5th May 2026

MELTON CONSTABLE PARISH COUNCIL

Clerk: Amanda Yacoubian

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MINUTES of the Melton Constable Annual Parish Council meeting held on 5th May 2026 at 7.30 pm

Present: Cllr S Unsworth (Vice Chair)
Cllr Elizabeth Goode
Cllr J Cox
Cllr D Carter (Chair)
Cllr K Mayne

A Yacoubian: Clerk
0 members of the public

2026/30 **To elect a Chair for 2026 - 27**

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

2026/31 **To elect a Vice Chair for 2026 - 27**

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.

2026/32 **Apologies for Absence** – Cllr T Jarmen, apologies accepted

2026/33 **To consider any applications for Councillor vacancies** - None

2026/34 **To approve the Minutes of the Parish Council Meeting held on 3rd March 2026**

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Cox, it was AGREED to accept the minutes of the meeting of 3rd March 2026 as a true and accurate record.

2026/35 **Declarations of Interest for items on the agenda -** none

2026/36 **To consider matters arising from the last minutes (not on the agenda) for information purposes only** – Gorden Road sign has repaired and restored

2026/37 **To receive County & District Reports**

MP Steffan Aquarone details on website

2026/38 **To adjourn the meeting to allow for public participation** - no members of the public present

2026/39 To receive members reports:

Churchyard – Nothing to report
Southside – The trees in Grove Road are looking good
Bus Shelter – All good
Play Area – Hedge cuttings have been left on the Play Area in the corner
Recreation Ground – Tyre tracks have now been smoothed over
Northside – The Gordon Road sign has finally been replaced
Allotment issues – Currently there are no vacant allotments. The Clerk and Cllr SU will arrange to meet asap to inspect the allotments and go through the new tenancy agreement.

2026/40 **Parking on Allotment No.49** – Allotment holder has placed plant pots on the end of the allotment and the car has not been parked there since.

2026/41 **To consider planning applications**

(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 – NO comment
(iv) PF/26/0642 - Melton Constable - Anvil Cottage , Kitchener Road, Melton Constable – No Objections but register a concern about blocking the road if scaffolding is to be put up.
(v) Reconsultation PF/25/2507. Foxburrow 13a The Dairy Farm, Melton Constable – No objections
(vi) LA/26/0687 - Melton Constable - Gardeners House, Melton Park, Hindolveston Road
(vii) PF/26/0686 - Melton Constable - Gardeners House, Melton Park, Hindolveston Road – No objections

2026/42 **Finance**

(i) **To Approve the financial statement circulated by the Clerk on 27th April 2026 (cash Book and budget)**
On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Carter it was AGREED to approve the cash book and budget

(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

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 & allotments		£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 Allotments		£72.00
27/04/2026	Rialtas Annual subscription		£252.00
27/04/2026	Harrold & partners	Allotment rent	£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

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

(iv) **To approve an internal auditor for 2026 - 27**
On a PROPOSAL by Cllr Cox, SECONDED by Cllr Unsworth, it was AGREED to appoint Jo Boxall to conduct the Internal Audit for 2026 – 27

(v) **To approve the Annual Governance Statement 2025 - 26**
On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Cox, the Annual Governance Statement was APPROVED and signed.

(vi) **To approve the Accounting Statements 2025 - 2026**
On a PROPOSAL by Cllr Jarman, SECONDED by Cllr Unsworth, the Accounting Statements were APPROVED and signed.

(vii) **To agree the period of Notice for the Exercise of Public Rights**
(3rd June 2026- 14th July 2026)
On a PROPOSAL by Cllr Mayne, SECONDED by Cllr Unsworth, the period of Notice for the Exercise of Public Rights was agreed

2026/43 To decide on management of the defibrillator on Grove Road – Cllr EG and Cllr KM will share.

2026/44 Email received on the 16th March regarding the maintenance of the untarmacked section of Burgh Beck Road – No action necessary

2026/45 To consider adopting a new Logo for letter head and tenancy agreements – It was agreed to adopt the new logo, Cllr DC to edit

2026/46. Correspondence & Clerks report –
(i) To consider new tenancy agreement – Clerk to send new tenancy agreement to Cllr SU and to arrange a meeting to make any amendments. A booklet is to be distributed to new and existing tenants
(ii) Donation of bench – It was decided to place the bench on the area of ground between the Play Area and the Orchard. Cllr KM to advise the exact location.
(iii) **Reminder** for Parish Councillors to check their Register of Interests

5th May 2026

2026/47. Date and time of the next Parish Council meeting: 7th July 2026

Meeting Closed 8.52pm

Chair …….

Dated ……

The clerk has requested an increase in hours to 8 hours per week due to the extra works regarding the allotments. It was all agreed ALL AGREED