

Little Melton Parish Council

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

Monday March 30th 2026 - 18:30, at the Village Hall.

Members of the public and press are welcome to attend.

Dawn Clarke
Clerk and RFO
March 22, 2026



Meeting Agenda

- 2026-012 To consider apologies for absence.
- 2026-013 Declarations of interest in items on the agenda by Parish Councillors.
- 2026-014 To consider the co-option of any candidate present.
- 2026-015 To confirm the minutes of the Parish Council Meetings held on January 26th 2025
- 2026-016 Opportunity for Public Participation

- 2026-017 Planning.
 - a. To Consider responses to any planning applications that arrive after publication of the agenda.

- 2026-018 Administrative matters.
 - a. To accept the policies submitted to council.
 - b. To note the Tree Survey and progress with it's recommendations.

- 2026-019 Financial
 - a. To approve payments since last meeting and due payments (Annex A).
 - b. To appoint Clare Morton as internal auditor for 2025-26 year.
 - c. To note that Little Melton PC has been selected for a intermediate review by PKF Littlejohn.

- 2026-020 Items for information only or the next meeting.

- 2026-021 Next meeting - Monday 20th May 2026 - 19:30 at the Village Hall.

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

Little Melton Parish Council

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

Present: Cllr John Heaser JH (Chair)
Cllr Tim Eagle TE
Cllr Steve Sophocleous SS
Cllr Sarah Graves SG (After 2026-003)
Dawn Clarke DC Clerk to the council

4, then 3 members of the public including District Councillor Kathryn Cross (KC) and County Councillor David Bills (DB)

Minutes

- 2026-001 To consider apologies for absence.**
Cllrs Ricky Wallsworth and Russel Cole sent apologies.
It was noted that Jo Read has resigned, the chair thanked her for her service.
- 2026-002 Declarations of interest in items on the agenda by Parish Councillors.**
None
- 2026-003 To consider the co-option of any candidate present.**
It was resolved to co-opt Sarah Graves.
Proposed JH, Seconded SS, agreed.
Cllr Sarah Graves signed the declaration of acceptance.
- 2026-004 To confirm the minutes of the Parish Council Meetings held on November 26th,**
It was resolved that the minutes were a true record of the meetings on the 25th September 2025,
Proposed TE, Seconded SS, agreed.
- 2026-005 Opportunity for Public Participation.**
County Councillor David Bills spoke about the cycle way on Hethersett Lane, the funding is in place for nearly all of the route. The change of contractors has delayed the start. The section of and after the bridge across the A47 to the roundabout is funded by the development of the NRP. The NRP triggers have not been monitored and this is being reviewed by NCC. It is unclear about elections, bye-elections and unitary related elected officials. A response regarding devolution is expected prior to the 'purdah' period.
- District Councillor Kathryn Cross is also waiting for progress with the Unitary process. The CAF fund has opened and there is some member grant remaining.
- A resident of Burnthouse Lane spoke about the need for a cycle and foot way, they suggested stopping up a road to re-direct traffic and make the road safe.
- 2026-006 Planning.**
- To note no delegated responses.**
 - To note the determination of 2025/3357 35 Limes Close, Little Melton, Norfolk NR9 3PU. Conversion of garage into an annexe.**
 - To Consider responses to any planning applications that arrive after publication of the agenda.**
- Noted.
 - Planning has been granted with restrictions on use (non-commercial only).

- c. None.

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.**
- a. SS volunteered to sow grass seed near the basketball area.
The play area inspection £231.60 was authorised, but a date has not been confirmed. SS notes that Action Play Leisure has not responded to the request to tension the zip wire. This to be added to the work needed.
It was suggested by the clerk that people inspecting should all be trained. JH to speak to the CIO.
Tree inspection is pending (a cost of £300 was authorised).
- b. It was agreed to speak with a maintenance company to address the repairs that are outstanding. There was a discussion about recruitment to the Parish Council and Village Hall committee.
- c. The resident has not contacted the clerk.
- d. The developer of Sinclair Close has gone into administration, the road has not been finished, and the management company has not been structured. The Parish Council is supporting the residents by providing a space for the residents to meet without charge.
- e. The Clerk will continue to look for other options.

2026-008 Highways.

- a. **Highways and roads items - update on progress.**
- b. **Grit Bins - to consider replacement.**
- c. **Cycle path / Bus provision.**
- a. The collapsed pond was raised, clerk to speak again with NCC re progress.
- b. Currently too full to replace. Clerk to action after April.
- c. Residents were questioning the MP's involvement in the cycle paths.
There have been multiple references to the funding by various people, however the new references to the funding are to make up the increased costs. Footpaths were raised and understanding what is a actual footpath, a permissive path and a place where people walk was discussed. A booklet of walks was raised as an idea.

2026-009 Administrative matters.

- a. **To receive an update regarding appointing the Parish Council Trustees.**
- b. **To adopt the policies presented.**
- c. **Clerk report.**
- a. The new Parish Council's representatives, Mick House and Natalie Bennet have agreed to be the Parish representatives. It was resolved to appoint them as trustees. Clerk to speak with the Parochial Council.
Proposed, JH, Seconded TE, Agreed.
- b. The following policies were adopted: Filming and Recording, Equality and Diversity, Co-option, ICO template and model publication scheme, Internal Audit, Equalities and Diversity, Co-option, Councillor Code of conduct and Training. It was resolved that councillors attend basic/refresher training.
- c. A response from Norfolk Pension Fund has arrived, however there was an error in the schedule. Pension payments are due from January 1, 2026.
Lorry driver that was photographed.
City Fiber, will return and check the levels/ height of the returned solid and grass.

Unity will increase the monthly fee to £7 a month.

Village Hall – A estimate for both the Veluxes that remain – this is estimated at £4,200, and the area of roof above the kitchen will re-felted and roof tiles re-laid estimate of £1,100.

It was agreed to accept the 2 estimates, and schedule for Easter. Whilst the ladders are on site they will look at the other leaking window to understand how the ingress is occurring.

Village Sign, this is providing more difficult to find someone to complete this work, a steel post was suggested for longevity. DC to look for a craftsman.

Lorries causing damage, good clear photos, with dates, locations and times are needed to progress complaints to transport companies.

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.**
- a. It was resolved to accept the payments listed.
Proposed SG, seconded SS, Agreed

Income

Unity Trust Bank

Interest

£ 410.47

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

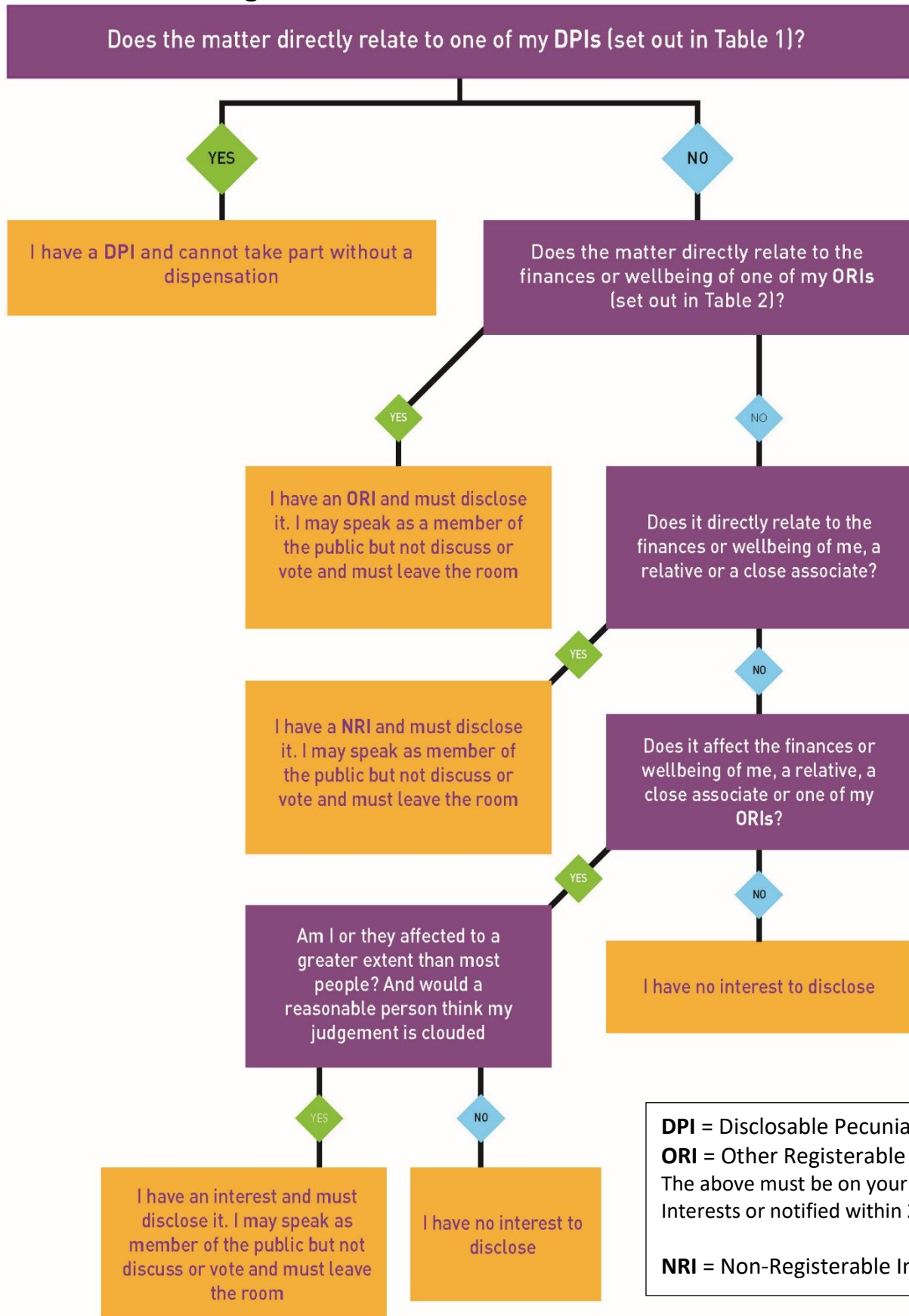
- b. Barclays Current £500.00 Unity Current £4,148.40
Unity Savings £59,638.15 balance of £64,286.55
- c. Noted
- d. A precept of £28,224 was requested from South Norfolk District council.
The band D rate of £60.05. The Tax base for 2026-27 was 470 (2.6%+)
The 2025-26 precept was £27,281 the rate was 58.54 (tax base 466).

2026-011

Items for information only or the next meeting.

Meeting closed 21:10 Next meeting – March 30th 2026.

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.

S White

Tree Conditions Survey

SITE: Little Melton village hall & playing field

SURVEYED BY: Mr S P White

DATE: 28/2/2026

Tree No.	Species	Age	Htm	Structural condition	Physical condition	Works Priority	Comments/Recommendations
0042	Oak Quercus robur	M	16	Good	Good	N/A	Tree has previously had a crown reduction works carried out. Crown contains minor deadwood. Re-survey in 18 months
275	Oak Quercus robur	M	18	Good	Good	N/A	Tree has previously had a crown reduction works carried out. Crown contains minor deadwood. Large limb has been lost on the south western side Re-survey in 18 months
0045	Oak Quercus robur	M	16	Good	Good	N/A	Tree has previously had a crown reduction works carried out. Crown contains minor deadwood. Re-survey in 18 months
0046	Cherry Prunus avium	M	12	unknown	Fair	2	Ganoderma present at base on the southern side of the tree. Major die back and dead wood present on the southern side of the canopy. Fell tree and grind out the stump. Replant to mitigate the tree loss.

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Tree No.	Species	Age	Htm	Structural condition	Physical condition	Works Priority	Comments/Recommendations
276	Ash Fraxinus excelsior	SM	12	Unknown	Poor	3	Ash die back present Fell as low as possible
277	Ash Fraxinus excelsior	SM	12	Unknown	Poor	3	Ash die back present Fell as low as possible
278	Ash Fraxinus excelsior	SM	15	Poor	Good	3	Large cavity @ base on the eastern side of the tree Fell as low as possible