



MINUTES OF THE PARISH COUNCIL MEETING OF GREAT MASSINGHAM PARISH COUNCIL HELD ON MONDAY 20TH OF APRIL 2026 FROM 7.30PM AT THE VILLAGE HALL

PRESENT: Cllrs Kevin Hobart (KH) Chair, Alexis Brun (AB), Peter James (PB), Sue Nash (SN), Pete Harries (PH), and Maria West (MW).
Clerk, Borough Councillor Alistair Beales, and 5 members of the public with (1 part time)

Welcome from the Chair and to the new clerk, Caroline Boyden

1. APOLOGIES – Cllrs Arbenz, Frazer and Locke.

2. MINUTES of the PC meeting 16th March 2026 proposed by Cllr Brun, seconded by Cllr James and the Extraordinary Meeting minutes of 24th March 2026 was proposed by Cllr James, seconded by Cllr Hobart with all in favour.

3. PUBLIC QUESTIONS (3 minutes max per speaker) 15 minutes allowed in total

a. Vintage tractors and vehicles on the green recently going over the raised bank and footpath. No permission had been given to use the green with the vehicles thought to be using the DD car park. Cllr Brun advised that events with permission are told to enter by the North End and the recent installation of signs and posts were to deter such parking. Cllr Hobart will look at old correspondence relating to any such requests for use.

ACTION:KH

b. The Parish Council has spent £2k on signage for the Village Hall car park but not used. Advised that matting on the entrance would be preferable. Stopping parking on the green altogether would cause parking on the roads causing more problems. A vehicle parked on the green by a resident had received a notice from the Dabbling Duck. These notices had been approved by the Parish Council. Can the Dabbling Duck car park be used for non-patrons? Photos of parking passed to Cllr Brun.

4. DECLARATIONS OF INTEREST - None

5. HEALTH & SAFETY Reports on any new H&S issues - None

6. PLANNING - None.

7. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS:

a. Swims behind 49-53 Station Road – debris cleared.

b. Fishing warden job description, Rules & Regulations and Permit Costs discussed and it was agreed to increase the day tickets to non-villagers from £20 to £21. Proposed Cllr Hobart, seconded Cllr West. Price to resident day tickets to remain at £6.50

Clerk to send out the proposed Job Description and rules to all councillors. It was agreed that a limit of 1 rod would remain. + Application received on 30/03/2026 on behalf of three gentlemen (all previous permit holders) wishing to purchase fishing permits for Scotsman's Pit 26/27

ACITON: Clerk

c. Village Noticeboard – replacement board due for delivery by early and Cllr James will take said delivery. Cllr Hobart has agreed to meet the new contractor to discuss installation.

d. Signing of Tripartite Deed of Dedication between GM VH, GM PC and The Big Lottery Fund by two presiding Cllrs and Clerk now completed.

e. Tree Survey from Robert Miller, Houghton Hall did not include the overhanging Horse Chestnut tree and clerk to contact on this matter.

ACTION: Clerk

f. FCC funding, questions from Penny Horne, FCC Grant Manager – Cllr Harries advised that we had to go back out to tender for phase 2. The full tender via the government portal was placed last week and closed on the 17th at 16.00.

Cllr Harries and the clerk opened the 4 tenders this morning and they were given a full evaluation earlier this evening. The Flights of Fantasy tender received the highest marks and will be advised accordingly. This was proposed by Cllr Harries, seconded by Cllr James with all in favour and Cllr Nash abstained. Clerk to advise the other companies and close the tender portal.

ACTION: Clerk

Both Cllrs West and Nash had received complaints regarding the phase 1 works and Cllr Harries advised that final landscaping was still awaiting completion.

g. NCC Parish Partnership Scheme regarding local highway improvements - Signs 50% funding bid successful for £780.00 of £1560.00 total cost. This is now fully approved.

h. The exploratory submission of Land Behind Surgery to BCKLWN's 'Call for Sites' submission had been agreed at the March meeting and Cllr Beales confirmed the points raised regarding highways, pre-application, assessments and valuations. Cllr Harries proposed that the sub group consult both planning and highways and arrange for a third valuation. Cllr Beales will assist on this.

ACTION:PH/AB

i. HTB account now closed and funds in the current account.

j. Cllr Harries is now a signatory for GMPC Unity Trust account and the clerk is awaiting approval to add payments.

k. Clerk has signed as Senior Contact for NLF project: 'Great Massingham Parish Council - Massingham Together

l. First registration of Village Green Land at Weasenham Road, Great Massingham - Cllr Brun advised no update and would send ID request to Cllr Nash as required for the land registration.

8. REPORTS

Clerks Report – A large number of emails in the inbox checked and moved to new folders. Handover of files and folders have been arranged in order and have completed the March financial reports and year end. Commenced work on the Internal Audit and AGAR. Scribe accounting will be set up by the end of this month with all bank signatories to have viewing access. The website is in the process of being moved to NALC and the current site will not be closed until everyone is happy. Although very time consuming and involving overtime payments, seeing the light! Monthly direct debit set up for the dog bin emptying and Cozens.

Highways – Cllr Brun advised that the drainage works by Highways would start in August 26 when the schools are closed. Cllr James mentioned the B1145 road closure.

Village Hall – Cllr James advised that the noticeboard had been installed. The Village Hall was barely surviving with lack of bookings and events not well attended. The costs to run the hall are increasing and they are looking at funding for solar panels but the roof needs a feasibility study.

Great Massingham School – report as on the website.

Biodiversity – Surveys have been completed – more at the May meeting. Cllr Locke to complete, share and schedule the next audit. ACTION: OL

The Mallard – The sub group are due to meet May/June and a Chair is required. A separate bank account to be set up by the clerk for Mallard business only. The website will be incorporated into the new Parish Council site to save money and a new editor is now in place.

Ponds (FOSP GM) Cllr James advised that rubbish has been cleared and strimmed old debris. Water levels have dropped.

Village Greens – Cllr Brun advised that the new signage had been ignored in some cases and it was agreed to review the situation after the May bank holidays.

The grit bin on Walcops has been cleaned up and now needs refilling. Clerk to contact the clean up team. ACTION: Clerk

Cllr James mentioned that a number of rubbish bins were overflowing but Cllr Nash advised that they had been emptied. Cllr James also reported that travellers were in Royden.

NDP – Cllr Hobart gave apologies from Jess and the health check was going well with advice from Collective Community. Next meeting in May.

GMPC HR Group – Interviews had taken place for the clerk vacancy and terms had been agreed with Caroline. Contract signed with all in favour.

Allotments – AGM minutes on the website.

9. BOROUGH AND COUNTY COUNCILLOR REPORTS

Cllr Beales welcomed the clerk. He will look into the costs of a pre-application and advised that there is a multi-agency group set up to deal with travellers – details to be sent to the clerk.

Elections to the new unitary councils will be held in May 2027 and will be for a 5 year term, the first year being as "shadow" councillors whilst the new unitaries are set up. The new unitaries will go live in April 2028 (when the County and all districts will be abolished) and the unitary councillors will then serve for the remaining four years as "full" councillors.

Elections thereafter including PC elections are on the normal 4 year cycle

There will be no changes to Parish Councils.

10. MATTERS REQUESTED BY COUNCILLORS

Confirmation of Subgroup Cllrs – Cllr Hobart went through the current listing and this will be confirmed at the May meeting.

New nominated guardian needed for Defib at The Dabbling Duck – Clerk has a contact who acts as a guardian and will get an update following his visit to the unit on Saturday.

Standing Orders & Financial Regulations updates as per email from the Clerk were approved and to be implemented. Cllr Hobart proposed no meeting in August but one in December and this was seconded by Cllr Harries with all in favour. December date to be booked.

11. CORRESPONDENCE

Cllr Nash advised that a resident had contacted her regarding a bench on the green requesting costs and where it was purchased from. Cllr Nash to provide details to the clerk to see if information can be found. ACTION: Cllr Nash

Email from the 'Massingham Historical Society' regarding the potential purchase of a bench and plaque in memory of Denys Winner. The plaque wording was approved and an offer of a donation made if required.

Emails received from Cllr Dark & NCC Highways Engineer, referencing Biodiversity concern raised at 16/03/2026 due to rainwater ingress into pond for proposed drainage system PMC104, Lynn Lane. – Cllr Brun advised all in place.

Rospa Play Safety Inspection Report received on 25/03/2026 for Phase 1 Massingham Together Playground- Cllr Harries advised that 2 items of the old equipment required maintenance.

Proposal to increase GM Community Car Scheme funding from £500 to £700 was proposed by Cllr James, seconded Cllr Harries and all in approval.

Request from the Vintage Tractors to use the green for a break in the Manor Farm Road Run on Sunday, 21st of June 2026 from mid-day and request for a charity Landrover event on the 17th of May in aid of the Macmillan Cancer Charity to use the green for a maximum of 50 vehicles at the end of their days events. To use the Dabbling Duck for food/drink.

Request from the Historical Society to hole a stall on the green on the 23rd of May from 10am -12 noon.

12. FINANCE

- a. Approve the bank statements, reconciliation and payments/receipts for March 26 – proposed Cllr James, seconded Cllr Hobart and all in favour.
- b. Approve the payments, to date, for April 26 – proposed Cllr Harries, seconded Cllr West and all in favour.
- c. Approve J. Raby as Internal Auditor for 25/26 AGAR approved by all
- d. 25/26 financial year review – proposed Cllr West, seconded Cllr James and all in favour.
- e. VAT – no claim for 3 years and approximately £22k outstanding.

The Annual Parish and Annual Parish Council meetings: Monday 20th May 2026 at 19:00pm in the GM Village Hall.

Meeting closed at 21.28

NAME	REASON	£	vat
Cozens	light maintenance	54.00	9.00
Parish Online	mapping service subscription	90.00	15.00
SSE	January invoice	790.83	161.09
SSE	February invoice	766.76	156.17
SSE	April invoice	733.94	122.32
Unity Trust Bank	Monthly service charge	7.00	
Locum Clerk	week 11 w/c 23.3.26	200.00	
Locum Clerk	week 12 w/c 30.2.26	200.00	
Locum Clerk	week 13 w/c 6.4.26	200.00	
C Boyden	Clerk Salary 2.4.26 – 30.4.26	573.01	
HMRC	Subject to pay slip	143.20	
J Lodge	Mallard Delivery	60.00	
Norfolk Parish Training & Support	Annual subscription	464.26	77.35
K Hobart	March Expenses	13.49	
Scribe Accounting	Monthly payment	42.00	7.00
HHA Grounds Maintenance	March 2026 invoice	946.52	157.75
Whipps	Removal pond cuttings	50.00	
Lighthouse Design	NDP website/domain	170.95	
Wellers Lawgroup	Deed of Dedication	2356.80	392.80
Jackson Fencing	Village green	274.56	45.76
Your Parking Signs	Village green	126.71	21.12
Both above paid by L. Brun			
Cap.Co	Adventure Play phase 1	42000.00	7000.00
GM Community Cars	Annual donation	700.00	