

Minutes of the meeting of Drayton Parish Council held on **Thursday, 10th September 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

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

Meeting Opened: 7:00pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

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

2. DECLARATIONS OF INTEREST

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

None.

3. MINUTES

a) To receive minutes of the meeting of the Council held on 13th August 2026 for approval [Pg 5-9].

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

4. PUBLIC FORUM

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

None.

b) To receive report from County Councillor: Cllr. J. Butler.

Council received the report with thanks and no further questions.

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

It was reported that Cllr. A. Crotch had recently met with Police Constable Brett Peyton to discuss local matters, including Tesco, bus shelters, anti-social behaviour and parking issues.

An update was provided on parking enforcement, with officers from West Norfolk and Kings Lynn visiting Drayton approximately once per week to monitor restrictions, including double yellow lines and parking across dropped kerbs.

It was confirmed that Broadland District Council had been advised of the Government's proposed review of Local Government Reorganisation and was awaiting further information. The 2027 local elections would proceed based on current boundaries.

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

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

None.

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

It was reported that school parking issues around Bellmonte Crescent were being discussed with parking supervisors, with a site visit planned. An update was also provided on changes to the Safer Neighbourhood Team structure, with officers now based at Taverham and cohesive shift patterns to ensure appropriate team cover. Following concerns raised near Acres Way, a Community Watch and Speed Watch Team had been established.

It was confirmed that a speed watch had been carried out outside the Bob Carter Centre with no speeding witnessed.

The ongoing issue of damage to bus shelters and broken bottles at Longdale Playing Field remained difficult to address without CCTV or witnesses, despite patrols. No incidents had been reported in relation to anti-social behaviour at the playground on the Church Farm development and the tree felling at Green Lanes was confirmed as an isolated incident with no other reports received.

It was reported that crime for the area remained low, with investigations ongoing regarding the Old Mill and the Tesco Ram Raid. It was noted there was no known date of when the Tesco's would re-open.

It was noted that there were plans to write to Norfolk County Council's Highways Team regarding congestion in Drayton and the impact on the police.

5. MATTERS ARISING

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

Council received the report with no further comments or questions.

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

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

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) None.

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

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

Council noted the planning decision by Broadland District Council.

7. FINANCIAL MATTERS

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

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

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

Council received the list of receipts and approved payments.

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

Council authorised the list of payments to be made.

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

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

8. FINANCE & GENERAL PURPOSES COMMITTEE

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

Noted.

9. PLAYING FIELDS & PROPERTY COMMITTEE

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

Noted.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

- a) **To note meeting of the Committee held on 3rd September 2026.**

Noted.

11. STAFFING COMMITTEE

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

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

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

Council **AGREED** to submit no comments.

It was noted that a number of sites had been proposed for allocation in Drayton and would be considered as part of the relevant consultation, expected to open in summer 2027.

It was further noted that Site ID 25883 in Horsford may also have implications for Drayton and would be considered alongside the proposed Drayton sites.

13. EXCHANGE OF INFORMATION

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

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

It was noted that work was progressing on the KGV pavilion with the Design Team now working on agreed plans for the building and that an update would be provided at the next meeting.

It was noted that the date for the Christmas Lights Switch On event had been confirmed for Wednesday 25th November.

It was noted that the Litter Pick in August was well attended including 5 new residents from the Church Farm housing development.

Council requested an update on the current status of the planning matters relating to Hill House and the former David Rice Hospital site.

14. UPCOMING MEETING DATES

a) Parish Council meeting Thursday 8th October 2026.

Council noted the date of the next Council meetings.

Meeting closed: 7:41pm

DRAYTON PARISH COUNCIL

Paper	DPC2a: Declarations of Interest.
Meeting	Council
Date	10 th September 2026
Author	Parish Clerk & RFO
Summary	
<u>Declarations of Interests</u> All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions. At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent. Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room. You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest. If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given. For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website. <u>Dispensation Requests</u> In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests. Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required. A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final. For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.	
Recommendation	
Council is asked to note the paper for information.	

Interests Flowchart

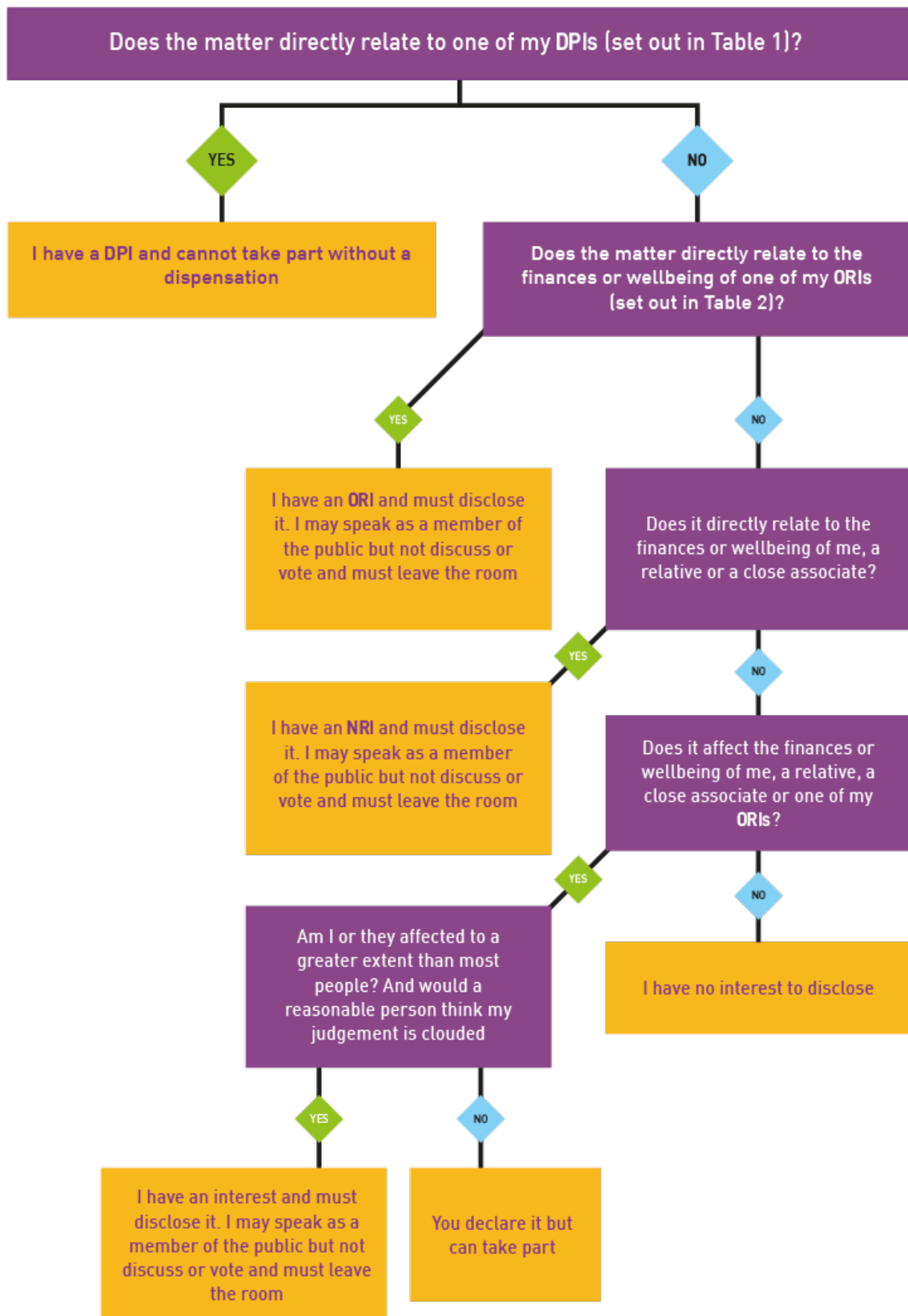


Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

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

DRAYTON PARISH COUNCIL

Paper	DPC3a: To receive minutes for approval.
Meeting	Council
Date	10 th September 2026
Author	Parish Clerk & RFO
Summary	
Per section 12 of the Council's adopted Standing Orders, Council members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting. The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i). Confirmed minutes shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. <u>For information</u> Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following: i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; vii. and the resolutions made.	
Recommendation	
Council is asked to confirm the accuracy of the minutes of the last meeting of the Council.	

Minutes of the meeting of Drayton Parish Council held on **Thursday, 13th August 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

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

Meeting Opened: 7:00pm

1. APOLOGIES

a) To receive apologies and consider acceptance for absence.

Apologies received and accepted for Cllrs. K. Morgan, J. Edwards-Smith and R. Fish.

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 9th July 2026 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.

None.

b) To receive report from County Councillor: Cllr. J. Butler.

Council received the report with thanks. Regarding the Parish Partnership Scheme, it was noted that this is considered annually by the Environment & Highways (E&H) Committee, subject to receipt of an invitation for applications from Norfolk County Council. The matter was currently scheduled for consideration at the September meeting of the E&H Committee.

It was noted, contrary to the report, that works on the blocked drains on both School Road and Hall Lane had not been completed.

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

It was reported that Broadland District Council had launched the "Let's Go" initiative, offering a variety of walking trails, including routes suitable for children. A recycling guide had also been produced.

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

Council received the report with no further comments or questions.

e) To receive reports from any other public bodies.

It was noted that no report had been received from Norfolk Police and that there had been no police presence at Council meetings since approximately May 2025. It was noted that moving forward, police reports would be explicitly referenced on the agenda to clearly and consistently identify when the Council receives updates. Representative, Cllr. J. Anderson, of the Airport Consultative Committee reported the following: that passenger numbers to Amsterdam had increased, that helicopter noise complaints had increased, and members of the public were advised that individual incidents should be reported directly to the Airport via their online form. Representative, Cllr. G. Everett, of the Norwich Western Link Local Liaison Group noted that meetings were anticipated to resume from September 2026.

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. Further to the report it was noted that contracts for the recent tender exercise for KGV Pavilion had now been signed and that the Contract Details Notice had been published for Architectural services and Mechanical, Electrical and Plumbing services. It was confirmed that the Civil Engineering Notice would be published as soon as possible subject to confirmation of the Public Procurement Organisation Number.

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

Noted.

6. PLANNING MATTERS

a) To consider response to planning applications as follows:

i) 2026/1816: Church Rooms Saint Margarets Church.

Council **AGREED** to support the application, noting the aesthetic impact of the proposed solar panel and the applicant's commitment to environmental sustainability.

ii) 2026/1914: 69 Hall Lane – TPO Dead/Dangerous Tree notification.

Council noted the application had been decided by Broadland District Council.

iii) 2026/2131: 5 Manor Farm Close, NR8 6EE – Non material amendment of 20212330.

Council **AGREED** to submit no comments.

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

i) 2026/1270: Land at Manor Park, Approval of details – Approved (Delegated).

ii) 2026/1588: 5 Delane Rad, NR8 6DL - Approval with Conditions (Delegated).

iii) 2026/1769: 1 Badgers Brook Road, NR8 6EY – Prior Approval not Required (Delegated).

Council noted the planning decision 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 July 2026 [Pg16-21].

Council received the list of receipts and approved payments and requested further clarification regarding arrangements for contracted grass cutting during inclement weather.

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

Council authorised the list of payments to be made.

It was clarified that voucher reference 191 and 192 related to training for the two recently co-opted councillors and that voucher reference 190 related to asbestos clearance for the KGV Pavilion refurbishment project. It was noted that voucher 190 was a part payment and final payment would be made pending completion of relevant works.

8. FINANCE & GENERAL PURPOSES COMMITTEE

a) To receive minutes of the Committee held on 30th July 2026 [Pg24-27].

Council received the minutes with no further comments or questions.

b) To consider recommendation for proposed corrective action in response to the 2025-26 Internal Audit Year-End Report [Pg28].

Council **AGREED** to the proposed corrective action as presented.

c) To consider recommendation for proposed amendments to Council's bank mandate [Pg29].

Council **AGREED** to the proposed amendments to the Council's bank mandate as presented to remove Cllr. G. Everett as signatory for all Council accounts and appoint Cllr. A. Taylor as signatory for all Council accounts. It was noted that Cllr. G. Everett would remain a signatory until confirmation had been received that Cllr. A. Taylor had been added to all accounts.

d) To consider recommendation to adopt proposed amendments to Councillor Code of Conduct as presented [Pg30-45].

Council **AGREED** to adopt the proposed amendments to the Councillor Code of Conduct as presented.

Councillors noted with interest Section 4 of the Code relating to General Conduct, which was considered a useful reminder for all Councillors. Members were reminded that they may raise a point of order if they consider that the Code of Conduct is not being followed.

9. PLAYING FIELDS & PROPERTY COMMITTEE

a) To receive minutes of the Committee held on 16th July 2026 [Pg46-48].

Council received the minutes with no further comments or questions.

10. ENVIRONMENT & HIGHWAYS COMMITTEE

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

Noted.

11. STAFFING COMMITTEE

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

Noted.

12. OTHER MATTERS FOR DISCUSSION AND DECISION

- a) To receive correspondence from Broadland District Council regarding the Broadland Country Park Pathways project and consider a response [Pg49-51].

Council **AGREED** to provide a written response to Broadland District Council supporting the Broadland Country Park Pathways project in principle, noting that improved connectivity and access were supported by Drayton's Neighbourhood Plan. However, Council agreed that further details of the proposed project were required before it could offer its full support, as its position would depend on the detail of the proposals.

- b) To note vacancy on Finance & General Purposes Committee and consider appointment of any new members and Chair to the Committee [Pg52].

Council **AGREED** to appoint Cllr. R. Fish as a member of the Finance & General Purposes Committee.

Council **AGREED** to appoint Cllr. A. Taylor as Chair of the Finance & General Purposes Committee.

Council noted its thanks to Cllr. G. Everett for his contributions and time served as Chair of the Committee.

13. EXCHANGE OF INFORMATION

- a) To note any other matters raised.

Council noted its thanks to Sylvia from St Matthews Church for their kind donation of marquees to the Council that would otherwise have been recycled, noting they could be used by members of the community should they need them and that the Council would send a letter of thanks.

Council requested an update on the current status of the planning matters relating to Hill House and the former David Rice Hospital site.

Council noted the next litter pick by Taverham and Drayton Litters pickers, sponsored by Drayton Leisure Centre, would take place on Saturday 15th August at 10am meeting at the Bob Carter Centre.

Cllr. A. Taylor noted their apologies for September meeting of the Council.

14. UPCOMING MEETING DATES

- a) Environment & Highways Committee Thursday 3rd September 2026.
b) Parish Council meeting Thursday 10th September 2026.

Council noted the dates of the next Council meetings.

Meeting closed: 7:51pm

DRAYTON PARISH COUNCIL

Paper	DPC5a: To receive the Clerks Report on matters arising from previous meetings.
Meeting	Council
Date	10 th September 2026
Author	Parish Clerk & RFO
Summary	
It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner. Matters arising shall include a record of the following: 1. The meeting date 2. The minute reference 3. The agenda item 4. The resolution 5. Status update The Clerks Report on Council matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision. If the item requires a substantial paper for discussion and decision by Council the item will appear under its own agenda item. Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.	
Recommendation	
Council is asked to note the matters arising for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
25.06.2026	4a)	To consider recommendation for the appointment of Architectural Services for the KGV Pavilion Refurbishment project	Council AGREED to award the contract for Architectural Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	Complete: Contract signed and award notice issued on Find a Tender.
25.06.2026	4b)	To consider recommendation for the appointment of Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project	Council AGREED to award the contract for Mechanical, Electrical & Plumbing Services for the KGV Pavilion Refurbishment project to Contractor A, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	Ongoing: Contract signed, pending receipt of PPON to issue award notice on Find a Tender.
25.06.2026	4c)	To consider recommendation for the appointment of Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project	Council AGREED to award the contract for Structural & Civil Engineering Services for the KGV Pavilion Refurbishment project to Contractor C, as recommended by the Advisory Group, subject to satisfactory references of similar projects that have been completed in the last three years.	Complete: Contract signed and award notice issued on Find a Tender.
13.08.2026	3a)	To receive minutes of the meeting of the Council held on 9th July 2026 for approval	The minutes were AGREED as an accurate record of the meeting and signed by the Chair.	Complete: Minutes uploaded to Council website.
13.08.2026	6a)	To consider response to planning applications as follows:		
	6a)i)	2026/1816: Church Rooms Saint Margarets Church.	Council AGREED to support the application, noting the aesthetic impact of the proposed solar panel and the applicant's commitment to environmental sustainability.	Complete: Response submitted via email Friday 14th August 2026.
	6a)ii)	2026/1914: 69 Hall Lane – TPO Dead/Dangerous Tree notification.	Council noted the application had been decided by Broadland District Council.	Complete: No further action required.
	6a)iii)	2026/2131: 5 Manor Farm Close, NR8 6EE – Non material amendment of 20212330.	Council AGREED to submit no comments.	Complete: No further action required.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
13.08.2026	8b)	To consider recommendation for proposed corrective action in response to the 2025-26 Internal Audit Year-End Report	Council AGREED to the proposed corrective action as presented.	Not yet started: Corrective action to be added to internal audit action plan for monitoring by FGP.
13.08.2026	8c)	To consider recommendation for proposed amendments to Council's bank mandate	Council AGREED to the proposed amendments to the Council's bank mandate as presented to remove Cllr. G. Everett as signatory for all Council accounts and appoint Cllr. A. Taylor as signatory for all Council accounts. It was noted that Cllr. G. Everett would remain a signatory until confirmation had been received that Cllr. A. Taylor had been added to all accounts.	Not yet started: Signatory removal process to be initiated for all accounts.
13.08.2026	8d)	To consider recommendation to adopt proposed amendments to Councillor Code of Conduct as presented	Council AGREED to adopt the proposed amendments to the Councillor Code of Conduct as presented.	Not yet started: Final approved version to be filed and uploaded to Council website.
13.08.2026	12a)	To receive correspondence from Broadland District Council regarding the Broadland Country Park Pathways project and consider a response	Council AGREED to provide a written response to Broadland District Council supporting the Broadland Country Park Pathways project in principle, noting that improved connectivity and access were supported by Drayton's Neighbourhood Plan. However, Council agreed that further details of the proposed project were required before it could offer it's full support, as its position would depend on the detail of the proposals.	Complete: Letter submitted via email on Thursday 3rd September 2026.
13.08.2026	12b)	To note vacancy on Finance & General Purposes Committee and consider appointment of any new members and Chair to the Committee	Council AGREED to appoint Cllr. R. Fish as a member of the Finance & General Purposes Committee.	Complete: Cllr. R. Fisher notified of his appointment and agenda template and distribution list updated accordingly.
			Council AGREED to appoint Cllr. A. Taylor as Chair of the Finance & General Purposes Committee.	Complete: Agenda template and distribution list updated accordingly.

DRAYTON PARISH COUNCIL

Paper	DPC7a: To receive Bank Reconciliation for approval.
Meeting	Council
Date	10 th September 2026
Author	Parish Clerk & RFO
Summary	
Bank reconciliations within Parish Councils involves comparing the council's financial records with the bank statement to ensure that both are accurate and consistent. This process helps identify discrepancies, such as missing transactions, bank charges, or direct debits and ensures the council's financial records are up-to-date and accurate. Drayton Parish Council has a number of different bank accounts which need to be reconciled individually. All bank accounts are reconciled to provide a comprehensive check on the overall bank position. The Chair shall sign the reconciliations as evidence of verification at Council meetings and this activity is minuted accordingly. Per section 2.6 of the Council's adopted Financial Regulations, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts and will sign and date the reconciliations quarterly for reporting to the Finance & General Purposes Committee.	
Recommendation	
Council is asked to receive the bank reconciliation for approval.	

Drayton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		1,147,365.54
	ADD Receipts 01/04/2026 - 31/08/2026		166,009.68
	SUBTRACT Payments 01/04/2026 - 31/08/2026		147,420.95
	Cash in Hand 31/08/2026 (per Cash Book)		1,165,954.27
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	0.00	
	Unity Trust Bank 31/08/2026	59,204.70	
	Unity Trust Bank - Instant Access (l 31/08/2026	654,647.12	
	BDC Parish Deposit Scheme 31/08/2026	99,156.40	
	Cambridge Building Society 31/08/2026	130,976.68	
	Nationwide Instant Saver Issue 8 31/08/2026	131,677.50	
	Skipton Community Saver 10 A 31/08/2026	90,291.87	
	Credit Card 31/08/2026	0.00	
			1,165,954.27
	Less unrepresented payments		
			1,165,954.27
	Plus unrepresented receipts		
			1,165,954.27
	Adjusted Bank Balance		1,165,954.27
	A = B Checks out OK		

DRAYTON PARISH COUNCIL

Paper	DPC7b: To receive list of receipts and payments.
Meeting	Council
Date	10 th September 2026
Author	Parish Clerk & RFO
Summary	
The list of receipts and payments is a financial report produced by Scribe that provides a structured presentation of receipts and payments, sub-totalled for each code for all Cost Centres. The report is accompanied by the relevant invoices for information. Drayton Parish Council produce reports for the previous full calendar month which include authorised payments from the previous meeting and regular payments (approved annually) taken by Direct Debit and/or Standing Order. The report is valuable for understanding the overall records in detail and provides an opportunity for Council members to query receipts and payments and/or code allocation.	
Recommendation	
Council is asked to receive list of receipts and approved payments.	

Drayton Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-08-2026 and 31-08-2026)

03 September 2026 (2026-2027)

Cost Centre 1. Income

Code Number 55 3G Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
55	25/08/2026	2026-2027/187		Unity Trust Bank		3G Pitch Hire	Sean Middleton	E	100.80		100.80
56	31/08/2026	None		Unity Trust Bank		3G Pitch Bookings	Stripe	E	459.05		459.05
Subtotal for Code: 3G Income									£559.85		£559.85

Code Number 8536 KGV Project - S106

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
53	07/08/2026	2026-2027/231		Unity Trust Bank		KGV Refurbishment	Broadland District Council	E	9,350.02		9,350.02
Subtotal for Code: KGV Project - S106									£9,350.02		£9,350.02
Subtotal for Cost Centre: 1. Income									9,909.87		9,909.87

Cost Centre 8. Earmarked Reserves

Code Number 8539 3G Deposits

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
50	03/08/2026	2026-2027/233		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	110.40		110.40
51	03/08/2026	2026-2027/214		Unity Trust Bank		3G Pitch Hire	Player Development Project	E	127.20		127.20
52	03/08/2026	2026-2027/228		Unity Trust Bank		3G Pitch Hire	Kyle Dugdale	E	33.60		33.60
54	18/08/2026	2026-2027/237		Unity Trust Bank		3G Pitch Hire	Danni Birkin	E	69.60		69.60
Subtotal for Code: 3G Deposits									£340.80		£340.80
Subtotal for Cost Centre: 8. Earmarked Reserves									340.80		340.80

TOTALS £10,250.67 £10,250.67

Listing of Payments in each Code for All Cost Centres
(Between 01-08-2026 and 31-08-2026)

Cost Centre 2. Finance & General Purposes**Code Number 27 Utilites & Services**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
197	03/08/2026	35174		Unity Trust Bank		Waste Clearance	Norwich Waste Disposal Ltd	S	276.25	55.25	331.50
198	03/08/2026	878469799		Unity Trust Bank		Electricity Charges KGV	British Gas	L	139.41	6.99	146.40
200	07/08/2026	981035		Unity Trust Bank		Broadband and Telephone Charges	Comm Tech	S	60.12	12.02	72.14
203	24/08/2026	830525750		Unity Trust Bank		Electricity Charges LD	British Gas	L	147.46	7.37	154.83
213	17/08/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	5.75	1.15	6.90
214	17/08/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
215	17/08/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
216	17/08/2026	Credit Card		Credit Card		Tablet Data	Lebara Mobile	S	4.12	0.83	4.95
Subtotal for Code: Utilites & Services									£641.35	£85.27	£726.62

Code Number 201 Stationery & Software

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
186	13/08/2026	515652		Unity Trust Bank		Printing/Copies	Norfolk Copiers	S	76.66	15.33	91.99
201	12/08/2026	57381		Unity Trust Bank		Microsoft Office 365 Licence	Anglian Internet	S	194.50	38.90	233.40
Subtotal for Code: Stationery & Software									£271.16	£54.23	£325.39

Code Number 212 Grants

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
180	13/08/2026			Unity Trust Bank		Grant	Amber's Army	E	500.00		500.00
Subtotal for Code: Grants									£500.00		£500.00

Code Number 215 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
204	31/08/2026	None		Unity Trust Bank		Service Charge	Unity Trust Bank	E	14.95		14.95
205	17/08/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
206	17/08/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
211	17/08/2026	Credit Card		Credit Card		Bank Charges	Lloyds Bank	E	3.00		3.00
Subtotal for Code: Bank Charges									£23.95		£23.95

Code Number 216 Member Training

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
191	13/08/2026	40154		Unity Trust Bank		Councillor Training	Norfolk Parish Training Support	S	68.00	13.60	81.60
192	13/08/2026	40153		Unity Trust Bank		Councillor Training	Norfolk Parish Training Support	S	68.00	13.60	81.60
Subtotal for Code: Member Training									£136.00	£27.20	£163.20

Code Number 8522 Street Lighting Energy

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
202	21/08/2026	16118564		Unity Trust Bank		Electricity Charges Streetlights	NPower	L	445.77	22.29	468.06
Subtotal for Code: Street Lighting Energy									£445.77	£22.29	£468.06
Subtotal for Cost Centre: 2. Finance & General Purposes									2,018.23	188.99	2,207.22

Listing of Payments in each Code for All Cost Centres
(Between 01-08-2026 and 31-08-2026)

Cost Centre 3. Environment & Highways

Code Number 31 NCC Highways Verges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
183	13/08/2026	815		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
196	13/08/2026	834		Unity Trust Bank		Grass Verge Cutting	The Garden Guardian Ltd	S	1,034.46	206.89	1,241.35
Subtotal for Code: NCC Highways Verges									£2,068.92	£413.78	£2,482.70

Code Number 36 Street Scene Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
207	17/08/2026	Credit Card		Credit Card		Well repairs	Wickes	S	47.50	9.50	57.00
209	17/08/2026	Credit Card		Credit Card		Well repairs	Ruby UK	S	164.72	32.94	197.66
Subtotal for Code: Street Scene Maintenance									£212.22	£42.44	£254.66

Code Number 38 Green Lanes

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
193	13/08/2026	1763		Unity Trust Bank		Himalayan Balsam Control	The Conservation Volunteers	S	720.00	144.00	864.00
Subtotal for Code: Green Lanes									£720.00	£144.00	£864.00
Subtotal for Cost Centre: 3. Environment & Highways									3,001.14	600.22	3,601.36

Cost Centre 5. Playing Fields & Property

Code Number 57 Play Area

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
210	17/08/2026	Credit Card		Credit Card		Fertiliser & Insect Killer	B&Q	E	16.00		16.00
Subtotal for Code: Play Area									£16.00		£16.00

Code Number 58 Sports Facilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
212	17/08/2026	Credit Card		Credit Card		LD Smart Padlock	Igloohome	E		1.49	1.49
Subtotal for Code: Sports Facilities										£1.49	£1.49

Code Number 502 Play Area Inspections

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
184	13/08/2026	99657		Unity Trust Bank		Play Area Inspections	RoSPA	S	321.00	64.20	385.20
Subtotal for Code: Play Area Inspections									£321.00	£64.20	£385.20

Code Number 503 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
181	13/08/2026	807		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,681.03	336.21	2,017.24
194	13/08/2026	826		Unity Trust Bank		Grass Cutting	The Garden Guardian Ltd	S	1,681.03	336.21	2,017.24
Subtotal for Code: Grounds Maintenance									£3,362.06	£672.42	£4,034.48

Code Number 504 Security

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
185	13/08/2026	1977		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services Ltd	S	1,045.50	209.10	1,254.60
Subtotal for Code: Security									£1,045.50	£209.10	£1,254.60

Listing of Payments in each Code for All Cost Centres
(Between 01-08-2026 and 31-08-2026)

Code Number 511 3G Surface Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
182	13/08/2026	808		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	376.13	75.23	451.36
195	13/08/2026	827		Unity Trust Bank		Longdale 3G suface clean	The Garden Guardian Ltd	S	376.13	75.23	451.36
Subtotal for Code: 3G Surface Maintenance									£752.26	£150.46	£902.72
Subtotal for Cost Centre: 5. Playing Fields & Property									5,496.82	1,097.67	6,594.49

Cost Centre 6. Staffing**Code Number 61 Salaries**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
217	31/08/2026	None		Unity Trust Bank		EE Tax & NI	HMRC	X	1,191.46		1,191.46
218	31/08/2026	None		Unity Trust Bank		EE Pensions	Norfolk Pension Fund	X	386.10		386.10
222	31/08/2026	None		Unity Trust Bank		Take-home pay	Staff	X	5,169.70		5,169.70
Subtotal for Code: Salaries									£6,747.26		£6,747.26

Code Number 65 Employer Pension Contributions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
221	31/08/2026	None		Unity Trust Bank		ER Pension	Norfolk Pension Fund	X	1,315.73		1,315.73
Subtotal for Code: Employer Pension Contributions									£1,315.73		£1,315.73

Code Number 601 Expenses/Mileage

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
199	07/08/2026	0009		Unity Trust Bank		Lone Worker Device	Safepoint	S	19.98	4.00	23.98
219	31/08/2026	None		Unity Trust Bank		Mileage & Allowance	Staff	X	241.77		241.77
Subtotal for Code: Expenses/Mileage									£261.75	£4.00	£265.75

Code Number 8531 Employer NI Contributions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
220	31/08/2026	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									9,149.17	4.00	9,153.17

Cost Centre 8. Earmarked Reserves**Code Number 8528 KGV Project - S106**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
188	13/08/2026	1185		Unity Trust Bank		KGV Project Management	Greyfriars Cost Management Ltd.	S	2,485.72	497.14	2,982.86
189	13/08/2026	391		Unity Trust Bank		KGV Architectectural Services	Fabric First Architects Limited	S	1,750.00	350.00	2,100.00
190	13/08/2026	7853		Unity Trust Bank		Asbestos Clearance	Anglian Demolition & Asbestos Limiter	S	10,000.00	2,000.00	12,000.00
Subtotal for Code: KGV Project - S106									£14,235.72	£2,847.14	£17,082.86

Code Number 8534 Projects

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
187	13/08/2026	14641		Unity Trust Bank		NHPlan Leaflet	Just Regional	S	255.00	51.00	306.00

03 September 2026 (2026-2027)

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DRAYTON PARISH COUNCIL

Paper	DPC7c: To receive list of payments for authorisation.
Meeting	Council
Date	10 th September 2026
Author	Parish Clerk & RFO
Summary	
Per 6.10 of the Council's adopted Financial Regulations, the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The authorised schedule shall be initialled below the last item by the person Chairing the meeting.	
Recommendation	
Council is asked to receive the list of payments for authorisation.	

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
223	Security	10/09/2026		Unity Trust Bank		Barrier at KGV and LD	Norse Commerical Services	S	1,037.00	207.40	1,244.40
224	Street Lighting Maintenance	10/09/2026		Unity Trust Bank		Sticker Removal	T T Jones Electrical Ltd	S	1,250.00	250.00	1,500.00
225	Insurance	10/09/2026		Unity Trust Bank		Inusrance Premium	Clear Councils	X	715.69		715.69
226	Staff Training & Development	10/09/2026		Unity Trust Bank		Staff Training	Norfolk Parish Training Sup	S	60.00	12.00	72.00
227	KGV Project - S106	10/09/2026		Unity Trust Bank		KGV Architectectural Services	Fabric First Architects Limit	S	4,000.00	800.00	4,800.00
228	KGV Project - S106	10/09/2026		Unity Trust Bank		Structural and Civil Engineering	Conisbee	S	2,425.00	485.00	2,910.00
229	KGV Project - S106	10/09/2026		Unity Trust Bank		KGV Topographical Survey	Anglia Land Surveys	S	675.00	135.00	810.00
230	KGV Project - S106	10/09/2026		Unity Trust Bank		KGV Project Management	Greyfriars Cost Managemer	S	2,485.72	497.14	2,982.86
Total									12,648.41	2,386.54	15,034.95

DRAYTON PARISH COUNCIL

Paper	DPC7d: External Auditor Report and notice of conclusion of audit.
Meeting	Council
Date	10 th September 2026
Author	Parish Clerk & RFO
Summary	
In June 2026, Council received a briefing on the Annual Governance and Accountability Return (AGAR). Per the briefing, section 1 & 2 of the AGAR were approved for publication on the Parish Council website and were submitted to the External Auditor, PKF Littlejohn, along with relevant supporting documents. PKF Littlejohn has now completed its review of the AGAR for Drayton Parish Council. The report is attached for information and includes no matters arising for consideration. <u>Publication Requirements</u> <i>No later than 30 September 2026</i> • Notice of conclusion of audit • External Auditor Report and Certificate (Section 3) • Sections 1 and 2 of AGAR including any amendments as a result of external audit (none)	
Recommendation	
Council is asked to note the external auditor report and notice of conclusion of audit for publication on the Parish Council website.	

Drayton Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
26 August 2026
Our Ref:
NO0133
SAAA Ref:
SB02705

Drayton Parish Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Mrs Pinkham

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Drayton Parish Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

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

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

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

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

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

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

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

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE. Please include the reference NO0133 or Drayton Parish Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

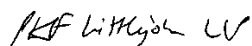
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

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

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/>

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor’s Report and Certificate 2025/26

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

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

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

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

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

26/08/2026

Drayton Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

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

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

	Notes
1. The audit of accounts for Drayton Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Drayton Parish Council on application to:	
(a) <u>PARISH CLERK & RFO, KING</u> <u>GEORGE V PLAYING FIELD,</u> <u>DRAYTON HIGH ROAD, DRAYTON,</u> <u>NR8 6AW</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>MONDAY'S TO FRIDAY'S AT A</u> <u>MUTUALLY AGREED TIME</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £1.00 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>AMY PINKHAM</u> <u>PARISH CLERK & RFO</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>11th SEPTEMBER 2026</u>	(e) Insert the date of placing of the notice

DRAYTON PARISH COUNCIL

Paper	DPC12a: Norwich Local Plan 2045 Scoping Consultation
Meeting	Council
Date	10 th September 2026
Author	Parish Clerk & RFO
Summary	
<u>Background</u> On 17th August 2026, Council received notification from the Greater Norwich Local Plan Review Team regarding the opening of their Scoping Consultation. Whilst the consultation is primarily intended for stakeholders to respond to, comments from anyone with an interest in the Greater Norwich plan are also welcome. The scoping Consultation is an opportunity to share what matters most for the future of Greater Norwich and includes questions on baseline data gathered to inform the preparation of the Plan, the emerging Vision and Objectives which will help to shape the content of the Plan and a proposed Engagement Strategy that suggests an approach to future engagement through the plan-making process. Further details can be found here: https://gnlp.oc2.uk The Scoping Consultation is open from the 17th August – 28th September 2026 (closing at 5pm). <u>For Information</u> Earlier this year, the Greater Norwich authorities hosted a Call for Sites for people to submit sites to be considered for allocation in the GNLP 2045. These submissions are currently being reviewed and therefore <i>do not</i> form part of this consultation. Basic details of all the sites received can be found here and there will be an opportunity to comment on these in June/July 2027.	
Recommendation	
Council is asked to note the GNLP 2045 Scoping Consultation and consider a response, if any.	