Weston Longville Parish Council.

Meeting of the Parish Council – Agenda

Monday May 12th, 2025 at 7.00pm
Hall for All, Church Street, Weston Longville

I hereby give notice of a meeting of Weston Longville Parish Council and summon members to attend.

Dawn Clarke
Clerk to the Council
May 3rd, 2025

The public and press are welcome.

2025/0043 Chair's welcome and to receive apologies for absence.
2025/0044 To elect The Chair
2025/0045 To elect The Vice Chair
2025/0046 To receive declarations of interest in items on the agenda and consider any requests for dispensations.
2025/0047 To consider the portfolios held
2025/0048 To consider the bank signatories
2025/0049 To note the contractual and re-occurring payments.
2025/0050 To confirm the asset register.
2025/0051 To adopt or re-adopt the asset list and policies listed in Annex B
2025/0052 To approve the minutes of the meeting held on February 10th, 2025.
2025/0053 To report on items not on the agenda from the last meeting
2025/0054 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

2025/0055 Planning (Portfolio CM) Verbal update

a. By delegation:
   2025/0771 Weston Covert Field Road Weston Longville Norfolk NR9 5JN
   Change of use from private swimming pool
   2025/0383 The Firs Weston Hall Road Weston Longville Norfolk NR9 5JG
   2 Story extension.

b. To resolve the response (if any) to the planning appeal PA 2024/0798

c. Any application received after the publishing of this agenda.

This meeting may be filmed, recorded or photographed by the public: however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner

2025/0056 Roads (Portfolio RH) Verbal update
To receive an update and agree next steps on A47 and Norwich Western Link.
a. To receive an update from the Norwich Western Link Liason Meeting.
b. To discuss the NCC mitigation proposals.

2025/0057 Parish Infrastructure (Portfolio BB) Verbal update
a. Registration of Allotments – response from Land Registry and next steps.
b. Consider issues of deer on the allotments
c. Consider issues of parking at the allotments.

2025/0058 Environmental Considerations (Portfolio PC) - Verbal update
a. To receive any update on the Hornsea 3 and Equinor SEP and DEP.
b. Consider reallocation of status of section of Dark Lane from Norfolk County Council Maintained Unsurfaced Roads to Restricted Byway ie a public right of way that allows pedestrians, horse riders, and users of non-motorized vehicles.

2025/0059 Parishioner Engagement (Portfolio RP) - Verbal update
a. Update on the booklet of Walks / Footpath Map.
b. To discuss the Saturday Sports Club funding.

2025/0060 Administrative Matters - Clerk's Report (Verbal Update)
a. NCC bylaw

2025/0061 Finance (Clerk)
a. To note the Internal Auditors Report
b. To appoint an Internal Auditor for the 2025-26 year.
c. To hear the AGAR statements
d. To resolve to certify the council exempt and delegate authority to the Chair and Clerk to fulfil the AGAR responsibilities.
e. To note the dates for the electors rights
f. To agree the payment list and to note any income and payments made since the last meeting.
g. To note the bank balances and reconciliation presented.
h. To receive the Q4 Budget against Actual.
i. To receive a grant application from a. All Saints Church.
j. To confirm that the unpaid grant awarded for renewal of the playground is still available when the project starts.

2025/0062 Any other business (for information only) and items for the next agenda.

2025/0063 To confirm the date and venue of the next meeting:
Monday July 14th, 2025 at 19:00 in the Hall for All

This meeting may be filmed, recorded or photographed by the public: however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner

2025-0049 Contractual and re-occurring payments

Contractural and Reoccuring payments

	method	amount	due	agreed	note
Audit Fee - Internal			May	May-24	
Audit Fee - external				May-24	
Information Commsioner	Direct Debit	£35	Feb	May-24	now £47
Insurance Renewal				May-24	For multi year contracts only ** Remove limit** 5-25
Meeting Room Hire				May-24	
Microsoft Licence				May-24	
Norse - Grounds			April/Oct	May-24	2 payments yearly
Payroll				May-24	
HMRC					May-25
Working from Home allowance					May-25
Payroll Provider	BACS	72	April	May-24	Advance payment for year in April
SLCC	BACS			May-24	Part share with other councils
Wave Water	BACS			May-24	
Website Domain - NALC	BACS			May-24	Paid Dec 2023, next due 2025 then yearly
Website hosting - NALC	BACS		? Dec	May-24	
NALC membership	BACS		April	May-24	Agreed for ongoing membership

amendments in red

Weston Longville Parish Council Asset Register 2024-25

Purchase Date	Description	Location	2021/22	2022/23	2024/25	Comments	
Land							
Pre 2011	Allotment water supply	Back of Woodforde Close	1,650	1,650	1,650	Cost of water supply - land value unkown - depreciate over 5 years	
1981	Land	Back of Woodforde Close	1	1	1000	Cost of land in 1981	1000 or
				999		re-statement 02-2025	
Street Furniture							
Pre 2011 1977	Village sign		6,000	6,000	6,000	Renovated in 2020/21	
Unknown	Noticeboard	Near Church	500	500	500	Value estimated, not previously included in AR	
Adopted 2018	War Memorial	Either end of village	20,000	20,000	20,000	Value as per email	
	SAM Camera	Vairious	4,000	4,000	4,000	Replacement cost	
	Cut out police man		170	170	85	Replacement cost 2 purchased - 1 removed 24-25	
May 2022	Jubilee Bench	By Church	500	500	500	Purchased with remaing grant funding	
May-24	Bus Shelter	B1067 near lenwade			7,268	Parish partnership grant	
Office Equipment							
July 2019	Laptop	with clerk	479	479	479	Based on invoice	
	Total Assets		**33,300**	**34,299**	**41,482**	* restated on the 23-24 agar as 34,330	
Assets removed during 2022-23							
Apr-16	Kodak Printer	£59					
Assets removed during 2023-24							
	None						
Assets removed during 2023-24							
	Cut out police man	85				lost	

2025-0051 – Annex B – Policies to re-adopt or adopt

Overall format regularisation
Arial 12 for main text, Ariel Bold for subheadings
Arial 14 Bold for titles, and sub info on titles

Would be good to have a logo….

Policy	**Amendment**
Allotment Tenancy agreement	Format Payment via BACS only
Armed Forces Covenant	No change – re-adopt
Biodiversity	Format
Code of Conduct	No change – re-adopt
Co-option	Format
Equality	Format
Financial Regulations	• Out of date
Data Protection	Replace – NALC model document
Grant Policy	Format
Internal Controls	Format and Bank details have changed, amend – re-adopt.
Lone Working	Format
Planning	Format
Publication Scheme	No Change – re-adopt
Retention of Records	Format
Risk Register	Format
Standing orders	New edition – gender neutral language, High level procurement change. add in quorum of 5. Re-adopt.
London Bridge	Format.

Weston Longville Parish Council.

Meeting of the Parish Council – Minutes

Monday February 10th, 2025 at 7.30pm
Hall for All, Church Street, Weston Longville

Parish Councillors present: Clare Morton	CM (Chair)
Peter Ross	PR (Vice Chairman)
Paul Cowley	PC
Justin Cohu	JC
Ruth Horton	RH (arrived during item 5)
Dawn Clarke	DC (Clerk)

16 Members of the public, including District Councillor Peter Bulman (PB) and County Councillor Greg Peck (GP)

2025/0001 Chair's welcome and to receive apologies for absence.

Councilors Bob Banks and Rick Parsons sent apologies.

2025/0002 To receive declarations of interest in items on the agenda and consider any requests for dispensations.

All Councillors have an interest in the A47 dualling, NWL and all electrical cable works.

2025/0003 To approve the minutes of the meeting held on November 11th, 2024.

It was resolved that the minutes were a true record of the meeting held on November 11th 2024 and signed by the Chair

2025/0004 To report on items not on the agenda from the last meeting.

Councillor Peter Ross made a report following the last 7 Chairs meeting. The group discussed mutually interesting items: the withdraw of the Western Link

application, the work on the A47, the impact of the diversions and rat running when roadworks are in place, The lack of ‘No diversion route’ on unsuitable roads, and clear information of traffic diversions.
A joint letter from the 7 Chairs was sent to Jerome Mayhew MP to express concerns about the withdrawal from the NWL planning application and road works.
Volunteering, the impact of the cabling network, accessing and enabling access to residents to charitable funds were discussed.

2025/0005 Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

District Councillor Peter Bulman noted continued problems with building practices at Johnsons Garage in Lenwade/Gt Witchngham. The impact to some residents and their homes is significant. Work has been halted.

There is support being given to a resident for an application for grant funding and another with planning enforcement.
Support is being given to a resident with respect to building enforcement and there is frustration with the speed and effectiveness of any support or action.
It was decided to add ‘Planning Enforcement’ to the 7 Chairs agenda.

County Councillor Greg Peck noted that Norfolk was accepted into the first group of counties moving towards devolution and a mayoral system. Elections have been delayed a year to enable stability during the process of application. Proposals for a devolved structure are to be submitted by March. There will be public consultation.

There is an additional White paper for local government reform.

The withdrawal of the NWL planning application allows Norfolk County Council to open a dialogue with Natural England and other agencies to resolve the bat issue. Whist there was a planning permission being sought this was not an option.
There has been a shift in central government policy, and it is hoped that this will ease the restrictions that have previously been a barrier to permission being granted. Any road will be significantly delayed.

Post Office Lane, it is noted that the debris is not blocking the footpath. The site is large and the owner intends to clear the site – it is not within the scope of the Parish Council. It is noted there is no unlawful activity. CM to speak again to the Footpath officer.

A resident asked about noise from the adjacent field (Dark Lane) with respect

to it being used for motorbikes. The resident was advised to submit a online complaint via Enviromental Health (EH). They were encouraged to submit a complaint at the time the noise was happening and not to submit retrospectively.
The EH department have new equipment as well as an app that can be used. Anyone affected was encouraged to submit separate reports.

The new owner of 'Spencer's Corner' introduced himself, he has also purchased an adjacent field. He is communicating with Planning Enforcement in respect to the outstanding issues that were has inherited. The new owner has the original container on site still and intends to keep livestock on the land. There is ditch maintenance that needs to be completed which is being addressed. He was thanked for coming to the meeting and in the interest of safety asked to regularise the road access to the plot with Highways.

A resident from Weston Hall Road (B1535) and asked if there was any plan for mitigations for those residents. CM to meet with the resident.

2025/0006 Planning (Portfolio CM) Verbal update

a. By delegation:
2023/2444 Roarr Dinosaur Adventure Weston Hall Road Weston Longville NR9 5JE
Erection of two externally illuminated freestanding signs and two metal framed banners at the main site entrance
b. For consideration:
2025/0222 Sunset Barn Morton Lane Weston Longville NR9 5JL
Garden office.
2024/1869 Roarr Dinosaur Adventure Weston Hall Road Weston Longville NR9 5JE
Retention of two mechanical rides, tarmac hardstanding and low boundary wall.
c. Any application received after the publishing of this agenda.

a. 2023/2444 A response was submitted agreeing with the lighting scheme but asking for the operation to be aligned with the opening hours.

b. 2025/0222 It was resolved to request obscuring glass for any windows that overlook the neighbours' garden.

   2024/1869 It was resolved to resubmit the request for noise mitigation fencing that had previously been submitted.
   The bat report by Norfolk Wildlife Trust shows the details of all the roosts on the site. The application of Regulation 43 with this application will be monitored - in particular the 'disturb' aspect.

c. 2024/3067 Application for 3 Self Build houses – Previously the Parish Council has asked for the deferral of the closing date whilst waiting for the self build

consultation.
It was advised that applications are not addressed in the order they are received.
This site had previously been proposed as part of the GNP but was not included in the plan. This is outline planning permission and a response considering pedestrian safety will be made. There is a parish wide self-build allocation of 3 units until 2038.

It was noted that Pump Farm was not yet commissioned as it was waiting Ofsted permission.

Councillor Clare Morton will draft a response to the Self Build Consultation. It was agreed that the paper was vague and gave no solid definitions or rules regarding settlement with or without boundary.

2025/0007 Roads (Portfolio RH) Verbal update
To receive an update and agree next steps on A47 and Norwich Western Link.
a. To receive an update from the Norwich Western Link Liaison Meeting.
b. To discuss the NCC mitigation proposals.
c. To agree a response to the PJA127-ID-002 and PJA143-ID-005 TROs with respect to lowering the speed limit across the parish.

a.& b. The mitigations that have been proposed are being modelled. The Parish Council is waiting for the response to being this to bring it to public consultation. Council discussed the idea of 'temporary' and recognised that it needs definition so that timescales are known to ask for a review of the measures and that further request can be made.

The mitigations are expected to be more permanent than temporary, and the time gap between the A47 closure and the possibility of the NWL at some time in the future. The need for more extensive and aggressive measures was discussed.

The recent road closures for work on the A47 highlighted the fragility of the road network and brought the village into gridlock and the damage to the verges and passing places is significant. PC called for a harder line with the mitigations and to push for road closures in addition to the mitigations. Looking ahead there was concern that should there be a closure on the A47 the local roads through the parish will become the default route. The upgrading of the (HGV route) Weston Hall Road was discussed as a solution to make the Village route less palatable to through traffic.

The potential to upgrade the junction of Weston Hall Road and the Fakenham

Road was discussed, this has previously been rejected by NCC

The upcoming reduction in speed will make the village less attractive to passing traffic.

At the Liaison Group meeting National Highways said that they were obliged to put in a diversion route as far away from the area as possible, however it was only legal to close side roads that are impacted by their roadworks, all other roads are part of National Highways and people are entitled to drive on them, there is no way to force people to take a route.

A resident suggested upgrading the HGV route, widening the road to make it more suitable for the vehicles using it and installing a roundabout or crossroads in Lenwade as a safe alternative route.

A resident asked about timescales and the gap between the Dualling and NWL potentially being started and asked about the mitigations.
A resident noted that the road works will last years and there are plans for additional businesses which will attract traffic and asked that pressure be exerted that takes into account the developments that will have a significant impact on the village.

RH explained the timetable that has been set for the implementation of of the mitigation measures. These are separate from the speed reduction measures across the village.
At the moment the mitigation consultation is scheduled for Autumn 2025.
It must be noted in the example of Attlebridge - that if there is no consensus there may be no mitigations installed.

A resident asked about the junctions for the NWL off the A47, it was confirmed that the exit/entry will be built as a bell mouth but then left for connection.

Councillor Peter Ross asked if the large housing developments were being considered in different way now that the NWL planning was withdrawn. PB noted that lack of infrastructure in place prior to building commencing was a frustration that was shared by other District Councillors. PB wasn't aware that appropriate infrastructure was a consideration that was made by planners. That application were considered in respect to the current actual situation.

c. The response for the reduction in parish wide speed reductions was agreed and CM will submit.
The speed reductions are not linked to the mitigation, however this is moving very quickly.
There is a 'phase 2' lowering of the speed limit at the end of Rectory Road.

Peter Ross asked for this to be added to the comments being submitted. It was discussed and there is not zoning in place to support this extension at the current time.

Dark Lane was proposed in the TRO to have a 20mph speed limit. However it is currently not a highway. CM to double check.

2025/0008 Parish Infrastructure (Portfolio BB) Verbal update

a. Registration of Allotments – response from Land Registry and next steps.
b. To discuss the Saturday Sports Club funding.

a. After a year Land Registry has requested further documents. CM has attained an extension in time to address the questions - RH and CM to look at the request and the Clerk to contact a sector specific solicitor should we need one to progress the application.

b. The provision of a sports session that was low cost and safe (on the field) was discussed, there was concern about the amount of administration work this would may for the clerk. Ensuring DBS checking for the provider was not straight forward. There are around 30 children in the area which would benefit.

   It was agreed to support a sports provision for children/teens in principle, the details and practicalities to be presented. There is no grant proposal submitted yet, and there may be a need to request a grant from the Wind Turbine Fund.

2025/0009 Environmental Considerations (Portfolio PC) - Verbal update

a. To consider a grant to the Tree Network
b. To consider a litter pick of Honingham Rd during half marathon closure.
c. To distribute clover to councillors / parishioners.
d. To receive any update on the Hornsea 3 and Equinor SEP and DEP.

   a. The last donation to the Tree Network was in June 2023.
      They provide training that PC has attended without charge, the donations go towards their insurance.
      It was resolved to donate £50 to the network.

   b. 2025/0013
   c. 2025/0013
   d. 2025/0013

2025/0010 Parishioner Engagement (Portfolio RP) - Verbal update
Update on the booklet of Walks / Footpath Map.

2025/0013

2025/0011 Administrative Matters - Clerk’s Report (Verbal Update)

a. Correspondence from NALC and to resolve a vote on the new structure.
b. To review the Asset List, Risk Management and Policy Documents submitted to council.

a. It was resolved to accept NALC being a business and no longer a CO-OP

b. It was agreed to re-state the value of the allotment to £1,000 and include the bus shelter, remove one of the cut out police men as it was lost.
The financial regulations were amended with the new banking arrangement. The risk register was updated and included the new banking, the standing orders were re- adopted with no amendments.

It was resolved to accept the Financial Regulations.
It was resolved to accept the Risk Register.
It was resolved to accept the standing orders

2025/0012 Finance (Clerk)

a. To agree the payment list and to note any income and payments made since the last meeting.
b. To note the CIL and Solar Balance and structure of the bank accounts.
c. To note and sign the bank balances and reconciliation presented.
d. To receive the Q3 Budget against Actual.
e. To note the precept and the Band D rate.

a. It was resolved to accept the payment list.

February 2025 Meeting

Income		
Unity Trust Bank	Quarterly Interest - December	22.22
To note the payment		
Unity Trust Bank	Monthly Charge - December	0.60
Unity Trust Bank	Monthly Charge - January	6.00
Dawn Clarke	Clerk Salary - December with back pay	357.41
Norfolk Print Solutions	Foot Path Map	99.00
Norfolk Print Solutions	Rick test prints footpath map	15.00
For Authorisation		
Dawn Clarke	Expenses / WFH Allowance / Mileage	87.45
Dawn Clarke	Salary January	270.05
Dawn Clarke	Salary February	270.05
Westcotec	Battery (shared unit)	100.80
Westcotec	2 x Battery and inspection	255.60
Hall For All	Yearly rental	180.00
NPTS	Training RP	70.00
Dawn Clarke	Postage - full year	8.70

b. The Solar and CIL ring fenced monies are in the interest account.

Total balance	£ 34,026.53
Cil	£ 4766.42
Solar	£14,177.98
General and reserves	£15,082.13

c. The documents were signed.

d. Budget against actual submitted, some lines are very over budget (Grants)
As more grants have been given than budgeted. However other lines are below budget. This was partly due to (additional) grant requests that were held over to this year.
It was noted that the global situation was under budget.

The audit will be over the £25k limit has been passed so will need greater audit.

e. The precept was submitted at £11,570 and this gives a band D rate of £73.69
The tax base has increased to 157 this is an increase in of 7.

The 2024/25 rate was £71.00, and increase of £2.69 under 4%

2025/0013 Any other business (for information only) and items for the next agenda.

There is a half marathon from Western Park on February 23rd, this will cause multiple road closures. Clerk to put this on Facebook.
There will be a litter pick and residents were encouraged to help on that morning to take advantage of the road closures.
PC is happy to collect bagged waste left along the road after the event.
Clover will be sown at that time.

Hornsea will be contacting all residents regarding the next stage of work pulling the cables through.

Equninor have been surveying the area.

Pump Farm path, the farmer has had problems with motorised vehicles on his land. It is difficult to pass but is on his boundary. CM to compose a letter.

Footpath walks – this was distributed in the area with the Wensum Diaries.

The SAM 2 has been serviced.
There is a new joint SAM battery for the shared machine. This cost has been shared between the parishes.

Clerk to go on the NPTS Spring Seminar – cost to be shared with her other councils.

APM prior to the next meeting.

Meeting closed at 21.46

To confirm the date and venue of the next meeting:
Monday May 12th, 2025 at 19:30 in the Hall for All – with the Annual Meeting of the Parish preceding the meeting.

2025-0060 Admin & Clerk Report

a. By-law regarding dog fouling (Broadland not NCC)

Routine correspondence:

A47 dualling open day – will put on Facebook

Work on local waterways – will put on Facebook

Bus Shelter Grants

Septic treatment package funding - will put on Facebook

NALC AGM – will be held online on 21st of May -

Broadland - Local government reform meetings -

Other correspondence.

Request for allotment

Resident regarding verges

Parish & Town Clerks
District of Broadland

Sunday, 11 May 2025

Dear Sir / Madam

Anti-social Behaviour, Crime and Policing Act 2014
Public Space Protection Order (Dog Fouling) Renewal: Broadland

I am writing to consult you on a proposal to renew the Public Space Protection Order (PSPO) (Dog Fouling) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.

It is proposed to renew the PSPO with the existing prohibitions and requirements and it will cover the administrative district of Broadland, unless the consultation process identifies that changes are required.

A copy of the proposed PSPO is attached for your information and I would welcome any comments you wish to make by the Wednesday 11th June 2025.

Yours sincerely

Teri Munro
Community Safety & Interventions Lead
E: teri.munro@southnorfolkandbroadland.gov.uk

NMF Norfolk

Nutrient Mitigation in Norfolk

Thinking about a Nutrient Mitigation Project?

The Norfolk Mitigation Fund offers **grants and repayable loans** to reduce phosphorus and nitrogen levels in the Wensum, Bure, and Yare catchments. This supports much-needed housing and helps restore river conditions through nutrient neutrality.

Who can apply?

To qualify for funding, your project must:

- Be based or applied within the Wensum, Bure, or Yare catchments (Wensum and Broads Nutrient Neutrality Catchment Map).
- Aim to reduce phosphorus and nitrogen outputs.
- Involve diversifying your operation (temporarily or permanently).
- Require specialist advice or capital funding.
- Not already receive government support for the proposed activity.

What Projects Qualify?

Here are some examples:

Crop changes: Planting low-fertiliser crops or those that absorb nutrients.

Fertiliser reduction: Applying less or switching to alternatives.

Riparian buffers: Installing or expanding natural buffers near waterways.

Livestock changes: Reducing or ceasing livestock levels.

Septic tank upgrades: Modernising or combining multiple systems.

Nature-based solutions: Creating wetlands or similar ecosystems.

Business adaptations: Installing new equipment or changing operations.

Case studies are also on our website

Where can the fund help?

Feasibility Support: If you have an idea but need scientific advice or funding to explore it further, a grant could help.

Loan Funding: If you have a project ready to go but need funding to make it a reality, a loan could be the solution.

Important to Note:

- Your project must be **new or in progress** – the Fund cannot purchase credits from completed work.
- Projects generating biodiversity net gain credits may also qualify for nutrient credits.

About the fund

Run by five Norfolk Councils, the Fund launched in May 2024. By October 2024, it has already awarded £6.2m in loans and £277k in grants.

Funded by UK Government | Breckland Council | Broadland District Council | South Norfolk Council | North Norfolk District Council | Norwich City Council

Learn more

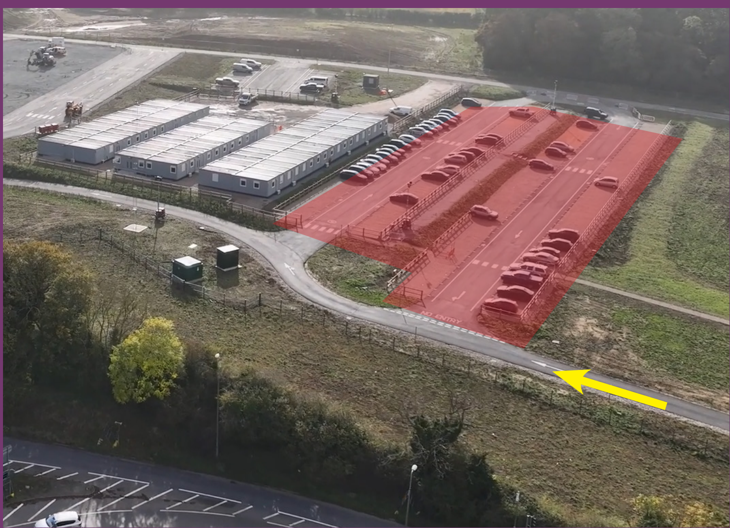
info@nmfnorfolk.co.uk nmfnorfolk.co.uk

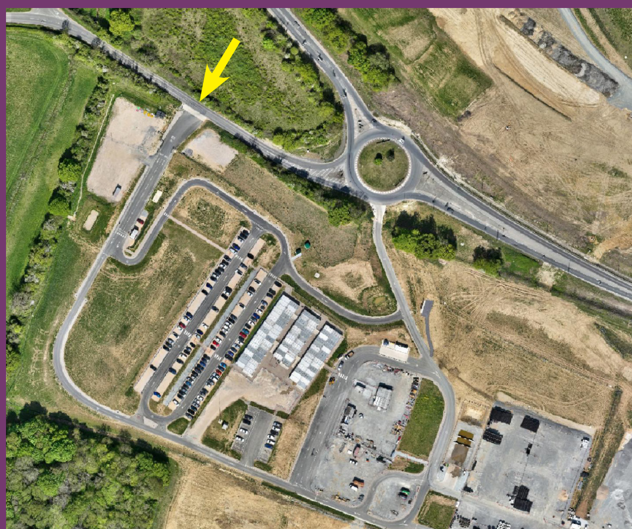
A47 North Tuddenham to Easton Public Drop-in Event

Wednesday 28 May 2025, 10am to 8pm

We will be opening our doors to the public as an opportunity for customers and local stakeholders to speak with our expert teams directly, and find out more about progress on the A47 North Tuddenham to Easton dualling scheme.

Location:
Galliford Try Tuddenham Site Office, Norwich Road, Honingham, Norwich NR9 5BS
What3Words (compound entrance): intro.decoded.ambitions
Parking is available on site as highlighted below. Once parked, please follow the sign posts to enter through the main reception.





Email: a47NorthTuddenhamtoEastonRIS@nationalhighways.co.uk
Phone: 0300 123 5000

River maintenance and flood prevention - April 2025 to March 2026

River Wensum, River Tud, River Whitewater and Lower Wendling Beck - Spring 2025

What We Do

The Environment Agency inspect and maintain rivers and flood defences. We target this work to reduce the risk of flooding to people and property.

Landowners are responsible for maintaining rivers. You can find more information on rights and responsibilities by visiting: https://www.gov.uk/guidance/owning-a-watercourse

Our maintenance work keeps rivers and flood defences working together to prevent flooding. Regular maintenance ensures flood defences work effectively when needed and last longer.

You will see us clearing blockages in rivers, cutting back vegetation and keeping our structures tidy and in good working order.

You can find out what we are doing and when we plan to do it by visiting: https://environment.data.gov.uk/asset-management/index.html

Maintenance In Your Area

You can see on the map where we are working on the rivers near you. We have planned the following maintenance:

Targeted Channel Maintenance

We prevent blockages and flooding by removing carefully selected branches and debris. We try to leave as much as we can, as it is good habitat.

We usually use hand tools to do this and work from a boat.

Weed Cutting

River weed is cut in specific locations to improve water flow. This can help prevent flooding.

We cut weed in a meandering pattern that follows the natural path of the river. This creates a clear way for water to flow and leaves habitat.

Weed boats, amphibious machines and tracked plant working from the bank are used for this work.

Tree Works

Sometimes we need to remove part or all of a tree when it leans into a river or falls over completely. This is because they can slow water flow causing flooding upstream or debris can cause blockages downstream.

Trees provide excellent habitat by creating shade and fish and eels use branches and roots in the water for habitat and breeding. We remove as little of the tree as possible whilst making sure we are still preventing flooding.

We carefully remove weed from rivers to prevent flooding and avoid disturbing wildlife.

Contact Us

Feel free to contact us if you have comments or questions about our work.

Norfolk Asset Performance Team

Environment Agency, Dragonfly House, 2 Gilders Way, Norwich, Norfolk NR3 1UB

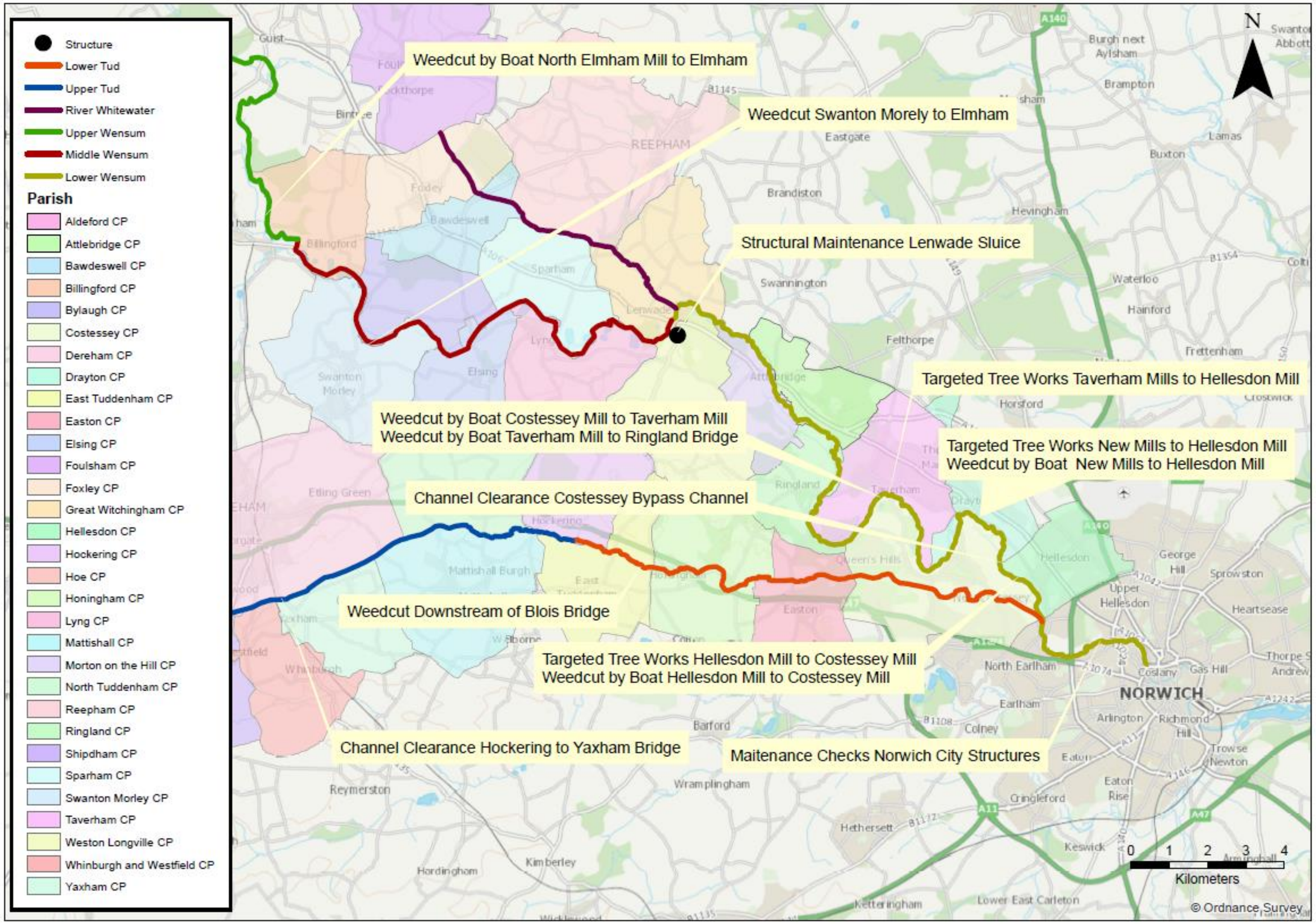
020302 55460

apnorfolk@environment-agency.gov.uk

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88


Structure
Lower Tud
Upper Tud
River Whitewater
Upper Wensum
Middle Wensum
Lower Wensum
Parish
Aldeford CP
Attlebridge CP
Bawdeswell CP
Billingford CP
Bylaugh CP
Costessey CP
Dereham CP
Drayton CP
East Tuddenham CP
Easton CP
Elsing CP
Foulsham CP
Foxley CP
Great Witchingham CP
Hellesdon CP
Hockering CP
Hoe CP
Honingham CP
Lyng CP
Mattishall CP
Morton on the Hill CP
North Tuddenham CP
Reepham CP
Ringland CP
Shipdham CP
Sparham CP
Swanton Morley CP
Taverham CP
Weston Longville CP
Whinburgh and Westfield CP
Yaxham CP
Weedcut by Boat North Elmham Mill to Elmham
Weedcut Swanton Morely to Elmham
Structural Maintenance Lenwade Sluice
Targeted Tree Works Taverham Mills to Hellesdon Mill
Weedcut by Boat Costessey Mill to Taverham Mill
Weedcut by Boat Taverham Mill to Ringland Bridge
Targeted Tree Works New Mills to Hellesdon Mill
Weedcut by Boat New Mills to Hellesdon Mill
Channel Clearance Costessey Bypass Channel
Weedcut Downstream of Blois Bridge
Targeted Tree Works Hellesdon Mill to Costessey Mill
Weedcut by Boat Hellesdon Mill to Costessey Mill
Channel Clearance Hockering to Yaxham Bridge
Maitenance Checks Norwich City Structures
N
0 1 2 3 4
Kilometers
© Ordnance Survey

Weston Longville Parish Council

Internal Audit Report
Financial Year 2024/25

Prepared by Sonya Blythe
11 April 2025

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

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	Feb 25 minutes
	Date Financial Regulations last reviewed	Feb 25 minutes
	Has a Responsible finance officer been appointed with specific duties?	Clerk is RFO
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes, evidenced from invoice to bank statement and minutes
	Has VAT on payments been identified, recorded and reclaimed?	Yes, separate column in cashbook. Claimed Jan 25 (received April)
	Is s137 expenditure separately recorded and within statutory limits?	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, Feb 25 minutes
	Is insurance cover appropriate and adequate?	Liability and fidelity cover in place
	Are internal financial controls documented and regularly reviewed?	May 23 SEE NOTE

Internal control	Test	Observations
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	2425 – Nov 23 minutes 2526 – Nov 24 minutes
	Has the precept been calculated from the budget and been approved?	24/25 – recorded as £10,650 2526 – recorded as £11,570
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes, minuted quarterly
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Statement £10650 Remittance £10650
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes, seen previously
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes November - national pay award implemented
	Are other payments to employees reasonable and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Accounted for on payslip

Internal control	Test	Observations
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	Feb 25 minutes
	Do asset insurance valuations agree with those in the asset register?	Yes
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes
	Is a bank reconciliation carried out regularly and in a timely fashion?	Reported each meeting
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	N/A
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes R&P
	Do accounts agree with the cash book?	AGAR – £32809 Statements - £32808.65
	Has a year-end bank reconciliation been undertaken?	Reconciliation - 32,808.65
	Is there an audit trail from underlying financial records to the accounts?	Yes, cashbook matched to bank statements
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Is eligibility for the General Power of Competence properly evidenced?	Yes
	Have points raised on the last Internal Audit report been considered by council and actioned?	Your risk assessment on the website is dated March 23 (though isn't recorded within minutes). As one of the criteria of the internal audit and the governance statement are confirming that risk has been managed, this document should be considered and minuted during each financial year. Complete.

Internal control	Test	Observations
		Regarding allotments, even if there is no increase in rent, the rent should be considered and minuted each year. Yes.
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
	Payments over £100 detailed on website?	Yes
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	N/A
	Have fees for the cemetery been reviewed and agreed by Council?	N/A
	Were comparisons made with other cemeteries prior to setting the fees?	N/A
	Have burial books been kept up to date and are they safely stored?	N/A
Allotments only only	Has a list of allotment holders with amounts paid to Council been submitted?	Yes, part of cashbook
	Have fees for the allotments been reviewed and agreed by Council?	Yes, Sep 24 minutes
Councils with charities only	Have Charities reported and accounted separately?	N/A

Internal control	Test	Observations
	Have the Charity accounts been independently audited?	N/A
	Have the Charity accounts and Annual Return been filed within the legal time limit?	N/A
ICO	Is Council registered with the Information Commissioners Office?	Yes, Feb 25 bank statement
General Data Protection Regulations	Has the Council adopted a Data Protection Policy?	Yes
	Has the Council put in place Privacy Notices?	Yes (link broken, Clerk organising)
Other		

Thank you to Dawn for supplying everything so promptly.

- I have checked through your accounts and confirmed them against income and expenditure receipts, as well as against payments in your cashbook. Bank reconciliations are regularly carried out for the accounts.

- I have confirmed that your Financial Regulations and Standing Orders are up to date.

- I have noted that your VAT has been claimed within the past year.

- I have verified that your insurance is adequate.

- I confirm that your payroll management meets requirements

- I have reviewed your budget setting process and noted that you provide Council with regular spend against budget information

- I have reviewed the AGAR against your year-end bank reconciliations and your accounts

I have no concerns to raise and as such have signed the internal audit section of the AGAR.

Notes / recommendations for 25/26:

I would recommend that Council reviews its Internal Controls / Risk Assessment, with particular reference to having its own smart phone going forward. With so much work being carried out online now it is almost impossible to carry out the clerking role without one. Authorisation codes for logging in to bank accounts, logging in to HMRC, Government Gateway etc are currently sent to the Clerk's personal mobile. In addition this personal number has to be given out to parishioners and businesses wanting to contact the Council by phone. If the Clerk was to leave her role, taking her phone number with her, your business continuity would be severely impacted as a result.

Sonya

Sonya Blythe
Internal auditor

Annual Governance and Accountability Return 2024/25 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must,** after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
   a) does not meet the qualifying criteria for exemption; or
   b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes:**
   a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2025.** Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
   b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
   c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
   d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
   e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority. **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2025.**

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2024/25**, page 4
- **Section 1 – Annual Governance Statement 2024/25**, page 5
- **Section 2 – Accounting Statements 2024/25**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2024/25 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT.**

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2024/25, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2025. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2025.** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2025** been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? *(Local Councils only)*		

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from **www.nalc.gov.uk or from **www.ada.org.uk**

Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

WESTON LONGVILLE PARISH COUNCIL NO0511

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25:	£15,880
Total annual gross expenditure for the authority 2024/25:	£16,328

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.
Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	DD/MM/YYYY		DD/MM/YYYY
Signed by Chair	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	DD/MM/YYYY	MINUTE REFERENCE	

Generic email address of Authority	Telephone number
clerk@westonlongville-pc.gov.uk	07835 383691

*Published web address

www.westonlongville-pc.gov.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2024/25

WESTON LONGVILLE PARISH COUNCIL NO0511

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During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*			
N. The authority has complied with the publication requirements for 2023/24 AGAR *(see AGAR Page 1 Guidance Notes).*			

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit: SIGNATURE REQUIRED

Date: DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

WESTON LONGVILLE PARISH COUNCIL NO0511

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed Yes	No	N/A	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Information required by the Transparency Code *(not part of the Annual Governance Statement)*	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		

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Section 2 – Accounting Statements 2024/25 for

WESTON LONGVILLE PARISH COUNCIL   NO0511

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	42,134	33,256	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	7,328	10,650	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	2,999	5,230	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	3,109	3,240	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	16,095	13,087	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	33,256	32,809	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	33,256	32,809	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	33,999	41,482	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Annual Internal Audit Report 2024/25

WESTON LONGVILLE PARISH COUNCIL NO0511

www.westonlongville-pc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)*.	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR *(see AGAR Page 1 Guidance Notes)*.	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 13/4/25 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: Sonia Blythe

Signature of person who carried out the internal audit: Sonia Blyth

Date: 13/4/25

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Smaller authority name: Weston Longville Parish Council.

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement_____ May 15th 2025 _______(a)

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.
Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

(b) Dawn Clarke – Parish Clerk,
clerk@westonlongville-pc.gov.uk

commencing on **Tuesday 3 June 2025** and ending on **Monday 14 July 2025**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus. Canary Wharf, London E14 4HD
(sba@pkf-l.com)

5. This announcement is made by Dawn Clarke- Clerk and RFO for Weston Longville Parish Council

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

2025-0061 f. Annex A Clerk Expenses MAY

Weston Longville Parish Council

Expense Claim Form

May 2025 Meeting

Name: Dawn Clarke

Date of Expense	Description of goods/service purchased	Reason	Receipt Y/N	Amount before VAT	VAT*	Total
						0.00
1 . 2 . 2025	Working from home allowance	February		26.00		26.00
1 .3 .2025	Working from home allowance	March		26.00		26.00
1. 4 . 2025	Working from home allowance	April		26.00		26.00
10. 2. 2025	Mileage Meeting	February		9.45		9.45
6.5.2025	Printer Paper					7.50
					0.00	0.00
		TOTALS		£87.45	£0.00	£94.95

Signed (claimee) ______________________________

Signed (authorised) ________________________________

Signed (authorised) ________________________________ Date:

2025-0061 f. Annex A payments MAY

Weston Longville Parish Council		2025-0061 f.
May 2025 Meeting		2025-0061 f.
Income		
2024-25		
Unity Trust Bank	Quarterly Interest - March (24-25)	114.32
Share of SAM 2 Machin	Hockering, Ringland, Honningham 3 x 35.5	106.5
2025-26		
BDC	Precept - payment 1 of 2	5785.00
Allotment Rents	BB, PH, E	35.00
CiL	2024-0899 (Archery Range)	912.10
HMRC	Refund of Vat paid	2474.00
To note the payment		
2024-25		
Dawn Clarke	Postage for 24-25	8.70
Dawn Clarke	Salary March	270.05
Unity Trust Bank	Monthly Charge - February, March @ £6 /mo	12.00
Tree Warden Network	Courses	50.00
2025-26		6.00
Unity Trust Bank	Monthly Charge - April, May, @ £6 / mo	12.00
For Authorisation		
2025-26		
Dawn Clarke	Expenses / WFH Allowance / Mileage	94.95
Dawn Clarke	Salary April	270.05
Dawn Clarke	Salary May	270.05
Norse	1 of 2 graounds (2711)	813.60
Clare Morton	Charges for documents (allotment) 15+7	22.00
Clare Morton	Charges for documents (allotment) 15+7	35.00
Sonya Blythe	Audit Fee	100.00
Tony Finch	Pest Control	47.95
Marion Barnes	Payroll Service	84.00

WESTON LONGVILLE PARISH COUNCIL

Grant Application Form

Name of organisation	All Saints' Parochial Church Council	Charity number (if applicable)	
Address of organisation (if applicable)	Church Street Weston Longville Norwich NR9 5JU	When were you established?	Parochial Church Council (Powers) Measure 1921

Main Contact	Mr John Hurst	Second Contact	Mrs Margaret Briggs
Role in the Organisation	Churchwarden	Role in the Organisation	Treasurer
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

Value of the Grant requested?	£780.00	Is this for full or part funding? If part funding how will the rest of the project be funded?	Part. A one off fee paid when a burial takes place. This is held in a restricted fund solely for upkeep of the Churchyard.
What will the grant be used for?	Regular grass cutting and annual hedge cutting.		

Author/ Editor Clare Morton
Draft for review July 2024
Review date July 2027.

How will your project benefit the community?	The Churchyard provides a burial site for those living in the parish. An area in the newer part has not been consecrated, providing space for those without faith, but who wish their remains to be interred in the village. The PCC take pride in making sure the whole of the area in question is kept tidy, for those tending graves, visitors to the historic Church, and also for pedestrians who use the path to access the Hall for All.
Please supply your organisation's bank details. Name, account number and sort code.	[redacted]
Use this space to provide any other information thought to be significant.	In spite of increases in the cost of so many services, our contractor Go Green has kept to the same charge per cut as 2024. The number of burials taking place is small, which obviously affects the level of income.

Feel free to expand your explanation on another sheet.

Checklist of documents:

1. **For any request where the total project sum exceeds £500 (regardless of requested contribution size):**

- No less than 2 quotes for the work.
- A written narrative explaining the choice of the quote.

And,

Established organisations:

- A copy of last year's audited accounts.

Or,

For newly formed groups:

- A project plan indicating how the funds will be spent.
- A recent bank statement

2. **For any request where the total project sum is below £500 (regardless of requested contribution size):**

Established organisations:

- A copy of last year's audited accounts or a recent bank statement.

Or,

For newly formed groups:

- A project plan indicating how the funds will be spent.
- A recent bank statement

The form and labelled scanned supporting documents listed above should be sent to the Clerk clerk@westonlongville-pc.gov.uk

All documents will be treated as confidential.

Author/ Editor Clare Morton
Draft for review July 2024
Review date July 2027.

2025—0061 h. Budget against actual 2024-25
Year end

Weston Longville Paget monitoring

1 May 2025

Category	Description	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Total Actual	% +/- Bud/Act
		2024 /25						
Income								
Income	Precept	10,650	5,325	5,325			10,650.00	100%
Income	CIL	-	-	-	1,638	-	1,637.90	
Income	Allotment	65	50	-			50.00	77%
Income	Grants			3,029			3,028.50	
Income	Interest				22	114	136.54	
Income	Other			100		278	377.50	
Income	VAT Reclaim						-	
Income Total		**10,715**	**5,375**	**8,454**	**1,660**	**392**	**15,880.44**	148%
Expenditure							-	
Admin & Exp	NALC/SLCC/CPRE	275	144	42		35	221.45	81%
Admin & Exp	Insurance	430	-	363	-	-	363.00	84%
Admin & Exp	Audits	315	100				100.00	32%
Admin & Exp	Hire of Hall	300				180	180.00	60%
Admin & Exp	Clerk's Office/payroll services	495	201	123	61	96	481.50	97%
Admin & Exp	Newsletters	-					-	
Admin & Exp	Website / Licences	150	70	60	-	-	129.90	87%
Admin & Exp	Training/Forums etc	300		112		120.00	232.00	77%
Admin & Exp	Bank charges				1	18	18.60	
Admin & Exp	Election Expenses	100					-	0%
Admin & Exp Total		**2,365**	**515**	**700**	**62**	**449**	1,726.45	73%
Employment	Clerk's Salary	3,350	777	777	876	810.15	3,240.60	97%
Employment Total		**3,350**	**777**	**777**	**876**	**810**	3,240.60	97%
Grants	Donations	1,525	-	750	770		1,519.99	100%
Grants Total		**1,525**	**-**	**750**	**770**		1,519.99	100%
Maintenance	Hedge cutting	80	78				78.00	98%
Maintenance	Grounds maintenance	1,562	748		748		1,495.58	96%
Maintenance	Playing field rent	50					-	0%
Maintenance	SAM2 repairs	200		110		356	466.20	233%
Maintenance	Pest control	150					-	0%
Maintenance		-		0	0		-	%
Maintenance							-	
Maintenance Total		**2,042**	**826**	**110**	**748**	**356**	2,039.78	100%
Projects	Allotment - CIL	730	419				774.92	106%
Projects	Traffic management - CIL						-	
Projects	Roarr						-	
Projects	3 parishes plan grant						-	
Projects	Bus Shelter	4,000	7,268	0	0		7,268.40	182%
Projects	Walks Pamphlet					114	114.00	
Projects	Toilet					-	-	
Projects							-	
Projects	Other						-	
Projects Total		**4,730**	**7,687**	**-**	**-**	**114**	**7,800.92**	
Expense Total		**14,012**					**16,327.74**	**26%**

	budget	actual
Income	10,715	15,880
Spend	14,012	16,328
+Bus Shelte	22,012	24,129