

Minutes of Great Melton's Parish Council Meeting

Monday 22nd September 2025 at 7.30 pm held at Great Melton Village Hall

Parish Councillors present: Bruce Fleming (Chair), Ian Sears (Vice Chair), Mary Barnard, Peter Markham, Rob Richardson. Also present: Anita Rose (Parish Clerk), County and District Councillor Margaret Dewsbury and 1 member of the public.

The Chairman opened the meeting with a tribute and pause for reflection upon the lives and contributions of Mrs Margaret Huckle and Mr David Richardson, long-standing and highly respected members of the community of Great Melton, who had passed away since the last meeting.

1. Apologies for absence

Apologies were received and accepted from Cllr Hanby.

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

Cllr Richardson declared an interest in item 17.1. He participated in the discussion but did not take part in the vote.

3. Councillor Vacancy

Great Melton Parish Council has a Councillor Vacancy to be filled. Councillors were encouraged to engage with residents and new neighbours regarding this opportunity. The position will continue to be advertised on the Council's noticeboard and in local village magazines, where possible.

4. Approval of the minutes of the meeting held on 12 May 2025

The minutes of the meeting were unanimously **APPROVED** and signed by the Chair. Proposed by Cllr Barnard and seconded by Cllr Markham.

5. Clerk's report

The Clerk reported the following updates.

- 5.1.** There is no new information regarding the Equinor timesheet claim.
- 5.2.** The secondary hard drive backup has been completed, and the primary hard drive is now in the Clerk's possession.
- 5.3.** War Memorial valuation provided by Paul Miles (stonemason) based on review of photographs of the Memorial, has been added to the Asset Register for next year. The Clerk thanked Cllr Sears for his help.
- 5.4.** Insurance was renewed with Clear Councils for a premium of £491.47; the Clerk thanked Cllr Fleming for his help.
- 5.5.** Reserves Policy costings will include a SAM2 machine (£3554) and Gateway signs (£474.15 each), pending Council approval.

6. Open forum for public participation

Reports from County and District Councillor Margaret Dewsbury were received; the reports may be viewed on the Council's website:

Council members raised concerns with Cllr Dewsbury about inconsistencies in the Septic Tank replacement scheme and have asked if she could verify the criteria and confirm Norfolk County Council's support. Only a few Great Melton residents who applied to the scheme have been accepted, and the approval process remains unclear. Cllr Sears submitted a freedom of information request to Norfolk Environmental Credits but has not yet received a response.

7. Finance

7.1. Update on Council's finances up to 18 September 2025

The Clerk shared a summary of the finances. The Council had spent approximately 38% against budget (£1,220) and received £2,946. The Clerk explained that the project expenditure was associated with the VE Day 80 event, which was supported by a grant from South Norfolk District Council.

7.2. Assertion 10

After completing the AGAR for 2024/25, PKF Littlejohn External Auditors advised that for 2025/26, all Local Authorities must comply with Assertion 10 of the Practitioners Guide 2025. Parish Councils need to evidence the following:

1. A council-owned domain for email and website
2. An IT policy
3. Website accessibility
4. Compliance with UK GDPR and Data Protection Act 2018

The Clerk was asked to seek advice from IT providers for compliance and to obtain quotations for a council-owned domain for email and website.

7.3. Internal Auditor

The Council unanimously **AGREED** to appoint Robin Goreham to carry out the Internal Audit for 2025/26 at an **AGREED** fee of £40.00. Proposed by Cllr Richardson and seconded by Cllr Sears.

7.4. Remembrance Sunday

The Council agreed to reuse last year's poppy wreath and crosses.

7.5. Draft budget 2026/27

The Clerk submitted the draft budget for 2026/27 to the Council. The project allocation was amended from £42 to £60. Costs related to a Council-owned domain for email and website have not yet been included.

7.6. The following payments were APPROVED by the Council. Proposed by Cllr Richardson and seconded by Cllr Sears.

Unity Trust Bank	Service Charge	£24.00
Clear Councils	Insurance	£491.47
ICO	Data Protection	£47.00
A Rose	Expenses – Amazon, Laminator and pouches	£22.78
A Rose	Salary (2 nd quarter July-September)	£346.73
HMRC	PAYE	£86.80
TOTAL		£1018.78

8. IT Policy

The Clerk presented a generic IT Policy to the Council, noting it is required for Assertion 10 compliance. After discussion, the Council agreed to defer ratification until they can confirm compliance with Assertion 10.

9. Planning

9.1. Results of applications

2025/0915: School Cottage, Landlow Lane; raise of roof ridge by 300mm – **APPROVAL WITH CONDITIONS.**

2022/1422: Church Farm, Market Lane; conversion of existing barn complex to form 6 No. residential units – **APPROVAL WITH CONDITIONS.**

9.2. Planning Comments

There were none.

10. Highways Working Group

The Traffic Regulation Order to reduce the speed limit from 60mph to 30mph between High Green and Hall Road, and from 60mph to 40mph to cover the section of Hall Road adjacent to the Village Hall and Great Melton Cricket Club, will proceed to a public consultation scheduled from 26th September to 21st October. The next stage will be managed by the legal team at NP Law.

On other matters, Cllr Sears offered to conduct a comprehensive inspection of the village to identify any potholes and other issues for reporting to Highways.

11. Parish Partnership Scheme

The Council agreed in principle, to apply to the Parish Partnership Scheme 2026/27 for a SAM2 Machine and Village Gateway Signs. Cllrs Fleming and Sears will communicate with Highways to clarify whether an application may be submitted prior to the implementation of the speed limit reduction TRO.

12. Project Working Group

The Working Group reported that following the 2025 South Norfolk Litter Pick Event, Great Melton Parish Council was successful in the £200 prize draw, resulting in a total award of £220 to be allocated for the benefit of the local community. Cllr Barnard was thanked for her coordination of the litter picks.

In relation to permissive footpath access, the Working Group will seek discussion with Mr Rob Hartley, Great Melton Farm Manager, given his expression of interest in promoting community collaboration at the 2024 Annual Parish Meeting.

Additionally, the Working Group noted that while the pond has been cleared, no further enhancements have yet been undertaken. The group will continue to assess and monitor progress on this matter.

13. Report from Cllr Sears from the Village Hall Management Committee Meeting

No update to report. The next committee meeting is scheduled for November.

14. Armed Forces Covenant

The Clerk shared the Armed Forces Covenant for Council review. The Council supported it in principle but agreed changes were needed. Cllr Fleming will make revisions and present them at the next Parish Council meeting.

15. Update from councillors

15.1 Update on Sheringham Shoal Extension and Dudgeon Extension Projects

Cllr Fleming provided the Council with an update on recent communications with Mr. Tom Corfield of Arnolds Keys and Mr. Oliver Evans of Birketts Solicitors concerning clarification required before confirmation as signatory to the Option for Easements Heads of Terms. Two elements of risk were highlighted as remaining under discussion:

- Liability in the event of damage to infrastructure, such as underground cables and related installations
- Duration of tenure and rights over the property, specifically those held by the project developer

Mr. Evans suggested that an online Teams meeting involving all parties may be the most effective way to discuss these matters. Although Cllr Fleming has made considerable efforts to obtain a response from Mr. Corfield regarding the possible scheduling of this meeting, no update has yet been received; however, regular follow-ups are on-going.

15.2 Norwich Western Link (NWL) / A47 Local Liaison Group

There are no new developments on the Norwich Western Link, but Norfolk County Council is seeking suggestions from Parish Councils for future options.

The A47 dualling is ahead of schedule.

15.3 World War 1 Roll Of Honour

Cllr Fleming, Mary Tuddenham, and Eileen Pennington hope to schedule a meeting soon to consider the optimal approach for the preservation of village and church records.

15.4 Town and Parish summit

Cllr Fleming provided an update to the Council regarding the recent Town and Parish Forums held on 10 June, 8 July, and 2 September. All correspondence has been circulated among Council members, with key points noted below:

- Mantasha Khan, Climate Change Co-Ordinator for Broadland and South Norfolk Councils, introduced plans for a series of forthcoming workshops aimed at enhancing sustainability and climate resilience within local communities.
- The Community Links Network initiative, which seeks to support and connect community groups, charities, and parish councils, was highlighted.
- An update on Devolution and Local Government Reorganisation (LGR) was presented, noting that Mayoral elections are scheduled for May 2026. Competing proposals for LGR include: (1) Unitary (County), (2) Two-unitary (South Norfolk), and (3) Three-unitary (Other Districts and Norwich). Submissions to Government are expected to be finalised by 26th September.

15.5 Updates from Councillors and any other business

There were none.

16. Agenda items for the next meeting

Date for the next litter pick, Budget, Council owned domain for gov.uk email and website, Armed Forces Covenant, IT Policy, Reserves Policy, Parish Partnership Scheme.

STANDING ORDERS WERE SUSPENDED

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

17.1 Rent reviews for Parish Council land

The Council unanimously agreed that the annual rental agreements for all four pieces of land will remain unchanged for 2026.

17.2. Clerk's resignation

The Council has formally accepted the Clerk's resignation and expressed appreciation for her service. Arrangements are currently being made to identify a suitable successor.

The Chairman closed the meeting at 21.51pm.

Appendix 1

Actions from 22 September 2025 Great Melton Parish Council meeting

Minute Reference	Action	Appointed person to complete task
3	Promote the Councillor Vacancy	All
7.2	Obtain quotations for a council-owned domain for email and website	Clerk
8	Review IT policy following compliance with Assertion 10	Clerk
11	Prepare Parish Partnership application for Council's approval	Cllrs Fleming and Sears
12	Correspond with Mr. Hartley regarding permissive access on Great Melton Estate property.	Cllr Sears
14	Review and amend the Armed Forces Covenant	Cllr Fleming
15.1	Windfarm project update	Cllr Fleming
15.3	To arrange a meeting with Mary Tuddenham and Elieen Pennington to discuss the archiving of Church / Village records	Cllr Fleming
17.2	To appoint a suitable successor for the post of Parish Clerk and RFO	Cllrs Fleming, Sears and Barnard