

River maintenance and flood prevention - April 2026 to March 2027

River Burn (Upper and Lower) - Spring 2026

What We Do

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

Landowners are responsible for maintaining rivers. You can find more information on rights and responsibilities by visiting:

<https://www.gov.uk/guidance/owning-a-watercourse>

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

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



Weed Cutting

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

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

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

Targeted Channel Maintenance

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

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

Contact Us

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

Norfolk Asset Performance Team

apnorfolk@environment-agency.gov.uk

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

National Customer Contact Centre

03708 506 506 (Monday-Friday, 08:00-18:00)



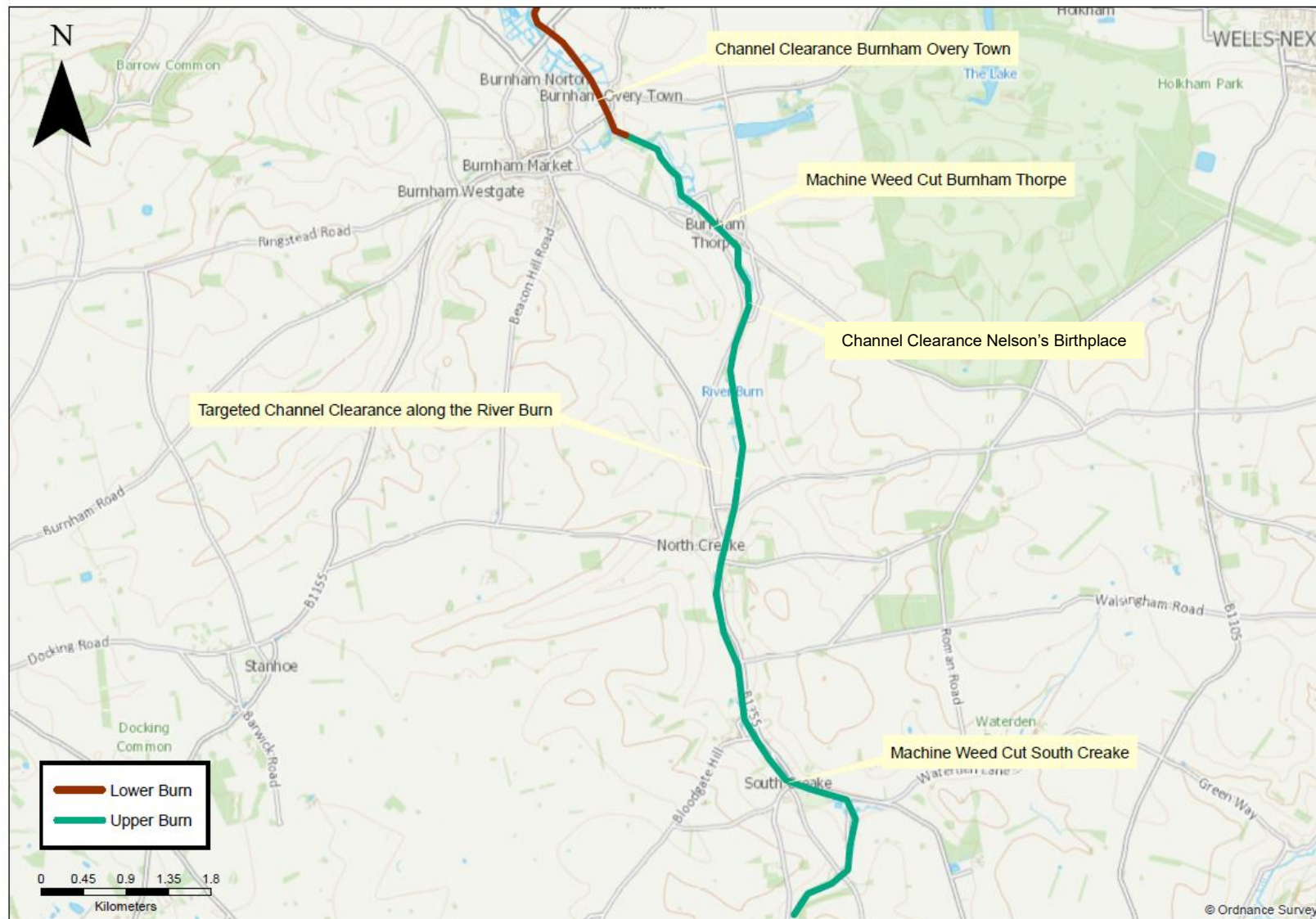
Maintenance In Your Area

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

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88



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26/27

Wednesday Wednesday 1st April 2026 or Wednesday 8th April 2026 (its quite hard to do and end of year finance report on the 1st April)	April	Compulsory	Important EoQ4 & End of year, VAT, etc	
Wednesday, 6 May 2026	MAY	AGM - policies, direct debits, contracts standing orders,		
Wednesday, 3 June 2026	June	Internal audit		
Wednesday 1st OR 8th July 2026	July	External Audit	EoQ1	
Wednesday, 5 August 2026	August			Typically this is taken off.
Wednesday, 2 September 2026	September			
Wednesday, 7 October 2026	October		EoQ2, projects for budget	tell me if there are any big projects coming up,
Wednesday, 4 November 2026	November		Draft Budget	I will propose figures for the budget, including any suggested projects, for review - - council discusses overspend, underspends, etc and makes a plan
Wednesday, 2 December 2026	December		Finalise budget	I will present the final budget (not reserves) based on the decisions made at November, for approval, After the end of Q3 (January meeting) , I will run the figures again and I January we will see what the reserves will look like and whether any additional savings are needed.
Wednesday, 6 January 2027	January	Budget & Precept	EoQ3	following Q3, this is when reserves can be finalised and adjusted, which impacts the precept. Precept has a deadline normally of EoJan. Though the budget itself is set in December, this is the final run down including reserves.
Wednesday, 3 February 2027	February			
Wednesday, 3 March 2027	March			

*Quarterly reports are compulsory
- but is optional to do them
immediately after, or to delay a
month

*AGM must be May

*budgets and precepts can be
brought forwards, but the deadline
is the January meeting

Our ref: 26/00157/F
Planning Officer: Lucy Smith
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

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



PARISH CONSULTATION

Stuart Ashworth
Assistant Director Environment And Planning

The Clerk
Burnham Market Parish Council
1 Jarvie Close
Sedgeford
PE36 5NG

Ref. No: 26/00157/F
Validated: 10 February 2026
Parish: Burnham Market
Date: 12th February 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **HOUSEHOLDER: Erection of a two-storey side extension with Hippeo Subservient roof, a single storey rear extension with a pitched roof, and a new porch to an existing semi-detached dwelling using materials to match existing. at 11 Walkers Close Creake Road Burnham Market King's Lynn Norfolk PE31 8EP**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 5 March 2026.

You can make your comments by email to: planning.econsultation@west-norfolk.gov.uk.

The Case Officer dealing with this is Lucy Smith who can be contacted on 01553 616261 should you have any questions.

Application details on public access can be found by clicking on the link below:

http://online.west-norfolk.gov.uk/online-applications/applicationDetails_____

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'S Ashworth', with a stylized flourish at the end.

Stuart Ashworth
Assistant Director
Environment and Planning

**KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL**

Reference No: 26/00157/F **Case Officer:** Lucy Smith

Proposal: HOUSEHOLDER: Erection of a two-storey side extension with Hippeo Subservient roof, a single storey rear extension with a pitched roof, and a new porch to an existing semi-detached dwelling using materials to match existing.

Location: 11 Walkers Close Creake Road Burnham Market King's Lynn Norfolk

Observations from: Burnham Market Town/Parish Council.

Please tick

☐

SUPPORT the application because ... (please give relevant planning reasons in space below)

☐

OBJECT to the application because ... (please give relevant planning reasons in space below)

☐

NO OBSERVATIONS either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Burnham Market Town/Parish Council Dated:

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.

Our ref: 26/00233/A
Planning Officer: Jody Haines
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

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



PARISH CONSULTATION

Stuart Ashworth
Assistant Director Environment And Planning

The Clerk
Burnham Market Parish Council
1 Jarvie Close
Sedgeford
PE36 5NG

Ref. No: 26/00233/A
Validated: 5 February 2026
Parish: Burnham Market
Date: 10th February 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **Application for advertisement consent for traditional style signage to fascia and glazed shopfront, 2 x non illuminated fascia signs and 1 x other sign at Jack Wills 16 Market Place Burnham Market King's Lynn Norfolk PE31 8HE**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 3 March 2026.

You can make your comments by email to: **planning.econsultation@west-norfolk.gov.uk**.

The Case Officer dealing with this is Jody Haines who can be contacted on 01553 616403 should you have any questions.

Application details on public access can be found by clicking on the link below:

http://online.west-norfolk.gov.uk/online-applications/applicationDetails_____

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Ashworth', written over a horizontal line.

Stuart Ashworth
Assistant Director
Environment and Planning

**KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL**

Reference No: 26/00233/A **Case Officer:** Jody Haines

Proposal: Application for advertisement consent for traditional style signage to fascia and glazed shopfront, 2 x non illuminated fascia signs and 1 x other sign

Location: Jack Wills 16 Market Place Burnham Market King's Lynn Norfolk

Observations from: Burnham Market Town/Parish Council.

Please tick

☐

SUPPORT the application because ... (please give relevant planning reasons in space below)

☐

OBJECT to the application because ... (please give relevant planning reasons in space below)

☐

NO OBSERVATIONS either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Burnham Market Town/Parish Council Dated:

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.

Our ref: 26/00219/F
Planning Officer: Phoebe Pigott
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

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



PARISH CONSULTATION

Stuart Ashworth
Assistant Director Environment And Planning

The Clerk
Burnham Market Parish Council
1 Jarvie Close
Sedgeford
PE36 5NG

Ref. No: 26/00219/F
Validated: 3 February 2026
Parish: Burnham Market
Date: 10th February 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **variation of condition 1 of planning permission 25/01086/F: Variation of condition 2 of planning consent 24/00131/F: Application for change of use from an art gallery and residential dwelling to residential dwelling with extension at Grapevine Gallery St Andrews Cottage Overy Road Burnham Market King's Lynn Norfolk**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 3 March 2026.

You can make your comments by email to: **planning.econsultation@west-norfolk.gov.uk**.

The Case Officer dealing with this is Phoebe Pigott who can be contacted on 01553 616230 should you have any questions.

Application details on public access can be found by clicking on the link below:

http://online.west-norfolk.gov.uk/online-applications/applicationDetails_____

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Ashworth', written over a horizontal line.

Stuart Ashworth
Assistant Director
Environment and Planning

**KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL**

Reference No: 26/00219/F **Case Officer:** Phoebe Pigott

Proposal: VARIATION OF CONDITION 1 OF PLANNING PERMISSION 25/01086/F: Variation of condition 2 of planning consent 24/00131/F: Application for change of use from an art gallery and residential dwelling to residential dwelling with extension

Location: Grapevine Gallery St Andrews Cottage Overy Road Burnham Market King's Lynn

Observations from: Burnham Market Town/Parish Council.

Please tick

☐

SUPPORT the application because ... (please give relevant planning reasons in space below)

☐

OBJECT to the application because ... (please give relevant planning reasons in space below)

☐

NO OBSERVATIONS either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Burnham Market Town/Parish Council Dated:

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.

Our ref: 25/00429/F
Planning Officer: Mrs N Osler
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

PARISH CONSULTATION

The Clerk Burnham Market Parish Council 1 Jarvie Close Sedgeford PE36 5NG		Ref. No: 25/00429/F Validated: 10 March 2025 Parish: Burnham Market Date: 18th February 2026
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THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details:	Variation of conditions 2, 3, 6, 7, 10, 11, 12, 15, 16, 19 and 20 of planning permission 23/01663/F: VARIATION OF CONDITIONS 2, 3, 4, 5 AND 18 OF PLANNING PERMISSION 20/01866/F: Residential development of 9no. dwellings. at Land At Sutton Estate Burnham Market Norfolk
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I have recently received amendment details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 11 March 2026.

You can make your comments by email to: **planning.econsultation@west-norfolk.gov.uk**.

The Case Officer dealing with this is Mrs N Osler who can be contacted on 01553 616402 should you have any questions.

Application Details in Public Access

<http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SSTRWVIVMBT00>

[to view documents in the web browser just click on link above]

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments to this amendment that you may have via email.

Yours faithfully

Stuart Ashworth
Assistant Director
Environment and Planning

Our ref: 26/00241/LB
Planning Officer: Jane Osler
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

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



PARISH CONSULTATION

Stuart Ashworth
Assistant Director Environment And Planning

The Clerk
Burnham Market Parish Council
1 Jarvie Close
Sedgeford
PE36 5NG

Ref. No: 26/00241/LB
Validated: 6 February 2026
Parish: Burnham Market
Date: 16th February 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **Listed Building Application: Remove existing signage and install new signage to the facade of the listed building at Jack Wills 16 Market Place Burnham Market King's Lynn Norfolk PE31 8HE**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 9 March 2026.

You can make your comments by email to: **planning.econsultation@west-norfolk.gov.uk**.

The Case Officer dealing with this is Jane Osler who can be contacted on 01553 616374 should you have any questions.

Application details on public access can be found by clicking on the link below:

http://online.west-norfolk.gov.uk/online-applications/applicationDetails_____

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

Yours faithfully

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Stuart Ashworth
Assistant Director
Environment and Planning

**KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL**

Reference No: 26/00241/LB **Case Officer:** Jane Osler

Proposal: Listed Building Application: Remove existing signage and install new signage to the facade of the listed building

Location: Jack Wills 16 Market Place Burnham Market King's Lynn Norfolk

Observations from: Burnham Market Town/Parish Council.

Please tick

☐

SUPPORT the application because ... (please give relevant planning reasons in space below)

☐

OBJECT to the application because ... (please give relevant planning reasons in space below)

☐

NO OBSERVATIONS either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Burnham Market Town/Parish Council Dated:

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.

Financial Monthly Overview

Amount in bank as at 31/12/25	£54,359.20
Income during January	£0.00
Expenditure during January	£2,700.27
Amount in bank as at 31/01/26	£51,658.93
Bank Reconciliation as at 31/01/26	
Savings 0811	£30,796.97
Petty Cash	£0.00
Current Account	£20,573.83
CIL/Funds 0808	£288.13
	£51,658.93
Less outstanding cheques	£0.00
Plus unpresented receipts	£0.00
Total amount held in accounts	£51,658.93

Burnham Market Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Payment Reference Total
140		£20.30	£20.30 3001	06/01/26		Annalisa Dovey - printing for january meeting	
141		£19.10	£19.10 4000	07/01/26		Annalisa Dovey - LGR event printing	
144			£1,056.81	01/02/26		Annalisa Dovey - Clerking services	
145		£60.00	£60.00 5300/12	01/02/26	10150	Cozens - street light maint. Dec25	
146		£321.62	£321.62	01/02/26		HMRC - HMRC & NI EoDEc25	
148		£5.00	£5.00 3001	01/02/26		Annalisa Dovey - Printing for Allotment letters	
149		£9.90	£9.90	01/02/26		Annalisa Dovey - Phone & data contracts	
150		£12.00	£12.00 5100/2	01/02/26		Anglian Water Business - Wave	
0		£0.00	£0.00	01/02/26		-	

The following payments have already been made

143	BACS2601 12HWD	£360.00	£360.00	14/10/25	2702	Heronwood Stephen Hansed - October 2025 asset maintenance from inspection works
127	BACS2601 12HWD	£500.00	£500.00 5300/6	26/12/25	2702	Heronwood Stephen Hansed - Blow leaves off the greens and remove 5&6&11/11/25
130	BACS2601 12AD		£800.48	26/12/25		Annalisa Dovey - clerking services
131	BACS2601 12SLCC	£40.00	£40.00 3200/2	26/12/25	MEM255720-3	SLCC - membership (190/2 = 95, alrrday paidf 55 - 40 remaining)

Signature

Signature

Date

Burnham Market Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
134	BACS2601 12NA	£72.00	£72.00	5300/8	26/12/25		Norfolk Alarms - CCTV - set up remote access viewing	
135	DABACS26 0112	£60.00	£60.00	5300/12	26/12/25	INV-9993	Cozens - Streetlight maint. Contract	
137	BACS2601 12HMRC	£174.22	£174.22		26/12/25	531PS0015525	HMRC - Tax / NI - period 9	
139	DDBACS26 0120EON	£45.62	£45.62	5100/1	06/01/26		Eon - electricity	
142	BACS2601 20FAG	£160.00	£160.00	6000	19/01/26		Dennis Clark - FAG GRANT Jan 2026	
151	DD260121 SSE	£225.89	£225.89	5100/3	01/02/26	IV03929058	SSE Energy Solutions - 01/12/2025 to 31/12/2025 streetlights £225.89	
152	DD260131 UTB	£6.00	£6.00	1100	01/02/26	EoJan26	Unity Bank - service charge	
Sub Total		£3,612.11	£2,668.75					
		£1,898.07	£1,898.07	Confidential				
Total		£4,566.82	£4,566.82					

Signature

Date

Signature

Expenditure transactions

Start of year 01/04/25

Confidential

Tn no	Gross	Vat	Net	CtteeInvoice date	Details	Cheque	Cheque Total
130/2	£687.30	£0.00	£687.30	HR 26/12/25	Annalisa Dovey	Salary 837.20 (standard) -Employee pension - 50.3 -NI - 0 -tax - £99.60	BACS260112AD
136	£256.06	£0.00	£256.06	HR 26/12/25	Norfolk Pension Fund	Clerk pension	BACS260112NPF
144/1	£592.89	£0.00	£592.89	HR 01/02/26	Annalisa Dovey	Salary 21 hours 50 at SCP 26 - 421.82 21 hours 50 at scp 27 - 432.518 =854.34 tax - 170.80 NI - 19.54 pensionEE - 71.07	
147	£361.82	£0.00	£361.82	HR 01/02/26	Norfolk Pension Fund	EoDEc26 pension	
Total	£1,898.07	£0.00	£1,898.07				

Bank Account Reconciled Statement

CIL/Funds 0808	20460808	60-83-01
Statement Number	10	Bank Statement No. 10
Statement Opening Balance	£288.13	Opening Date 01/01/26
Statement Closing Balance	£288.13	Closing Date 31/01/26
True/ Cashbook Closing Balance	£288.13	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	288.13

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Current Account

20431976

60-83-01

Statement Number	10	Bank Statement No.	10
Statement Opening Balance	£23,274.10	Opening Date	01/01/26
Statement Closing Balance	£20,573.83	Closing Date	31/01/26
True/ Cashbook Closing Balance	£20,573.83		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
12/01/26	BACS260112AD	Annalisa Dovey	800.48	0.00	22,473.62
12/01/26	BACS260112HMRC	HMRC	174.22	0.00	22,299.40
12/01/26	BACS260112HWD	Heronwood Stephen Hansed	860.00	0.00	21,439.40
12/01/26	BACS260112NA	Norfolk Alarms	72.00	0.00	21,367.40
12/01/26	BACS260112NPF	Norfolk Pension Fund	256.06	0.00	21,111.34
12/01/26	BACS260112SLCC	SLCC	40.00	0.00	21,071.34
12/01/26	BACS260120FAG	Dennis Clark	160.00	0.00	20,911.34
12/01/26	DABACS260112	Cozens	60.00	0.00	20,851.34
20/01/26	DDBACS260120EON	Eon	45.62	0.00	20,805.72
21/01/26	DD260121SSE	SSE Energy Solutions	225.89	0.00	20,579.83
31/01/26	DD260131UTB	Unity Bank	6.00	0.00	20,573.83

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	2700.27	0

Reconciled by Annalisa Dovey

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Petty Cash

Statement Number	10	Bank Statement No.	10
Statement Opening Balance	£0.00	Opening Date	01/01/26
Statement Closing Balance	£0.00	Closing Date	31/01/26
True/ Cashbook Closing Balance	£0.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	0.00

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Savings 0811	20460811	60-83-01
Statement Number	10	Bank Statement No. 10
Statement Opening Balance	£30,796.97	Opening Date 01/01/26
Statement Closing Balance	£30,796.97	Closing Date 31/01/26
True/ Cashbook Closing Balance	£30,796.97	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	30,796.97

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/25 and 01/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Actual Net	Balance
INCOME				
Council				
100	Precept	£46,305.68	£46,305.68	£0.00
110	CIL (Income)	£0.00	£127.94	£127.94
120	Grants and Donations	£0.00	£0.00	£0.00
Total Council		£46,305.68	£46,433.62	£127.94
Finance				
130	Interest - Savings 0811	£500.00	£518.63	£18.63
131	Interest - CIL/Funds 0808	£250.00	£4.86	-£245.14
170	VAT Return	£6,000.00	£3,108.64	-£2,891.36
Total Finance		£6,750.00	£3,632.13	-£3,117.87
Assets & Amenities				
140	Allotment Rents & Deposits	£1,400.00	£2,024.50	£624.50
150	Pavillion Hire Out	£0.00	£60.00	£60.00
160	Tennis Club Rental	£0.00	£200.00	£200.00
161	Bowls Club Rental	£0.00	£100.00	£100.00
162	Greens Rental	£0.00	£350.00	£350.00
Total Assets & Amenities		£1,400.00	£2,734.50	£1,334.50
Total Income		£54,455.68	£52,800.25	-£1,655.43

Financial Budget Comparison

Comparison between 01/04/25 and 01/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Actual Net	Balance
EXPENDITURE				
Council				
6000	S.137 (grants out)	£800.00	£350.23	£449.77
6100	Expenses	£1,000.00	£41.50	£958.50
6200	Legal Fees	£0.00	£0.00	£0.00
Total Council		£1,800.00	£391.73	£1,408.27
Finance				
1000	Audit Expenses	£600.00	£515.00	£85.00
1100	Bank Service Charges	£72.00	£60.00	£12.00
Total Finance		£672.00	£575.00	£97.00
Human Resources				
2000	Clerk Salary and Pension	£13,986.18	£11,824.89	£2,161.29
2200	HMRC / NI	£0.00	£590.52	-£590.52
2300	Election Costs	£0.00	£0.00	£0.00
2400	Training	£500.00	£50.00	£450.00
2500	Payroll Services (Ewings)	£284.00	£145.00	£139.00
Total Human Resources		£14,770.18	£12,610.41	£2,159.77
Office/Admin				
3000	Website	£125.00	£0.00	£125.00
3001	Printing Costs	£0.00	£135.50	-£135.50
3002	Postage	£0.00	£43.18	-£43.18
3200	Subscriptions/Licences	£1,980.00	£831.79	£1,148.21
3300	Office Consumables	£1,500.00	£5.40	£1,494.60

Financial Budget Comparison

Comparison between 01/04/25 and 01/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Actual Net	Balance
3400	Office Equipment (purchase)	£0.00	£0.00	£0.00
3500	Office Equipment (maintenance/repair)	£0.00	£0.00	£0.00
3600	Office / Admin Bills	£0.00	£137.18	-£137.18
3700	Room Hire	£300.00	£205.00	£95.00
Total Office/Admin		£3,905.00	£1,358.05	£2,546.95
Projects & Events				
4000	Projects & Events	£0.00	£19.10	-£19.10
Total Projects & Events		£0.00	£19.10	-£19.10
Assets & Amenities				
5000	Asset purchase	£0.00	£7,841.14	-£7,841.14
5100	Utilities / Business Rates	£2,500.00	£3,411.20	-£911.20
5200	Rents Outgoing	£1,524.00	£1,852.00	-£328.00
5300	Maintenance, Servicing and Repairs	£11,720.00	£11,320.10	£399.90
5600	Insurance	£2,124.90	£2,590.61	-£465.71
Total Assets & Amenities		£17,868.90	£27,015.05	-£9,146.15
Total Expenditure		£39,016.08	£41,969.34	-£2,953.26
Total Income		£54,455.68	£52,800.25	-£1,655.43
Total Expenditure		£39,016.08	£41,969.34	-£2,953.26
Total Net Balance		£15,439.60	£10,830.91	



Parish Infrastructure Investment Plans (PIIPs)

Guidance for Town and Parish Councils for identifying and prioritising infrastructure

September 2025

– Author: Amanda Driver, Senior CIL Officer

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Introduction

This guidance document explains the purpose of a Parish Infrastructure Investment Plan (PIIP) and how it can be prepared.

This will help communities to focus and prioritise their infrastructure needs and spending to deliver local projects.

In this guide the term Parish Council refers to Town Councils, Parish Councils and Parish Meetings.

This guide has been developed to focus on priority projects needed by communities.

Why create a PIIP?

PIIPs can help parish councils to:

- Identify the infrastructure and investment needs of their community
- Provide an evidence base for spending decisions on locally identified priorities
- Identify sources of funding and opportunities for matching funding streams to make the most efficient use of income
- Assist with external funding bids - providing evidence of local investment needs and priorities
- Provide transparency to local communities - explain where local investment is being targeted
- Encourage engagement by members of the community who use / will use the facilities and services being delivered
- Provide a local perspective to help the district council gain a better understanding of local priorities
- Support the development of the Neighbourhood Plan/Infrastructure Delivery Plan

Neighbourhood (Parish) CIL

Neighbourhood CIL is one source of funding, which should be used to fund community projects.

Neighbourhood CIL is paid on commencement of planning permissions that are CIL liable development, where exemptions or relief from CIL has not been granted.

Payments are usually made in instalments and can take up to 3 years to be received in full. Once received, the CIL payments are automatically split down into their statutory “pots” or funds:

- a 5% Administration, and
- b 15% or 25% to parish councils (**Neighbourhood CIL**), and
- c the remainder to the Borough CIL Fund (**Borough CIL**).

Under the CIL Regulations, the Neighbourhood CIL is passed to the town and parish councils every 6 months; on the 28th of April and the 28th of October. Only Neighbourhood CIL amounts received in the previous 6 months can be passed on, so areas where there is no new development commencing and thus paying CIL will not receive any Neighbourhood CIL.

Parish councils have 5 years from the date of receipt to spend the Neighbourhood CIL. Where there is not a parish council, then the funds are held and spent in consultation with the community, under the same terms as the town and parish councils spend.

The CIL Regulations state that parish councils can spend their Neighbourhood CIL on:

- a. the provision, improvement, replacement, operation or maintenance of infrastructure; **or**
- b. anything else that is concerned with addressing the demands that development places on an area.

Infrastructure Funding

Parish councils can receive funding for infrastructure projects from a number of sources, for example, through precept allocations, locality funding, Community Infrastructure Levy (CIL) Neighbourhood CIL, Community Partnerships and other grants, donations and fund-raising events.

Parish councils can choose to fund projects collaboratively where local infrastructure priorities are shared with other parish councils.

Parish councils are encouraged to look at their local infrastructure needs, and to plan delivery of local projects using their Neighbourhood CIL.

For parish councils receiving 15% Neighbourhood CIL, are encouraged to consider the infrastructure needs of their area, using a Parish Infrastructure Investment Plan (PIIP) to help understand, evidence and prioritise their infrastructure needs, and to focus Neighbourhood CIL spend.

Where parish councils have a Neighbourhood Plan made in their area, the expectation is that Neighbourhood CIL is prioritised and spent to deliver the projects identified in the Neighbourhood Plan.

This may mean that in some areas where the Neighbourhood Plan has identified health or education, or other strategic infrastructure as a priority infrastructure requirement, there will be the opportunity to collaboratively fund projects of this nature.

Where local priorities have been identified and Neighbourhood CIL has been received in the area, Neighbourhood CIL should be directed to these projects and used as match funding for any application submitted for infrastructure funding.

It should be noted that the CIL Regulations give town and parish councils 5 years from the date of receipt in which to spend Neighbourhood CIL.

Where town or parish councils have a 'made' Neighbourhood Plan and they receive 25% of the CIL collected from commenced development, this funding should be prioritised towards the infrastructure highlighted within the Neighbourhood Plan.

The infrastructure is identified as 'desirable' or a 'priority' in the Local Plan or Neighbourhood Plan or recent Parish Infrastructure Investment Plan (PIIP)

When a community has new development in their area, they are likely to receive either 15% or 25% Neighbourhood CIL payments, once the development has commenced and is paying the CIL due on the development. There are statutory provisions around receiving and spending the Neighbourhood CIL, but there are also opportunities to spend this collaboratively to deliver on priorities for an area (and this can be wider than the parish area).

There is dedicated CIL guidance on our CIL webpages for parish councils on spending.

What is infrastructure?

There are generally 3 broad groups or types of infrastructure:

- **Physical infrastructure:** highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
- **Social infrastructure:** education, health, social care, emergency services, art and culture, sports halls and pitches, community halls
- **Green infrastructure:** parks, woodlands, play areas, public open space

What should the PIIP be based upon?

The PIIP should be evidence-based, identifying current existing infrastructure, and assessing the impact of new development and the impact of changes in demographics on this infrastructure.

Sometimes this process can also identify gaps in infrastructure provision, for example identified growth in the numbers young or older people but a lack of facilities for them locally.

As infrastructure investment decisions affect all members of a community, the parish council should make efforts to engage with as many people as possible in this process. The PIIP should also be responsive to changes in development and infrastructure. So that it remains a reliable tool for decision-making, we recommend a PIIP is reviewed at least once every three years.

A template for the contents of a PIIP is provided as Appendix A

How and where should the PIIP be published?

We recommend that your PIIP is:

- published on the parish council's website and a hard copy made available for those without internet access; and
- a copy of the PIIP is sent to West Norfolk Planning Policy Team. This will allow us to take into consideration your proposed actions and to understand local needs and include this information within the Council's Infrastructure Delivery Plan; and
- submit your PIIP with CIL Funding Applications.

Further information on CIL spending and Parish Support can be found on the councils' website.

Parish Infrastructure Investment Plan (PIIP)	
Parish name(s)	
Area covered (if combined area)	
Date of PIIP	
Date of next review	
Date adopted / approved by Parish Council	

Existing Infrastructure Audit

To enable you to demonstrate the need of Infrastructure, please provide a **list of services and facilities within the local area, their condition, location, existing capacity, and catchment area.**

Existing infrastructure inside the PIIP area, that are used by the community:

External infrastructure services and facilities outside the PIIP area, that are used by the community:

Infrastructure Needs

Based upon the finding of your internal and external infrastructure audit, please identify your Community Infrastructure needs and aspirations:

List of identified infrastructure needs, in order of priority:

Community Engagement

How have you sought the views of your community and how they have helped to inform your current and future needs:

Future Growth

Expected growth – location, size and timing of development sites.

Location	Size	Timing

What impact would these have on your community needs?

Financial Details

Projected income – from all sources including external grants, CIL and s106 income (legal agreements attached to planning permissions):

CIL & S106 information can be obtained using the Councils Developer Contributions data.

Your investment priorities – the list of infrastructure projects to be funded over the next 3-to-5-year period, in order of their priority:

Any other information relating to your infrastructure needs:

Priority projects relating to statutory services such as highways, health and education must be agreed first, with the relevant statutory body or partnership.