

Little Melton Parish Council

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

Present:	Cllr John Heaser	JH	(Chair)
	Cllr Russel Cole	RC	
	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)

Minutes

1. To consider apologies for absence.

The chair welcomed everyone.

Apologies have been received from Cllr Ricky Wallsworth, and Cllr Jo Read.

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

Cllr John Heaser non-pecuniary interest in the CIO (Village Hall).

3. To consider the co-option of any candidate present.

None.

4. To confirm the minutes of the Parish Council Meetings held on September 3rd 2025

It was resolved that the minutes were a true record of the meetings on the 3rd September 2025, Proposed JH, Seconded RC, agreed

5. Opportunity for Public Participation.

District Councillor Kathryn Cross has sent in a report that can be found in the meeting folder. There is a new South Norfolk Bin App, food waste collections are due to start in phases. KC has been assisting residents with a housing issue.

Unitary proposals: It was noted that JH and the Clerk attended the presentation at Hethersett Parish Council, KC and JS spoke about the options. It was agreed that council would submit a response (JH to prepare) It was also revealed at the meeting in Hethersett that there is no longer a 5-year land supply.

Flooding on Mill Road, clerk to chase.

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.**

a. 2025/3357 Clerk to submit a response with emphasis on parking and objecting to use as a commercial unit.

b. None

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.**

- a. Work on the basketball pad will commence shortly, it will be 4-5 days of work. It was confirmed that the wildflower area was now complete.
- b. There is quite a list of outstanding work. Clerk to contact the builder, additionally the roof above the kitchen. We are waiting for a bill from the electrician.
- c. A resident has been keeping an eye on the outflow with respect to the Swale, they are happy to continue to monitor the swale. It was agreed that a budget of £100 for trees/seeds via the clerk.
- d. The booking add on is working, it is a scribe product and will need further assessment prior to adopting.
- e. No update

8. Highways.

- a. **Highways and roads items - update on progress.**
- b. **Grit Bins - to consider replacement.**
 - a. Progress with the VAS has stalled. Little Melton Road has been cleared. (on the corner)
 - b. No response from the resident. SS to check they have been topped up. Look to replace in the summer with a new bin that has a hasp.

9. Parochial Charity update with respect to appointing the Parish Council trustees.

Trevor Baker has resigned from the Parochial Charity; his long service was noted and sincere thanks expressed.

To appoint new trustees, it has been suggested that they attend a meeting prior to being appointed to understand the organisation. There are 3 suggested candidates. JH to liaise with the candidates.

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.**
 - a. JH has made additions, and the new website is ready to use. We still need photos. It was resolved to move to the .gov emails and website from December 1st 2025
 - b. For 2026 are generally the last Monday of the month at 19:00, the clerk will confirm all dates.
 - c. There has been a change in way the 'Enforcement Notices' are shared and South Norfolk will only notify if there are updates. Clerk to set up a spreadsheet to track.
The probationary period has passed and as required by the pensions regulator the clerk will progress with LGA Pension enrolment.
Little Melton Parish Council decides, under Regulation 3(1) of the Local Government Pension Scheme Regulations 2013, that Dawn Clarke can join the LGPS from 1 January 2026

Banking migrated to Unity, there are a couple of items remaining in Barclays but these are being progressed.

The Clerk has taken on Great Melton PC.

The Clerk attended the Town and Parish Forum in person which was informative, there was a chance to speak directly to officers.

Council asked that selected mail be forwarded and no weekly summary is required.

SLCC Conference in January has been booked in Burton on Trent, (part share from LMPC)

The Clerk has also done work on School Lane flooding. The tree survey will be commissioned as it is not part of NORSE's contract.

It was agreed that a WhatsApp group will be set up for both full council and banking groups, it was suggested to set as mute, it will be set to destroy messages after 90 day.

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.
- a. The payment in Annex A were agreed, Proposed JH, Seconded RC, agreed

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, I	£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	Practitioners Conf	85.92
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- b. Bank balances were noted of:

Unity Current £3,599.59

Unity Savings £77,227.68

Barclays Current £5,148.75

Total in Banks 85,976.02

- c. Noted

- d. Prior to the meeting the clerk confirmed that all councillors in attendance were up to date with their council tax.

A budget of was agreed of £40,058 and the precept set at £60.05 per band D household any shortfall to be taken from the general reserves.

- e. It was resolved 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.

Next meeting - Monday 26th January 2026 - 19:00 at the Village Hall

Meeting closed at 21:45

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