

Little Melton Parish Council

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

Present: Cllr John Heaser JH (Chair)
Cllr Ricky Wallsworth RW
Cllr Steve Sophocleous SS
Cllr Sarah Graves SG
Dawn Clarke DC Clerk to the council

1 member of the public

Minutes

- 2026-012 To consider apologies for absence.**
Cllrs Russel Cole sent apologies, the reason was accepted.
It was noted that Tim Eagle has resigned, the chair thanked him for his service.
- 2026-013 Declarations of interest in items on the agenda by Parish Councillors.**
None.
- 2026-014 To consider the co-option of any candidate present.**
None.
- 2026-015 To confirm the minutes of the Parish Council Meeting held on January 26th**
It was resolved that the minutes were a true record of the meeting on the 26th January 2026,
Proposed RW, Seconded SS, agreed.
- 2026-016 Opportunity for Public Participation**
None.
- 2026-017 Planning.**
a. To Consider responses to any planning applications that arrive after publication of the agenda.
None.
- 2026-018 Administrative matters.**
a. To accept the policies and documents submitted to council.
b. To note the Tree Survey and progress with it's recommendations.
a. Council resolved to accept the policies submitted: Biodiversity, Complaints (and Form), Data Map, Data Protection, Document Retention, Health and Safety, Risk Assessment (council), Risk Management and Asset List.
b. The Tree Survey was noted, 4 trees requiring work and the clerk to secure quotes for the work for the earliest possible lawful time.

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 an intermediate review by PKF Littlejohn.
- a. The payment list was approved and the balance noted (£58,088.10). The scope of the estimate for the electrical work amended was agreed to progress.
Proposed JH, Seconded SS, Agreed.

To note payments made

Norse	Jan, Feb, Mar 3 @	509.47
Payroll	HMRC	624.41
Onecom	Jan,	48.23
Unity	Dec, Jan, Feb 3 @	6.00
Scribe	Feb, Mar	88.00
Payroll	WFH, Feb, Mar	52.00
Barclaycard	Skeeda, Defib batte	386.62
Payroll	M10, M11, M12	1753.92
Vodaphone	Feb, Mar 2 @	7.00
OCS	Pest Control	73.69
Norfolk Pension	Jan, Feb, Mar 3 @	216.59
Onecom	Feb	48.56
Ionos	IT	206.75
Play inspection	safety inspection	231.60
Google		141.60
Barclaycard	Skeeda,	37.70
Vodaphone	March	7.06
S White	Tree Survey	300.00

- b. It was resolved to appoint Clare Morton as the auditor for 2025-26, after considering the guidance for selection, in line with policy. Her fee is £70. Clerk to issue a letter of engagement.
- c. It was noted that the parish council has been selected for an intermediate review and this would be part of the AGAR process, this is additional information that the Clerk needs to provide.

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

The meeting with Orsted was attended by the Clerk and Mr Bibb, a report has been circulated, the drainage is being followed up by the Parochial Charity.

2026-021 Next meeting - Wednesday 20th May 2026 - 19:45 at the Village Hall.

The meeting closed at 18:40