

Little Melton Parish Council

I hereby give notice of a meeting of Little Melton Parish Council and summons councillors to attend.

Monday November 24th 2025 - 19:45, at the Village Hall.

Members of the public and press are welcome to attend.

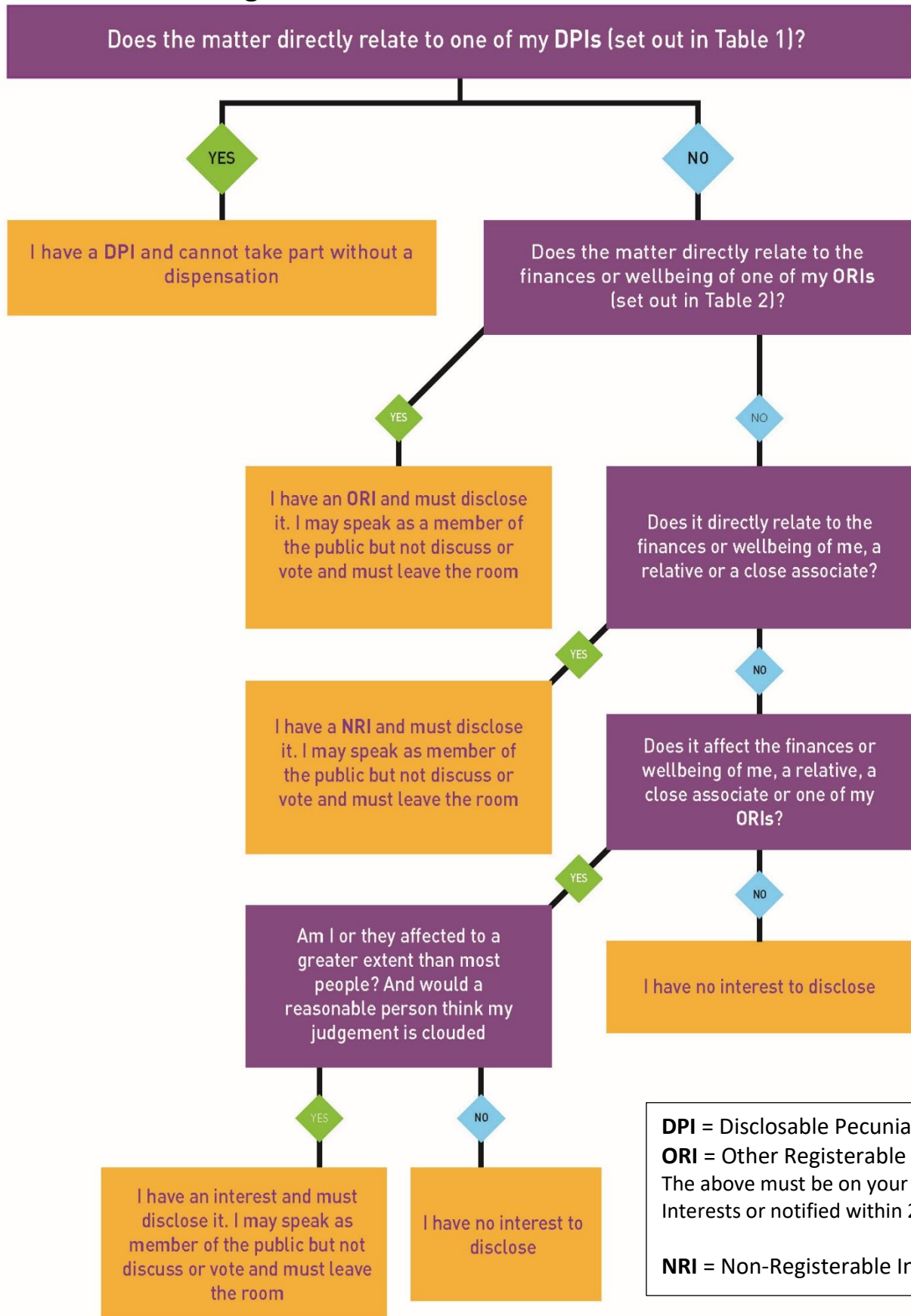
Dawn Clarke
Clerk and RFO
November 18, 2025

Meeting Agenda

1. To consider apologies for absence.
2. Declarations of interest in items on the agenda by Parish Councillors.
3. To consider the co-option of any candidate present.
4. To confirm the minutes of the Parish Council Meetings held on September 3rd 2025
5. Opportunity for Public Participation
6. Planning.
 - a. To respond to the application : 2025/3357 35 Limes Close Little Melton Norfolk NR9 3PU Conversion of garage into an annexe.
 - b. To Consider responses to any planning applications that arrive after publication of the agenda.
7. Parish Facilities.
 - a. Play area maintenance - update on progress.
 - b. Village Hall - Works outstanding - update.
 - c. Limes Close - To discuss the Swale maintenance & wildflower area.
 - d. To review and agree the Tennis court booking software.
 - e. To receive an update regarding the Pre-school request for outside area.
8. Highways.
 - a. Highways and roads items - update on progress.
 - b. Grit Bins - to consider replacement.
9. Parochial Charity update with respect to appointing the Parish Council trustees.
10. Administrative matters.
 - a. To agree a date for the transfer to .gov emails addresses and use of the new website.
 - b. To note the meeting dates for 2026.
 - c. Clerk report.
11. Financial
 - a. To approve payments since last meeting and due payments (Annex A)
 - b. To receive bank balances.
 - c. To note budget against spend for 2025-26.
 - d. To agree the budget and consider and agree the precept for 2026-27.
 - e. To delegate authority to the clerk to submit the precept request to South Norfolk District Council.
12. Items for information only or the next meeting.
13. Next meeting - Monday 12th January 2026 - 19:30 at the Village Hall

This meeting may be filmed, recorded or photographed by the public, anyone who wishes to do so is kindly asked to inform the clerk and ensure it is done in a non-disruptive and public manner.

Guide to declaring interests under the LGA Model Code of Conduct 2020



DPI - Employment, office, trade, profession or vocation carried on for profit or gain; Sponsorship; Contracts; Land and property; Licences; Corporate tenancies; Securities.

ORI - Unpaid directorships; any body of which you are a member or in position of control/management and appointed to or nominated by council; any body exercising functions of public nature, or charitable purposes, or whose principal purpose includes influencing public opinion/policy of which you are a member or in position of control/management.

NRI - Matter which relates to or affects financial interest or well-being of councillor, relative or close associate, or a body that is an ORI.

Guide to declaring interests under the LGA Model Code of Conduct 2020

If you are unsure as to whether you have an interest to declare you should always seek advice from the Clerk.

At heart there is a simple principle – as public decision-makers, decisions must be made in the public interest and not to serve private interests. Proximity in personal relationship and in physical proximity are often important factors in deciding.

The test at law for apparent bias is ‘would a fair-minded and informed observer, having considered the facts, conclude that there was a real possibility of bias’. This influences whether or not you should participate in a meeting where you have a conflict of interest.

You have a **Disclosable Pecuniary Interest (DPI)** in a matter when the matter being discussed directly relates to your registered interest or that of your partner, rather than simply affecting it. You cannot speak, discuss or vote. You must leave the meeting room for the whole of the item.

For example, if you have registered 1 Acacia Avenue as your address, you would have a DPI if you put in a planning application for 1 Acacia Avenue, or if the whole of Acacia Avenue was being considered for a Resident Parking Zone.

You would not have a DPI if 3 Acacia Avenue had put in a planning application as the matter does not directly relate to your registered interest. You may however, have a non-registerable interest.

A **Non-registerable Interest (NRI)** arises where the interest is that of yourself or your partner which is not a DPI or of a relative or close associate. As a Councillor you are not expected to have to register the interests of your relatives or close associates but under the Code you are expected to declare them as and when relevant business occurs which affects their finances or wellbeing. The Code says you should not participate in the relevant business in two circumstances:

- a. when a matter directly relates to that interest. Or
- b. when a matter affects that interest to a greater extent than it affects the majority of inhabitants and
 - o a reasonable member of the public would thereby believe that your view of the public interest would be affected

For example, under a) if your son has submitted an application for a licence to open a bar, the matter directly relates to your relative. You must not take part in any discussion or vote on the matter.

For example, under b) there has been an application made to build several units of housing on a field adjacent to your business partner’s home. It is not their application, but they will be more affected by the application than the majority of people so again you would be expected to declare the interest and withdraw.

Similarly, an application for the property next door to you does not directly relate to your property so it is not a DPI, but you would instead need to declare a Non-Registerable Interest.

In the case of an NRI or ORI you may speak on the matter before withdrawing, but only where the public are also allowed to address the meeting.

Something relates to your interest if it is directly about it. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you or an outside body you have registered has a financial interest.

‘Affects’ means the matter is not directly about that interest but nevertheless the matter has clear implications for the interest – for example, it is a planning application for a neighbouring property which will result in it overshadowing your property. An interest can of course affect you, your family or close personal associates positively and negatively. So, if you or they have the potential to gain or lose from a matter under consideration, an interest would need to be declared in both situations.

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:

Item 11a – Annex A payments

Little Melton Parish Council

Full Council Meeting November 24th 2025

Income

South Norfolk DC	Precept 2/2	£ 13640.50
Google	Test payment	£ 00.19

To note payments made

South Norfolk DC		£ 676.80
Acorn to Oak	Village Hall	£ 840.00
SLCC	Subscription	£ 88.50
RLS Computers	Website and email	£ 516.00
Norse	Grounds - Sept	£ 509.47
Norse	Grounds - Oct	£ 509.47
CAS	Insurance	£ 1990.94
Unity Trust Bank	Service Sep	£ 1.94
Payroll	WFH - Oct, Nov	£ 52.00
Payroll	September	£ 618.70
Norse	Grounds - Nov	£ 509.47
Scribe	Oct, Nov	£ 88.80
HMRC	SSDS	£ 226.85
HMRC	SSDS	£ 208.27
Unity Trust Bank	Service Charge Oct, Nov, £	£18.00
First connect	Fire/safety	£164.40
GB Driveways	Mill Lane	£7800.00
OCS	Pest Control	£71.20
Vodafone	Oct, Nov	£14.00
Payroll	October	£ 618.70

For authorisation

SLCC Training	Practiconers Conf	85.92
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Signed:

Date: 24.11.2025

Little Melton Parish Council**BANK ACCOUNTS**

Barclays Current	£5,148.75
Unity Current	£3,599.59
Barclays Deposit	
Barclay Card	
Unity Savings	£77,227.68
Total in Banks	85,976.02
Cash	
GRAND TOTAL (Banks and Cash)	£85,976.02

Little Melton Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Income Precept	27,281.00	27,281.00	0.00 (N/A)			0.00 (N/A)	0.00
Income Other		2,559.64	2,559.64 (255964		0.19	-0.19 (-19%)	2,559.45
Staff			0.00 (N/A)	7,300.00	2,476.42	4,823.58 (66%)	4,823.58
Administration			0.00 (N/A)	1,600.00	4,036.98	-2,436.98 (-152%	-2,436.98
Playing Field			0.00 (N/A)	8,181.00	5,816.40	2,364.60 (28%)	2,364.60
Village Hall			0.00 (N/A)	7,350.00	31,133.03	-23,783.03 (-323%	-23,783.03
Memberships			0.00 (N/A)	250.00	349.63	-99.63 (-39%)	-99.63
Grants		3,900.00	3,900.00 (390000	1,400.00	1,400.00	0.00 (N/A)	3,900.00
General Amenities			0.00 (N/A)	1,100.00	817.20	282.80 (25%)	282.80
NET TOTAL	27,281.00	33,740.64	6,459.64 (23%)	27,181.00	46,029.85	-18,848.85 (-69%)	-12,389.21
Total for ALL Cost Centres		33,740.64			46,029.85		
V.A.T.					7,361.94		
GROSS TOTAL		33,740.64			53,391.79		