6th May 2025

MELTON CONSTABLE PARISH COUNCIL

Clerk: Amanda Yacoubian

website: https://meltonconstable-pc.gov.uk/
email: clerk@meltonconstable-pc.gov.uk
Tel: 07894 061571

MINUTES of the Melton Constable Annual Parish Council meeting held on 6th May 2025 at 7.30 pm

Present: Cllr S Unsworth
Cllr Elizabeth Goode
Cllr J Cox
Cllr D Carter
Cllr T Jarman

A Yacoubian: Clerk
2 members of the public
Cllr A Brown

2025/33 **(i) To elect a Chair for 2025 - 26**

On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Cox, **Cllr Carter** was elected as Chair. The Declaration of Office was signed in the presence of the Clerk.

(ii) To elect a Vice Chair for 2025 - 26

On a PROPOSAL by Cllr Cox, SECONDED by Cllr Goode, **Cllr Unsworth** was elected as Vice Chair. The Declaration of Office was signed in the presence of the Clerk.

2025/34 **Apologies for Absence** – Cllr Kailey Mayne, apologies accepted

2025/35 **To approve the Minutes of the Parish Council Meeting held on 4th March 2025**

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Cox, it was AGREED to accept the minutes of the meeting of 4th March 2025 as a true and accurate record.

2025/36 **Declarations of Interest for items on the agenda -** none

2025/37 **To consider matters arising from the last minutes (not on the agenda) for information purposes only** – none

2025/38 **To receive County & District Reports**

Cllr A Brown, report received, refer to the website for details

2025/39 **To adjourn the meeting to allow for public participation**

2025/40 To receive members reports:

Churchyard – ref 2025/42

Southside – A parishioner is dumping coal ash on Briston Road opposite the Co-op, this is considered as fly tipping. Clerk is to report to District Council
Bus Shelter – Nothing to report, the new timetable is a QR code
Recreation Ground – The grass cutting is a huge improvement with the new contractor.
Northside – Hedges are getting overgrown, Cllr Jarman will advise the owner. There is a lot of rubbish outside the kebab shop.
Play Area – Broken beam activity trail. Cllr Jarman & Clerk to inspect the Play Area and make a list of the areas that need attention. The grass cutting is much improved on the previous Contractor, Clerk to advise the new contractor.
There is a dog bin by the conifer tree that has not been emptied, Clerk to contact the Council

2025/41 **To update on Allotment issues and Japanese Knotweed**

The annual allotment inspection is due, a time & date is to be agreed for the end of May. Plots have been let out to new tenants but they are not being cultivated. The BMW is being parked again on Plot 49. Clerk to issue a letter once Cllr Unsworth has investigated and action will be taken.

2025/42**To decide on grass cutting following email from church warden at St Mary's, Burgh Parva**

A member has stated that the grass at St Mary's Church needs to be cut more regularly as the Church is currently being used by various groups and is in receipt of some funding. The proposal suggests the grass on the graveyard is to be cut twice a month, the PC will look this.

2025/43**To consider any applicants for councillor vacancies –** none

2025/44**To consider planning applications**

(i) **PF/25/0490**|Single storey steel framed storage building|Blakely Clothing HQ Marriott Way Melton Constable Norfolk NR24 2BT – no objection ALL AGREED
(ii) **NP/25/0908**|Prior notification of proposed extension to an agricultural building - pitched roof extension to general purpose building|Hindolveston Road Melton Yards Melton Constable NR24 2NE – no objection ALL AGREED
(iii) **NP/25/0907**|Prior notification for proposed erection of agricultural building - Dutch barn|Briston Road Melton Constable North Norfolk NR24 2QA – Object, proposed Cllr Cox, seconded Cllr Goode. Cllr A Brown will look into this.

2025/45**Finance**

(i) **To Approve the financial statement circulated by the Clerk on 26th April 2025 (cash Book and budget) Bank statement emailed to Councillors on 26th April 2025**

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Carter it was AGREED to approve the cash book and budget and acknowledge balance at Bank. Bank reconciliation signed by Chair

(ii) **To approve the following payments**

All invoices are emailed to Cllr's before any payments by BACS are authorised

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Carter it was AGREED to approve the payments and receipts (ref attachment):

(iii) **To receive the internal auditor's report**
The internal auditor's report was read and recommendations were noted.

(iv) **To approve the Annual Governance Statement 2024 - 25**
On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Cox, the Annual Governance Statement was APPROVED and signed.

(v) **To approve the Accounting Statements 2024 - 2025**
On a PROPOSAL by Cllr Jarman, SECONDED by Cllr Unsworth, the Accounting Statements were APPROVED and signed.

(vi) **To approve an internal auditor for 2025 - 26**
On a PROPOSAL by Cllr Cox, SECONDED by Cllr Unsworth, it was AGREED to appoint Jo Boxall to conduct the Internal Audit for 2025 – 26

(vii) **To adopt the General Power of Competence** –
On a PROPOSAL by Cllr Cox, SECONDED by Cllr Unsworth, GPoC has been adopted

(viii) **To agree the period of Notice for the Exercise of Public Rights**
(3rd June 2025- 14th July 2025)
On a PROPOSAL by Cllr Cox, SECONDED by Cllr Jarman, the period of Notice for the Exercise of Public Rights was agreed

2025/46 To agree to NALC introducing a new feature to the website at **no extra cost**, this provides useful links to local services the community including district & county council services as well as organisations such as the police. ALL AGREED

2025/47 **Correspondence & Clerks report**

(i) D-Day 80, anniversary celebrations Thursday 8th May 2025 – this will be lit at 9.30pm, posters will be placed around Melton Constable.

(ii) Email re community Orchard grasscutting – Clerk will advise grass cutting Contractor to add this to the play area rota.

(iii) Reduction of conifer tree off Gordon Road – Clerk to ask how much it would cost to remove the tree completely.

(iv) MCPC entry in Briston News – To be considered

2025/48 To agree the date and time of next meeting – 1st July 2025 @ 7.30pm

Meeting Closed 8.56pm

Chair …….

6th May 2025

Dated ……