






Great Massingham Locum Parish Clerk: Ms Amy Hart
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Minutes of GM Parish Council Extraordinary meeting, business conducted at Barrack House, Great Massingham, on 24th March at 18:15.

- 1. Present:** Cllr Kevin Hobart (Chair), Cllr Robin Arbenz (Vice-Chair), Cllr Peter James, Cllr Pete Harries, Cllr Kim Frazer, Cllr Oliver Locke & Cllr Sue Nash.
- 2. Apologies:** Cllr Alexis Brun & Cllr Maria West.
- 3. Declarations of Interest:**
- 4. FCC funding & delegated powers:**

Cllr Harries updated the PC that: under-fives is due for completion on 25/03/2026, with ROSPA instructed and signed off. ROSPA certificate due. Budget via precept confirmed for two biannual ROSPA inspections.

The final CAPCO invoice of £42,000 pending PC approval.

KH (Chair) confirmed that GMPC would be able to cover the balance upon closure and transfer of GMPC HTB savings account as planned for 28/03/2026.

FCC funding of 140K had been awarded, pending PC approval/contract signatories.

The total award fund now at 310K for Playground.

Phase 2 (240K funding allocated) will involve the removal of some items of current equipment and the replacement of a square, accessible trampoline, Viking swing, swings/rope swing, covered classroom area, ziplines, tower and accessible roundabout. Allocated space for MUGA (by tennis court) would be worked around.

Note: a sign signposting parents/carers to emergency contacts/defib location/terms of use and Sponsors to be added alongside a map of the Village featuring Great/ Little Massingham, local shops/pub & car park.

Due to tight timescales & planned project competition July 2026 Cllr Harries requested the following approvals and delegated powers for the Playground Subgroup:

- 1) Approval to respond to Penny Horne (FCC) and/or National Lottery questions and any further dedicated questions including £10,750 third party contribution (TPC).
Note: FCC require two nominated Cllrs alongside a Clerk – to be Chairman (Cllr Hobart) and Cllr Harries
- 2) Approval of the TPC payment of 10,750 in the meeting
- 3) Approval of CAPCO invoice, to be paid once the 50k is transferred from HTB
- 4) Delegated powers to sign off on Capco commercial agreement - subject to no material change from the phase 1 agreement

- 5) Delegated powers to sign off the phase 2 designs.
- 6) Ability to make those decisions, with some uncontroversial decisions delegated to a Clerk, where necessary.

Cllr Harries noted that this information, agreements and these decisions would remain unrestricted and all information would be circulated, as usual and Cllr questions responded to.

- KH (Chair) wished to ensure financial decisions continue as a matter of full PC approval, as per GMPC adopted Financial Delegated Powers policy. GMPC could not be at risk of not having operational funds to pay FCC for upfront works.
- Cllr Harries to double check if FCC can pay directly and confirmed that GMPC currently has 25K of unclaimed VAT. Locum or appointed Clerk to commence return upon receipt of unclaimed invoices, GMPC VAT number, government gateway ID & login. Ringfenced, additional Clerk O/T hours maybe necessary to complete project.

KH (Chair) proposed (the requested delegated powers), seconded by Cllr Nash. All in agreement.

Locum Clerk to sign FCC agreement and update group ToR/ circulate.

Cllr Notes:

- Cllr Nash wished to ensure that the new PG / equipment would be registered to the GMPC insurance policy and wished to note any variation to cost.
- Cllr Harries confirmed that in addition to PC insurance, all play equipment was under the following warranties: Fifteen years for metal, ten years for wood.
- Cllr Harries to also check material for connecting pathway meanders (rubber crumb or stone).
- Cllr Frazer wished to ensure that phase 2 of the project did not continue under the title ‘Bigger Children’, term for unofficial use only. Cllr Frazer wished to understand if there would be a provision for further parent seating/picnic tables.
- Cllr Locke noted a concern regarding pigeon fouling on the equipment, which Cllr Harries confirmed that static areas (of concern) such as Classroom were to be covered and that moving items were usually unaffected. Coverings could be added in any further areas of concern in future.
- Village Hall to empty bin as part of agreement.

5. PUBLIC QUESTIONS

- Chair & Cllrs gave thanks to Cllr Harries & Subgroup for their hard work and funding successes.
- The meeting closed at 18:56pm

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

Signed

Date