



Great Massingham Locum Parish Clerk: Ms Amy Hart  
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## Minutes of GM Parish Council monthly meeting, business conducted at Great Massingham Village Hall on January 19<sup>th</sup>, 2026, at 19:30pm.

- 1. Present:** Kevin Hobart (Chair), Cllr Alexis Brun, Cllr Peter James, Cllr Pete Harries, Cllr Oliver Locke, Cllr Sue Nash and BCKLWN Cllr Alistair Beales with six members of the public in attendance.

**Apologies:** Cllr Robin Arbenz, Cllr Kim Frazer, Cllr Maria West & NCC Cllr Stuart Dark.

- 2. Minutes** (of the 10<sup>th</sup> November 2025 meeting) Proposer (of the minutes) Cllr James, Seconded by KH (Chair) with no corrections.

*Note: Clerk to follow up on Abbey Road flooding with NCC. KH (Chair) re-confirmed the signing of a 3-year contract for HHH Village Greens cutting at 10/11/2026 meeting.*

### 3. Public Questions

A Resident questioned the location of recent bulb planting on the Village Greens. Locations confirmed by Cllr James as: at Pit edge, around Beacon / Village Sign as agreed in Nov 2025 GMPC meeting. Cllr James offered sincere thanks to the Volunteers for their time and for the donation of bulbs.

A Resident cited concern that Cllrs may have previously (on one or two occasions) caused annoyance to Angler(s) using Village Ponds. Clerk noted objection but noted no evidence submitted.

### 4. Declarations of Interest

KH (Chair) declared an interest in Owen Cole Close planning **Ref: 25/020259/F** as neighbouring Resident / allotment price increase ref: **9. a.** (due to being an Allotment Holder). See below.

### 5. Health & Safety

Cllr Locke shared a request from GM Clerk (SH) following an automated msg stating that the Defib had been accessed/used. Cllr Locke had since conducted an inspection and confirmed that the Defib had not been used and all in good order. Note: Cllr Locke to check when Defib pads were last replaced.

Cllr James confirmed that the PC Noticeboard had been ripped away from the frame (beyond repair) and supporting Crime Ref no. issued by Police Liaison.

Note: Cllr James to follow up and seek quote to replace. KH (Chair) to follow up with GMPC Insurance Provider.

## 6. Planning

**REF: 25/02138/F** 23/12/2025

Variation of condition 2 & 3 planning permission 24/00484/F – subdivision of existing plot involving demolition of the existing barn with class Q approval and construction of a new replacement dwelling with separate private access and improvements to driveway, parking and turning area of existing dwelling at West Heath Barn, Lynn Lane, Great Massingham, PE32 2HL

**No Comment.**

**REF: 25/01670/F** 10/12/2025 (for information only)

Detached outbuilding for parking and storage at Little House, 24 Weasenham Road, Great Massingham, PE32 2BA

Application withdrawn.

**All Cllrs aware.**

**REF:25/020259/F** 23/12/2025

Retrospective householder application for the erection of conservatory and a proposed brick wall to replace the fence.

Owen Cole Close, Great Massingham, PE32 ALF.

Deadline for PC comments: 04/02/2026

**To approve with comments and boundary line Query.**

**REF: 25/00301/TREECA** 29/12/2025 (information only)

T1 - Flowering cherry tree situated within the grounds. The tree is in poor health with fungal growths along its length - Remove the tree and fill the space left with shrubs.

Woodcroft 4 Castle Acre Road Great Massingham King's Lynn Norfolk PE32 2HD  
(Status: Awaiting Decision)

**No Action Required.**

## 7. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

1) Great Massingham Together Playground grant funding.

Cllr Harries confirmed that **Under 5's** CAPCO quote accepted and funding approved from Awards For all. 20K of 50K grant so far received. In line with Council funding directive, works to commence start of February 2026 and to complete at the end of February 2026, with full ROSPA inspection to follow in March 2026.

**Over 5's** 140K approved from NLF and 100K from FCC (to renew 11<sup>th</sup> March) CAPCO initial design phase brochure approved by GMPC in October 2025, design to be finalised in due course as funds allocated/confirmed. Note: To confirm design work, a working group would meet with Cllr Harries, Cllr James, Cllr West and Chair. Cllr Brun to research similar PG's and submit relevant design ideas for review.

- 2) Dabbling Duck Overflow Car Park REF: **25/01974/F**  
Cllr Beales confirmed that the application would be discussed at the next public planning committee meeting of 02/02/2026 at KL Town Hall from 9:30am (no time allocated/sit & wait). No further updates.
- 3) REPF grant funding playground monitoring and claim form.  
(See point 7.1 above)
- 4) Swims behind Cobwebs Cottage (to defer)  
KH (Chair) confirmed that the decision on differing proposals would be deferred to February's meeting. Cllr Brun proposed a meeting with prior Fishing Warden to discuss updated JD which includes an increase from £0.50p to £2.00 per ticket sold to Warden and renewed JD terms on Social Media use. Clerk to review JD prior to meeting. Seconded by KH (Chair).

Cllr Nash gave notice as Fishing Warden Liaison. Cllr Nash to pass receipts, any withheld monies to KH (Chair) with immediate effect for safekeeping in interim, Clerk to place Cllr Vacancy on February's agenda. Thanks go to Cllr Nash for undertaking this role to date.

## **8. REPORTS**

### **- Highways**

Cllr James noted that WTRO6331 had been extended from August to January and cited concern that the reinstated footpath be made available for Wheelchair users. Clerk to request update from Highways/TRO team.

### **- Village Hall**

Cllr Locke passed on positive Resident feedback regarding the lighting of the tree. Thanks go to Cllr Brun & Cllr Arbenz for arranging. Cllr Brun confirmed that the cabling is now coiled up and placed in the crown of the tree. Yellow poles would be taken back to Farm for safekeeping until next year.

### **- Great Massingham School**

No updates.

### **- Biodiversity**

Note: Cllr Locke will circulate draft document regarding evaluations of land responsibility for any forthcoming Biodiversity work at February's meeting. Follow up interim meeting between KH (Chair), Cllr Harries, Cllr Locke and J. Cunningham tbc.

### **- The Mallard**

KH (Chair) confirmed a subcommittee meeting of the Mallard for 26/01/2026. Due to SH (Clerk) absence, Cllr James proposed a reduced Mallard which could be circulated via email to regular readers and placed in the noticeboard. Cllr

Harries proposed a double 'catch up' edition in due course. KH (Chair) to follow up with subgroup.

- **Ponds**

No updates.

- **Village Greens**

Cllr Brun confirmed a 'phased approach' of 2/3 signs with wording/aesthetic tbc in identified 'problem parking areas' that regularly suffer the greatest damage due to parking. Polite notice: subcommittee would not place 'please do not park on our greens' fliers (kindly provided by The Dabbling Duck) in Car Windows until signage was in place.

Reminder: Cllr James proposed a 'FREE PARKING IN THE VILLAGE HALL CARPARK' Poster in the PC noticeboard to reduce greens parking. To defer decision to February's meeting.

- **Play Area**

(See point 7.1 above)

- **Allotment Association**

No updates.

- **NDP**

Jessica Cunningham (Chair of the GMPNDP Committee) reported the plan for the year ahead as follows:

**2nd March** - The NDP group is preparing for it's next Community Conversation in March which will consider Energy Infrastructure (Solar and Wind) to gather input to influence local and national energy-related projects within our Parish and seek the best outcome for the community.

**NDP Health Check**, the NDP is working with a Planning Consultant to undertake a Health Check of the work to date and seek advice on any gaps in the work, and next steps. A meeting will take place in March.

In April, depending on the results of the Health Check, the NDP Steering Group aim to present a Draft NDP document to the Parish Council for review and comment with a view to presenting a document to the Borough Council to start the formal process to referendum, which is anticipated to be after the summer.

\*Currently within 5K allocated budget.

- **BCKLWN**

- Cllr Beales congratulated GMPC & Cllr Harries for recent Playground funding successes. Noted that the Resident comment regarding Fishing was not part of

the Subcommittee. WTRO6331 extension was standard timeframe and may not use it all and will follow up with Cllr Dark regarding wheelchair access.

- Re: Council Tax: At the start of this administration, financial forecasts suggested that the Council would be effectively bust by now. Instead, the BCKLWN has taken some very difficult decisions and rebuilt reserves to circa 10 million. The recent Fair Funding Review has resulted in significantly reduced Government funding and the new circumstances are that the Borough Council should just about be able to finance itself to the end of its term prior to the new Unitary authority taking over.. With rising costs such as IDB rates continuing to cost to 45% of Council funding, Residents should assume an approx. £5 raise for their next Council tax bill. But importantly, the financial projections assume no cuts to services and capital projects will continue to be delivered.
- Cllr. Beales is wholly opposed to the recent Government announcement that Local elections due in May 2026 are to be postponed for the second year running.
- Reminder: KH (Chair) asked if any delay in local elections would impact Parish Councils. Cllr Beales to follow up.
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- **NCC**  
No updates.

## 9. MATTERS REQUESTED BY COUNCILLORS

- a) A potential allotment fees increase for 2026 growing season from £5.00 & £2.50 per half plot to £8.00 & £4.00.  
KH (Chair) proposed that after no increases for over 10 years that an increase was now overdue. Comparison allotment costs across Norfolk were submitted for Council review and the increase (to £8 full and £4 plot) was proposed by Cllr Locke and seconded by Cllr James. Clerk to confirm with Allotment Association.  
Note: If any Allotment Holder is struggling to pay for their plot, GMPC had a hardship fund they could apply to. Contact the Clerk for details.
- b) Budget and precept setting for 2026/27 ahead of 31/01/2026. Following a preliminary budget meeting between KH (Chair) AH (Locum Clerk) and Cllr Harries, a precept request in line with projected inflation and latest quotes received, to BCKLWN of **£38,888.00** was proposed (figure to be accepted) by Cllr Harries, seconded by Cllr Brun and all in favour. Clerk to submit request to BCKLWN prior to 31/01/2026 deadline.  
For full budget, contact the Clerk.
- c) Contracted or recommended Clerk OSP arrangements.  
Polite notice: Following a review of contract and continuous service, this HR issue was discussed privately, at the end of the meeting. KH (Chair) to confirm with SH (Clerk).
- d) To allow temporary access for Locum Clerk to Clerk email account. AH (Locum Clerk) committed to February 2026 meeting. Proposer (to allow temp access to Feb 2026) Cllr Harries, seconded by Cllr Locke. All in favour.
- e) Payment authorisation Unity Trust Bank, to allow Chair to authorise payments in Clerk absence. Letter to sign.

Cllr James, Cllr Nash & KH (Chair) all signed a letter in the presence of AH (Locum Clerk) to Unity Trust bank to allow KH (Chair) the ability to authorise payments in SH (Clerk) absence moving forward.

- f) Village Green Land at Weasenham Road, Surveyor Quotes from Hayes & Storr. Due to the high cost of quotes received (3K-4K) Cllr Brun proposed contacting Land Registry to send out a Surveyor FOC to place boundary lines on their system. To defer to next meeting.
- g) Unity Trust Service charge to increase from £6 pcm to £7pcm as of February 2026. All Cllrs aware.
- h) To defer Mallard article for January due to Clerk absence and to advise contributors and advertisers. (See point 8).
- i) Streetlights and energy supplier.  
AH (Locum Clerk) requested to send GMPC streetlight inventory to alternative contractor for cost comparison. All in agreement.  
Cllr Locke confirmed that Lynn Lane streetlight would not need a bracket arm extension, but that the surrounding hedgerow be cleared by the Landowner. Cllr Brun to follow up with Landowner.
- j) Fishing Warden Job Description (see point 7.4)

## **10. CORRESPONDENCE**

- a) Email and guarantee for Wet Pour (Rubber Crumb) received on 24/11/2025, ref: Massingham Together.  
Cllr Harries confirmed receipt of 5-year guarantee.
- b) Update email received on 24/11/2025 from N. Allen regarding amplification / boundary microphone quote for VH.  
A second supplier to recommend alternative mic system on hearing loop could resolve issues. Quote to be confirmed.
- c) Email received on 01/12/2025 with 'Schedule of works Grass cutting contract' March 2026 – October 2026 (ref: 1 or 3-year contract) from HHA Grounds Maintenance and any additional works to quote? All in agreement.
- d) Email received on 29/12/2025 from Wix regarding automatic renewal of domain greatmassingham-pc.info and forthcoming DD £15.24 payment for a further year on 27/02/2025. Polite Notice: no login details, Clerk to check if the PC changed Banking Details since last auto renewal. Wix account updated.
- e) Email received on 16/12/2025 from The Gayton, Grimston & Great Massingham District Team Benefice regarding the Licensing & Installation of The Reverend Joshua Whitnall as Rector 11/01/2026, 3pm at St Botolph Church. Congratulations to the Rev. Joshua Whitnall as Rector in his new post.
- f) Email received from NCC on regarding WTRO6331 owing to new footway scheme the use by vehicles (of any class) of the C66 Castle Acre Road from its junction with C72 Weasenham Road for 450 metres south-westwards (the "Road") in the Parish of Great Massingham will be temporarily prohibited/restricted. Expected dates: 5-9<sup>th</sup> January 2026 (alternative routes Castle Acre Road, Litcham Road, Rougham Road & Weasenham Road).

(See point 8)

- g)** Email received on 09/01/2026 from Resident citing concern regards parking damage to the village greens.  
All Cllrs aware. Thanks go to the Resident for submitting. Clerk to respond with VG Subcommittee update.
- h)** Email received on 09/12/2026 from NDP Steering Group querying potential BCKLWN charge for holding a referendum on the village NDP – Cllr Beales confirmed no charge in this instance.

## 11. ACCOUNTS

| ITEM:   | Cost to PC Budget:  | Grant funded: |
|---|---|---------------|
| Clerk Salary Sarah Harvey full (January) payment (OSP)  | <b>Total Due: £594.60</b>   |               |
| Locum Clerk weekly January Salary from (w/c 05/01/2026) @ £25 p/h<br>*Week 1 (1/2 week) 4 hours<br>*Week 2 (w/c 12/01/2026) 8 hours (full week)   | Week 1 - £100.00<br>Week 2 - £200.00<br><b>Total Due: £300.00</b>   |               |
| Reimbursement to Clerk Sarah Harvey Wix Domain Renewal Inv: 1217334313 15/01/2026 greatmassingham.info  | Total: £12.70<br>VAT: £2.54<br><b>Total Due: £15.24</b>   |               |
| Reimbursement to Clerk Sarah Harvey Wix Premium Plan (Light) annual hosting. Inv: 1219408257. 15/01/2026  | Total: £108.00<br>VAT: £21.60<br><b>Total Due: £129.60</b>  |               |
| Re-Imbursement to Jessica Cunningham for NDP consultation costs. 1)Invoice 47233001 Advantage annual plan 09/01/2026. Survey Monkey response analysis.<br>2)Printing of A3 Colour Maps NCC (VAT: Nil) | 1)£140.00<br>VAT: £28.00<br><b>Total Due: £168.00</b><br>2) <b>Total Due: £28.00</b><br><b>Grand Total: £188.00</b> |               |
| Cozens Inv-10134 ref: R25-01. 12/01/2026<br><br>(Standard maintenance charge for December 2025)   | Total: £45.00<br>VAT: £9.00<br><b>Total Due: £54.00</b>   |               |

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| ICO data protection fee. Inv<br>004bb1351200   | Total: £41.60<br>VAT: £10.40<br><b>Total Due: £52.00</b>     |  |
| TD Build – installation of the Millennium<br>Bench inc. disposal of old bench Inv:<br>INV0135 14/01/2026               | Total: £575.00<br>VAT: £115.00<br><b>Total Due: £690.00</b>  |  |
| SSE Inv: IV03927848 Payment due by<br>21/01/2026   | Total: £790.83<br>VAT: £161.09?<br><b>Total Due: £966.53</b> |  |
| Unity Trust banking charges (DD)   | <b>Total Due: £6.00</b>                                      |  |
| <b>Authorised for online payment by-<br/>Date:</b><br>Signatory 1: Cllr Kevin Hobart<br><br>Signatory 2: Cllr Sue Nash |  |  |

**NOTE: Any payments to consider under 1) Late Payment Act 1998 or 2) Section 137 emergency spending (£11.20 per elector).**

All in agreement (of payments). Unanimous vote.

## 12. VILLAGE MAINTENANCE

\*Cllr James proposed that the Well would need checking and wood preservative applied in Spring, alongside a check of the placing. To defer to March 2026.

- The meeting was closed at 9:24pm

Next PC meeting: Monday 16<sup>th</sup> February 2026 at 19:30pm in the GM Village Hall.

Signed.....  
