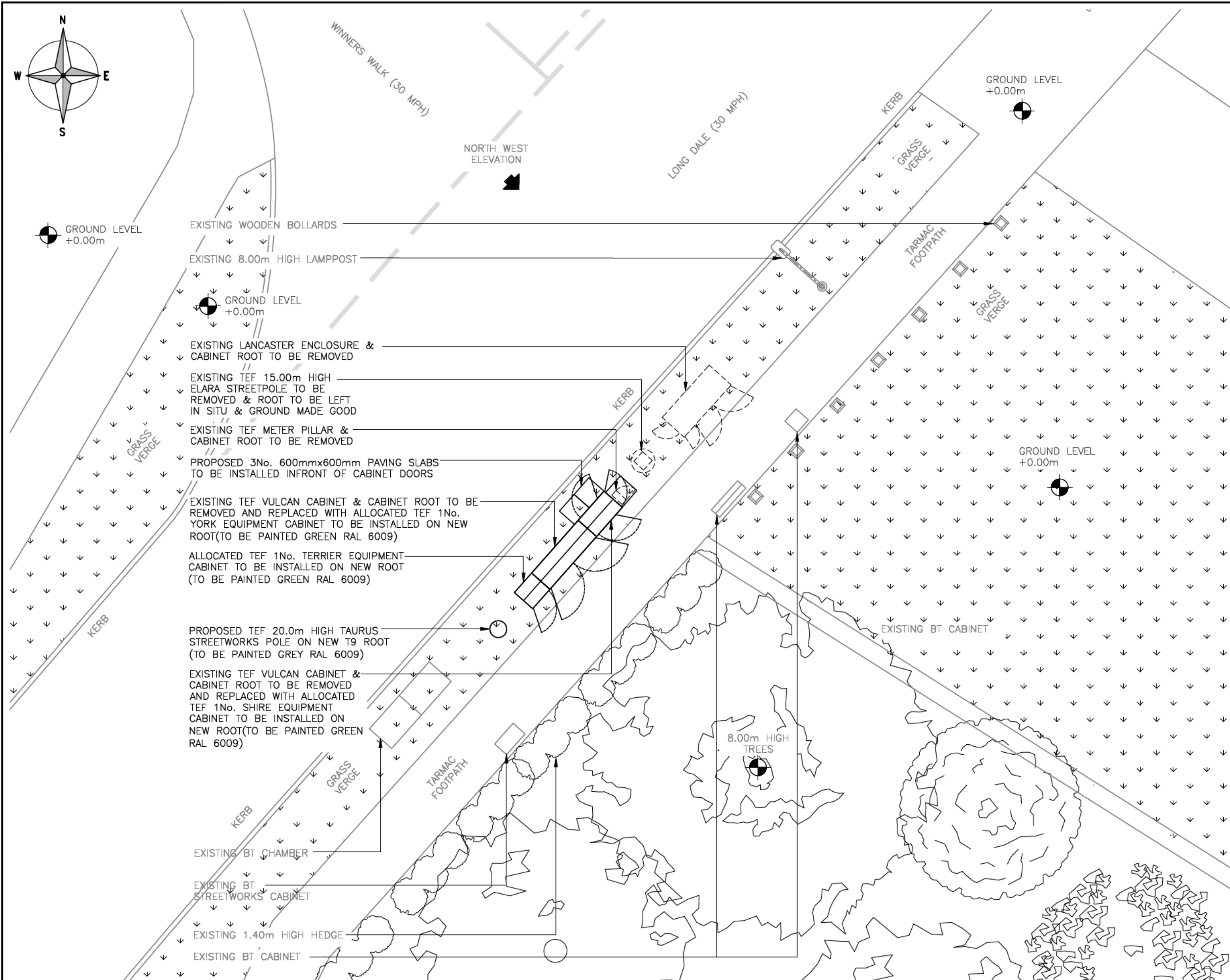
A	PLANNING ISSUE	CJ	RF	24.06.25
REV	MODIFICATION	BY	CH	DATE



Unit 27F-G, Hartlebury Trading Estate, Crown Lane, Hartlebury, Worcestershire, DY10 4JD



Cell Name			Opt.	
SW ON LONG DALE			-	
Cell ID No				
CSID	-	TEF	-	VF
116470	-	45296	-	N/A
Project No.	-	TM Cell ID	-	N/A
-	-	-	-	-
Site Address / Contact Details				
SW ON LONG DALE LONG DALE TAVERHAM NORWICH, NORFOLK NR8 6GY				
Drawing Title: EXISTING SITE PLAN				
Purpose of issue: PLANNING				Dwg Rev: A
Drawing Number: 200				Pack Issue: A
Surveyed By: AB		Original Sheet Size: A3		
Drawn: CJ	Date: 24.06.25	Checked: RF	Date: 24.06.25	



PROPOSED SITE PLAN
(1:100)

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE


N.G.R

E: 617590


N: 315090

NOTES:

A	PLANNING ISSUE	CJ	RF	24.06.25
REV	MODIFICATION	BY	CH	DATE



Unit 27F-G, Hartlebury Trading Estate, Crown Lane, Hartlebury, Worcestershire, DY10 4JD



Cell Name			Opt.	
SW ON LONG DALE			-	
Cell ID No				
CSID	-	TEF	-	VF
116470	-	45296	-	N/A
Project No.	-	TM Cell ID	-	N/A
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Site Address / Contact Details				
SW ON LONG DALE LONG DALE TAVERHAM NORWICH, NORFOLK NR8 6GY				
Drawing Title: PROPOSED SITE PLAN				
Purpose of issue: PLANNING				Dwg Rev: A
Drawing Number: 201				Pack Issue: A
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Drawn: CJ	Date: 24.06.25	Checked: RF	Date: 24.06.25	

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE


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NOTES:

A	PLANNING ISSUE	CJ	RF	24.06.25
REV	MODIFICATION	BY	CH	DATE

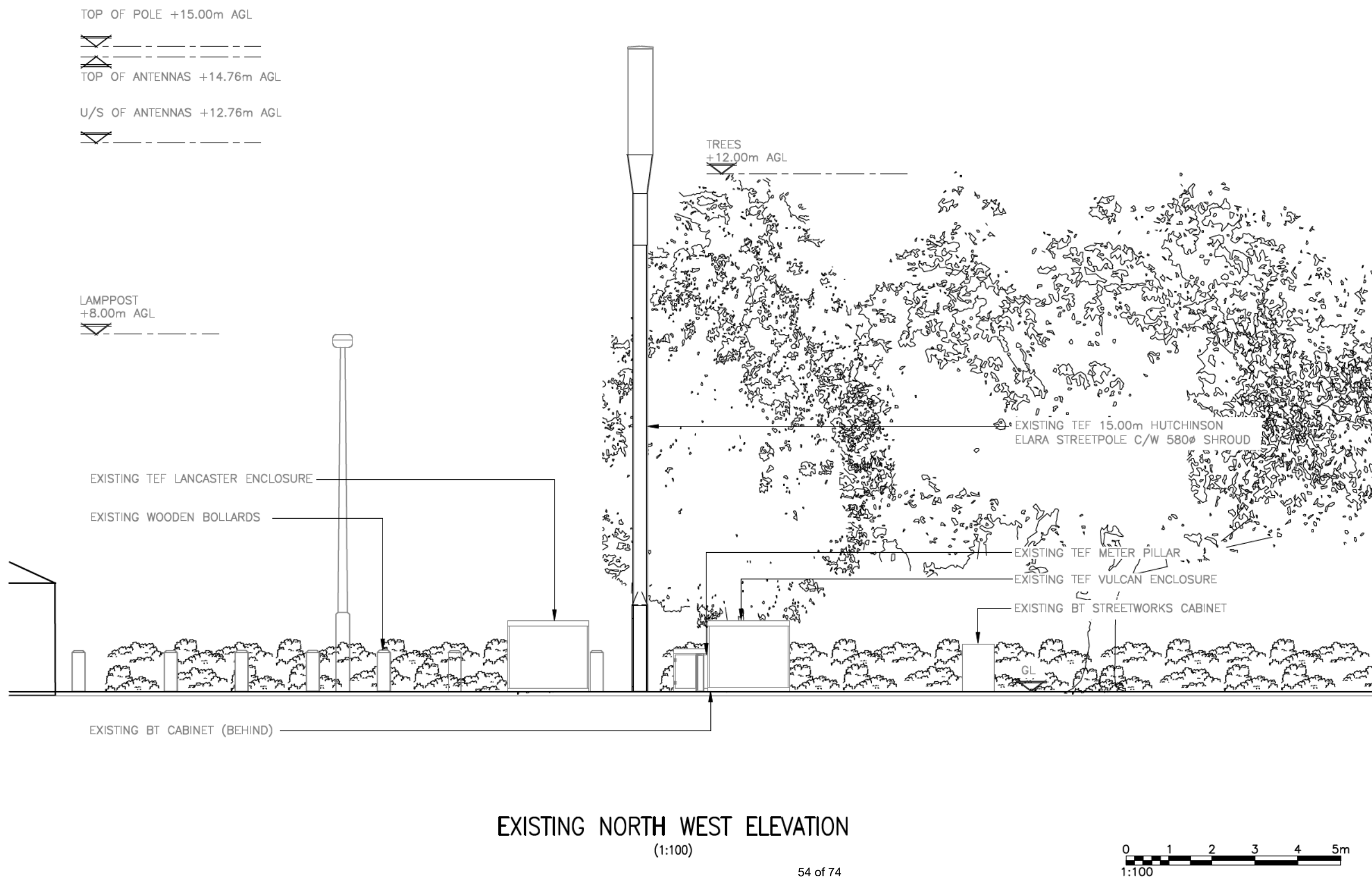


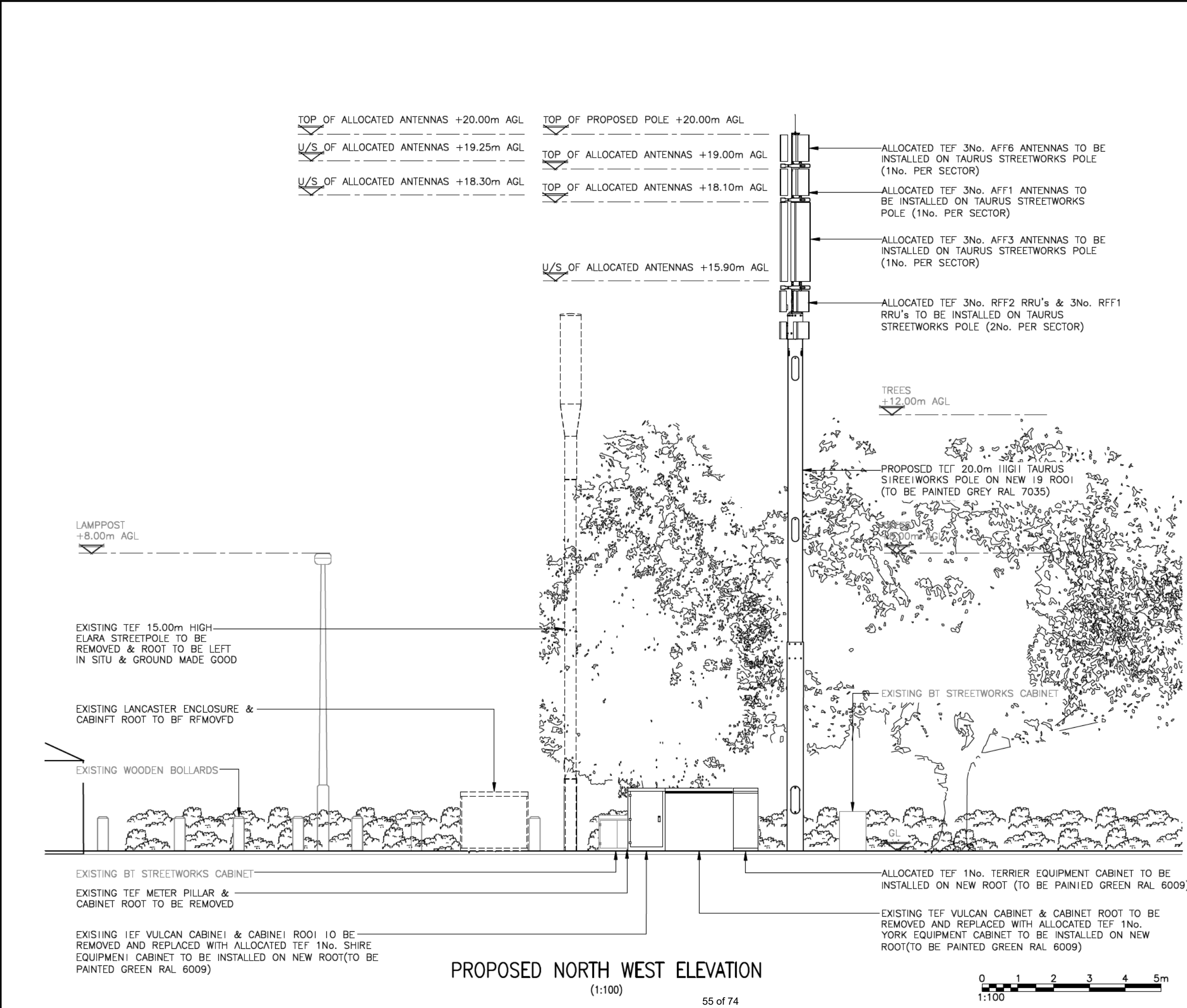
Unit 27F-G, Hartlebury Trading Estate, Crown Lane, Hartlebury, Worcestershire, DY10 4JD





Cell Name				Opt.
SW ON LONG DALE				-
Cell ID No				
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116470	-	45296	-	N/A
Project No.	-	TM Cell ID	-	N/A
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Site Address / Contact Details				
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Purpose of issue: PLANNING				Dwg Rev: A
Drawing Number: 300				Pack Issue: A
Surveyed By: AB		Original Sheet Size: A3		
Drawn: CJ	Date: 24.06.25	Checked: RF	Date: 24.06.25	

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ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE				
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NOTES:				
A	PLANNING ISSUE		CJ	RF 24.06.25
REV	MODIFICATION		BY	CH DATE
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Cell Name				Opt.
SW ON LONG DALE				-
Cell ID No				
CSID	-	TEF	-	VF
116470	-	45296	-	N/A
Project No.	-	TM Cell ID	-	N/A
-	-	-	-	-
Site Address / Contact Details				
SW ON LONG DALE LONG DALE TAVERHAM NORWICH, NORFOLK NR8 6GY				
Drawing Title: PROPOSED SITE ELEVATION				
Purpose of issue: PLANNING				Dwg Rev: A
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Surveyed By: AB		Original Sheet Size: A3		Pack Issue: A
Drawn: CJ	Date: 24.06.25	Checked: RF	Date: 24.06.25	A

DRAYTON PARISH COUNCIL

Paper	DPC12e: Correspondence from Transport Made Simple.
Meeting	Council
Date	9 th October 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On 1st October, Council received the following correspondence from Transport Made Simple, an independently owned provider of passenger transport services, confirming that an agreement had been reached with the Go-Ahead Group to acquire its Go East Anglia business.</p> <p>Council is asked to consider if it would like to arrange a conversation with Transport Made Simple, arrange to host a town hall with residents, or raise any hopes/concerns.</p> <p><i>Dear Parish/Town Clerk</i></p> <p><i>I'd like to share with you the news that Go East Anglia has been purchased by the Transport Made Simple Group, meaning that Konectbus will become a part of our group, alongside our existing brands Central Connect and Simonds that operate in this region.</i></p> <p><i>I would like to first reassure you that the vast majority of staff will be transferred over to Transport Made Simple, including all drivers and engineers. Konectbus will continue to trade under Konectbus Limited, and business will continue as usual, and services will continue to run as normal.</i></p> <p><i>As we work to integrate our networks together we want to build a better, passenger first network. This will be a two step process, in January 2026 we will make a series of changes to integrate services from all of our operators together, and to consolidate our new resources into a more sustainable network, and in the run up to Easter 2026 we will be refining this network based on an extensive consultation with our passengers, the key community anchors such as schools that we serve, and with elected officials like yourself.</i></p> <p><i>We know that the communities we serve know best how they can be served, which is exactly why we want to build our passenger first network around their ideas. If you would like to arrange a conversation with us, arrange to host us for a town hall with your residents, or raise any hopes/concerns, do not hesitate to reach out to me by email.</i></p> <p><i>As your contact at TMS I'm looking forward to working with you to deliver for your residents, I hope to see you and your community soon.</i></p> <p><i>Kind regards,</i></p> <p><i>Charlie Poulter.</i></p>	
Recommendation	
Council is asked to note correspondence received and consider a response.	

DRAYTON PARISH COUNCIL

Paper	DPC12f: Correspondence from NCC Flood and Water Management Team.
Meeting	Council
Date	9 th October 2025
Author	Parish Clerk & RFO
Summary	
<p><u>Background</u></p> <p>On 2nd October, Council received the following correspondence from Norfolk County Council's Flood and Water Management Team for consideration.</p> <p><i>I am contacting parish/town councils in Norfolk that have been affected by flooding. We are seeking your opinions on our existing Property Flood Resilience (PFR) schemes and how we as a Council look at options to mitigate flood risk.</i></p> <p><i>The current property flood resilience (PFR) process has been affected by the increased frequency of storm events, including Storm Babet, meaning resources were diverted to respond to flooding reports across the county. Norfolk County Council have taken steps to reduce any further delays by employing a dedicated Flood Risk Officer to deliver PFR schemes. However, there are areas within the process that we believe we can improve on. This engagement process will then in turn help us to review our current processes, with the aim to improve how we deliver these projects going forward.</i></p> <p><i>I have attached an information pack with further details and questions.</i></p>	
Recommendation	
<p>Council is asked to note correspondence received and consider a response to the attached questionnaire and any other comments for submitting to Norfolk County Council.</p>	



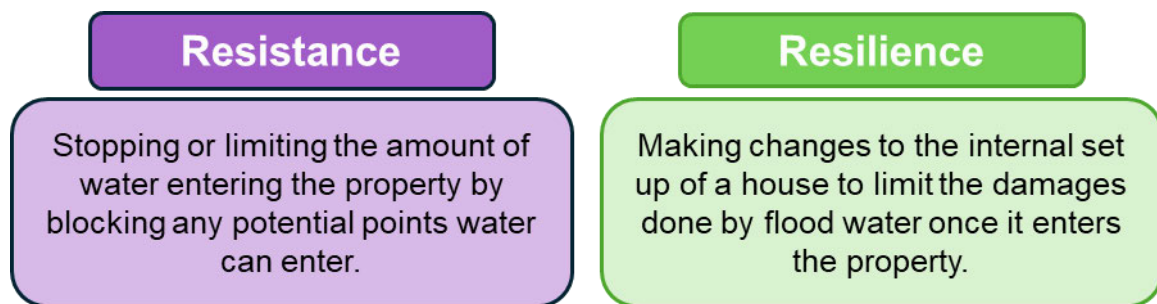
Property Flood Resilience: Engagement Pack



Background

What is Property Flood Resilience?

Property Flood Resilience (PFR) is a term that covers measures that adapt properties to cope with flooding and its effects. This can be separated into two approaches: resistance and resilience.



Resistance measures

Water can enter a property through any small opening or cavity. Therefore, having resistance measures installed at these openings will limit or stop flood water entering the property.

The below diagram shows the different points on a typical residential property that flood water could enter.

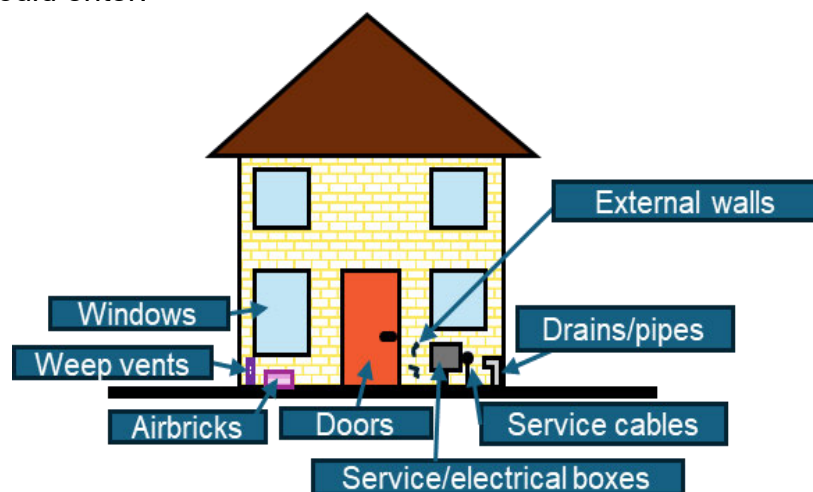


Figure 1: Examples of different water entry points into a building.

Flood resistance measures aim to prevent or reduce the amount of flood water that enters a property. The diagram overleaf has some different examples of resistance measures that can be installed into a property.

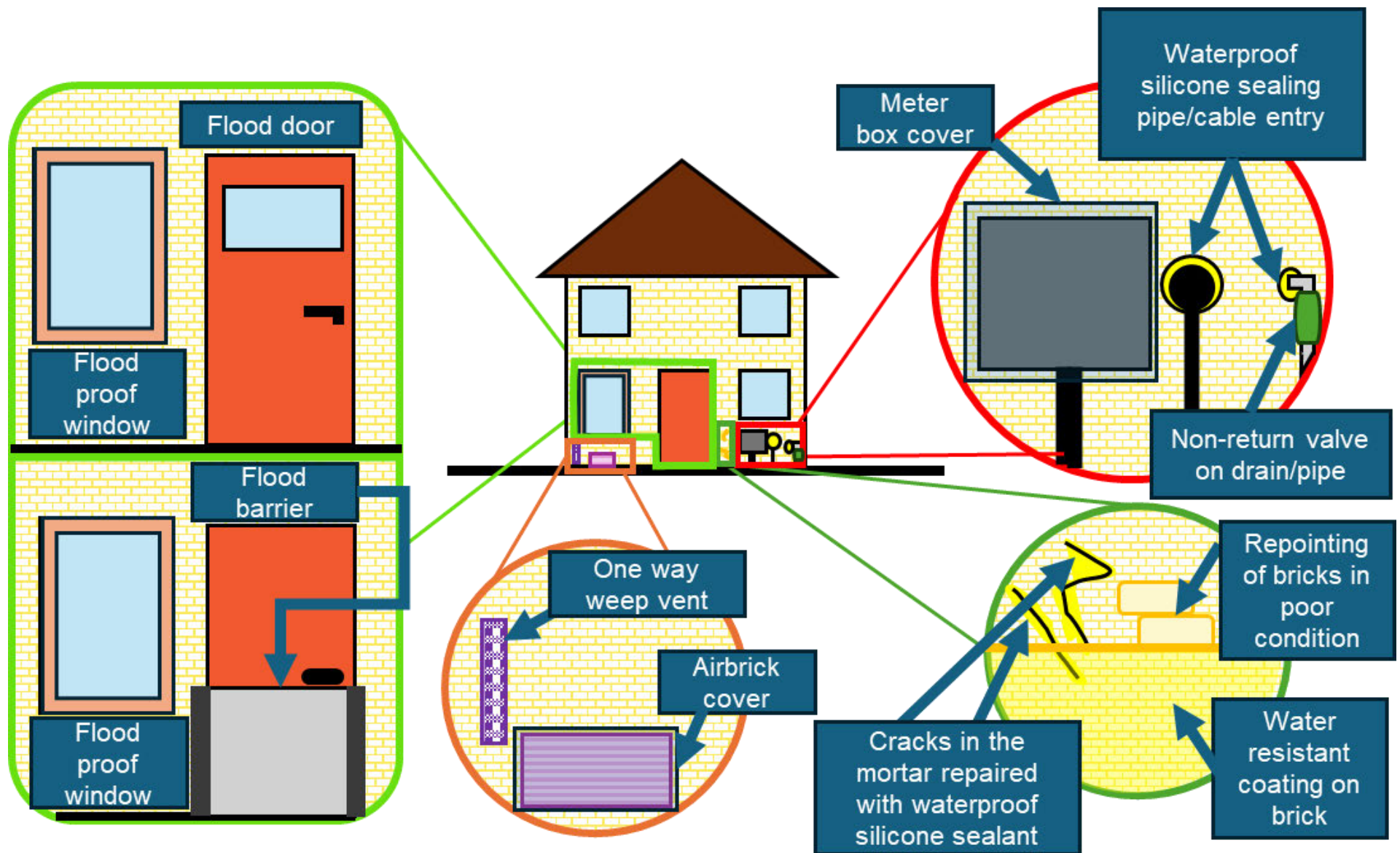


Figure 2: Examples of resistance measures that can be installed at a property. These measures stop water entering through the holes, entrances and/or gaps in the building.

Manual and passive resistance measures

Resistance measures can be divided into two categories based on how they are activated to defend your home from flooding. These are manual or passive measures.

A common entry point for water into a property is the door. A way to protect this entry point and stop water coming into the property can be to install a resistance measure. Two examples of resistance measures that can be installed here are a flood barrier (manual) or a flood door (passive). Figure 3 below shows both examples.

Manual measures require manual activation by a property owner to be deployed. These structures will need to be set up ahead of any potential flood event. An example would be flood barriers. A common type of flood barrier provides protection to a doorway by having boards that slot into rails attached to either the inside or outside of the door opening. The homeowner would have to be physically able and present to set this up before flooding occurs. Once the flooding has subsided, owners will need to clean, remove and store this barrier, as per the manufacturer's instructions.

On the other hand, passive measures do not require the homeowner to manually install it before each event and therefore can protect your home during periods where you may be away, or where the flood occurs too quickly to install measures. A flood door stops water entering the property. Most products on the market have a locking mechanism that seals the door when it is locked. This means every time the door is locked, the flood defence is active. This can be useful in times where the property owner may be away from home and flooding occurs.

If both measures are correctly maintained and installed, they would stop the water entering a property through the entrance, up to a depth of 600mm for most properties*.



Figure 3: Image of a flood door (on the left) and a flood barrier (on the right)

*Any height above 600mm would require a structural engineer to confirm if the property is able to withstand the increased depth and therefore pressure from the flood water.

The above are just a few examples of different products available for the different water entry points. Other entry points, such as airbricks, can be protected by either manual or passive PFR measures.

Resilience measures

The aim of flood resilience is to reduce the impact and damage of flood water once it enters a property. It does not necessarily stop the water entering but rather focusses on mitigating the impacts of flood water once inside the home.

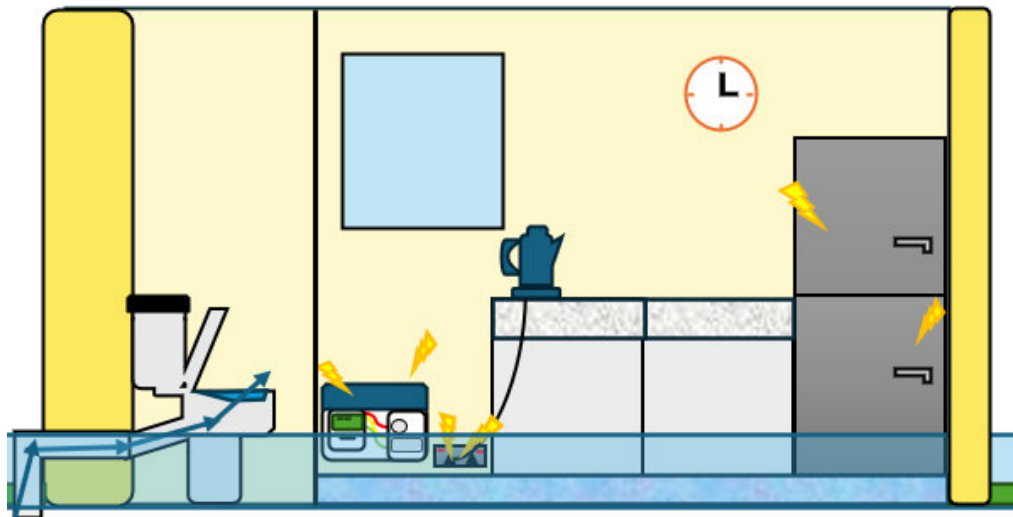


Figure 4: A diagram showing a house not fitted with resilience measures that has flooded. The electrical goods are damaged from the flood water. The flooring and walls are not flood water resilient. Water has also entered the property via the toilet.

These measures usually include replacing existing structures with water resistant materials and moving electrical wiring/goods above the height of flood water. This means should flooding occur and water enters the property, the damage and the time needed for the recovery and reoccupation of the property is minimised. Examples of resilience measures are shown in the diagram overleaf.

Whilst the risk of flooding cannot be fully removed, having PFR installed reduces the likelihood of a property being flooded and damages to properties if flooding does occur.

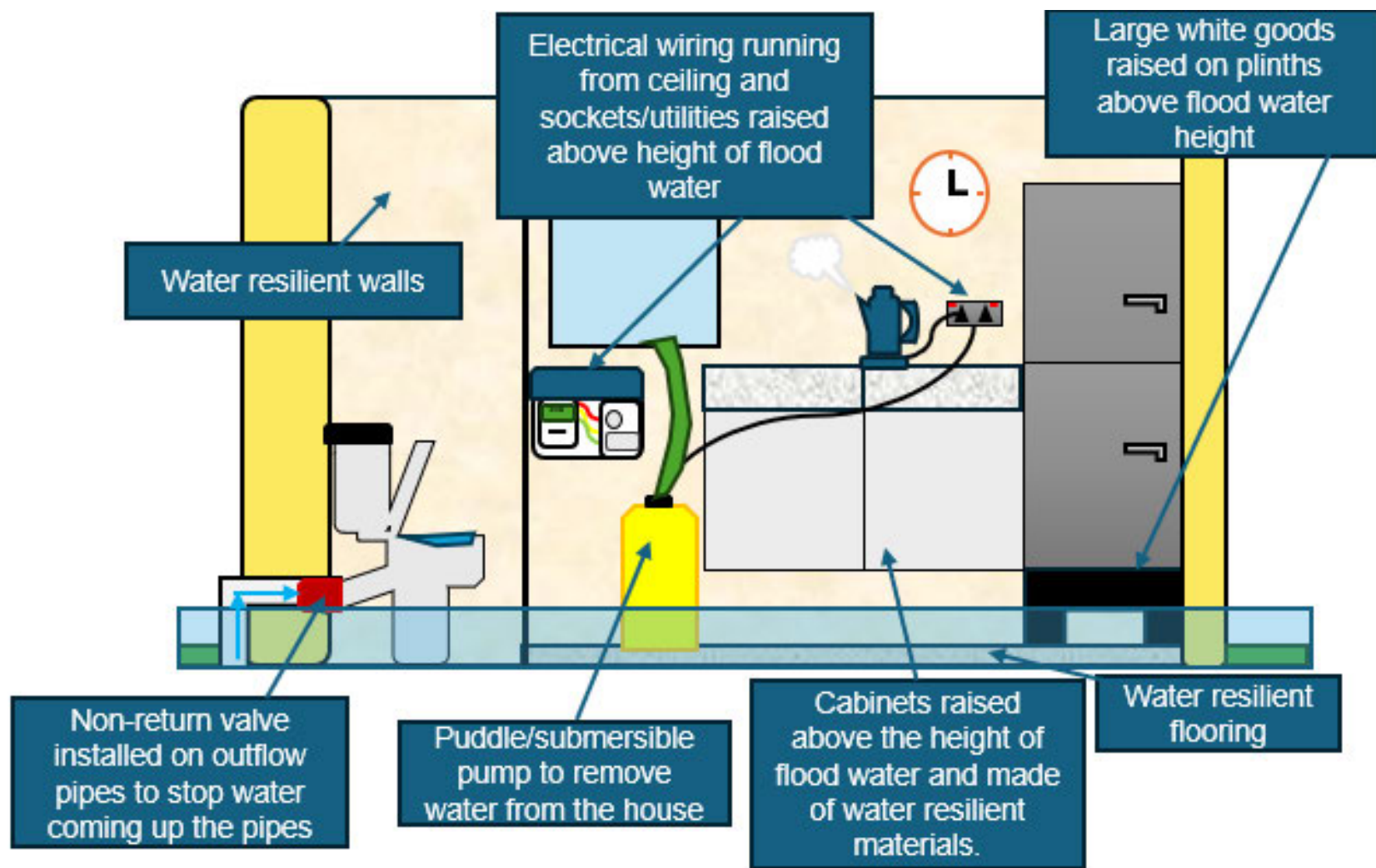


Figure 5: A diagram showing a house fitted with resilience measures during a flood event. The furnishings are raised above the height of flood water and are made of a water-resistant material. The flooring and walls are replaced with water resistant options. A portable pump is being used to remove the water in the property via the window.

Norfolk County Council PFR projects

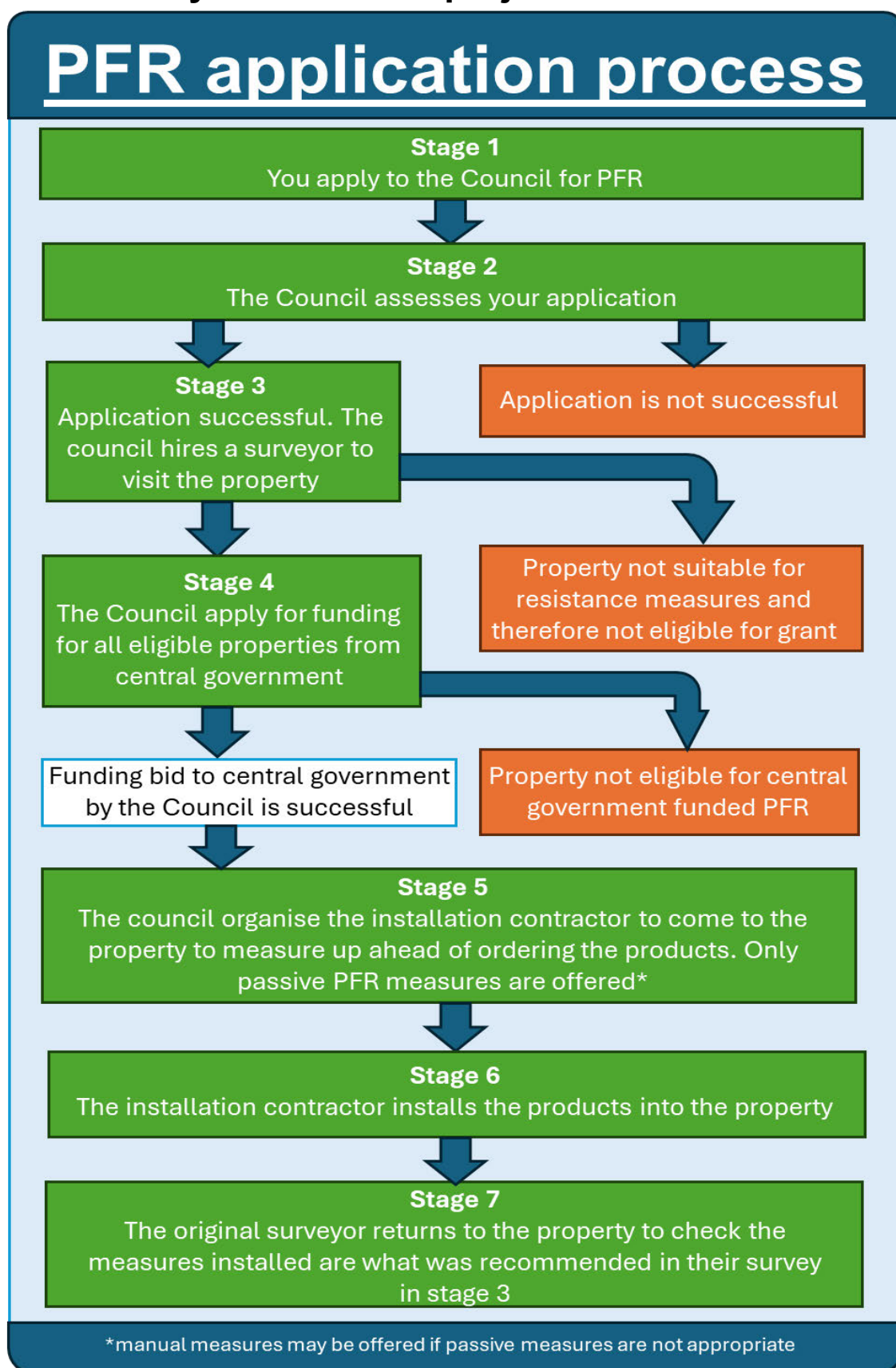


Figure 6: The current application process for PFR projects at Norfolk County Council.

Whilst many homeowners choose to personally fund the installation of PFR measures to improve their property's flood resistance/resilience themselves, Norfolk County Council can apply to the Environment Agency (a public organisation that works for central government) for funding to deliver PFR projects.

The aim of these PFR projects is to install resistance PFR measures into residential properties at flood risk across Norfolk. As this is funded by central government, we cannot fund retrospectively (i.e. if you had self-funded PFR measures in your property, you would not be reimbursed via this scheme). The general application process is shown in Figure 6.

Stage 1

Residents can apply online by submitting an application to the Council. A paper version of this is also available.

Stage 2

Once we receive your application, we will review it to confirm if we would be able to apply for funding from central government. The review process will involve the Council looking at all options for flood protection for the area and determining if PFR is the most appropriate. As we apply to central government for funding, we must make sure PFR is the best option in each location, otherwise we will not get the funding. Therefore, we have to consider what options are appropriate on an area based scale. Some typical options we consider may include:

- *Natural Flood Management Schemes (NFM)*

These usually involve slowing the flow of water in the upper reaches of the catchment and includes storage areas to hold the water. This can help stop flood water rushing through the catchment in smaller storm events. Examples of these would be the construction of grassed basins upstream to hold back water and leaky dams which slow the flow of water in smaller watercourses.

- *Civil Engineering Projects*

These can include culvert (a piped watercourse) upgrades (such as culvert upsizing or the improvement/addition of trash screen/s). The idea is to improve the existing infrastructure which may contribute to flood risk.

For example, if a culvert is undersized (i.e. it cannot convey water efficiently in storm events, as the volume of water is greater than the size of the pipe), this can contribute to flooding. Therefore, if an undersized culvert is either replaced or the ditch is reopened, this will increase the ability of the watercourse to convey a greater volume of water.

Other options can include underground storage tanks/soakaways, multiple small scale above ground water containers, rain gardens and the use of kerbing / hard landscaping to guide floodwater away from buildings.

In addition to considering whether is the most appropriate flood risk management tool for a property, there are other rules which we must follow to apply for this funding, such as the property age. Currently, central government funding rules dictate that properties built after 01 January 2012 are not eligible for funding. This coupled with other factors will dictate whether an application would be accepted.

If your application was not successful, we will contact you to inform you of this, with the reason/s why your property is not eligible.

Stage 3

If the property is eligible, we hire a specialist surveyor to visit each property and create a report. This report will be bespoke to each property and will cover the flood risk (i.e. where the flood water comes from), flood history and what PFR measures would be suitable. This survey will also consider any measures the homeowner may have installed to mitigate their flood risk. The survey also will identify properties that may not be appropriate for us to take forward for central government funded PFR. This can be due to several factors, such as the building type itself not being suitable for resistance PFR measures. The applicant will be provided with the survey and notified whether their application is able to progress.

Stage 4

Once we know how many properties we can take forward, we write a business case to apply for funding from central government. Depending on how many properties are taken forward, this may take several months to complete. Once completed, we send this off to be assessed and approved. If we are successful with our bid for funding, we will then hire a contractor who can install PFR measures.

Stage 5

The installation contractor will visit the property and check the report to see what measures can be installed in the property. They will measure up the areas to be fitted and show you a selection of products to choose from (i.e. different colours, styles etc.). Once you have decided, you will sign an agreement detailing what PFR measures you have chosen. If the amount of funding we have for your property does not cover all the measures needed to protect your property, we will ask for you to pay the difference. For example, if we secured a grant of £6,000 and the measures proposed for your property were £7,000, we would request you contributed £1,000 (plus VAT). We would not be able to provide partial protection (i.e. the grant can only be used to fund all proposed measures, rather than a selection). Any contribution required from a property owner will need to be paid prior to the measures being installed.

Stage 6

Once the homeowner signs the agreement and the installer has ordered the products, they will schedule convenient dates for their installation with the homeowner. Once the products are installed, the installation contractor will talk you

through how each installed product is to be used/deployed and its maintenance requirements. Once it is installed into your property, you will be responsible for the PFR measures upkeep and maintenance.

Stage 7

The original surveyor (in step 3) will return to the property once the measures are installed. They will check what was installed to make sure it aligns with their recommendations from their report. This is called a 'post installation audit'. Once completed and any snagging issues are identified and resolved, the scheme is finished.

The PFR framework

To complete the PFR process described above, we use defined contractors from a framework set up by the Environment Agency (the public organisation who are responsible for administering the funding). Essentially, this framework outlines what contractors we can use for these projects and what types of resistance products can be funded.

Whilst Norfolk County Council can create its own framework, we have opted to use the Environment Agency's one to deliver PFR projects. Our reasoning for this is all the contractors have been vetted previously to ensure they provide services and products in line with industry best practices. This means that we can offer Norfolk residents the best contractors and measures available.

In addition, we can focus on delivering PFR schemes, without having to take time to run a procurement exercise. If the Council were to create their own framework, we must submit tenders for each contractor and make a selection in compliance with the various procurement regulations, which would delay the PFR process further.

Engagement process for the County Council's PFR projects

Why are we reaching out?

The current application process has been affected by the increased frequency of large storm events, including Storm Babet. This meant internal resources were diverted to respond to the increased flooding reports across the county during these periods, therefore delaying applications.

The need for a review of the current PFR process was highlighted both by local residents within communities affected by these various flood events, as well as the County Council's commitment to objectives and policies covered within the Local

Flood Risk Management strategy (specifically policy UC 14, available here: [Local Flood Risk Management strategy - Norfolk County Council](#)).

The aim of this engagement process is to hear various stakeholders' views on PFR and their thoughts on different parts of the current application process by completing questionnaires. Our aim is to use this feedback to help improve the delivery rate of PFR projects and increase transparency with current and potential applicants by creating a protocol.

What does this engagement cover?

We would like your feedback on the existing process, specifically the areas that are administered by the County Council, in order to improve this service. As the funding is provided by central government, some parts of this service are therefore dictated by these funding rules. Therefore, we will not be looking for feedback on application eligibility within this review, as this is outside the scope of what Norfolk County Council can adjust.

We are currently looking for feedback from a range of stakeholders within Norfolk and the surrounding counties, including:

- other Lead Local Flood Authorities (LLFA's) who administer PFR projects
- residents
- parish councils
- mortgage lenders and insurance companies

The current areas we are reviewing are as follows:

Table 1: Options to be considered within our review of the existing process

Stage		Options to be Considered
	Framework	- Use the existing EA PFR framework or create a new framework.
1	Application submitted	- How can property owners apply. - Application form. - Closure of application submission.
2	Assessment	- Timescales. - Property priority ranking. - Property specific eligibility check.
3	Initial Survey	n/a
4	Funding	- What measures will be funded.

Stage		Options to be Considered
5	Pre-installation Survey	n/a
6	Installation	n/a
7	Post Installation Survey	n/a

Stages 3, 5, 6 and 7 are services provided by the contractors. Therefore, they are not within the scope of this review.

It is hoped that by answering the questions provided, we will be able to use this to tailor our review. If you have any other additional thoughts or comments, please do include them.

Further information on PFR

Examples of options for passive and active resistance measures

Further information on the different options can be found on the Flood Hub's website: <https://thefloodhub.co.uk/wp-content/uploads/2018/09/FT-Q-R38-R2-Property-Flood-Resilience-PFR-booklet.pdf>.

The below tables are a summary of the benefits and drawbacks for manual and passive PFR measures (this is not an exhaustive list).

Tables 1 and 2 below: Some pros and cons of manual and passive PFR measures

Manual PFR measures

Advantages	Disadvantages
<p>Cheaper</p> <p>Generally, these products can be cheaper than passive measures, in terms of both installation and upkeep.</p>	<p>Time needed to deploy</p> <p>Time is needed prior to each flood event to deploy the measures. With certain types of flooding, such as surface water flooding, there may be limited time between the warning and its onset. In addition, if a property has lots of external doors, more time is required to manually install all of the manual measures.</p>
<p>Less requirement to replace existing features/fittings</p> <p>Some measures won't need to replace existing entry/exit points, such as a flood barrier. This will sit in front of/behind the door/entry point, meaning fewer alterations are required to the existing structures. This may be preferable to some homeowners, as they would not need to replace the existing doors/windows.</p>	<p>Physically able to use</p> <p>The resident will need to be physically able to deploy the measures and store them after use (now and over the lifetime of the PFR product), as per their instructions.</p>
<p>Some measures may be more appropriate for buildings with non-standard constructions/conservation areas</p> <p>Some buildings are not able to accommodate passive measures. For example, older homes may have narrower doorframes, which may limit what flood doors can be installed.</p> <p>In addition, some manual measures may be preferable for conservation officers, as they can be removed and will not alter the fabric/appearance of a building.</p>	<p>Maintenance</p> <p>There will be a general upkeep cost for all PFR products. In addition, you will need to have adequate space to store the products when not in use, as these often need to be covered and out of direct sunlight.</p>

Passive PFR measures

Advantages	Disadvantages
<p>24/7 flood protection</p> <p>Providing they are maintained appropriately, passive measures will offer round the clock protection, as they do not need to be deployed prior to an event like manual measures.</p>	<p>Expensive</p> <p>Can be more expensive, as they will replace the entire structure- e.g. traditional exit points (i.e. flood windows, doors).</p>
<p>Greater accessibility</p> <p>As they are passive and do not require manual installation, more property owners with different physical abilities are likely to be able to use them.</p>	<p>Quicker wear on parts of the mechanisms (flood doors)</p> <p>As the flood door is deployed regularly (i.e. every time it is locked- it creates a seal), these parts of the structure (seals) may need replacing more often. However, appropriate care as per the maintenance manual of the products will reduce the likelihood of this.</p>
<p>Will not require slots to be installed outside/in front of doors (e.g. barriers)</p> <p>Some residents may not wish to have the slot or parts installed on the outside/inside of the doorframe, which are needed for some manual measures (e.g. flood barriers). Replacing existing doors/windows with flood resistant options may maintain the outside appearance of the property. In addition, this approach may be more suitable in areas of conservation/listed buildings, as options are available which may be suitable with Local Planning Authority requirements.</p>	<p>Maintenance</p> <p>There will be a general upkeep cost for all PFR products.</p>

Definitions

Environment Agency- A public organisation that carries out functions on behalf of central government. They are responsible for environmental protection and flood risk management in England.

PFR- An abbreviation for 'Property Flood Resilience'. This is an umbrella term which encompasses the measures undertaken to protect properties from flood damage. This can be broken down into resistance and resilience measures.

Resilience- The aim of this method is to reduce the impact and damage of flood water once it enters a property. These measures are usually replacing existing structures with water resistant materials which can be easy to clean should water enter the home.

Resistance- Flood resistance aims to prevent or reduce the amount of flood water that enters a property. The measures can be divided into two categories, passive or active measures.

Manual PFR- PFR measures that will need to be deployed/installed prior to flooding. These measures will require the property owner to be present and able to deploy, remove, clean and store the measures after each use. This type may also be referred to as 'active PFR'.

Passive- Unlike active measures, these automatically deploy in the presence of flood water or provide permanent protection, therefore offer flood protection 24/7.



Questions for Parish Councils in areas that have experienced flood/s

Name of Parish/Town that you are responding on behalf of:

- 1) Do you think the Council should prioritise resources to PFR projects or wider community options (such as Natural Flood Management)?

Please refer to the section titled 'Norfolk County Council PFR projects' (page 7-10) in the engagement pack for more information.

- A) Yes
B) No

- 2) Which approach would you prefer for the Council to use when undertaking PFR projects in Norfolk?

- A) Allow residents to apply for PFR funding on an individual basis.
B) The Council invites communities to apply for PFR funding based on their risk of flooding.
C) Other, please specify:



3) Should funding/prioritisation be offered based on:

- A) The risk of flooding for individual properties
- B) The financial need of property owners
- C) The vulnerability of residents
- D) Order of when application is received
- E) Other, please specify: