

BARTON BENDISH PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on 13th November 2024 starting at 7.30pm in Barton Bendish Village Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

AGENDA

1. To consider apologies for absence
2. To receive Declaration of Interests and any requests for dispensation
3. To agree the [minutes of the last meeting on 25th September 2024](#)
4. To consider co-option applications received
5. Clerk Report (update on matters not elsewhere on this agenda)
 - Correspondence received from the PCC expressing their appreciation for the recent donation from the Parish Council
6. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors
7. To approve reimbursement for replacement defibrillator battery, cost £267.60
8. Administration and Governance
 - a) To review [Biodiversity Statement](#)
 - b) To review updated Web Accessibility Statement*
 - c) To review [Risk Assessment](#)
 - d) To review [Statement on Internal Controls](#)
 - e) To receive review report on the banking mandate and agree any further actions
 - f) To note the clerk's contractual pay award as per the NJC and union agreement, effective 01.04.2024, and to approve signing of the revised Standing Order letter
9. Finance
 - a) To receive update the Unity Bank Instant Access Savings Account
 - b) To authorise payments and note any monies received *
 - c) To review and sign cash book reconciliation *
 - d) To appoint Internal Auditor 2024-25
 - e) To review budget monitoring document 2024-25*
 - f) To review general and earmarked reserves*
 - g) To consider draft budget document 2025-26*
10. To receive correspondence from BCKL&WN regarding the Local Plan Gypsy, Traveller, and Travelling Showpeople Modifications, and consider comments for submission by 29th November 2024
11. To consider planning applications received from the Borough Council. Any applications received after the issuing of this agenda will also be considered at the meeting: NONE
12. To note planning decisions from the Borough Council of King's Lynn and West Norfolk:
 - a) **24/01066/F** Barton Bendish All Saints House Church Road Barton Bendish King's Lynn Norfolk PE33 9GF - Proposed new access to amenity land situated to the west of All Saints House.
Application Permitted 20 September 2024 Delegated Decision
13. To receive items for inclusion on the next agenda
14. To confirm date of next meeting as Wednesday **15th January 2025** 7.30pm Barton Bendish Village Hall

Sharon Sweet Clerk to Barton Bendish Parish Council

6th November 2024

BARTON BENDISH PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Wednesday, 25th September 2024, commencing at 7.30pm in Barton Bendish Village Hall

Present:

Cllr W Chapman (Chairman), Cllr D Wells, Cllr T Webster, Cllr R Simons, Cllr A Stephen, Cllr S Tilburn

Clerk: Sharon Sweet

Borough Councillor: Sue Lintern

Members of the Public: 2

1. To receive apologies for absence

None received.

2. To receive Declarations of Interest and any requests for dispensation

- Cllr T Webster declared a personal interest in Item 7 as the spouse of the churchwarden.
- Cllrs T Webster, W Chapman, and R Simons declared personal interests in Item 8 as members of the village hall committee.

3. To agree the minutes of the last meeting on 10th July 2024

The minutes of the meeting held on 10th July 2024 were **AGREED** as a true record and signed by the Chairman.

4. Clerk Report (update on matters not elsewhere on this agenda)

The Clerk confirmed there were no additional updates to report at this time.

5. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors

Borough Councillor S Lintern provided a verbal update, which included:

- The construction of a new hospital in King's Lynn is progressing to the next stage.
- The Borough Council has been awarded the contract to provide information and advice services through the Citizens Advice Bureau.
- An Age UK roadshow will take place on 6th November; leaflets were left with the council.
- Consultations are still open for the Local Plan and the Police and Crime Consultation.

A member of the public raised the following concerns:

- The footpath at Chapel Lane is overgrown.
- Traffic for a wedding venue is sometimes coming down Chapel Lane. An additional highways sign was suggested to prevent this.
- The hedge on the corner property in the village centre is overgrown. Cllr Webster confirmed that NCC Highways have been made aware.
- The parish council noticeboards are not up to date.

6. To consider any new items or projects for inclusion in the draft budget 2025/26

Members discussed potential new items for the budget. Cllr Webster noted that the defibrillator is out of warranty but still operational. The Clerk confirmed that the council has a defibrillator fund of just under £2000 for replacement and maintenance. No additional items were suggested for inclusion.

7. To consider annual donation to St Andrew's Church for maintenance of the churchyard (budget allocation £325.00)

It was **AGREED** to make a donation of £325.00 for churchyard maintenance. Members requested that the draft budget for this item be increased to £350.00 for the next financial year.

8. Finance

a) To receive an update on opening the Unity Bank Instant Access Savings Account

Paperwork was completed during the meeting, and the Clerk will now send this to Unity.

Chairman's signature: Date:

b) To authorise payments and note any monies received

All payments were **AGREED**, and receipts noted as follows:

Payee	Amount	Type	Description
S Sweet	£629.72	SO	Clerk salary & allowance (Sept & Oct 2024)
Unity Trust	£18.00	BACS	3 months bank charges (July-Sept)
BB PCC	£325.00	CHQ	Annual donation towards grounds maintenance
BB Village Hall	£54.75	BACS	Hall hire (May-Sep 2024)

Receipts received:

BB Poor's Charity: £360.00 (BACS) - Oct 2024 - Sept 2025 donation towards charity administration.

c) To review and sign cash book reconciliation

The cash book reconciliation was reviewed and confirmed as reconciled to 31st August 2024.

9. To receive any updates from the Borough Planning Department Parish Update Sessions (held 12th and 19th September 2024)

The Clerk had intended to attend but was on annual leave. Borough Cllr Lintern reported that the sessions focused on Biodiversity Net Gain, Planning Enforcement, and the importance of material considerations.

10. To agree any comments for submission regarding the proposed major modifications to the Borough Council's Local Plan, closing date 2nd October

No comments were raised for submission.

11. To consider planning applications received from the Borough Council

- a) **24/01066/F** Proposed new access to amenity land situated to the west of All Saints House, Church Road, Barton Bendish. This application was considered under delegated authority between meetings, and the Council's response was: No observations.

12. To note planning decisions from the Borough Council of King's Lynn and West Norfolk

- a) **23/00148/F** 8 Hatherley Gardens, Barton Bendish - Variation of Condition 2 of Planning Consent: Rear extension and alterations. Application Permitted (8th July 2024, Delegated Decision).
- b) **24/01068/F** Barton Bendish Dairy Barn, Boughton Long Road, Barton Bendish - Proposed conversion of garage to create Annex. Application Permitted (7th August 2024, Delegated Decision).

13. To receive items for inclusion on the next agenda

- To discuss requesting additional signage from NCC for traffic to Abbey Barns and agree any further action.
- To approve the purchase of a replacement defibrillator battery.

14. To confirm the date of the next meeting

The next meeting will be held on Wednesday, 13th November 2024, at 7.30pm in Barton Bendish Village Hall. This was confirmed.

It was **AGREED** under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 15 on the grounds that it could involve the likely disclosure of private and confidential information

15. Staffing Budget 2025-26

It was **AGREED** to increase the Clerk's hours from 4.5 to 5 hours per week, with effect from 1st April 2025.

Meeting closed at 8.15pm.

Chairman's signature: Date:

Website Accessibility Statement for Barton Bendish Parish Council

This accessibility statement applies to <https://bartonbendish-pc.gov.uk/>

This website is run by Barton Bendish Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- Change colours, contrast levels, and fonts.
- Zoom in up to 300% without the text spilling off the screen.
- Navigate most of the website using just a keyboard.
- Navigate most of the website using speech recognition software.
- Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA, and VoiceOver).

We've also made the website text as simple as possible to understand.

How accessible is this website?

We know some parts of this website are not fully accessible:

- The text will not reflow in a single column when you change the size of the browser window.
- You cannot modify the line height or spacing of text.
- Most older PDF documents are not fully accessible to screen reader software.
- You cannot skip to the main content when using a screen reader.

Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording, or braille, please email the Clerk at clerk@bartonbendish-pc.gov.uk.

We'll consider your request and get back to you in ten working days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we are not meeting accessibility requirements, please contact the Clerk at the email above.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Technical information about this website's accessibility

Barton Bendish Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website is partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard.

We know that certain aspects of this website may prevent it from being fully accessible.

Proportionate Response for a Small Council

Given the size and resources of Barton Bendish Parish Council, the approach to addressing web accessibility issues must be proportionate. While we are committed to improving accessibility in compliance with the relevant regulations, the limited capacity means that immediate rectification of all identified issues may not be feasible. Therefore, we focus on making reasonable adjustments within our means, prioritising essential areas that will enhance accessibility for our community while managing our available resources effectively. This approach is compliant with the principles outlined in the **Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018**, which recognise the need for proportional responses based on available resources.

PDFs and other documents

Some of our PDFs and other documents are essential to providing our services. By September 2020, we plan to fix these where possible or replace them with accessible HTML pages. The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing our services. For example, we do not plan to fix financial documents that are scanned images and cannot be read by a screen reader. Any new PDFs or Word documents we publish will meet accessibility standards.

Preparation of this accessibility statement

This statement was prepared on 9th October 2024. This website was last tested on 9th October 2024. The test was carried out by Barton Bendish Parish Council using the WAVE Web Accessibility Tool.

Draft Nov 2024

Review Nov 2027

Banking Mandate Review November 2024

Background:

The council's current banking mandate includes the following individuals and permissions:

- **S Sweet:** View online, submit online payments, account administrator.
- **W Chapman, T Webster, D Wells:** View online, authorise payments, account signatories.

A review of the banking mandate has identified some issues that require the council's consideration and action.

Issue 1: Administrative Error in Online Banking Authority

- The current online banking system requires dual authorisation by any two **online users**. It's not necessarily cheque signatories, that can part authorise payments.
- This setup needs to be updated to a triple authority system, requiring two councillors to view and authorise payments, in addition to the clerk setting up payments.

Action Required: Update the mandate to reflect the need for two councillors to authorise online payments.

Issue 2: Councillors' Access to Online Banking

- Not all councillors account signatories have logged into the internet banking system since the account was set up.

Action Required: All account signatories should ensure they are able to log to the bank account.

Issue 3: Adding a New Signatory

- The council may want to consider adding another councillor to the banking mandate for additional flexibility in authorising payments.

Action Required: Discuss and decide whether to add a new councillor as a signatory.

Issue 4: Proof of ID for Savings Account Setup

- Unity Bank has requested proof of ID from Cllr Chapman for setting up the new savings account.

Action Required: in progress

Issue 5: Delays in Payment Authorisation

- There have been delays in payments being authorised after meetings.

Action Required: agree how to speed up the authorising of payments:

- If payments cannot be authorised soon after the meeting, the council may wish to discuss whether to revert back to using cheques for payments, although this is not recommended.
- Alternatively, the council laptop can be brought to the meeting for councillors to use their individual log-ons to authorise payments at the meeting. Councillors would need to bring their account log on details to the meetings.

November payments for approval:

Payee	Amount	Type	Description
S Sweet	£726.44	SO & BACS	Clerk salary & allowance (Nov & Dec 2024 and backdated pay award April-Nov inclusive)
Unity Trust	£11.40	BACS	Bank charges (Oct – Nov)
T Webster	£267.60	BACS	Reimbursement replacement defibrillator battery
S Sweet	£ 12.79	BACS	Office supplies

Barton Bendish Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2024		
	Cash in Hand 01/04/2024		12,530.52
	ADD		
	Receipts 01/04/2024 - 30/09/2024		6,260.00
			18,790.52
	SUBTRACT		
	Payments 01/04/2024 - 30/09/2024		3,772.74
	Cash in Hand 30/09/2024 (per Cash Book)		15,017.78
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2024	0.00	
	Current account 30/09/2024	15,397.53	
			15,397.53
	Less unrepresented payments		379.75
			15,017.78
	Plus unrepresented receipts		
	Adjusted Bank Balance		15,017.78
	A = B Checks out OK		

Barton Bendish Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2024		
	Cash in Hand 01/04/2024		12,530.52
	ADD Receipts 01/04/2024 - 31/10/2024		6,260.00
	SUBTRACT Payments 01/04/2024 - 31/10/2024		18,790.52
	Cash in Hand 31/10/2024 (per Cash Book)		4,093.00
B			14,697.52
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2024	0.00	
	Current account 31/10/2024	15,022.52	
			15,022.52
B	Less unrepresented payments		325.00
			14,697.52
	Plus unrepresented receipts		
	Adjusted Bank Balance		14,697.52
	A = B Checks out OK		

Internal Auditor Quotes for 2024-25

Both are independent and competent Internal Auditors

Di Dann (current Internal Auditor)

Internal Audit 2024/25 £40.00 (to include a report as required and completion of Page 4 of AGAR). In addition, there could be travel expenses (currently set at .45p per mile – but this may rise).

In line with the new regulations within “Governance and Accountability March 2023” I can confirm to your council the following, which supports my competency for undertaking this work:

I am a retired member of the SLCC

I am a partner in Norfolk Parish Training and Support (NPTS)

I am a retired Parish and Town Clerk

I am CiLCA and FiLCA qualified.

Carol Bailey, CiLCA qualified

My set charges for small Councils that are under the £25,000 threshold will be £90 for the year ending 31 March 2025. If all paperwork is in order this could be carried out via email with my requesting sample invoices etc. Likewise, I would be happy to have the full paperwork.

Barton Bendish Parish Council

Net Position by Cost Centre and Code as at 31st October 2024

Cost Centre Name

Admin		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
1	Clerks salary				3,800.00	2,113.02	1,686.98
2	Clerks expenses				200.00	91.00	109.00
3	General admin				100.00	159.15	-59.15
4	Training				200.00	120.00	80.00
5	Insurance				370.00	372.41	-2.41
6	Subscriptions				600.00	446.54	153.46
7	Audit				285.00	54.80	230.20
8	Village Hall hire				130.00	54.75	75.25
18	Locum Clerk Salary						
22	EMR - Keyworker Insur						
					5,685.00	£3,411.67	2,273.33

Grants & Donations		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
9	Donation - Church				325.00	325.00	
14	General						
24	EMR - Jubilee Grant					150.00	-150.00
26	S137						
29	Community Grant				250.00	150.00	100.00
					575.00	£625.00	-50.00

Open spaces		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
15	Defib Maintenance						
19	Village gateways						
20	Defibrillator maintenanc						
23	EMR - CIL						
25	EMR - Defibrillator Mai						
27	Telephone box mainter						

Other income	Receipts	Payments	Current Balance
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<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
11	Grants						
12	VAT reclaimed						
13	Misc						
16	CIL income						
17	Keyworker Insurance						
28	Donation from Poor's C		360.00	360.00			
			360.00	£360.00			
Precept			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
10	Precept		5,900.00	5,900.00			
			5,900.00	£5,900.00			
NET TOTAL			6,260.00	£6,260.00	6,260.00	£4,036.67	2,223.33

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Barton Bendish Parish Council
Reserves Balance
2024-2025 (as at 31.10.2024)

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Jubilee Grant	150.00		150.00		0.00
HR Reserve	3,000.00				3,000.00
CIL	567.29				567.29
Election costs	2,500.00				2,500.00
Defib maintenance &	1,966.05				1,966.05
TotalEarmarked	8,183.34		150.00		8,033.34
TOTAL RESERVE	8,183.34		150.00		8,033.34
GENERAL FUND					6,664.18
TOTAL FUNDS					14,697.52

Earmarked Reserves:

There are no additional recommendations for earmarked reserves, as all are sufficient for the council's needs. The council may wish to consider a small project funded by the CIL money.

General Reserves:

Joint Panel on Accountability and Governance Practitioner's Guide, recommends a small authority such as Barton Bendish Parish Council hold a general reserve close to 12-months expenditure. The council's general reserve is currently within this recommended range, and no further adjustments are advised.

Barton Bendish Parish Council

Draft Budget 2025-26

Cost Centre Name

Admin		Bal. B/Fwd.	Receipts		Payments		Current Balance	NOTES
Code	Title		Budget	Actual	Budget	Actual		
1	Clerks salary				4,375.00		4,375.00	assumed same pay award as 2024 (0.67 per hour)
2	Clerks expenses				200.00		200.00	no change
3	General admin				100.00		100.00	no change
4	Training				200.00		200.00	no change
5	Insurance				407.00		407.00	10% increase
6	Subscriptions				441.00		441.00	SLCC £100; Scribe £151; NALC £190; (.gov.uk not due this yr)
7	Audit				50.00		50.00	reduced to Internal Audit costs only
8	Village Hall hire				130.00		130.00	no change
18	Locum Clerk Salary							
22	EMR - Keyworker Insur							
30	Bank charges				72.00		72.00	£6.00 per month
					5,975.00		5,975.00	

Grants & Donations

		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	
9	Donation - Church				350.00		350.00
14	General						increased from £325.00
24	EMR - Jubilee Grant						
26	S137						
29	Community Grant				250.00		250.00
					600.00		600.00

Open spaces

		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	
15	Defib Maintenance						
19	Village gateways						
20	Defibrillator maintenanc						
23	EMR - CIL						
25	EMR - Defibrillator Mair						
27	Telephone box mainter						

Other income		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
11	Grants						
12	VAT reclaimed						
13	Misc						
16	CIL income						
17	Keyworker Insurance						
28	Donation from Poor's C		360.00				-360.00
			360.00				-360.00

Precept		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
10	Precept		6,215.00				-6,215.00
			6,215.00				-6,215.00 increase of 5.3% on last year
NET TOTAL			6,575.00		6,575.00		

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

6 November 2024 (2024-2025)

Admin		Last Year 2023-2024				Current Year 2024-2025				Next Year 2025-2026				
		Receipts		Payments		Receipts		Payments		Receipts		Payments		
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget
1	Clerks salary			3,220.00	3,420.90				3,800.00	2,113.02		2,113.02		4,375.00
2	Clerks expenses			300.00	156.00				200.00	91.00		91.00		200.00
3	General admin			100.00	67.06				100.00	159.15		159.15		100.00
4	Training			300.00					200.00	120.00		120.00		200.00
5	Insurance			400.00	369.59				370.00	372.41		372.41		407.00
6	Subscriptions			410.00	370.23				600.00	446.54		446.54		441.00
7	Audit			285.00	54.80				285.00	54.80		54.80		50.00
8	Village Hall hire			128.00	125.00				130.00	54.75		54.75		130.00
18	Locum Clerk Salary													
22	EMR - Keyworker Insurance				1,244.00									
30	Bank charges													72.00
	SUB TOTAL			5,143.00	5,807.58				5,685.00	3,411.67		3,411.67		5,975.00

Grants & Donations		Last Year 2023-2024				Current Year 2024-2025				Next Year 2025-2026					
		Receipts		Payments		Receipts			Payments	Receipts		Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
9	Donation - Church			300.00	325.00				325.00		325.00		325.00		350.00
14	General				10.00										
24	EMR - Jubilee Grant										150.00		150.00		
26	S137														
29	Community Grant								250.00		150.00		150.00		250.00
	SUB TOTAL			300.00	335.00				575.00		625.00		625.00		600.00

[illegible]

19	Village gateways		
20	Defibrillator maintenance		
23	EMR - CIL	1,789.36	
25	EMR - Defibrillator Maintenance	59.95	
27	Telephone box maintenance	23.99	
SUB TOTAL		1,873.30	

Last Year 2023-2024						Current Year 2024-2025						Next Year 2025-2026			
Other income		Receipts		Payments		Receipts				Payments		Receipts		Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Payments
Code	Title														
11	Grants														
12	VAT reclaimed		319.74												
13	Misc		360.00												
16	CIL income														
17	Keyworker Insurance														
28	Donation from Poor's Charity					360.00	360.00		360.00					360.00	
SUB TOTAL			679.74			360.00	360.00		360.00					360.00	

Precept		Last Year 2023-2024				Current Year 2024-2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts		Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Payments
Code	Title														
10	Precept	5,443.00	5,443.00			5,900.00	5,900.00		5,900.00					6,215.00	
SUB TOTAL		5,443.00	5,443.00			5,900.00	5,900.00		5,900.00					6,215.00	

Summary														
TOTAL	5,443.00	6,122.74	5,443.00	8,015.88	6,260.00	6,260.00		6,260.00	6,260.00	4,036.67		4,036.67	6,575.00	6,575.00

3 year comparison of the effect of the Precept on the Council Tax

Financial Year	Tax Base	Precept	Band D Equivalent (Yearly)	Band D Equivalent (Weekly)
			Per Council Tax paying household	Per Council Tax paying household
2025/26	96 (est.)	£6,215	£64.73	£1.24
2024/25	96	£5,900	£61.46	£1.18
2023/24	95	£5,443	£57.29	£1.10

Key Terms Explained

- **Tax Base:** This figure represents the total number of properties in the parish that pay council tax, it is a weighted figure. Each property is assigned a fraction based on its council tax band. For example:
 - ❖ A **Band D** property is valued as **1** (i.e., 9/9 of a Band D equivalent).
 - ❖ Properties in lower bands (A, B, C) are valued at fractions (e.g., Band A might be 6/9 of a Band D equivalent).
 - ❖ Properties in higher bands (E, F, G, H) are assigned higher values (e.g., Band E might be 11/9 of a Band D equivalent).
 - ❖ The total tax base is then calculated by adding the **weighted Band D equivalents** of all properties. This number is set annually by the Borough Council and can change each year due to factors like new housing or changes in property bands, exemptions and reductions. For 2025/26, the tax base figure is not yet available at the time of writing.
- **Band D Equivalent:**

Precept

Tax Base

Precept/Tax Base = the amount each council tax paying household will pay towards the Precept (assuming all houses are a Band D).

- Precept as a percentage of the total council tax bill – In 2024/25, the parish precept accounts for 2.80% of the overall Band D council tax charge (££2198.11, Band D).

King's Lynn and West Norfolk Local Plan 2021-2040: Main Modifications Part 2 (Gypsy, Traveller and Travelling Showpeople) consultation (October – November 2024)

From: Michael Burton [REDACTED]

Date: Thursday 17 October 2024 at 13:51 BST

Borough Council of
**King's Lynn &
West Norfolk**



By email

Stuart Ashworth
Acting Director Environment and Planning

17 October 2024

Planning and Compulsory Purchase Act 2004 (as amended)

Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

King's Lynn and West Norfolk Local Plan 2021-2040: Main Modifications Part 2 (Gypsy, Traveller and Travelling Showpeople) consultation (October – November 2024)

Dear Sir/ Madam

The replacement King's Lynn and West Norfolk Local Plan 2021-2040 was submitted to the Secretary of State in March 2022 and has since been examined by appointed Planning Inspectors. Following this, the Council received the updated Gypsy and Traveller Accommodation Assessment (June 2023). This required the Borough Council to make additional site allocations for Gypsy and Traveller pitches to fulfil the identified need. This entailed a series of consultations (Autumn 2023 – Summer 2024), culminating in examination hearing sessions in September 2024.

Following the Gypsy, Traveller and Travelling Showpeople (GTT) examination hearings, the Inspectors have now allowed the Borough Council to consult upon proposed Main Modifications to the Local Plan, in relation to GTT Sites and Policies.

The consultation on the Main Modifications are the **final stages** in the examination process of the Local Plan.

We are now consulting on the following documents:

1. **Schedule of Main Modifications Part 2 (GTT) [F122]; and**
2. **Schedule of Main Modifications to Policies Map (GTT) [F123]**

The above-mentioned documents are supported by updates to the Local Plan Sustainability Appraisal Addendum [B13] and Habitat Regulations Assessment [F124].

This consultation is limited to comments on the GTT Schedule of Main Modifications and GTT Policies Map only. The consultation does not offer the opportunity to repeat or raise further representations about other parts of the Plan, or seek wider changes, which are not relevant to a Main Modification. Comments made during the previous public consultations on the draft Local Plan and during the Examination process are in front of the Inspectors and will be considered by them in their final report to the Council.

How to submit your representation?

Representations are encouraged to be made through the Councils online consultation portal (Consultation Home - Keystone (objective.co.uk), where you can view the GTT Main Modifications Schedule and GTT Policies Map. This will allow us to process your response quickly and efficiently.

Consultation representations will need to relate to individual Main Modifications, as set out in the schedule; i.e. MM377 or MM378.

Please note that your representation will be publicly available, and a copy will be published on the Council's website. Your representations and name/name of your organisation will be published, but other personal information will remain confidential. Data will be processed and held in accordance with the Data Protection Act 2018.

Full details of the consultation, including all consultation documents, are set out in the [Local Plan examination web page](#) (Latest Examination News).

The GTT Main Modifications Consultation will commence on 17 October 2024. The consultation ends at **11.59 pm on Friday 29 November 2024**. Please note that only comments received by this time can be taken into account. Any comments made after the consultation period may not be considered.

Finally, please contact the Planning Policy team (ljpr@west-norfolk.ac.uk) if you have any further queries.

Yours faithfully

Michael Burton
Principal Planner (Planning Policy)

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