



# Marham Parish Council

Email: [clerk@marham-pc.gov.uk](mailto:clerk@marham-pc.gov.uk)

## MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD IN MARSHAM CHURCH ON MONDAY 13<sup>TH</sup> JULY 2026 AT 7.00 PM.

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

### **PRESENT:**

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

Kay Montandon (Parish Clerk), Cllr Sue Catchpole (County and District Councillor), 2 members of the public.

#### **1. To Receive Apologies for Absence**

Cllr Winter's apology was noted.

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

None.

#### **3. To Agree the Minutes of the Meeting on 8<sup>th</sup> June 2026**

It was resolved to accept the Minutes of the meeting held on 8<sup>th</sup> June 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**

Cllr Hensby requested clarification of the costs of the parish laptop and software licences.

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

Cllr Catchpole reported that she has provided some suggestions for grants that the parish may wish to apply for. The council is grateful to Cllr Catchpole for this information, and the Clerk has applied for a grant from BUPA for the allotment water connection. Cllr Catchpole explained that the new council leaders at the County Council are examining the process of governance and decision-making at the council.

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

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

Members of the public expressed their thanks to the Parish Council and District Councillor for their support with a longstanding issue in the village.

## 7. Planning

Applications: none

Decisions Made: none.

Enforcements: none received.

## 8. SAM2

SAM2 data will be downloaded again before the next meeting.

## 9. Finance

- a. The bank reconciliation for the month was received and signed by the Internal Controller. The Bank Statements were received.
- b. Year to date payments and receipts against budget were circulated to councillors.
- c. The following payments were resolved to be paid. \*Indicates an estimate of the cost that will become payable before the next council meeting in September. Councillors were happy to approve the payments on that basis.

| Payments                | Amount  | Council Approves |
|-------------------------|---------|------------------|
| Clerk salary June       | £324.08 | Yes              |
| Clerk salary July       | £324.08 | Yes              |
| PAYE July               | £43.00  | Yes              |
| PAYE August             | £43.00* | Yes              |
| TT Jones                | £79.39  | Yes              |
| nPower July             | £80.00* | Yes              |
| nPower August           | £80.00* | Yes              |
| Church hire Oct25-Jun26 | £180    | Yes              |
| Playsafety inspection   | £104.40 | Yes              |

- d. Payments and receipts since last meeting were noted.

| Payments           | Amount  |
|--------------------|---------|
| Kay Montandon BACS | £288.88 |
| Npower DD          | £79.36  |
| RLS Computers BACS | £510.16 |
| RLS Computers DD   | £57.60  |
| Receipts           | Amount  |
| Interest           | 5.99    |

## 10. Correspondence

To receive any correspondence:

- a) A query about allotment availability had been dealt with.
- b) The Council discussed introducing CCTV at the park and decided this was not possible.
- c) A resident has enquired about the ownership of a parcel of land. The council confirmed this land was owned by a charity, not the council.

## 11. Insurance

The Council examined quotes and agreed to take up the quote from Zurich insurance.

Proposed by Cllr Rouse and seconded by Cllr Gladden.

## **12. Governance**

The insurers require a Safeguarding Policy which was presented to the council for approval and the council agreed to adopt it as presented.

## **13. Marsham Village Hall**

Events are booking up which will help fundraising. The Clock tower is to be repaired.

## **14. Streetlights**

Cozens will remove the two columns end July/early August

## **15. Playground**

The Annual Inspection Report was discussed. There were 7 medium category improvements to address, no high category improvements. Cllr Rouse will discuss with a business owner who offered to help with repairs.

A S106 fund is available for children's recreation and sports. The council will discuss in more detail at future meetings how this may be used.

## **16. Grass cutting**

Cllr Gladden has cut the allotments and the council thanked him for his work.

## **17. Community Projects**

The village sign has been damaged. Councillors Gladden and Hensby will repair the plinth when the heatwave is over. The council thanked them for their continued contribution to the parish maintenance.

A grant is still being sought for the Plough project. A grant has been applied for but no news yet. The council agreed it was necessary to have a grant to pay for this project as the cost of buying the plough, erecting a plinth and applying for planning permission will be a significant cost for the parish to bear.

*Cllr Hensby left the meeting at 8.09pm.*

It was agreed that local businesses would be approached to seek contributions for the project cost and an article would be placed in the village newsletter asking for donations to the project.

The allotment water connection project is going to cost of the order of £1200 for connection, plus £525 for pipework and ground works already completed. £428 is available from S106 funds. The Clerk has applied to a grant run by BUPA.

## **18. Dog Fouling Deterrent**

Cllr Rouse has placed signs on the lamp posts to encourage dog owners to pick up after their dogs.

## **19. Highways**

The severe road edge defect opposite 59 High Street has been repaired. Clerk to report to Highways. A problem with the road surface on Mill Road was reported and a pothole has been repaired but the uneven surface remains.

**20. To Agree Whether to join Community Action Norfolk**

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

**21. To Discuss Future Meeting Location**

The Clerk has been to view the school as a potential meeting location. There are definite advantages over the Church, but the accessibility is still an issue. The council will discuss this and other options at the next meeting.

**22. To Note Items for Information or a Future Agenda**

Cllr Baker raised the issue of the memorial Yew tree at Little London and what to do, whether to replace. This will be discussed at the next meeting.

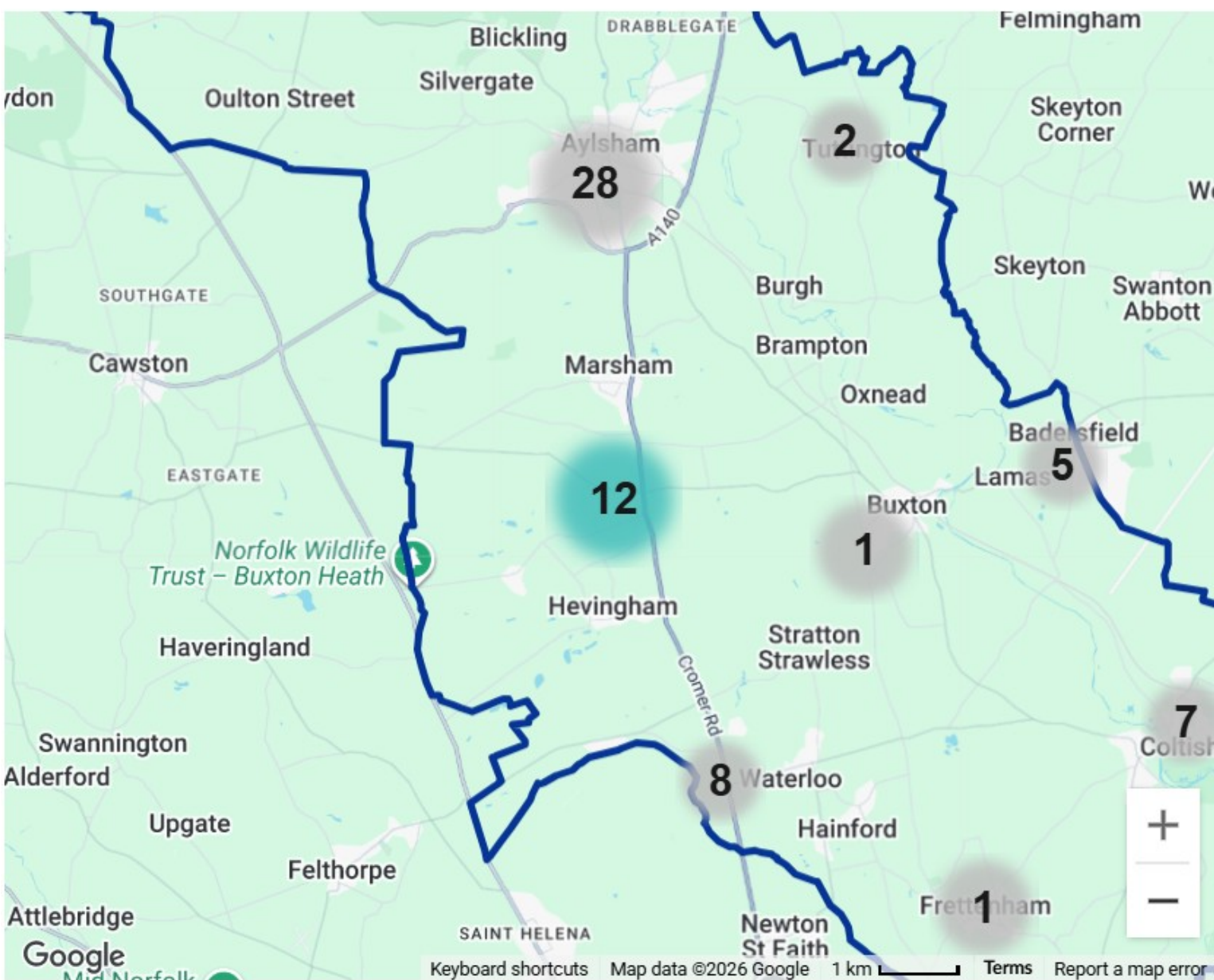
**23. Date of Next Meeting**

The date of the next meeting was confirmed as 14<sup>th</sup> September at 7.00pm at Marsham Church.

**24. The Chair closed the meeting at 8.50pm**

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

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



## Crime type and time period title

All Crimes (70)

June 2026

12 crimes were reported here in June 2026

|                              |   |
|------------------------------|---|
| Public order                 | 4 |
| Violence and sexual offences | 3 |
| Anti-social behaviour        | 2 |
| All other crime              | 3 |

## About this crime map

This map uses data from local forces. The hotspots give only a loose idea of where crimes happened. Actual locations and details of crimes are kept anonymous.

[Home](#) / [GNLP 2045 Consultations](#) / [Call for Sites Report 2026](#) / [Marsham](#)

# Call for Sites Report 2026

Ends on 28th September 2026 (31 days remaining)

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## Marsham

### Site ID: 25533



#### Site details

##### District

Broadland

##### Parish

Marsham

##### Site address

Land To The Rear Of 42-46 High Street,  
Marsham, Norwich. NR10 5AE

##### Area (hectares)

1.66 ha

##### Proposed use

Housing

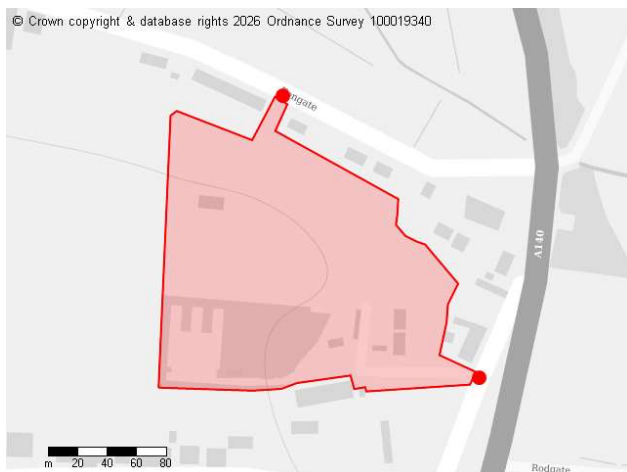
##### Number of houses and/or amount of employment floorspace

**Housing:** Medium 10-49 units

##### Brownfield or greenfield

Greenfield

### Site ID: 25710



## Site details

### District

Broadland

### Parish

Marsham

### Site address

Land at Fengate Farm, Fengate, Marsham,  
Norwich NR10 5PT

### Area (hectares)

2.93 ha

### Proposed use

Housing

### Number of houses and/or amount of employment floorspace

**Housing:** Medium 10-49 units

### Brownfield or greenfield

Greenfield

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For instructions on how to use the system and make comments, please see our **help guide**.

# MARSHAM PARISH COUNCIL

## BANK RECONCILITATION

### JULY 2026

#### 1 JULY 2026

Opening balance:

|                 |           |
|-----------------|-----------|
| Current Account | £20284.00 |
|-----------------|-----------|

|                 |           |
|-----------------|-----------|
| Savings Account | £ 2107.07 |
|-----------------|-----------|

|       |           |
|-------|-----------|
| Total | £22391.07 |
|-------|-----------|

|                  |           |
|------------------|-----------|
| Payments in July | £ 2033.63 |
|------------------|-----------|

|                  |           |
|------------------|-----------|
| Receipts in July | £ 3301.70 |
|------------------|-----------|

|                  |     |
|------------------|-----|
| Interest in July | £ 0 |
|------------------|-----|

|                         |                  |
|-------------------------|------------------|
| <b>Cashbook balance</b> | <b>£23659.14</b> |
|-------------------------|------------------|

#### 31 JULY 2026

Closing balance at bank:

|                  |           |
|------------------|-----------|
| Current Account: | £21552.07 |
|------------------|-----------|

|                  |           |
|------------------|-----------|
| Savings Account: | £ 2107.07 |
|------------------|-----------|

|              |                  |
|--------------|------------------|
| <b>Total</b> | <b>£23659.14</b> |
|--------------|------------------|

# MARSHAM PARISH COUNCIL

## BANK RECONCILITATION

### AUGUST 2026

#### 1 AUGUST 2026

Opening balance:

|                         |                  |
|-------------------------|------------------|
| Current Account         | £21552.07        |
| Savings Account         | £ 2107.07        |
| Total                   | £23659.14        |
| Payments in August      | £ 707.25         |
| Receipts in August      | £ 250.00         |
| Interest in August      | £ 0              |
| <b>Cashbook balance</b> | <b>£23201.89</b> |

#### 31 AUGUST 2026

Closing balance at bank:

|                  |                  |
|------------------|------------------|
| Current Account: | £21094.82        |
| Savings Account: | £ 2107.07        |
| <b>Total</b>     | <b>£23201.89</b> |

| INCOME           |           |           |            |           |                     |          |                      | PAYMENTS        |          |               |                       |                  |                                       |          |
|------------------|-----------|-----------|------------|-----------|---------------------|----------|----------------------|-----------------|----------|---------------|-----------------------|------------------|---------------------------------------|----------|
| Budget 2026/2027 | 14,420.00 |           |            | -         | 3,214.00            | 1,600.00 |                      | 5,023.00        | 1,840.00 | 4,500.00      | 7,500.00              | 300.00           |                                       | 1,600.00 |
| 2026/2027 Totals | 7,210.00  | -         | -          | -         | 3,301.70            | 1,425.73 | -                    | 1,527.36        | 1,837.31 | 3,197.92      | 104.40                | -                | -                                     | 656.40   |
|                  | 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      |

| INCOME           |           |           |            |           |                     |          |                      | PAYMENTS        |          |               |                       |                  |                                       |          |
|------------------|-----------|-----------|------------|-----------|---------------------|----------|----------------------|-----------------|----------|---------------|-----------------------|------------------|---------------------------------------|----------|
| Budget 2026/2027 | 14,420.00 |           |            | -         | 3,214.00            | 1,600.00 |                      | 5,023.00        | 1,840.00 | 4,500.00      | 7,500.00              | 300.00           |                                       | 1,600.00 |
| 2026/2027 Totals | 7,210.00  | -         | -          | -         | 3,301.70            | 1,425.73 | -                    | 1,851.44        | 1,894.91 | 3,273.49      | 104.40                | -                | -                                     | 669.60   |
|                  | 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      |

# Marsham Parish Council

**mrs Kay Suzanne Montandon**

1 Chapel Close  
Tuttington  
NR11 6GS

1 Chapel Close  
Tuttington  
Norwich  
  
NR11 6GS

| Payments                           |                | Deductions              |               |
|------------------------------------|----------------|-------------------------|---------------|
| Taxable Pay                        | £432.12        | Income Tax              | £86.40        |
| Payment not subject to Tax or NICs | £5.00          | Employee NIC            | £0.00         |
| <b>Total Payments</b>              | <b>£437.12</b> | <b>Total Deductions</b> | <b>£86.40</b> |

**Net Pay £350.72**

|                         |             |                             |           |
|-------------------------|-------------|-----------------------------|-----------|
| Payment Date            | 15/09/2026  | National Insurance Category | A         |
| Payment Period          | Month 6     | 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://gov.uk/hmrc/tax-on-payslip)

Payslip Version 1



# Employee year to date summary

Employer name: Marsham Parish Council

Employee's name: mrs Kay Suzanne Montandon

Employer PAYE Reference: 475/WA56991  
Accounts Office Reference: 475PT00181861  
Tax year: 2026-27

Employee's address: 1 Chapel Close  
Tuttington  
NR11 6GS  
Gender: Female  
Date of birth: 08/04/1965  
National Insurance Number: NE678840B  
Payroll ID: 2025001  
Employee's start date: 28/11/2025  
Employee's leaving date:  
Tax code at date of leaving:  
Week 1/month 1 basis:

## National Insurance details

| National Insurance category letter | Total earnings for National Insurance purposes (£) | Earnings at the Lower Earnings Limit (LEL) in the year to date (£) | Earnings above the LEL, up to and including the Primary Threshold (PT) (£) | Earnings above the PT, up to and including the Upper Earnings Limit (UEL) (£) | Total of employee's National Insurance contributions in the year to date (£) | Total of employer's National Insurance contributions in the year to date (£) |
|------------------------------------|----------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| A                                  | 2020.76                                            | 0.00                                                               | 0.00                                                                       | 0.00                                                                          | 0.00                                                                         | 2.27                                                                         |

## Pay and Income Tax details

| Description                              | Pay (£) |
|------------------------------------------|---------|
| Total pay to date in previous employment | 0.00    |
| Total pay to date in this employment     | 2020.76 |
| Total pay to date for tax year           | 2020.76 |

| Description                              | Tax deducted (£) |
|------------------------------------------|------------------|
| Total tax to date in previous employment | 0.00             |
| Total tax to date in this employment     | 404.00           |
| Total tax to date for tax year           | 404.00           |

Statutory payments and student loan details

| Description                                                    | Pay (£) |
|----------------------------------------------------------------|---------|
| Total of Statutory Sick Pay                                    | 0.00    |
| Total of Statutory Maternity Pay                               | 0.00    |
| Total of Statutory Paternity Pay                               | 0.00    |
| Total of Shared Parental Pay                                   | 0.00    |
| Total of Statutory Adoption Pay                                | 0.00    |
| Total of Statutory Parental Bereavement Pay                    | 0.00    |
| Total of Statutory Parental Bereavement Pay - Northern Ireland | 0.00    |
| Total of Statutory Neonatal Care Pay                           | 0.00    |
| Total of student loan deductions                               | 0.00    |
| Total of postgraduate loan deductions                          | 0.00    |

Payrolled benefits in kind and pension contributions details

| Description                                                                    | Pay (£) |
|--------------------------------------------------------------------------------|---------|
| Total of payrolled benefits in kind subject to <u>PAYE</u> tax                 | 0.00    |
| Total of employee's pension contributions paid under 'net pay arrangement'     | 0.00    |
| Total of employee's pension contributions paid not under 'net pay arrangement' | 0.00    |

**Name:** Kay Montandon

**Date: Sept 2026 Claim**

**Period: July-Sep 2026**

**Address: 1 Chapel Close Tuttington NR11 6GS**

## Expense Claim Form for Marsham Parish Council

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

| <b>Vehicle Mileage (a)</b> |                                                                       |                        | <b>Out of Pocket Expense and Subsistence (Attach Receipts) (b)</b> |                                                    |                 |
|----------------------------|-----------------------------------------------------------------------|------------------------|--------------------------------------------------------------------|----------------------------------------------------|-----------------|
| <b>Date</b>                | <b>Start Point, Places Visited, Finishing Point, Reason for Trip.</b> | <b>Miles Travelled</b> | <b>Date</b>                                                        | <b>Details of Expenditure</b>                      | <b>Amount £</b> |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       |                        | July 2026                                                          | Printer ink – 50% of cost shared with other parish | 50.65           |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       |                        |                                                                    |                                                    |                 |
|                            |                                                                       | Total Mileage          | Subtotal Out of Pocket Expense (b)                                 |                                                    | <b>50.65</b>    |
|                            |                                                                       | Rate per mile          | Subtotal Mileage Claim (a)                                         |                                                    |                 |
|                            |                                                                       | Amount Claimed (a)     | Total Expense Claim (a&b)<br>Please Attach all receipts            |                                                    | <b>50.65</b>    |

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

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

**Authorised By** .

*Date* *Paid Cheque no*



**Invoice Date:** 09-07-2026  
**Invoice No:** GB260709-LA7462835

**Payment Method:** Braintree  
Braintree

**Page Number:** 1 of 1

**Billing Address**

Mrs Kay Montandon

Tuttington, 1, Chapel Close  
Norwich  
Norfolk  
NR11 6GS  
07791793924

**For Delivery To:**

Mrs Kay Montandon

Tuttington, 1, Chapel Close  
Norwich  
Norfolk  
NR11 6GS

| Product Code | Item Name                                                                                                                                                                                                                                          | QTY | Unit Price | Net Amount | VAT Amount |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|------------|------------|
| 3295-CP      | Own Brand HP 301XL Black Ink Cartridge Twin Pack - D8J45AE - EXTRA HIGH CAPACITY (Cartridge People)<br>Own Brand HP 301XL Black Ink Cartridge Twin Pack - D8J45AE - EXTRA HIGH CAPACITY (Cartridge People)                                         | 1   | £39.92     | £39.92     | £7.98      |
| 46947-CP     | Own Brand HP 301XL Multipack - Set of 2 Ink Cartridges with Ream of Copy Paper - EXTRA HIGH CAPACITY (Cartridge People)<br>Own Brand HP 301XL Multipack - Set of 2 Ink Cartridges with Ream of Copy Paper - EXTRA HIGH CAPACITY (Cartridge People) | 1   | £44.49     | £44.49     | £8.90      |

**Payment Methods**

**Braintree** £47.90

**Braintree** £53.39

**Totals**

**Total Net Amount** £84.41

**Total VAT Amount** £16.88

**Invoice Total** £101.29

Clerk Salary Nov 2025-September 2026

| Payment Month | Hourly Rate<br>(new payscale from April 26) | Weekly Pay<br>for 6 hours | Monthly<br>Gross Pay<br>Paid | Monthly<br>Gross Pay<br>Due | Shortfall |
|---------------|---------------------------------------------|---------------------------|------------------------------|-----------------------------|-----------|
| Dec 25        | 16.35                                       | 98.10                     | 392.40                       | 425.10                      | 32.70     |
| Jan 26        | 16.35                                       | 98.10                     | 392.40                       | 425.10                      | 32.70     |
| Feb 26        | 16.35                                       | 98.10                     | 392.40                       | 425.10                      | 32.70     |
| Mar 26        | 16.35                                       | 98.10                     | 392.40                       | 425.10                      | 32.70     |
| Apr26         | 16.35                                       | 98.10                     | 392.00                       | 425.10                      | 33.10     |
| May 26        | 16.89                                       | 101.34                    | 392.40                       | 439.14                      | 46.74     |
| Jun 26        | 17.17                                       | 103.02                    | 398.88                       | 446.42                      | 47.54     |
| Jul 26        | 17.17                                       | 103.02                    | 398.88                       | 446.42                      | 47.54     |
| Aug 26        | 17.17                                       | 103.02                    | 398.88                       | 446.42                      | 47.54     |
| Sep 26        | 17.17                                       | 103.02                    | 432.12                       | 446.42                      | 14.30     |
| Total         |                                             |                           |                              |                             | 367.56    |



My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Email: [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk)

Date: August 2026

## From the Cabinet Member for Highways & Transport

Dear Sir or Madam

### Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £500,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027**. Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Further details are in the relevant committee report on our [webpage](#).

### What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times. Please note that these signs are advisory only and cannot be enforced.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, that a bus shelter grant for 80% funding grant is currently available. Please email [busshelters@norfolk.gov.uk](mailto:busshelters@norfolk.gov.uk) for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email [evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk) – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

### **Schemes which will not be considered**

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
  - Speed Limits
  - Waiting restrictions
  - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

### **Information you must include in your bid**

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
  - essential from your Local Member
  - frontages and landowners.
  - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to [ppschemas@norfolk.gov.uk](mailto:ppschemas@norfolk.gov.uk). If you need further information on the bid process, please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully

A handwritten signature in cursive script that reads "T Dickerson".

Tom Dickerson  
Cabinet Member for Highways & Transport

Copy to: Local County Councillor  
Enclosed: Parish Partnership bid application form 2027/28

# MARSHAM PARISH COUNCIL

## MEMORIAL BENCH POLICY

Adopted:

### **1 INTRODUCTION**

**1.1 Marsham Parish Council supports the needs and principles of allowing memorial benches within the town and is mindful that these facilities are enjoyed by a wide range of people. Therefore the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.**

1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

1.3 The Parish Council reserves the right to refuse any application which it deems unsuitable. The decision of the Parish Council will be final.

### **2 LOCATIONS**

2.1 Council owned/managed land

2.2 Footways with necessary permission from Norfolk County Council

### **3 POLICY – Terms & Conditions**

3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.

3.2 All memorial benches and installation costs should be paid for by the applicant prior to ordering. A maintenance fee of £500 per 10 year period is due to the Parish Council prior to installation.

3.3 The Parish Council will limit the number of memorial benches in particular areas.

3.4 The Parish Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish council is in possession of current contact details

3.5 The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Clerk or the Parish Councillors beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.

3.6 The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.

3.7 Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.

- 3.8 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater.
- 3.9 The Parish Council in line with the current maintenance regime for benches will maintain the plaque. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 3.10 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

#### **4 STYLE & COST OF BENCH**

4.1 Permission will only be given for the following:

- Hardwood
- Recycled Material

4.2 Indicative Charges for Memorial Bench – quotes will be obtained and forwarded to the applicant at the time of a memorial bench request:

|                                                        | Approx    |
|--------------------------------------------------------|-----------|
| • Hardwood 6ft Bench                                   | £ 800.00  |
| • Recycled 6ft Bench                                   | £ 1200.00 |
| • Installation Charge – compulsory charge              | £ 150.00  |
| • Maintenance Charge over 10 years – compulsory charge | £ 500.00  |

Policy Adopted September 2026

To be reviewed September 2028

# MARSHAM PARISH COUNCIL

## APPLICATION REQUEST FOR A MEMORIAL BENCH

Full Name:

---

Address:

---

---

Postcode:

Telephone:

E-mail:

---

Please notify us of any change of name or address so we can contact you if we need to.

Name of person for dedication:

---

Style of bench:                      Hardwood 6ft                      or                      Recycled Material 6ft

Preferred location of bench:

---

Amount enclosed:

---

**Please provide and install a dedicated seat on my behalf. I agree to donate the required cost, and when the donation has been received, the dedicated seat will be ordered.**

Signed:

Date:

---

Please supply the engraved plaque no larger than 175mm wide x 75 mm high

Please return to Marsham Parish Council: [Clerk@marsham-pc.gov.uk](mailto:Clerk@marsham-pc.gov.uk)

| PARISH COUNCIL USE ONLY |  |
|-------------------------|--|
| Date of Installation    |  |
| Location                |  |
| Dedicated to            |  |

## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

### **As a councillor:**

#### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

### **As a councillor:**

#### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

### **As a councillor:**

#### **7.1 I do not misuse council resources.**

#### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

### **As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

### **As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**“Disclosable Pecuniary Interest”** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| <b>Subject</b>                                           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment, office, trade, profession or vocation</b> | Any employment, office, trade, profession or vocation carried on for profit or gain.                                                                                                                                                                                                                                                                                                                                              |
| <b>Sponsorship</b>                                       | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.<br>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| <b>Contracts</b>                                         | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the                                                                                                                                                                                                                                                                                                                           |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>                                                                                                                                                                                       |
| <b>Land and Property</b>   | <p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>                                                                                                                                                                                                        |
| <b>Licenses</b>            | <p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Corporate tenancies</b> | <p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>                                                                                                                                                                                                                                   |
| <b>Securities</b>          | <p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p> |

|  |                                                                                                                          |
|--|--------------------------------------------------------------------------------------------------------------------------|
|  | spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|--------------------------------------------------------------------------------------------------------------------------|

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
  - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
  - c) any body
    - (i) exercising functions of a public nature
    - (ii) directed to charitable purposes or
    - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***

# **Marsham Parish Council**

## **Equality and Diversity Policy**

### **Introduction**

Marsham Parish Council recognises that it functions at a fundamental level of democracy and that its services affect, both directly and indirectly, the lives of all those who work for the council and all those who visit the council's various landholdings and properties and take part in activities and events organised by the council. The council will seek to ensure that no-one is disadvantaged by the application of other conditions or requirements which cannot be shown to be justified. In doing so, the council will strive to work within its resources and the appropriate legislative framework.

### **Legislative Background**

The council acknowledges that it has a role in the pursuit of opportunity for all and it seeks to work within the context of the Equality Act 2010. The Equality Act 2010 (Disability) Regulations 2010 (the 2010 Regulations), issued pursuant to the 2010 Act came into force on 1 October 2010. The council acknowledges that certain groups and individuals within society are discriminated against and wishes to declare its commitment to working towards equality in employment and via the delivery of its services. In particular, the council will work to combat discrimination and to ensure that prospective and present employees and those who may want to use its services are not treated less favourably on the following grounds which are the identified Protected Characteristics as identified in the Equality Act.

### **The Protected Characteristics**

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity.

**Age:** Individuals of any age or apparent age are protected from discrimination and favourable treatment of a person because of age is not lawful.

**Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities (for example using a telephone, walking, lifting, and reading). An impairment is long-term if –

- It has lasted for at least 12 months,
- It is likely to last for at least twelve months, or
- It is likely to last for the rest of the life of the person affected.

Regulations confirm that those certified as blind, severely sight impaired, partially sighted, or sight impaired by a consultant ophthalmologist will be deemed to have a disability. They also confirm that persons with cancer, HIV infection or multiple sclerosis are deemed to have a disability.

People suffering from drink or drug abuse are outside the scope of the Regulations. Notably pursuant to section 13 (3) of the 2010 Act, if a person (e.g. an employer or a service provider) treats a disabled person more favourably than a non-disabled person, this does not constitute direct discrimination.

**Gender Reassignment:** gender reassignment is a protected characteristic that applies to a transsexual person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to change their sex (by physiological or other attributes of sex).

**Race Equality:** The Parish Council has a general duty to: Eliminate unlawful racial discrimination; Promote equality of opportunity; Promote good race relations between people of different racial groups.

**Religion or Belief:** This must be genuinely held

**Sex**

**Marriage & Civil Partnership**

**Pregnancy & Maternity:** It is unlawful to discriminate against a woman if, in the protected period as identified above, she is treated unfavourably because of pregnancy.

## **Public Sector Equality Duty**

Section 149 of the 2010 Act, which came into force on 5 April 2011, imposes on public authorities (which as specified in Schedule 19 includes principal authorities, parish councils and parish meetings without a separate parish council and, in Wales, community councils) in the exercise of their functions, a duty to take into account:

- The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act;
- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- To foster good relations between those who share protected characteristics and those who do not.

The protected characteristics of marriage and civil partnership are not covered by the provisions of Section 149.

## **Equal Opportunity**

Marsham Parish Council is committed to achieving equality of opportunity both for those who use its services and for the employees who provide them.

Equal opportunities, fairness in the workplace and providing good quality services to the local community are all inter-linked. It is recognised that individuals and groups continue to be unfairly discriminated against and it is the council's responsibility to promote good community relations, equality of opportunity and to tackle unlawful discrimination in all of its forms.

This comprehensive statement is to demonstrate the council's wholehearted commitment to action in tackling inequality. Such action is the responsibility of members and all employees of the council.

### **How we will reach our commitment**

- To provide services that are equally accessible to all people, free from prejudice and discrimination and sensitive to the needs of all sections of the community.
- Value people and their differences and enable all employees to achieve their full potential, creating vitality within our organisation and the services we deliver.
- Seek to influence the work and contribution of partner organisations from all sectors by ensuring that equality issues and considerations are fully taken into account when developing strategies.
- Work actively towards eliminating all forms of discrimination, both of a direct and indirect nature.
- Encourage partnership and participation in the development and application of council policy and practices.

### **Policy into practise**

- Ensure that all policies and practices are in line with relevant employment legislation, anti-discrimination legislation and good practice guidelines.
- Integrate equality of opportunity into all aspects of local authority activity.
- Recruit and value a workforce that reflects the make-up of the community.
- Ensure all employees/members understand the values and expectations of the council and the standards of behaviour that is expected from each of them.
- Make clear the action an employee who feels unfairly treated may take.
- Provide training to relevant employees/members so that they can actively put this policy into practice.
- Provide equal access to all service users and potential service users according to need.
- Give people who use or might use council services the opportunity to influence the way their needs are met.

- Seek to influence partner organisations in a collective commitment to equality of opportunity.
- In line with government guidance, encourage voluntary organisations to provide evidence of their commitment to equality in terms of their personnel policies and delivery of their services, as a criterion in determining the award of grant aid from the council.
- Ensure that the council has policies that result in services sensitive to the needs of all sections of the community.
- Use socio-economic data to ensure compliance with the policy, where appropriate
- Monitor and evaluate the effectiveness of policy and practice on a regular basis as determined by law
- Develop a well-defined complaints procedure in dealing with alleged contraventions.

## Employment

1. The aim is to provide a non-discriminatory working environment where discrimination, harassment or bullying is unacceptable, and which will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity and all decisions regarding recruitment, selection, training, promotion and career management will be based solely on objective and job-related requirements. The Equality Act 2010 protects disabled persons from discrimination; this includes a duty on employers to make reasonable workplace adjustments to prevent disabled employees and job applicants from being placed at a disadvantage compared to non-disabled people. An example of a reasonable adjustment may be a special type of chair for a disabled visiting member of public with a back condition.

The council, as the Employer, has a duty to make reasonable adjustments but can decline to make adjustments that it considers to be unreasonable:

- Will the proposed adjustment resolve the problem?
- Is it a practical solution?
- How much will the overall cost be in making the change and is it affordable?

These reasonable adjustments may include some of the following:

- Making adjustments to premises.  
For example, structural or other physical changes such as: providing a ramp or moving furniture for a wheelchair user.
- Altering the person's working hours.

2. The council will take full account of the provisions of the Equality Act 2010 when recruiting staff. Section 60 of the 2010 Act relates to the recruitment process and specifically covers the enquiries that can be made **before**

employment. An employer is not permitted to ask questions about a job applicant's health before offering work.

**3. Employee recruitment**

- a. Advertisements for recruitment will not request applicants from a particular age range; neither will application form request dates of birth or other age-related details.
- b. All application forms shall state that the Parish Council encourages applications from all, including and especially those from the Protected Groups.
- c. In order not to discriminate against younger people, all application material will emphasise the importance of skills and potential, as well as experience.
- d. Information about job vacancies must be made available to all sections of the community.
- e. A job description and person specification must be drawn up for every vacancy and be provided to all prospective employees

**4. Dismissal of staff**

- a. The council will ensure that there is no age discrimination in relation to the dismissal of staff.

**Access to services**

The aim is to ensure that all those who receive from the council or wish to use a council service can do so without fear of discrimination or disadvantage.

All people are entitled to be treated fairly, in a consistent manner and with dignity and respect.

**Service Provisions to the Public**

1. All Members of the Public will be treated fairly and consistently
2. All services shall be provided without unlawful discrimination, harassment or victimisation.
3. Those using council properties and facilities will be afforded all possible assistance so as to ensure that they can access these, with special attention being given to those who find it difficult to access facilities on the grounds of their age or disability or other Protected Characteristic.
4. All application forms – including Conditions of Use forms – made to the council shall state that the council will treat all applications equitably and take due consideration of those with Protected Characteristics.
5. All licence agreements – including allotment tenancy agreements – shall refer to this Equality Information statement.

**Training and Development Opportunities**

1. The council is committed to ensuring equality of opportunity in the development of both its staff and councillors.

2. All employees / members will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and will be given encouragement and support to achieve their full potential.
3. Where employees / members with disabilities undertake training and development, appropriate arrangements will be made as necessary to ensure that all opportunities are equally accessible.

Date of Policy: September 2026

Date to be reviewed: September 2028

## Marsham Clerk

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**From:** Mark Appleford <appleford001@gmail.com>  
**Sent:** 25 August 2026 14:30  
**To:** clerk@marsham-pc.gov.uk  
**Subject:** Play area

Hello

To carry out the following works as per our discussion on site .

You to supply , skips

To remove train and reinstate area £ 350 To remove multi play and bark , fill with top soil , £1400.00 To level area and supply and fit grass mats under swing £ 995.00 To remove spring rocker , £50.00 Regards M Appleford BBT  
CONSTRUCTION LTD Sent from my iPad