

Great Witchingham Parish Council

Friday 20th July 2023

Dear Councillor,

Your attendance is required at the **PARISH COUNCIL MEETING** to be held on Thursday 27th July 2023 to in Great Witchingham Village Hall at 7pm.

Members of the press and public are cordially invited.

Sarah Hunt

Locum Clerk

AGENDA

1 Election of Chair.

The Chair will sign an acceptance of office form.

2 Apologies.

To receive and note apologies for absence.

To note that there remains one vacancy on the Council unfilled.

3 Minutes.

To approve the Parish Council minutes from the meeting held on 2023.

4 Declarations of Interest.

4.1 Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.

4.2 To consider any dispensation requests.

5 To receive updates on any matters not elsewhere on the agenda

5.1 Land at crossroads - ongoing. Clerk

5.2 SAM2 sign – pending repair.

5.3 CiL Annual return – outstanding.

6 Public Participation and Reports.

6.1 County Councillor Greg Peck

6.2 District Councillor Peter Bulman

6.3 Members of the Public.

6.4 To receive a short presentation from Mr Mark Campbell, Head of Health, Safety & Environment – Bernard Matthews Foods Ltd.

7. Planning.

7.1 To consider consultee response to applications received from Broadland and south Norfolk District Council:

7.1.1 None received prior to issue of agenda. Any late submissions will be advised to the meeting.

7.2 To receive notification of any planning applications decisions received from Broadland and South Norfolk District Council.

9.2.2. 20221626 – 5 Fakenham Road, Lenwade, NR9 5SE. To receive update following site visit and committee decision. Cllr P Banks.

7.3 To receive pre-planning Consultation Cornerstone 11211824.

8. Correspondence and Communications.

Locum Clerk: Sarah Hunt

Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Tel: 07379451727

email: greatwitchinghamparishcouncil@gmail.com

Email	Parishioner	Path to Heath Close	To note
Email	Norfolk Co Co	NWL Update	Previously Circulated

9. Highways.

- 9.1 To note that the Highways Ranger will be in the Parish w/c 24th July 2023. To report any matters to the Clerk.
- 9.2 A47/LLG Highways meeting – 27th June 2023. To receive update. Cllrs P and R Banks.
- 9.3 To note receipt of the invitation to bid for 50/50 funding for 2024/5 and consider any projects.

10. Financial Matters.

- 10.1 To agree payments as detailed in Annex A.
- 10.2 To receive the bank reconciliation.
- 10.3 To agree opening of Savings account to operate alongside Current Account with Unity – Interest rate net 2.08%, gross 2.6%.
- 10.4 To agree closure of Barclays Bank with automatic transfer of balance into Unity bank.
- 10.5 To review budget to date.
- 10.6 To consider quotation of £125.00 for internal audit for 2023/24 from Sonya Blythe.
- 10.7 To review asset register.
- 10.8 To consider purchasing a smart phone to allow easier email monitoring.
- 10.9 To delegate authority to Chairman/Clerk to agree payments that fall due during August.

11. Administrative Matters.

- 11.1 Defibrillator Training. To consider a date.
- 11.2 To consider and adopt the updated Code of Conduct.
- 11.3 To consider and adopt the Co-option policy.
- 11.4 To consider and adopt the Co-option application form.
- 11.5 To confirm that all councillors now have access to the Council emails.
- 11.6 To agree that the Council contact details should be updated wherever necessary.
- 11.7 To review and adopt Financial Regulations – changes at item 11. B and H to increase from £25,000 to £30,000 to comply with national procurement policy change.
- 11.8 To consider a press/media policy.
- 11.9 To consider a social media and electronic communication policy.

12. Play Area

- 12.1 To review ownership of area and consider any actions. Cllr P Banks.
- 12.2 To receive annual report and consider recommendations.
- 12.3 To note that the Clerk is undertaking playground inspection training on 10th August.
- 12.4 To consider any Councillor also attending training – 10th August or 9th November at £60.00 per person.
- 12.5 To receive email regarding truck parking on Council land.
- 12.6 Bin in playground – to confirm this has been added to Broadland emptying schedule. To consider replacing with larger capacity bin.

13. Grants and Projects.

- 13.1 Pride in Place – to receive an update following the meeting on 13th June 2023.
Cllr P Banks.

14. Items for next meeting:

Review of freedom of information and data protection policies
Review of the employment policies and procedures.
Internal Controls

28th September 2023 at 7pm – Village Hall

23rd November 2023 at 7pm – Village Hall

To consider a resolution to exclude the press and public in accordance with the Public Bodies (Admission to meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed.

15. Land request.

To consider communication received regarding a piece of land at Hubbards Loke.

16. Staffing matters.

- 16.1 To receive staffing update. Cllr P Banks
18.2 To consider contract and appointment of Clerk and RFO from 1st August 2023.

Minutes of Great Witchingham Parish Council

meeting held on Tuesday 20th June 2023 to in Great Witchingham Village Hall at 6pm
Present: Cllrs S Acloque, P Banks, R Middleton.
Clerk: Sarah Hunt

1 Election of Chair.

Cllr R Middleton was elected into the chair for the duration of the meeting and signed a declaration of interest form. PROPOSED Cllr Banks, seconded cllr Acloque.

2 Apologies.

Were RECEIVED and ACCEPTED From: Cllrs R Banks, T Buckenham, P Collingsworth – alternative commitments.

NOTED that there remains one vacancy on the Council unfilled.

3 Minutes.

The Annual parish meeting minutes from the meeting held on 11th May 2023 were AGREED as a true and correct record.

4 Declarations of Interest.

None.

5 To receive updates on any matters not elsewhere on the agenda

5.1 Land at crossroads - ongoing. Clerk

5.2 SAM2 sign – pending repair.

5.3 Defibrillator – registration will be completed shortly – Clerk. Training, an organization has agreed to attend – next meeting.

5.4 CiL Annual return – outstanding.

5.5 Parking on Hubbards Loke – to confirm the police have attended on 4 occasions and the vehicle was not present.

6 Public Participation and Reports.

6.1 County Councillor Greg Peck sent apologies.

6.2 District Councillor Peter Bulman sent apologies.

6.3 Members of the Public. None.

9. Planning.

9.1 To consider consultee response to applications received from Broadland and south Norfolk District Council:

9.1.1 None

9.2 To receive notification of any planning applications decisions received from Broadland and South Norfolk District Council.

9.1.2 2023/0410 - Great Witchingham House Heath Lane Great Witchingham Norfolk NR9 5PE. Internal alterations to house, including new doorways and minor changes to layout. New dormers and amendments to pool building.

Decision : Approval with Conditions. NOTED.

9.3 20221626 – 5 Fakenham Road, Lenwade, Norwich, NR9 5SE. Cllr Peta Banks will represent Council at the Committee meeting if available.

9.4 Enforcement response received re: Layby Access, case closed.

10. Correspondence and Communications.

Notification that highways rangers will be in attendance w/c 24th July. Please send any issues to Clerk.

Hornsea 3 offshore windfarm newsletter – previously circulated.

Locum Clerk: Sarah Hunt
Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Tel: 07379451727
email: greatwitchinghamparishcouncil@gmail.com

11. Financial Matters.

11.1 It was RESOLVED to make the payments payments as presented.

	Nett	VAT	TOTAL
Sonya Blythe internal audit fee	£85.00		£85.00
Unity Bank – fees. Direct Debit payment	£18.00		£18.00
Sarah Hunt – locum fees	£1,340.00		£1,340.00
Norse – annual play area inspection	£140.00	£28	£168.00
Norse Ground Maintenance May	£164.67	£32.93	£197.60

PROPOSED Cllr Banks, seconded Cllr Acloque.

11.1.1 The internal audit report was RECEIVED – clerk to review Internal Controls and present regular budget updates to meetings.

Clerk to obtain quotation from the same Internal Auditor for next year, it was considered the report was very informative.

11.2 To receive end of year AGAR and agree the following:

11.2.1 It was RESOLVED to declare Great Witchingham and Lenwade Parish Council as an exempt authority for 2022/23 and the r.f.o and chair signed the certificate of exemption as neither the Gross income or gross expenditure exceed £25,000.00.

11.2.2 It was RESOLVED to approve Section 1 of the AGAR – the Annual Governance Statement. The R.F.O and Chair signed Section 1.

11.2.3 It was RESOLVED to approve Section 2 of the AGAR – the Accounting Statements 2022-23. The R.F.O. and Chair signed Section 2.

11.3 The meeting received the analysis of variances.

11.4 The meeting received the bank reconciliation as at 31.3.23.

11.5 NOTED the publication of public rights will be 26th June to 11th August.

12. Administrative Matters.

12.1 It was RESOLVED to use the Unity Bank SWITCH service and close all Barclays accounts. PROPOSED Cllr Acloque, seconded Cllr Middleton

13. Items for next agenda.

Installation of a larger bin at the playground.

To review and adopt financial regulations

Review and adoption of asset register.

Review of freedom of information and data protection policies

Review of the press/media policy.

Review of the employment policies and procedures.

14. Dates of next meeting:

27th July 2023 at 7pm – Village Hall

28th September 2023 at 7pm – Village Hall

23rd November 2023 at 7pm – Village Hall

It was RESOLVED to exclude the press and public in accordance with the Public Bodies (Admission to meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed.

15. Staffing matters.

15.1 The meeting received a staffing update. Cllr P Banks

16.2 It was RESOLVED to engage Miss L Dawson at the same rate as the Locum Clerk. This to enable continuous cover in the absence/unavailability of the current Locum Clerk.

Locum Clerk: Sarah Hunt
Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Tel: 07379451727
email: greatwitchingparishcouncil@gmail.com

610142, 318291

FAKENHAM ROAD

475141391

10 m

40 ft



Our Ref: Cornerstone 11211824

17th July 2023

Councillor of Great Witchingham Ward
Councillor Peter Bulman
Broadland District Council
Horizon Centre
Peachman Way
Norwich
NR7 0WF

WHP Telecoms Ltd
1a Station Court
Station Road
Guiseley
Leeds
LS20 8EY

Dear Councillor,

PROPOSED BASE STATION INSTALLATION UPGRADE AT CORNERSTONE 11211824, WALCIS FARM, FAKENHAM ROAD, LENWADE, NORWICH, NORFOLK, NR9 5QR. NGR: E: 608735, N: 318635

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 Norfolk area to improve service provision and have identified this site as suitable for an equipment upgrade for Cornerstone.

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 are committed to consultation with communities on our mobile telecommunications proposals and as such would encourage you to respond.

As part of Cornerstones network improvement program, there is a specific requirement for a radio base station upgrade at this location to provide improved technical provisions, greater capacity and coverage in the area.

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 - Standard 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: -

Our technical network requirement is as follows:

- Cornerstone 11211824 (Cornerstone) at Walcis Farm.
- There is a specific requirement for a radio base station upgrade at this location to provide improved technical provisions, greater capacity and coverage in the area.

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

- Walcis Farm, Fakenham Road, Lenwade, Norwich, Norfolk, NR9 5QR. NGR: E: 608735, N: 318635.
- Proposed upgrade to the existing 14.50m High ADC 703UP Lattice Tower. Existing 14.50m High ADC 703UP Lattice Tower C/W 3.00m extension to be replaced with proposed 24.00m High Swann 1003 Lattice Tower plus 1.00m panel 210 (25.00m in total) on existing concrete base. Proposed 6No. Antennas to replace existing 3No. Antennas. Proposed 1No. 300 μ Dish. Existing 300 μ Dishes to be relocated. Proposed 1No. GPS Node Existing equipment cabin to be upgraded internally and associated ancillary works. For full details please refer to the enclosed drawings.

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 will be included within the planning submission.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14-day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments.

We look forward to receiving any comments you may have on the proposal.

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

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

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VAT No. GB142 8555 06

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

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number Cornerstone 11211824).

Yours faithfully,

Julia Marshall
j.marshall@whptelecoms.com

(for and on behalf of Cornerstone)

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

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

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

CORNERSTONE CONSULTATION PLAN

Site No: Cornerstone 11211824	Site Contacts	
Site Name and Address: Walcis Farm, Fakenham Road, Lenwade, Norwich, Norfolk, NR9 5QR		
	LPA	Broadland District Council
Initial Rating (Stage 2.A.1)	GREEN	17/07/2023
Re-assessed Rating		Sign and date

Stage 2.A.2	LPA Comments and Opinion	Start Date 17/07/2023	Closing Date 31/07/2023	Comments
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Stage 2.A.4 - Identify Consultation Strategy

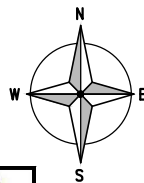
Ref	Consultation Method	Agreed to be carried out Yes/No	Details (location, time, address, invitees, etc)	Start Date	Closing Date	Comments
3.A.1	Letter to Ward Councillor (Inc. MLA in NI)	YES	Councillor of Great Witchingham Ward Councillor Peter Bulman Broadland District Council Horizon Centre Peachman Way Norwich NR7 0WF	17/07/2023	31/07/2023	
3.A.2	Letter to Parish Council	YES	Sarah Hunt Great Witchingham Parish Council 58 Hercules Road Hellesdon Norwich NR6 5HH	17/07/2023	31/07/2023	
3.A.3	MP	NO	N/A			
3.B.1	Consultation Letter Mail Shot	YES / NO	Address details			
3.B.2	Erect Voluntary Consultation Notice	YES / NO	Position where Notice is to be displayed			
3.B.3	Informal 'Drop In' Session	YES / NO	Agreed venue, date to be held, list of invitees (both sides)			
3.B.4	Key Stakeholder Briefing session	YES / NO	Agreed venue, date to be held, list of invitees (both sides)			
3.B.5	Information Leaflets	YES / NO	Position to be left			
3.B.6	Public Notice Placed in Local Press	YES / NO	Paper to be advertised			

Schools - must be consulted if 'near'						
Schools to be consulted - (includes colleges)	Agreed to be carried out Yes/No	Address (Chair of Governors and Head Teacher)	Start Date	Closing Date	Comments	
School/college name	NO	N/A				
	NO	N/A				
	NO	N/A				

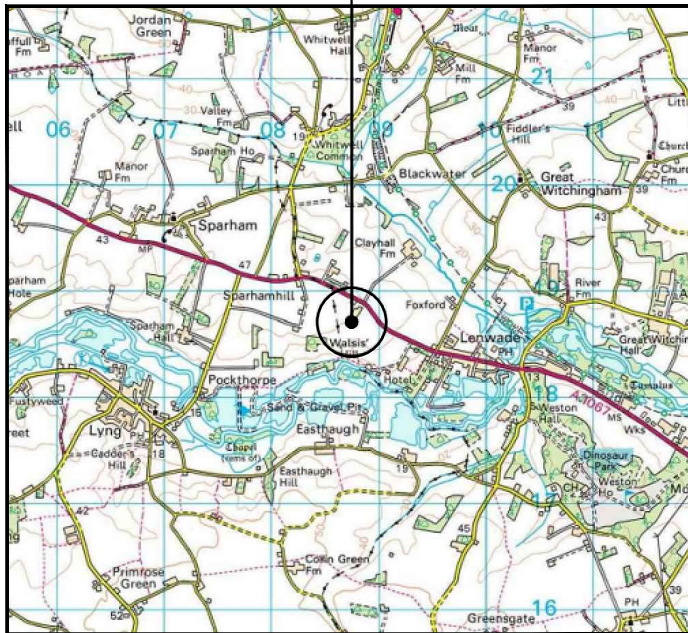
Others						
	NO	N/A				

When the consultation plan has been completed please upload to either omnix or evenflow

7.3



SITE LOCATION



0 1km 2km
Scale

SITE LOCATION
(Scale 1:50000)

Based upon Ordnance Survey map extract
with the permission of the Controller of
His Majesty's Stationery Office.
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Licence No. 100047947

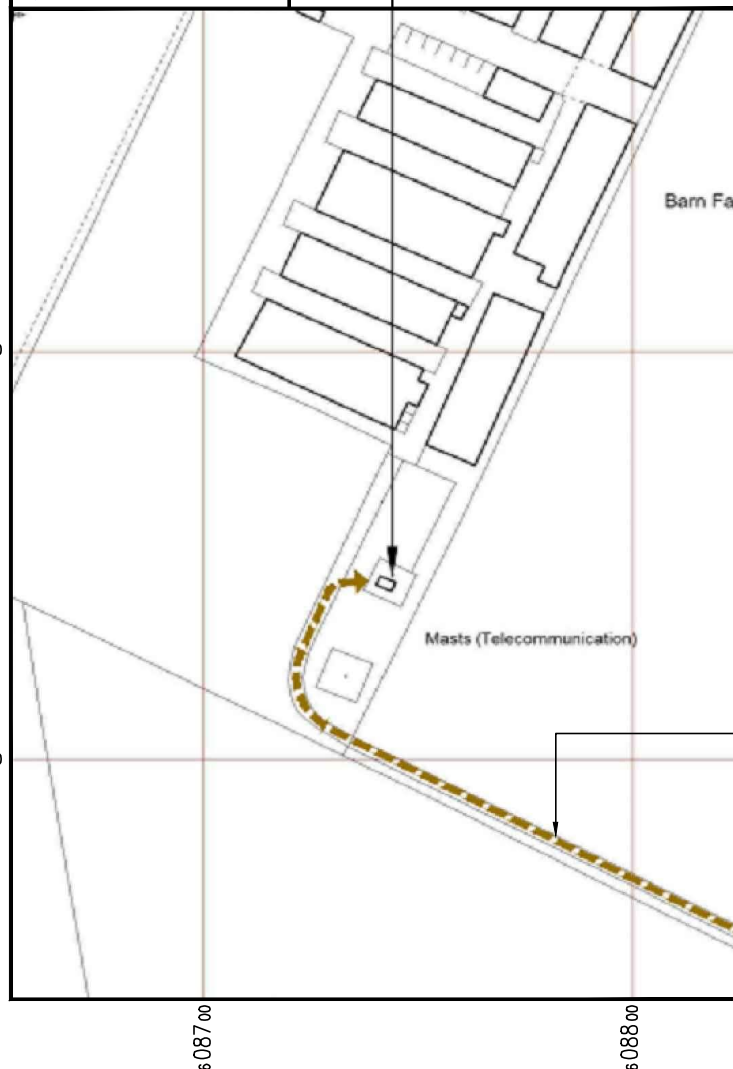


SITE PHOTOGRAPH

These drawings comply with VMO2 Standard ICNIRP guidelines,
Designed in accordance with Cornerstone documents: SDN0007 & SDN0008

— = Right of Access
— = Public Access Route

SITE LOCATION



3 187 00

3 186 00

6 087 00

6 088 00

DETAILED SITE LOCATION
(Scale 1:1250)

Based upon Ordnance Survey map extract
with the permission of the Controller of
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50 25 0 50 100
ORIGINAL SCALE AT A3 - 1:1250 ALL DIMENSIONS IN METRES

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R. E: 608735 N: 318635

DIRECTIONS TO SITE:

FOLLOW BROADLAND NORTHWAY/A1270 AND
A1067 HEAD NORTHWEST ON HOLT RD/A140
TOWARD HARTS HL AT THE ROUNDABOUT,
TAKE THE 2ND EXIT ONTO HOLT RD MERGE
WITH BROADLAND NORTHWAY/A1270 AT THE
ROUNDABOUT, TAKE THE 2ND EXIT AND STAY
ON BROADLAND NORTHWAY/A1270 AT THE
ROUNDABOUT, TAKE THE 2ND EXIT AND STAY
ON BROADLAND NORTHWAY/A1270 AT THE
ROUNDABOUT, TAKE THE 3RD EXIT AND STAY
ON BROADLAND NORTHWAY/A1270 AT THE
ROUNDABOUT, TAKE THE 2ND EXIT ONTO
FAKENHAM RD/A1067 CONTINUE TO FOLLOW
A1067 TURN LEFT RESTRICTED USAGE ROAD

A	Issued for Approval	VKM	AB	10.07.2023
REV	MODIFICATION	BY	CH	DATE

WHP Telecoms Ltd
Faraday Court
401 Faraday Street
Birchwood Park
Warrington WA3 6GA
Tel: 01925 424100 Fax: 01925 424101
e-mail: info@whptelecoms.com

O₂
CORNERSTONE—SOUTH EAST

Cell Name	Opt.
WALCIS FARM	—

Cell ID No

CORNERSTONE	VMO2	VF
11218824	074327	11761

Site Address / Contact Details

FAKENHAM ROAD
LENWADE
NORWICH
NORFOLK
NR9 5QR

Drawing Title:
SITE LOCATION MAPS

Purpose of Issue:	Dwg Rev:
PLANNING	A

Drawing Number:	100	A
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Surveyed By:	Original Sheet Size:	Pack Issue:
WHP	A3	A
Drawn:	Date:	Checked:
VKM	10.07.2023	AB
Date:	10.07.2023	A

SDNT0005 Version 1.3



NORTH WEST
ELEVATION

EXISTING 2.00m HIGH CONCRETE
& WOOD FENCE

EXISTING VMO2 METER CABINET ON
CONCRETE BASE C/W SINGLE PHASE
& 100A REC SUPPLY

EXISTING VMO2 14.50m HIGH ADC 703UP
LATTICE TOWER C/W 3.00m EXTENSION
ON 5.50x5.70m CONCRETE BASE

EXISTING VMO2 300mm WIDE CABLE LADDER
ON 1No. GANTRY SUPPORT POLE TO
SUPPORT CABLE MANAGEMENT

EXISTING VMO2 1No. GANTRY SUPPORT
POLE TO SUPPORT CABLE MANAGEMENT

EXISTING VMO2 EQUIPMENT
CABIN ON CONCRETE BASE

EXISTING 1.80m HIGH (7.00x7.80m) CHAINLINK
FENCE TOPPED WITH 3 STRANDS OF BARBED
WIRE C/W 1.00m WIDE ACCESS GATE

GROUND LEVEL
+1.00m

GRASS AREA

EXISTING TREE LEVEL
(APPROX)+ 5.00m AGL

GROUND LEVEL
0.00m

EXISTING TREE LEVEL
(APPROX)+14.00m
TO 15.00m AGL

EXISTING TREE LEVEL
(APPROX)+14.00m
TO 15.00m AGL

GRASS AREA

GRASS AREA

EXISTING SITE PLAN

(1:100)

4000 2000 0 5000 7500

ORIGINAL SCALE AT A3 - 1:100

ALL DIMENSIONS IN MILLIMETRES

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 608735 N: 318635

NOTES:

REV	Issued for Approval	VKM	AB	10.07.2023
REV	MODIFICATION	BY	CH	DATE

WHP Telecoms Ltd
Faraday Court
401 Faraday Street
Birchwood Park
Warrington WA3 6GA
Tel: 01925 424100 Fax: 01925 424101
e-mail: info@whptelecoms.com

O₂
CORNERSTONE-SOUTH EAST

Cell Name	Opt.
WALCIS FARM	-

Cell ID No

CORNERSTONE	VMO2	VF
11218824	074327	11761

Site Address / Contact Details
FAKENHAM ROAD
LENWADE
NORWICH
NORFOLK
NR9 5QR

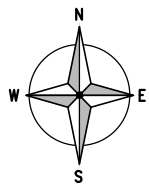
Drawing Title:
EXISTING SITE PLAN

Purpose of issue: PLANNING Dwg Rev:

Drawing Number: 200 A

Surveyed By: WHP Original Sheet Size: A3 Pack Issue:

Drawn: VKM Date: 10.07.2023 Checked: AB Date: 10.07.2023 A



NORTH WEST
ELEVATION

EXISTING 2.00m HIGH CONCRETE
& WOOD FENCE

EXISTING VMO2 METER CABINET ON
CONCRETE BASE C/W SINGLE PHASE
& 100A REC SUPPLY

EXISTING VMO2 14.50m HIGH ADC 703UP LATTICE
TOWER C/W 3.00m EXTENSION TO BE REPLACED
WITH PROPOSED 24.00m HIGH SWANN 1003
LATTICE TOWER + 1.00m PANEL 210 (25.00m IN
TOTAL) ON EXISTING 5.50x5.70m CONCRETE BASE

EXISTING VMO2 300mm WIDE CABLE LADDER
ON 1No. GANTRY SUPPORT POLE TO
SUPPORT CABLE MANAGEMENT

EXISTING VMO2 1No. GANTRY SUPPORT
POLE TO SUPPORT CABLE MANAGEMENT

EXISTING VMO2 EQUIPMENT CABIN
ON CONCRETE BASE TO BE
UPGRADED INTERNALLY

EXISTING 1.80m HIGH (7.00x7.80m) CHAINLINK
FENCE TOPPED WITH 3 STRANDS OF BARBED
WIRE C/W 1.00m WIDE ACCESS GATE

GROUND LEVEL
0.00m

GROUND LEVEL
+1.00m

GRASS AREA

EXISTING TREE LEVEL
(APPROX) 5.00m AGL

EXISTING TREE LEVEL
(APPROX) +14.00m
TO 15.00m AGL

EXISTING TREE LEVEL
(APPROX) +14.00m
TO 15.00m AGL

GRASS AREA

PROPOSED SITE PLAN

(1:100)

4000 2000 0 5000 7500
ORIGINAL SCALE AT A3 - 1:100 ALL DIMENSIONS IN MILLIMETRES

These drawings comply with VMO2 Standard ICNIRP guidelines,
Designed in accordance with Cornerstone documents: SDN0007 & SDN0008

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE
N.G.R E: 608735 N: 318635

A	Issued for Approval	VKM	AB	10.07.2023
REV	MODIFICATION	BY	CH	DATE

WHP Telecoms Ltd
Faraday Court
401 Faraday Street
Birchwood Park
Warrington WA3 6GA
Tel: 01925 424100 Fax: 01925 424101
e-mail: info@whptelecoms.com

O₂
CORNERSTONE-SOUTH EAST

Cell Name	Opt.
WALCIS FARM	-

Cell ID No

CORNERSTONE	VMO2	VF
11218824	074327	11761

Site Address / Contact Details

FAKENHAM ROAD
LENWADE
NORWICH
NORFOLK
NR9 5QR

Drawing Title:
PROPOSED SITE PLAN

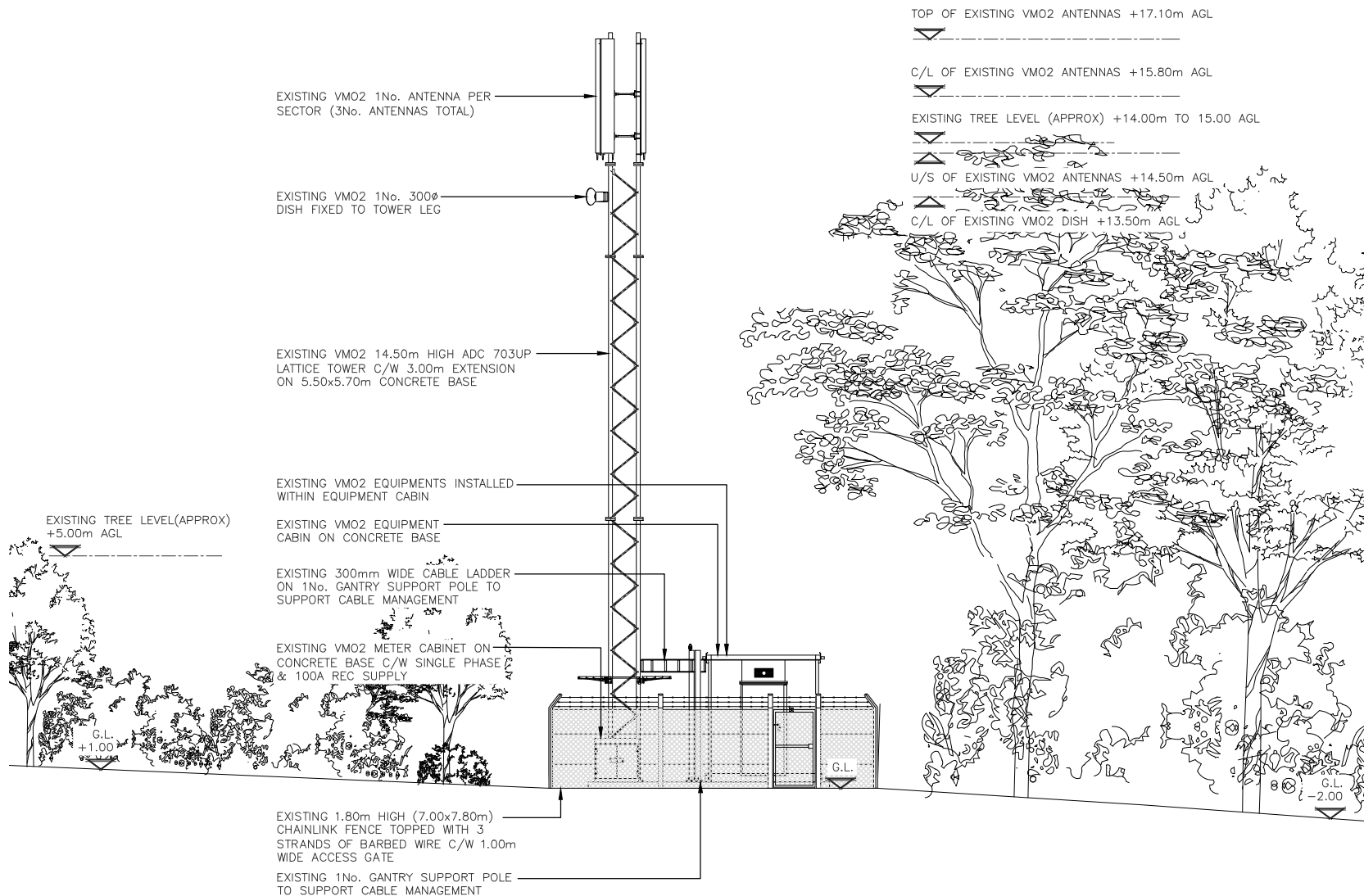
Purpose of issue:	PLANNING	Dwg Rev:
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Drawing Number:	201	A
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Surveyed By: WHP	Original Sheet Size: A3	Pack Issue:
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Drawn: VKM	Date: 10.07.2023	Checked: AB	Date: 10.07.2023	A
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SDN0005 Version 1.3



EXISTING NORTH WEST ELEVATION

(1:100)

4000 2000 0 5000 7500

ORIGINAL SCALE AT A3 - 1:100

ALL DIMENSIONS IN MILLIMETRES

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 608735 N: 318635

NOTES:

REV	MODIFICATION	BY	CH	DATE
A	Issued for Approval	VKM	AB	10.07.2023

WHP Telecoms Ltd
 Faraday Court
 401 Faraday Street
 Birchwood Park
 Warrington WA3 6GA
 Tel: 01925 424100 Fax: 01925 424101
 e-mail: info@whplecoms.com

O₂
 CORNERSTONE—SOUTH EAST

Cell Name	Opt.
WALCIS FARM	—

Cell ID No	
------------	--

CORNERSTONE	VMO2	VF
11218824	074327	11761

Site Address / Contact Details
FAKENHAM ROAD LENWADE NORWICH NORFOLK NR9 5QR

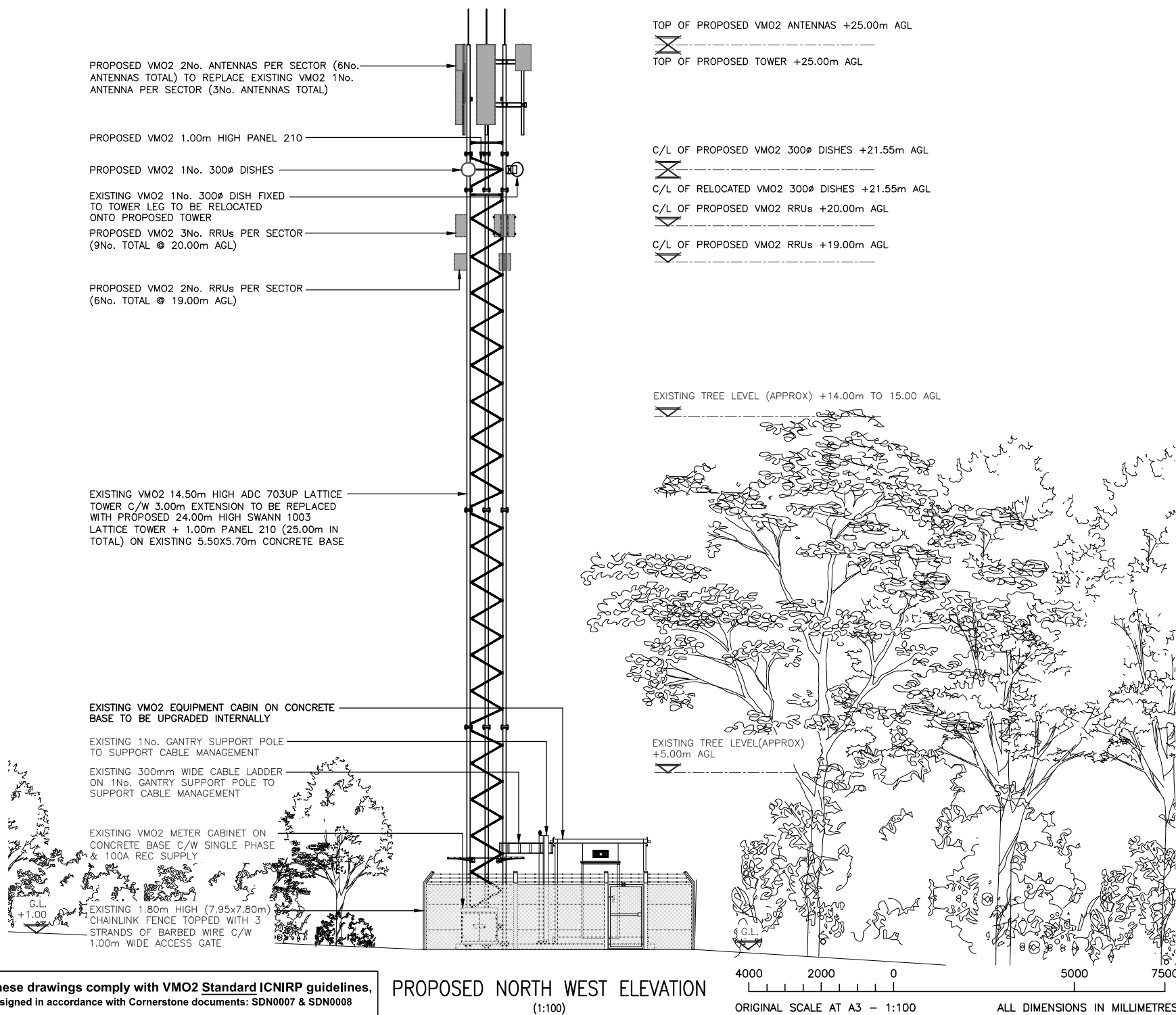
Drawing Title:
EXISTING SITE ELEVATION

Purpose of issue:	PLANNING	Dwg Rev:
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Drawing Number:	300	A
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Surveyed By:	Original Sheet Size:	Pack Issue:
WHP	A3	A

Drawn:	Date:	Checked:	Date:
VKM	10.07.2023	AB	10.07.2023



PROPOSED NORTH WEST ELEVATION
(1:100)

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

8. Pathway to Heath Close

Hi could I please ask who is responsible for the upkeep of the footpath leading to Heath close, this is getting overgrown with vegetation. Old people as well as parents with kiddies use this to get to and from shops schools etc.

I am a land owner next to this footpath I usually take it upon myself to do this for villagers but problem is getting rid of all the cuttings.

My brown bin will only hold a certain amount and my garden has to take priority.

Also a large oak on this footpath has several rotten branches if these were to fall on someone they could do some damage.

I have mentioned this before to council and sadly no reply.

Please could someone look into this

I attach for your information a map showing the cadastral parcels - I hope I have the correct footpath, if I do it shows as unregistered.

I also attach a map of the highways/norfolk county council responsibilities. You can look these up yourself here:

[Norfolk Highways and Public Rights of Way](#)

I see immediately your issue, the land is not owned on the public register, nor is it under the care of Norfolk Highways or showing as a public right of way.

Ultimately Norfolk County Council Highways team have responsibility to keep public rights of way clear, the issue that will be faced here is that although it is a footpath, it doesn't appear on their map.

There are a couple of options:

Firstly, that it is indeed under highways control - you can report the issue here:

[Report a problem - Norfolk County Council](#)

They may well have to take action if it is theirs.

You can approach Norfolk County Council Highways Asset team and ask them if it belongs to them:

[Winter-Support-for-Local-Residents.pdf \(marthampc.org.uk\)](#)

If you take that action I would suggest you also copy in/approach Greg Peck:

[CMIS > Councillors](#)

He is your representative on Norfolk County Council.

The other option would be that when the development was built that area either

remained with the developer (was overlooked) or passed to Broadland District Council.

You can ask them:

[Contact us – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk)

Your representative is Peter Bulman:

[Councillor details - Peter Bulman - South Norfolk and Broadland](#)

I'm afraid I can offer no advice with regard to the developer as I have no information.

I can though confirm that the area is no under the ownership or control of the Parish Council.

I hope the above proves to be of help to you.

cc Local Members

Your Ref:

Date: June 2023

My Ref:

Tel No.:

Email:

HI/12/GEN/DH/KT

0344 800 8020

ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2024/25. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 8th December 2023. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2024 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2024/25

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

ASSET REGISTER agreed July 2023

LEGEND

P = Proxy A = Actual V = Valuation I = Insurance

Description	Date of purchase	Date of disposal	Pre-disposal Value	Basis of valuation	Value NET £	Insured	Notes	Sum Insured £ from June 2021	Sum Insured £ from June 2022
Community Assets									
Recreational Land – Hubbards Loke (Village Hall site)	01/07/2018			P	1.00	No	T/F from BDC. Gift.		
Land adj Fakenham Rd near to the A1067 bridge	unknown			P	1.00	No	Identified Dec 2020		
War Memorial – structure/gabions	2014			P	1.00	YES		4370.91	4502.04
War Memorial – name plaques (re-carving)	2014			A	692.25				
– additional name	2014			A	274.50				
Fixed Assets									
Land adj Fakenham Rd near to the A1067 bridge							8. Assets included July 2021		
63 2x2 paving slabs	2000			V (2021)	400.00		Approx £4 each + £150 laying		
1 2x2 engraved pathing slab	2000			V (2021)	200.00		Slab & engraving		
2 concrete plinth seats - 4x plinths	2000			V (2021)	600.00				
- 2x stone slab seats	2000			V (2021)	200.00				
Bus shelter - brick at lay-by A1067	01/01/1965			I (2017)	4545.00	YES		5268.90	5426.97
Bike rack - Land adj Fakenham Rd near the Bridge PH	01/09/2014			A	1500.00	YES		1756.30	1808.99
1 x SAM Speed signs with	01/04/2014			A	2825.00	YES	4. see note	2825.00	6029.96
1 x battery packs with charger & leads									
1 x brackets (for mounting on posts) one bracket in situ									
3 x Jubilee clips/4x padlocks/3x keys									
data recording equipment									
Notice board – village hall external wall	18/07/2016			A	187.00	No			
Bus shelter – 2 bay cantilever dome roof with	12/06/2019			A	2635.00	YES		2954.61	3043.25
Osprey green litter bin - play/recreation area VH site	12/10/2021			P	132.95	No			
Defibrillator	19/03/2023			P	1345.00	YES			
Play area equipment									
Phase 1	24/06/2021			P	28162.07	YES	6. see note	28162.07	29006.93
Phase 2 part 1 (ex Gigoto & ex half site set up)	15/12/2021			P	7758.00	YES	9. see note		
Phase 2 part 2 (ex Gigoto)	10/01/2022			P	3261.00	YES	10. see note	14044.00	14465.32
Phase 2 - Gigoto	28/01/2022			P	2575.00	YES			
NBB - 2 x heavy duty picnic table	23/11/2022			A	1370.00	No			
TOTAL					58665.77				

13.2 CODE OF CONDUCT ADOPTION.

Dear Parish/Town Clerk,

I want to update you on progress with Broadland District Council's consideration of the Local Government Association's (LGA) model Code of Conduct.

Survey

Thank you to those parish and town councils that responded to the consultation survey on the LGA code of conduct. The majority of respondents were in support of adopting the code, although some parishes questioned parts which they felt weren't relevant to them.

Adoption of the Code by Broadland District Council

At their December Council meeting, Broadland District Council adopted the LGA's model code of conduct as the Council's new member Code of Conduct. The Council adopted the code in full with an additional clause in Part 10, requiring district members to also register an accumulation of small gifts received from the same source totalling £100 over a period of one year. The new Code will come into effect on 5 May, 2023 for Broadland District Council members.

Adoption of the Code by Parish and Town Councils

We are hoping that parish and town councils in the District will also adopt this Code to ensure the same level of standards throughout the District at all tiers. This allows the Monitoring Officer to have a better oversight when dealing with complaints.

I attach the code, together with some LGA guidance that has been tailored for parish/town councils. Your Council can adopt the Code in full or with local variations as deemed appropriate by your Council. You will see that I have highlighted some parts of the code in yellow. This is because those parts of the code relate to Cabinet which is a district matter or refers to the Monitoring Officer. Parish/town councils may wish to make local amendments to those parts, as follows:

- Page 3 - amend the highlighted sentence to refer to the district council's Monitoring Officer and delete 'and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct' as the Parish/Town Clerk should give advice to parish/town councillors in the first instance.
- Page 5 - either delete highlighted part 4.1b, iv - 3 or replace the Monitoring Officer with the Parish/Town Clerk
- Page 7 – after section 8.4 either delete the highlighted sentence or reword the last part 'raise this with the Monitoring Officer of the district council'
- Page 7 – second sentence about Appendix B, either delete the sentence about seeking advice from your monitoring or replace your Monitoring Officer with your Parish/Town Clerk
- Page 7 & 8 – Parts 10.2 and 10.3 – we thought it unlikely that these paragraphs would be relevant for parishes, so suggest deleting these paragraphs but if your council chooses to require councillors to register and publish gifts received, you

should change to 'the district council's Monitoring Officer' (and if required, could also add accumulation of small gifts after 10.2).

- Page 10 – delete paragraph 5 as it relates to Cabinet which is a district matter
- Page 11 – delete paragraph 10 as it relates to Cabinet which is a district matter
- Pages 14 and 15 – delete as these relate to best practice recommendations which may be followed but aren't directly mentioned in the code.

We understand that some parish and town councils have already adopted the LGA model Code. In these cases, you should:

- Ensure your councillors understand their obligations under the Code. I'd suggest that you provide them with a copy of the guidance attached to this email.
- Ensure that they have registered the correct *other* interests, as required by the Code (Table 2)

Register of Interest Forms

We will be introducing new register of interest forms for all councillors that are elected in May, 2023 to take account of the interests that councillors are required to register under the new Code (Table 2). Those parishes/towns adopting the LGA model Code, will also be able to use this form, however the requirement about registering gifts may need to be adapted. Any parish/town councils not updating their code of conduct, can continue to use their existing forms for all members in May 2023.

Training

We will be holding a number of training sessions for members after the May 2023 elections on standards, which will include the LGA model Code of Conduct. We will also provide this to parish/town councils and will be in touch with you closer to the time with further details.

Regards,

Linda Mockford
Governance Manager

CO-OPTION POLICY AND NEW COUNCILLOR PROCEDURE

Great Witchingham with Lenwade Parish Council

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Great Witchingham Parish Council. The co-option procedure is entirely managed by the Council and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called for by parishioners. A casual vacancy occurs when:

- A councillor fails to make their declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

The Parish Council is required to notify the District Council of the casual vacancy and then advertise the vacancy to give electors the opportunity to request an election. If ten electors write to the District Council within fourteen working days requesting an election, then one is called. A polling station will be set up by the District Council and parishioners will be asked to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Clerk will advertise the process on notice boards, website and any other means in use by the council at the time. The Parish Council will be required to pay the costs of the election. If only one candidate applies, they are elected without a ballot.

If residents do not request a ballot within fourteen days of the vacancy notice being posted, the Parish Council is able to co-opt.

3. Confirmation of Co-option

On receipt of written confirmation from the District Council that the casual vacancy can be filled by means of co-option, the Parish Clerk will advertise the vacancy on the website, Facebook page and notice boards. Councillors are also encouraged to approach anyone who meets the criteria below.

4. Eligibility of Candidates

The Parish Council is able to consider any person to fill a vacancy provided that:

- He/she is an elector for the parish or,
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish or,

- had his/her principal place of work in the parish, or
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main ones are:

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election;
- being disqualified under any enactment relating to corrupt or illegal practices.

5. Co-Option Process

Candidates will be requested to submit information about themselves using the adopted application form at least five working days before the next meeting of Full Council. This information will be circulated by the clerk to councillors, and an item to co-opt a councillor will be placed on the agenda of the meeting. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.

Candidates will be invited to attend the meeting. If there is more than one candidate, the Councillors vote on who to co-opt. This decision-making process will take place in the open part of the meeting.

No co-option may take place outside of a Full Council meeting. An additional meeting may be called if necessary.

Councillors elected by co-option are full members of Council.

6. After Co-option

The co-opted member must sign an acceptance of office form. He/she can then take their place and join the meeting. A register of interests form will also be given. This must be returned to the Parish Clerk, or sent directly to the District Council, within three weeks. This document will be published on the District Council's website.

The Parish Clerk will, within five working days of the meeting, send the new Councillor by email a copy of the Code of Conduct, Standing Orders and Financial Regulations, as well as a link to the website which contains additional policies. The dates of future meetings and available training will also be given.

By accepting office all new councillors will be expected to:

- Undertake training for new councillors, as a minimum. However, it is encouraged the councillors attend as many courses as possible, to ensure that councillors have a thorough understanding of the functions and legislature of parish councils;
- Use a parish council email address exclusively for all formal Council business and they should not be used in any other way; This email will be subject to any Freedom of Information requests made.
- Ensure they do not make reference to the Council or its services or represent themselves on behalf of the Council on social media without formal permission from the Council to do so.

**APPLICATION FOR CO-OPTION to GREAT WITCHINHAM AND LENWADE
PARISH COUNCIL**

Thank you for your interest in becoming a parish Councillor. Please provide the below information to assist in the council making their decision.

Full Name and Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	

About You:

Please provide the council with some background information about yourself:

--

Clerk to the Council: Sarah Hunt, Great Witchingham Parish Council, 58 Hercules Road, Hellesdon,
Norwich, Norfolk, NR6 5HH
Tel: 07379451727

Email: clerk@gwpc.org.uk

Reasons for applying: Please provide the council with your reasons for wanting to become a Parish Councillor.

Signature	
------------------	--

Please return your completed application to the Clerk to the Parish Council. Your application will be considered at the next available Parish Council meeting, the Clerk will be in touch to let you know the date and time. At that meeting a vote will be held to decide your co-option to the Parish Council.

Data Protection Act (2018): The information provided on the application form will remain private and confidential.

1. **In order to be eligible for co-option as a Parish Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:**

Please tick which one applies to you:

a) I am registered as a local government elector for the parish; or

☐

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☐

c) My principle or only place of work during those twelve months have been in the parish; or

☐

d) I have during the whole of the twelve months resided in the parish or within three miles of it.

☐

2. **Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if he/she:**

a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

III. If the person is discharged without such a certificate

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I..... herby confirm that I am eligible for the vacancy of Great Withingham Parish Councillor; and the information given on this form is a true and accurate record.

Signature.....

Date.....

GREAT WITCHINGHAM PARISH COUNCIL

Financial Regulations

Index

- 1.** General
- 2.** Accounting and audit (internal and external)
- 3.** Annual estimates (budget) and forward planning
- 4.** Budgetary control and authority to spend
- 5.** Banking arrangements and authorisation of payments
- 6.** Instructions for the making of payments
- 7.** Payment of salaries
- 8.** Loans and investments
- 9.** Income
- 10.** Orders for work, goods and services
- 11.** Contracts
- 12.** Assets, properties and estates
- 13.** Insurance
- 14.** Risk management
- 15.** Suspension and revision of Financial Regulations

1. General

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of the Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account

and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors

shall be a matter for the full council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations,

- references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

- the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.3. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.5. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council

2.6. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.7. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.8. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.9. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget)

3.1. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the ensuing financial year in the form of a budget to be considered by the Council.

3.2. The Council shall consider annual budget proposals in relation to the council's revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding.

3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £500;
- a duly delegated committee of the Council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.6. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.7. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 of the budget.

4.8. Changes in earmarked reserves shall be approved by the Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. 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. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and/or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council or in an emergency only by one member and by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved

passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:

a) every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

- (ii) for specialist services such as are provided by legal professionals acting in disputes;
- (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- (v) for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Council); and
- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the council shall comply with the relevant requirements of The Regulations¹.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a) For public supply and public service contracts £189,330
- b) For public works contracts £4,733,252

- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quotation or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quotation who was present when the original decision-making process was being undertaken.

12. Assets, properties and estates

12.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

12.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

12.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

12.4. No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

12.5. Subject only to the limit set in Regulation 12.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Council. In each case a report in writing shall be provided to council with a full business case.

12.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. Insurance

13.1. Following the annual risk assessment (per Regulation 14), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

13.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

13.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

13.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

14. Risk management

14.1. The council is responsible for putting in place arrangements for the management of risk. Risk management policy statements shall be prepared for approval by the Council in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

14.2. When considering any new activity, a draft risk assessment including risk management proposals shall be prepared for consideration and adoption by the Council.

15. Suspension and revision of Financial Regulations

15.1. It shall be the duty of the Council to review the Financial Regulations of the Council in accordance with Standing Order 18b. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

15.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

These Financial Regulations are based on Model Financial Regulations produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations.

Any modifications to the approved document are expressed in the form of ~~strike through~~ for deletion and underlining for additions to text.

GREAT WITCHINGHAM AND
LENWADE PARISH COUNCIL

PRESS AND MEDIA POLICY

1 . INTRODUCTION

1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and dealing with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2 . KEY AIMS

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. All mediums for communication are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 It is important that the press have access to the Clerk/Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 . THE LEGAL FRAMEWORK

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity.

3.2 The Parish Council's adopted Standing Orders should be adhered to.

4 . CONTACT WITH THE MEDIA

4.1 The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

4.2 Confidential documents, except Minutes, reports and public papers should not be shared with the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.

4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

4.4 There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); staffing matters, disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

4.5 All formal requests for comment regarding Great Witchingham Parish Council's policy on any matters should be directed to the Clerk in the first instance. If unavailable, the Chairperson should be contacted.

4.6 When responding to approaches from the media, the Clerk or Chairman are authorised to respond. All responses to the press should be drafted by the Clerk with the assistance of the Chairman for accuracy regarding Great Witchingham Parish Council's current policy on the matter being responded to and its lawfulness.

4.7 Responses drafted on any matter may however be directed to another councillor with the assistance of the Clerk and others under SO 22 Relations with the Press/Media for accuracy and lawfulness. In this instance the Chairperson should be made fully aware of the response and agree to its contents.

4.8 Statements made by the Chairman and the Clerk should reflect the Council's opinion. If Great Witchingham Parish Council does not have an official position on the matter raised, this should be stated as the Council's current position.

4.9 Other Councillors can communicate with the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council. Councillors are at liberty to communicate with the press in their own right as representatives of their area. However, they must always maintain that they speak as individuals and not on behalf of Great Witchingham Parish Council.

4.10 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

5 . ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.

5.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.

5.3 On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

6 . PRESS RELEASES

6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

6.2 The Clerk or any member may draft a press release, however they must all be issued by the Clerk to ensure that the principles outlined in section three (legal framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored. This Press and Media policy was adopted by Great Witchingham Parish Council at their meeting on

Great Witchingham and Lenwade

PARISH COUNCIL

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

The use of digital and social media and electronic communication enables Great Witchingham and Lenwade Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, gwpc.org.uk, Cllr Rowan Banks and the Clerk have administration access to the Great Witchingham website. Councillors Peta Banks, Tracey Buckenham and the Clerk have access to the Facebook page.

The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Facebook page is available to provide information and updates regarding activities and opportunities within the Parish and promote our community positively.

Communications from the Council will meet the following criteria:

- be civil, tasteful and relevant;
- not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- not contain any personal information;
- if it is official Council business, it will be moderated by either the Clerk to the Council or nominated Parish Councillor(s);
- not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- be considerate and respectful of others - vulgarity, threats or abuse of language will not be tolerated;
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted;
- share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due;
- stay on topic;
- refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

The site is not monitored 24 hours a day and the Council will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts.

Sending a message or posting via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Council's Clerk via email; clerk@gwpc.org.uk and/or members of the council by sending an email or letter.

We retain the right to remove comments or content that includes:

- obscene or racist content;
- personal attacks, insults, or threatening language;
- potentially libellous or defamatory statements;
- plagiarised material; any material in violation of any laws, including copyright;
- private, personal information published without consent;
- information or links unrelated to the content of the forum;
- commercial promotions or spam;
- allegations of a breach of a Council's policy or the law;

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given the limited resources available. Any information posted on social media not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law, the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish Council Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Parish Council email

The Clerk to the Parish Council has a specific council email address – clerk@gwpc.org.uk. The Clerk is employed part-time, and the email account is monitored mainly during office hours, Monday to Friday, the Council aims to reply to all questions sent as soon as possible. An 'out of office' message is used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will come from the Clerk, and/or otherwise will always be copied to the Clerk.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, and, if appropriate, copy in the Clerk. Any emails sent to the Clerk or Councillors in their official capacity will be subject to The Freedom of Information Act 2018.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers. Specifically no member or officer may forward any emails you have received to anyone outside the Council that includes any outside individual's, organisation's or officer's names, emails or contact details.

Internal communication and access to information within the Council.

The Council is continually looking at ways to improve its working and the use of social media and electronic communication is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Members should also be careful only to cc essential recipients into emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

This policy was adopted at a meeting on 27th July 2023 and will be reviewed in two years or sooner should legislation dictate.

12.2 Playground Inspection May 2023 recommended works:

p16	Hippo Bag of domestic waste	REMOVE
p16	Hogging Pathways - weeds	REMOVE
P17	No dogs signs	ERECT
P17	Ownership signs	ERECT
p21	Dizzy Roundabout Matting	REPLACE AND SECURE RAISE MATTING SOIL AND SEED TO HIDE TIMBER
p28	Flat Seat Swings	REPLACE BOLT SOIL AND SEED - ?Raise swing?
P32	Basket Swing	SOIL AND SEED - ?Raise swing?