Weston Longville Parish Council.

Meeting of the Parish Council – Agenda

Monday May 11th, 2026 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 5th, 2026

The public and press are welcome.

2026/018	To elect The Chair
2026/019	Chair's welcome and to receive apologies for absence.
2026/020	To elect The Vice Chair
2026/021	To receive declarations of interest in items on the agenda and consider any requests for dispensations.
2026/022	To consider the portfolios held.
2026/023	To consider appointing a councilor as the Hall for All member.
2026/024	To consider the bank signatories
2026/025	To note the contractual and re-occurring payments and consider the amendments presented in Annex B
2026/026	To confirm the asset register.
2026/027	To review the council's memberships Annex C
2026/028	To adopt or readopt the polices as listed in Annex D
2026/029	To confirm meeting dates for the next year.
2026/030	To approve the minutes of the meeting held on February 11th, 2026.
2026/031	To report items not on the agenda from the last meeting.
2026/032	Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

2026/033 Planning (Portfolio CM) Verbal update.

a. To note responses by delegation.
b. Any application received after the publishing of this agenda.
c. Planning determinations received since the last meeting.

2026/034 Third Party Liaison (Portfolio PR).

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

2026/035 Roads (Portfolio RH) Verbal update

a. To receive an update on A47 & Norwich Western Link and the Norwich Western Link Liaison Meeting.

b. To discuss the NCC mitigation proposals.

2026/036 Parish Infrastructure (Portfolio BB) Verbal update.

a. Registration of Allotments.

2026/037 Environmental Considerations (Portfolio PC) - Verbal update.

To receive any update on the Hornsea 3 and Equinor SEP and DEP.

2026/038 Parishioner Engagement (Portfolio RP) - Verbal update.

To receive an update in respect of a Christmas tree.

2026/039 Communications (Portfolio JC) – Verbal Update.

2026/040 Administrative Matters.

a. Clerk Report including correspondence.
b. To consider changes to the financial procedures and the implications they will have.

2026/041 Finance (Clerk)

a. To agree the payment list and to note any income and payments made since the last meeting.
b. To note the bank balances and reconciliation presented.
c. To receive the 25-26 Q4 Budget against Actual and the year end figures.
d. To receive the 26-27 Budget against Actual.
e. To receive any grant applications.

2026/042 Audit process (Clerk)

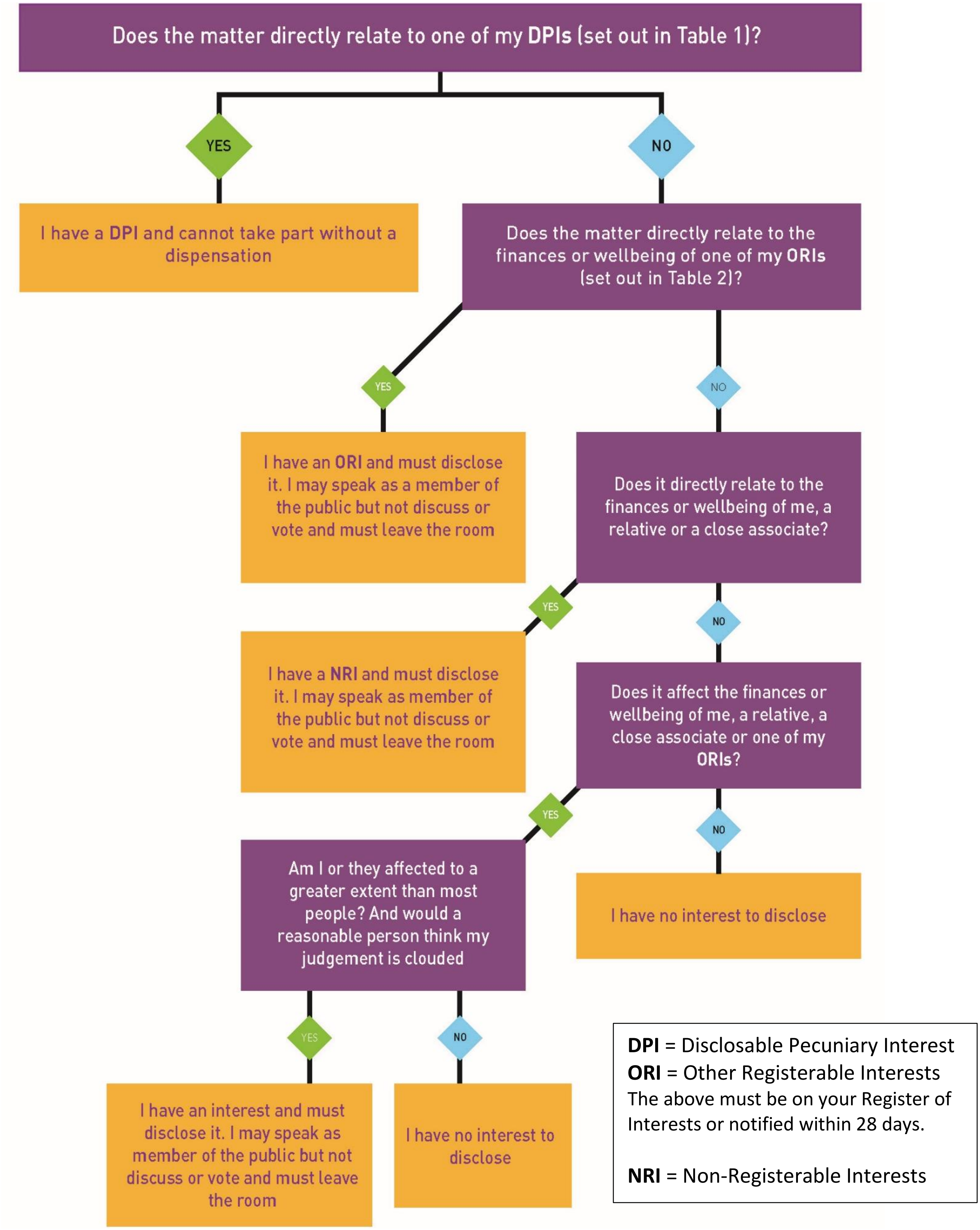
a. To note the Internal Auditors Report.
b. To appoint an Internal Auditor for the 2026-27 year.
c. To hear the AGAR statements.
d. To resolve to certify the council exempt and delegate authority to the Chair and Clerk to fulfil the AGAR responsibilities.
e. To note the dates for the electors' rights.

2026/043 Items for information only and items for the next agenda.

2026/044 To confirm the date and venue of the next meeting:

Monday July 13th, 2026 at 19:00 in the Hall for All.

Guide to declaring interests under the LGA Model Code of Conduct 2020



DPI - Employment, office, trade, profession or vocation carried on for profit or gain; Sponsorship; Contracts; Land and property; Licences; Corporate tenancies; Securities.

ORI - Unpaid directorships; any body of which you are a member or in position of control/management and appointed to or nominated by council; any body exercising functions of public nature, or charitable purposes, or whose principal purpose includes influencing public opinion/policy of which you are a member or in position of control/management.

NRI - Matter which relates to or affects financial interest or well-being of councillor, relative or close associate, or a body that is an ORI.

Guide to declaring interests under the LGA Model Code of Conduct 2020

If you are unsure as to whether you have an interest to declare you should always seek advice from the Clerk.

At heart there is a simple principle – as public decision-makers, decisions must be made in the public interest and not to serve private interests. Proximity in personal relationship and in physical proximity are often important factors in deciding.

The test at law for apparent bias is 'would a fair-minded and informed observer, having considered the facts, conclude that there was a real possibility of bias'. This influences whether or not you should participate in a meeting where you have a conflict of interest.

You have a **Disclosable Pecuniary Interest (DPI)** in a matter when the matter being discussed directly relates to your registered interest or that of your partner, rather than simply affecting it. You cannot speak, discuss or vote. You must leave the meeting room for the whole of the item.

For example, if you have registered 1 Acacia Avenue as your address, you would have a DPI if you put in a planning application for 1 Acacia Avenue, or if the whole of Acacia Avenue was being considered for a Resident Parking Zone.

You would not have a DPI if 3 Acacia Avenue had put in a planning application as the matter does not directly relate to your registered interest. You may however, have a non-registerable interest.

A **Non-registerable Interest (NRI)** arises where the interest is that of yourself or your partner which is not a DPI or of a relative or close associate. As a Councillor you are not expected to have to register the interests of your relatives or close associates but under the Code you are expected to declare them as and when relevant business occurs which affects their finances or wellbeing. The Code says you should not participate in the relevant business in two circumstances:

a. when a matter directly relates to that interest. Or

b. when a matter affects that interest to a greater extent than it affects the majority of inhabitants and

- a reasonable member of the public would thereby believe that your view of the public interest would be affected

For example, under a) if your son has submitted an application for a licence to open a bar, the matter directly relates to your relative. You must not take part in any discussion or vote on the matter.

For example, under b) there has been an application made to build several units of housing on a field adjacent to your business partner's home. It is not their application, but they will be more affected by the application than the majority of people so again you would be expected to declare the interest and withdraw.

Similarly, an application for the property next door to you does not directly relate to your property so it is not a DPI, but you would instead need to declare a Non-Registerable Interest.

In the case of an NRI or ORI you may speak on the matter before withdrawing, but only where the public are also allowed to address the meeting.

Something relates to your interest if it is directly about it. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you or an outside body you have registered has a financial interest.

'Affects' means the matter is not directly about that interest but nevertheless the matter has clear implications for the interest – for example, it is a planning application for a neighbouring property which will result in it overshadowing your property. An interest can of course affect you, your family or close personal associates positively and negatively. So, if you or they have the potential to gain or lose from a matter under consideration, an interest would need to be declared in both situations.

Contractural and Reoccuring payments 2026-27

	method	last paid amount	due	agreed	note
Audit Fee - Internal	BACS	£120	May	May-25	
Audit Fee - external	BACS			May-25	
Information Commsioner	Direct Debit	£ 47	Feb	May-25	
Insurance Renewal	BACS	£363		May-25	(multi year roll over, COL increase)
Meeting Room Hire	BACS	£260		May-25	£260 - year
Microsoft Licence	BACS	£90		May-25	
Norse - Grounds	BACS	£871	April/Oct	May-25	2 payments yearly
Payroll - salary	BACS	350		May-25	* Suggestion of auditor to pay by Standing Order *
HMRC	BACS			May-25	
Working from Home allowance	BACS	£26		May-25	** Change to Standing Order **
Payroll Provider	BACS	£75	April	May-25	
SLCC	BACS	£40		May-25	Part share with other councils
Wave Water	BACS			May-25	
Website Domain - NALC	BACS	£210		May-25	Paid Dec 2023, next due 2025 then yearly
Website hosting - NALC	BACS	£85	? Dec	May-25	
NALC membership	BACS	£146	April	May-25	Agreed for ongoing membership
Vodafone	Direct Debit	£8		Jul-25	Agreed in year
Unity Trust Bank	Direct Debit	7			Bank Charge to tidy up
John Hurst	BACS	86			Yearly hedge trimming

updated May 2026

Scheme of Delegation to the Parish Clerk

Introduction

This Scheme of Delegation was approved by Weston Longville Parish Council on the XXXXXXX

The scheme does not delegate any matter:

a. Reserved by law
b. Which by law may not be delegated to a Councillor and /or Officer.
Any subsequent amendments are identified by the date and minute number of the Council resolution in brackets after the amendment.
The powers and duties set out in this scheme are delegated to the Clerk.
The Clerk is also the Councils Responsible Financial Officer and the Proper Officer and responsibility for the management of the organisation.
The scheme will be reviewed on a regular basis as required by the Council and when a new Clerk is appointed.

1. Extent of Delegation

1.1

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2

The Clerk will exercise these powers in accordance with:

• Approved budgets
• The Council's Financial Regulations
• The Council's Policy Framework and other adopted policies of the Council
• All statutory common law and contractual requirements**1.3**

The Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

1.4

In addition the Clerk is authorised to undertake the day to day administration of the Council to include:

• Emergency expenditure up to £500 whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations)
• Payment of all invoices, within agreed budget and subject to authorisation by the bank signatories. Authorisation can be made by email or face to face.
• Payment of invoices for suppliers identified as 'contractual payments'
• Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council as appropriate to the circumstances)

- Apply for grants that will support any planned budget item or that are in line with the council's projected activities or goals.

2. Urgent Decisions of Council

2.1

Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the council.

2.2

Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.

2.3

Under this delegation, where appropriate, the clerk may decide that an extra meeting of the council be called to deal with the urgent matter.

3. Planning Delegation to the Clerk

3.1

For any planning application that arrives with a date that closes prior to the next scheduled meeting and a response can be easily agreed upon, The Clerk will respond using the emailed comments and submit to the District Council.**3.2**

For any planning application that arrives with a date that closes prior to the meeting and council can not easily agree a response the clerk shall request an extension to the closing date for comments. Should an extension not be granted the Clerk will convene an additional meeting of the Council.

3.4

All planning responses will be submitted by The Clerk.

Delegated decisions will be reported to, and recorded in the minutes of, the next council meeting.

4. Written Records

4.1

The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The Clerk will include reference to these on the next appropriate agenda,

Adopted:
Source SLCC/ NALC /DC
Review yearly in May unless an amendment is required by change of law.

2026-0028 - Annex D

Policy	
Allotment Tenancy Agreement	As is
Armed Forces Covenant	As is
Biodiversity Policy	As is
Code of Conduct	As is
Co-option	As is
Equality	As is
Data Map	As is
Financial Regulations	As is
GDPR	As is
Grant Policy	As is
Internal Audit Policy	As is
Internal Controls	As is
IT policy	As is
Lone Working Policy	As is
Operation London Bridge	As is
Planning Application response	As is
Publications Scheme	As is
Retention of Records	As is
Risk Register	As is
Standing Orders	As is
Scheme of Delegation	add

Yearly summons

Weston Longville Parish Council – 2026-2027

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

The meeting will be held at 19:00 at The Hall For All in Weston Longville

Monday July 13th	Monday September 7th
Monday November 9th	
Monday February 8th 2027	Monday May 10th

10.5.2026
Dawn Clarke

Weston Longville Parish Council.

Meeting of the Parish Council – Agenda

Monday February 9th, 2026 at 7.00pm
Hall for All, Church Street, Weston Longville

Parish Councillors present:	Clare Morton	CM (Chair)
	Peter Ross	PR (Vice Chairman)
	Bob Banks	BB
	Paul Cowley	PC
	Ruth Horton	RH
	Rick Parsons	RP
	Dawn Clarke	DC (Clerk)

4 Members of the public including District Councillor Peter Bulman and County Councillor Greg Peck

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2026/002 **Chair's welcome and to receive apologies for absence.**
The Chair welcomed everyone to the meeting. Cllr Justin Cohu sent apologies

2026/003 **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.

2026/004 **To approve the minutes of the meeting held on November 10th, 2025.**
It was resolved that the minutes were a true record of the meeting held on November 10th, 2025, and signed by the Chair.

2026/005 **To report on items not on the agenda from the last meeting.**
'Festival Workshop' has yet to convene, however the terms of our lease were raised in case this causes conflict with the proposed event.

2026/006 **Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.**
County Councillor Greg Peck (CCGP) explained that district elections were cancelled, and this decision was facing a Judicial Review. DCGP asked to be copied into pothole requests.

District Councillor Peter Bulman (DCPB) spoke about Local Government Reorganisation after the final submission was made in December, the outcome is expected in March.
Lenwade (Johnsons) Garage a response has been made to the ombudsman and DCPB is waiting for a response.
Housing development at Honningham, DCPB has lodged a complaint as he feels it is too large and lacks infrastructure being set in place prior work commencing.

2026/007 **Planning (Portfolio CM) Verbal update.**

a. **To note responses by delegation.**
b. **Any application received after the publishing of this agenda.**
c. **Planning determinations received since the last meeting.**

It was noted that the GNP is currently being reviewed and there has been a call for sites.

a.None

b.None

c. **2025/2342** Refused. Weston Covert Field Road Weston Longville NR9 5JN, Change of use from private swimming pool to occasional use by small private groups on an appointment basis

2023/0817 Approved with Conditions. Land At The Barns Weston Hall Road Weston Longville, Conversion of vacant barn to residential dwelling.

2025/2628 Cert. Lawfulness Approved. 39 Norwich Road Lenwade NR9 5SH Lawful development certificate for the proposal of steel clad structure forming a new workshop.

2026/008 **Third Party Liaison (Portfolio PR).**

The 7 Chairs group met and have sent a letter in respect to the Honningham development to Breckland DC. Discussions around A47 dualling, off sure energy and using shared services between the parishes to achieve economies. A comparison of data between the parishes has been made for discussion.

2026/009 **Roads (Portfolio RH) Verbal update**

a. To receive an update on A47 & Norwich Western Link and the Norwich Western Link Liaison Meeting.

b. To discuss the NCC mitigation proposals.

a. NWL - There has been no response to the request for funding to look at other route options, timelines are unknown and studies will not happen unless local government provide finding, the impact on unitary authorities is unknown.

A47 – there have been assurances that verges will be made good and damage to properties has become a issue (informal passing places)

b. NCC consultation for the mitigations brought in over 100 responses, NCC will meet the Parish Council later in February to discuss the outcome in respect to the mitigations and the next steps.
A47 – at the last liaison meeting there were updates in respect to closures and discussion of the sections that will open.

2026/010 **Parish Infrastructure (Portfolio BB) Verbal update.**

a. **Registration of Allotments**.

The easement to formalise the water and access is proving difficult to secure a solicitor, there have been 2 responses, Birkerts have quoted £3,500 and Rogers Norton £2 - 2,500 plus VAT and expenses, depending on the willingness of all parties to engage. CM will ask for a confirmation of cost and an initial letter to understand if all parties are aligned. before starting the process, Proposed PC, Seconded PR, agreed.

2026/011 **Environmental Considerations (Portfolio PC) - Verbal update.**

To receive any update on the Hornsea 3 and Equinor SEP and DEP.

Hornsea, there has been no update regarding reinstatement of the land, it has been paused due to waterlogging and waiting for drier weather.
Equinor, background pre-planning continues.

2026/012 **Parishioner Engagement (Portfolio RP) - Verbal update.**

To consider a Christmas tree.

RP will consider suggested locations, if lights are appropriate and return.
Hearing loop for the village hall. Residents are struggling at meetings as the hearing loop is not functioning well. It was agreed that CM will purchase a tester to better understand where the issue lies and work with the Hall to resolve the issue on the back of accessibility complaints by residents, estimated cost of less than £100.

2026/013 **Communications (Portfolio JC) – Verbal Update.**

None

2026/014 **Administrative Matters.**

a. **To review the Asset List.**
b. **To review policies presented and adopt or re-adopt.**
c. **To sign the updated clerk's contract.**
d. **Clerk Report including correspondence.**

a. The asset list was adopted
b. The retention of documents, data map and audit policy were adopted.
c. The updated contract was signed.
d. Correspondence from Anglia Water, Unity Bank will increase it's charge this month, to £7. NWL group terms of Reference sent out to consider prior to the next meeting. The clerk had attended the SLCC practioners

conference and would attend the NPTS Spring Seminar. It was agreed that Paul Cowley attend the NPTS Employment Workshop.
It was agreed to tidy up the remaining hedges around the field as they are encroaching on the road and becoming dangerous, it was agreed that John Hurst will be asked to do the work as an urgent matter prior to nesting season starting.

2026/015 **Finance (Clerk)**

a. **To agree the payment list and to note any income and payments made since the last meeting.**
b. **To note the bank balances and reconciliation presented.**
c. **To receive the Budget against Actual.**
d. **To note the Band D rate and precept requested from Broadland District Council**

a. It was resolved to approve the payment list.
A payment of £100 was agreed for a replacement SAM2 battery of £100. Proposed CM seconded PC, agreed.

Income		
Unity Trust Bank	Interest	106.68
To note the payment		
Unity Trust Bank	Monthly Charge - Dec/Jan @ £6 / mo	12.00
Vodaphone	Monthly Charge (DD) Dec/January/Feb	21.00
Dawn Clarke	WFH Dec/Jan	52.00
Dawn Clarke	Salary December	278.72
Dawn Clarke	Salary January	278.72
John Hurst	Hedges	78.00
SLCC	Training (part Share)	71.60
Hall For All	Play Area Grant	500.00
Peter Ross	RBL Wreath	25.00
ICO	Subscription	47.00
For Authorisation		
Dawn Clarke	Expenses / WFH Allowance / Mileage	59.25
Dawn Clarke	Salary Febuary	278.72
Clare Morton	Leaflet Printing	46.00
Clare Morton	Replacement Battery	

b. The current total bank balance is £40,932.79, Current £21,469.16, Solar and CiL £19,463.63
Resolved to move any additional funds over into the main account in April 2026.

c. Noted

d. The Precept request for £13,010 was submitted, the Tax base is 157, which gives a band D rate of £82.86. There was no change to the tax base from last year. In 2025/26 the band D rate is £73.69.

2026/016 **Items for information only and items for the next agenda.**
None

2026/017 **To confirm the date and venue of the next meeting:**
Monday May 11th, 2026 at 19:00 in the Hall for All
This includes the APM and APCM.
Meeting closed at 20:55

clerk@westonlongville-pc.gov.uk

From: Greg Peck <greg.peck.cllr@norfolk.gov.uk>
Sent: 04 April 2026 16:07
To: Parish Clerk
Cc: Clare Morton

Subject: Annual Parish Report - 2025-26

Dear Dawn,

As you know I will not be standing for re election on the 7th May. It has been an honour and a privilege to represent this constituency over the last 9 years. I wish the Parish Council and the residents of Weston Longville all the best for the future. Sorry I couldn't get the Western Link across the line for you!

Please find below my Annual Parish Report 2025-26 which I am issuing to all my Parish and Town Councils, to hopefully correspond with their AGM's. It is therefore longer than my normal Monthly Parish Reports. I would be grateful if you can share this with your councillors.

If they have any questions or require clarification of any item, I can be contacted on this email address until the 7th May.

Regards,
Greg

Norfolk County Council – Annual Parish Report 2025-26

Service	What Was Delivered	Impact
Libraries & Culture	Built new libraries, invested **£3m+**, and transformed **Norwich Castle** into a world-class attraction	Stronger cultural offer and a major boost for tourism
Better Care	Invested **£40m+** in care homes and supported living	More residents able to live independently for longer
Backing Our Children	**GOOD-rated services**, **£2.5m+** for care leavers, **£5m** for jobs, and **600+ opportunities created**	Better life chances and stronger futures for young people
Better Roads	Major infrastructure projects completed and **£10m extra** invested in maintenance	One of the **best-performing highways services** in the country
Improved Buses	**£50m+ invested**, more electric buses, and **26% growth in passenger numbers**	Cleaner travel and better public transport access
Protecting the Environment	**850,000+ trees planted** and emissions cut by **50%**	Protecting Norfolk's countryside and tackling climate change

Growing the Economy	Investment in high streets, improved connectivity, and **hundreds of new homes built**	Stronger local economy and thriving communities

Norfolk County Council, under the current administration, has a strong record of delivering on its promises and investing in the county's future. From new libraries and major road schemes to over £40 million in care and significant improvements in children's services, we have focused on the priorities that matter most to residents. We have strengthened local transport, supported businesses and high streets, expanded opportunities for young people, and taken meaningful action to protect Norfolk's environment. This is a council that combines experience with action backing communities, improving services, and driving sustainable growth, while continuing to stand up for Norfolk and secure the investment it deserves.

Norfolk County Council delivers a balanced and responsible budget for 2026–27

Norfolk County Council approved a balanced £613.8m budget for 2026–27, demonstrating strong financial leadership and prudent management in what remains one of the toughest funding climates in decades.

The administration has once again delivered stability and certainty for residents, setting a balanced financial position while identifying £42.3 million in savings and efficiencies and committing £76.3 million in targeted investment to protect vital services and strengthen Norfolk's economy.

Despite significant national financial pressures and ongoing constraints in central government funding, we have ensured the county remains on a firm financial footing, without resorting to emergency measures. This stands in stark contrast to a growing number of upper-tier authorities across the country that have issued Section 114 notices or are facing effective bankruptcy.

The budget enables the council to continue:

- Protecting frontline services
- Investing heavily in adults and children's services
- Delivering new libraries and modern learning hubs in key towns
- Supporting for heritage, culture, and tourism
- Driving transformative reforms to improve efficiency and outcomes
- Backing economic growth and infrastructure
- Maintaining long-term financially sustainability

In line with national funding assumptions a 4.998% increase in council tax was implemented due to the government's continued reliance on placing the burden on local taxpayers to safeguard core services. This decision reflects the financial realities facing councils nationwide, while ensuring essential services remain protected for Norfolk residents.

This budget reinforces the current administration's commitment to careful stewardship of taxpayers' money, strong local services, and a resilient future for the county.

Norfolk County Council invests in community led highway improvements across the county

Norfolk County Council has reaffirmed its commitment to supporting local communities with the approval of 99 new highway improvement schemes for 2026-27, delivered in partnership with town and parish councils across Norfolk.

Papers highlight how the Parish Partnership Programme, now entering its fifteenth year, gave local communities a voice in shaping the highways enhancements that matter most to them, whether that's improving pedestrian safety, slowing vehicle speeds, or making it easier to walk, cycle or access local services.

This year's programme represented a total investment of £769,034, made possible through the longstanding 50/50 funding model. Town and parish councils will collectively contribute £384,517, matched by £384,517 from Norfolk County Council, enabling more than twice as many small-scale schemes to be delivered than could be funded by the council alone.

In total local councils submitted 99 bids for 2026/27 and all were approved as viable schemes after being carefully assessed against value for money, community outcomes, safety benefits and compliance.

Norfolk's bus service improvements deliver record growth and faster journeys

Norfolk County Council's ambitious Bus Service Improvement Plan (BSIP) has transformed public transport across the county, driving a 26% increase in passenger numbers since 2022 and making Norfolk a leading national example for sustainable travel.

A paper discussed at the council's Infrastructure and Development Committee on 22nd January highlighted what has been delivered thanks to the £65.45 million secured for Norfolk from the Department for Transport. That includes;

- New and enhanced bus services on more than 44 routes across Norfolk, including more evening and Sunday services
    - Affordable fares: capped single fares in key towns and multi-operator ticketing
    - Greener fleet: 75 zero-emission buses in Norwich and 24 more electric buses coming in 2026
    - Improved passenger experience: real-time information, safer waiting areas, next-stop announcements and real-time information on more buses.

Not only are we seeing record-setting and increasing numbers of passengers, but customer satisfaction has also risen to 87%, bucking national trends and reinforcing Norfolk's approach to improvements in bus travel across the county.

Norfolk gritting vehicles headed out over the winter season

Norfolk County Council's winter gritting got underway during the recent winter, with gritters active on A/B roads, key bus routes, and village access roads, using new tech for efficiency. The first runs of the recent winter season (late 2025/early 2026) started as temperatures dropped, utilizing the 58-strong fleet with automated salting to cover 2,200 miles of routes, supported by stocked salt barns and public grit bins.

Norfolk County Council took first place in the Eastern region in annual Highways and Transport Satisfaction Survey

Norfolk County Council has once again demonstrated strong performance in the National Highways and Transport (NHT) Public Satisfaction Survey, taking the top spot in the Eastern region for overall satisfaction and second out of 29 county councils across England.

The annual survey, which gathers public views on highways and transport services, saw Norfolk achieve an overall satisfaction score of 48%, well above the national average of 40%.

This marks the 15th consecutive year Norfolk has participated in the survey, and the 7th year in a row that we have come either first or second overall.

Key highlights from this year's results include:

- Top Regional Performer: Norfolk ranked 1st in the Eastern Region for overall satisfaction.
- Some of the best above average score were in our bus services thanks to improvements that have been made as part of our Bus Service Improvement Plan. The 'local bus services' overall category we were 10% above the group average with sub indicators as follows:
    - Public Transport Information (11% above group average)
    - Frequency of bus services (9% above group average)
    - Ease of access to school / work (6% above group average)
- Condition of highways (8% above group average)

Norfolk County Council's Deep Disappointment at Government Decision to Halt Mayoral Election and Slash Devolution Funding

Norfolk County Council expressed serious concern following the Labour Government's announcement that the planned 2026 mayoral election for the Norfolk & Suffolk Combined County Authority will be deferred until 2028. The sudden decision meant that Norfolk would now receive only around one-third of the investment previously promised under the devolution programme.

Norfolk County Councils astonishment at the Minded To decision of the government to create 3 Unitary Councils for Norfolk under Local Government Reorganisation

Norfolk County Council made a robust bid for a Single Unitary council for Norfolk under the proposals for LGR. This bid was based on sound financial information with the primary purpose of protecting front line services, whilst ensuring value for money. NCC already deliver 85% of local services in Norfolk, a single unitary was the easiest to implement, would ultimately save money for taxpayers and was the most obvious choice for the county. It was also backed by key stakeholders like the NHS and the Police. None of the other proposals, which would split services and cost more to implement and run, stacked up. It is therefore disappointing that despite the 3 unitary proposal not meeting the government's own criteria, that this is the option chosen. This may be more a political decision than a practical one and seems irrational. The council will consider the details of the decision and may choose to challenge this.

Norwich Castle Keep reopens following £27m redevelopment

Norwich Castle Keep reopened to visitors following a comprehensive five-year redevelopment project that introduced new accessibility features alongside new galleries and interpretive displays.

Funded by £12 million from Norfolk County Council and over £13 million from the National Lottery Heritage Fund, all five floors of the newly named People's Palace were opened to the public for the first time ever.

The Grade I listed castle, originally commissioned by William the Conqueror 900 years ago and completed by his son Henry I in 1121, retained its historic significance while embracing modern improvements.

A new light-filled atrium adjacent to the Keep was unveiled in the first phase of the redevelopment in July 2024. Visitors also benefited from a new café, gift shop, and additional toilet facilities to enhance the visitor experience.

Importantly, a lift was installed to provide full wheelchair accessibility throughout the Keep, allowing access from the basement all the way up to the battlements, where visitors could enjoy panoramic views across Norwich.

Nationally recognised AI programme to be rolled out across Norfolk to prevent falls

A new, nationally recognised proactive intervention scheme is rolled out across the whole of Norfolk. The initiative was delivered in collaboration with local partners including Voluntary, Community and Social Enterprises (VCSE), city, district and borough Councils and NHS organisations, aims to reduce falls in vulnerable and older adults.

Following a successful pilot with 1250 residents, the programme, which uses Artificial Intelligence (AI) to identify residents at risk of escalating needs, enhances the safety and wellbeing of those at risk of falls. The latest Artificial Intelligence technology, natural language processing is used to 'read' case notes and automatically extract meaningful insight about our residents. This technology enables the council to identify and prioritise individuals in Norfolk most at risk of falling, allows for proactive intervention before they fall.

AI is a rapidly developing technology with the potential to improve the delivery of services. The council is using AI to benefit the people of Norfolk in a safe, ethical and transparent way.

Falls are a major concern, particularly among older or vulnerable adults, and can lead to severe injuries and a decline in quality of life. Through this programme, the council will be able to predict people who are at higher risk and offer timely and targeted interventions to support them.

For more information about preventing falls visit **Preventing and dealing with falls**.

Norfolk County Council Approved £500k Community Fund to Boost Local Projects

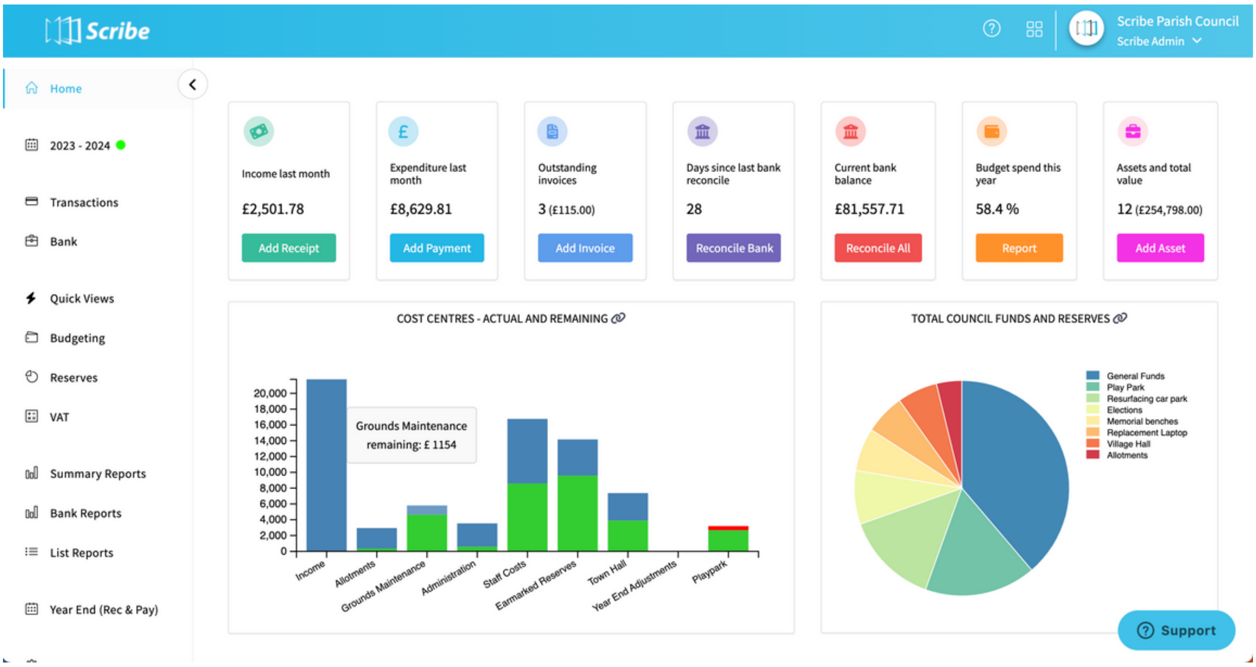
Norfolk County Council approved the launch of a new £500k Norfolk Community Fund for 2025/26, aimed at supporting grassroots projects that strengthen communities and improve local wellbeing.

The fund will empower local voluntary, community, and social enterprise (VCSE) groups to apply for grants between £200 and £2,500 to deliver small-scale initiatives that bring people together, promote inclusion, and enhance quality of life. Each of the county's 84 councillors will be allocated £5,000 to distribute within their divisions, ensuring funding reaches every corner of Norfolk

--

SCRIBE ACCOUNTS

SEAMLESSLY MANAGE TRANSACTIONS, YEAR-END, BUDGETING, VAT, AND MORE WITH OUR USER-FRIENDLY CLOUD APP FOR LOCAL COUNCILS.



Accounting can be complex and error-prone. Scribe Accounts revolutionises this with streamlined operations and compliance measures, designed to provide a unified solution for councils.

- Easy Transaction Management: Simplify with user-friendly tools.
- Bank Reconciliations: Save time with comprehensive bank reconciliation
- Efficient Reserves Management: Strategic financial control.
- Unmatched Compliance: Maintain compliance with Section 137 reporting, VAT returns through Making Tax Digital (MTD), GDPR and more.
- Invoicing: Effortlessly generate invoices and purchase orders.
- Customisable Reports: Gain actionable insights with custom reports.
- Strategic Budgeting & Forecasting: Navigate financial planning easily using our budgeting and forecasting tools.
- One-click Annual Return/Year-End (AGAR): Simplify year-end reporting.
- Integrated Asset Management: Maintain your asset register seamlessly.
- Complete Integration: Scribe integrates with other Scribe products and platforms like Stripe and HMRC's MTD for a unified solution.

ACCOUNTS | CEMETERY | VENUE BOOKINGS | ALLOTMENTS

ADDITIONAL FEATURES

All Scribe products are fully integrated and come with additional features:

- Unlimited Users with Role-Based Access Controls: Increase access and collaboration whilst not compromising data integrity.
- Attaching Files to Any Record: Easily attach and retrieve documents related to records for full audit trail.
- Advanced Searching & Filtering: Easily find and view pertinent records using quick search and advanced filtering capabilities.
- Emailing & Email Templates: Ensure streamlined and consistent communication to suppliers and customers.
- Centralised Contact & Data Collection Audit Trail: Maintain a consolidated CRM database of suppliers and customers.
- Compliance & Security: Guard sensitive information with GDPR compliance, data encryption, backups, and two-factor authentication.

COUNT ON US, EVERY SINGLE DAY WITH UNLIMITED SUPPORT

Jane Dafforn
Chief Customer Officer

Hannah Driver (MAAT),
Senior Accountant

Jess Shackley (AATQB)
Customer Support

Tracy Russell (AATQB)
Customer Support

Jo Peters (CiLCA)
Customer Success

Training Webinars | Knowledgebase | Phone support | Email Support | Community Support | Customer Success

Weston Longville Parish Council 2026- 0041 a.

May 2026 Meeting

Income

Unity Trust Bank	Interest - March Q1	100.38
Allotment income	27 + 45 + 27 + 9 + 9	117.00
Cil	Appplication - CIL - 20221601	170.88
Precept	1 of 2 payments	6505

To note the payment

Unity Trust Bank	Monthly Charge - Feb @ £6 / mo	6.00
Unity Trust Bank	Monthly Charge - March/Apr/May @ £7 / mo	21.00
Vodaphone	Monthly Charge (DD) March/April/(7.45 then 8)	15.45
Dawn Clarke	WFH Feb/Mar/April/May	104.00
Salaries	March M12	278.72
Salaries	April M1	348.40
John Hurst	Hedges - additional	86.40
Hall For All	Room hire	260.00
Norse	Grass Cutting (2025-26 - 2 of 2)	813.60
Clare Morton	Replacement Battery	100.00

For Authorisation

Dawn Clarke	Expenses / WFH Allowance / Mileage	24.75
Salaries	May M2	348.40
Norse	Grass Cutting (2026-27 - 1 of 2)	870.55
NALC	2026-27 Subscription	145.41
Sonya Blythe	Internal Audit Fee	120.00
Marion Barnes	Payroll Service	75.00

up to 1-05-26

Weston Longville Parish Council - 2025/26 Budget

		2021 / 22	2022 / 23	2023-2024		2024-2025		2025-2026								2025/26 notes
		Actual	Actual	Budget	Actual	budget	Actual	budget							% +/-	
Category	**Description**			2023 / 24	2023/24	2024 / 25	2024 / 25	2025/26	Q1 ACTUA	Q2 to date	Q3	Q4	Total	% of budget	d/E	ments
Income																
Income	Precept	6,107	7,328	7,328	7,328	10,650	10,650	11570	5785		5785		11570	100		
Income	CIL	3,283	5,597		2,018		1,638		912.1				912.1			
Income	Allotment	65	15	65	55	65	50	0	55				55			agreed increase.... Will fall in this
Income	Grants		2,982		875		3,029						0			
Income	Interest						136		111.85	109.16	106.68	100.38	428.07			
Income	Other				32		378			75			75			
Income	VAT Reclaim	462							2474				2474			
Income Total		**9,918**	**15,922**	**7,393**	**10,308**	**10,715**	**15,880**	**11570**	**9337.95**	**184.16**	**5891.68**	**100.38**	**15514.17**			
Expenditure																
Admin & Exp	NALC/SLCC/CPRE	182	234	350	287	275	221	275		145.51	38.35	47	230.86	84	#	further reduction by sharing the SI
Admin & Exp	Insurance	355	355	400	390	430	363	400		363			363	91	#	10% Cost of living rounded up
Admin & Exp	Audits	40	40	50	40	315	100	315	100				100	32	#	Mid size council plus underpay
Admin & Exp	Hire of Hall	243	170	300	225	300	180	300				260	260	87	#	
Admin & Exp	Clerk's Office/payro	288	340	450	486	495	482	580	191.22	242.9	534.2	126.45	1094.77	189	#	at 6 month mark this is way over a
Admin & Exp	Newsletters		82	100								46	46	+	#	
Admin & Exp	Website / Msoft		-	300	266	150	130	200		168.99			168.99	84	#	domain registration this year £70
Admin & Exp	Training/Forums etc	130	300	200	91	300	232	300	38		71.6		109.6	37	#	1-5% of budget is standard
Admin & Exp	Bank charges	-	-	-		-	19	75	18	18	18	19	73	97	#	4.25 x 12 = 51 + additional
Admin & Exp	Election Expenses			341	287	100		100							#	reserve at 100 (£300 est)
Admin & Exp Total		**1,237**	**1,521**	**2,491**	**2,073**	**2,365**	**1,726**	**2545**	**347.22**	**938.4**	**662.15**	**498.45**	**2446.22**	**96**	**#**	
Employment	Clerk's Salary	2,343	3,105	3,291	3,158	3,350	3,241	3600	810.15	862.17	836.16	836.16	3344.64		#	7% rounded up - 3240 potential 2!
Employment Total		**2,343**	**3,105**	**3,291**	**3,158**	**3,350**	**3,241**	**3600**	**810.15**	**862.17**	**836.16**	**836.16**	**3344.64**	**93**	**#**	
Grants	Donations	767	3,390	3,000	1,579	1,525	**1,520**	1225	780	0	525		1305			churchyard 750, community 500 r
Grants Total		**767**	**3,390**	**3,000**	**1,579**	**1,525**	**1,520**	**1225**	**780**	**0**	**525**	**0**	**1305**	**107**	**#**	
Maintenance	Hedge cutting	55		65	72	80	78	100			78	86.4	164.4	164	#	10% increasd on actual
Maintenance	Grounds maintenan	1,194	1,306	1,200	1,768	1,562	1,496	1700	813.6			813.6	1627.2	96	#	24/25 - 1,500 @ 10% inc + 200 tre
Maintenance	Playing field rent	50		50		50		50					0	-	#	
Maintenance	SAM2 repairs	807	192	500		200	466	200				100	100	50	#	
Maintenance	Pest control			110		150		150	48				47.95	32	#	
Maintenance	Allotment costs															
Maintenance																
Maintenance Total		**2,106**	**1,498**	**1,925**	**1,840**	**2,042**	**2,040**	**2200**	**861.55**	**0**	**78**	**1000**	1939.55	88	#	
Projects	Allotment - CIL	1,783		-	330	730	775	500	175.77	346.68			522.45	104	#	need a reserve for this to build up
Projects	Traffic management	170														
Projects	Roarr		720													
Projects	3 parishes plan grant		996													
Projects	bench		500													
Projects	Toilet				10,000											
Projects	Bus Shelter				225	4,000	7,268									Half bus shelter not in budget
Projects							114	500						-		walks fliers and printing
Projects	Other						-	1000	0	0			0	-	#	
Projects Total		**1,953**	**2,216**	**-**	**10,555**	**4,730**	**8,157**	2,000	176	347	-	-	522	26	#	
Expense Total		**8,406**	**11,730**	**10,707**	**19,204**	**10,012**	**16,683**	**11,570**	**2,975**	**2,147**	**2,101**	**2,335**	**9,558**	**83**	**#**	

Annual Internal Audit Report 2025/26

NO0511 Weston Longville Parish Council

www.westonlongville-pc.gov.uk

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		
	Yes	**No**	**Not applicable**
P. (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	Name of person who carried out the internal audit
25/04/2026	S Blythe

Signature of person who carried out the internal audit: SBlythe

Date: 25/04/2026

*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).

Annual Governance and Accountability Return 2025/26 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 2025/26

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 2026** 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 2026**

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 2025/26**, page 4
- **Section 1 – Annual Governance Statement 2025/26**, page 5
- **Section 2 – Accounting Statements 2025/26**, 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 2025/26 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) 2025/26, 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 2026. 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 2026** 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 before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- 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 which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- 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 2025) equals the balance brought forward in the current year (Box 1 of 2026)
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights for a single period of 30 working days for inspection (this excludes weekends and public Holidays) 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 2026**

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 2026** 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 2025/26 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 2026 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 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

NO0511 Weston Longville Parish Council

certifies that during the financial year 2025/26, 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 2025/26:	£15,514
Total annual gross expenditure for the authority 2025/26:	£9,558

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 2022
- In relation to the preceding financial year (2024/25), 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 2026.
Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer: SIGNATURE REQUIRED
Date: DD/MM/YYYY

Signed by Chair: SIGNATURE REQUIRED
Date: DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date: DD/MM/YYYY

as recorded in minute reference: MINUTE REFERENCE

Generic email address of Authority: clerk@westonlongville-pc.gov.uk

Telephone number: 07831 579695

*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 2026 Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2025/26

NO0511 Weston Longville Parish Council

www.westonlongville-pc.gov.uk

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
	Yes	**No**	**Not applicable**
P. **(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 2025/26

We acknowledge as the members of:

NO0511 Weston Longville Parish Council

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 2026, that:

	Agreed Yes	*Agreed* 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 have assured 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.			✔	*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

*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 is up to date and the information required by the Transparency Code has been published.		

www.westonlongville-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

NO0511 Weston Longville Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*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	33,256	32,809	*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	10,650	11,570	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	5,230	3,944	*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	3,240	3,345	*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	13,087	6,213	*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	32,809	38,765	*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	32,809	38,765	*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	41,483	41,871	*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	
11. Do the figures in the accounting statements above exclude any Trust transactions?	✔		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 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

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **NO0511 Weston Longville Parish Council**

County Area (local councils and parish meetings only): **Norfolk**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on _ Wednesday 3 June 2026 and ending on Tuesday 14 July 2026

Signed: DCW

Role: Clerk and RFO to Weston Longville Parish Council.