

Clerk's Report April 2026

The litter pick was well attended, 26 people in total and 21 bags of rubbish. A comment was made that there should be Hi Vis vests for children, I passed the comment to BDC who said they had received similar comments and would look into getting some smaller vests.

Bluefield have acknowledged receipt of the Community Benefit agreement.

The insurance company would not decrease the premium. This has been renewed as agreed at the March meeting.

Over the last couple of months, I have received concerns about an Ash tree in the Churchyard from a neighbouring property. James and I had a look at the tree and asked David Gillett to also take a look. David recommended Jacob from Treeworks to carry out remedial work but we will need to discuss the need for regular surveys.

The last tree survey on all parish owned trees was carried out in September 2023.

**Cawston Parish Council
Bank Reconciliation**

Financial year ending 31 March 2026

Statement Date

Balance per bank statements as at 31.3.2026

Unity Bank	£	20,049.89	
Unity Savings	£	51,922.00	
Barclays Current Account	£	464.18	
			£ 72,436.07

Less: Unpresented cheques

Net balances	<u>£ 72,436.07</u>
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Cashbook

Opening balance at 1 April 2025	<u>£66,130.90</u>
Add: Receipts	£ 102,638.11
Less: Payments	£ 96,332.94
Closing Balance	<u>£ 72,436.07</u>

	Actual 2024/25	Actual 2025/26	Budget 2025/26				
Administration							
Audit	390.00	390.00	500.00				
Bank charges	£ 71.40	73.00	72.00				
Insurance		3,214.34	1500.00	This was more because we did not pay insurance in 2024/25			
Parish Clerk	16256.83	16,482.50	16823.93				
Subscriptions	686.08	1,230.00	480.00				
Training		115.00	250.00				
Website & emails		216.00					
Cemetery							
Grass Cutting	5,467.12	458.42	4460.00				
Maintenance	2584.71		1600.00				
Churchyard							
Grass cutting	1432.13	120.08	1900.00	Miscellaneous payments			
Maintenance	3464.08	60.00		S Walters	Plaque	£200.76	
Environment				Barclays	Compensati	£125.00	
Dog & litter bins	1278.75	1,294.25	1300.00	Norfolk County Counci refund			
Recycling	337.33	303.00	280.00				
Street Lights	1583.17	1,829.31	2000.00				
Allotments		550.00		Income			
Grass cutting		8,950.10		Allotments	220.00	165.00	180.00
Trees	350.00	0.00	500.00	Bank interest	1302.35	1136.29	200.00
Playingfield				Bowls Club	300.00	300.00	300.00
Grass cutting	3650.3	306.08	4300.00	Cemetery	220.00	1166.00	600.00
Maintenance	694.16	42,829.41	1500.00	Recycling credits	1023.55	983.23	600.00
Other				CIL/S106	8736.86	695.00	
Chairman's Allowance			110.00	Oakes Trust		39,822.60	
Defibrillators	121.95	982.00	200.00	Miscellaneous		1,126.46	
Historical Society	200.00	200.00	200.00	VAT reclaim		15,771.02	
Miscellaneous	662.50	638.99	1000.00	Football Club		100.00	
SAM2	108.01	0.00	200.00	Grow Make Bake	831.20	1872.51	
S137		59.97	100.00		12633.96	63138.11	1880.00
Grow, Make, Bake		1,419.74		Precept	32450.00	39500.00	39500.00
Earmarked funds			2000.00				
CIL		2,345.00					
VAT		12,265.75					
Friends of Cawston school	2000.00						
Total Payments	62464.12	96,332.94	41275.93	Total Income	45083.96	102638.11	41380.00

Cawston Parish Council

MEMBER AND EMPLOYEE PROTOCOL

1. Introduction

- 1.1. Cawston Parish Council exists to serve the interests of the people of Cawston. Members (Councillors) and Officers (staff) have a joint responsibility to ensure that they work collaboratively to achieve an efficient, transparent and democratic Council.
- 1.2. Members and Officers will conduct an annual review of the Member Officer Protocol, and its application, to ensure continued high standards of relationships between Members and Officers.
- 1.3. The Council has agreed the following Protocol about the relationship between Members and Officers, in order to clarify roles and responsibilities.
- 1.4. Given the variety and complexity of such relationships, this Protocol cannot be prescriptive or cover all eventualities. However, it does aim to be instructive, to offer guidance on some common issues, and provide points of principle that can be applied to issues that might arise.
- 1.5. Copies of this Protocol will be issued to all Members on election, and to all Officers on appointment.
- 1.6. The above will compliment any statutory procedures enacted from time to time under the Local Government Acts or relevant related legislation.

2. Roles of Members and Officers

- 2.1. The key role of the Members is to set policy and make major decisions, while the key role of the Officers is to record and implement those decisions and ensure that the Council acts in a lawful manner at all times.
- 2.2. Both elected Members and paid Officers are essential for the Council to carry out its functions and by established convention, all senior employees, especially the Clerk and all other members of staff in this protocol, are referred to as the "Officers" of the Council.
- 2.3. Officers give advice to the Members and carry out the decisions and work of the Council. Officers manage and provide the services for which the Council has responsibility. They are accountable for the efficiency and effectiveness of those services and for proper professional practice in discharging their responsibilities and for taking decisions, within agreed policy. They provide advice to the public and members in respect of the services provided. They can initiate policy proposals, implement agreed policy, ensure that the Council acts lawfully and in accordance with the principles of sound financial management and represent the Council on external bodies, as required.

3. Limitations of Members' Authority

- 3.1. The authority of Members is collective and, as individuals, they have no authority to issue specific directions to any Officer (member of staff) or make criticism directly. Members must not formally inspect any Council property without authority or issue orders or correspondence.
- 3.2. The long-standing requirements on Members, as employers, were re-affirmed in law by an Employment Appeals Tribunal, *Moore v Bude & Stratton Town Council*. This confirmed that the Council collectively was the employer, that the unofficial actions of an individual Member could destroy the entire basis of the employer/employee relationship and that Officers were entitled to a "reasonably congenial working relationship".

4. Members seeking Advice from Officers

- 4.1. Members are entitled to receive the best possible advice on any topic and the Clerk is available to give advice, either individually or collectively.
- 4.2. Any questions relating to approved policies, future developments of the Parish Council or legislation initiatives should be directed to the Clerk.
- 4.3. Questions from Members are always welcome on any aspect of the Council's policies and activities. Members are requested to make an appointment with the Clerk and give notice of the topic, so that it can be researched or submit the question in writing or by email. The opportunity is always given for the Officer concerned in writing, preferably within five working days from the date of the appointment.

5. The Council Decision Making Process

- 5.1. Day to day decision making remains the responsibility of the Clerk and, in any event, Standing Orders and Financial Regulations specifically authorise some delegation authority up to specified limits.
- 5.2. Members must always remember that decisions and policies, once determined, are subject to collective responsibility.

6. Members' Conduct and Relations between Members and Employees

- 6.1. Relations between Members and Officers should always be on the grounds of "mutual respect" with normal standards of courtesy maintained at all times, and without any close personal familiarity which could prove embarrassing and damaging to both parties.
- 6.2. Any close, personal, family or social relationship between any Member and any Officer must be declared by both parties to the Clerk. Any such declaration by the Clerk is to be made to the Chair of the Council.
- 6.3. Any Member who feels he/she has not been treated with respect and courtesy by any Officer must raise this initially with the Clerk or in the case of the Clerk, with the Chair of the Council or the Chair.

- 6.4. Members are requested to reply in good time to any correspondence sent (1-3 working days), in particular to invitations to key Civic Events and to give their apologies to the Clerk in respect of any meetings that they are unable to attend.
- 6.5. Members and officers must conduct themselves in a way that is acceptable within a professional environment. They must afford dignity, trust and respect to everyone and themselves. They must have awareness of the effect of their behaviour on others and only make reasonable and manageable demands. They must communicate honestly and openly, clearly stating what they mean and expect of others. They must provide honest feedback based on evidence and be open to constructive criticism. They must start from the assumption that everyone is working to the best of their ability, considering their current stage of personal and professional development.

7. Political and Personal Matters

- 7.1. All Officers must treat all Members and all political groups in a fair, impartial and even-handed manner.
- 7.2. Members must not seek preferment for themselves or any political party or other group or seek advice from any Officer on purely party-political business.
- 7.3. Members must not request that any mail is despatched at public expense if it relates to any activities arising from their membership of any political party.
- 7.4. Members must not request that any mail of a purely private nature is despatched at public expense even if non-political.
- 7.5. Officers are neutral in that they serve the whole Council and not a particular sector or political group. Members might have an affiliation with a particular group within the public but should be making decisions based on their responsibility to the Council and its electorate as a whole. This does not preclude members and officers from reacting to a political issue where it affects the interests of the electorate in that area.

8. Preparation of Council Agendas, Minutes and Reports and Conduct of Meetings

- 8.1. The Clerk is responsible under statute for preparing the Agendas for all meetings of the Full Council, Committees, Sub-Committees and Working Groups or Parties and for circulation of them to meet statutory requirements, may do so in consideration with the appropriate Chairman. Additional matters for discussion may be considered at the discretion of the Chair, in agreement with the Clerk. In the event of a dispute between the Chair and the Clerk, the final decision on agenda items rests with the Clerk as the Proper Officer.
- 8.2. The Clerk, is responsible for the content of all Minutes and for circulation of them to meet statutory requirements.
- 8.3. The Clerk will be present at all meetings involving Members of the Council and will advise on any questions relating to Standing Orders, Financial Regulations, legal requirements or committee procedures and will produce formal minutes of the meeting.

8.4. Any Member is entitled to submit a Notice of Motion relevant to some question over which the Council has power or which affects its area, for inclusion on the Council Agenda. It must be received by letter or email by 12 noon on the day before the Agenda is circulated. Any such motion, on being adopted, would stand referred to the relevant Committee if it related directly to the Council's services.

9. Confidentiality

9.1. All confidential Agendas/Reports are circulated are "exempt information" as defined by the Local Government Act 1972. Reports or discussions thereon should not be revealed outside any Council meeting. All such confidential papers shall be handed in at the close of the meeting where it is considered, these will be shredded by the Clerk. Retention of copies or photocopying of such confidential papers for retention is **forbidden** and shall be regarded as a breach of the code of conduct.

9.2. Members must not raise matters relating to the conduct or capability of individual Officer(s) (either individually or collectively) at any meeting which is open to the press and public. Any such criticism must be raised initially with the Clerk, or other appointed Officer. Officers must not raise matters relating to the conduct or capability of Members (either individually or collectively) at any meetings which is open to the press and public.

9.3. Members and Officers of the Council must pay attention to and comply with the General Data Protection Regulations (2018). Members shall be allowed reasonable access to all confidential documents that they are entitled by their status to inspect. This shall be managed by appointment with the Clerk (or such other officer delegated by the Clerk as appropriate). No confidential documents shall be photocopied or removed by the said member. If the Member is refused permission by the Parish Clerk then they shall be given the reason for refusal in writing by the said officer within five working days. The Member concerned shall be entitled to raise the matter at the next Council meeting (in the private session).

10. Official Correspondence/Media/Social Media

10.1. Official letters from the Council must be sent in the name of the Clerk, rather than in the name of a Member, unless there is some exceptional reason to the contrary. i.e. The Council collectively decide it is appropriate for the Chair to sign a letter on a particular issue.

10.2. Relations with the media are the responsibility of the Parish Clerk. Members and Officers shall comply with the Council's Communications Policy (or similar policies, should they exist).

10.3 Individual members may comment on approved Parish Council policies but may not comment on behalf of the Parish Council on any non-policy matter. The Clerk and The Chair are designated to represent the collective view of the Council. This does not prevent other individual councillors or employees from talking to or being quoted by the press, but they should not claim to represent the Council as a whole or bring the Council into disrepute.

10.4 The Clerk is responsible for running any social media accounts on behalf of the Council, in order to disseminate information to the electorate and generally promote the work of the Council.

11 Health, Safety and Security

11.3 Procedures relating to Health, Safety and Security within Parish Council owned property are covered in a separate policy document.

12 Corporate Governance

12.3 Both Members and Officers acknowledge the importance of Good Corporate Governance and the principles which underpin it (openness, integrity and accountability) and have undertaken to meet all prescribed requirements including those specified by the Internal and External Auditor from time to time.

12.4 Both Members and Officers acknowledge the importance of “due process” in carrying out their respective roles for the benefit of the Parish Council and both parties have undertaken not to compromise the agreed procedures and practices.

12.5 The Statement of Accounts will be presented for approval annually and will comply with all statutory requirements, including a Statement of Internal Control. This specifies the control systems which ensure that Parish Council activities are conducted in accordance with law, proper standards and safeguards.

12.6 Both Members and Officers have undertaken to meet all requirements, whether prescribed by statute or not, to ensure economy, efficiency and effectiveness in the stewardship of all resources, including effective Treasury Management and management of Council owned/leased land and property.

12.7 Both Members and Officers have undertaken to strive for the continuous improvement of services and to implement performance management systems and risk management systems as needed from time to time.

12.8 Both Members and Officers have undertaken that any complaints received will be handled in accordance with the Council’s Complaints Procedure.

12.9 All Protocols, Policies, Standing Orders and Financial Regulations will be reviewed at least once during each term of office of the Parish Council to ensure continued compliance with statute and/or policy requirements.



Cawston Parish Council

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests As

a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registrable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

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

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) <p>of which you are a member or in a position of general control or management</p>

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Cawston Parish Council General Risk Assessment

Foreword

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

This Risk Assessment shall be reviewed

- Every year on its anniversary
- Significant changes in activities and / or risks
- As instructed by appropriate outside bodies

	Hazardous Event	Consequence	Effectuated	Management controls	Residual risk and further measures
1	Financial Mismanagement	Loss of money or goods caused by accident, fraud or dishonesty Precept request not submitted by due date VAT not reclaimed HMRC responsibilities not maintained Theft or loss of cash	Public Council Clerk	Financial Regulations	Tolerable with no further action needed.

2	Lack of proper communications	Breach of LGA 1972 Breach of Audit Regulations Breach of Transparency Code for Smaller Authorities Failure to deal with FOI requests	Public Council	<ul style="list-style-type: none"> • Noticeboard regularly updated • Website regularly updated • Clerks contact details available on the noticeboard and website • Clerk used e-mail distribution list • All Councillors have full contact details of each other • Clerk maintains annual calendar of events to ensure Councillors are aware of actions that need to be taken. 	Tolerable with no further action needed.
3	Personal Accident to Councillor, clerk or voluntary worker Libel and Slander claim Legal Expenses accrued	Legal Action by Employee, Public or Volunteer	Public Council Clerk	Comprehensive Insurance purchased Risk assessments maintained	Insurance policy has been circulated and reviewed. Risk assessment to be reviewed/updated.
4	Loss or damage to assets	Assets stolen or missing Assets damaged	Public Council	All damaged assets made safe and repaired at earliest opportunity Loss or stolen assets reported to police and Council meeting	Regular visual inspections of assets and log of defects recorded. Asset Register to be circulated.

		Council records lost or damaged through fire / theft etc.		E-mails and electronic records backed up regularly to 'the cloud'. Current paperwork held in fire resistant filing cabinet.	Electronic records are held on secure portable hard drive and backed up to the cloud.
5	Clerk or Councillor acts ultra-vires	Council brought into disrepute	Council Clerk	Councillors and Clerk offered regular training sessions. Policies and advice available from Clerk NALC advisory service available to all	Tolerable with no further action needed. Do any councillors require training?
6	Personnel incapacitated (permanent or temporary)	Lack of continuity Disruption of Service Loss of information	Council Clerk	Shared access to back up of electronic data Website access available through NALC Clerk informs district council immediately of the vacancy so that an advert can be placed. If the resignation leaves the council inquorate Clerk to seek advice from District Council	Tolerable with no further action needed.

This document was written by the clerk, Sarah Vergette



Tim Barker
Broadland District Council
planning@southnorfolkandbroadland.gov.uk

NCC contact number: 0344 800 8020
Text Relay - 18001 0344 800 8020

Your Ref: 2026/0282
Date: 26 March 2026

My Ref: 9/5/26/0282
Tel No.: 01603 223272
Email: david.wilson@norfolk.gov.uk

Dear Tim,

Land At Oulton Airfield The Street Oulton Norfolk: Construct an Anaerobic Digestion (AD) plant, with landscaping, drainage and associated development, infrastructure and works

Thank you for consulting the Highway Authority concerning the above proposal. I have reviewed the provided documents and would offer the following comments.

The proposed facility would require 150,000t feedstock per annum and create 95,500t of digestate, along with 22,000t of CO₂ per annum. This clearly would result in significant traffic movements that would need to be accommodated by the highway network. Evidence is required to demonstrate the development would not result in a severe cumulative impact, or unacceptable road safety impact.

The residential area of Oulton Street is located at the east side of C263 The Street, a short distance north of the site and would be directly affected by any vehicles travelling from/to the north. Accesses from those properties typically do not have visibility to current standards. Development traffic at The Street, north of the site would result in an unacceptable highway safety impact.

Development Traffic

The comparison of development traffic with existing flows does not seem entirely reasonable given that existing flows are predominantly light vehicles and the development traffic will be almost entirely HGVs.

I note that peak traffic is estimated during the harvest period, at 105 large vehicle movements in each direction, during a 12-hour to 14-hour period. That would equate to an hourly total average of 15 to 17.5 large vehicle movements per hour. The peak traffic flows presented in Table 4.3.2 of the Transport Statement do not seem to be fully reflective of the proposed development traffic.

The proposal utilises maize, rye and grass as feedstocks. Those feedstocks have different harvest periods as follows:

- Maize mid-September to November
- Rye July
- Grass April, June & August

Accordingly, peak development traffic would be expected for more than half of the year.

Anticipated transport movement have been provided for the proposed development during peak harvest and non-peak weeks. Differing references are made to vehicle sizes and load capacities through the Transport Statement (TS), it has not been possible to validate the proposed vehicle movements.

Further, I note the vehicle movements are based on the assumption the facility would operate 7-days a week.

I would request that the applicant provides a further breakdown for each feedstock, detailing the weight of each load, typical vehicle type and the number of loads per day.

Off-site distribution and storage

Section 3.1 of the Transport Statement states that materials would be stored off-site as follows:

- Maize 60,000t
- Rye 15,000t
- Liquid Digestate 39,775t
- Solid Digestate 12,702t

The storage locations for those materials is not defined.

It is further stated that 32,543t of liquid digestate will be removed from site to be immediately spread on land. The destination of this material is not defined.

Section 3.2 similarly states that feedstock will be sourced from and digestate distribute to undefined locations within a 15-mile radius of the site.

Whilst the principle of annual agreements is noted, the uncertainty this brings is a significant concern. It is not possible for the Highway Authority to confirm that the materials will be stored in locations that will not result in unacceptable highway impacts.

Site Access

The splayed access is not an appropriate layout to compensate for insufficient carriageway width. The carriageway should instead be widened.

Visibility splays at existing roads should be informed by observed 85%ile speeds. The automatic traffic counter (ATC) provided to support this proposal was located approximately 650m south of the proposed access location and as such, is not relevant to assessment of visibility requirements.

The proposed splay lengths seem to be based upon different standards. The north splay at 215m appears to be based on CD109 of Design Manual for Roads & Bridges (DMRB) requirements for 100kph (62.2mph). However, the south splay at 43m would seem to be based on the Manual for Streets requirement for 30mph.

Both visibility splays should be based upon DMRB and observed 85%ile vehicle speeds.

The 215m visibility splay to the north, as shown on drawing 29024/682 is not drawn in accordance with figure 3.9 of CD123. A further line is required to the tangent of the bend, demonstrating that the whole of the carriageway is visible. It will need to be demonstrated

that the full visibility splay can be provided within highway and/or land in control of the applicant. It should also be noted that any hedges/trees within the splay would need to be removed.

The applicant states that all development traffic would access the site from the south via C263 The Street and B1149 Holt Road. The proposed access layout has a large radius at the north side, suitable for left-turning HGVs. The layout should be revised to physically discourage that movement.

At the south side of the junction, the proposed layout includes a significant taper. This is a concern as it could result in excessive vehicle entry speeds, increasing risk of loss of control type incidents. Carriageway widening and or, a wider access may be able to satisfactorily accommodate HGVs without the proposed taper.

Swept path drawings are required to demonstrate suitability of layouts.

Speed Limit

The applicant proposes to make the current temporary 30mph speed limit permanent. The provided ATC data recorded 85%ile vehicle speeds in the mid-40s. This represents a disappointing level of compliance. The highway environment does not lend itself to a permanent 30mph speed limit and physical measures would be required to support satisfactory operation.

Access Route

As noted in the Transport Statement (TS), C263 The Street has a bend between the proposed access and the B1149. It needs to be demonstrated that forward visibility in accordance with DMRB, for observed 85%ile speeds is available along the whole route.

Section 2.1 of the TS references Manual for Streets in connection with required width for opposing HGVs to pass, stating that 5.5m is adequate. It should however be noted that Manual for Streets provides guidance for areas that would be defined as streets e.g. have a sense of place. In this instance, The Street is predominantly used to get from place to place and needs to accord with DMRB. A minimum of 6.0m should be provided as per CD109 Highway Link Design, given the frequency of use by large vehicles, a width of 6.5m would be preferable.

The provided drawings Drawing 29024/680 and 29024/681 identify proposed passing places with variable widths. Given the volume of large vehicles associated with the proposal, the highway authority considers that The Street would require improvement to a minimum width of 6.0m, preferably 6.5m, for its full extent between the site and the B1149. This would however result in significant environmental impact as many mature hedges and trees would require removal.

Notwithstanding earlier informal advice, if widening cannot be achieved due to land ownership constraints and unacceptable environmental harm, and alternative access arrangement potentially direct to the B1149 may need to be considered.

Highway Network

The impact of the development at the C263 The Street junction with B1148 Holt Road should be formally assessed to demonstrate potential impact of the proposed development. The assessment should comprise capacity modelling, along with confirmation that visibility splays in accordance with DMRB are available for a 60mph design speed. Observed 85%ile vehicle speeds would not be appropriate due to the presence of a temporary 40mph speed limit at the B1149.

Summary

A robust and enforceable routing agreement is required to ensure that no traffic associated with the proposed development is permitted to route via C263 The Street north of the site access.

The proposal represents a significant facility with commensurate movements by heavy vehicles. The provided documents have not adequately demonstrated what impact it might have on the highway network, that an acceptable site access layout can be provided, nor that sufficient mitigation can be provided to make the development acceptable in highway terms.

I should be grateful if you would note a holding highway objection until such time as acceptable responses to the above concerns have been provided.

Yours sincerely,

Dave Wilson

Dave Wilson
Principal Engineer (Developer Services)
for Lead Director – Infrastructure, Director of Highways, Transport & Waste

It is the Applicant's responsibility to clarify the boundary with the Public Highway, which includes a Public Right of Way. Private features such as fences, hedges or walls will not be permitted on highway land. The highway boundary may not match the applicant's title plan. For further details please contact the highway research team at highway.boundaries@norfolk.gov.uk



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Mrs Wendy Murphy
Oulton

Ms Sarah Vergette
Cawston

Tel 01508 533813 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2026/0282

26 February 2026

Dear Sir/Madam,

Proposal: Construct an Anaerobic Digestion (AD) plant, with landscaping, drainage and associated development, infrastructure and works

Location: Land At Oulton Airfield The Street Oulton Norfolk

Applicant: Bluestone Biogas Ltd

Application Type: Full Planning Permission

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9O6FROQFIJ00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 28 March 2026. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management

Dear Parish / Town Clerk

Please forward this correspondence to your Chairman and Councillors

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Thank you
Kind regards
Richard May
Area chair, Norfolk Area Ramblers



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Ms Sarah Vergette
Cawston

Tel 01508 533813 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2026/0822

8 April 2026

Dear Sir/Madam,

Proposal: Change front door colour to Farrow and Ball - Drop Cloth
Location: 11 Chapel Street Cawston Norfolk NR10 4BG
Applicant: Mr Samuel Carpenter
Application Type: Listed Building Consent

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TCEMV2OQI6900> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 29 April 2026. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management