

MEETING OF FOULDEN PARISH COUNCIL

To be held on Tuesday 5th March 2024
at The Village Hall, Foulden at 6.30pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

Sarah Hunt

Sarah Hunt Parish Clerk
19th March 2024

AGENDA

1. Apologies and consideration of acceptance for absence.

2. Members' declarations of interest and requests for dispensations.

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects: Your wellbeing or

- financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

3. Minutes.

To receive and agree minutes from Full Council Meeting held on 14th December 2023.

4. Public Forum

To receive comments from members of the public on matters on the agenda.

5. To receive any reports:

- 5.1 County Councillor Fabian Eagle.
- 5.2 District Councillor Ian Sherwood. Report Circulated.
- 5.3 Police. Next Safer Neighbourhood Action Panel to be Monday 13 May at St George's Church, Gooderstone. Also available via TEAMS.

6. Updates on matters not on the agenda.

To receive updates from previous meetings. No decisions may be taken under this item.

- 6.1 Noticeboards – to receive feedback from Cllr Balding having consulted local business re; sponsorship.

7. Planning.

7.1 To consider planning applications received from Breckland District Council for consultation prior to the meeting.

7.1.1 None at issue of agenda.

7.2 To receive notification of any decisions by Breckland District Council.

- 7.2.1 3BT/2024/0002/BT – Foulden Land at Foulden Sewage Treatment Works, Highmoor Drove, IP26 5AH. Prior approval for Arqiva Smart Metering 1 No. Omni at 13.83m mean mounted on proposed 12m streetworks pole. Proposed Arqiva Smart Metering 1 No. 3G Omni Antenna at 3.8m mean mounted on proposed streetworks pole and proposed Arqiva Smart Metering Equipment enclosure to be installed on a root foundation (The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 16, Class A) (Telecommunications). Prior Approval given.
- 7.3 Kings Lynn and West Norfolk – Local Plan Review – notification of reconvened examination hearings Marh, April and September 2024.
- 7.4 To consider and adopt Planning Protocol.

8. Administrative Matters

- 8.1 To note Mrs S Hunt was engaged from 1st February at a rate of £18.10/hour, 8 hours/week.
- 8.2 To note that the Council has a new dedicated mobile number: 07587275910
- 8.3 To note that the Clerk has website access to enable uploading of documents.
- 8.4 To note that the Clerk has facebook access.
- 8.5 To agree updating of address and contact details as necessary for the ongoing business of the Council.
- 8.6 To note that the Clerk has ordered the FOC portrait of H M The King.
- 8.7 To consider and adopt an updated Code of Conduct.

9. Finance and Governance

- 9.1 To approve payments detailed as Annex A plus any late payments received before the meeting.
- 9.2 To consider and agree banking access for Temporary Clerk as Administrator, and removal of previous post holder.
- 9.3 To consider the appointment of G Fendick Landscaping for the 2024 season.
- 9.4 To note the insurance settlement from Crawfords and receive any update concerning the tree survey. Cllr J Green.
- 9.5 To receive up to date bank reconciliations if available.

10. Correspondence

- 10.1 Norfolk County Council – Norfolk Minerals and Waste Local Plan submission notification – previously circulated to Councillors.
- 10.2 Kings Lynn & West Norfolk – Gypsy and Traveller Potential Sites and Policy Consultation. For comment.

11. Matters for next meeting and information.

To agree next meeting date – 27th March 2024 – plus both charities.
To agree date of Annual Parish Meeting.
Annual Parish Council Meeting – Thursday 23rd May 2024.

MINUTES

Ordinary Parish Council Meeting **held at 7.00pm Thursday 14th December 2023, Foulden Village Hall**

Present: Cllrs Carole Balding; Joseph Green (Vice Chair, and in the Chair for the meeting); Simon McMahon; Bee Parnham; Billy Pye

In attendance: two members of the public; J A Lawson (Clerk).

1	<p>To receive and consider apologies (LGA1972, s85(1)(2)) R Cooper (unwell); S Parker (family/business commitment). Accepted.</p>
2	<p>To receive declarations of interest in any items to be discussed and grant any dispensation requests All declared on Precept decision; dispensations confirmed.</p>
3	<p>To approve Minutes of the ordinary meeting held on 6th September 2023 Minutes were approved.</p>
4	<p>Reports Norfolk County Councillor Fabian Eagle and Breckland District Councillor Ian Sherwood were unable to attend. SAM2: reports received. Thanks were formally noted to the resident responsible. Cllr Balding commented that it was gratifying that so few people appeared to be driving over the speed limit. Parish Councillors: Cllr Parnham reported on plans to set up a village hall management committee to run the hall, as the village hall manager role remained unfilled. She suggested a meeting be held after the Christmas break, to establish who might be interested and how best to split up the manager role between a number of people. Cllr McMahon commented that this would be a good way to get more people involved with the hall. Action: Cllr Parnham Cllr McMahon reported that the church's carol service was to be held the next Sunday, and a request had been made that a councillor give a reading. Cllr Balding agreed. Action: Cllr Balding</p>
5	<p>Public Participation A representative of the Fete organising committee requested that it be held on Sunday 19th May 2024, with the facilities of the recreation ground and village hall made available. The request was noted and the booking made.</p>
6	<p>Correspondence (if any) A request to host metal detecting events was declined.</p>
7	<p>Planning A further application for change of use of the White Hart pub to residential had been submitted. It was noted that there was virtually no difference between this submission, and the ones previously rejected, which do not comply with national planning policy. It was AGREED that the parish council would formally object again. Cllr Green undertook to submit the objection. Action: Cllr Green</p>
8	<p>To consider granting dispensation to councillors for non-attendance during six months (as required)</p>

	It was AGREED to grant a dispensation for non-attendance to Cllr Cooper, on the grounds of ill-health. It was AGREED to grant a dispensation for non-attendance to Cllr Parker on the grounds of family/business commitments.
9	To note National Joint Council Pay Award for clerks and RFOs from 1st April 2023 Increase of £1 per hour noted.
10	To consider External Audit Report 2022/23 External Audit Report noted. No action required.
11	To approve Payments and Bank Reconciliation to end November Payments and reconciliation were approved and signed.
12	To confirm Governing Document for Village Hall Charity with amendments for submission to Charity Commission re registration number 1205841 Confirmed.
13	To consider and approve assets refurbishment/replacement 2024/25 It was noted that the noticeboards needed either refurbishment or replacement. A budget of £500 was suggested and agreed. Cllr Balding undertook to explore whether local businesses would be interested in sponsoring a noticeboard. Action: Cllr Balding
14	To consider and approve Budget 2024/25 Approved.
15	To consider and approve Precept Request 2024/25 It was proposed by Cllr Pye and seconded by Cllr Balding that the Precept request for 2024/25 be £9,122. Four in favour; one against. AGREED.
16	To consider and adopt a policy to comply with biodiversity requirements for local authorities (Natural Environment and Rural Communities Act 2006/Environment Act 2021) It was agreed to adopt a policy appropriate to the land holdings of the parish council.
17	To consider recruitment for Clerk to the Parish Council It was agreed to engage Ms Sarah Hunt as a locum clerk from 1 st January 2024. Thanks were expressed by councillors to the current clerk for her service.
18	Further Public Participation None.
19	Date of next meeting and items for next meeting Monday 20 th or 27 th March was suggested. Later confirmed as 27 th .

The meeting closed at 8.15pm.

From: Michael Burton <Michael.Burton@West-Norfolk.gov.uk>
Sent: 13 February 2024 15:26
To: Undisclosed recipients:
Subject: Local Plan review – notification of reconvened examination hearings: March, April, and September 2024

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



Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and
Planning

[By email](#)

13 February 2024

Planning and Compulsory Purchase Act 2004 (as amended)

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

Local Plan review – notification of reconvened examination hearings: March, April, and September 2024

Dear Sir/ Madam

The Borough Council of King's Lynn and West Norfolk Local Plan review was submitted to the Secretary of State on 29 March 2022. This was followed by an initial (2 weeks) round of examination hearings was held during December 2022/ January 2023. In January 2023, the Inspectors adjourned the hearings to allow the Council to undertake further work.

A suite of further evidence base Topic Papers was subsequently published for consultation, during autumn 2023. These addressed issues including the updated Gypsy and Traveller Accommodation Assessment (GTAA), spatial strategy, settlement hierarchy, transport, housing land supply, the West Winch Growth Area and viability. Following the consultation, the Inspectors have now set further hearing dates, as follows:

- 26-28 March 2024 (Week 3)
- 16-19 April 2024 (Week 4)
- 3-4 September 2024 (Week 5)

These hearing sessions will be held at **The Small Barn, Knight's Hill Hotel and Spa, King's Lynn, Norfolk PE30 3HQ.**

In advance of these hearings, the Inspectors have now published the following documents:

- Resumed Hearing Examination Guidance Note [G22]
- Resumed Hearing Programme [G23]
- Additional Matters, Issues and Questions (MIQs) [G24]

You are being informed about this, as you have previously expressed an interest in the Local Plan or are a statutory consultation body. If you wish to participate further in the ongoing Local Plan examination process, you will need to raise any issues or matters with the Programme Officer:

Annette Feeney
Programme Officer c/o
Borough Council of King's Lynn and West Norfolk
King's Court Chapel Street
King's Lynn
PE30 1EX
Mobile: 07775 771026
Email: annette.feeney@west-norfolk.gov.uk

Further details, including all documents relating to the Local Plan examination, will shortly be available through the [Local Plan Review examination](#) web page.

Finally, please do not hesitate to contact the Planning Policy team (planning.policy@west-norfolk.gov.uk) if you have any other queries.

Yours faithfully

Michael Burton
Principal Planner (Planning Policy)

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Planning Protocol

This procedure sets out how Foulden Parish Council considers planning matters on which it is consulted by a Planning Authority. It considers:

- the consultation period for planning applications is 21 days, which means that not all planning applications can be considered by Foulden Parish Council at a scheduled Full Council meeting.
- The Council believes parishioners are best served by the Parish Council responding to applications in a timely fashion;
- to ensure all consultations on planning applications are dealt with in time, the Parish Council has appointed the Clerk to facilitate the responses of the Council to planning matters.

The Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken by:

- the Parish Council as a whole; or
- by the Clerk acting on the outcome of an email consultation with Parish Councillors.

PLANNING PROTOCOL

Options For Responding To Planning Applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received:

Option 1

If there is a scheduled Council meeting before the end of the consultation period then the Clerk will place the matter on the agenda for that meeting, and any decision will be taken at that meeting.

Option 2

If there is no scheduled Council meeting before the end of the consultation period, the Clerk will alert all members of the Parish Council to the application via email. Councillors will be asked to consider the application (as per agreed procedures at meetings of the Council, any councillor with a material interest in the application to be considered will be asked to declare such interests as required by the Parish Council Code of Conduct and will take no part in the discussion of the application or the resulting vote).



Councillors will be requested to respond to the Clerk's email within the deadline given. The deadline will be no less than five clear days from when the email was sent. Councillors shall respond to the Clerk's email in one of three ways: 'no objection', 'objection' or 'extraordinary meeting requested'. If the response is 'objection', the reasons for objection must be clearly stated. If the response is 'no objection', councillors may choose to include comments with their response.

If at least two members of the Parish Council (or the Chairman of the Council) request an extraordinary meeting to further discuss the planning application, then an extraordinary meeting will be arranged within the consultation period and any decision will be taken at that meeting.

If an extraordinary meeting is not duly requested before the Clerk's nominated deadline, then any response by the Council shall be deemed to have been delegated to the Clerk. The Clerk will consider all responses received from councillors to determine the outcome of the Council's 'vote' (as per the Council's Standing Orders, in the case of an equality of votes the Chairman of the Council will be asked to exercise his casting vote, whether or not he gave an original vote).

If the outcome of the Council's vote is 'no objection' the Clerk will respond to the planning consultation request with a simple 'no objection' (further comments may be included at the Clerk's discretion, based on any comments made by councillors).

If the outcome of the Council's vote is 'objection' the Clerk will submit this objection to the Planning Authority alongside the reasons for the Council's objection (to be compiled at the Clerk's discretion based on any reasons for objection stated by councillors).

The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

Procedures At Meetings of The Council

- In those cases where a planning application comes before a full meeting of the Parish Council, then any residents will be able to speak at the meeting during public participation.
- If a request is received from the applicant to speak to the Parish Council then this will normally be permitted, unless the Parish Council (by a majority decision) determines otherwise.
- Any councillor with a material interest in an application to be considered will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.

Date of policy: March 2024

Date of meeting: 5th March 2024

Policy effective from: 1st February 2024



FOULDEN PARISH COUNCIL

COUNCILLOR CODE OF CONDUCT

Statement

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

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

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

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

Introduction

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

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

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

Definitions

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

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

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

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

Purpose of the Code of Conduct

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

General principles of councillor conduct

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

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

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

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

In undertaking my role:

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

Application of the Code of Conduct

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

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

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

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

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

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

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

Standards of councillor conduct

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

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

General Conduct

1. Respect

As a councillor:

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

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

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

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

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

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

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

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

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

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

3. Impartiality of officers of the council

As a councillor:

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

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

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

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

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

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

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

5. Disrepute

As a councillor:

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

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

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

6. Use of position

As a councillor:

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

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

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

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

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

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

Examples include:

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

- access and use of local authority buildings and rooms.

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

8. Complying with the Code of Conduct

As a Councillor:

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

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

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

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

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

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

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

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

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

10. Gifts and hospitality

As a councillor:

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

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

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

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

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B Registering interests

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

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

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

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

Non-participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged

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

* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

From: Joseph Green <joseph@foul登parishcouncil.gov.uk>
Sent: 17 January 2024 11:27
To: Billy Pye; Bee Parnham; Stephen Parker; Simon McMahon; Carole b; Foul登 Parish Council
Subject: Fwd: Tree Survey - Village Hall, Vicarage Road IP26 5AB

Please see email below regarding the next step for the subsidence.

Kindest Regards

Joseph Green

Councillor

Foul登 Parish Council

Foul登 Village Hall, Vicarage Road, Foul登, Norfolk, IP26 5AB

t: 01842 845 828

m: 07894 657 005

e: joseph@foul登parishcouncil.gov.uk

foul登parishcouncil.gov.uk

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Begin forwarded message:

From: MWA Arboriculture Office <Office@mwaarboriculture.co.uk>
Subject: Tree Survey - Village Hall, Vicarage Road IP26 5AB
Date: 17 January 2024 at 10:28:55 GMT
To: "info@joseph-green.com" <info@joseph-green.com>

Good morning,

We have been instructed by loss adjusters Crawford & Company to carry out a tree survey at Village Hall, Vicarage Road IP26 5AB in relation to the ongoing subsidence damage claim. We have a consultant in your area Friday 26th January and he was hoping to stop by in the morning, if there is open access around the outside of the property (front & rear) then he doesn't need anyone to be present. Please could you either respond to this email or give us a call on 0191 432 9560 to confirm if this appointment is convenient?

Kind Regards,
Dominic Graydon

MWA Arboriculture Limited

T: 0191 432 9560

E: office@mwaarboriculture.co.uk

W: www.mwaarboriculture.co.uk



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MWA Arboriculture Limited is a limited company registered in England and Wales.

Company Registration No. 06882555

Registered Offices: Unit 8 Stephenson House, Horsley Business Centre, Horsley, Newcastle Upon Tyne, NE15 0NY



Form of Acceptance

Date: 31 January 2024

Our Ref: SU2206791

Policy Number: RKL176640

Claim Number: 202211023843

To The Directors of: RSA - Commercial

Subject to your approval and to the terms and conditions of the policy, we hereby agree to accept the sum of £2731.78 in full discharge and satisfaction for gas works undertaken to make the property safe under the above claim number occasioned by or consequent upon the subsidence. which occurred at Village Hall, 9 Vicarage Road, Foulton, Norfolk IP26 5AB.

Please note we can raise the above only on confirmation that you are not VAT registered.

In the event you confirm you are VAT registered we can look to raise **£2185.42**. The settlement is net of VAT. Please note that VAT can be reclaimed up to a maximum of **£546.36** subject to receipt of your contractors invoice confirming VAT has been incurred and if not VAT registered.

Construction (Design and Management) Regulations 2015 – Domestic clients - If you are having work done on your own home, or the home of a family member and it is not in connection with a business, you will be a domestic client. The only responsibility a domestic client has under CDM 2015 is to appoint a principal designer and a principal contractor when there is more than one contractor. **However, if you do not do this, (as is common practice), your duties as a domestic client are automatically transferred to the contractor or principal contractor.** If you already have a relationship with your designer before the work starts, the designer can take on your duties, provided there is a written agreement between you and the designer to do so.

Note - All payments are issued directly by your insurance company and may be in the form of either cheque or BACS. If they have the option to pay by BACS then please complete the details below:

Account Holder:

Sort Code:

Account Number:

Bank Name:

I understand that in some circumstances additional security checks may be undertaken to verify the form has been completed by the policyholder and that the bank details are correct.

Please return this form to Crawford & Company, Subsidence Division, Cartwright House, Tottle Road, Nottingham, NG2 1RT. We can accept receipt if you are able to scan and send via email.

Signed: _____

Signed: _____

Date: _____

Date: _____

Chartered Loss Adjusters



Chartered Loss Adjusters

Cartwright House, Tottle Road, Riverside Business Park, Nottingham, NG2 1RT. Tel 0115 943 8260 ■ www.crawco.co.uk
Registered Office ■ Crawford & Company Adjusters (UK) Ltd, The Hallmark Building, 106 Fenchurch Street, London, EC3M 5JE ■ Registered in England No 2908444

From: Michael Burton <Michael.Burton@West-Norfolk.gov.uk>
Sent: 26 January 2024 10:54
To: Undisclosed recipients:
Subject: Gypsy and Traveller Potential Sites and Policy Consultation, January 2024

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



Geoff Hall
Executive Director

Stuart Ashworth
Assistant Director Environment and
Planning

[By email](#)

26 January 2024

Planning and Compulsory Purchase Act 2004 (as amended)

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

Gypsy and Traveller Potential Sites and Policy Consultation, January 2024

Dear Sir/ Madam

The updated Gypsy and Traveller Accommodation Assessment (GTAA) was published in June 2023, as part of the ongoing Local Plan examination. This was then submitted to the Inspectors [\[F44\]](#) in June, as an additional evidence base document.

On 20 June 2023, the Inspectors wrote to the Borough Council [\[G21\]](#), setting out what they expected in terms of work to address the need to allocate land to meet the acute and pressing level of need for Gypsy and Traveller accommodation, with up to **71 pitches** for Gypsies and Travellers who meet the definition in the Planning Policy for Traveller Sites (PPTS) and **4 plots** for Travelling Showpeople, required within the next 5 years (2023-2027). This represents the majority (approximately 75%) of the need identified over the Plan period.

The Council has considered how this immediate need could be met, as follows:

- Accommodation on existing sites (including intensification); and/ or
- Allocation of suitable new sites by way of a "Call for Sites" (October/ November 2023), including engagement with public authorities (Borough Council Property Services and Norfolk County Council) to identify potential sites that could come forward as new site allocations.

We have now considered all the available evidence and are publishing the following for consultation:

1. [Gypsy and Traveller Potential Sites and Policy Consultation Document \[F55\]](#)

2. [Gypsy and Traveller Site Assessment Document \[F56\]](#)
3. [Gypsy and Traveller Sustainability Appraisal \[B10\]](#)
4. [Gypsy and Traveller Strategic Flood Risk Assessment Level 2 \[F57\]](#)

These documents now form part of the supporting evidence base for the ongoing Local Plan examination. This consultation will inform the Inspectors in understanding issues affecting the allocation of site allocations for Gypsies, Travellers and Travelling Showpeople through the Local Plan and setting agendas for examination hearings sessions, anticipated to take place in June 2024.

Full details of the consultation are set out in the [Local Plan examination web page](#).

The consultation will run for 6 weeks, starting on Friday, 26 January. The consultation ends at **11.59pm on Friday, 8 March 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.

Please do not hesitate to contact the Planning Policy team (planning.policy@west-norfolk.gov.uk) if you have any further queries.

Yours faithfully

Michael Burton
Principal Planner (Planning Policy)

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