

Winfarthing Parish Council

Parish Clerk: Karen Rix

Email: clerk@winfarthingparishcouncil.gov.uk

Councillors are hereby summoned and the public invited to attend the next meeting of the Parish Council to be held at Winfarthing Village Hall on **Monday 1 December 2025 at 7.30 pm.**

Agenda

1. To receive and consider apologies for absence (2 mins)
2. To receive or update any declarations of pecuniary interest (2 mins)
3. To approve minutes of previous meeting held on 3 November 2025 (2 mins)
4. To consider any matters arising from minutes (not covered by an agenda item) (2 mins)
5. To receive an update on actions from previous minutes (5 mins)
6. To receive questions or comments from Parishioners (15 mins)
7. To receive a report from County and District Councillors (20 mins)
8. To discuss the co-option of two new councillors (5 mins)
9. To receive the Clerks report and an update on correspondence received (5 mins)
10. To review parish council Reserve Policy (5 mins)
11. FINANCE
 - 11.1. To approve payments (2 mins)
 - 11.2. Receipts (2 mins)
 - 11.3. To receive a report from the Responsible Finance Officer (2 mins)
 - 11.4. To receive spend against budget to 22/11/25 (2 mins)
 - 11.5. To review and approve 2026/27 budget (5 mins)
12. To comment on any planning applications (10 mins) – no new applications received prior to publication of agenda
 - 12.1. To receive and discuss any updates on application no. 2025/0004 - Mill Road
 - 12.2. To receive and discuss any updates on application no. 2024/2476 - Hall Road
13. To receive and discuss updates concerning parish infrastructure
 - 13.1. Village Hall Governance (2 mins)
 - 13.2. Update on Litter Pick and Sandbags (2 mins)
 - 13.3. Parish footpaths (2 mins)
 - 13.4. Application to Parish Partnership fund for Speed Awareness Monitor (5 mins)
14. To receive items for next agenda and confirm date of next meeting (2 mins)

Meeting to finish at 9.40 pm

WINFARTHING PARISH COUNCIL
Minutes of the Parish Council meeting held on
Monday 3 November 2025 at 7.30 pm at
Winfarthing Village Hall, Hall Road, Winfarthing IP22 2EJ

Councillors Present: Cllr Richard Steel, (Chair), Cllr Eric Cole, Cllr Lynne Rogers, Cllr David Rix, Cllr Jono Smith. (Two Cllr vacancies)

In attendance: Karen Rix (Clerk)

Members of the Public (MOP): 3

1. **To receive and consider apologies for absence**
None received
2. **To receive or update any declarations of pecuniary interest**
Cllr Rix declared an interest in item 15.
3. **To approve minutes of previous meeting held on 6 October 2025**
Minutes unanimously agreed and signed by the chair.
4. **To consider any matters arising from minutes (not covered by an agenda item)**
No matters arising.
5. **To receive an update on actions from previous minutes**
September 2025
 - **Item 13.4 - County Cllr Rowett** to contact NCC Highways Engineer regarding the extension of the 30 MPH zone to beyond the village hall. Action remains ongoing County Cllr Rowett to make further contact with NCC Highways Engineer as soon as possible.
 - **Item 14.4 - Cllr Steel** to contact pub landlords to request storage of a pallet of sandbags in the car park. Landlord has agreed to the request.
 - **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors – **deferred.**
 - **Item 14.5 - Cllr Steel** to contact Westcotec to arrange a location survey. A survey will take place at 2 pm 6 November 2025.
 - **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – **deferred.****October 2025**
 - **Item 6 - Clerk** to contact Saffron housing and SNC's Tree Preservation officer Ben Appleby to report the condition of the tree. Tree has been cut down, Clerk to contact Saffron Housing to establish what will happen to the remaining stump.
 - **Item 14.1 - Clerk** to contact Tonya Winsley at Community Action Norfolk for an update on process. Further delays due to staff absence.
 - **Item 14.3 - Cllr Smith** to check the work on FP21 had been completed. Work has not been completed Cllr Smith to report again to NCC.

Action: Cllr Rowett to contact NCC Highways Engineer regarding the extension of the 30 MPH zone to beyond the village hall.

Signed Chair

Action: Cllr Smith to report work required on FP21 to NCC.

All other actions were completed or were listed as an agenda item.

6. To receive questions or comments from members of the public.

None received

7. To receive a report from County and District Councillors

- County Cllr Rowett's report was circulated prior to the meeting and can be found with these minutes.

Cllr Steel asked if the Cllr Rowett's community fund would support the Winfarthing Parish Trust tree planting project. Cllr Rowett confirmed it would and explained the application process.

Action: Clerk to email Cllr Rowett requesting support for the Winfarthing parish trust tree planting project and complete an application to the community fund.

- District Cllr Easter was not present at the meeting – no report received.

8. To discuss the appointment of Vice Chair

Cllr Steel asked for nominations for the role of Vice Chair, no nominations were received. Cllr Steel asked if the Clerk if it was a statutory role. The clerk advised that it wasn't, but it was good practice to have someone in post for succession planning and to cover unexpected absence of the Chair. However, should the Chair be absent without a Vice Chair, a temporary Chair could be elected at the beginning of a meeting. Cllrs agreed to continue without until the Cllr vacancies had been filled

9. To receive the Clerk's report and update on correspondence

- The Clerk advised that she had registered for the new Annual Governance and Accountability Return (AGAR) Assertion 10 training with Norfolk PTS. This will take place online on 27 November 2025.

The Clerk reported:

- An email had been received detailing CIL payments for the past 6 months. As expected, there was no payment for Winfarthing.
- An email had been received from Police Sgt Sam Burton regarding consent to send trigger alerts under OP Radium. Cllrs agreed, Clerk to contact Sgt Burton to confirm.
- An email had been received from South Norfolk Council regarding Winter Pressure grants. Cllrs agreed to publish link on the village Facebook page and the parish council website. On further investigation following the meeting, the Clerk discovered the grant can only be accessed by organisations not individuals.
- An email had been received and forwarded to all Cllr's requesting feedback regarding Norfolk County Council budget pressures and identified savings. Cllrs to submit their feedback.
- An email had been received confirming the renewal of the Public Spaces Protection Order No 4 under the Anti-Social Behaviour, Crime and Policing Act 2014 – Fouling of Land by Dogs. New signs have been provided for the parish council use.
- An email had been received from The National Grid regarding the 'Acceptance of an Application for a Development Consent Order by the Planning Inspectorate (on

Signed Chair

behalf of The Secretary of State for Energy Security and Net Zero'. Cllrs asked the Clerk to register to make comments and resubmit the letter expressing areas of concern

Action: Clerk to contact Police Sgt Burton to confirm consent to receive OP Radium trigger alerts.

Action: Cllrs to submit individual feedback on NCC budget savings.

Action: Clerk to register and submit comments to the Inspectorate regarding the Norwich to Tilbury pylon scheme.

10. FINANCE

10.1. To approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100319	Winfarthing Village Hall	Hall bookings	180.00	
100320	K Rix	October 25 Salary	287.00	
100321	Community Heartbeat Trust	Defibrillator pads	147.54	24.59
100322	Norfolk PTS	Assertion 10 training	43.20	7.20
		Total	657.74	31.79

Payments were unanimously approved.

10.2. Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
03/10/25	South Norfolk Council	Litter Pick	20.00
		Total	20.00

10.3. To receive a report from the Responsible Finance Officer

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	8208.98		
Receipts in October (listed above): B	20.00		
Payments in October (listed above): C		657.74	
Cash book balance carried forward (A+B-C)			7571.24
Community Account Balance			

10.4. To discuss implementation of BACS payments

The Clerk reported that following conflicting guidance on the BACS payment process she had contacted Barclays again. They had confirmed that as the parish council use Barclays Online not Barclays.net to access the account, the Clerk could upload transactions, and this would NOT approve payments. Cllrs agreed to continue with cheques for now. The Clerk advised that the mandate would still need to be changed to remove former Cllrs. Cllr Rogers agreed to contact the mandate team to ask for the signed mandate to be returned for countersignature by the Chair or to send a new mandate.

Signed Chair

Action: Cllr Rogers to contact Barclays mandate team to request the return of the mandate or for the provision of a new mandate

11. To review and approve the parish council Information Technology (IT) Policy

The policy had been circulated prior to the meeting. The Clerk explained that the policy was required following the introduction of Assertion 10 on the Annual Governance and Accountability Return (AGAR) Cllr Cole proposed, Cllr Smith seconded and the policy was unanimously approved.

12. To comment on planning applications

12.1. To discuss application no. 2025/0004 - Mill Road

No further updates.

12.2. To discuss application no. 2024/2476 - Hall Road

No further updates.

13. To receive and discuss updates concerning parish infrastructure

13.1. Village Hall Governance

The Clerk advised Cllr's that she had spoken with Tonya Winsley from Community Action Norfolk, who had apologised for the delay in moving forward and would be in touch with the parish council shortly.

13.2. Litter Pick and Sandbag Sunday

It was agreed the litter pick would take place at 10 am on Sunday 16th November. Clerk to arrange collection of rubbish from village hall with SNC.

Action: Clerk to arrange collection of rubbish from village Hall with SNC

A discussion took place regarding Sandbag Sunday, and it was agreed that parishioners should just be invited to collect sandbags from the Fighting Cocks car park as and when they were required. Cllr Cole agreed to collect a pallet of sandbags as soon as possible and the Clerk would then advertise they were available on the village Facebook page, the parish council website and the village noticeboard.

Action: Cllr Cole to collect pallet of sandbags and deliver them to the pub car park.

Action: Clerk to advise parishioners via village Facebook page, parish council website and village noticeboard once sandbags are available

13.3. Parish Footpaths

No further updates.

13.4. Property Flood Resilience (PFR) Survey

The survey had been circulated to Cllrs prior to the meeting. The Clerk advised that NCC required the parish council to provide their views on how the grant should be applied for and awarded. Cllrs agreed:

- NCC should prioritise resources to PFR projects
- NCC should allow residents to apply for PFR funding on an individual basis
- Funding/prioritisation should be offered based on the risk of flooding for individual properties.

Action: Clerk to email PFR responses to Norfolk County Council

Signed Chair

13.5. Application to Parish Partnership Fund for Speed Indicator Device

The Clerk advised that she had finally received a response from the NCC Highways engineer confirming support for the installation of a speed monitoring device. However, NCC are not in favour of the devices that show a happy/angry face for traffic travelling over the speed limit. Cllrs discussed the alternative options which would also be discussed with the Westcotec representative when they carried out the survey at 2 pm on Thursday 6 November 2025. It was noted that the NCC Highways Engineer would also require a completed risk assessment and location map following the Westcotec survey.

The Clerk asked County Cllr Rowett if she could confirm her pledge of £1000 from her capital fund towards the cost of installation. Cllr Rowett advised this expenditure would require the NCC Highways Engineer’s approval.

Action: County Cllr Rowett to seek approval from Adam Mayo, NCC Highways Engineer to provide £1000 from capital fund.

14. To receive items for the next Agenda and confirm date of next meeting

2026-27 Budget
Review of Parish Council Reserve Policy

Next parish council meeting: Monday 1 December 2025
Next parish trust meeting: Monday 1 December 2025 (following parish council meeting)

Meeting closed to the Public under S1 (2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.

15. To receive a report following the Clerk’s appraisal

The Clerk left the meeting for Cllrs to discuss appraisal and agree salary.

The Clerk rejoined the meeting. Cllr Steel reported to the Clerk that councillors had discussed the outcome of the appraisal and agreed a new salary point. Cllr Steel advised that he would write to the Clerk confirming the agreed salary point.

Action:Cllr Steel to write to the Clerk confirming the agreed salary point.

Meeting Closed: 22.05

Action List

September 2025

- **Item 13.4 - County Cllr Rowett** to contact NCC Highways Engineer regarding the extension of the 30 MPH zone to beyond the village hall.
- **Item 14.4 - Clerk** to circulate an Emergency Plan template to all councillors – **deferred**.
- **Item 14.5 - Clerk** to circulate an Action Plan template to all councillors – **deferred**.

October 2025

- **Item 6 – Clerk** to contact Saffron Housing to establish what will happen to remaining tree stump.

Signed Chair

- **Item 14.3 - Cllr Smith** to report required work on FP21 to NCC.

November 2025

Item 7 - Clerk to email Cllr Rowett requesting support for the Winfarthing parish trust tree planting project and complete an application to the community fund.

- **Item 9 - Clerk** to contact Police Sgt Burton to confirm consent to receive OP Radium trigger alerts.
- **Item 9 - Cllrs** to submit individual feedback on NCC budget savings.
- **Item 9 - Clerk** to register and submit comments to the Inspectorate regarding the Norwich to Tilbury pylon scheme.
- **Item 10.4 - Cllr Rogers** to contact Barclays mandate team to request the return of the mandate or for the provision of a new mandate.
- **Item 13.2 - Clerk** to arrange collection of rubbish from village Hall with SNC
- **Item 13.2 - Cllr Cole** to collect pallet of sandbags and deliver them to the pub car park.
- **Item 13.2 - Clerk** to advise parishioners via village Facebook page, parish council website and village noticeboard once sandbags are available.
- **Item 13.4 - Clerk** to email PFR responses to Norfolk County Council
- **Item 13.5 - County Cllr Rowett** to seek approval from Adam Mayo, NCC Highways Engineer to provide £1000 from capital fund.
- **Item 15 - Cllr Steel** to write to the Clerk confirming the agreed salary point.

Signed Chair

Date

District Councillor report November

Grants

CAF

I understand that there is likely to be another CAF in the New Year with a 2 month window for an application. The CAF fund is likely to be in the region of £150k.

Members grant is likely to be doubled to £2000.

So now is a time to think about a project/s that could be put forward.

Warm Homes

SNC have funds to help private home owners and private landlords, (social landlords have access to different funds) insulate their homes, provide air heat source pumps and help those who are in position where they experience energy poverty.

There is of course a list of criteria that one has to fulfil before being accepted onto the scheme e.g. in receipt of benefits.

Listed buildings and those with clay lump construction may be excluded due the cost of carrying out the retrospective work.

Full details are on the SNC website with an application form, I am told everyone that applies will be considered and spoken to regarding their individual needs.

The team responsible will come out to give a presentation to the Parish Council and residents if required.

Im asked to ask you if you are aware of anyone who could benefit from this scheme, if so send details to the Warm Homes Team.

Licensing

SNC licensing policy has been updated and is due to go to the Full Council for acceptance.

James Esater

Winfarthing Parish Council

Reserves Policy



Introduction

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these three purposes:

- **General Reserve**

The Joint Panel on Governance and Accountability states the appropriate minimum level of general reserves should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. A general reserve will include:

- A **working balance** to help cushion the impact of uneven cash flows, such as the time lag between the start of the new financial year and the receipt of the first precept payment and the upfront payment of VAT prior to reclaiming
- A **contingency** to cushion the impact of unexpected events or emergencies

- **Earmarked reserves:**

- A means of building up funds, to meet known or predicted requirements
- Money held for specific purposes such as CIL (Community Infrastructure Levy)
- Money pledged but payments unmade

- **Capital reserves:**

- Money for capital projects (the purchase of buildings or land)

At the end of financial year 2025/26, it is anticipated that the Council's general reserves will be around £4719, £2381 short of the specific requirements detailed in appendix 1. £794 was added to the budget for 2026/27 and therefore the general reserves of the council will be around £5513 for 2026/27. It is anticipated that the reserves will be made back up to around £7100 by 2028/29.

The Council's specific requirements are detailed in appendix 1

Adopted 21 July 2025
Last Review December 2025
Next review February 2026

Appendix 1

Working Balance

The Council has considered the need for a working balance for 2026/27:

	Use	Budget
Cash Flow	To enable the payment of invoices prior to the receipt of the precept payment	£2700
VAT payments	The payment of VAT prior to reclaim	£650
Total		£3350

Contingency

The Council has considered the need for a contingency for 2026/27:

	Use	Budget
Parish Council Assets	To cover unexpected maintenance costs	£1500
Election	The potential cost of a by-election	£750
Unexpected costs	To cover the cost of unexpected events such as travellers or other community needs	£1500
Total		£3750

Earmarked Reserves

Earmarked Reserves at 1 December 2025:

Community Infrastructure Levy Funding (CIL)	£176.30
Speed Awareness Device	£840.00

Any further earmarked reserves identified before the year end will be shown in the end of year accounts.

Adopted 21 July 2025
Last Review December 2025
Next review February 2026

Process for calculating General Reserve Top-Up to be added to budget (precept)

Calculate council's Net Income/Expenditure i.e. what are the council's day to day running costs excluding any project work – for 2026/27 this will be around **£7100**

Calculate bank balance at year end 31/03/26 - this will be around **£5735** calculated as follows:

Bank balance at 22/11/25	£6945	Less
Estimated expenditure to 31/03/26	£1210	plus
Estimated income to 31/03/26	<u>£0.00</u>	
	£5735	

Calculate general reserve at 31/03/26 – this will be **£4719** calculated as follows:

Estimated year end bank balance	£5735	Less
Earmarked reserves	<u>£1016</u>	
	£4719	

Calculate short fall to required Net Income/ Expenditure – this will be around **£2381** calculated as follows:

Estimated Net Income/Expenditure	£7100	Less
General Reserve at 31/03/25	<u>£4719</u>	
	£2381	

Calculate required general reserve top-up over 3 year period – this will be **£794** calculated as follows:

Estimated short fall	£2381 divided by 3 years = £794 (rounded up)
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11. Finance Report November 2025

11.1 To Approve payments (C)

Payment Type/ Cheque No	PAYEE	DESCRIPTION	AMOUNT	VAT
100323	Royal British Legion	Donation	50.00	
100325	K Rix	November 25 Salary, back pay and additional hours	508.42	
100326	K Rix	Reimburse for purchase of stamps	20.88	
DD	Information Commissioners Office	Annual Subscription	47.00	
		Total	626.30	

11.2 Receipts (B)

DATE	RECEIVED FROM	DETAILS	AMOUNT
		Total	00.00

11.3 To receive the Responsible Finance Officer's Report

DETAILS	CR	DR	BALANCE
Cash book balance brought forward: A	7571.24		
Receipts in November (listed above): B	0.00		
Payments in November (listed above): C		626.30	
Cash book balance carried forward (A+B-C) Community Account Balance			6944.94

11.4 To receive spend against budget to 22/11/25

BUDGET 01/04/25 TO 22/11/26				
INCOME DETAILS	BUDGET Ex VAT	CR TO DATE EX VAT	BALANCE	COMMENTS
HMRC Refund	0	67.62	67.62	Additional income not budgeted
SNC Litter Pick	20.00	0	20.00	
Winfarthing Parish Trust – VE Day	0	500.00	500.00	Additional income not budgeted
Total Income	20.00	567.62	587.62	
EXPENDITURE DETAILS	BUDGET Ex VAT	DR TO DATE Ex VAT		
Clerk Salary	3531.00	2441.66	1089.34	
Clerk Expenses	100.00	99.20	0.80	
Training	200.00	170.40	29.60	
Insurance	250.00	241.00	9.00	

Membership/Subscriptions	110.00	50.00	60.00	
Dog Bin Maintenance	300.00	278.00	22.00	
Defibrillator Maintenance	150.00	134.90	15.10	
Donations (S137)	50.00	50.00	0	
Rent (Glebe Land)	10.00	10.00	0	
Village Hall Hire	150.00	180.00	-30.00	
Internal Audit	75.00	65.00	10.00	
Microsoft Office 365	60.00	0	60.00	
Information Commissioners Office	50.00	47.00	3.00	
Grass Cutting	840.00	0	840.00	
Litter Picking Equipment	0	157.27	-157.27	Expenditure from CIL funding
VE Day	0	500.00	-500.00	Expenditure from Winfarthing Parish Trust Donation
Total Expenditure	5876.00	4424.43	1451.57	

Winfarthing PC Clerk Timesheet

Month: Oct-25 Hours b/fwd 11.25

Week	Date	Start Time	Finish Time	Total hours/ mins	Work Description
29 Sept - 5 Oct	29/09/25				Holiday
	30/09/25	14.00	13.00	1	Agenda setting
	01/10/25	9.00		2.5	emails and meeting papers
Weekly Total				3.5	-0.5
6-12 Oct	06/10/25	8.30	9.30	1	emails and meeting prep
	06/10/25	19.00	22.00	3	Meeting
	07/10/25	10.00	14.00	4	Minutes, emails and actions
Weekly Total				8	4
13-19 Oct					
Weekly Total				0	-4
20-26 Oct					
	21/10/25	14.00	17.00	3	Transition to new gov.uk email and website
	23/10/25	9.00	10.00	1	Transition to new gov.uk email and website
	24/10/25	14.00	18.00	4	Emails, meeting prep, phone calls, email and website transition
Weekly Total				8	4
27 Oct - 2 Nov	27/10/25	10.00	11.00	1	Meeting Prep, email transition
	28/10/25	10.00	13.00	3	Meeting Prep, phone calls, email transition, cock crow
Weekly Total				4	
Total				34.75	

Hours c/fwd to be worked (-) or paid (+)

14.75

Additional Hours paid November 2025



Transactions

COMMUNITY

20-26-34 03002934

Available balance	£7,524.24
Last night's balance	£7,524.24
Overdraft limit	£0.00

Showing 5 transactions between 06/11/2025 and 20/11/2025 from 25/10/2025 to 22/11/2025

Date	Description	Money in	Money out	Balance
20/11/2025	Cheque 100319 100319		-£180.00	£7,524.24
14/11/2025	Cheque 100322 100322		-£43.20	£7,704.24
14/11/2025	Direct Debit ICO ZB616773 DDR		-£47.00	£7,747.44
13/11/2025	Cheque 100321 100321		-£147.54	£7,794.44
06/11/2025	Cheque 100320 100320		-£287.00	£7,941.98

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
 If you don't have online statements, then statements may still be visible in Barclays Cloud It
 If you can't find the relevant statement/transactions online, you can order a copy statement

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Prepared by: Karen Rix - RFO

**Master Bank Rec
Winfarthing
Parish Council**

Statement Date **22 November 2025**

BANK RECONCILIATION

Balance per bank statements as at: 22 November 2025

Current Account	£	7,524.24	£	
Business Saver Account				
				<u>7,524.24</u>
Petty Cash Float				N/A

Less Unpresented Cheques at: 22 November 2025

Chq No.	Payee	Value
100323	Royal British Legion	50.00
100325	K Rix	508.42
100326	K Rix	20.88

579.30

Any unbanked cash at: 22 November 2025

Nett Balances as at: 22 November 2025 6,944.94

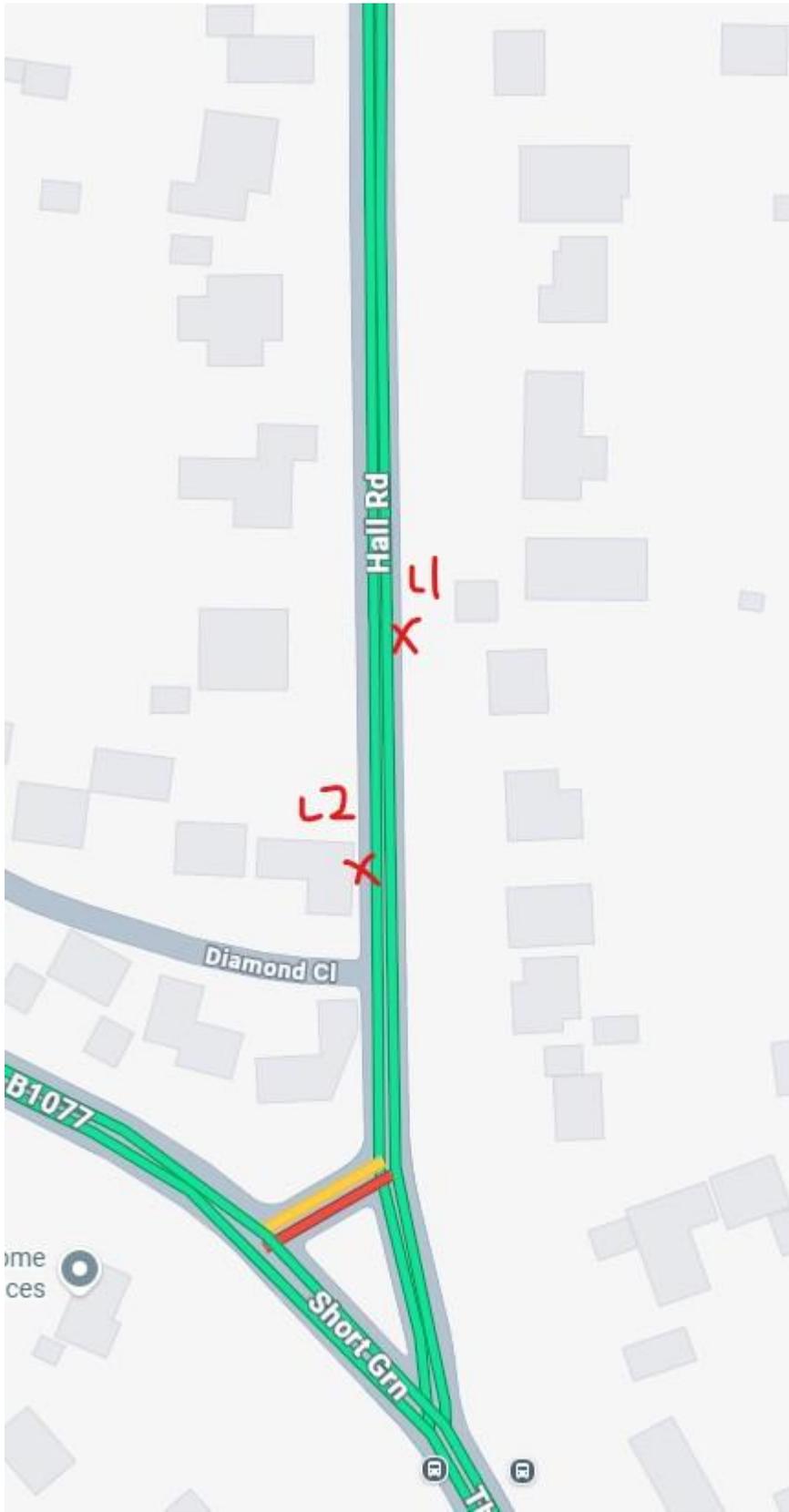
CASH BOOK

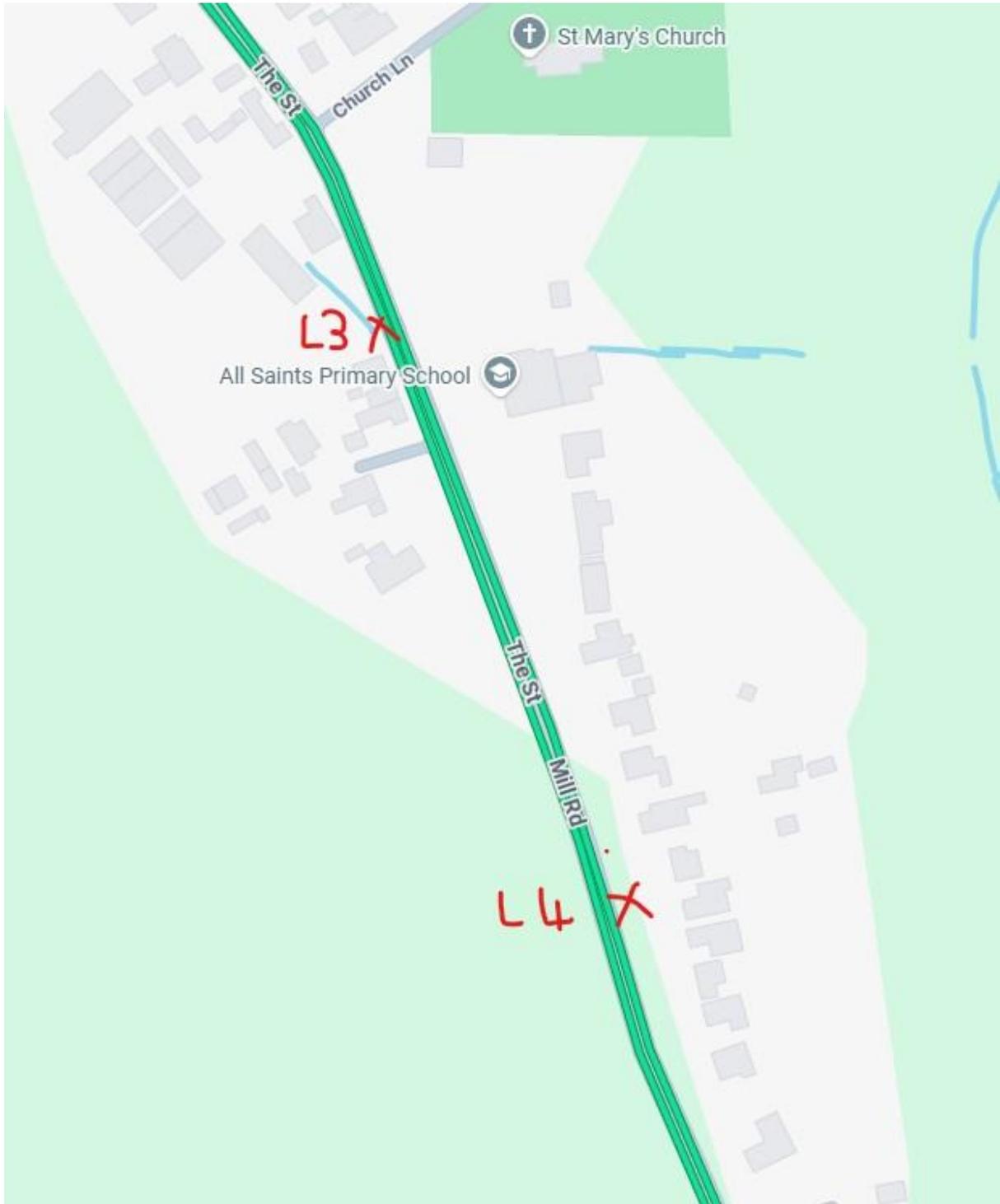
Opening Balance	01 April 2024	<u>4,633.98</u>
Add Receipts in the year		6,856.62
Less Payments in the year		4,545.66
Business Saver Interest		

Closing Balance per Cash Book as at: 22 November 2025 6,944.94

**BUDGET
WINFARTHING PARISH COUNCIL
Precept Required**

PRECEPT REQUIRED	Actual 2024/25	Budget 2025/26	Budget 2026/27	NOTES:
Total Payments	4,495	6,289	12,502	
Total Receipts	220	20	3,363	
Taken from Reserves			1,016	
TOTAL PRECEPT REQUIRED	4,275	6,269	8,123	
£ Increase/Decrease		1,994	1,854	
% Increase/Decrease		46.63%	29.58%	
BAND D CHARGE ON COUNCIL TAX BILL				To Calculate your Band D Charge
Tax Base	199	200	200	ENTER TAX BASE FIGURE
Band D Charge	21.48	31.35	40.62	
Actual % Increase/Decrease		45.89%	29.58%	





TO: Winfarthing Parish Council
Norfolk

FAO: Karen Rix
✉ clerk@winfarthingparishcouncil.gov.uk

Date: 25/11/2025

Dear Karen,

Thank you for your valued enquiry. I have pleasure in submitting our quotation as below.

To supply only:

Item Description	Unit Price	Quantity	Price
'Slow Down' SAM 3 (Battery)	£3,445.00	1	£3,445.00
Optional extras			
Portable Post Bracket (Additional)	£52.00	3	£156.00
Bluetooth Data	£379.00	1	£379.00
Supply & Install 76mm straight post	£195.00	3	£585.00
post replacement	£120.00	1	£120.00
		Subtotal	£4,685.00
		VAT	£937.00
			£5,622.00

PORTABLE SIGNS - WARRANTY

All of our portable signs come complete with our comprehensive THREE-YEAR WARRANTY which covers everything except vandalism, impact damage, theft and batteries.

BATTERIES & CHARGERS - WARRANTY

Batteries and chargers come with ONE-YEAR WARRANTY which covers everything except vandalism, impact damage or theft.

At present we could deliver the above products within approximately 6-8 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms and Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best regards,
Joanna Pilarska



Company Registration Number:
04208260

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