






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 March 16th, 2026, at 19:30.

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

Apologies: Cllr Robin Arbenz, Cllr Pete Harries & Cllr Maria West (received at/after the meeting).

- 2. Minutes** (of the 16th February 2026 meeting) Proposer (of the minutes) Cllr James, Seconded by Cllr Frazer with no corrections.

3. Public Questions

A Resident came forward with a representation regarding Agenda point 12.a. Full written comments, upon request to Locum Clerk.

4. Declarations of Interest

-KH (Chair) declared an interest in Owen Cole Close cutting proposal & would not take part in any discussion or voting.

5. Health & Safety

Reminder: Cllr Locke confirmed the Defib operating well, with no action required.

6. Planning

None

7. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

- Swims behind 49-53 Station Road
Cllr James & Volunteers have picked up debris and cleared area, Cllr Frazer updated Council that branches etc are now placed under Willow Tree ahead of cutting season.
- Village Green land at Weasenham Road / Land Registry. Cllr Brun updated that Hayes & Storr have quoted £850 + VAT to register land. To include disbursements this cost is circa £8,950 - £1,000 + VAT. Cllrs Nash & Brun have confirmed that they will complete necessary ID checks to commence. The Holkham 1976 deed of dedication could not be resourced from NRO, as a result, Cllr Brun proposed (the registration works), seconded by Cllr Frazer with no abstentions or objections.
- Fishing warden job description & Cllr Fishing Warden Liaison vacancy.

Thanks to Cllr Arbenz for his work, Cllr Locke to send updated JD with the following suggested areas highlighted for further scrutiny: two rods, max. size 8 hooks, unhooking mats preferred. Day ticket costings: £6.00 preferred to £7.50. Query on high price of £150.00 season ticket, suggested £25.00.

- The funds noted as ringfenced to go towards maintenance of pit. This would only be approx. £200 per year
- Further amends to defer to April meeting.

4. Village Noticeboard repair for damage and quote, (under Crime Reference Number 36/434/26). Replacement pinboard needed. 1. TD Build quote £1,092.00. 2. Greenbarnes (original contractor) replacement quote ref: 32610 = £785.16 for replacement, exc. Installation & 3. Installation of noticeboard SQ-S412 from MG £1,077.07 inc. VAT.

Locum Clerk to submit all documentation to Zurich, to await response prior to ordering replacement and awarding install contract.

5. Signing of Tripartite Deed of Dedication between GM VH, GM PC and The Big Lottery Fund by two presiding Cllrs and Clerk. Note: Approx costs from Wellers & Hedley £1950 + VAT.

Cllr Locke to organise signing of document by the Village Hall Trustees and to scan/send PDF to Clerk and arrange for hard copy to go back to Cllr Harries.

6. Proposal for GMPC to maintain Children's play area/grass cutting at Owen Cole Close.

-Chair absented the meeting at 8:10pm

Due to the private nature of the play area (for children of Owen Cole Close only) and prior agreements in property deeds upon purchase of houses at Owen Cole Close, it was resolved GMPC would not move forward with this proposal.

Proposer (that the PC does not take on maintenance Owen Cole Close Children's Play Area) Cllr Brun, seconded by Cllr James, four votes and one abstention.

-Chair was invited to & returned to meeting following Council decision.

7. Tree Survey from Robert Miller, Houghton Hall.

Cllrs noted the Ash Trees, needing further investigation over Summer due to potential Ash die back. To follow up on Horse Chestnut, which remained a question. KH suggested a Cllr be present at next survey in June.

8. SSE energy account in dispute and under investigation ref: debit balance £4342.63. Request to submit up-to-date streetlight inventory to UK Powernetworks/SSE. Request for Locum Clerk to register GMPC for portal access.

- Locum Clerk updated GMPC cross referencing cost research against 2025 GMPC streetlight inventory suggested that GMPC's billings are currently too high. AH (Locum Clerk) to investigate further with an FOI request (upon Resident suggestion) on inventory used and account query to check ASAP that SSE have not doubled accounts internally leading to high bills and current stated debt, which will need cancelling if billing/account mistakes are found. KH (Chair) proposed a debt management plan. Cllr Frazer proposed AH (Locum Clerk) request a representative from SSE join the next meeting.

AH (Locum Clerk) to write/call SSE put in place a debt management plan if needed, request SSE representative visit and contact Energy Ombudsmen if issue unresolved following investigation.

9. New signatory for GMPC Unity Trust account & transfer from HTB.

KH (Chair) proposed to request the closure of the Council's account held with HTB upon its maturity on 28 March with the full balance of the account, including all accrued interest (currently estimated at approximately £2,185), to be transferred to the Council's Unity Trust Bank Instant Access account:

Account Name: Great Massingham Parish Council

Bank: Unity Trust Bank

Sort Code: 60-83-01

Note: Previous account admin. SH (previous Clerk) to remain admin to the 28th March 2026.

10. REPORTS

- Highways

Following a meeting with NCC Highways Martin Rose-Wells at 2pm on 05/03/2026, PMC 104 Drainage Scheme was discussed with KH (Chair). Cllr Frazer proposed that AH (Locum Clerk) contact Highways Engineer to request any Biodiversity studies due to rainwater ingress into Pond from proposed pipe drainage from Lynn Lane run off. Engineers to commence work first week of School Holidays 2026.

Further B&W posts & any potential fencing (1/2 m from road) were proposed for exploration with Highways at Abbey Road, provided availability of funds.

- Village Hall

VH are looking at further ways to improve bookings/cashflow due to increased running costs. Cllr James to install noticeboards advertising VH events. Cllr Frazer gave feedback that following a recent training session (Headteachers across the County), the VH came highly recommended as a training space.

- Great Massingham School

Cllr Frazer, reported that following contact with the Head a summary/update report would be provided to the PC each meeting, starting April 2026.

- Biodiversity

Cllr Locke confirmed sightings of Great Crested Newt in Pits at Weasenham Road and Parsley Pond/Entrance to Airfield.

Reminder: Cllr Locke will circulate draft Audit document regarding evaluations of land responsibility for any forthcoming Biodiversity work to defer to *April* meeting.

- The Mallard

-KH (Chair) confirmed that The Mallard welcomes Georgie Harries as new Editor with current Editor, to cover initial process/handover.

-Story competition winner to be notified to collect £25.00 Amazon Voucher prize.

- Ponds

- Cllr James confirmed that water level permitting, four x coir matting rolls would be installed at strategic positions to strengthen the river bedding over the coming months.

- **Village Greens**

Cllr Brun has ordered signs in slightly larger sizing than originally planned, due to visibility concerns.

Reminder: Cllr Brun confirmed a 'phased approach' of 4-6 signs on discreet A4 dark green 'Heritage Noticeboards' with wording *'To Protect the Village Greens, no parking in this area. Thank you. GMPC'* in identified areas that regularly suffer the greatest damage due to parking

LOCATIONS (What 3 Words)

Area 1: <https://w3w.co/placed.confused.showrooms>

Area 2: <https://w3w.co/cuts.armrests.saying>

Area 3: <https://w3w.co/inkjet.warrior.sideboard>

Area 4: <https://w3w.co/loom.rests.referral>

- **Play Area**

Next meeting confirmed for w/c 23/03/2026 to discuss over five play area with CAPCO

- **Allotment Association**

AGM confirmed at VH 18 /03/2026

- **NDP**

- JC (Chair of NDP) reported a meeting of forty residents attended the latest Community Conversation on Renewable Energy and to note specific sites discussed. The online survey is currently open to end of month and on the website.

- Health Check draft now with a consultant to analyse findings and raise any foundation of evidence queries. Once the report/plan with maps/photos is completed, it will be submitted to GMPC for the next stage of the formal process.

- **GMPC HR Group**

The Locum Clerk absented the meeting at 9:15pm and was invited to & returned following closure of the discussion.

Note: Interviews to be held at Barrack House 24th March 7pm onwards.

(Phase 2) Surgery Land

Note: Locum Clerk has circulated updated ToR.

Cllr Brun, Cllr James & Cllr Harries met to discuss Cllr Harries proposal that the land (current approx. value of three hundred thousand pounds) be submitted to Freebridge for development and in return, two houses (ongoing rent) and a Pre School would be provided. Concern was flagged by Cllr James, that GMPC would not have capacity to become an authority with Landlord status and that the site might be considered a rural exception site.

Cllr Beales (ex-Aficio Phase 2 Subgroup member) confirmed that any land submitted to a Developer would need to be deliverable, but that the choices of any development would rest with the PC. No obligation BCKLWN planning sifting would want to see Flood Risk, any Highways key access issues and confirm the site was in single Ownership.

Cllr Brun proposed (the site be submitted to BCKLWN 'Call for Sites') for an initial, no obligation/no cost evaluation to understand if there was sufficient scope for any potential development, seconded by Cllr Frazer, vote four in favour/two against.

Locum Clerk to submit prior to 31/03/2026 deadline.

- **9. BCKLWN**

- Cllr Beales referred to 'Phase 2' regarding the following points:
- If the land were to be sold as it stands, plus planning permission if GMPC put forward to 'Call for Sites' and it were adopted, GMPC can still close off the land for affordable housing and with the local letting policy, GMPC would be in control. For levels of need, BCKLWN has a list of families that are in high need, that may not be local to Massingham, GMPC could alter the priority to reflect local need. There are currently twelve thousand families on waiting list and in need.

- **NCC**

- Cllr Dark confirmed the postponement of Mayoral Elections, which are now on hold.
- Cllr Dark confirmed the following regarding LGR – Expecting a decision (approx. 25th March) from central government as to one, two or three unitary authorities for Norfolk & Suffolk. The decision will be available between March & May. Cllr Dark further confirmed a two-year term is expected with one year as standard year and the final year as shadowed 'handover'. April 2028 – vesting day.
- Boundaries in Norfolk & Suffolk are currently in process of being redrawn with Great Massingham set to be attached to Castle Acre ward.
- Cllr Dark has to March 31st 2026 to call for any Community Grant applications (of five hundred to two thousand pounds) within the Parish and requested Community Groups come forward, lest the funds be reallocated back centrally following the completion of his term. Cllr Dark will not be standing for election for a further term; thanks go to Cllr Dark for his support.

11. MATTERS REQUESTED BY COUNCILLORS

- a) All Cllr Training with Dr Jimmy Miller (In week: Tues/Thurs £345 or two eves at £526 or full Saturday session £455).
Locum Clerk recommended the services of Dr Jimmy Miller for all council training for any newer Cllrs and those wishing to refresh on the roles & responsibilities of Cllrs/Trustees of the Public.
- b) The exploratory submission of Land Behind Surgery proposal (ref: Pre School/Community Housing) to BCKLWN's 'Call for Sites' prior to end of March deadline. Engaging Planning & Highways for consultation/advice. Draft ToR for subgroup. See point 10, phase 2.
- c) Documents needed for upcoming AGAR.
Locum Clerk to refer to Flash drive, provided by SH (prior Clerk).
- d) Future switching of GMPC website to Norfolk ALC for domain/hosting/maintenance.
KH (Chair) proposed that both sites be migrated to NALC's centrally managed services at the start of April to avoid any compliance issues moving forwards.
- e) HTB account no. 1107066 proposal to close before end of March 2026 (maturity date 28/03/2026) if no action taken, account would renew for a further year,

maturity pack should be received to original account signatory tbc. All Cllrs aware. See point 7.9.

- f) To propose that GMPC uses Scribe <https://www.scribeaccounts.com/> an online accounting software that holds everything in one place, vat returns, bank reconciliations, full AGAR, asset register, reporting etc. £300.00 per year. Short training course recommended via Scribe Academy – ref: Cllr Harries email in Correspondence. Cllr Frazer proposed (the switch to Scribe), seconded by Cllr Locke. All in favour. Clerk to obtain quote for GMPC starting April / May 2026
- g) Locum Clerk to sign as Senior Contact for NLF project: ‘Great Massingham Parish Council - Massingham Together: A New Community Play Space - Project ID 20322832’. To defer signing to after interview decision 24/03/2026.
- h) Return email received from SSE Complaints Team regarding CAS1489818 & eight outstanding, unpaid invoices with 4 days to respond (13/03/2026), or the case is closed. All Cllrs aware, see point 7.8.
- i) NALC & Norfolk Parish Training.
Cllr Frazer proposer (to cease Norfolk Parish Training & move to NALC membership), seconded by Cllr Locke. All in favour. April 2026
- j) Massingham Together Play Area (Phase 2) Renewal Funding of 100K confirmation from FCF Communities Foundation dated 12/03/2026 & meeting to progress approvals w/c 27th March 2026. To defer to extraordinary meeting 24/03/2026, 6:15pm Barrack House.
- k) First registration of Village Green Land at Weasenham Road, Great Massingham & quote ref: LAS: 189275-0001 from Hayes + Storr Solicitors of £850.00 + VAT for the works. See point 10, Reports.

12. CORRESPONDENCE

- a) Email received from Resident on 19/02/2026 stating concern that an unidentified person was spotted burning waste in Brown Bin on field between Dabbling Duck & Lynn Lane. All Cllrs aware. See point 3.
- b) Email & letter received on 23/02/2026 from Harpley CofE Primary School regarding Great Massingham / Harpley VC Consultation, proposal to switch from VC ‘Voluntary Controlled’ to VA ‘Voluntary Aided’ status from Sept 2026.
- c) Email received on 23/02/2026 from Norfolk Parish Training & Support requesting confirmation of next year’s precept request. Locum Clerk confirmed.
- d) Email received on 23/02/2026 from HHA confirming a reduced £30.00 per cut for Owen Cole Close children’s play area. See point 7.6.
- e) Return Email received from Martin RW of West Highways office, regarding site visit of the Village Greens on Friday 6th March at 3pm. See point 10.
- f) Email from NCC received on 26/02/2026 regarding WTRO6626 of U22010 Church Lane from junction with U22011 Mad Dog Lane to junction with C72 Lynn Lane in Little Massingham to facilitate sewer works, the Road will be temporarily closed (except for pedestrian access) for the duration of the works/period, the closure is anticipated from 9th to 30th March 2026.

- g) Email received from BCKLWN on 24/02/2026 regarding proposed changes to the planning system & consultation ending 10th March 2026. All Cllrs aware.
- h) Email received from NCC regarding Abbey Road issue ref: 4097-7367-4729-8959. Status: resolved.
- i) Email received on 27/02/2026 from Resident confirming that hedge trimming on Heath Farm entrance is now complete, allowing for streetlight visibility.
- j) Email received on 27/02/2026 from BPO collection agency regarding SSE debt (which is under dispute). See point 7.9.
- k) Email received on 03/03/2026 from IT @ Norfolk ALC regarding fully maintained .gov website information/costs – (point 11.d)
- l) Email received on 03/03/2026 from Estates Manager of Houghton/Cholmondeley Estate ref: Footpath, Cobwebs. No action required. All Cllrs aware.
- m) Cllr Harries Scribe Proposal received on 04/03/2026 – (see point 11.f)
- n) Email received (to historic Clerk Gmail) on 21/11/2025 regarding parking on the Village Greens for twenty-five cars on April 12th 2026 between 10-11.15am ref: the Rolls Royce & Bentley Enthusiasts Club, East Anglia – AH (Locum Clerk) to confirm & request, public liability insurance status and if litter bins provided/ donation to ringfenced GMPC funds for Village Maintenance.
- o) Email received from Houghton Festival (to historic Clerk gmail) on 02/03/2026 re: Festival return date of 6-9th August, with Resident Zoom meeting link on 10/03/2026 at 6pm / proposed Resident door drop.
- p) Email confirmation from ICO (to historic Clerk gmail) received on 03/02/2026, confirming payment and further year's subscription ref: ICO:00013036952. Note: Contact details will need to be changed upon appt. of Parish Clerk.
- q) Email & letter received (to historic Clerk gmail) on 05/03/2026 from NCC Parish Partnership Scheme regarding local highway improvements 2026/27 (Ref: PPS 2026/27). Signs 50% funding bid successful for £780.00 of £1560.00 total cost. Member contribution due: £780.00. Lynn Lane signage Scheme, AH (Locum Clerk) to sign & accept on behalf of GMPC.
- r) Email received (to historic Clerk Gmail) on 13/02/2026 from 'Classics on the Green' with 2026 dates and a confirmation of a donation of £700.00 from Classics to PC bank account for the new playground (note: to move to ringfenced funds). Cllr Harries confirmed ringfenced funding via email. KH (Chair) to confirm with Classics on the Green.
- s) Letter received on 13/03/2026 (to be read out) from Cllr Harries regarding FCC funding, questions from Penny Horne, FCC Grant Manager (deadline 8 weeks) delegated powers / approval request (only) for FCC funding acceptance. Other matters: CAP.co (final invoice tbc) & HTB interest account. To defer to extraordinary meeting 24/03/2026, 6:15pm, Barrack House.

13. ACCOUNTS

| ITEM: | Cost to PC Budget: | Grant funded: |
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| <p>Clerk Salary Sarah Harvey Salary, Travel & Expense claim</p> <p>1.Clerk/RFO 16/02/2026-09/03/2026 (8 hours p/w @£16.35)</p> <p>2.Mallard/Village Website (15 hours pcm @£16.35)</p> <p>Income Tax (employee to settle):</p> <p>National Insurance:</p> <p>3.Allowance (use of home office @£2.00 per week)</p> <p>4. Amazon UK (A4 plastic Wallets x 2)</p> <p>5. Amazon UK (USB Flashdrive x1)</p> | <p>1.£392.40</p> <p>2.£245.25</p> <p>£-£13.80</p> <p>£0.00</p> <p>3.£6.00</p> <p>Total Due: £637.65</p> <p>4.£6.00</p> <p>5.£7.99</p> <p>Total Expenses: £25.29</p> <p>Grand Total: £662.94</p> | |
| <p>Reimbursement to Sarah Harvey for Great Massingham Village Website yearly (27 Feb 2026- 27 Feb 2027). Wix Premium Plan Light</p> <p>Inv: 12235375663 Dated 08/02/2026</p> | <p>Total: £108.00</p> <p>VAT: £21.60</p> <p>Total Due: £129.60</p> | |
| <p>Reimbursement to Sarah Harvey for greatmassingham-pc-info domain (yearly)</p> <p>Feb 27, 2026 – Feb 27, 2027</p> | <p>Total: £12.70</p> <p>VAT: £2.54</p> <p>Total Due: £15.24</p> | |
| <p>Locum Clerk weekly w/c 23rd Feb and w/c16th March Salary from (w/c 26/01/2026) @ £25 p/h</p> <p>*Week 7 (w/c 23rd Feb) 8 hours</p> <p>*Week 8 (w/c 2nd March) 8 hours</p> <p>*Week 9 (w/c 9th March) 8 hours</p> <p>*Week 10 (w/c 16th March) 8 hours</p> | <p>Week 7: £200.00</p> <p>Week 8: £200.00</p> <p>Week 9: £200.00</p> <p>Week 10: £200.00</p> <p>Total Due: £800.00</p> | |
| <p>1.Cozens Inv-10404 ref: R26-03 11/02/2026</p> <p>(Standard maintenance charge for February 2026)</p> | <p>Total: £45.00</p> <p>VAT: £9.00</p> <p>Total Due: £54.00</p> <p>Total: £45.00</p> | |

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| 2. Cozens Inv 10230 ref: R26-03 (Resubmitted for January charge) | VAT: £9.00 Total Due: £54.00 Grand Total: £108.00 | |
| Norfolk Parish Training & Support Inv: 30631 dated 04/03/2026 Subscription for 01/04/2026 – 31/03/2027 (due 30/04/2026) | Total: 386.88 VAT: £77.38 Total Due: £464.26 To cancel. | |
| Parish Online – Mapping Software (per year) Feb 18, 2026 – Feb 18 2027 Inv: 33UE034-0007 dated 18/02/2026, Due date: 10/03/2026 | Total: £75.00 VAT: £15.00 Total Due: £90.00 To continue. Due to NDP group use. | |
| 1.Re-imburement to Michael Jackson for NDP items. Inv 9247560 Dated: 04/02/2026 1 x Vinyl Banners from Printed Today.co.uk 2.1 x bag of blue circle postcrete from B&Q | 1.Total: £37.14 Shipping: £7.99 Total Due: £45.13 2.Total: £7.50 Charitable donation: £0.25 Total Due: £7.75 | |
| Re-imburement to Jessica Cunningham for NDP A2 Poster printing (Renewable Energy Community Conversation). Prontaprint 02/03/2026 14 x A2 CO1 | Total: £75.00 VAT: £15.00 Total Due: £90.00 | |
| Minuteman Press: The Mallard Magazine. Inv: 46962 (job 67955) Date: 20/02/2026 550 A5 Parish Magazines (March 2026) B&W, with colour outer cover. | Total: £162.00 VAT: NIL Total Due: £162.00 | |
| Re-imburement to Joules Lodge for February Mallard Delivery | £60.00 VAT: NIL Total Due: £60.00 | |

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| <p>Great Massingham VH Hire dates 02/03/2026</p> <p>NDP Meetings April 2024 – March 2026 = £400.00 plus 20% VAT</p> <p>Parish Council Meetings:</p> <p>14th April, 19th May, 16th June, 7th July, 31st July, 18th August, 15th September, 20th October, 17th November, 19th January, 16th February, 16th March = 13 x £40 plus 20% VAT.</p> <p>Additional working group meetings: 30th May, 30th June, 1st July, 14th August, 29th September, 17th November = 6 x £40.00 plus 20% VAT</p> | <p>Total Due: £1392.00</p> | |
| <p>C.C Planning Inv-0868 dated 11/03/2026 (due date: 30/04/2026)</p> <p>Description: Neighbourhood Plan Health Check – Review of draft</p> <p>Neighbourhood Plan material, supporting evidence and emerging policy framework, including preparation of written health check report and meeting with steering group.</p> | <p>Total: £550.00 VAT: £110.00 Total Due: £660.00</p> | |
| <p>Hayes + Storr Inv: 255693, Dated 25/02/2026 (<i>balance due upon receipt of bill</i>)</p> <p>Professional charges for research into Surveyor options.</p> | <p>£174.00 VAT: £34.80 Total Due: £208.80</p> | |
| <p>SSE Inv: IV03800022 (for 01/02/2026 to 28/02/2026) BACS</p> <p>Inv structure identifier 8701182454</p> <p>Balance brought forward from previous unpaid bills: £6044.36 (Account in dispute 06/02/2026)</p> | <p>Total: £625.88 CCL: £11.36 VAT: £764.69 Total Due: £764.69</p> | |
| <p>Unity Trust banking charges (DD)</p> | <p>Total Due: £7.00</p> | |

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| <p>Authorised for online payment by- Date: Signatory 1: Cllr Kevin Hobart Signatory 2: Cllr Sue Nash Signatory 3: Cllr Peter James</p> | | |
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Proposer (of the accounts to be paid) Cllr James, seconded by Cllr Frazer. All in favour.

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

1.Inv: BC110343656 11/11/2025 (resubmitted 28/01/2026)

BCKLWN Dog bin Empties for 2 x dog bins Nov 2025 – April 2025 (Qty 40) Total: £168.80
VAT: £33.76 **Total Due:** £202.56

2. Inv: 837631 dated 18/11/2025, Wellers legal services ref: ‘License to Occupy’ – 9
Rectory Row, Great Massingham, PE32 2EZ. Total: £545.00 VAT: £109.00 **Total Due:**
£654.00

14. VILLAGE MAINTENANCE

Abbey Road, NCC Ref: 4097-7367-4729-8949 (Status: Resolved)

- The meeting was closed at 10:00pm

Next PC meeting: Monday 20th April 2026 at 19:30pm in the GM Village Hall.

Signed.....