

Little Melton Parish Council

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

Monday January 26th 2026 - 19:00, at the Village Hall.

Members of the public and press are welcome to attend.

Dawn Clarke.
Clerk and RFO.
January 19th, 2026.



Agenda.

- 2026-001 To consider apologies for absence.
- 2026-002 Declarations of interest in items on the agenda by Parish Councillors.
- 2026-003 To consider the co-option of any candidate present.
- 2026-004 To confirm the minutes of the Parish Council Meetings held on November 26th, 2025.
- 2026-005 Opportunity for Public Participation.

- 2026-006 Planning.
 - a. To note no delegated responses.
 - b. To note the determination of 2025/3357 35 Limes Close, Little Melton, Norfolk NR9 3PU. Conversion of garage into an annexe.
 - c. To Consider responses to any planning applications that arrive after publication of the agenda.

- 2026-007 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. Update regarding Sinclair Close.
 - e. To review and agree the Tennis court booking software.

- 2026-008 Highways.
 - a. Highways and roads items - update on progress.
 - b. Grit Bins - to consider replacement.
 - c. Cycle path / Bus provision.

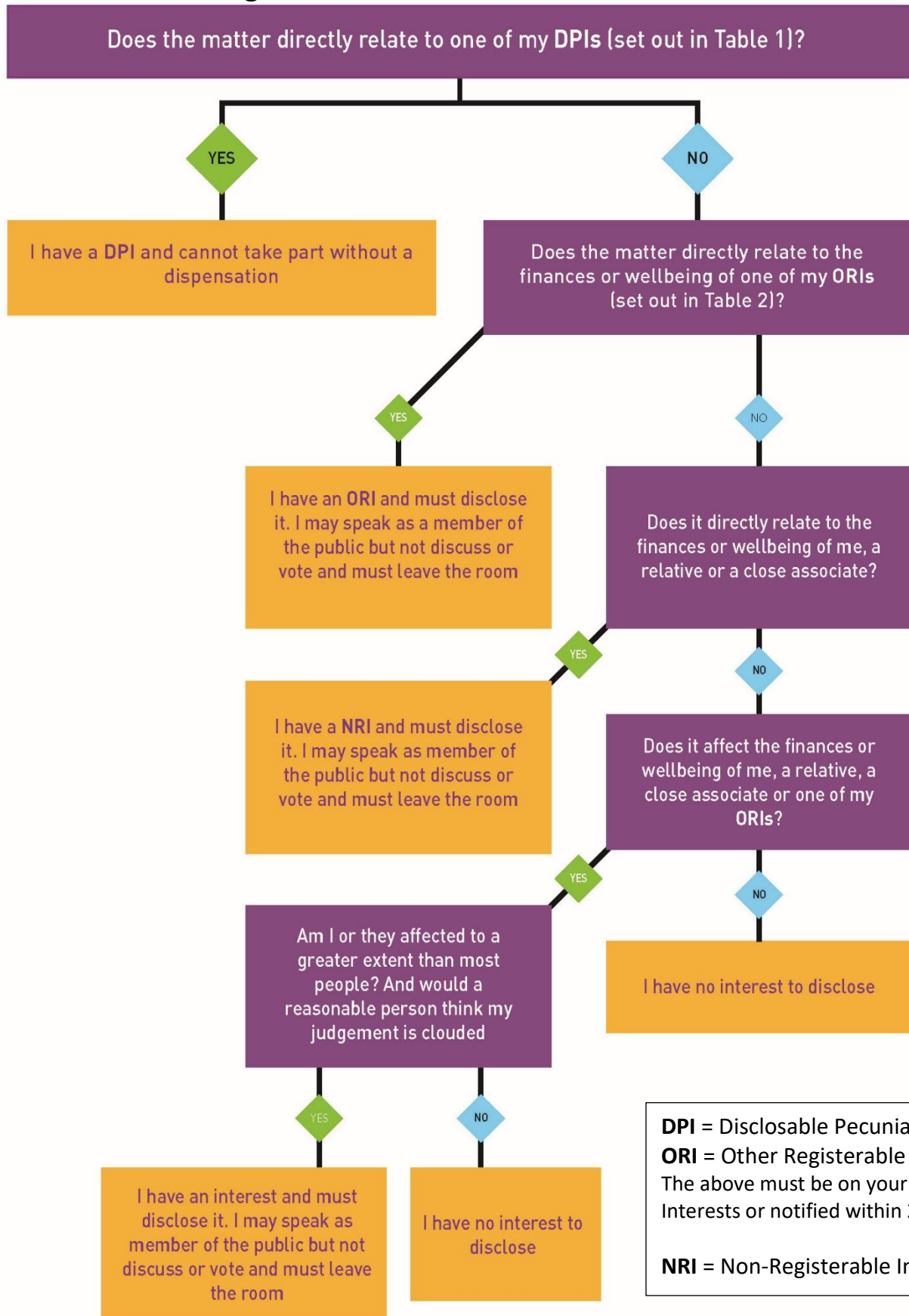
- 2026-009 Administrative matters.
 - a. To receive an update regarding appointing the Parish Council Trustees.
 - b. To adopt the policies presented.
 - c. Clerk report.

- 2026-010 Financial Items.
 - a. To approve payments since last meeting and due payments (Annex A).
 - b. To receive the bank balances.
 - c. To note the budget against spend for the year 2025-26.
 - d. To note the Band D rate and the submission of the 2026-27 precept request.

- 2026-011 Items for information only or the next meeting.
Next meeting – March 30th 2026.

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

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

Little Melton Parish Council

Full Council Meeting November 24th 2025

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The Horizon Centre, Broadland Business Park, Peachman Way,
Norwich,
NR7 0WF
Tel 01508 533633 / 01603 430509 Text phone 01508 533622
Freephone 0800 3896109
Email planning@southnorfolkandbroadland.gov.uk
Website www.southnorfolkandbroadland.gov.uk



Agent

Mr Damian Pond
DCP Architecture Ltd
4 Morley Close
Rackheath
Norwich
NR13 6UR

Applicant

Julia Morton
C/O Agent

DECISION NOTICE

Town and Country Planning Act 1990

Reference : 2025/3357
Application Type : Householder
Applicant : Julia Morton
Location : 35 Limes Close Little Melton Norfolk NR9 3PU
Proposal : Conversion of garage into an annexe
Date of Decision : 15 December 2025

Permission **is granted** for the carrying out of development referred to above in accordance with the application form and plans submitted subject to compliance with the following conditions:

1. The development hereby permitted must be begun before the expiry of THREE YEARS from the date of this decision.

Reason for the condition

Required to be imposed by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004

2. The development hereby permitted shall be carried out in accordance with the application form, plans and drawings and other documents and details received as listed below :

4210 PL02B PROPOSED PLANS AND ELEVATIONS - Received on the 14th of November 2025

Reason for the condition

For the avoidance of doubt and to ensure the satisfactory development of the site in accordance with the specified approved plans, as required by the Spatial Planning Objectives of the Greater Norwich Local Plan and the South Norfolk Local Plan Development Management Policies Document 2015.

3. The living accommodation hereby approved shall be ancillary to the use of the main dwelling and shall not be occupied at any time as a separate and un-associated unit of accommodation.

Reason for the condition

In the interests of highway safety in accordance with Policy DM3.11 of the South Norfolk Local Plan Development Management Policies Document 2015.

4. In the event that contamination that was not previously identified is found at any time when carrying out the approved development, it must be reported in writing immediately to the Local Planning Authority. All development shall cease and shall not recommence until :
 - 1) a report has been submitted and agreed in writing by the Local Planning Authority which includes results of an investigation and risk assessment together with proposed remediation scheme to deal with the risk identified and
 - 2) the agreed remediation scheme has been carried out and a validation report demonstrating its effectiveness has been approved in writing by the Local Planning Authority.

Reason for the condition

To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors in accordance with Policy DM 3.14 of the South Norfolk Development Management Policies 2015.

1. The Local Planning Authority confirm it has taken a positive and proactive approach to reach this decision in accordance with the requirements of the National Planning Policy Framework
2. It is good practice to undertake any potentially noisy construction and demolition activities during the following times:

08:00 - 18:00 Monday to Friday
08:00 - 13:00 on Saturdays
No work on Sundays or Bank Holidays
3. The applicant should be aware of the provisions of the Party Wall etc. Act 1996 before carrying out any of the works covered by this planning application. An explanatory booklet is available at www.communities.gov.uk which sets out the rights and duties of the applicant in order to ensure that the Act is complied with.
4. During the period of construction there should be no clearance of vegetation by burning, or disposal of other materials by burning owing to the proximity of neighbouring sensitive receptors.

Reason: To protect the amenity of the locality, especially for people living and/or working nearby, in accordance with N PPF para 187 & 199.

This permission refers only to that required under the Town and Country Planning Act 1990 and does not include any consent or approval under any other enactment, bylaw,

order or regulation and specifically any consent required under the Building Regulations 2010 (as amended). The attached notes for applicants are also part of this decision notice.

A handwritten signature in black ink, appearing to read 'Ben Barnes', is positioned above the title of the Assistant Director - Planning.

Assistant Director - Planning

How did we do? Let us know your feedback on the service you received.

<https://www.smartsurvey.co.uk/s/CSANew2021/>

The Horizon Centre, Broadland Business Park, Peachman Way,
Norwich, NR7 0WF
Tel 01508 533633 / 01603 430509 Text phone 01508 533622
Freephone 0800 3896109
Email planning@southnorfolkandbroadland.gov.uk
Website www.southnorfolkandbroadland.gov.uk



Decision Notice & Notes Attached

Approved Plans:

The Council's approval is only for the details shown on the plans originally submitted or, if amended, as listed on the decision notice. If you wish to change the approved plans in any way, please contact Planning Services quoting the application reference number to check if the changes would be acceptable. In some case/s, a fresh application for approval will be required for the proposed changes. You should not change the approved plans and start work until the proposed changes are approved by the Council.

Conditions of Approval:

If the Council's approval is subject to conditions, you must ensure that any action required, including the need to obtain the Council's further approval for items such as landscaping details or materials to be used, is taken before work commences.

The Council has the power to take action to force compliance with the approved plans and/or the requirements of any conditions attached to the decision notice. Any failure to carry out work strictly in accordance with the approved plans and/or any conditions may result in the work having to be removed or changed.

Commencement of Work

Before work starts on the proposal, please ensure that all pre commencement conditions have been complied with. If the development is liable for the Community Infrastructure Levy (you should have received a Liability Notice), it is essential that you submit a Commencement Notice and Assumption of Liability Notice. Failure to do so could result in the loss of any exemptions which have been granted and result in payment being due immediately and subject to a 20% surcharge.

Information relating to appeals against the decision of the Local Planning Authority.

If you are aggrieved by this decision to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

Time periods to submit appeal

As this decision relates to a householder application, then any appeal must be submitted with **12 weeks** of the date of this notice.

If the decision relates to the same or substantially the same land and development as is already the subject of an enforcement notice, any appeal must be submitted within **28 days** of the date of this notice

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against the decision on your application, then you must do so within: **28 days** of the date of service of the enforcement notice, or within 12 weeks of the date of this notice, whichever period expires earlier.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on GOV.UK

The Secretary of State can allow a longer period for giving notice of appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal. The Secretary of State need not consider an appeal if it seems to the Secretary of State that permission for the proposed development could not have been given by the Council or could not have been given without the conditions imposed having regard to the statutory requirements, to the provisions of the development order and to any directions given under a development order and to any directions given under a development order.

In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

Appeals can be made online at <http://www.gov.uk/appeal-householder-planning-decision> If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN or tel no. 0303 444 5000

Purchase Notices

If permission to develop land or carry out works is refused or granted subject to conditions, whether by the Council or by the Secretary of State for the Environment, the owners of the land may claim that the land has become incapable of reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve on the Council a purchase notice requiring the Council to purchase his interest in the land in accordance with the provisions of either Part VI of the Town and Country Planning Act 1990.



After Planning comes Building Control

Building Control is a statutory requirement on the vast majority of building projects (including internal alterations and conversions) irrespective of whether planning permission has been required or not.

It is the process of ensuring projects are completed in accordance with the building regulations and exists to ensure that the safety and well-being of any person is not compromised by changes or work that takes place.



CNC Building Control can help in numerous ways, including:

- Technical input and pre-submission advice
- Guidance on applying for and registering an application
- Becoming part of your design team
- Ensuring projects are completed timely and to budget, including providing advice and guidance on related facets such as energy reports, acoustic issues, air tightness testing and fire strategy.

In essence, CNC will support you through your project from pre-planning and commencement all the way to project completion and issuing of certification.

For more information or to obtain a quotation, please use one of the following:

Email – quotations@cncbuildingcontrol.gov.uk

Phone – 0808 168 5041

CNC Building control provides the statutory building control functions for the Local Authority areas of Kings Lynn and West Norfolk, Fenland, South Norfolk, Norwich City, and Broadland.



**Borough Council of
Kings Lynn &
West Norfolk**



**Fenland
District Council**



Little Melton Parish Council

Filming and Recording at Council Meetings

Guidance for Members of the Public

We welcome openness and transparency at council meetings. Members of the public and the press are welcome to film, record and report on any meeting that is open to the public.

Meetings, or parts of meetings, that are closed to the public must not be filmed or recorded.

How filming and recording works

- You may film, record audio, live-blog or use social media at public meetings.
- Recording should be done quietly and without causing disruption.
- Please stay within areas set aside for the public.
- You do not need to ask permission in advance.
- The council will make reasonable arrangements to support filming and recording where possible.

We ask everyone recording a meeting to do so considerately, so that others can see, hear and take part without difficulty.

Disruptive behaviour may include:

- Moving into areas not designated for the public without the Chair's agreement
- Making excessive noise when setting up or moving equipment
- Using bright or intrusive lighting or flash photography
- Interrupting the meeting, including asking people to repeat what they have said for recording purposes

If recording becomes disruptive, the Chair may pause the meeting and take appropriate action.

Protecting privacy

To safeguard children, vulnerable people and anyone who does not wish to be filmed, space will be provided where filming is not possible. We also ask that filming of members of the public is kept to a minimum.

Responsibility for recordings

Anyone who chooses to film, record or broadcast a meeting is responsible for how that material is used and for any legal claims that may arise from it. By recording, you agree to take responsibility for this and to protect the council, councillors and officers from any related liability.

This guidance will be displayed at meeting venues and published on the council's website. Anyone filming or recording is deemed to have accepted these guidelines.

Little Melton Parish Council

EQUALITY AND DIVERSITY POLICY

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile,

degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training and prevention

The council will [provide training in/raise awareness of] equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will [provide training to/raise awareness of] all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. [The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.]

[We have carried out an assessment to assess the risk of different forms of harassment, including sexual harassment and third-party harassment, occurring in our workforce, including in [different roles [and departments]], the steps we could take to reduce those risks and which of those possible steps are reasonable. This risk assessment will be reviewed [regularly OR annually]. [The current assessment is available on the [Intranet]].

[We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.]

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring . If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.]

This is a non-contractual procedure which will be reviewed from time to time.

Source:

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Source :

Adopted: January 2026

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Little Melton Parish Council

Co-option Policy

In the event of the Parish Council being required to fill a vacancy via the co-option process:

1. The Clerk will advertise the vacancy within the Parish (on the noticeboard, Parish Council website and Parish council's Facebook page)
Any member may inform any resident of the vacancy.
2. Any interested party is encouraged to contact the clerk prior to the meeting to verify their eligibility to apply for co-option. Not contacting the clerk will not result in co-option not being enacted.
3. Notice of the intention to co-opt to the vacancy will be given in the agenda of the Parish Council and remain until it is filled.
4. At the relevant item on the Parish Council meeting agenda.

The Chair will invite the applicant(s) to give a short presentation about themselves (3-5 minutes), only applicants present may be co-opted.

In the case of one applicant for one vacancy:

The candidate will be voted in - proposed, seconded and agreed by council.

When multiple candidates are present:

A vote for the candidates who have put themselves forward by the council.

Councillors will have one vote per vacancy to be filled. Voting will be by submitting a signed vote on paper to the Clerk and will continue until one candidate has received an absolute majority of the votes cast.

At that stage, the successful candidate will be declared elected.

The Clerk will retain the votes until the next minutes are signed.

Should no single candidate receive a majority on the first vote the candidate with the lowest number of votes is eliminated. In the event of a tie the Chair will have the casting vote.

Once one vacancy is filled, and acceptance of office is signed the new councillor is eligible to vote on the remaining vacancy/vacancies.

Voting will then take place on the remaining candidates and continues until one person receives an absolute majority (defined as more than half the votes cast). In the event of a tie the Chair has the casting vote. The successful candidate is then declared co-opted.

Freedom of Information Act 2000

Information available from Little Melton Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	Free
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Clerk and Councillor details can be found https://littlemeltonparishcouncil.gov.uk/aboutus/ Hard copy Clerk contact details can be found in the notice boards.	Free Free
Location of main Council office and accessibility details	The Parish Council has no physical office. It uses the village hall for meetings which is accessible for wheelchair users.	
Staffing structure	The Parish Council has one employee.	

Little Melton Parish Council

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p> <p>https://littlemeltonparishcouncil.gov.uk/finance/</p> <p>current and previous years can be found on the website</p>	Free
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p> <p>Finalised budget.</p> <p>Precept.</p> <p>All items of expenditure above £100.</p> <p>Grants given and received.</p> <p>List of current contracts awarded and value of contract.</p>	<p>Website</p> <p>https://littlemeltonparishcouncil.gov.uk/finance/</p> <p>Current and previous years can be found on the website.</p>	Free
<p>Financial Standing Orders and Regulations</p>	<p>Website</p> <p>https://littlemeltonparishcouncil.gov.uk/policies/</p>	Free
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum.</p> <p>Annual governance statement in format included in the Annual Return form</p>	<p>Website</p> <p>https://littlemeltonparishcouncil.gov.uk/finance/</p> <p>Current and previous years can be found on the website.</p>	Free
<p>Annual Report to Parish or Community Meeting</p>	<p>Website</p> <p>https://littlemeltonparishcouncil.gov.uk/meetings/</p>	Free

Little Melton Parish Council

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website https://littlemeltonparishcouncil.gov.uk/policies/	Free
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum.	Website https://littlemeltonparishcouncil.gov.uk/meetings/	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings). Agendas of meetings. Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure. Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure.	Website https://littlemeltonparishcouncil.gov.uk/meetings/ Hard Copy in the notice boards in the parish.	Free
Responses to consultation papers Responses to planning applications	Included in the minutes. https://littlemeltonparishcouncil.gov.uk/meetings/	Free
Bye-laws	Hard Copy Posted at the relevant area (park or village hall)	Charged.

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website.</p> <p>https://littlemeltonparishcouncil.gov.uk/policies/</p>	<p>Free.</p>
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Little Melton Parish Council

Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) Assets register, including details of public land and building assets	Website https://littlemeltonparishcouncil.gov.uk/finance/	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website https://littlemeltonparishcouncil.gov.uk/policies/ (none received to date)	Free
Register of members' interests	Website linking to South Norfolk DC https://littlemeltonparishcouncil.gov.uk/aboutus/	Free

Little Melton Parish Council

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only Community centres and village halls Parks, playing fields and recreational facilities	Website At the location (park)	Free
Additional Information Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

Little Melton Parish Council encourage the use of the website and email to find information.

Printed copies can be supplied at a cost of £5 for the first sheet and 20p for the additional pages, printed double sided when possible.

This must be paid in advance and is inclusive of second class postage.

This will be completed in no less than 10 working days.

This is calculated on 'actual cost' basis

Amended from IOC template DC
Adopted January 2026

Little Melton Parish Council

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Little Melton Parish Council

Councillor Code of Conduct (2023)

This Code of Conduct is based on the Local Government Association mode Code of Conduct

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.

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".

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.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and councillors can seek advice from the 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.

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 Parish Clerk 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 your 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 parish clerk.

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 parish clerk.

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 Parish Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Parish Clerk, an accumulation of small gifts received from the source totaling £100 over a period of one year.**
- 10.4 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 Parish Clerk for guidance.

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.

Disclosure of Other Registerable Interests

5. 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

6. 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.
7. 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

8. 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.

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](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom 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 — (a) under which goods or services are to be provided or works are to be executed;
Land and Property	Any beneficial interest in land which is within the area of the council. '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.

Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (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.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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 spouses/civil partners have a beneficial interest exceeds one hundredth of the total

* '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 Registerable 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

Source LGA & South Norfolk DC
Re-adopted January 2026

Little Melton Parish Council

Training and Development Policy

Little Melton Parish Council is committed to providing employees and members the access to necessary training and development opportunities to ensure that the council can meet its aims and objectives.

The development of skills and abilities of staff and councillors will result in the delivery of high quality services, the efficient management of those services and the compliance with and utilisation of legislative powers.

The council values the time given by its members to their community and can maximise the benefits from the contribution by strengthening their community role.

Council's Commitment

Little Melton Parish Council makes the following commitments:

- To develop employees and members to achieve the objectives of the Council.
- To regularly review the needs of, and to plan training and development for employees and members.
- To regularly evaluate the investment in training and training budgets.

Training Needs

Employees

- Induction training will be provided for new members of staff.
 - Contracts of employment and job descriptions will include details of the council's commitment to training.
 - Current or any new clerk to be intent on achieving CiLCA or equivalent. The Clerk's subscription to be a member of the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) to be maintained by the council.
- CiLCA holders are encouraged to log Continued Professional Development with SLCC.
- Staff training will be identified through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the council.
 - Relevant additional training may be requested or required at any time.
 - Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aim of the council.
 - Attendance of local Clerk Networking meetings such as Clerks forums and briefings. The council will support attendance of 6 per year in person.
- Sharing training costs when practical – to be allocated by the clerk.

Council Members

- Members folder will be provided for all newly elected members setting out the council's policies and procedures this will be completed in the week after the acceptance of office.
- Given a copy of, or link to 'the Good Councillor guide.'
- Training requirements for members will usually be identified by the Chair and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the council.
- Newly elected members are encouraged to attend a 'New Councillor Course', it is preferably in person within 3 months of acceptance.
- Councillors who should attend one training session per year and a general refresher every 2 years. Councillors are encouraged to identify areas they wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training may be provided on an ad-hoc basis.
- The Chair and Vice Chair are encouraged to attend a 'Chair' course within 3 months of taking office
- Feedback to the Clerk after any course will help us identify courses that are most suitable.

Training Resources

An annual budget will be set for employee training and councillors training. Courses will be booked by the Clerk.

Councillor training will be and authorised by the Clerk. The Clerks Training will be authorised by the Chair.

All employees or members attending training may claim travel expenses at HMRC rates.

The council will ensure that membership fees for NALC, SLCC and any other suitable organisation are included annually within the budget.

Training providers for both employees and councillors include, but not limited to:

- National Association of Local Councils
- Norfolk Association Local Councils
- Norfolk Parish Training and Support.
- Regional and National seminars/conferences
- Principal Authorities
- Society of Local Council Clerks

Common Resources

Little Melton Parish Council will subscribe to relevant publications giving access to advice services of, NALC & SLCC

Little Melton Parish Council will ensure there are relevant up to date publications such as Arnold Baker on Local Council Administration (Fourteenth Edition) and the Clerk's Manual for use by the Clerk

Source: DC

Adopted: Jan 2026

Little Melton Parish Council

BANK ACCOUNTS

Barclays Current	£500.00
Unity Current	£4,148.40
Barclays Deposit	
Barclay Card	
Unity Savings	£59,638.15
Total in Banks	64,286.55
<hr/>	
Cash	
<hr/>	
GRAND TOTAL (Banks and Cash)	£64,286.55

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
General Amenities			0.00 (N/A)	1,100.00	817.20	282.80 (25%)	282.80
Administration			0.00 (N/A)	1,600.00	4,351.28	-2,751.28 (-171%)	-2,751.28
Grants		3,900.00	3,900.00 (390000)	1,400.00	1,400.00	0.00 (N/A)	3,900.00
Income Other		1,168.73	1,168.73 (116873)			0.00 (N/A)	1,168.73
Income Precept	27,281.00	27,281.00	0.00 (N/A)			0.00 (N/A)	0.00
Memberships			0.00 (N/A)	250.00	349.63	-99.63 (-39%)	-99.63
Playing Field			0.00 (N/A)	8,181.00	22,739.65	-14,558.65 (-177%)	-14,558.65
Staff			0.00 (N/A)	7,300.00	3,714.02	3,585.98 (49%)	3,585.98
Village Hall			0.00 (N/A)	7,350.00	31,337.85	-23,987.85 (-326%)	-23,987.85
NET TOTAL	27,281.00	32,349.73	5,068.73 (18%)	27,181.00	64,709.63	-37,528.63 (-138%)	-32,459.90

Total for ALL Cost Centres	32,349.73	64,709.63
V.A.T.	1,841.37	10,822.09
GROSS TOTAL	34,191.10	75,531.72

Little Melton Parish Council

Full Council Meeting January 26th 2026 2026-0010 a.

Income

Unity Trust Bank	Interest	£ 410.47
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To note payments made

	Grounds - Dec + wild	
Norse	flowers	£ 1040.45
Action Play Leisure	Basket ball	£ 18,666
Scribe	Dec, Jan	£ 88.80
google	Cloud	£8.00
Vodafone	December, January	£ 14.00
Paul Canning	Village Hall	£245.78
Payroll	M9 December	£618.90
Payroll	M8 November	£618.70
Barclay Card	Skeeda & Amazon	£45.47
Payroll	WFH - Dec, Jan	£ 52.00
Barclay Card	Skeeda	£38.07

For authorisation

Signed:

Date: 24.11.2025

SECTION 50 - LOCAL GOVERNMENT FINANCE ACT 1992

PRECEPT 2026/27

To South Norfolk Council being the appropriate
billing authority for the below named Parish

You are hereby required to pay to:

#05, LITTLE MELTON PARISH COUNCIL

(name of parish / town council or meeting)

The total Parish Precept required is

£28,224.00

- TWENTY EIGHT THOUSAND, TWO HUNDRED AND TWENTYFOUR POUNDS -

from South Norfolk Council's General Fund to meet expenses payable by the Parish
/Town Council/Meeting.

(Note: In the case of a Parish Meeting, this precept must be authorised by the
Chairperson.)

AUTHORISED at the meeting of the Parish / Town Council held on

the 24th day of NOVEMBER 2025 (month/year)

Signed..... DCU

Designation CLERK & RFO

(the Officer designated for this purpose)

BANK DETAILS

Bank name UNF

Sort code 608

Bank address P.O.

BK

Is this detail the same as last year?

(If different, please provide a copy of a recent bank statement)

YES ☒ NO ☐

26/27 Tax base = 470 - BANO D= 60.05

* BANK CHANGED: after last precept request,
2nd of 2 2025/26 Payments made into the new account.