

## PROPOSAL

### **Cawston PC Website Redevelopment**

**07468 907446**

[steve.jackman@me.com](mailto:steve.jackman@me.com)

#### **Introduction**

This proposal is a response to an enquiry from Cawston PC that arises because the Council is looking to replace its existing site. It is a simple proposal to help develop and support the creation of a new website using market-leading tools, training to put the clerk in a position to edit, manage and develop the site going forward, together with ongoing background support. As a modern site built with the latest tools, it will be both mobile compatible and 'accessibility compliant' as a matter of course.

This proposal is based on the WIX platform - a leading tool for designing, developing and maintaining websites. It is extremely user-friendly, excellent value for money and - with hundreds of millions of websites built worldwide using the system - one of the most widely used. Other similar platforms are available - for example Wordpress - but experience has shown from training more than 100 clerks that WIX is the platform they prefer and find easiest to learn and use.

#### **Website Development**

Steve has developed a set of simple templates for parish councils that allow for rapid development and ease of training for a new PC website, whilst keeping the development costs to a minimum. Working with the clerk to adapt and develop a new, more modern template for the Council's needs, the setup of the new site will be guided by ensuring the final design meets accessibility standards. A Website Accessibility Statement (web page) will be incorporated into the site to ensure legal compliance, along with a parallel mobile version of the site which requires no additional work to maintain.

#### **Training**

A half-day training session will be provided at the clerk's deskside, with follow-up support for a further year to answer queries arising from the training or for troubleshooting. The training will cover both the use of

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Wix for maintaining the site, and the Accessibility Requirements that apply to it.

### **Content development**

Assistance will be provided with adding/transferring content to the new site, to reduce the amount of the Clerk's time needed and to speed up the overall process. This can include both newly-created content and content copied/transferred from the existing site as appropriate. It is recommended that meeting minutes from January 2023 onwards are included along with 3 years of finance documents plus other background content from the existing site.

### **Search Engine Optimisation (SEO) and Go-Live**

WIX websites have a built-in tool that integrates with Google, but which relies on proper setting up. Initial 'SEO' work is included in this proposal to ensure that it works well with Google, including training to enable it to be maintained and developed in future as new web pages are added or existing ones are amended.

### **Hosting**

Website hosting is provided by WIX, including connecting a new domain name such as [www.cawstonpc.info](http://www.cawstonpc.info) (available for free), or a [gov.uk](http://gov.uk) domain name purchased elsewhere. The Council will have a direct relationship with WIX - and make payments for hosting directly - with no ongoing dependence on Steve Jackman.

### **Ongoing Support**

After going live, background support is provided to cover any queries following training, or problem fixes, and assistance with new ideas or advice.

## Costs

	Cost
Design and setup of new site template, transfer existing content, SEO work, mobile site, accessibility compliance	£165
Half day training session and ongoing support for 1 year	£95
WIX hosting (1) including SSL certificate and 1 free address or connecting an existing address	£100

(1) This cost is paid *per year* directly to WIX, and is subject to VAT.

## Examples

Examples of similar sites built using the simple template approach (for a similar cost) include:

**Colby & Banningham PC** - [www.colby-banningham-pc.gov.uk](http://www.colby-banningham-pc.gov.uk)

**Framingham Earl PC** - [www.framinghamearlpc.info](http://www.framinghamearlpc.info)

## About Steve Jackman

Steve Jackman was working for the Government's Central Computer and Telecommunications Agency in 1993 when the web began. He designed and built the UK Government's first site that year consisting of just 4 pages. From there he set up a business working with district and county councils across the UK to get them online during the 90s, subsequently joining Broadland District Council to manage the e-Government agenda.

After spells at UEA, then as a consultant, Steve now works freelance - mainly for town and parish councils. Since 2016 he has worked with over 180 towns and parishes and presented at a number of events on topics such as websites, use of cloud storage and website accessibility.



Parish Clerk  
Cawston Parish Council

RE: .GOV Website  
Quote Ref: RL/22042025/RLS00000

Job Ref: NA

22 April 2025

I have great pleasure in quoting you for your IT requirements. Please find enclosed a detailed quote for supplying products and services to you. The overall quote has been broken-down and listed for your convenience.

Items are shown as one-off prices allowing you to have the final choice over which combinations you would like, please specify which one and quantities when you accept this quote.

If there is anything that needs qualifying further or if I've missed anything out; then please do not hesitate in contacting me. Otherwise, please indicate which model(s) / services you require, by placing a  in the box next to that item or the quantity you require and fax or email back to me, no orders will be accepted unless indicated by selection and signature by an authorised person. All items exclude installation unless previously stated or under contract.

if you have any questions, please don't hesitate in contacting me where I'll be happy to discuss things further.

Best Regards

Rob Lucas MSc MBCS GDPRF  
(Director – IT Consultant)

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Parish Clerk  
Cawston Parish Council

RE: .GOV Website  
Quote Ref: RL/22042025/RLS00000

Job Ref: NA

22 April 2025

## YOUR REQUIREMENTS

Website Consisting of: .GOV.UK domain name, Hosting, Emails for the clerk and all Councillors*	£140.00	[ ]
Website Annual Fee thereafter	£190.00	[ ]

## QUOTE ACCEPTANCE

### Notes:

➤ \*As a new Council onboarding with us your first-year .GOV domain name fee is FREE. Subject to registration. The process to do this is straight forward and we simply require a few details from you in order to complete required procedure.

### Information:

- Any software licensing requirements is excluded from above
- All items exclude installation unless previously stated or under contract.
- No software will be transferred to new PC and installation of applications is the sole responsibility of the client.
- Software installation and configuration can be provided and charged at our normal rates.
- All materials to furnish the installation is to be provide by RLS computer Services Ltd.
- It is recommended that all user accounts be password protected after installation.
- Anti-virus & security protection is available at an extra cost or part of our IT Support Services
- Full Payment is to be made immediately on collection by Cash, Credit or Debit Card. Cheques are not accepted.
- Customer is responsible for removal of all waste packaging and materials

**All prices shown are excluding of VAT and valid for 7 days**  
**Our normal Terms & Conditions apply**  
**together with our Privacy Policy (both available on request)**

Quote Acceptance and instruction to proceed with order.	Signed  Print Name	Date:
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Registered in England and Wales. Reg. No. 08541079

# **Guidance for Town and Parish Councils in Norfolk: Applying for BSIP Funding for Bus Shelters**

This guidance applies to all town and parish councils within Norfolk who wish to apply for Bus Service Improvement Plan (BSIP) funding to purchase new or replacement bus shelters.

If your council is interested in participating in this scheme, the information below will help guide you through the application process.

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## **Contents**

- Choosing a Bus Shelter
- Selecting a Location
- Consents and Consultation
- Grant Funding
- Bus Shelter Manufacturers

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### **Choosing a Bus Shelter**

Bus shelters are available in a range of materials including wood, brick, flint, glass, and metal, or polycarbonate and metal—ensuring options to suit every community. When selecting a shelter, consider the following:

- Ease of maintenance and repair.
- Accessibility for all users.
- Visibility of approaching buses.
- Installation requirements.
- Seating provision.
- Lighting provision.
- Impact on the local landscape, including nearby properties.
- Resistance to weather and vandalism.
- Notice board provision.
- Display options for bus stop flags and timetable information.
- Necessary consents and safety requirements.
- Sustainability including environmentally friendly materials and designs.

There are several local and national suppliers available, some of whom are listed later in this document. Alternatively, a local contractor may be able to offer a bespoke solution.

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### **Selecting a Location**

Key considerations for shelter placement include:

- Must be on an existing bus route and at a designated stop.
- Sufficient space for the shelter and a boarding area for passengers.

- A level, self-draining base is required.
- Shelters should provide clear sightlines for passengers to see approaching buses.
- Must not obstruct pedestrian access or visibility.
- Shelters on private land require the landowner's permission.
- Shelters on public highways require a Street Furniture Licence.

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## Consents and Consultation

Before proceeding, you will need:

- A site assessment by a local Highway Engineer to ensure safety and suitability (an on-site meeting with contractors may be requested).

you may need:

- Planning permission and/or conservation area consent – contact your district or borough council early in the process.
- A Street Furniture Licence for shelters located on public highways.

*Apply for a Street Furniture Licence here*

[https://online.norfolk.gov.uk/highwaylicencesandpermits/\(S\(kozhvd20ltvls545fmcz1o 45\)\)/streetfurniture/Default.aspx](https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o45))/streetfurniture/Default.aspx)

We also recommend consulting:

- Your local police officer (to address concerns about anti-social behaviour).
- Residents near the proposed shelter site.
- Local bus operator(s) for insights into passenger usage and timetable display requirements.

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## Grant Funding

As part of the BSIP scheme, Norfolk County Council is offering funding to support the installation or upgrade of bus shelters. To be eligible:

- The Parish/Town Council must contribute 20% of the total cost\*.
- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Written approval from a local Highway Engineer.
- Planning permission and/or conservation consent must be secured if needed.

***\*Contributions can also be made from NCC Local Member Funds.***

**Maximum BSIP funding available:** £8,000 per shelter

**Please note:** Norfolk County Council retains discretion over final allocations based on demand. There is no set limit on the number of shelters that can be funded but we want to see a spread across Norfolk so would distribute the funding countywide.

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## How to Apply for Grant Funding

Applications should be submitted via email to: [busshelters@norfolk.gov.uk](mailto:busshelters@norfolk.gov.uk)

Your application should include the following:

1. A map showing the proposed location of the shelter.
2. Written confirmation from the Highway Engineer that the location is suitable.
3. Evidence of consultation and support from the local bus operator(s) (desirable).
4. A quotation from your chosen supplier.
5. Total project cost, including the Parish/Town Council's percentage and monetary contribution.
6. A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

Deadline for applications: **30<sup>th</sup> June 2025**.

For further information about the application process, contact the **Travel Development Officer**:  [robert.pratt@norfolk.gov.uk](mailto:robert.pratt@norfolk.gov.uk)

For advice on technical aspects or location-specific queries, contact your **local Highway Engineer**.

**Successful applicants will be notified within 4 weeks of funding submission.**  
Funds will be disbursed upon approval and provided via a purchase order, against which councils may invoice to recoup eligible costs.

Shelter installations are expected to be completed by **31<sup>st</sup> March 2026**. NCC will require written email confirmation, and a photo of the new shelter(s) once installed. Please send both to the **Travel Development Officer** (details above).

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## Bus Shelter Manufacturers

Below is a list of suppliers who provide bus shelters locally and nationally. This list does **not** represent endorsement, recommendation, or approval by Norfolk County Council.

We strongly advise obtaining multiple quotes before selecting a supplier.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 <a href="http://www.abacuslighting.com/">http://www.abacuslighting.com/</a>
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Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 <a href="http://www.ableengineering.co.uk/index.php">http://www.ableengineering.co.uk/index.php</a>
Bus Shelters Ltd Unit 60Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 <a href="http://www.shelters.co.uk/">http://www.shelters.co.uk/</a>
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 <a href="http://www.garrickoutdoor.org.uk/">http://www.garrickoutdoor.org.uk/</a>
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 <a href="http://www.glasdon.com/home.aspx?cid=2">http://www.glasdon.com/home.aspx?cid=2</a>
Littlethorpe Ltd Pingle Farm Seine Lane Enderby Leicester LE19 4PD	0116 260 3777 <a href="http://www.bus-shelters.co.uk/">http://www.bus-shelters.co.uk/</a>
Macemain + Amstad Boyle Road Willowbrook Industrial Estate Corby Northants NN17 5XU	01536 401331 <a href="http://www.macemainamstad.com/">http://www.macemainamstad.com/</a>

Polydon Polydon Park Radience Road Doncaster South Yorkshire DN1 2TE	01302 327172 <a href="http://www.polydon.co.uk/index.htm">http://www.polydon.co.uk/index.htm</a>
Queensbury Fitzherbert Road Farlington Portsmouth Hampshire PO6 1SE	023 9221 0052 <a href="http://www.queensbury.org/">http://www.queensbury.org/</a>
SMF Parnall Road Fishponds Bristol BS16 3JD	0117 965 3438 <a href="http://www.smfdisplays.com/">http://www.smfdisplays.com/</a>
Westcotec Ltd. 34 Bertie Ward Way Rash's Green Industrial Estate Dereham, Norfolk. NR19 1TE	T: 01362 853124 M: 07796 807059 F: 01362 851809  W: <a href="http://www.westcotec.co.uk">www.westcotec.co.uk</a>
Trueform Pasadena Trading Estate Pasadina Close Hayes Middlesex UV3 3NQ	020 8561 4959  <a href="http://trueform.co.uk/">http://trueform.co.uk/</a>
Bauer Media Outdoor UK Ltd (formerly Clear Channel) 33 Golden Square London W1	T: 02074 782 256  <a href="https://www.clearchannel.co.uk/contact">https://www.clearchannel.co.uk/contact</a>

# **Cawston Parish Council**

Internal Audit Report

For Cawston Parish Council

Financial Year 2024/2025

Prepared by Maureen Anderson-Dungar  
13 May 2025

**Actions for your Council are now:**

1. Discuss this report with your Council and take any appropriate action. This should be minuted.

I have completed an internal audit of the accounts for Cawston Parish Council for the year ending 31 March 2025.

My findings are detailed below using the tests provided in the **Governance and Accountability (England) 2018** and subsequent updates.

**I would like to thank the Clerk for providing me with all the information required for the Internal Audit.**

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?  Is the cashbook arithmetically correct?  Is the cashbook regularly balanced?	Yes  Yes  Yes
Standing Orders, Financial Regulations, and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?  Date Standing Orders last reviewed  Date Financial Regulations last reviewed  Has a Responsible finance officer been appointed with specific duties?	Yes  May 2024, on website  May 2024, available on website  The Clerk is the RFO.
	Have items or services above the de minimus amount been competitively purchased?	N/A
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?  Have legal powers been identified for purchases?  Has VAT on payments been identified, recorded, and reclaimed?  Is s137 expenditure separately recorded and within statutory limits?	Yes.  Not specifically, but all expenditure within Council's legal powers  Yes, reclaim for 23/24 received April 2024, reclaim for 24/25 submitted 31 March 2025, copy provided for audit.  Separate column in accounts, but no payments attributed to s.137 this year.

Internal control	Test	Observations
	Are S137 payments commensurate?	N/A
	Have S137 payments been approved and included in the minutes as such?	N/A
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes, reviewed May 2024, on website.
	Is insurance cover appropriate and adequate?	Reviewed annually, no payment during this year due to invoice not being received in time.
	Are internal financial controls documented and regularly reviewed?	All finances are approved by the Council at monthly meetings, internal control policy reviewed May 2024.
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes, 24/25 budget/precept set 14.12.23, minutes 6.3 and 6.4. Budget/precept for 25/26 set on 19.12.24, minutes 7.3 and 76.4.
	Has the precept been calculated from the budget and been approved?	Yes,
	Does the budget include an actual completed year?	Yes.
	Is actual expenditure against budget regularly reported to the council?	All expenditure authorised at monthly Council meetings and minuted.
	Are there any significant unexplained variances from budget?	None
Income controls	Is income properly recorded and promptly banked?	Yes, most of the income received via BACS
	Does the precept recorded agree to the Council Tax authority's notification?	Yes.
	Are security controls over cash and near-cash adequate and effective?	All payments are included in Minutes. Most payments made via BACS.

Internal control	Test	Observations
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	The Council does not operate a petty cash system.
	Is petty cash expenditure reported to each council meeting?	Not applicable.
	Is petty cash reimbursement carried out regularly?	Not applicable.
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes. Contract per NALC/SLCC model contract. Copy provided for audit, updated with relevant pay increases.
	Do salaries paid agree with those approved by the council?	Yes, salary on NALC/SLCC scales, clearly documented on monthly payslip presented to Council meeting.
	Are salaries above the National Living Wage / Minimum Wage?	Yes, in accordance with NALC/SLCC scales
	Are other payments to employees reasonable and approved by the council?	Yes, all other payments clearly identified on payslip presented to Council meeting, authorised and minuted .
	Have PAYE/NIC been properly operated by the council as an employer?	Yes. Clearly identified on pay slips and in accounts. Payments to HMRC now via BACS.
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes, comprehensive list, updated as new assets acquired. Reviewed April 2025, on website.
	Where appropriate, are these inspected annually?	Yes, play equipment inspected by RoSPA July 2024.
	Are the assets and Investments registers up to date?	Yes
	Do asset insurance valuations agree with those in the asset register?	Insurance policy/renewal not received during the financial year Received and payments made April 2025. Insurance valuations listed on Asset Register.

Internal control	Test	Observations
Bank reconciliation	<p>Is there a bank reconciliation for each account and is this reported to council?</p> <p>Is a bank reconciliation carried out regularly and in a timely fashion?</p> <p>Are there any unexplained balancing entries in any reconciliation?</p> <p>Is the value of investments held summarised on the reconciliation?</p>	<p>Bank reconciliations are carried out monthly during the year and agreed at each meeting.</p> <p>Yes, monthly, agreed at meetings and signed by the Chairman</p> <p>None</p> <p>Yes</p>
Year-end procedures	<p>Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?</p> <p>Do accounts agree with the cashbook?</p>	<p>Receipts &amp; Payments</p> <p>Yes</p>
	<p>Has a year-end bank reconciliation been undertaken?</p>	<p>Yes, approved and signed at April 2025 meeting.</p>
	<p>Is there an audit trail from underlying financial records to the accounts?</p> <p>Where appropriate, have debtors and creditors been properly recorded?</p> <p>Is the Council adhering to the Transparency Code? (only relevant for councils with turnover of under £25,000)</p> <p>See Supplementary Page 1</p>	<p>Yes – all invoices, estimates and quotations for work included</p> <p>N/A</p> <p>N/A</p>
Councils that Are Burial Authorities	<p>Are fees levied in accordance with the Council's approved scale of fees and Charges?</p>	<p>Yes</p>
	<p>Have fees for the Cemetery been reviewed and agreed by the Council?</p>	<p>Yes, reviewed July 2024, minute 8.2.</p>
	<p>Were comparisons made with other cemeteries prior to setting the fees?</p>	<p>Yes, confirmed during review July 2024, minute 8.2.</p>
	<p>Have Burial Books been kept up to date and are safely stored</p>	<p>Yes, books in safe storage.</p>

Internal control	Test	Observations
Procedural	Have minutes been signed by the Chairman?  Has the Chairman initialled each page of the Minutes Book?	Yes  Yes
	Has the Chairman signed the original year end bank statements?	Will be signed at meeting to agree AGAR.
	Has the Chairman signed the year end bank reconciliation?	Yes, signed on 17.4.25.
	Is eligibility for the General Power of Competence properly evidenced?	The Council uses s.137
	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes.

### Summary of my recommendations:

Recommendations for 24/25 were:

- **Financial Regulations** - reviewed
- **Standing Orders** - reviewed
- **s.137** – separate column, but no payments listed for this year
- **Maintain annual reviews** of all fees to inform the budget setting process, obtaining comparisons where appropriate, e.g. Cemetery fees – carried out against comparisons made.
- **Biodiversity** - policy adopted

Recommendations for 25/26:

- **Website/.gov email addresses** – as the Council has agreed a change of training/advice provider, it will no longer be possible to use the website hosted by Norfolk ALC. Work is in hand to commission a new website and investigate provision of .gov email address(es)
- **Biodiversity** – add policy to documents on website.

My compliments to the Clerk on the high standard of all the documents presented for audit.

M E Anderson-Dungar

.....  
Signed

13 May 2025

.....  
Date



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 2025/1356

2 May 2025

Dear Sir/Madam,

**Proposal: Variation of condition 1 20221379 - (Variation of temporary change of use of the Grange, the Lodge, and Manor Flats within Cawston Park from buildings in use as part of a disused hospital (Class C2) to rural (migrant) worker accommodation for 18 months (20212327)) - extension of time (18 months from 11/05/2025 to 11/11/2027)**

**Location: Cawston Park Hospital Aylsham Road Cawston Norfolk NR10 4JD**

**Applicant: Mr Tugay Akman**

**Application Type: Removal/Variation of Condition (S73 / S19)**

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=SVL8KQOQ0QI00> 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](mailto:planning@southnorfolkandbroadland.gov.uk) online at [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk) or by post before 24 May 2025. 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**



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 2025/1147

8 May 2025

Dear Sir/Madam,

**Proposal: Demolition of existing dwelling and erection of 1no self build dwelling and detached cart lodge with change of use of agricultural land to residential**

**Location: Docking Farm Cottage Docking Farm Heydon Road Oulton Street**

**Cawston**

**Applicant: E F Harrold**

**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=SUG6P90QGYF00](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SUG6P90QGYF00) 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](mailto:planning@southnorfolkandbroadland.gov.uk) online at [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk) or by post before 30 May 2025. 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**

