

# Meeting Minutes of Great Melton Parish Council

Monday 5 September 2022 at 7.30 pm, held at Great Melton Village Hall

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Parish Councillors present: Rob Richardson (Chairman), Bruce Fleming (Vice-Chairman), Mary Barnard, Michelle Collins, Peter Markham, Liesl Richardson and Ian Sears. Also present: Luisa Cantera (Parish Clerk) and Margaret Dewsbury (District and County Councillor). There were no members of the public present.

## **1 Apologies for absence**

All parish councillors were present at the meeting.

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

There were no declarations of interest.

## **3 Approval of the minutes of the meetings held on 5 May (Annual Parish Council Meeting) and 13 July 2022**

The minutes of the meetings 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. The Council will be receiving £20 for having taken part in the Big South Norfolk Litter Pick 2022 and a further £200 for entering the prize draw. Cllr Barnard was thanked for entering the Council into the prize draw.

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

No members of the public were present.

## **6 Updates from councillors**

### **6.1 Update from councillors on any recent meetings attended**

Cllr Barnard attended the Shaping the Future event at Broadland and South Norfolk District Council in June. The District Council has funding available for community initiatives, such as installation of electric car charging points. The Clerk has spoken with the village hall and the plan is to register an interest in a car charging point for the village hall. The Clerk will find out more and provide information to the village hall. The funding panel next meets in December 2022.

## **7 Highways Working Group**

### **7.1 Update from the meeting held on 22 July 2022**

The Working Group recommended that the Council's focus should be on reducing village speed limits to 40 mph (most likely The Croft/Hethersett Road to Hethersett and Wong Farm to the village hall). A questionnaire has been delivered to all homes in the village. Twelve responses have been received so far and other areas have been highlighted for speed reduction. After the questionnaire deadline has passed, a case

for speed reduction will be drafted and brought to a Council meeting for approval. The Working Group was thanked for their efforts so far.

## **8 Update on Equinor/Dalcour Maclaren since the Council last met in July 2022**

The land agent signed the Heads of Terms as recommended by the appointed Solicitors, Birketts. The Solicitors are due to meet with Equinor/Dalcour Maclaren's Solicitors to work through the detail over the coming months. Compensation payments to the Parish Council are not yet clear; the Clerk will ask for an update for discussion at the November Council meeting. It will be possible for the Council to claim for the Clerk's time on working on this project.

## **9 Finance**

### **9.1 Update on the Council's finances up to 31 August 2022**

The Clerk presented an update for the first 5 months of the year. The Council has received more income than expected due to a VAT refund of £185 and payments from Equinor of £535 for a license and borehole at Town Field. Income from land rents is up to date. The Clerk will be invoicing tenants again shortly as further payments are due in October/November. Payments are as expected in the budget.

### **9.2 Donation to the Royal British Legion for poppy wreath and crosses for Remembrance Day service**

The budget has £42 earmarked for the purchase of a poppy wreath and crosses. The Council **RESOLVED** to purchase the poppy wreath and crosses.

### **9.3 Approval of payments**

The following payments totalling £406.95 were approved by the Council:

Royal British Legion	Poppy wreath and crosses	£42.00
L Cantera	Salary and related expenses*	£364.95

\*relates to 1 July to 30 September 2022

### **9.4 Option to opt out of the SAAA sector led auditor appointment**

The Clerk explained that the Smaller Authorities' Audit Appointments Ltd asked if the Council wished to opt out of the next 5-year period of using their appointed external auditor. The Council **RESOLVED** to remain with the SAAA appointed auditor.

## **10 Policy reviews**

### **10.1 Standing Orders**

The Clerk presented a new version of Standing Orders as they are due for review. Two additions were discussed: to include delegated authority for the Clerk to respond to planning applications on behalf of the Council, and an addition to the chairman's term of office so that it can only be for a maximum of 3 years. The Council asked for more time to consider the amendments; the Standing Orders will be discussed again at the November meeting.

10.2 **Data protection privacy notice**

The Clerk explained that the privacy notice was due for review. The Council **RESOLVED** to adopt the data protection privacy notice without amendment.

**11 Correspondence**

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

The District/County Councillor gave an update, which included news of the District Council's offices at Long Stratton to be sold and preparations underway for moving to the Broadland Business Park. The Help Hub has been set up to support anyone needing help and advice during the cost of living crisis; the District Council continues to support Ukrainian refugees to help them find accommodation; and Nutrient Neutrality is preventing many planning applications from being decided. Norfolk County Council (NCC): the fire service has been busier than usual dealing with house and field fires due to the warm, dry Summer. NCC is consulting on the use of mobile libraries as few people use them and the service is expensive to run. NCC is preparing for more people coming into libraries for longer periods over the winter months as they will be warm, safe spaces with activities on offer.

**12 Items for the next meeting agenda**

Review of Standing Orders, District/County Councillor report, update from any meetings of the Highways Working Group, communicating with the public, and review of Community Infrastructure Levy payments will be included on the next agenda.

The next meeting will be held on 28 November 2022 at 7.30 pm. The Chairman closed the meeting at 9.35 pm.