

Little Melton Parish Council
Wed 03/09/2025 - 19:45, at the Village Hall

Minutes

Present: Cllr John Heaser JH (Chair)
Cllr Tim Eagle TE
Cllr Steve Sophocleous SS
Dawn Clarke DC Clerk to the council

2 members of the public including District Councillor Kathryn Cross (KC)

1. To consider apologies for absence

The chair welcomed everyone and noted the resignation of Jan Edye.
Apologies have been received from Cllr Ricky Wallsworth, Cllr Jo Read and County Cllr David Bills

2. Declarations of interest in items on the agenda by Parish Councillors

JH, non pecuniary interest in the Village Hall. SS Pecuniary interest in the Pre-School.

3. To confirm the minutes of the Parish Council Meetings held on 07/07/2025 and 30/07/2025

It was resolved that the minutes were a true record of the meetings on the 7th and 30th of September 2025

4. Public Participation - To consider a motion to suspend the meeting to allow members of the public and the District/County Councillors an opportunity to inform the meeting.

KC raised Local government reform and outlined the different options being put forward. It was noted that the Doctors' surgery had gone to tender however the land was not yet transferred. KC that she would donate £500 of her member funding towards the line painting and understands that David Bills and John Morland intend to contribute.

5. Planning

- a. To Consider responses to any planning applications that arrive after publication of the agenda.
- b. To note Decisions made

[2022/1422](#) - Conversion of existing cattle outbuildings to 6 residential dwellings | Church Farm Market Lane Great Melton - *approved - exempt from BNG*

6. Parish Facilities—

- a. Play area maintenance
 - i. Skate ramp refurb has been done - SS
 - ii. Artificial grass repair - SS

i. Noted. ii. SS waiting for a final quote before proceeding.

- b. Replacement of basketball hoop and pad, PP granted. BNG conditions. Awaiting install date.

Hoop and works are currently scheduled for November.

Wildlife/wild flower margin - resolved to accept the Norse quote for seeding at £530.98

- c. Car park has been extended and soak away relocated. Consider lining options.

The layout of the lines suggested may not be optimal and there may be the ability to square up the area - defer the painting until real life usage is clearer. Designs used 2.4/2.5 width. Estimate was £1,900, alternative providers to be considered.

d. Works outstanding

- i. To consider a Window reseal - west corner
- ii. To note Hall maintenance - DB has made a start
- iii. To Note H&S monitoring - JG is considering
- iv. To note work by Canning Electrical
- v. To consider Velux windows - 3 remaining to be replaced
- vi. To receive an update on the Village sign refurbishment -and discuss options for the base.

- i. to monitor
- ii. Currently waiting for the first invoice, working on the list of jobs
- iii. no progress.
- iv. noted
- v. Clerk to contact and arrange - when pre-school are not in building.

e. Limes Close - To discuss the Swale maintenance & wildflower area.

A resident is interested in overseeing the area. To consider providing seeds/plants.

f. To note the appointment of a Parish Clerk and use of software.

- i. To consider options for Tennis court booking software.

It was noted that for the first time in 10 years there is a substantive clerk.

Scribe waved it's set up fee as the Clerk is familiar with the software.

It was resolved to purchase a microsoft licence for the clerk. £90 approx.

- i. Scribe offers aligned software for the Village Hall which may offer the ability to book the tennis court. Clerk to arrange a trial.

g. Local Government Reorganisation (LGR)

Covered by KC

h. To hear a request from Pre School to extend the outside play area.

Ideas were discussed, however the pre-school has not approached LMPC directly with a proposal. There are multiple questions regarding fence height and material, use of gates and tennis court. Pre-school to return with a developed proposal. DC and CC members have made grants for fencing.

7. Highways –

a. Outstanding NCC Highways requests to note

- i. 20mph zone on School Lane - VAS changes are outstanding
- ii. Village Gates name sign is tied into 20mph zone
- iii. Parking on roads and pavements near the shop - speed reduction signage requested
- iv. [Other items](#)
- v. To consider options for 2 grit bins that are in poor condition

- i, Clerk to look at original plans and chase.
- ii **
- iii Clerk to contact Highways and ask for a 'oncoming traffic in the road / Slow ' sign.
- iv
- v. Waiting for a resident to respond.

- b. To note Village Hall Road - [ownership and maintenance](#)
 - i. Work to Mill Lane and Shared funding with Safron

Scheduled for September 22nd, letters to be delivered to residents.
Grant funding from Safron for half of the estimated cost.

- c. Cycle path on Hethersett Lane - now funded?

There have been press releases that this is now funded.

- d. Cycle path on Burnthouse Lane - Need to present case to our MP

JH will work with S Hawes and others to raise the profile of the issue.

- e. Flooding on LM Road - meeting with our MP and SNC Cllr

Clerk to raise with highways for an update.

8. Financial

- a. To approve payments since last meeting and due payments (Annex A)
- b. To receive bank balances.
- c. To note Budget against spend and to discuss any projects for 2026-27.
- d. To adopt the Financial Regulations.

- a. it was resolved to accept the items listed. (attached at the end)
- b. These would be routine next month. Unity is open and Barclays was not being used.
- c. 3 new Velux windows, Basketball pad, Village sign and new/repairs to benches.
- d. It was resolved to adopt the Financial regulations

9. Clerk Report.

It was resolved to adopt the IT policy

JH and DC have worked together to hand over tasks this month. Unity bank accounts are opened and some monies have been transferred. Barclays use will cease shortly and Unity will be the sole account, DDs and other items are being moved over.

A phone and sim, laptop and mouse have all been purchased and the clerk is fully functional. Scribe has been set up and the data for the year has been input. Going forward reports will be included for council. HMRC required re-building, it is now on the Clerk's laptop.

The domain name was accepted and the new website is in progress. A request for photos was made.

The arborist has been contacted for the routine survey however there are 2 trees that are not in good health. The clerk will continue to look for grants for bike racks. August month was 65 hours, which was due to the set up and hand over, this should be absorbed over Christmas.

10. Parochial Charity - RM has resigned as a PC appointed Trustee - to consider a new appointee.

Noted

11. Next meeting - Monday 24/11/2025 - 19:30 at the Village Hall

The meeting closed at 22.10

Signed:

Date: