# MELTON CONSTABLE PARISH COUNCIL
# The Junction
# 6 Briston Road, Melton Constable NR24 2DA

**You are hereby summoned to attend the Annual Parish Council Meeting of Melton Constable Parish Council on Tuesday 5th May 2026 at 8.00 pm. This meeting will be held at Melton Constable Country Club, Melton Constable**

Clerk to the Parish Council : Amanda Yacoubian Dated: 28th April 2026

# Agenda

1. To elect a Chair for 2026/2027 and sign a declaration of acceptance of office
2. To elect Vice Chair for 2026/2027 and sign declaration of acceptance of office
3. To consider accepting apologies for absence
4. To consider any applications for Councillor vacancies
5. To approve the minutes of the meeting held on 3rd March 2026
6. To receive declarations of interest for items on the agenda
7. To consider matters arising from the last minutes (not on the agenda) for information purposes only
8. To receive County and District Councillor reports
9. To adjourn the meeting to allow for public participation
10. To receive members' reports: Churchyard; Southside; Bus Shelter; Play Area; Recreation Ground; Northside; Allotments.
11. Parking on allotment No.49
12. To consider Planning Application(s) –

(i) NNDC Decision issued re. CD/26/0189 Barn At End Of Hazlewood Lane. – Discharge of Condition
(ii) PF/26/0463 - Melton Constable - The Old Dairy, Burgh Parva, Holt Road - Approved
(iii) PF/26/0429 - Melton Constable - Barn At End Of, Hazelwood Lane, Ridlands Road
(iv) PF/26/0642 - Melton Constable - Anvil Cottage , Kitchener Road, Melton Constable
(v) Reconsultation PF/25/2507. Foxburrow 13a The Dairy Farm, Melton Constable
(vi) LA/26/0687 - Melton Constable - Gardeners House, Melton Park, Hindolveston Road
(vii) PF/26/0686 - Melton Constable - Gardeners House, Melton Park, Hindolveston Road

13. Finances

(i) To approve financial statement circulated by email on 27th April 2026 (Cash book, bank reconciliation & Budget)

(ii) To approve payments and receipts

Payments

| | | | |
|---|---|---|---|
| 25/02/2026 | NPower IN14961591 | Elec DD | £107.08 |
| 27/02/2026 | A Yacoubian | Clerk salary February | £411.15 |
| 28/02/2026 | Unity Trust | Service charge | £6.00 |
| 02/03/2026 | Melton Constable Country Club | | £45.83 |
| 02/03/2026 | Cozens INV-10233 | Street lights | £36.00 |
| 06/03/2026 | Norfolk PTS | Annual subscription | £252.00 |
| 06/03/2026 | Secret Gardens - beam repair | | £1,038.00 |
| 23/03/2026 | NPower IN15082817 | Elec DD | £82.10 |
| 24/03/2026 | Norfolk ALC | Website Hosting | £77.60 |
| 27/03/2026 | A Yacoubian | Clerk salary March | £411.35 |
| 30/03/2026 | Melton Constable Country Club | | £45.83 |
| 30/03/2026 | Cozens INV-10545 | Street lights | £36.00 |
| 31/03/2026 | Unity Trust | Service charge | £7.00 |
| 23/04/2026 | NPower IN15270675 | Electricity D/D | £72.04 |
| 23/04/2026 | HMRC D/D | Clerk | £352.31 |
| 27/04/2026 | Secret gardens | | £72.00 |
| 27/04/2026 | Rialtas Annual subscription | | £252.00 |
| 27/04/2026 | Harrold & partners | | £400.00 |
| 28/04/2026 | MC Country Club Room hire & storage | | £45.83 |
| 28/04/2026 | A Yacoubian | April pay & backdated payrise | £461.35 |

Receipts

| | | | |
|---|---|---|---|
| 09/04/2026 | HMRC VTR | VAT refund | £946.25 |
| 24/04/2026 | Allotment | | £20.00 |

(ii) To receive the Annual Internal Audit Report

(iii) To Appoint internal auditor for 2026/2027

(iv) To approve the Annual Governance Statement 2025-26

(v) To approve the Accounting statements 2025-26

(vi) To agree the period of Notice for the Exercise of Public Rights (3rd June 2026 - 14th July 2026)

14. To decide on management of the defibrillator on Grove Road

15. Email received on the 16th March regarding the maintenance of the untarmacked section of Burgh Beck Road

16. To consider adopting a new Logo for letter head and tenancy agreements

17. Correspondence & Clerks report –

(i) To consider new tenancy agreement

(ii) Donation of bench

(iii) **Reminder** for Parish Councillors to check their Register of Interests

18. Date and time of the next Parish Council meeting: 7th July 2026