



# Marsham Parish Council

## DRAFT MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD ON 13<sup>th</sup> NOVEMBER 2025 AT 7:00PM IN MARSHAM CHURCH

Email: [marsham\\_pc@outlook.com](mailto:marsham_pc@outlook.com)

### PRESENT

Mr C Rouse (Chairman), Mr C Hensby (Vice Chairman), Mr P Gladden, Mrs P Baker, Mr M Childerhouse, Mr P Winter, Cllr S Catchpole, Cllr Abu Miah

### APOLOGIES: None

Public Participation: 0

Ahead of the meeting, Mr Hensby informed the Council of the news of the sad passing of Jeanne Stevens, who served the village as Clerk to the Parish Council for a number of years across two periods of time. Jeanne was valued in the village and the Council wished to share their thoughts for the family at this time.

### Full Council Meeting

- APOLOGIES FOR ABSENCE** – Noted above.
- DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS** – Mr Rouse, Planning Item. Will sit out.
- MINUTES** – Minutes of the meeting held on the 13<sup>th</sup> September 2025 agreed a true account of record and signed by the Chairman.
- MATTERS ARISING – A) Clerk Recruitment** – The Council were advised that the working group has successfully recruited the new clerk and their contract and terms were agreed. Start date of 14<sup>th</sup> November with a two week hand over whilst the outgoing Clerk provided suitable training. Welcome Kay Montandon.
- PUBLIC PARTICIPATION** – None
- REPORTS FROM POLICE** – [Aylsham | Your area | Norfolk Police | Norfolk Constabulary](#)
- REPORTS COUNTY AND DISTRICT COUNCILLORS** – The Council were advised that the Planning Policies review is currently underway ahead of the next GNLP reviews in 2026. This is to ensure that ahead of Devolution Broadland will still be able to influence decision making on Planning items that impact the Green Infrastructure and sustainability of the area.
- PLANNING** – The Council discussed application 2025/3094 on Wathen Way and found no objection to raise for the Porch Application. The Council were advised on queries around boundary wall heights and will defer to the Broadland Planning Department in the first instance.
- SAM2 SPEEDSIGN** – The Council were advised that the until captured data from its post in High Street at Wathen Way junction where it recorded a maximum speed of 40mph. Ongoing challenges with the laptop.
- ACCOUNTS** - Balance of the community account was confirmed as of 23<sup>rd</sup> October 2025 £23,111.04 Business Saving Account £2,089.67. The following expenditure was **approved** for payment: -

0221	R Scarff Clerk Wages October & November 2025	£448.16
0222	HMRC PAYE (M5 & M6)	£111.60
0223	Clerk Expenses to November	£132.98
0224	TT Jones Electrical Ltd INV-0335	£76.27
0225	RBL Poppy Appeal (Wreath)	£20.00

- CORRESPONDENCE** – The Council received a number of new Allotment Tenuancy proposals and the plots await agreement and signatures.
- VILLAGE HALL COMMITTEE** – No updates from the Village Hall.
- AMENITIES MATTERS (Peewit Fields / Allotments / Playground / Streetlights)** –The Clerk to follow up with Anglian Water on the **Allotment** water connection works. **Streetlight** The final improvements to assets in the village are awaiting quotes for upgrades and once received a revised UKPN unmetered supply confirmation will be received reducing the bills further Clerk to chase completion. Resident advised light out outside 11 Le Neve Road – Clerk to advise TT Jones. **Play Park** requires one more tonne of bark, Clerk to arrange. Npower alternative quotes to be investigated by the new Clerk to ensure value for money.

- 14. **HIGHWAYS** – The Council discussed the previously mentioned Highways concerns being taken up by NCC Cllr Steve Riely and look forward to receiving confirmation of the support of a reduction in speed. It was agreed as no response received the Clerk to chase and copy in Cllr Catchpole. Clerk to also chase Sarah Price about Bridleway signs in the Heath.
- 15. **ANY OTHER BUSINESS** – The Council were advised that a donation of £500 would be required for the Plough monument and Sue Catchpole provided details of Grant available for the heritage asset, new Clerk to complete application to the Pilgrim Trust in the New Year. Location agreed as grass near Le Neve Road – planning constraints to be invest Clerk to review Planning restraints and to write to the owner to discuss remuneration and investigate heritage grants. Clerk to follow up tree cutting from last meeting with Zack Branch. The Council were advised that a number of complaints have been raised around a footpath in the Heath being blocked by a locked gate. The Council to escalate to the footpath officer to ensure due process is underway.
- 16. **DATE OF NEXT MEETING** – The next meeting will be held Monday 12<sup>th</sup> January 2025 at 7pm in the Church.

The Chairman closed the meeting at 20.10pm

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

## Marsham Parish Council 12<sup>th</sup> January 2026

### Clerk's Report

Garden Guardian	Annual billing – this is not good practice. Is the council happy with this schedule, or would monthly billing be acceptable?
Bank mandate	Cheques are not a sustainable payment method going forward. Online banking works very well for most councils. This allows the clerk to monitor the account, do monthly bank reconciliations in good time and pay people quickly and simply. The authorisation process can be either by email or, depending on the bank, by prior authorisation on the account itself. This requires signatories to regularly check the bank account to authorise payments.
Email addresses	The parish must have a .gov email address by end of the financial year. It is good practice for all councillors to have them too. Their .gov emails can be forwarded to their personal email inbox to save having to check multiple email inboxes. A .gov email not mandatory for councillors, but if there were an FOI or subject access request relating to council business access to all their personal emails could be requested.
Streetlights	<p>A lot of research has revealed the following:</p> <p>The street light upgrade programme resulted in some of the street lights being switched to LED in 2022. The council was billed £3604 by Westcotec for the work. There was supposed to be further work done, but there was no further contact with Westcotec until 2025 by which time the company had come away from street light work.</p> <p>The reduction in electricity costs that was hoped for will not happen until an organisation called UMSO (responsible for telling the electricity supplier how much to charge for unmetered services) is told exactly what the new lights are. This never happened. Electricity costs have continued to increase and will continue to increase.</p> <p>Clerk has requested Westcotec's help with our submission to UMSO. Waiting for them to provide the info.</p> <p>Clerk has obtained a quote from TT Jones to complete the LED switch. Clerk has also requested a quote from Cozens and is trying to find another supplier to quote.</p> <p>The budget for next year therefore includes increased electricity costs, not reduced as had been hoped.</p>

Playground	There is a broken piece of equipment. The council is insured for this. Has a claim been made for the equipment? What maintenance is required at the playground that we need to budget for?
Allotments and Peewit Charity	The Charity needs a separate meeting for trustees and a separate bank account to hold the money from allotment fees. The Charity Commission return is due by 31 January for year ending March 2025.
Grass cutting	A new quote has been obtained and further quotes are being sought. The cutting in the churchyard costs over £2,000 each year. Does the council wish to consider ways to reduce the grass cutting bill for next year?
Asset register	The asset register currently only refers to streetlights and should be updated. Council help is sought with this.
Policy updates	There are policies that must be updated by the end of the year so some of these have been put forward this meeting and some will be put forward at the next meeting.
Highways	Clerk reported the flashing speed signs to NCC as not working. A report on overgrown paths was also made.
Planning enforcements	These are confidential so must be considered in private session.

Date	Chq/DD	Receipt	Payment	Reconciled to bank statement	Current account balance	Name							
03/07/2025	100206		152.54	Yes	£ 20,956.93	TT Jones Electrical	Inv 246 & 247	Quarterly Maintenance Fee for TWO Quarters					
09/07/2025	100204		120.79	Yes	£ 20,836.14	Norfolk Parish Training and Support		Membership of PTS					
25/07/2025	100209		224.08	Yes	£ 20,612.06	R Scarff - Clerk	Month 3	Wages for June					
30/07/2025	100196		55.80	Yes	£ 20,556.26	HMRC PAYE	Month 10	PAYE for M10 Jan 2025					
30/07/2025	100198		55.80	Yes	£ 20,500.46	HMRC PAYE	Month 11	PAYE for M11 Feb 2025					
30/07/2025	100213		807.53	Yes	£ 19,692.93	Insurance		1556	Renewal of Council Insurance for 2025/26				
31/07/2025	100210		55.80	Yes	£ 19,637.13	HMRC PAYE	month 3	PAYE for June					
31/07/2025	100212		100.80	Yes	£ 19,536.33	Play Safety ROSPA		Inspection fee for 2025					
05/08/2025	100211		24.16	Yes	£ 19,512.17	Norfolk Parish Training a	VAT	Vat for Membership to Norfolk PTS					
15/09/2025	Direct Debit		966.14	Yes	£ 18,546.03	Npower		Street lighting Electricity invoices £1223.57 less credit of £257.43					
16/09/2025	100215		448.16	Yes	£ 18,097.87	R Scarff - Clerk	Month 4 & 5	Wages for July and August					
17/09/2025	100216		132.65	Yes	£ 17,965.22	R Scarff - Clerk	Expenses	Expenses to September 2025					
17/09/2025	100217		111.60	Yes	£ 17,853.62	HMRC PAYE	Month 4 & 5	PAYE for month 4 and 5					
19/09/2025	credit	6,269.50	- 6,269.50	Yes	£ 24,123.12	Broadland DC		Precept					
25/09/2025	Direct Debit		255.95	Yes	£ 23,867.17	Npower		Street lighting Electricity					
25/09/2025	100218		318.70	Yes	£ 23,548.47	Oakley Farm JP & KP Farr		29885	Play Area safety Bark inc Delivery				
29/09/2025	100214		180.00	Yes	£ 23,368.47	Marsham Parish Church		2024	Church Hall Hire 2024				

Date	Chq/DD	Receipt	Payment	Reconciled to bank?	Balance at current account	Name				
14/10/2025	Direct Debit		257.43	Yes	£ 23,111.04	Npower			Street lighting Electricity	
24/10/2025	Direct Debit		301.85	Yes	£ 22,809.19	Npower			Street lighting Electricity	
29/10/2025	100219		224.08	Yes	£ 22,585.11	R Scarff - Clerk	Salary			
17/11/2025	100221		448.16	Yes	£ 22,136.95	R Scarff - Clerk	Salary			
19/11/2025	100222		111.60	Yes	£ 22,025.35	HMRC PAYE				
20/11/2025	100223		132.98	Yes	£ 21,892.37	R Scarff - Clerk	Expenses			
20/11/2025	100224		76.27	Yes	£ 21,816.10	TT Jones Electrical	inv-335		quarterly Maintenance Fee for Oct to Dec	
21/11/2025	100225		20.00	Yes	£ 21,796.10	RBL Poppy Appeal			Poppy Appeal Wreath	
21/11/2025	Credit	60.00	- 60.00	Yes	£ 21,856.10	N Fisher			Allotment?	
24/11/2025	Direct Debit		369.31	Yes	£ 21,486.79	Npower			Street lighting electricity	
24/11/2025	credit	30.00	- 30.00	Yes	£ 21,516.79	Liberty Keen			Allotment?	

# Marsham Parish Council

**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	£78.40
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£392.40</b>	<b>Total Deductions</b>	<b>£78.40</b>

**Net Pay** £314.00

Payment Date	01/01/2026	National Insurance Category	A
Payment Period	Month 9	National Insurance Number	NE678840B
Employer PAYE Reference	475/WA56991	Tax Code	BR
Payroll ID	2025001	Hours worked	24.0
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

## Mrs Rachel Scarff

19 Beck Lane  
Horsham St Faith  
Norwich  
NR10 3LD

1 Chapel Close  
Tuttington  
Norwich  
NR11 6GS

Payments		Deductions	
Taxable Pay	£58.24	Income Tax	£11.60
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£58.24</b>	<b>Total Deductions</b>	<b>£11.60</b>

**Net Pay** £46.64

Payment Date	12/01/2026	National Insurance Category	A
Payment Period	Month 10	National Insurance Number	JS071383D
Employer PAYE Reference	475/WA56991	Tax Code	0T wk1mth1
Payroll ID	2020-2	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



Name: Rachel Scarff

Date: 29<sup>th</sup> December 2025

Claim Period: 1<sup>st</sup>-30<sup>th</sup> November 2025

Address: 19 Beck Lane, Horsham St Faith, Norwich, NR10 3LD

### Expense Claim Form for Marsham Parish Council

All expenses claimed should conform to the Council's policy and appropriate daily limits

Vehicle Mileage (a)			Out of Pocket Expense and Subsistence ( Attach Receipts) (b)		
Date	Start Point, Places Visited, Finishing Point, Reason for Trip.	Miles Travelled	Date	Details of Expenditure	Amount £
			28/11/2025	McAfee Antivirus Software	£109.99
		Total Mileage	Subtotal Out of Pocket Expense (b)		109.99
		Rate per mile	Subtotal Mileage Claim (a)		
		Amount Claimed (a)	Total Expense Claim (a&b) Please Attach all receipts		109.99

I certify that this expense was necessarily incurred on the business of Marsham Parish Council

Signed \_\_\_\_\_ Date \_\_\_\_\_

Authorised By . \_\_\_\_\_

Date \_\_\_\_\_

Paid Cheque no \_\_\_\_\_

# Marsham Charities

c/o Mrs C Daniels, 30 Silvergate, Blickling, Norwich. NR11 6NN

21/11/2025

## Bill To

Marsham Parish Council  
via: Email

## For

Insurance Contribution

Item Description	Amount
Insurance for two trustees - To May 2025	
<b>£427.41 x 2/7</b>	<b>£ 122.12</b>

Subtotal	<b>£ 122.12</b>
VAT	£ -
<b>Total</b>	<b>£ 200.00</b>

Make all cheques payable to Marsham Charities  
Bank Details: Barclays Bank plc 20-03-26 90603740

If you have any questions concerning this invoice, use the following contact information:  
Carla Daniels -01263 734413 / 07904570211  
[carlad30@aol.com](mailto:carlad30@aol.com)



# INVOICE

Marsham Parish Council

**Invoice Date**  
11 Dec 2025

**Invoice Number**  
INV-0442

**Reference**  
Jan-Feb-Mar 2026

**VAT Number**  
823643141

TT Jones Electrical  
Limited  
33 The Street  
Poringland  
NR14 7RA

Description	Quantity	Unit Price	VAT	Amount GBP
Marsham Parish Council Street Lighting Maintenance for the months of Jan-Feb-Mar 2026	1.00	63.56	20%	63.56
			Subtotal	63.56
			TOTAL VAT 20%	12.71
			<b>TOTAL GBP</b>	<b>76.27</b>

**Due Date: 8 Jan 2026**

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.

# Marsham Parish Council Annual Budget 2026/2027 DRAFT with 2024/25 ACTUALS

Item	Actual 2020/2021	ACTUALS 2021/2022	Actuals 2022/2023	ACTUALS 2023/2024	ACTUALS 2024/2025	Budget 2025/26	Anticipated 2025/2026	+/-	Proposed Budget 2026/2027 +/- vs 2025	
<b>Payments</b>										
Salaries	£ 2,059	£ 2,173	£ 2,630	£ 3,574	£ 3,607	£ 3,700	£ 4,500	£ 800	£ 5,023	£ 1,323
Admin	£ 1,514	£ 1,597	£ 1,396	£ 1,954	£ 1,529	£ 1,670	£ 2,100	£ 430	£ 1,840	£ 170
Donations S137	£ 228	£ 365	£ 129	£ 329	£ 335	£ 365	£ 20	-£ 345	£ 300	-£ 65
Maintenance INC GRASS	£ 3,938	£ 4,577	£ 4,504	£ 5,422	£ 4,983	£ 6,500	£ 7,000	£ 500	£ 7,500	£ 1,000
Street Lighting	£ 3,027	£ 2,601	£ 3,036	£ 4,193	£ 4,080	£ 4,000	£ 4,300	£ 300	£ 4,500	£ 500
Cil Spend / Infrastructur			£ 4,100	£ 47	-	£ 1,000	£ 1,000	£ -	£ -	-£ 1,000
VAT Expenditure	£ 1,269	£ 1,154	£ 1,895	£ 1,452	£ 1,301	£ 1,600	£ 1,600	£ -	£ 1,600	£ -
<b>Total Outgoings</b>	<b>£ 12,100</b>	<b>£ 12,467</b>	<b>£ 17,690</b>	<b>£ 16,970</b>	<b>£ 15,835</b>	<b>£ 18,835</b>	<b>£ 20,520</b>	<b>£ 1,685</b>	<b>£ 20,763</b>	<b>£ 1,928</b>
<b>Receipts</b>										
Precept	£ 11,062	£ 11,062	£ 11,062	£ 11,062	£ 11,504	£ 12,539	£ 12,539	£ -	£ 14,420	£ 1,881
Grants (grass cutting)	£ 2,502	£ -	£ 5,202	£ 3,061	£ 3,061	£ 3,214	£ 3,169	-£ 45	£ 3,169	-£ 45
CIL Payment / DONATIO	£ 3,066	£ -	£ 2,423	£ 150	-	£ -	£ -	£ -	£ -	£ -
Allotments (Peewit Char	£ -	£ 70	£ 210	£ 60	£ 200	£ 120	£ 160	£ 40	£ -	-£ 120
VAT	£ -	£ -	£ 2,596	£ -	-	£ 1,600	£ 3,325	£ 1,725	£ 1,600	£ -
Interest			£ 44	£ 24	£ 30	£ -	£ 14	£ 14	£ 14	£ 14
<b>Total Receipts</b>	<b>£ 16,684</b>	<b>£ 11,161</b>	<b>£ 21,537</b>	<b>£ 14,358</b>	<b>£ 14,795</b>	<b>£ 17,473</b>	<b>£ 19,207</b>	<b>£ 1,734</b>	<b>£ 19,203</b>	<b>-£ 4</b>
End of Year Balance	£ 4,584	-£ 1,305	£ 3,847	-£ 2,613	-£ 1,040	-£ 1,362	-£ 1,313	£ 49	-£ 1,560	-£ 247

Allotments income needs to go into a peewit charity account - poss income of £120 in 26/27

## Notes for Budget Review of 2024/25 and Proposals of 2025/26 including Precept setting

Need a laptop - will be of order of £350

Donations need to be applied for as a grant so it is transparent who is being supported

Anticipated 2025/26 are Actuals to November 25 and estimates to March 26

Aim for rebate from UKPower of overcharging. This requires a report being sent to UMSO and them deciding our new LEDs will actually result in a reduction in electricity costs. Then we can claim for 12 months rebate max.

Should the council choose a 16% precept uplift (£14,420) then there will still be a deficit of £1,560 and no budget to complete the streetlight project which would need an additional £3220 plus VAT.

The reserves are expected to be £15,000 at the end of the current financial year.

Council can decide whether to use reserves to manage streetlight and reduce electricity costs.

The tax base for 26/27 is 239. Band D calculation would be  $14420/239 = £60.33$

precept was £52.03 in 25/26 average in broadland is £106.35 for band D

**SECTION 50 - LOCAL GOVERNMENT FINANCE ACT 1992**

PRECEPT 2026/27

To Broadland District Council being the appropriate  
billing authority for the below named Parish

You are hereby required to pay to:

MARSHAM PARISH COUNCIL

.....

(name of parish / town council or meeting)

The total Parish Precept required is £.....-00

from Broadland District Council's General Fund to meet expenses payable by the  
Parish /Town Council/Meeting.

(Note: In the case of a Parish Meeting, this precept must be authorised by the  
Chairperson.)

**AUTHORISED** at the meeting of the Parish / Town Council held on

the ....12<sup>TH</sup> day of January..... (month/year)

Signed.....

Designation .....Clerk and RFO.....

(the Officer designated for this purpose)

-----  
**BANK DETAILS**

Bank name .....Barclays.....

Sort code ...20-17-20. Account No. 93987116.....

Bank address .....Leicester.....

.....LE87 2BB.....

Is this detail the same as last year? YES  
(If different, please provide a copy of a recent bank statement)



33 The Street NR14 7RA  
info@ttjones-electrical.co.uk  
01603 747270

## TT Jones Electrical Ltd

Marsham Parish Council

18/12/2025

FAO: Kay Montandon Clerk and RFO

EMAIL : marsham-pc@outlook.com

QUOTATION: Replacement LED Lanterns

To Supply and Fit C U Phosco E950 LED Units Complete, Including NEMA PEC and Appropriate Disposal of Redundant Sox Lantern

- 1 no. £350.00 each + VAT
- 2no. £315.00 each + VAT
- 8no. £280.00 each + VAT

This quotation is valid for 6 months from date of issue.

Yours sincerely

Paul Jones

For and on Behalf of  
TT Jones Electrical Limited

Please note that no allowance has been made for any works required under the TMA (Traffic Management Act 2004). Should works be deemed necessary under the TMA (Traffic Management Act 2004) by either ourselves or a registered TMO (Traffic Management Organisation) then the customer shall be wholly liable for any additional costs as either a direct or indirect result of such works whether the works are undertaken by ourselves or a registered TMO (Traffic Management Organisation).

District Network Operator (DNO)

DNO prices are quoted from published pricing schedules. The DNO reserves the right to review and change the UMC prices at any time. As such TT Jones Electrical Limited reserves the right to pass on to the customer any additional costs levied against us by the DNO in the course of the above works.

Subject to our regular terms and conditions.

Directors – P. T. Jones & R. L. Jones

Company registration no: 4843309 VAT No: 823 6431 41  
Incorporated in England registration office- unit 3 c/o Adepta ltd. Kirby road, Kirby Bedon  
EST 1986



BS7671:2018





DIRECTOR,  
MR ROBERT RICE BA  
THE BARN,  
81 BLOFIELD CORNER ROAD,  
LITTLE PLUMSTEAD,  
NORWICH, NR13 5HU.  
TEL. 01603 721853.

Email [gardenguardian@btinternet.com](mailto:gardenguardian@btinternet.com)

## FOR COMPLETE GARDEN AND GROUNDS MAINTENANCE

Clerk to Marsham Parish Council,  
Rachel Scarff  
19 Beck Lane,  
Horsham St Faith,  
Norwich,  
NR10 3LD.

28th November 2025

Dear Rachel Scarff,

### **MARSHAM GROUNDS MAINTENANCE QUOTE 2026**

I would like to take this opportunity to price for the Marsham Parish Council grass cutting for 2026.

#### **CHURCHYARD AND CEMETERY**

Price to cut the grass every 2-3 weeks during the growing season from March to October 2026. To cut the grass a total of 12 times during the growing season. To maintain the area as per the PCC management plan. To cut down, strim wild flower areas in September. No weedkiller will be used.

**TOTAL PRICE FOR 2026 £2342.00 + VAT**

#### **CHILDRENS PLAY AREA**

Price to cut the grass at the childrens play area every 2-3 weeks from March to October 2026. Total 13 cuts.

**TOTAL PRICE FOR 2026 £376.00 + VAT**

#### **HIGHWAY GRASS VERGE CUTTING**

Price to cut the grass on the Highway verges within Marsham Parish for 2026. To complete grass cutting as detailed 8953 sq meters verge cutting and 704 sq meters of strimming. Total 12 cuts per season.

**TOTAL PRICE FOR 2026 £2926.00 + VAT**

Please do not hesitate to contact me should you require any further information.

Yours sincerely,

Robert Rice.

# MARSHAM PARISH COUNCIL

## ASSET REGISTER AS AT MAY 2025

No.	Location	Lantern	Charge	Column	Control	Charge	Notes
1	High Street / Le Neve Road	LED SL1	4.20006E+12	Steel	PEC 200	940001 1000 100	
2	High Street Opp Post Office	Sox-E	1.20026E+12	Woodpole Bracket	PEC 200	940001 1000 100	S.E. Bkt
3	High Street Opp Camelot	LED SL1	4.20006E+12	Woodpole Bracket 585515	PEC 200	940001 1000 100	
4	High Street O/S School Cottage	LED SL1	4.20006E+12	Woodpole Bracket 585513	PEC 200	940001 1000 100	
5	High Street o/s No. 27	Sox-E	1.20026E+12	Woodpole Bracket 585511	PEC 200	940001 1000 100	S.E. Bkt
6	High Street o/s No.31	LED SL1	4.20006E+12	Woodpole Bracket 585509	PEC 200	940001 1000 100	
7	High Street J/W Wathen Way			Woodpole Bracket 585507	Light Missing??		
8	High Street J/W Croft Lane	LED SL1	4.20006E+12	Woodpole Bracket no pole number	PEC 200	940001 1000 100	
9	Le Neve Road J/W High Street	Sox-E	1.20026E+12	Concrete	PEC 200	940001 1000 100	T.E. Bkt (con)
10	Le Neve Road O/S #7	Sox-E	1.20026E+12	Concrete	PEC 200	940001 1000 100	S.E. Bkt
11	Le Neve Road O/S #11	Sox-E	1.20026E+12	Steel	PEC 200	940001 1000 100	S.E.Bkt
12	Le Neve Road O/S #19	LED SL1	4.20006E+12	Steel	PEC 200	940001 1000 100	
13	Wathan Way J/W Le Neve Road	Sox-E	1.20026E+12	Concrete	PEC 200	940001 1000 100	S.E.Sleeve
14	Wathan Way O/S #6	Sox-E	1.20026E+12	Concrete	PEC 200	940001 1000 100	S.E.Sleeve
15	Wathan Way Nr Garages	LED SL1	4.20006E+12	Steel	PEC 200	940001 1000 100	
16	Walthen Way O/S #12	LED SL1	4.20006E+12	Concrete	PEC 200	940001 1000 100	
17	Wathen Way J/W George Edwards Close	LED SL1	4.20006E+12	Concrete	PEC 200	940001 1000 100	
18	Wathen Way O/S #29	LED SL1	4.20006E+12	Steel	PEC 200	940001 1000 100	
19	Wathen Way Adj #35	LED SL1	4.20006E+12	Concrete	PEC 200	940001 1000 100	
20	Wathen Way O/S #30	LED SL1	4.20006E+12	Concrete	PEC 200	940001 1000 100	
21	Wathen Way Adj The Croft	Sox-E	1.20026E+12	Concrete	PEC 200	940001 1000 100	S.E.Con
22	Wathen Way J/W High Street	Sox-E	1.20026E+12	Concrete	PEC 200	940001 1000 100	S.E.Con
23	George Edwards Close Opp #1	LED SL1	4.20006E+12	Steel	PEC 200	940001 1000 100	
24	George Edwards Close Adj #7	LED SL1	4.20006E+12	Steel	PEC 200	940001 1000 100	
25	George Edwards Close Adj Play Area	LED SL1	4.20006E+12	Steel	PEC 200	940001 1000 100	

24no. TOTAL

15no. LED SL1 = Holophane SL1 LED lantern

9no. Sox-E = Phillips MI26 or FGS103 lantern

Charge = UMC Charge code.

Control = Control type and switch regime code.

## **For the attention of the Parish Council**

We have recently published the 140<sup>th</sup> edition of the village newsletter. It has been in existence since 2012 and over that time we have managed to sustain and develop the newsletter through a combination of advertising income, grants, including annually from the Parish Council, our own fund raising, and our own hard work.

It is vital for a community to have a link between the Parish Council and people of the village. The newsletter has the potential to be the 'cement in the wall' that binds a community together. It provides a platform to highlight the work it is doing in the village. It is also a platform for local businesses to advertise. Covid highlighted a further role that the newsletter plays in preventing isolation among older people in the community. People say how much they look forward to the newsletter arriving on their doormat.

The newsletter costs over £1200 a year [£120 per issue] to produce and wouldn't exist without this financial support. It also wouldn't exist without the practical support of 16 people who deliver the newsletter to all the homes in the village each month.

Looking ahead, we hope that you will feel able to financially support the newsletter, helping to ensure its future. Any grant from the Parish Council would go towards our printing bill each month [see above].

Thank you for your consideration,

Linda Sadler Adrian Scargill Kate Wilde

# Marsham Parish Council

## Data Protection Policy

### 1. Introduction

This Data Protection Policy sets out how Marsham Parish Council (“the Council”) collects, uses, stores, shares, and protects personal data. The Council is committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all other relevant legislation.

The Council is a data controller and is responsible for ensuring that personal data is processed lawfully, fairly, and transparently.

### 2. Purpose of the Policy

The purpose of this policy is to:

- Protect the rights and privacy of individuals whose data is held by the Council.
- Ensure compliance with data protection law.
- Establish clear responsibilities for councillors, employees, volunteers, and contractors.
- Provide transparency on how personal data is handled.

### 3. Scope

This policy applies to:

- All councillors and employees of the Council.
- Any volunteers, contractors, or third parties working on behalf of the Council.
- All personal data that the Council processes in any format, including electronic, paper, audio, and visual records.

### 4. What Is Personal Data?

Personal data is any information relating to an identified or identifiable individual.

Examples include:

- Names, addresses, email addresses, and phone numbers
- Photographs and CCTV images
- Bank details
- Correspondence from residents
- Employment-related information

Special category data (e.g., health information, political opinions, religious beliefs) requires additional protection.

### 5. Data Protection Principles

The Council will ensure that personal data is:

1. **Processed lawfully, fairly, and transparently**
2. **Collected for specific, explicit, and legitimate purposes**
3. **Adequate, relevant, and limited to what is necessary**
4. **Accurate and kept up to date**
5. **Kept only for as long as necessary**
6. **Processed securely**

## 6. Lawful Bases for Processing

The Council will process personal data only where at least one lawful basis applies, including:

- **Public task** (for carrying out statutory duties and functions)
- **Legal obligation**
- **Contract**
- **Consent** (for activities not covered by statutory functions)
- **Legitimate interests** (only where appropriate for non-statutory activities)

Special category data will be processed only under additional lawful conditions.

## 7. Rights of Individuals

Individuals have the following rights regarding their personal data:

- Right to be informed
- Right of access (Subject Access Request)
- Right to rectification
- Right to erasure (where applicable)
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision-making

Requests will be responded to within **one month** unless an extension is permitted by law.

## 8. Data Collection and Use

The Council collects and uses personal data for purposes including:

- Managing Council meetings, public consultations, and statutory notices
- Responding to enquiries from residents
- Administering finances, grants, contracts, and assets
- Maintaining employment and personnel records
- Operating CCTV, websites, and mailing lists

Personal data will be used only for the purpose for which it was collected unless another lawful basis applies.

## 9. Data Sharing

The Council may share personal data with:

- Government bodies (e.g., HMRC, ICO)
- Service providers or contractors acting on behalf of the Council
- Law enforcement agencies (where legally required)

Data will never be sold to third parties.

Data sharing agreements will be in place where appropriate.

## 10. Data Retention

Personal data will be kept only for as long as necessary. A separate Retention List sets out specific retention periods.

## 11. Data Security

The Council will implement appropriate technical and organisational measures to protect data, including:

- Secure email and password protection
- Locked filing cabinets for paper records

- Restricted access to systems and data
- Regular backups
- Encryption where appropriate
- Secure disposal of data

Councillors and staff must ensure personal devices used for Council work are password-protected.

## **12. Data Breaches**

A data breach includes loss, theft, unauthorised access, disclosure, or destruction of personal data. All breaches must be reported to the Clerk immediately. Where a breach poses a risk to individuals, the Council will notify the ICO within 72 hours and inform affected individuals as required.

## **13. Data Protection Officer (DPO)**

The Council appoints the Clerk as DPO.

The DPO will:

- Monitor compliance with data protection law
- Advise on data protection matters
- Assist with data breaches, Subject Access Requests, and impact assessments

## **14. Training and Awareness**

Councillors, employees, and volunteers will receive appropriate training on:

- Data protection responsibilities
- Secure data handling
- Recognising and reporting data breaches

## **15. Review of Policy**

This policy will be reviewed annually every 2 years or sooner if legislation or operational processes change.

Adopted 12 January 2025

For review January 2027

# Marsham Parish Council IT Policy

## 1. Introduction

Marsham parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

## 2. Scope

This policy applies to all individuals who use Marsham parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

## 3. Acceptable use of IT resources and email

Marsham parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

## 4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Marsham parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

## 5. Data management and security

All sensitive and confidential Marsham parish council data should be stored and transmitted securely using approved methods. Regular data backups

should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## 6. Network and internet usage

Marsham parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## 7. Email communication

Email accounts provided by Marsham parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## 8. Password and account security

Marsham parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

## 9. Mobile devices and remote Work

Mobile devices provided by Marsham parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

## 10. Email monitoring

Marsham parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## 11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## 12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

## 13 Training and awareness

Marsham parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

## 14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

## 15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

## 16. Contacts

For IT-related enquiries or assistance, users can contact the clerk in the first instance.

All staff and councillors are responsible for the safety and security of Marsham parish council's IT and email systems. By adhering to this IT and Email Policy, Marsham parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Role: \_\_\_\_\_

# 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
<b>Class1 - Who we are and what we do</b> (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

	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	
<b>Class 2 – What we spend and how we spend it</b> (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	
<b>Class 3 – What our priorities are and how we are doing</b>		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	
<b>Class 4 – How we make decisions</b> (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	
<b>Class 5 – Our policies and procedures</b> (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	
<b>Class 6 – Lists and Registers</b>  <b>Currently maintained lists and registers only</b>		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	
<b>Class 7 – The services we offer</b> 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	

<b>Additional Information</b>	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 <sup>nd</sup> class. Recorded delivery if requested at standard price

# Marsham Parish Council

## Privacy Statement

### Background

This privacy statement lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. Personal data is personal information such as name, address, email address, phone number etc. Your personal data may be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

### Source of your Personal Data

We collect data from the following sources:

- You directly
- Your family members
- Other authorities (where you have raised a query and it has been passed on)

### Data Protection Principles

We will comply with data protection law. This says that personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Kept secure.

### Legal Basis for Processing your Personal Data

The General Data Protection Regulation – Article 6 sets out the legal basis for processing data. We will rely on one of the following four (sometimes more than one will apply):

- Processing is with consent of the data subject
- Processing is necessary for the performance of a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Sharing your data

The Council may share your personal data with the following third parties:

- The District or County Council – so that we can resolve your query or problem (we will seek your permission first)
- Our bank – for making payments to you
- Our auditors
- Other organisations and business who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions.

We have carefully selected these third parties to ensure they understand their obligation to put in place appropriate security measures and they will be responsible to you directly for the manner in which they process and protect your personal data.

## Children

We will not process any data relating to a child (12 and under) without the express parental/ guardian consent of the child concerned.

## Sensitive Data

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data what we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

## Your Rights

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- The right to be **informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right to **object** to processing of your personal information
- The **right to restrict processing** of your personal information
- The **right to have your personal information erased** (the “right to be forgotten”)
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** (“data portability”)

If you wish to exercise any of these rights, please contact us using the details below.

You also have the right to complain to the Information Commissioner's Office which enforces data protection laws: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

### **Conclusion**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We may update this page from time to time to reflect changes in the law and/or our privacy practices.

### **Contact Us**

Marsham Parish Council

Email: [marsham\\_pc@outlook.com](mailto:marsham_pc@outlook.com)

Telephone 07791 793924

Kay Montandon Parish Clerk and Responsible Finance Officer

# Marsham Parish Council

## Risk Management Policy

### **About the Council**

Marsham Parish Council is a small parish council. The Council has varying activities and functions and is currently insured through Clear Councils. The Insurance Policy is for a term of 3 years and is due for renewal 28/07/26. Policy number: LCO01556

The contact details for the insurers are:

For new claims the services are available 24 hours a day, 7 days a week. For enquiries about existing claims, the services are available from Monday to Friday 8am to 6pm. For claims other than legal expenses claims call: 0345 603 8381 For legal expenses claims call: DAS Legal Expenses Insurance Company Limited 0345 268 9124 Emergency glass replacement 0345 600 0148 If you suffer glass breakage you can call upon the services of our selected specialist provider who will effect a rapid repair.

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every two years unless there are significant changes to the asset register or the activities of the council.

### **Main Actions in relation to risk management**

- ✓ The Asset Register is updated during the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually, and records are retained.
- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least annually.

## The Risks identified for the Council:

Risks	Likelihood v Impact = Risk Rating	Mitigation	By what means	Action
<b>Operational</b>				
Staff (Clerk)	High <ul style="list-style-type: none"> <li>Accident at work</li> <li>Sickness</li> <li>Terminates employment</li> </ul>	Employer's Liability in place Lone Worker's Policy Adequate Working Balance Adequate Working Balance	Insurance Policy  Budgeted	Clerk and Council
Members of the public attending meetings	Low <ul style="list-style-type: none"> <li>Accident</li> <li>Incident</li> </ul>	Public Liability Insurance Visual Inspection – recorded Standing Orders in place	Insurance Policy Village Hall Chairman / Committee or Council	Clerk VH Chairman / Committee
SAM2 Speed watch volunteers	Medium <ul style="list-style-type: none"> <li>Roadside accident</li> <li>Lifting heavy equipment</li> </ul>	Risk Assessment and training for use of SAM2 provided Public Liability Insurance Asset Insurance	Westcotec Council £10 million Public Liability Insurance Policy Asset Register maintained and Insurers advised	Clerk arranged  Asset Register updated annually by Clerk
Contractors	Medium <ul style="list-style-type: none"> <li>Public accident</li> </ul>	Public Liability Insurance Contractors own Public Liability	Insurance Policy Council and Contractor (£10 million)	Clerk

<b>Risks</b>	<b>Likelihood v Impact = Risk Rating</b>	<b>Mitigation</b>	<b>By what means</b>	<b>Action</b>
<b>Financial</b>				
Cash flow and end of year balance	Medium	Budget prepared Budget Monitoring document provided to members Reserve funds allocated Fidelity Guarantee in place Internal Controls in place	Clerk / RFO  Insurance Policy Policies reviewed annually	Council to agree and review
Handling of cash	Medium	Two people designated to count and bank cash	Insurance cover for retention of cash	Council to agree and review
Audit challenges	Medium	Audit control policies in place and reviewed	Clerk / RFO	Council to agree and review
Data Protection	Medium	DPO appointed Clerk and Councillors trained Finance Committee has delegated power to manage the process Data Protection Policy adopted	Clerk / RFO Clerk / Councillors Finance Committee  Council	Council to agree and review

Date agreed: January 2026

Date to be reviewed: May 2028