

There are links to supporting documentation

- 1) Attendance
  - a) Present
    - i) Chair - John Heaser (JH)
    - ii) Parish Councillors - John Symonds (JS), Tony Berry (TB)
    - iii) District Councillors - Christopher Kemp (CK)
    - iv) PCSO Darrin Sore, Wilf Chambelain
  - b) Apologies for absence
    - i) Parish Councillors - Russell Cole, Peter Graves
    - ii) District Councillors - Garry Wheatley
    - iii) County Councillor - Judith Virgo
- 2) Declarations of interest in items on the agenda by Parish Councillors
  - a) None
- 3) To confirm the [minutes of the Parish Council Meeting held on 06/12/2016](#)
  - a) Proposed - JS, Seconded - TB, Signed by - JH
- 4) Public Participation -
  - a) PCSO DS reported a further Public Order offence at Homecroft on 21/12/2107
  - b) CK reported that a Community Governance Review will be conducted soon. The Chair suggested that it would be appropriate to rationalize the parish boundary, taking into account the fact that properties on Little Melton Rd often give their address as Little Melton but are in fact in Hethersett - eg Keyline <http://www.keyline.co.uk/store/5470>. The northern boundary should be straightened to be on one side of the Watton Rd or the other - see the map at <http://little-melton.org.uk/information/map.htm>. (Since the meeting, the Chair has accepted an invitation to a briefing on 30/1 at SNC)
- 5) Planning -
  - a) New Applications
    - i) 2016/3014 - Land North Of Gibbs Close - Discharge of conditions. No Comment
  - b) Results - none
- 6) Parish Facilities—
  - a) Play area [refurbishment action plan](#) - Russell Cole is working on it
  - b) Play area weekly inspection - JS and TB are making regular inspections
- 7) Highways –
  - a) [Maintenance required](#) - W Chamberlain requested that attention be given to drainage on Mill Rd between Ringwood Close and the ditch in the direction of the church, the Chair agreed to add this to the list
- 8) Correspondence received since the last meeting
  - a) Report from PCSO Darrin Sore
    - i) ABH on Homecroft - 4/12
    - ii) Public Order on Homecroft -4/12
    - iii) Theft of cast iron boot scraper from front of a property on Greenacres – 15-16/11

9) Financial -

- a) Confirm the [Precept](#) for 2017/2018 - Proposed JS, Seconded TB
- b) [Authorisation of payments for bills](#) received since the last meeting - Proposed TB, Seconded JS

| Date       | Other Party        | Desc                                                       | Period             | Cheque               | Credit    | Debit     |
|------------|--------------------|------------------------------------------------------------|--------------------|----------------------|-----------|-----------|
| 09/12/2016 | KJ Symonds         | Emptying litter bins                                       | Sep, Oct, Nov, Dec | 101470               |           | £28.80    |
| 19/12/16   | HAFC               | Match                                                      | ??                 |                      | £33.00    |           |
| 29/12/2016 | Clerks Gratuity    | Transfer in from Gratuity acc                              |                    |                      | £2,275.21 |           |
| 29/12/2016 | R Sinclair (Clerk) | Payment of Grauity to RS                                   |                    | <a href="#">BACS</a> |           | £2,275.21 |
| 30/12/2016 | Village Shop       | <a href="#">Printing Newsletter</a>                        | Jan 2017           | 101471               |           | £21.25    |
| 03/01/2017 | Village School     | <a href="#">Room hire</a>                                  | Nov, Dec           | 101472               |           | £25.00    |
| 09/01/2017 | R Sinclair (Clerk) | <a href="#">Telephone &amp; BB &amp; Printer cartridge</a> | Nov, Dec           | 101473               |           | £42.18    |

- d) Monitoring report/Internal Verification - Chair is still working on transfer of figures from hand written ledger to online document

- e) C.I.L. Receipts/Requirements - not discussed

10) Retirement of Clerk

- a) Appointment of Locum

- i) Carole Jowlett has agreed to act for us, the Chair will draw up a contract based on the model contract at the SLCC

- b) Handover of records

- i) The Chair is sorting through a very large amount of records and correspondence and is working with Mel Sutton of the Community Trust to reduce duplications and to clarify responsibilities. Mel Sutton is trying to ascertain if any documents are still held by Eversheds

11) Next meeting is the Annual Parish Meeting (open to all Parishioners) - 13/03/2017

Signed ..... (Chair) Date .....