



Marsham Parish Council

Email: clerk@marsham-pc.gov.uk

MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD IN MARSHAM CHURCH ON MONDAY 9TH FEBRUARY 2026 AT 7PM.

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 Mark Childerhouse, Cllr Paul Gladden, Cllr Paul Winter

Kay Montandon (Parish Clerk). No members of the public were present.

1. To Receive Apologies for Absence

Apologies were received from Cllr Sue Catchpole (District Councillor).

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

None.

3. To Agree the Minutes of the Meeting Held on 12th January 2026

It was resolved to accept the Minutes of the meeting held on 12th January 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

A resident had been in touch regarding the bollards at the end of Le Neve and it was agreed to accept their kind offer to undertake works to stabilise the existing bollards. The County Council Highways team has been to cut down the hedge alongside the footpath on Croft Lane but left all the waste behind. Cllr Rouse will contact highways again and ask them to remove the debris.

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

None.

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

None

7. To Receive the Clerk's Report

The clerk's report had been previously circulated for information. There was a discussion about the flashing speed signs which are still not working. The highways engineer comment that SAM2 signs would work well instead were disagreed with as the safety of volunteers attempting to position the units on the verges of a 50mph road would be compromised.

8. Planning

[Planning Applications - Marsham Parish Council, Marsham, Norwich \(marshampc.co.uk\)](http://marshampc.co.uk) To consider application or enforcements.

Applications 2025/3605 and 2505/3618 were responded to (with councillors' comments received by email) on 15th December. 2025/3618 has since been withdrawn. No further applications had been received.

App. 2025/3094: Maple House 51 Wathen Way Marsham Norfolk NR10, Erection of porch, decision: Approval with Conditions (Delegated) Date of decision: 16 December 2025.
Enforcements - see item 25.

9. SAM2

SAM2 data has been downloaded and no excessive speeding noted.

10. Finance

- a. The bank reconciliations were received.
- b. Year to date payments and receipts against budget were received.
- c. The following payments were resolved to be paid and cheques signed by Cllrs Rouse and Roberts.

Payments	Amount	Council Approves
Clerk salary January	£314.00	
PAYE January	£78.40	
Clerk phone cost December	£5	
Clerk expenses for stamps	£6.80	

11. New Email Addresses

One new .gov.uk email address @ £2.49 plus VAT per month has been set up to be used as the official parish email: clerk@marsham-pc.gov.uk

12. Correspondence

Resident has been in touch about the drains in Fengate. Highways has been notified and will attend. The village hall would like to make a grant application for help with the costs of the defibrillator. To be discussed at the next meeting.

13. Marsham Village Hall

Cllr Rouse made a report on the village hall hirings and finances.

14. Streetlights

The council discussed the LED project proposals and quotes. It was resolved to commission that work with the proviso that the chosen contractor meet councillors to survey and agree which lights would be retained and converted prior to commencing work. The quote chosen was from Cozens for 10 year warranty LED lamps at a cost of £2376 including VAT.

15. Playground

Clerk is researching bark deliveries. The council agreed to establish a weekly checks regime. Clerk to provide a rota and checklist for weekly checks by councillors in pairs.

16. Grass cutting

The council discussed the grass cutting contract. Two quotes had been received and a further quote was presented at the meeting but had not been circulated to councillors. It was agreed to consider reducing the areas that are included in the grass cutting contract. Clerk will write to the church to see where savings can be made. The chosen contract and final scope of work to be agreed at the March meeting.

17. Community Projects

Community projects that the council would like to consider:

- Plough project. This was discussed and outline costs considered. The Clerk has applied for a grant which would be necessary to cover the cost of the project as there is no budget.
- Allotment water supply project has been allocated S106 money in principle. Invoices need to be presented. Clerk to co-ordinate.

18. Policy updates

The council adopted the following policies:

- a. Accessibility notice for the website
- b. Reserves policy
- c. Asset management policy and asset register (adopted with additions to the register)
- d. Privacy Statement
- e. Internal Control policy

19. Highways

The council discussed the following issues. A resident has requested help in putting a sign at the for Botany Bay bridleway to prevent cars using the track to the car park, private property in the woods and the shooting ground. It was noted that cars need access down that track.

A car accident in Little London has knocked two of the parish posts over. The parish needs to claim from the insurance of the cars involved. Clerk to investigate with the local police.

20. To Note Items for Information or a Future Agenda

Finalise grass cutting quote.

Decide on defibrillator grant application for the Village Hall.

Review a Grant Awarding Policy.

21. Date of Next Meeting

To confirm the date of the next meeting as 9th March at 7pm at Marsham Church.

22. Closure of the Meeting to Press and Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public and press for the duration of item in view of the confidential nature of business to be transacted.

23. To consider planning enforcement notices received confidentially from the Planning Authority.

The council received the planning enforcement notices.

The Chair closed the meeting at 8.33pm

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

TO: **Marsham Parish Council**

FAO: **Mark Childerhouse**

✉ mark.childerhouse64@gmail.com

Date: **03/03/2026**

Dear Mark ,

Thank you for your valued enquiry. I have pleasure in submitting our quotation as below.

To supply only:

Item Description	Unit Price	Quantity	Price
Lead Acid Battery 12V-35AH	£84.00	1	£84.00
Delivery	£7.50	1	£7.50
Subtotal			£91.50
VAT			£18.30
			£109.80

BATTERIES & CHARGERS - WARRANTY

Batteries and chargers come with ONE-YEAR WARRANTY which covers everything except vandalism, impact damage or theft.

At present we could deliver the above products within approximately 3-5 days from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms and Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best regards,

Joanna Lewandowska

Company Support Coordinator

MARSHAM PARISH COUNCIL

BANK RECONCILIATION

FEBRUARY 2026

23 January 2026

Opening balance:

Current Account £23,199.22

Savings Account £ 2,095.77

Total £25,294.99

Payments in February £ 6,982.20

Receipts in February £ 0.00

Cashbook balance £ 18,312.79

25 February 2026

Closing balance at bank:

Current Account: £16,217.02

Savings Account: £ 2,095.77

Total £18,312.79

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

Your Business Premium Account

At a glance

06 Jan - 05 Feb 2026

Date	Description	Money out £	Money in £	Balance £
	No transactions within the period			
5 Feb	Start Balance			2,095.77
5 Feb	Balance carried forward			2,095.77
	Total Payments/Receipts	0.00	0.00	

Start balance	£2,095.77
Money out	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£2,095.77

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

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

Credit interest rates

Current rates Correct at the time of printing
Effective from 11 Nov 2025

Balance	Gross %	AER %
▶ £1 - £999,999	1.100	1.105
▶ £1,000,000 - £9,999,998	1.400	1.407
▶ £9,999,999+	1.600	1.610

Bank of England Base Rate Information

Rate effective from 18 Dec 2025 was 3.750%

Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.
AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.

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:

- you go overdrawn on your account without agreeing an overdraft with us first; or
 - 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?

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- understand any changes in your business and explore the options available;
- consider options for authorised borrowing facilities;
- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- 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.

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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.

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Online

barclays.co.uk

On the phone

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**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- 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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 www.twitter.com/barclaysbizchat

 youtube.com/BarclaysUK

 www.linkedin.com/BarclaysBusinessBanking

Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<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.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

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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 26 February 2026

Business Current Accounts

Community Account Statement	£16,217.02
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.....
Sort Code 20-17-20 • Account No 93987116

Business Savings Accounts

Business Premium Account	£2,095.77
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.....
Sort Code 20-17-20 • Account No 33302210






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

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

Your Community Account

At a glance

23 Jan - 26 Feb 2026

Date	Description	Money out £	Money in £	Balance £
23 Jan	Start Balance			23,199.22
	 Cheque Issued Ref: 100234	52.00		23,147.22
6 Feb	 Cheque Issued Ref: 100230	6,426.00		16,721.22
11 Feb	 Cheque Issued Ref: 100237	325.80		16,395.42
17 Feb	 Cheque Issued Ref: 100239	78.40		16,317.02
25 Feb	 Cheque Issued Ref: 100238	100.00		16,217.02
26 Feb	Balance carried forward			16,217.02
	Total Payments/Receipts	6,982.20	0.00	

Start balance	£23,199.22
Money out	£6,982.20
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£16,217.02

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Write to us

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Lost and stolen cards

01604 230 230

- 24 hours

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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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 www.linkedin.com/BarclaysBusinessBanking

Using your debit card in the UK and abroad

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INCOME							PAYMENTS							
Budget 2025/2026	12,539.00		120.00	-	3,214.00	1,600.00		3,700.00	1,670.00	4,000.00	6,500.00	365.00	1,000.00	1,600.00
2025/2026 Totals	12,539.00	-	220.00	-	3,168.62	3,325.36	-	3,691.34	2,007.46	3,312.93	6,751.30	242.12	-	1,336.43
	INCOME							PAYMENTS						
Detail	Precept	CIL Grant	Allotments	Donations	Grass Cutting Grant	VAT	Transfers / Interest	Salary inc PAYE	Admin	Street Lights	Maintenance INC grass	Donations / S137	CIL Spend / Infrastructure / PROJECTS	VAT

mrs Kay Suzanne Montandon

1 Chapel Close
Tuttington
NR11 6GS

1 Chapel Close
Tuttington
Norwich
NR11 6GS

Payments		Deductions	
Taxable Pay	£392.40	Income Tax	£78.60
		Employee NIC	£0.00
Total Payments	£392.40	Total Deductions	£78.60

Net Pay £313.80

Payment Date	03/03/2026	National Insurance Category	A
Payment Period	Month 11	National Insurance Number	NE678840B
Employer PAYE Reference	475/WA56991	Tax Code	BR
Payroll ID	2025001	Hours worked	
Additional information			

Questions about your tax? Go to [gov.uk/hmrc/tax-on-payslip](https://www.gov.uk/hmrc/tax-on-payslip)

Payslip Version 1



MARSHAM PARISH COUNCIL
1 Chapel Close
Tuttington
Norwich
Norfolk
NR11 6GS

We're here to help

Call us: **0800 138 2322**

Opening hours are Monday to Thursday 9:00am to 5:00pm
Friday 9:00am to 4:30pm

Email: yourbusiness@npower.com

Web: npowerbusinesssolutions.com

Write to us:
npower Business Solutions, 2 Princes Way, Solihull, B91 3ES

For the attention of Mrs Kaye Montandon

Loss of supply: Call 105
UK Power Networks, Customer Care, Fore Hamlet,
Ipswich, Suffolk, IP3 8AA

Your electricity invoice

Invoice period: 1 Jan 2026 to 31 Jan 2026

Invoice date: 11 Feb 2026

Invoice number: IN14961640

Account number: A0009232591

Account name: Marsham Parish Council

Supply address:
Street Lighting
Marsham Parish
Z99 9ZZ

Your reference: 20316327

Your previous account balance:

£0.00

Your new invoice charge:

£232.34

which is due for payment on 25/02/26

If you pay by Direct Debit the full amount of this invoice will be taken on or immediately after the above date

Please note failure to pay by the due date may result in default interest and charges being incurred, your credit rating being adversely affected and may also place your supply at risk.

Important contract information





We are supplying you on a variable product with no end date. If you choose to fix your contract for one or two years, you will not need to worry about energy market fluctuations for the duration of your contract. To see if you could benefit from a secure fixed-term contract, please call us on **0800 138 2322**. We are open from 9:00am to 5:00pm, Monday to Friday, and will be happy to help.

Charges summary		Quantity kWh	Charge
Electricity consumption		440.900	£221.28
Total charges excluding VAT			£221.28
VAT			£11.06
Charges for period			£232.34
VAT analysis			
Reduced VAT	5.00%	Net	VAT
		£221.28	£11.06
Total VAT			£11.06

Information and services for business customers

<p>Any questions?</p> <ul style="list-style-type: none"> Contact Customer Services – see the front of this invoice for details Send us an email to yourbusiness@npower.com <p>Please quote your customer account number when you contact us. There is also lots of useful information on our website at npowerbusinesssolutions.com</p> <p>For further information and codes of practice, go to our website at npowerbusinesssolutions.com or contact Customer Services for:</p> <ul style="list-style-type: none"> Guidance on using energy efficiently Information on us visiting your premises Details of Guaranteed and Overall Standards of Service <p>Your local electricity distribution company also has a code of practice on visiting your premises – you can get a copy direct from them.</p> <p>Moving premises?</p> <p>Please let us know as soon as possible if you are intending to move premises. Do not forget npower can supply you wherever you move in the country, so why not take us with you? Please refer to your contract for the terms and conditions which can apply when you stop trading at premises before the end of your contract.</p> <p>Estimated invoices</p> <p>If you wish us to amend an estimated meter read on your invoice, you can call the number shown on the front of this invoice with a meter read. We will correct any difference between the actual amount of energy used and the estimated consumption in accordance with the terms of your contract.</p> <p>Paying your invoice</p> <p>Unless otherwise agreed, payment for energy you have used is due on receipt of this invoice. Please let us know if you have a query or you are finding it hard to pay your energy invoice. Failure to pay without notifying us may result in interest being added to your account, statutory compensation being charged and other action to enforce the terms and conditions of your contract.</p> <p>Your contract</p> <p>If you have signed or agreed a contract, details will have been provided at the time. Otherwise you will be taking supply under a deemed contract. Information about your contract and its terms and conditions is available from Customer Services.</p> <p>VAT</p> <p>If you use energy for domestic or charity non-business purposes, you may qualify for the reduced rate of VAT. Please refer to the HMRC website for more information. If you think that you qualify, please complete a VAT Declaration form for us to consider.</p> <p>All charges are identified by one of the following codes for VAT purposes:</p> <p>DEM – Under de minimis kWh STD – Standard rate RR – Reduced rate MU – Mixed use EXMT – Exempt Zero – Zero rate O/S – Outside the scope</p> <p>Where you see an outside the scope (“O/S”) VAT rate applied to all charges on your invoice or credit, this is due to legislative time limits for correcting VAT and CCL errors. Suppliers may not be able to adjust VAT or CCL in relation to invoices issued more than four years prior to the date of correction.</p>	<p>Climate Change Levy (CCL)</p> <p>CCL is a government tax on energy, which encourages businesses to use less energy and reduce carbon emissions. Please refer to the HMRC website for more information, including details on the circumstances when relief may be available. Where CCL has been shown, this invoice will constitute a CCL accounting document.</p> <p>Third party and industry charges</p> <p>Future Feed-in Tariff (FIT), Renewables Obligation (RO), Capacity Market (CM) and Contracts for Difference (Cfd) rates and reconciliation information will appear on the Third Party and Industry Charges webpage at npowerbusinesssolutions.com/my-account/invoices-and-payments. Please visit our website regularly to keep up to date with any changes or updates.</p> <p>Access to your meter</p> <p>We are required by law to read and inspect your meter regularly, so please call Customer Services if you have any special access instructions that we need to know.</p> <p>Suspected meter interference</p> <p>Meter interference is dangerous and increases costs for customers and industry alike. Should you suspect interference with any metering system, please either contact us urgently on the number overleaf, or Crimestoppers on 0800 023 2777 or visit stayenergysafe.co.uk.</p> <p>Green Deal advice</p> <p>You can obtain impartial advice and information about any Green Deal plan(s) by contacting the Energy Savings Advice Service quoting your Green Deal plan number(s). You can call them on 0300 123 1234 or get in touch via their website gov.uk/greendeal.</p> <p>Energy efficiency</p> <p>For advice on saving energy in your business, please visit npowerbusinesssolutions.com.</p> <p>Consumption points</p> <p>Meter – Meter Supply Point GSP – Grid Supply Point NBP – National Balancing Point</p> <p>Unhappy with our service?</p> <p>We would like to put things right. Please call our Customer Services Team who will do all they can to resolve the matter straight away. You can also email us at yourbusiness@npower.com or write to npower Business Solutions, PO Box 8007, 2 Princes Way, Solihull, B91 3ES. Read more about how we handle complaints in the complaints section of npowerbusinesssolutions.com or request a free copy of our complaints leaflet from Customer Services.</p> <p>You may be able to get further help and advice</p> <p>We have a referrals scheme for our customers with Business Debtline. This allows small businesses and the self-employed to receive free, impartial and confidential advice on debt and cashflow issues:</p> <ul style="list-style-type: none"> 0800 197 6026 businessdebtline.org <p>If you are a microbusiness or (from 19 December 2024) a small business consumer, Citizens Advice consumer service can help you with free, impartial and confidential advice on consumer issues and debt at any stage of the complaints process:</p> <ul style="list-style-type: none"> citizensadvice.org.uk/energy 0808 223 1133 <p>Or, if you are in Scotland:</p> <ul style="list-style-type: none"> EnergyAdvice.Scot 0808 196 8660 	<p>If you are not sure if you are a microbusiness or (from 19 December 2024) a small business consumer, you can check online at npowerbusinesssolutions.com/my-account/invoices</p> <p>Energy Ombudsman</p> <p>In the unlikely event that we are unable to resolve your complaint within eight weeks, microbusinesses and (from 19 December 2024) small business consumers can approach the Energy Ombudsman to access a free and impartial service. The Energy Ombudsman will reach a decision based on the information available and their decision is binding on the supplier. Contact the Ombudsman on 0330 440 1624, visit energymbudsman.org or email enquiry@energymbudsman.org</p> <p>Energy Ombudsman: Energy Brokers</p> <p>If you are a microbusiness customer or (from 19 December 2024) a small business consumer and you have a dispute with your energy broker/consultant, you should contact your energy broker/consultant directly. Where the energy broker is unable to resolve the complaint within eight weeks, then you have the right to access the Energy Ombudsman's free and impartial Alternative Dispute Resolution (ADR) service. Contact the Ombudsman by visiting energymbudsman.org.</p> <p>Where our electricity comes from</p> <p>The table below shows the fuel sources for the electricity we supplied last year on our non-renewable products, and the UK national average for the same period. If you are on one of our 100% renewable products, please visit us online using the link below to see your fuel sources.</p> <table border="1"> <thead> <tr> <th>Fuel mix for 1 April 2024 to 31 March 2025</th> <th>Npower Commercial Gas Limited</th> <th>UK National Average</th> </tr> </thead> <tbody> <tr> <td>Coal</td> <td>9.7%</td> <td>5.9%</td> </tr> <tr> <td>Gas</td> <td>49.0%</td> <td>33.3%</td> </tr> <tr> <td>Nuclear</td> <td>2.6%</td> <td>16.2%</td> </tr> <tr> <td>Renewable (biomass, wind, hydro and solar power)</td> <td>34.6%</td> <td>42.1%</td> </tr> <tr> <td>Other</td> <td>4.1%</td> <td>2.5%</td> </tr> </tbody> </table> <p>Please note, figures may not sum to 100% due to rounding. Further information on environmental impact and other environmental data is available on our website npowerbusinesssolutions.com/company/fuel-mix.</p> <p>Online glossary</p> <p>For help understanding the industry terminology used in this invoice, please visit npowerbusinesssolutions.com/my-account/glossary to access our online glossary.</p> <p>Phone calls</p> <p>We may monitor and/or record calls for security, quality or training purposes. Call charges to numbers beginning with 0800 are set by your telecoms provider and may be free if you are calling from a business mobile or landline, depending on your contract.</p> <p>Calls to our 0845 numbers will cost a maximum of 5p per minute, plus your phone company's access charge. Calls to 03 numbers will cost you no more than 01 and 02 numbers from landlines or mobiles. If you get 'inclusive minutes' with your package, calls to 03 numbers will be part of these.</p> <p>Please check with your operator for exact charges.</p>	Fuel mix for 1 April 2024 to 31 March 2025	Npower Commercial Gas Limited	UK National Average	Coal	9.7%	5.9%	Gas	49.0%	33.3%	Nuclear	2.6%	16.2%	Renewable (biomass, wind, hydro and solar power)	34.6%	42.1%	Other	4.1%	2.5%
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How to pay your invoice

<p> Direct Debit</p> <p>You can pay your invoice in full by Direct Debit. Visit our website or call Customer Services for more information.</p> <p> BACS or internet banking</p> <p>Quote our bank sort code 50-00-00, our bank account number 97104000 and your customer account number. Your bank may charge for this service. If you pay by BACS, please email your payment advice to BACS@npower.com or send it to: Npower Commercial Gas Limited, Suite B, First Floor, 2100 Century Way, Thorpe Park, Leeds, LS15 8ZB</p>	<p> Credit or debit card</p> <p>Call Customer Services (most credit cards accepted).</p> <p> Cheque</p> <p>Send your cheque to: Npower Commercial Gas Limited, Suite B, First Floor, 2100 Century Way, Thorpe Park, Leeds, LS15 8ZB</p> <p>Please make your cheque payable to 'Npower Commercial Gas Limited' and write your customer account number on the back.</p> <p>Keep the top part of your invoice and send us the tear-off payment slip with your cheque.</p>
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Your electricity invoice

Invoice date: 11 Feb 2026

Invoice number: IN14961640

Account number: A0009232591

Your supply number:

S	00	0000	350
	10	1309	5527 027

1 > Consumption details for MPAN 1013095527027

This document is for an unmetered supply

Consumption information

Start	End	Total energy @ meter (kWh)
01/01/2026	31/01/2026	440.900

Total power consumed	440.900 kWh
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2 > Breakdown of charges for MPAN 1013095527027

Consumption charges

Charge description	Rate description	Start	End	Energy consumed	Price	VAT rate	Net total
Electricity consumption @ meter	Standard	01/01/2026	31/01/2026	440.900 kWh	50.18800 p/kWh	DEM	£221.28

Total consumption charges	£221.28
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Total charges for this meter point excluding VAT	£221.28
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MARSHAM PARISH COUNCIL
1 Chapel Close
Tuttington
Norwich
Norfolk
NR11 6GS

We're here to help

Call us: **0800 138 2322**

Opening hours are Monday to Thursday 9:00am to 5:00pm
Friday 9:00am to 4:30pm

Email: yourbusiness@npower.com

Web: npowerbusinesssolutions.com

Write to us:
npower Business Solutions, 2 Princes Way, Solihull, B91 3ES

Loss of supply: Call 105
UK Power Networks, Customer Care, Fore Hamlet,
Ipswich, Suffolk, IP3 8AA

Your previous account balance:

£0.00

Your new invoice charge:

£449.61

which is due for payment on 22/01/26

If you pay by Direct Debit the full amount of this invoice will be taken on or immediately after the above date

Please note failure to pay by the due date may result in default interest and charges being incurred, your credit rating being adversely affected and may also place your supply at risk.

Important contract information

We are supplying you on a variable product with no end date. If you choose to fix your contract for one or two years, you will not need to worry about energy market fluctuations for the duration of your contract. To see if you could benefit from a secure fixed-term contract, please call us on **0800 138 2322**. We are open from 9:00am to 5:00pm, Monday to Friday, and will be happy to help.

For the attention of Mrs Kaye Montandon

Your electricity invoice

Invoice period: 1 Dec 2025 to 31 Dec 2025

Invoice date: 8 Jan 2026

Invoice number: IN14718305

Account number: A0009232591

Account name: Marsham Parish Council

Supply address:
Street Lighting
Marsham Parish
Z99 9ZZ





Your reference: 20316327

Charges summary		Quantity kWh	Charge
Electricity consumption		853.200	£428.20
Total charges excluding VAT			£428.20
VAT			£21.41
Charges for period			£449.61
VAT analysis			
Reduced VAT	5.00%	Net	VAT
		£428.20	£21.41
Total VAT			£21.41

Information and services for business customers

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How to pay your invoice

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 <p>BACS or internet banking</p> <p>Quote our bank sort code 50-00-00, our bank account number 97104000 and your customer account number. Your bank may charge for this service. If you pay by BACS, please email your payment advice to BACS@npower.com or send it to: Npower Commercial Gas Limited, Suite B, First Floor, 2100 Century Way, Thorpe Park, Leeds, LS15 8ZB</p>	 <p>Cheque</p> <p>Send your cheque to: Npower Commercial Gas Limited, Suite B, First Floor, 2100 Century Way, Thorpe Park, Leeds, LS15 8ZB</p> <p>Please make your cheque payable to 'Npower Commercial Gas Limited' and write your customer account number on the back.</p> <p>Keep the top part of your invoice and send us the tear-off payment slip with your cheque.</p>

Your electricity invoice

Invoice date: 8 Jan 2026

Invoice number: IN14718305

Account number: A0009232591

Your supply number:

S	00	0000	350
	10	1309	5527 027



1 > Consumption details for MPAN 1013095527027

This document is for an unmetered supply

Consumption information

Start	End	Total energy @ meter (kWh)
01/12/2025	31/12/2025	853.200

Total power consumed	853.200 kWh
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2 > Breakdown of charges for MPAN 1013095527027

Consumption charges

Charge description	Rate description	Start	End	Energy consumed	Price	VAT rate	Net total
Electricity consumption @ meter	Standard	01/12/2025	31/12/2025	853.200 kWh	50.18800 p/kWh	DEM	£428.20

Total consumption charges	£428.20
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Total charges for this meter point excluding VAT	£428.20
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Heart 2 Heart
Norfolk
8 Sun Lane
Bradwell
Great Yarmouth
NR31 8PY

Account number:
49148761
Sort code:
53-50-03

Invoice/Tax Date: 17/02/2026

Marsham Village Hall



Quantity	Product Code	Product Description	Unit Price	Total Amount
1	VIEW	Defibtech Lifeline View Battery	£ 275.00	£ 275.00

Total Unit price: £275.00
VAT Price: £ 0.00
Order Total: £275.00

MARSHAM PARISH COUNCIL

Freedom of Information Model Publication Scheme

Information available from Marsham Parish Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 6.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an email from the Clerk	See costs on Page 6 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk	as above
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website	as above

Page 1 of 6

	Displayed on noticeboards Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk	
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking adjacent to the Hall	
Staffing structure	Clerk is sole employee	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	From the Council's website or as a hard copy from the Clerk	See costs on Page 6 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]	As above As above As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Borrowing Approval letter	N/A	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract Street Lights Maintenance	Hard copy from the Clerk	
Councillors' allowances and expenses	Currently N/A	
Class 3 – What our priorities are and how we are doing		See costs on Page 6 for

(Strategies and plans, performance indicators, audits, inspections and reviews)		hard copies of documents in Class 3
Action Plan/s	From the Council's website or as a hard copy from the Clerk	
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Currently not used	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		See costs on Page 6 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk Parish Notice Board	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Currently N/A	
Responses to planning applications Responses to consultation papers	See Minutes From the Council's website Noticeboards, email or hard copy from the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 6 for hard copies of documents in Class 5

Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct and Dispensation Policy, Risk Management Policy	From the Council’s website or as a hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy Training and Development Policy Policies and procedures for handling requests for information Freedom of Information Publication Scheme	From the Council’s website or as a hard copy from the Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council’s website or as a hard copy from the Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only		See costs on Page 6 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	From the Council’s website or as a hard copy from the Clerk	
Register of members’/councillors’ interests	Available from [name] District Council website	
Register of gifts and hospitality	Apply to Clerk	
Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only	From the Council’s website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 7
Allotments	Tenancy document available from the Clerk as a hard copy	

Additional Information	N/A	

Contact details of the Clerk

Kay Montandon Parish Clerk and Responsible Finance Officer
Tel: 07791 793924
Email: marsham_pc@outlook.com

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price

Marsham Parish Council

Grant Awarding Policy and Application Form

About the Scheme

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Marsham. Applications will be considered which support the objectives of the council, for example the maintenance and improvement of the village, reducing rural isolation and deprivation, youth activities, improving road safety, the support of community events. Those organisations need not necessarily be in the parish but must show evidence of our parishioners benefiting from the project.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Marsham
- The group must be able to demonstrate that there is a 'need' for the funding
- The group must be formally constituted and have a management committee.

No grants can be made to individuals.

Scope of grants

Applications will be considered for the following purposes (at the discretion of the Parish Council):

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the group
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities
- For funding expenditure required to fulfil mandatory, legal or safety requirements.
- For funding cultural or social activities for the residents of Marsham.

Conditions

- Multiple applications within a 12 month period will not normally be considered
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded

Application process

Applications should be made by completing the Funding Application Form available from the Parish Clerk. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

Applicants will be informed of the meeting at which their application will be considered and will be invited to attend. Applicants will be notified of the decision made following that meeting.

The Grant Process

Applications should be made on the grant application form which can be obtained from the Parish Clerk. Successful applicants will be notified following that meeting and will receive a bank transfer at the same time. Note that the maximum amount of any grant is likely to be £500, and organisations can only apply for one grant for any one project.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.

Adopted March 2026
To be reviewed March 2028

Funding Application Form

For all not-for-profit groups and organisations meeting within the parish and operating for the benefit of the residents of Marsham.

Name of Group/Organisation:

Registered Charity Number (if applicable):

Purpose of Group/Organisation:

Current Membership (if applicable)

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from Marsham
Female							
Male							

Current Officers	Name	Address	Tel. No
Chairman			
Secretary			
Treasurer			

Sources of Regular Funding:

Subject of Application:

Other Financial Sources being pursued:

Documents to be sent with application:

- copies of written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance Sheet
- details of current financial position

or for new groups:

- a planned budget

Project details and reason for application:

Total Cost of Project £

Amount requested from Parish Council £

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name:

Position in Organisation:

Date:

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk: clerk@marsham-pc.gov.uk

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

More information regarding how the Parish Council handles data can be found in its privacy statement.