

Little Melton Parish Council

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

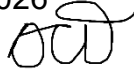
Tuesday September 22nd 2026 - 19:15, at the Village Hall.

Members of the public and press are welcome to attend.

Dawn Clarke

Clerk and RFO

September 15th, 2026



Agenda

- 2026-057 Chair's welcome and to receive apologies for absence.
- 2026-058 To receive declarations of interest in items on the agenda and consider any requests for dispensations.
- 2026-059 To consider the co-option of any candidate present.
- 2026-060 To approve the minutes of the meeting held on Monday July 20th 2026.
- 2026-061 Opportunity for Public Participation

- 2026-062 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.

- 2026-063 Parish Facilities
 - a. Play Area Maintenance – Update on progress.
 - b. Village Hall – Tennis Court, works outstanding and completed.
 - c. Limes Close – Maintenance of swale – update.
 - d. Sinclair Close – Update.

- 2026-064 Highways.
 - a. Road items – update on items and re-establishing a list/software.
 - b. Cycle path and bus provision – update.
 - c. VAS or SAM options for the village.

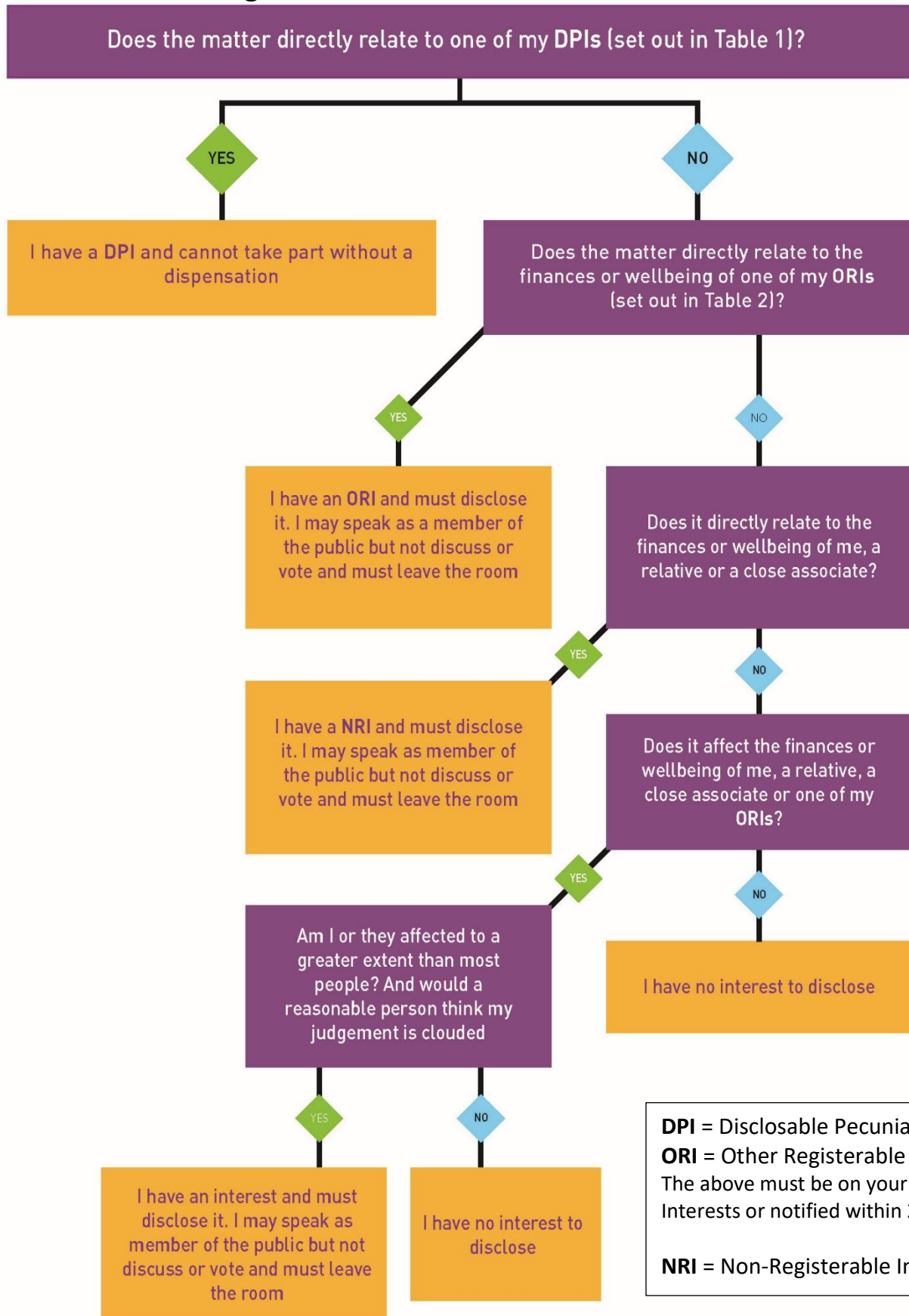
- 2026-065 Administrative matters.
 - a. To receive a progress update regarding the newsletter.
 - b. To consider using other social media channels.
 - c. Clerk Report.

- 2026-066 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 26-27 Budget against Actual.
 - d. To note the conclusion of the external audit.
 - e. To note the national pay rise for the Clerk and arrange appraisal.
 - f. To consider any projects that may need funding from the 2027-28 budget.
 - g. To confirm the insurance payment year 2 of 3.

- 2026-067 Items for information only or the next meeting.
- 2026-068 Next meeting – Monday November 30th 2026 - 19:00 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.

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 July 20th 2026 - 19:00, at the Village Hall.

Present: Cllr John Heaser JH (Chair)
Cllrs Russel Cole RC (Vice Chair)
Cllr Keith Grant KG
Cllr Steve Sophocleous SS
Cllr Ricky Wallsworth RW

Dawn Clarke DC Clerk to the council
2 members of the public – including MB

Minutes

- 2026-045 Chair's welcome and to receive apologies for absence.**
The chair welcomed everyone, Cllr Sarah Graves had sent apologies, these were accepted.
- 2026-046 To receive declarations of interest in items on the agenda and consider any requests for dispensations.**
None.
- 2026-047 To consider the co-option of any candidate present.**
None.
- 2026-048 To approve the minutes of the meeting held on Monday May 20th 2026**
It was resolved that the minutes were a true record of the meeting on the 20th May 2026, Proposed RC, seconded KG, agreed.
- 2026-049 Opportunity for Public Participation.**
None.
- 2026-050 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. None.
b. None for our parish, however the application for a care home off the Watton Road has been re-submitted, whilst it is outside our parish it was agreed to submit words stating our support for the facility but concern about traffic layout and clarify the provision of cycle access.
c. None.
- 2026-051 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 & exterior upgrade.**
e. **Limes Close – Maintenance of swale – update.**
f. **Sinclair Close – Update and discussion of practical help.**
a. A spreadsheet has been developed, and many items are low risk/easy to fix. A inspection of the Zip-Wire carriage is outstanding, and wooden posts need to be replaced, Action Play Leisure are being contacted.

Proulic will be contacted to inspect. MB to contact. 141 Have attended and spent time working on the Skate ramp, the sub frame will need to be re-built in the next 5-10 years, re-build cost needs to be considering on an accruing format. For a future re-build additional acoustic material needs to be added into the frame/end panels.

- b. The new booking system is in place and has been well received. The centre strap was replaced on the net. (£13)
It was agreed that the court should be marked for Pickleball to increase the community usage. Stuart Douglass to be contacted for a price.
- c. There has been an interest in indoor Pickle Ball. Repaint, replace the flooring, however the hall is too short to play Pickle Ball, JH will ask for an indicative price from the builder.
- d. The pre-school have now closed and the 4 days are now free. There is an amount of debris remaining, clerk to arrange removal. Clerk to seek quotes and look at possible plans and grants to support the re-development of the garden area, extending a patio area and opening the area making it level with the grass. Re-aligning the fencing, entry way and installing a cycle rack.
- e. Limes Close – in the swale there are couple of trees – clerk to check with Norse about removal. SS to speak with neighbouring resident.
- f. There is a meeting this month with residents of Sinclair Close, South Norfolk DC, Highways and other stakeholders.

2026-052 Highways

- a. **Road items – update on items and re-establishing a list/software.**
- b. **Cycle path and bus provision – update.**
- c. **VAS or SAM options for the village.**
- a. The Village Hall sign and the speed roundel that has fallen have both been reported. The road needs sweeping but the cost seems excessive, additional quote to be sought, the junction is the issue. Highways trees on Green Lane (Little Island)
KC to look at items for Highways, and the pothole on Mill Lane.
- b. A letter updating residents about the cycle path on Burnt house lane has been sent by Ben Goldsborough. The work to the Colney Lane cycle path is scheduled for September/October.
- c. We have had a scheme supplied by Westcotec, however the response did not match the request, and the contact is on holiday. MB to progress.
The Electronic Agar – it was agreed to progress adoption and to cover proportionate share of the travel to the SLCC training in Reading.

2026-053 Administrative matters.

- a. **To confirm meeting dates for the next year.**
- b. **To consider amendments to policy documents.**
- c. **To discuss the remit of a newsletter.**
- d. **Clerk Report.**
- a. Tuesday September 22nd 2026 (19:15) Monday November 30th 2026
Monday January 25th 2027 Monday March 22nd 2027 Monday May 17th 2027
- b. It was agreed to add the complaints process to the Data Protection Policy.
HMRC have changed the mileage rate from 45p per mile to 55p per mile, this was accepted.
A discussion was had in respect to limiting the tenure of the chair, it was agreed not to progress this. A discussion was held about recruiting additional members – this was suggested for a Newsletter. RW will contact the residents who indicated they were interested in helping with the council. (Ask SG)
- c. SG felt that there is a information gap which could be filled by a newsletter, both in terms of 'what, when, where and community assets and facilities'. RC is happy to progress this idea

- d. The Community Café are willing to plant daffodils and crocus on the tennis court bank – clerk to purchase.

2026-054 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 26-27 Budget against Actual.
- d. To note any update regarding the external audit.

- a. The payment list was approved.
Proposed JH, Seconded SS, Agreed

Income

South Norfolk DC	Bloom Grant	1011.00
South Norfolk DC	VH Grant (Member Grant)	871.06

To note payments made

Norse	May, June, July @	545.14
Payroll	s/o (under) June, July @	580.00
Norfolk Pension	June, July @	193.38
One Com	April, May June@	51.76
Unity Bank	June, July @	7.00
Scribe	June, July @	44.40
Payroll	WFH, June, July @	26.00
Barclaycard	Skeeda	40.39
Vodafone	June, July @	8.00
NPTS	Training SS	96.00
Dodd Group	Work to VH	813.60
Light Fittings	VH Grant	187.71
SuperSaas	Tennis Booking June/July @	7.00
Amazon	Gloves	16.98
Barclaycard	Skeeda (final)	37.39
Clare Morton	Audit	70.00

For authorisation

OCS	Pest Control	73.69
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- a. Barclays Current £493.00 Unity Current £3,937.89 Unity Savings £57,936.19
A total balance of £62,367.08 was noted
- b. Noted.
- c. No update.

2026-055 Items for information only or the next meeting.

To consider using other social media outlets apart from Facebook. Village Sign – RW will look at removing the old section. Clerk to contact other builders.

2026-056 Next meeting – Tuesday September 22nd 2026 - 19:15 at the Village Hall.
Meeting closed at 21:00

Parish Clerk

From: Ben Weston <ben.weston.cllr@norfolk.gov.uk>
Sent: 20 August 2026 15:16
To: Office @ Hethersett Parish Council; clerk@littlemeltonparishcouncil.gov.uk
Cc: Adam Mayo
Subject: Burnthouse Lane – opportunity for Parish Partnership funding

Dear Hethersett and Little Melton Parish Councils,

I wanted to flag an opportunity in the newly opened 2027/28 Norfolk County Council Parish Partnership Scheme which I think may be worth pursuing jointly for Burnthouse Lane.

As you know, there has been considerable work over a sustained period to try to secure a safer walking and cycling connection between Hethersett and Little Melton along Burnthouse Lane, including petitions, community work, discussions with Highways and involvement from both myself and our MP.

The new Parish Partnership Scheme specifically allows bids for measures including small lengths of formal footway, lower-cost trods and improved crossing facilities. Norfolk County Council will provide 50% funding, up to a maximum contribution of £25,000 per bid.

I therefore wonder whether we could use this year's scheme to deliver a meaningful, self-contained first phase of the Burnthouse Lane route.

Rather than trying to prescribe what that should look like at this stage, I would suggest that we ask Highways to look at the route and advise what could realistically be delivered within a budget of around £50,000. If a suitable scheme can be identified, the maximum NCC contribution would be £25,000, leaving £25,000 of match funding to find.

Given that the route links both communities, one possible model would be for Hethersett and Little Melton to contribute towards that jointly. We could also explore whether other sources of match funding are available, including potentially contributions from local businesses, subject to confirmation that these are permissible under the scheme.

I've copied in our local Highway Engineer because the scheme guidance specifically encourages early engagement with Highways on feasibility and costs, ideally before the end of September.

Would both Parish Councils be willing, in principle, to explore this as a joint project? If so, I would be very happy to arrange a site meeting with Highways so that we can establish what might actually be achievable and then come back to both councils with a defined proposal and funding requirement.

The deadline for formal bids is 1 December 2026, so there is enough time to develop something properly, but I think it would be sensible to start that conversation now.

Best regards,

Cllr. Ben Weston

Norfolk County Council: Hethersett

Teams number : +44 1603 228914

 **Follow my updates and see what I'm doing [on Facebook here](#).**

I, Ben Weston, am a data controller and am committed to protecting the privacy and security of the personal information you give to me or that I hold about you. "Personal information" means any information about you or from which you can be identified.

This privacy [notice](#) describes how I collect and use personal information about you in my role as a county councillor in accordance with data protection legislation. If you have any questions about this privacy notice or how I handle your personal information, please contact me at

ben.weston.cllr@norfolk.gov.uk

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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

Little Melton Parish Council

Full Council Meeting

September 22 2026

2026-0066 a.

Income

South Norfolk DC	Litter picking prize	500.00
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To note payments made

Norse	Aug, Sept @	545.14
Payroll	s/o (under) Aug, Sept @	580.00
Norfolk Pension	Aug,	193.38
Norfolk Pension	Sept	222.75
One Com	july	61.30
Unity Bank	Aug, Sept @	7.00
Scribe	June, July @	44.40
Payroll	WFH, Aug, Sept @	26.00
HMRC	quarterly	598.81
Barclaycard	Skeeda	40.39
Vodafone	Aug, Sept @	8.00
SLCC	Membership	90.77
Tom Carey	Waste Removal	280.00
Barclaycard		20.99
SuperSaas	Tennis Booking Aug/ Sept @	7.00
RLS	Website	228.00
Four One Fourt	Skate ramp repairs	1598.40
OCS	Pest Control	73.69
Steroplast	New Defib Battery	145.00
Barclaycard		20.99

For authorisation

CAS	Insuance	2043.04
NPTS	Training SG	104.00
NPTS	Training KG	104.00
PKF	Audit Fee - external	378.00

Signed:

Date: 22.09.2026

Little Melton Parish Council**BANK ACCOUNTS**

Barclays Current	£493.00
Unity Current	£6,273.80
Barclay Card	£20.99
Unity Savings	£50,719.78

Total in Banks	57,507.57
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Cash

GRAND TOTAL (Banks and Cash)	£57,507.57
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Little Melton Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	27,281.00	14,112.00	-13,169.00				-13,169.00 (-48%)
2	Cil							(N/A)
3	Interest		283.59	283.59				283.59 (N/A)
4	Grants		1,882.06	1,882.06				1,882.06 (N/A)
5	VAT Refunds							(N/A)
6	Other (refunds etc)		500.00	500.00				500.00 (N/A)
7	Salary				7,300.00	2,909.70	4,390.30	4,390.30 (60%)
8	PAYE (Salary)					1,197.82	-1,197.82	-1,197.82 (N/A)
9	Pension					996.27	-996.27	-996.27 (N/A)
10	Telephone					40.02	-40.02	-40.02 (N/A)
11	Broadband				420.00	231.55	188.45	188.45 (44%)
12	Audit Fee - Internal				150.00	70.00	80.00	80.00 (53%)
13	Audit Fee - External				180.00		180.00	180.00 (100%)
14	Defibrillator Maintainace				250.00		250.00	250.00 (100%)
15	IT Hardware							(N/A)
16	Web Hosting / Domain				600.00	190.00	410.00	410.00 (68%)
17	IT subscriptions					268.54	-268.54	-268.54 (N/A)
18	Consumables							(N/A)
19	Small Projects							(N/A)
20	Grounds Maintenance				5,100.00	2,241.68	2,858.32	2,858.32 (56%)
21	Safety Inspections - Play equipmer				350.00		350.00	350.00 (100%)
22	Play equipment Maintenance				1,200.00	1,332.00	-132.00	-132.00 (-11%)
23	Tennis Court Maintainance				700.00	174.84	525.16	525.16 (75%)
24	Rent				1.00		1.00	1.00 (100%)
25	Safety Inspections - Trees							(N/A)
26	Trees Maintainace				600.00		600.00	600.00 (100%)
27	Pest Control				230.00	122.82	107.18	107.18 (46%)
28	Small Projects							(N/A)
29	Insurance				3,600.00		3,600.00	3,600.00 (100%)
30	Hall Maintainace				1,000.00	5,025.28	-4,025.28	-4,025.28 (-402%)
31	Car Park Maintenance				1,000.00		1,000.00	1,000.00 (100%)
32	Resurfacing/Repairs - Mill Road				1,100.00		1,100.00	1,100.00 (100%)
33	Alarm & CCTV				650.00	445.25	204.75	204.75 (31%)
34	Small Projects							(N/A)
35	Maintenance of open spaces				1,500.00		1,500.00	1,500.00 (100%)
36	Grants							(N/A)
37	NALC / SLCC				250.00	90.77	159.23	159.23 (63%)
38	Dog Waste Emptying				600.00		600.00	600.00 (100%)
39	Dog Waste Supplies				200.00		200.00	200.00 (100%)
40	VAS Maintainance				300.00		300.00	300.00 (100%)
41	Small Projects							(N/A)
42	Clerical Services							(N/A)
43	WFH Allowance					156.00	-156.00	-156.00 (N/A)
44	Bank Charges					35.00	-35.00	-35.00 (N/A)
45	Training Clerk							(N/A)
46	Training Councillor					80.00	-80.00	-80.00 (N/A)
NET TOTAL		27,281.00	16,777.65	-10,503.35	27,281.00	15,607.54	11,673.46	1,170.11
V.A.T.						1,939.45		
GROSS TOTAL			16,777.65			17,546.99		