






Great Massingham Locum Parish Clerk: Ms Amy Hart
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NOTICE IS HEREBY GIVEN OF THE GREAT MASSINGHAM PARISH COUNCIL MEETING TO BE HELD AT GREAT MASSINGHAM VILLAGE HALL ON MONDAY 16th MARCH 2026 AT 19:30, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

2. **MINUTES** of the PC meeting 16th February 2026.

3. **PUBLIC QUESTIONS** (3 minutes max per speaker)

4. DECLARATIONS OF INTEREST

KH (Chair) Owen Cole Close, grass cutting Children's play area.

5. **HEALTH & SAFETY** Reports on any new H&S issues. 'Defib'. Tree report – update.

6. PLANNING

None.

7. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

- 1) Swims behind 49-53 Station Road – to update & discuss
- 2) Village Green land at Weasenhams Road / Land Registry (Cllr Brun to update)
- 3) Fishing warden job description & Cllr Fishing Warden Liaison vacancy – Cllr Arbenz to update.
- 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 – to update.
- 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 update)
- 6) Proposal for GMPC to maintain Children's play area/grass cutting at Owen Cole Close.
- 7) Tree Survey from Robert Miller, Houghton Hall – update & discuss.

- 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 to update)
- 9) New signatory for GMPC Unity Trust account & transfer from HTB – (to update)

8. REPORTS

- Highways, Village Hall, Great Massingham School, Biodiversity, The Mallard, Ponds (FOSP GM), Village Greens, Play Area, Allotment Association, NDP, GMPC HR Group, (Phase 2) Surgery Land.

9. BCKLWN & NCC.

10. 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) – Clerk to update.
- 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 – update & discuss.
- c) Documents needed for upcoming AGAR – Locum Clerk to update.
- d) Future switching of GMPC website to Norfolk ALC for domain/hosting/maintenance – Locum Clerk to update.
- 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 – update & discuss.
- 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.
- 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' – update.
- 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 – update & discuss.
- i) NALC & Norfolk Parish Training – Locum Clerk to update.
- 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 – update & discuss.

- 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 – (Cllr Brun to update)

11. 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 – update & discuss.
- 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 – update.
- c) Email received on 23/02/2026 from Norfolk Parish Training & Support requesting confirmation of next year’s precept request – update.
- d) Email received on 23/02/2026 from HHA confirming a reduced £30.00 per cut for Owen Cole Close children’s play area – update & discuss.
- e) Return Email received from Martin RW of West Highways office, regarding site visit of the Village Greens on Friday 6th March at 3pm – update & discuss.
- 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 – update.
- g) Email received from BCKLWN on 24/02/2026 regarding proposed changes to the planning system & consultation ending 10th March 2026 - update
- 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 – update.
- j) Email received on 27/02/2026 from BPO collection agency regarding SSE debt (which is under dispute) – update & discuss.
- k) Email received on 03/03/2026 from IT @ Norfolk ALC regarding fully maintained .gov website information/costs – (point 10.d)
- l) Email received on 03/03/2026 from Estates Manager of Houghton/Cholmondeley Estate ref: Footpath, Cobwebs – update.
- m) Cllr Harries Scribe Proposal received on 04/03/2026 – (point 10.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 – update & discuss.
- 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 – update.

- 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 – update.
- 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 – update & discuss.
- 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) – update.
- 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 – update & discuss.

12. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary Sarah Harvey Salary, Travel & Expense claim		
1.Clerk/RFO 16/02/2026-09/03/2026 (8 hours p/w @£16.35)	1.£392.40	
2.Mallard/Village Website (15 hours pcm @£16.35)	2.£245.25	
Income Tax (employee to settle):	£-£13.80	
National Insurance:	£0.00	
3.Allowance (use of home office @£2.00 per week)	3.£6.00	
	Total Due: £637.65	
4. Amazon UK (A4 plastic Wallets x 2)	4.£6.00	
5. Amazon UK (USB Flashdrive x1)	5.£7.99	
	Total Expenses: £25.29	
	Grand Total: £662.94	
Reimbursement to Sarah Harvey for Great Massingham Village Website yearly (27 Feb 2026- 27 Feb 2027). Wix Premium Plan Light Inv: 12235375663 Dated 08/02/2026	Total: £108.00 VAT: £21.60 Total Due: £129.60	

Reimbursement to Sarah Harvey for greatmassingham-pc-info domain (yearly) Feb 27, 2026 – Feb 27, 2027	Total: £12.70 VAT: £2.54 Total Due: £15.24	
Locum Clerk weekly w/c 23rd Feb and w/c 16th March Salary from (w/c 26/01/2026) @ £25 p/h *Week 7 (w/c 23 rd Feb) 8 hours *Week 8 (w/c 2nd March) 8 hours *Week 9 (w/c 9 th March) 8 hours *Week 10 (w/c 16 th March) 8 hours	Week 7: £200.00 Week 8: £200.00 Week 9: £200.00 Week 10: £200.00 Total Due: £800.00	
1. Cozens Inv-10404 ref: R26-03 11/02/2026 <i>(Standard maintenance charge for February 2026)</i> 2. Cozens Inv 10230 ref: R26-03 <i>(Resubmitted for January charge)</i>	Total: £45.00 VAT: £9.00 Total Due: £54.00 Total: £45.00 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	
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?
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	

<p>Re-imburement to Jessica Cunningham for NDP A2 Poster printing (Renewable Energy Community Conversation).</p> <p>Prontaprint 02/03/2026 14 x A2 CO1</p>	<p>Total: £75.00</p> <p>VAT: £15.00</p> <p>Total Due: £90.00</p>	
<p>Minuteman Press: The Mallard Magazine. Inv: 46962 (job 67955)</p> <p>Date: 20/02/2026</p> <p>550 A5 Parish Magazines (March 2026) B&W, with colour outer cover.</p>	<p>Total: £162.00</p> <p>VAT: NIL</p> <p>Total Due: £162.00</p>	
<p>Re-imburement to Joules Lodge for February Mallard Delivery</p>	<p>£60.00</p> <p>VAT: NIL</p> <p>Total Due: £60.00</p>	
<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:</p> <p>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</p> <p>VAT: £110.00</p> <p>Total Due: £660.00</p>	

Hayes + Storr Inv: 255693, Dated 25/02/2026 (<i>balance due upon receipt of bill</i>) Professional charges for research into Surveyor options.	£174.00 VAT: £34.80 Total Due: £208.80	
SSE Inv: IV03800022 (for 01/02/2026 to 28/02/2026) BACS Inv structure identifier 8701182454 Balance brought forward from previous unpaid bills: £6044.36 (Account in dispute 06/02/2026)	Total: £625.88 CCL: £11.36 VAT: £764.69 Total Due: £764.69	
Unity Trust banking charges (DD)	Total Due: £7.00	
Authorised for online payment by- Date: Signatory 1: Cllr Kevin Hobart Signatory 2: Cllr Peter James		

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**

VILLAGE MAINTENANCE

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

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

Signed:

DA