



Marsham Parish Council

Email: clerk@marsham-pc.gov.uk

MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD IN MARSHAM CHURCH ON MONDAY 14TH SEPTEMBER 2026 AT 7.00 PM.

These minutes are considered draft until they are agreed by council at the next meeting.

PRESENT:

Cllr Craig Rouse (Chair), Cllr Colin Hensby (Vice Chair), Cllr Paula Baker, Cllr Paul Winter, Cllr Mark Childerhouse

Kay Montandon (Parish Clerk), Cllr Sue Catchpole (County and District Councillor).

1. To Receive Apologies for Absence

Cllr Gladden's apology was noted.

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None.

3. To Agree the Minutes of the Meeting on 13th July 2026

It was resolved to accept the Minutes of the meeting held on 13th July 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

None.

5. To Receive Reports from County and District Councillors, and the Police

Cllr Catchpole reported that Broadland is responsible for maintaining the open space on Wathen Way and will investigate the continued parking of vehicles there despite the new bollards. The potential for Parish Partnership funding was discussed for the Trod with remaining funding from the S106/CIL money.

Cllr Catchpole very generously offered to use her members fund to help with the allotment water connection. The Clerk will put together a project plan for approval next month and will ask Anglian Water for their latest quote.

Cllr Catchpole explained that projects previously approved by the County Council appear to be held up with no explanation. LGR is on hold. Cllr Catchpole will discuss with the planning enforcement team what happens when a retrospective planning application has been turned down.

The crime map of the parish had been included in the pack. There was no additional report from the police.

6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

None.

7. Planning

Applications: the following new applications were noted:

[2026/2435](#)

Demolition of existing single-storey rear structure. Erection of single-storey flat-roof and pitched-roof rear extension. Internal alterations.

[2026/2323](#)

Proposed change of use from Tractor Store to B8 Storage and Distribution .

Decisions Made: Decisions made by the planning authority were noted:

2026/0494

App Type : Change of Use

Parish: Marsham

Location : Hill House Norwich Road Marsham Norfolk NR10 5PQ

Change of Use of a Class C3 Dwellinghouse to a Mixed Use, Class C3 Dwellinghouse and Sui Generis dog fostering and care home (Retrospective)

Decision : Refusal (Delegated)

Date of decision : 14 August 2026

Enforcements: Councillors are forwarded confidentially any enforcements being processed for their information.

Greater Norwich Local Plan Call for Sites. The council noted the list of sites.

8. SAM2

SAM2 data has errors which will be looked into before the next meeting.

9. Finance

- a. The bank reconciliation for the month was received and signed by the Internal Controller. The Bank Statements were received.
- b. Year to date payments and receipts against budget were circulated to councillors and signed by the Internal Controller.
- c. The following payments were resolved to be paid.

Payments	Amount	Council Approves
Clerk salary August	£350.72*	Yes
PAYE August	£79.80	Yes
nPower September	£90.43**	Yes
Printer ink	£50.65	Yes

*incorrect amount noted in agenda. **invoiced amount was approved rather than the estimate.

- d. To note receipts since last meeting:
None
- e. The fraudulent activity on the account was noted and the refund.
- f. The problems with Basic Tools was noted. Clerk informed the council that after many phone calls it was established that there were no unsubmitted FPS now and the penalty had been withdrawn.

- g. The public sector pay award and underpayment of Clerk salary was noted and it was agreed to pay the outstanding £367.56 in the next month's salary.

10. Correspondence

To receive any correspondence:

The council notes the complaint on the state of the play park, its closure for safety reasons and resolved to meet at the park to discuss next steps. The council thanked the Clerk for cleaning and closing the park.

The Parish Partnership Bid letter was noted.

11. Governance

The council reviewed and agreed the Memorial Bench Policy as presented.

The Councillors Code of Conduct was adopted as presented.

The Equality Policy was reviewed and adopted as presented.

12. Marsham Village Hall

A successful tabletop sale has been held and a quiz is coming up.

13. Streetlights

The two damaged columns have been removed and the invoice for the work has been paid.

14. Playground

Since the playground inspection there has been considerable further vandalism including deep knife scores to the interior of the toddler train, broken glass, broken fencing, human waste left in the toddler train and more graffiti. The park has been closed for safety reasons until the council can effect repairs or removal.

The council considered the quote to remove the damaged equipment and resolved to meet and discuss any remedial actions that could be done.

15. Grass cutting

Broadland District Council confirmed that they cut the area off Wathen Way every two weeks in the season.

16. Community Projects

Cllrs Gladden and Hensby repaired the village sign and the Chair thanked them for their work and also for being so generous as they have not charged the council for the materials.

Cllr Hensby updated the council on the plough – Cllr Gladden and himself have bought it to keep it in the village. Cllr Baker suggested it should be kept inside as it is quite small and delicate so Cllr Hensby will discuss with the church.

The allotment water connection project will not benefit from Cllr Catchpole's member fund of £1000 meaning, with the £428 from S106 available also. An invoice for £630 was presented to the Clerk for the groundworks that have been completed.

The yew tree at Little London is now dead and the council discussed its removal and potential replacement.

Two quotes are being sought for the installation of a TROD path between Allison Street and Church Lane.

17. Dog Fouling Deterrent

There is a visible reduction in dog waste on the footpaths.

18. Highways

The Clerk updated councillors on a recent meeting with the Cllr Dickerson of NCC and the highways engineer organised by Cllr Catchpole. The VARs on the A140 will be repaired and the TROD quote will be prepared. SAM data should be sent to Cllr Dickerson to see if any mitigation would be possible.

19. To Agree Whether to join Community Action Norfolk

The council agreed to join CAN at the bronze level and Cllr Rouse will set up a meeting with them to discuss the Peewit charity.

20. To Discuss Future Meeting Location

Neither the Church nor school are accessible for parish council meetings. The village hall is accessible and the potential for holding meetings there on a different day of the week will be researched.

21. To Note Items for Information or a Future Agenda

Budget setting. Play park repairs or removal. Defibrillator costs

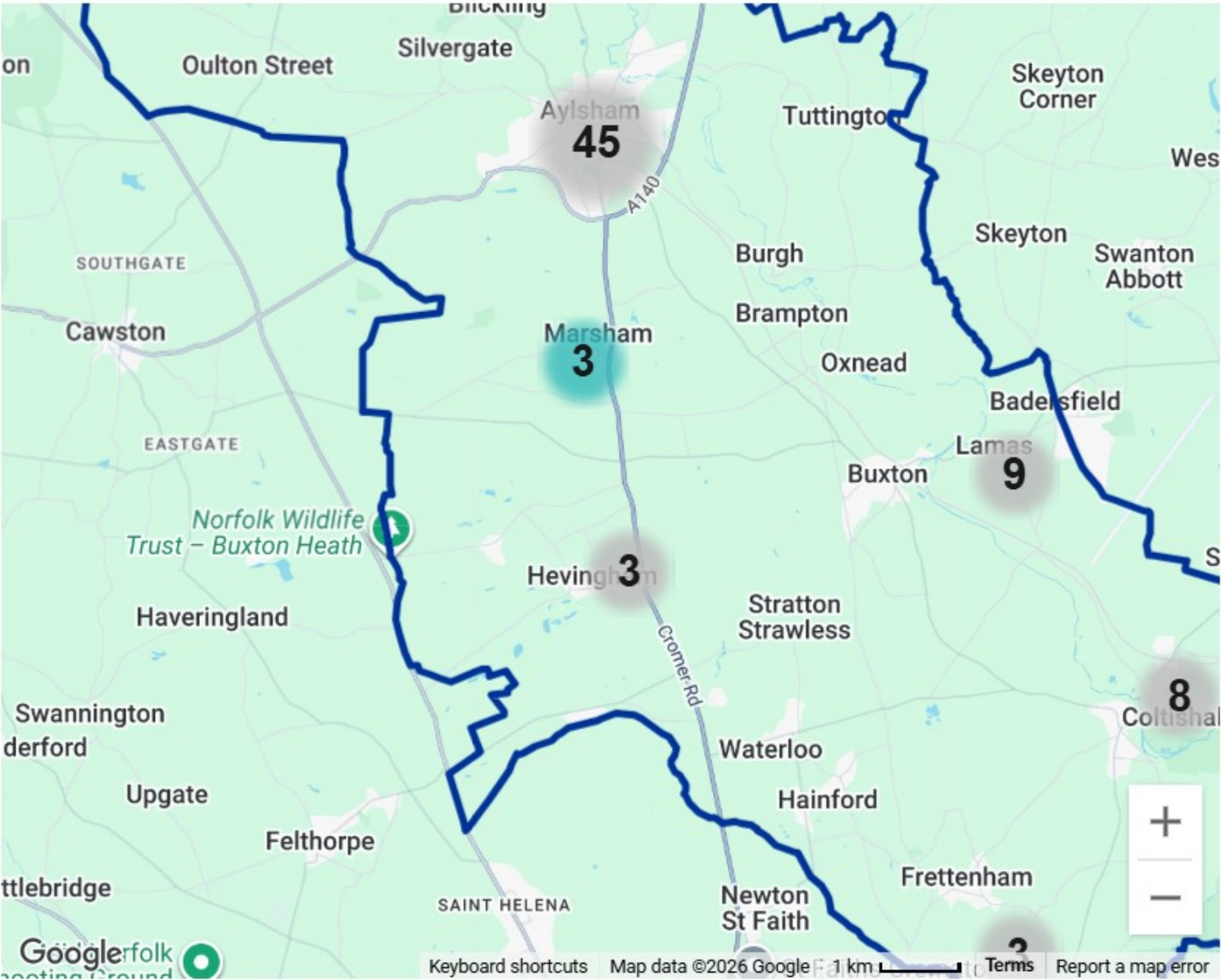
22. Date of Next Meeting

The date of the next meeting was confirmed as 12th October at 7.00pm at Marsham Church.

23. The Chair closed the meeting at 8.36pm

Signed..... Date.....

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

All Crimes (71)

August 2026

3 crimes were reported here in August 2026

Criminal damage and arson	1
Public order	1
Violence and sexual offences	1

MARSHAM PARISH COUNCIL

BANK RECONCILITATION

SEPTEMBER 2026

1 SEPTEMBER 2026

Opening balance:

Current Account £21094.82

Savings Account £ 2107.07

Total £23201.89

Payments in September £ 3319.40

Receipts in September £ 250.00

Interest in September £ 5.52

Cashbook balance £20138.01

30 SEPTEMBER 2026

Closing balance at bank:

Current Account: £18025.42

Savings Account: £ 2112.59

Total £20138.01



Transactions

COMMUNITY

20-17-20 93987116

Available balance	£25,235.42
Last night's balance	£18,025.42
Overdraft limit	£0.00

 Showing **8** transactions between **02/09/2026** and **02/10/2026** from 02/09/2026 to 02/10/2026

Date	Description	Money in	Money out	Balance
02/10/2026	Counter Credit BROADLAND DC BGC BROADLAND DC BGC	£7,210.00		£25,235.42
29/09/2026	Direct Debit NPOWER A0009232591001 DDR		-£90.43	£18,025.42
25/09/2026	Transfer DDR RFDSTRIPE PAYM TFR DDR RFDSTRIPE PAYM T FR	£250.00		£18,115.85
21/09/2026	Direct Debit STRIPE GJONR904-QUIDDITYH FIR ST DDR PAYMENT DDR		-£250.00	£17,865.85
15/09/2026	Bill Payment KAY MONTANDON EXPENSES SEP26 BBP		-£50.65	£18,115.85
15/09/2026	Bill Payment KAY MONTANDON CLERK SALARY AUG26 BB P		-£350.72	£18,166.50
04/09/2026	Direct Debit GOCARDLESS RLSCOMPUTERS-ZKHE7 DD R		-£57.60	£18,517.22

Bill Payment

02/09/2026

COZENS UK LIMITE
INV10994 BBP

-£2,520.00

£18,574.82

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

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MRS KAY SUZANNE MONTANDON
MARSHAM PARISH COUNCIL
1 CHAPEL CLOSE
TUTTINGTON
NORWICH
NR11 6GS

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 24 September 2026

Business Current Accounts

Community Account Statement	£17,865.85
.....	
Sort Code 20-17-20 • Account No 93987116	

Business Savings Accounts

Business Premium Account	£2,112.59
.....	
Sort Code 20-17-20 • Account No 33302210	

[This is the end of your account summary.](#)

MRS KAY SUZANNE MONTANDON
MARSHAM PARISH COUNCIL
1 CHAPEL CLOSE
TUTTINGTON
NORWICH
NR11 6GS

Your Community Account

At a glance

28 Aug - 24 Sep 2026

Date	Description	Money out £	Money in £	Balance £
28 Aug	Start Balance			20,844.82
	 Transfer From DDR Rfdstripe Paym		250.00	21,094.82
2 Sep	 On-Line Banking Bill Payment to Cozens UK Limite Ref: Inv10994	2,520.00		18,574.82
4 Sep	 Direct Debit to Gocardless Ref: Rlscomputers-Zkhe7	57.60		18,517.22
15 Sep	 On-Line Banking Bill Payment to Kay Montandon Ref: Expenses Sep26	50.65		18,466.57
	 On-Line Banking Bill Payment to Kay Montandon Ref: Clerk Salary Aug26	350.72		18,115.85
21 Sep	 Direct Debit to Stripe Ref: Gjonr904-Quiddityh This Is A New Direct Debit Payment	250.00		17,865.85
24 Sep	Balance carried forward			17,865.85
	Total Payments/Receipts	3,228.97	250.00	

Start balance £20,844.82

Money out £3,228.97

▶ Commission charges £0.00

Money in £250.00

▶ Gross interest earned £0.00

End balance £17,865.85

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

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barclays.co.uk

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0345-605-2345

Talk to an advisor 7am - 11pm or use our 24-hour automated service

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

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01604 230 230

– 24 hours

Tell us straight away if:

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- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

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Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

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RLS Computer Services Ltd.
16 Clapper Lane
Clenchwarton
Kings Lynn
Norfolk
PE34 4AW

01553 776937
accounts@rlscomputers.co.uk

Invoice

Kay Montandon
Marsham Parish Council
1 Chapel Close
Tuttington
Norfolk
NR11 6GS
United Kingdom

Invoice Number: 16424
Invoice Date: 03/09/2026
Due Date: 03/09/2026
Account: RLS00980
Cust. Order No.: CO6855

VAT Registration No: 329389560

Quantity	Description	Price	Total
THIS INVOICE IS FOR JOB REFERENCE CO6855			
1	WEEE (HP Pavilion 15-au183sa. WEEE number- 584)	10.83	10.83
1	WEEE (ASUS M509BA-EJ143T. WEEE number- 585)	10.83	10.83
xxx THIS ITEM IS INVOICED FOR IMMEDIATE PAYMENT xxx			

Total Net Amount: £21.66

VAT: £4.34

Invoice Total: £26.00



Pay Online ➔

This invoice must be paid within 0 days

PAYMENT INSTRUCTIONS

Our preferred method of payment is Direct Debit, to set-up one please contact us and we'll send you a mandate.

If you wish to pay by BACS please use the following details:-

BANK: Santander ACCOUNT: 46842009 SORT CODE: 09-01-28

Please use your account number (RLS00980) in all correspondence. In all cases please remit to accounts@rlscomputers.co.uk

PLEASE NOTE: WE DON'T ACCEPT CHEQUES AS A METHOD OF PAYMENT, SO PLEASE USE ONE OF THE MANY OTHER METHODS.

THE RISK IN THE GOODS SHALL PASS TO THE BUYER ON DELIVERY, BUT THE GOODS REMAIN THE PROPERTY OF THE SELLER UNTIL PAID FOR. GOODS ARE SOLD ACCORDING TO SUPPLIERS AND OUR OWN CONDITIONS OF SALE, COPIES OF WHICH ARE AVAILABLE UPON REQUEST. E&OE



RLS Computer Services Ltd.
16 Clapper Lane
Clenchwarton
Kings Lynn
Norfolk
PE34 4AW

01553 776937
accounts@rlscomputers.co.uk

Invoice

Kay Montandon
Marsham Parish Council
1 Chapel Close
Tuttington
Norfolk
NR11 6GS
United Kingdom

Invoice Number: 16525
Invoice Date: 01/10/2026
Due Date: 01/10/2026
Account: RLS00980
Cust. Order No.:

VAT Registration No: 329389560

Quantity	Description	Price	Total
1	1 X ENTERPRISE REACTIVE IT SUPPORT SLA FOR WORKSTATIONS (ANNUAL CONTRACT PAID MONTHLY) for October 2026	25.00	25.00
1	Microsoft 365 Business Standard including teams and Microsoft 365 data Backup	23.00	23.00
1	Secure council intranet solution Free setup and training	0.00	0.00

Your contract fee will remain in place until the end of the contract term or period and can only change with additions or due to price increases as per the terms of your contract.

Total Net Amount: £48.00
VAT: £9.60
Invoice Total: £57.60
Less amount paid: (£57.60)
AMOUNT DUE: £0.00

This invoice must be paid within 0 days

PAYMENT INSTRUCTIONS

Our preferred method of payment is Direct Debit, to set-up one please contact us and we'll send you a mandate.

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BANK: Santander ACCOUNT: 46842009 SORT CODE: 09-01-28

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Tax Invoice

Bill to
Marsham Parish Council
clerk@marsham-pc.gov.uk

TT Jones Electrical Limited
33 The Street
Poringland
NR14 7RA
VAT: 823643141

Amount due	Due date	Issue date	Invoice number	Reference
£79.39	21 Oct 2026	28 Sept 2026	INV-0693	Oct-Nov-Dec 2026

[View online](#)

Description	Quantity	Price	Tax	Amount
Marsham Parish Council Street Lighting Maintenance for the months of Oct-Nov-Dec 2026	1	66.16	20%	66.16



[View online](#)

Subtotal	66.16
Total VAT 20%	13.23
Total	79.39
Amount due	£79.39

BACS Payment Details:-

NatWest

Account Name: T T Jones Electrical Limited

Account #: 76123219

Sort Code: 51-70-02

(please quote invoice number as payment reference)

Note:-

No allowance has been made for any DNO (District Network Operator) or Private Network supplies unless stated otherwise.

14/9/26. Invoice

M. J. Gladden Digger Hire & Groundworks.

Invoice NO. E59.

Marsham Parish Council.

Work Carried out:

- Installation of 32mm Water Pipe for allotments.

Sub-Total : £525.00

+ 20% VAT : £630.00

VAT Reg. NO. 309 0900 25

Bank details:

Sort code: 40-35-06

Account NO: 6148 2548

MARSHAM CHARITIES

C/O 30 SILVERGATE, BLICKLING, NORWICH. NR11 6NN

DATE:
Date 28 September 2026

TO: MARSHAM PARISH COUNCIL
VIA: EMAIL

	PAYMENTS TERMS	INVOICE DATE	DUE DATE
Ref: Marsham Heath	WITHIN 30 Days	28/09/2026	28/10/2026

[illegible]

BACS TO:
MARSHAM CHARITIES
SORT CODE: 20-03-26
ACCOUNT NO. 90603740