

Little Melton Parish Council

Wednesday May 20th 2026 - 19:45, at the Village Hall.

Present:	Cllr John Heaser	JH	(Chair)
	Cllrs Russel Cole	RC	(Vice Chair)
	Cllr Steve Sophocleous	SS	
	Cllr Sarah Graves	SG	
	Cllr Keith Grant	KG	(after 2026-026)
	Dawn Clarke	DC	Clerk to the council

4 members of the public, including District Councillor Ben Watson

Minutes

- 2026-022 To elect The Chair.**
Cllr John Heaser was elected to the position of chair and signed the acceptance of office.
- 2026-023 Chair's welcome and to receive apologies for absence.**
The chair welcomed everyone and Cllr Ricky Wallsworth sent apologies, the reason was accepted. Cllr Kathry Cross sent apologies.
- 2026-024 To elect The Vice Chair**
Cllr Russell Cole was elected to the position of vice chair and signed the acceptance of office.
- 2026-025 To receive declarations of interest in items on the agenda and consider any requests for dispensations.**
None.
- 2026-026 To consider the co-option of any candidate present.**
It was resolved to co-opt Keith Grant, who signed his declaration of acceptance of office.
- 2026-027 To approve the minutes of the meeting held on Monday March 30th 2026.**
It was resolved that the minutes were a true record of the meeting on the 30th March 2026, Proposed JH, Seconded RC, agreed.
- 2026-028 To adopt or re-adopt the policies and TORs as listed in Annex B.**
It was resolved to accept the policies presented. The clerk to develop a Grant policy and add employment policies when available. The permission to apply for grants in-between meetings was agreed for items that are aligned with projects that have been discusses or are of good for the local environment.
- 2026-029 To consider the membership of the Employment Committee.**
It was resolved to appoint RC, SS and SG to the committee.
- 2026-030 To review the use of s137 to make payments.**
The council maintains it's ability to use GPoC.
- 2026-031 To confirm the asset register.**
The asset register was accepted.

- 2026-032 To consider the bank signatories.**
It was noted that DC, JH and RC are signatories and agreed not to change this.
- 2026-033 To note the subscriptions, contractual and re-occurring payments and consider the amendments presented in Annex C.**
It was resolved to accept the contractual payments, subscriptions and re-occurring payments as presented.
It was agreed to add 'SuperSaas' to the list.
It was agreed to pay the salary and WFH by standing order and any under or overpaid balances to be addressed in March.
- 2026-034 To confirm meeting dates for the next year.**
Clerk and chair to supply dates and councillors to confirm their availability.
- 2026-035 To approve the minutes of the meeting held on Monday March 30th 2026**
Duplicate item.
- 2026-036 Opportunity for Public Participation.**
Cllr Ben Watson introduced himself and asked resident to contact him with local issues.
Residents raised the progress of the cycle paths, trod paths or pavements for Burnt House Lane and drainage on the roads in the area. HGV routes were raised and enforcing the restrictions that are in place. The missing permanent signs on the East bound A47 were raised.
The Drs surgery was discussed; there was no progress.
The Council asked Ben Watson to look at the missing HGV East Bound signs on the A47
The Norfolk CC website reporting for a road defect was raised and the need for Parish Councils to have a less onerous process to report defects.
- 2026-037 Planning.**
a. To note responses by delegation.
b. Consider responses to any planning applications that arrive after publication of the agenda.
c. Planning determinations received since the last meeting.
a. 2026/1043 3 Manor Farm Barns School Lane NR9 3AE, Erection of a garden shed/studio – no objection
b. 2026/1530 Homefield, Mill Road Little Melton Norfolk NR9 3NT
Demolition of existing garage and conservatory to be replaced with two storey brick extension to match existing building. No objection but words regarding delivery of materials as the road is narrow at that point.
c. None.
- 2026-038 Parish Facilities**
a. Play Area Maintenance – Update on progress.
b. Tennis Court – Booking system and maintenance.
c. Village Hall – Works outstanding and completed.
d. Village Hall – Managing the exit of the playgroup.
e. Limes Close – Maintenance of swale – update.
f. Sinclair Close – Update.
a. A list would be generated by MB so that a working party can identify those items that may be completed without using a contractor. RC agreed to help with a working party.
The skate ramp was discussed and the potential need for specialist repair work -

SS will check in the first instance, the clerk to action 141 to return and complete repairs. A budget of £1,500 was noted.

RW had put out a survey to understand if residents were interested in joining working party.

- b. The Skeeda software has become very expensive (around £99 a month) after many price increases. It was agreed that the booking of the tennis court will be moved to 'SuperSaas' which is £7 a month direct payment.
- c. Adrian Cobb's carpenter has been working through most of the list of small maintenance works – the bill is expected to be around £800.
Cllr David Bills has agreed to use his member grant for the improvement/replacement of the lighting – more energy efficient and new sites.
The wear to the floor is noticeable and will need upgrading in the near future.
The carpet in the bar area is showing wear and may also need replacing.
- d. The Playgroup exit on the 18th of July after a sale of their items. It was agreed that the Parish Council would supply a skip if required to enable the group to clear any waste items that remained. It is expected that the playgroup removes all items that are not fixed to the ground (shed, play equipment etc)
- e. SS will visit Limes Close to check the swale condition.
- f. South Norfolk are leading a liaison group to help move the residents. The Parish Council will continue to observe the situation.

2026-039 Highways

- a. **Road items – update on items and re-establishing a list/software.**
- b. **Cycle path and bus provision – update.**
 - a. The clerk will log the fallen VH sign, RC will log the other sign.
 - b. Discussed within 2026-036, the bus service is generally on time. The routing was queried as the very tight corner on Little Melton Road. Additional routes via Bawburgh or the hospital were discussed.

2026-040 Administrative matters.

- a. **To note the Tree Survey and progress with it's recommendations.**
- b. **Clerk Report.**
 - a. This will be progressed over the summer.
 - b. The removal of stones was raised, a quote for £800 was given.
Barclays will be closed when the land registry has been moved.
SS spoke about the training he attended and raised a neighbourhood plan.
A grant of £1011 has been awarded for planting in the parish, this is to be match funded.

2026-041 Financial

- a. **To approve payments since last meeting and due payments (Annex A).**
- b. **To note the bank balances and reconciliation presented.**
- c. **To receive the 25-26 Q4 Budget against Actual and the year end figures.**
- d. **To receive the 26-27 Budget against Actual.**
- e. **To note the dates for the electors' rights.**
 - a. The payment list was approved
The scope of the estimate for the electrical work amended was agreed to progress.
Proposed JH, Seconded SS, Agreed.

Income

Unity Trust Bank Interest	410.47
South Norfolk DC Precept	14112.00

To note payments made

Onecom	March	48.23
ICO	Subscription	47.00
Unity Bank	March, April 2@	7.00
Scribe	April, May 2 @	44.00
Barclaycard	Skeeda	47.96
Payroll	WFH April, May	52.00
Vodafone	April, May 2 @	8.00
Norse	April	509.47
HMRC	Q4	599.01
Payroll	M1, M2	1,169.70
Wright & Suter	Work to Hall	4,676.06
First Connect	Fire system	534.30
Barclaycard	Skeeda	47.75
OCS	Pest Control	73.69
HBC	Software	47.75
Norfolk Pension	April, May 2 @	193.38

For authorisation

Dodd Group Work to VH

- b. The bank balance was noted to be £64,863.58
- c. Noted.
- d. Noted.
- e. Electors rights will run from Wednesday 3 June and end on Tuesday 14 July 2026

2026-042 Audit process (Clerk)

- a. **To note the Internal Auditors Report for 2025-26.**
- b. **To appoint an Internal Auditor for the 2026-27 year.**
- c. **Annual Governance Statements, to hear the proposals to approve Form 3, Section 1, then Section 2.**
- d. **To delegate authority to the Chair and Clerk to sign the documents and discharge the council's legal duties in respect to the AGAR for 2025-26.**
 - a. The Internal Auditors Report was noted.
 - b. It was resolved to appoint Clare Morton for 2026-27, her independence and ability to satisfy the SAPPP requirements were agreed, and a letter of engagement will be sent, the rate was confirmed to be £100 for 2026-27.
 - c. The Annual Governance Statements were heard and the proposals approved by council for the responses on Form 3, Section 1, then Section 2.
 - d. Council was satisfied that the audit is correct and resolved to delegate authority to the Chair and Clerk to sign the documents and discharge the council's legal duties in respect to the AGAR for 2025-26.

**2026-041 Items for information only or the next meeting.
Meeting closed at 21:20**

2026-042 Next meeting – Monday July 20th 2026 - 19:00 at the Village Hall.