

# Minutes of Great Melton Parish Council Meeting

Monday 11 September 2023 at 7.30 pm held at Great Melton Village Hall

---

Parish Councillors (Cllr) present: Bruce Fleming (Chair), Mary Barnard, Michelle Collins, Peter Markham, Liesl Richardson, Rob Richardson and Ian Sears (Vice-Chair). Also present: Anita Rose (Parish Clerk).

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

**1 Apologies for absence**

All Cllrs were present at the meeting. Apologies were received from County and District Cllr Margaret Dewsbury.

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

Cllrs L and R Richardson declared an interest in item 14.1.

**3 Approval of the minutes of the meeting held on 9 May 2023**

The minutes of the meeting were approved with one minor correction to item 13.1. The minutes were unanimously **APPROVED** including the corrections and signed by the Chair. Proposed by Cllr R Richardson and seconded by Cllr Barnard.

**4 Clerk's report**

The Clerk reported the following updates.

**4.1.** South Norfolk and Broadland HQ are holding their first in-person Town and Parish Summit at The Horizon Centre, NR7 OWF on Thursday 9<sup>th</sup> November 9:30-12:30 and invited all members of the Parish Council to attend if they wish to.

**4.2.** South Norfolk and Broadland District Council have confirmed that their new Compliance Manager is Steve Kenny and can be contacted on 01603 430554 (2554) [steve.kenny@southnorfolkandbroadland.gov.uk](mailto:steve.kenny@southnorfolkandbroadland.gov.uk). Cllr L Richardson asked what the role of a Compliance Manager is. The clerk was unsure of the role and responsibilities and was tasked with finding out and reporting back to the Council.

**4.3.** PKF Littlejohn (External Auditors) have received and logged the notification of exempt status for the year ended 31 March 23, with no further action required.

**4.4.** Unity Trust Bank had successfully updated the new signatory details as agreed at May's meeting.

**4.5.** The Clerk shared details of the free 'Mindful Towns and Villages' training, supported by South Norfolk and Broadland District Council, and asked Cllrs if they wished to undertake the training. The Clerk explained that the training is designed to develop Wellbeing Champions and is open to members of local community groups, associations or clubs. Councillors felt that Great Melton, as a small village community, was unlikely to benefit from a Wellbeing Champion, but that local sports clubs and community groups, may be interested and benefit from such training. Cllr Sears, as the Parish Council Trustee on the Village Hall committee, offered to communicate with local clubs and community groups to see if there was any interest.

**5 Open forum for public participation**

There were no members of the public present.

**6 Finance**

**6.1. Update on Council's finances up to 31 August 23**

The Clerk presented an update and was asked to reclaim the VAT on the recent flooring installation to the Pavilion.

**6.2. Internal Audit**

The Council **AGREED** to appoint Robin Goreham as the Internal Auditor for this financial year 2023/24.

**6.3. Remembrance poppy wreath**

The Council unanimously **AGREED** to the donation (previously charged at £42, Clerk awaiting charge for this year) for the poppy wreath and crosses.

**6.4. Norfolk Parish Training & Support Subscription**

This item was deferred to next year (March meeting). It was considered that it would be better value for money to consider subscribing at the beginning of the year as opposed to halfway through.

**6.5. Parish Partnership Scheme 2024/25**

Following ongoing discussions regarding the SAM2 signs with Highways, the Council decided to defer this item to the next meeting in December.

**6.6. Draft Budget 2024/25**

The Clerk presented the draft budget for 2024/25 and explained that the Actual and Projected figures for 2023/24 will be presented at December's meeting. The ongoing variances to be agreed at December's meeting will be the employment costs, insurance, meeting room hire, subscriptions and grants.

**6.7. The following payments were unanimously APPROVED by the Council. Proposed by Cllrs R and L Richardson.**

ICO	Data protection	£35.00
Unity Trust Bank	Service charge	£18.00
L Cantera	Final salary and related expenses	£630.22
A Rose	Salary (1 June to 30 June)	£104.41
HMRC	PAYE	£26.00

**7 Planning**

**7.1. 2023/0109: Church Lodge, Market Lane**

Retrospective application for retention of existing ground floor layout following removal of ground floor section of chimney stack – **No further comment.**

**8 Updates from Councillors**

**8.1. Sheringham Shoal Extension and Dudgeon Extension Project**

An update received from the Parish Council's land agent, Mr Tom Corfield, confirmed that the terms of the various legal documents are being negotiated by the solicitors (Birkett's) representing the parties affected by the development and the solicitors representing Equinor. After discussion it was **AGREED** that the clerk will ask Mr Corfield about the process for seeking reimbursement for the 7.5 hours of work carried out to date by the Parish Clerk, in respect of the project.

**8.2. Norwich Western Link (NWL) / A47 Local Liaison Group (LLG)**

Currently on hold awaiting outcome of Judicial Review.

### **8.3. World War 1 Roll of Honour**

After much discussion it was agreed that the research undertaken by a resident, documenting the World War 1 Roll of Honour for Great Melton, should be stored and kept safe. The work of the Great Melton History Group was also acknowledged by Cllrs, who are aware of the numerous records of the history of the parish accumulated by its members. Cllr Fleming offered to liaise with members of the History Group and to approach Norfolk Records Office about the process of keeping these documents safe. If possible, the Council will then add the Norfolk Archives' website link to the Council's website to direct users to the correct platform for viewing.

### **8.4. Councillors Update**

Cllr Barnard reported that the litter pick event was very successful. The next litter pick date to be confirmed at December's meeting.

Cllr Fleming attended the South Norfolk & Broadland District Council (SN&BDC) Town and Parish Forum. A Pride in Place Community Fund presentation took place offering funding for various projects, renovations, village halls, etc. Round three opens in November.

The Clerk had circulated the Pride in Place PowerPoint presentation to all Cllrs for their review. Cllr Sears will raise awareness of the scheme at the next meeting of the Village Hall Committee.

Cllr Fleming reported that SN&BDC introduced their new Surface Water Draining Officer Kate Spillman.

## **9 Highways Working Group speed reduction update**

Cllr Sears reported that the working group held a further site meeting with Adam Mayo Highways Engineer Officer on 15<sup>th</sup> August to discuss, in detail, ways to improve safety and reduce speed within the village, in the context of on-going discussions and two recent serious accidents in the village. In summary the following aspects were discussed; road markings, speed reduction request, SAM2 signs, ways to improve prone accident sites and funding.

Cllr Sears had offered to chase Mr Mayo following the actions raised following this meeting and investigate costings and site locations for SAM2 signs. It was noted that possible funding sources could potentially include the Parish Partnership Scheme with support from County and District Cllr Margaret Dewsbury.

The Council noted the letter received from a resident on 3<sup>rd</sup> August 2023, regarding the hazardous junction at the intersection of Burdock Lane with Pockthorpe Road/Landlow Lane, the site of the two recent serious road traffic accidents, and the Chair confirmed that he had replied.

## **10 Dignity at Work Policy and Disciplinary, Dismissal and Grievance Policy**

This was unanimously **APPROVED**, proposed by Cllr R Richardson and seconded by Cllr Collins.

## **11 General Data Protection Policy and Information Audit**

This was unanimously **APPROVED**, proposed by Cllr Collins and seconded by Cllr L Richardson.

## **12 South Norfolk District Council Public Spaces Protection Order (PSPO)**

The Council unanimously supported the PSPO, relating to anti-social vehicular use, with no comments to add.

## **13 Meeting dates 2023/24**

The following meeting dates were **AGREED**.

Monday 11<sup>th</sup> December (to replace 27<sup>th</sup> November)

Monday 11<sup>th</sup> March

Signed:

21

Dated: 11<sup>th</sup> December 2023

Monday 13<sup>th</sup> May  
Monday 23<sup>rd</sup> September

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

**14.1. Allotment Land**

It was **AGREED** for the Chair to write to the tenant for an update.

**14.2. Tenancy Agreements**

The Clerk was tasked with keeping a record of tenancies. Cllr Collins provided the clerk with copies of the Land Registry entries for all Parish land and was asked to scan the documents so that they could be held on file. The Clerk was also asked to check if the Council is required to update the Land Registry of its altered address for correspondence, following the accession of the new clerk.