

GREAT MASSINGHAM PARISH COUNCIL

Parish Clerk: Sarah Harvey, BA Hons
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18th November, 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held in the Village Hall on **Monday 24th November, 2025** at 7.30pm.

Yours sincerely

Sarah Harvey
Clerk to the Council

AGENDA

1. Welcome from the Chairman.
2. To receive, consider and accept apologies for absence.
3. To receive declaration of interest and requests for dispensations for disclosable pecuniary interests or other interests.

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary is declared, the member should withdraw from the room whilst the matter is discussed.

4. To confirm as correct the minutes of the Parish Council Meeting held on the 20th October 2025.
5. Matters arising from the minutes for information only.
6. A resolution to adjourn the meeting for Parishioners Questions and Statements.

Public Participation - to allow public participation (3 minutes allowed per speaker, up to a maximum of 15 minutes in total). For members of the public that wish to speak at the meeting, please raise your hand and wait for the Chairman to prompt you. Members of the public can only speak during the allocated public participation at the start of the meeting.

7. To receive reports from the County and Borough Councillors.

8. Working Group Updates

- a. **Biodiversity Policy & Action Plan** – to receive an update and approve recommendations.
- b. **Christmas Lighting** – to receive an update and approve recommendations.
- c. **Play Area – To consider updates and approvals required for the ongoing Play Area Redevelopment Project, including:**
 - Receiving a project update.
 - Agreeing the Funding Offer Agreement with the National Lottery.
 - Reviewing and approving the revised CAP.CO contract documentation for Phase 1 of the works.
 - Approving the final design for the Under-5s play area.
 - Authorising the application for (or drawdown of) the 80% REPF grant funding.
 - Granting pre-approval for payment of the CAP.CO invoice in line with the agreed funding arrangements.
 - Approving the Terms of Business of Wellers Hedley to act on behalf of the Council in relation to the National Lottery Deed of Dedication.
- d. **Village Greens Policy** - to receive an update and approve recommendations.

9. **Consideration of Pre-School Proposal and Parish Council Land behind GM Doctors Surgery**
To receive an update on progress with Phase One fact-finding work relating to the Parish Council-owned land behind the Doctors Surgery, including:

- initial checks on land ownership status and available documentation;
- preliminary research into typical land values;
- early enquiries regarding planning policy considerations;
- clarification of consultation requirements.

This item is for information only. No decisions will be taken at this stage, and further work will be reported back to Council once Phase One is complete.

10. Finance

- To note accounts for payment under the Late Payments Interest Act (1998).
- To approve the accounts for payment (list at meeting).
- To note the finance received during October 2025.
- To approve the October 2025 financial statement.
- To note the October 2025 Budget vs Actual Financial Review.
- To note receipt of the CIL payment of £3,355.74 and to agree how this funding should be allocated in line with CIL regulations.
- To consider and agree the grass cutting contract for 2026, including options for a multi-year contract.

11. Planning Matters

- To consider Planning Applications received:
Dealt with by Delegated Authority – No Observations
 25/01735/F - HOUSEHOLDER: - Proposed single storey rear extension, first floor extension, detached single garage, porch and internal alterations at East View 63 Station Road.

To be considered at meeting
 25/01644/F – HOUSEHOLDER: Internal and external alterations to dwelling including additional and replacement of windows, additional door opening to garage, change of garage door, interior to be modified to included insulated area for musical instruments and installation of solar panels to roof at 3 Abbeyfields Abbey Road.

 25/01817/F - Proposed Extension & Alterations at 21 Walcups Lane.
- To consider plans since publication of agenda:
- Applications approved/refused by Borough Planning Control.
- Neighbourhood Development Plan: to receive a progress update.

12. Highways

- To note highway matters requiring attention and to receive any updates.
- To consider and approve the updated quotation for pedestrian warning signage and to agree submission of the Parish Partnership Scheme application to Norfolk County Council.

13. Street Lighting

- To receive reports of any lighting problems and approve any repair costs.
- To receive and consider a quotation for extended bracket arms to the streetlighting at Lynns Lane.
- To review and approve the streetlighting maintenance contract.
- To consider and approve granting the Clerk delegated authority to sign a Letter of Authority (LOA), enabling an energy consultant to liaise with energy suppliers and obtain pricing options should the need arise, noting that the LOA does not grant exclusivity or commit the Council to any contract.

14. Correspondence

- Email from Parishioner, Scotsman's Pit.
- Email from Parishioner, Swims and Restricted Pathways.
- BCKLWN, CIL Update for Parishes.

15. Open Spaces

- To receive an update on the boundary agreement at Weasenham Road and to consider and approve the associated surveyor costs.

16. Ponds/Village Greens

- Scotsman's Pit: To consider any further information, actions and updates.
- To note the Fishing Warden vacancy and to consider recruitment for the position.

17. Play Area

- To note any issues arising from the Play Area weekly visual inspections.

18. To note reports of any village incidents.
19. To propose items for the Mallard and Parish Council website.
20. To note the date of the next Parish Council meeting on 19th January 2026, to review the meeting time, and to consider any items to be placed on the agenda.

Meeting Dates for 2026

19th January, 16th February, 16th March, 20th April, 18th May, 15th June, 20th July, 17th August, 21st September. 19th October, 16th November, December - No Meeting.