

# Meeting minutes of Great Melton Parish Council

Thursday 23 September 2021 at 7.30 pm, held at Great Melton Cricket Pavilion

---

Parish Councillors present: Rob Richardson (Chairman), Bruce Fleming (Vice-Chairman), Mary Barnard, Peter Markham and Ian Sears. Also present: Luisa Cantera (Parish Clerk) and Margaret Dewsbury (District and County Councillor).

## **1 Apologies for absence**

The Chairman opened the meeting and welcomed everyone. Cllr Liesl Richardson gave her apologies in advance of the meeting.

## **2 Members' declarations of interest in items on the agenda**

Cllr Rob Richardson declared an interest in item 8.4 as a tenant of Town Field (owned by the Parish Council).

## **3 Approval of the minutes of the meeting held on 27 May 2021**

The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record.

## **4 Clerk's report**

The Clerk gave a summary of her report, which is available to read on the website.

## **5 Open forum for public participation**

No members of the public were present.

## **6 Updates from councillors**

### **6.1 Update on forthcoming meeting with Highways regarding speeding/traffic**

Cllr Fleming has organised a meeting for 27 September with the County Council Highways Engineer. Cllr Markham and two horse riders who attended a Parish Council meeting earlier in the year to express their concerns about speeding vehicles will also attend the meeting.

Cllr Dewsbury encouraged councillors to be involved in highway discussions with other parishes, such as the A47 dualling project and Thickthorn interchange/A11 improvements. Cllr Dewsbury also spoke about the Parish Partnership scheme whereby the Parish Council and County Council pay 50% each towards minor highway improvements; the Norfolk Strategic Alliance that is working with parishes with high incidences of flooding; and the Fire Service that can help with developing an emergency plan.

The Clerk was asked to contact Highways to ask for the road signs to be cleaned and any branches that obscure signage to be cut back.

6.2 **Update on the Sheringham Shoal and Dudgeon Extension Project**

There was no further information to add since the last meeting. The Parish Council's land agent will be asked for a brief update for the next meeting.

**7 Planning applications**

7.1 **Update on application decision taken by South Norfolk District Council (SNDC)**

SNDC approved the following recent application: Woodcocks, Woodcocks Lane (2021/0845) – Erection of a two bay cart lodge. The Parish Council submitted a no objection comment (Cllr Barnard was not involved in commenting on the application as joint owner of the property).

7.2 Circle Cottage, High Green (2021/2047) – Replacement of existing roofing materials on main roof, rear lean-to extension roof and rear outbuilding – The Parish Council will submit a no objection comment.

**8 Finance**

8.1 **Update on the Council's finances up to mid-September**

The Clerk shared a summary of the finances. The Council has spent 74% against budget but this is in part because the noticeboard was paid for in April (the start of the financial year).

8.2 **Approval of payments**

The following payments totalling £394.23 were approved by the Council:

Information Commissioner's			
Office	Annual fee for data protection*	£35.00	
L Cantera	Salary and related expenses	£359.23	

\*taken by direct debit on 28 June 2021

8.3 **Review of the annual risk assessment document**

The Clerk drafted some changes to the document and presented these to the Council. The Council **RESOLVED** to approve the document with the suggested amendments.

8.4 **Review of the land rents**

The Clerk provided a list of the land owned by the Parish Council; there are four parcels of land in total. The Council **RESOLVED** to set the land rent the same as last year. Cllr Rob Richardson did not take part in the vote.

8.5 **Agreement of an internal auditor for Spring 2022**

The Clerk confirmed that Max Bergin, the 2020-21 internal auditor, was willing to undertake the 21-22 audit for £20. The Council **RESOLVED** to appoint Mr Bergin as the internal auditor for 21-22.

**9 Co-option of a new councillor to fill a vacancy**

The Council received one application for the vacancy. On a vote, the Council **RESOLVED** to co-opt Michelle Collins. The Clerk will ask her to sign a declaration of acceptance of office and complete her register of interests form.

## **10 Correspondence**

Councillors were able to read the correspondence ahead of the meeting.

Cllr Markham said he felt that Parish Councillors should maintain a diary of road accidents that happen in the village so that they can reported to Highways.

## **11 Date of next meeting and items for the next meeting agenda**

Cllr Markham spoke about the spread of new development in Hethersett and asked for discussion on the impact of Hethersett's expansion to be included on the next agenda.

The next meeting will be held on Thursday 2 December (a week later than previously advertised).

The Chairman closed the meeting at 8.53 pm.