

# Minutes of Great Melton Parish Council Meeting

Monday 11 March 2024 at 7.30 pm held at Great Melton Village Hall

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Parish Councillors (Cllr) present: Bruce Fleming (Chair), Mary Barnard, Michelle Collins, Rob Richardson. Also present: Anita Rose (Parish Clerk).  
County and District Councillor: Margaret Dewsbury  
Members of the public: 0

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The Chair asked the Council if they agreed to record the meeting for minute purposes. This was unanimously **AGREED** by all.

**1 Apologies for absence**

Apologies were received from Cllrs Ian Sears and Peter Markham.

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

There were none.

**3 Approval of the minutes of the meeting held on 11 December 2023**

The minutes of the meeting were unanimously **APPROVED** and signed by the Chair.

**4 Clerk's report**

The Clerk reported the following updates.

**4.1.** The Clerk was pleased to report that the VAT claim to HMRC had been submitted and the VAT refund received in the Parish Council's bank account.

**4.2.** The Clerk reported to the Council that she had contacted Land Registry to ask them to update their records on the four pieces of land owned by the council to the new Parish Council's address.

**5 Open forum for public participation**

Cllr Margaret Dewsbury report was circulated to Councillors ahead of the meeting. Cllr Margaret Dewsbury highlighted the following.

- South Norfolk Council has received £9.6 million from Government to help resolve nutrient neutrality mitigation.
- Surface Water Drainage Officer Katy Spillman will be talking to landowners to help identify the flooding issues and to help find a solution.
- The Government announced that by April 2026 all districts must start collecting food waste from all properties.
- John Fuller, leader of South Norfolk Council, has been elevated to the House of Lords in the King's Honours list.
- Norfolk County Council has agreed the £528million budget for 2024.
- The Parish Partnership Scheme received 118 bids this year. This scheme invites Parish Councils every year to bid for funding.

**6 Finance**

**6.1. Update on Council's finances up to 29 February 2024**

The Clerk shared a summary of the finances. The Council has spent 90% against budget (£5,472) and received £3,953. This expenditure on employment, administration and grants are as expected for this time of year.

**6.2. The following payments were unanimously APPROVED by the Council, proposed by Cllr Richardson and seconded by Cllr Barnard.**

Unity Trust Bank	Service charge*	£18.00
A Rose	Salary (Jan – Mar)	£333.54
HMRC	PAYE	£83.40
*paid by direct debit		

The Clerk shared with the Council the conversation she has had with HMRC regarding a tax rebate, dating back to 2021, for £323.14. This amount should be paid into the Council's account around 25 March 2024.

**6.3. Annual subscription for council training**

The Council reviewed the quotations provided by the Clerk and after careful consideration it was **AGREED** that subscribing to a training provider at this time would not be beneficial. It was agreed to revisit the requirements for training one a new councillor is co-opted to fill the vacancy.

**7 Planning**

**7.1. To receive results of planning applications**

2023/3298: Mosswood, High Green; rear single storey extension – **APPROVED WITH CONDITIONS.**

**7.2. Planning Comments**

There were none.

**8 Grass maintenance to the War Memorial**

The Council discussed the grassed area around the War Memorial and in particular the owner and person(s) responsible for maintaining the area. The Chair agreed to liaise with the area Highways Engineer, Adam Mayo, to ascertain ownership and responsibilities, prior to any works being carried out.

**9 Land at High Green**

The Chair was pleased to report that the tenancy at High Green had been **AGREED** with Mr T Markham for Feb 2024 – Dec 2024 at a rental of £40.00 for 12 months. The Chair was pleased to report that sheep were currently grazing on the land, the condition of which, already appeared significantly improved.

In respect of the tenancy, the Chair had prepared a Grazing of Livestock licence agreement which was shared with Councillors ahead of the meeting. The Council **AGREED** to adopt the agreement after a few minor amendments.

**10 His Majesty The King's Portrait Scheme**

The Council **AGREED** to apply for the framed portrait of His Majesty The King, which is free to Parish and Town Councils.

**11 Clean Up and Bloom project**

The clerk was pleased to report that the grant funding of £300 had been received.

The Council discussed in detail the criteria of the scheme and how these would be met. The Council shared ideas of planting bulbs near or around the War Memorial, Church, village sign and notice board. It was agreed to ascertain ownership and permission in some areas prior to agreeing next steps.

**12 Co-option**

The Council currently has a vacancy following the resignation of Cllr Liesl Richardson in January. The Chair, on behalf of the Council thanked Liesl Richardson for her several years of service and her contribution to Great Melton Parish Council and wished her all the best for the future.

Councillors were asked to share the vacant position with neighbours and fellow residents to see if anyone would be interested in filling the seat. In addition to spreading the word, the Council **AGREED** to add an advert to the Good News magazine and display a poster in the notice board.

**13 Management of the notice board and defibrillator**

Cllr Bruce Fleming kindly offered to manage and maintain the notice board and defibrillator.

**14 Councillor updates**

**14.1. Sheringham Shoal Extension and Dudgeon Extension project** correspondence was received from Oulton Parish Council and Mr Tom Corfield of Arnold Keys and was noted. The Clerk explained to the Council that Equinor have agreed to make an interim payment to landowners in recognition of time spend cooperating with the SEP & DEP project at a rate of £40 per hour. Equinor lawyers are currently drafting an Option Agreement and once this is completed the Council can then submit an invoice.

**14.2. Norwich Weston Link (NWL) / A47** correspondence was noted. The next meeting for the Local Liaison Group is held on 13 March.

**14.3. World War 1 Roll Of Honour**

Cllr Bruce Fleming had met with Eileen Pennington in relation to her role in the Great Melton History Group and had gained a better appreciation of the situation regarding the ownership of documents and parish records, as well as the place of the Roll of Honour authored by David Gregory. It is evident that many of the documents of interest are church records. He will continue to liaise with Eileen Pennington and seek the insight of Church Warden, Mary Tuddenham, regarding the potential role of the Parish Council in the preservation of any archival material.

**14.4. Town and Parish Summit (9<sup>th</sup> November 2023) and the Town and Parish Forum (7<sup>th</sup> March 2024)**, Cllr Bruce Fleming had attended both presentations and shared the following.

**Town and Parish Summit**

- A 25% increase in population of South Norfolk is projected by 2041.
- Pride and Place community grant applications (third round) had closed in January.
- Clean Up and Bloom project was discussed in detail.
- The current scope of waste and recycling services was shared. He reported that 90% of the dry recycling materials stay within the UK, however the recycled cardboard and mixed paper mainly goes to India.
- Information and top tips for the recruitment of volunteers and councillors.

**Town and Parish Forum**

- Help Hub Outreach Community Van is now in place, bringing Councils to towns and villages.
- District Direct is a project where Council staff members work at the NNUH with patients who need to return home after hospital care. The hospital believes that referring a case to District Direct saves, on average, 8 bed days.
- Richard Squires from South Norfolk District Council talked through Neighbourhood Plans and reviews.
- Corinne Lawrie from South Norfolk District Council reported on the strategy and delivery plan outlining plans, priorities, and themes. The reports and plans will be available to view on the Council's website in the next couple of weeks.

Signed:

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Dated: 13<sup>th</sup> May 2024

**14.5. Mindful Towns' Training**, Cllr Bruce Fleming reported that he had attended the recent Mindful Towns training and is now a 'Mental Health First Aid Champion'. He explained that the training provided is to help sign-post people to appropriate support services. He shared with the Council a booklet of resources for guidance.

**14.6. Litter picking event** was held on Saturday 9 March. Cllr Mary Barnard was pleased to report that the event was successful, with 10 attendees present and 20 sacks of rubbish collected and she thanked all those who had attended. The Council agreed to complete the application form for the litter picking competition at South Norfolk District Council.

As a result of the litter pick Cllr Bruce Fleming raised concerns regarding large amounts of litter / fly tipping at the allotment land off Pockthorpe Road adjacent to Meadow View. The clerk was asked to report this situation to South Norfolk District Council.

**15 Highway Working Group**

Cllr Bruce Fleming was pleased to report that the Road Safety Community Fund (RSCF) application was successful, pending further details. The proposal is for a reduction in the speed limit from 60mph to 30mph on Hall Road (from adjacent to the Village Hall (cricket pavilion), past the War Memorial to High Green), Market Lane (from the War Memorial to the S bend adjacent to Church Farm) and Hethersett Road (to the Great Melton / Hethersett boundary).

The correspondence received from Adam Mayo Norfolk County Council Highways Engineer for the area, explained that the location will initially be assessed and approved by the Safety and Analysis Team, before being progressed by the RSCF project team in conjunction with designers and legal teams.

**16 Correspondence**

**16.1. Hornsea 3 Community fund** correspondence was noted.

The Clerk also shared further correspondence with the Council ahead of the meeting, regarding an offer from Orsted (developers of the Hornsea offshore wind farm) to attend one of the Parish Council meetings, to provide the Council with an update on the wind farm project and to answer any questions. The clerk was tasked with inviting Orsted representatives to attend the Annual Parish Meeting on 13 May.

The Council agreed that it would also be an excellent opportunity to invite Mr Rob Hartley, Manager of Great Melton Farms to the same meeting and to ask if he would share with residents his reflections after his first year in post and his thoughts regarding the outlook for the mutual interests of the community of Great Melton and the farm estate. Cllr Bruce Fleming will liaise with Mr Hartley and relay the invitation on behalf of the Council.

**16.2. Great Norwich Local Plan** has been approved. The Village Clusters plan will go to the inspectors in December 24.

**17 Agenda items for the next meeting**

The date of the Annual Parish Meeting will be added to the Good News magazine ahead of the next meeting.

Co-option

**18 The Council RESOLVED to exclude members of the public and press (under the Public Admission to Meetings Act 1960) for the following confidential items: Staff Matter**

The Council was pleased to report the permanent appointment of the clerk following a successful probation period.