

# Minutes of Great Melton's Annual Parish Council Meeting

## Monday 12th May 2025 at 8.30 pm held at Great Melton Village Hall

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

### 1. **Election of Chair for the coming year**

Cllr Fleming opened the meeting and invited nominations for the office of Chair. Cllr Fleming was nominated by Cllr Markham and seconded by Cllr Barnard. With no further nominations, all councillors **AGREED** to elect Cllr Fleming to serve as Chair for the coming twelve months. He signed a declaration of acceptance of office and took the chair.

### 2. **Election of Vice-Chair for the coming year**

The Chair invited nominations for the office of Vice-Chair. Cllr Sears was nominated by Cllr Markham and seconded by Cllr Fleming. With no further nominations, all councillors **AGREED** to elect Cllr Sears to serve as Vice-Chair for the coming twelve months. He signed a declaration of acceptance of office.

### 3. **Apologies for absence**

Apologies were received and accepted from Cllr Richardson.

### 4. **Councillor Vacancy**

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

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

There were none.

### 6. **Approval of the minutes of the meeting held on 10 March 2025**

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

### 7. **Clerk's report**

The Clerk reported the following updates.

**7.1.** There is no further update regarding the Equinor timesheet claim.

**7.2.** The external hard drive was handed to Cllr Sears for the annual backup. The Clerk will collect it from Cllr Sears once the backup is finished.

## 8. Open forum for public participation

A report from County and District Councillor Margaret Dewsbury was received; the report may be viewed on the Council's website

<https://greatmeltonpc.wixsite.com/greatmeltonpc>

## 9. Finance

### 9.1. Review of the asset register for 2024-25

The Council unanimously **AGREED** the asset register. The Clerk advised that it is good practice to include a replacement cost for insurance purposes. The Council supported a review of the replacement costs for the War Memorial.

### 9.2. Insurance Renewal 2025-26

The Council reviewed the insurance quotes and discussed concerns about costs exceeding the budget. The Chair agreed to negotiate for a better rate. Meanwhile, they unanimously **APPROVED** renewing the insurance with Clear Councils (Ecclesiastical) for £529.07, pending a cheaper quote.

### 9.3. Report from the Internal Audit Control Officer and to agree the accounts for the year ending 31 March 2025

No questions were raised following the verbal report from the Internal Audit Control Officer. The Council **APPROVED** the accounts that were presented by the Clerk.

### 9.4. Internal Auditor's report and consideration of recommendations

The internal audit took place on 15 April 2025. Mr. Goreham, the internal auditor, completed the form on the Annual Return (AGAR) and provided an additional written report. He made no formal recommendations but advised that the Council should consider adopting a Reserves Policy.

### 9.5. Approval of the 2024-25 Annual Governance Statement

The Chair read out the statements in the Annual Governance section of the AGAR requiring councillors to respond to each statement. The Council unanimously **APPROVED** the Annual Governance Statement. Proposed by Cllr Sears and seconded by Cllr Hanby.

### 9.6. Approval of the 2024-25 Annual Statement of Accounts

The Chair read out the figures in the Accounting Statement. The Council unanimously **APPROVED** the Statement of Accounts. Proposed by Cllr Sears and seconded by Cllr Hanby. The Chair and Clerk signed the AGAR form on behalf of the Council.

### 9.7. Exemption from external audit

It was noted that as income and expenditure for the year was under £25,000, the Council could exempt itself from external audit. The Council unanimously **APPROVED** to exempt itself from external audit and the Clerk and Chair were authorised to sign the form.

**9.8. Appointment of Internal Audit Control Officer for 2025-26** It was unanimously **APPROVED** to appoint Cllr Fleming.

**9.9. The following payments were APPROVED by the Council.** Proposed by Cllr Barnard and seconded by Cllr Sears.

|                  |                                                  |                |
|------------------|--------------------------------------------------|----------------|
| Unity Trust Bank | Service Charge                                   | £6.00          |
| Robin Goreham    | Internal audit fee                               | £35.00         |
| Mary Barnard     | Expenses – VE Day 90 Ltd, Union Jack accessories | £135.94        |
| Mary Barnard     | Expenses – Waitrose, refreshments for VE Day     | £20.65         |
| A Rose           | Expenses – Tesco, APM refreshments               | £7.90          |
| A Rose           | Salary (1 <sup>st</sup> quarter April-June)      | £346.53        |
| HMRC             | PAYE                                             | £86.80         |
| <b>TOTAL</b>     |                                                  | <b>£638.82</b> |

## **10. Appointment of councillors to committees and other bodies**

### **10.1. Highways Working Group**

The Council **APPROVED** to appoint Cllrs Markham, Fleming and Sears on to the Highways Working Group.

### **10.2. Village Hall Committee**

The Council **APPROVED** to appoint Cllr Sears on to the Village Hall Management Committee.

### **10.3. Project Working Group**

The Council **APPROVED** to appoint Cllrs Sears, Barnard and Hanby on to the Project Working Group.

### **10.4. Notice Board and Defibrillator**

The Council **APPROVED** to appoint Cllr Fleming to continue the management of the Notice Board and Defibrillator.

## **11. Planning**

### **11.1. Results of applications**

There were none

### **11.2. Planning Comments**

2025/0915: School Cottage, Landlow Lane; roof ridge raised by 300mm. The Council agreed to make no comment.

## **12. Polices**

### **12.1. Annual Risk Assessment**

The Council unanimously **APPROVED** the new risk assessment. The document will be reviewed in May 2026.

### **12.2. Reserves Policy**

The Council **AGREED** to adopt a Reserves Policy, as recommended by the Internal Auditor, earmarking reserves for:

- £3,000 (Open Space maintenance - defibrillator, replacement pads, and wooden barrels)
- £2,000 (Election costs)
- A SAM2 machine and gateway signs, cost to be confirmed by the Clerk.

The policy will be ratified at the next Parish Council meeting in September.

## **13. Public Space Protection Order (PSPO)**

The Council supports South Norfolk Council's proposal to renew the Public Space Protection Order (Dog Fouling and Dog Control). The Council agreed not to comment.

## **14. Highways Working Group**

The working group was pleased to report that the speed limit reduction from 60mph to 30mph between High Green and Hall Road has been approved by Highways. Additionally, a 40mph zone will be implemented between the Village Hall and Orchard House on Hall Road, following representations made by the group for an extension to the zone of restriction initially included within the proposed Traffic Regulation Order (TRO). The TRO will now be subject to advertisement and public consultation.

The group will once again raise the issue of the required repainting of the SLOW marking on Pockthorpe Road and draw the attention of Highways to the potholes on Hethersett Road.

## **15. Project Working Group**

The working group reported that the village event on Monday 5th May, commemorating the 80th Anniversary of VE Day, was a great success and thanked attendees.

Parish Councillors had met with Mr. Nicholas Evans-Lombe at the pond situated at the corner of High Green and Hethersett Road and gained insight of his proposal for the development of the pond as an amenity for the community. It is hoped that the proposal will come to fruition during the forthcoming summer.

Cllr Sears and Cllr Fleming will also contact Mr. Hartley, Manager of Great Melton Farms, regarding the permissive access to footpaths on Great Melton Estate.

**16. Report from Cllr Sears from the Village Hall Management Committee Meeting**

Cllr Sears reported that the Village Hall Management Committee will apply to the Hornsea 3 Community Fund for a grant to support additional improvements to the Village Hall. The Committee requested a letter of support from the Parish Council. The Council supports this and Cllrs Fleming and Sears will draft a letter for Council approval.

**17. Meeting dates 2025-26**

The Council **AGREED** the following meeting dates:

22 September 2025

15 December 2025

16 March 2026

18 May 2026

**18. Update from councillors**

**18.1 Update on Sheringham Shoal Extension and Dudgeon Extension Project**

No further update.

**18.2 Norwich Western Link (NWL) /A47 Local Liaison Group**

No further change regarding the Norwich Western Link, which is in the hands of Government for further action. The dualling of the A47 is progressing well.

**18.3 World War 1 Roll Of Honour**

Cllr Fleming, Mary Tuddenham, and Eileen Pennington are planning to meet in the next six weeks to discuss the preservation of village and church records.

**18.4 Town and Parish summit**

Cllr Fleming attended the summit held on 2 April and gave an update on the following.

- Justin Griggs, head of Policy and Communication at NALC spoke about NALC (National Association Local Councils) and the sector and how they can assist by encouraging collaboration between Councils and County associations to enhance understanding of the impact of unitary authorities and help prepare for future changes.
- The Devolution Consultation closed on 13 April 2025. Norfolk County Council and Suffolk County Council have submitted responses to this.
- Devolution election for Mayor is in May 2026
- County and District Council Elections have been postponed from 2025 to 2026.

**18.5 Updates from Councillors and any other business**

- Correspondence from Norfolk Events stated that they have created a website to promote business and community events in Norfolk.  
You can [submit an event here](#).
- South Norfolk Council welcomes Councillors to submit their thoughts, concerns and priorities regarding Local Government Reform. Comments can be submitted [here](#) or respond via email [lgr-snc@southnorfolkandbroadland.gov.uk](mailto:lgr-snc@southnorfolkandbroadland.gov.uk)  
Responses should be submitted by 15 June.

## **STANDING ORDERS WERE SUSPENDED**

### **19. Agenda items for the next meeting**

Reserves Policy

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

#### **20.1 Clerk's overtime**

The Council acknowledged the Clerk's overtime and outstanding holiday to date of 20.80 hours. These hours were **AGREED** to be carried over to 2025/26.

The Chairman closed the meeting at 22.42pm.

## Appendix 1

### Actions from 12 May 2025 Great Melton Parish Council meeting

| Minute Reference | Action                                                                                                              | Appointed person to complete task |
|------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 4                | Promote the Councillor Vacancy                                                                                      | All                               |
| 7.2.             | Collection of hard drive                                                                                            | Clerk                             |
| 9.1              | Replacement costs for the War Memorial for Insurance purposes                                                       | Cllr Fleming and Clerk            |
| 9.2              | Negotiate a cheaper quote for Insurance                                                                             | Cllr Fleming                      |
| 12.2             | Obtain prices for the SAM2 and gateway signs for the Reserves Policy                                                | Clerk                             |
| 14               | Correspond with Highways regarding road markings and potholes.                                                      | Cllrs Fleming, Sears and Markham  |
| 15               | Correspond with Mr. Hartley regarding permissive access on Great Melton Estate property.                            | Cllrs Fleming and Sears           |
| 16               | Letter of support for the Village Hall Committee                                                                    | Cllrs Fleming and Sears           |
| 18.3             | To arrange a meeting with Mary Tuddenham and Elieen Pennington to discuss the archiving of Church / village records | Cllr Fleming                      |