

11<sup>th</sup> May 2022

MELTON CONSTABLE PARISH COUNCIL

**Clerk: Amanda Yacoubian**

**website: [www.meltonconstablepc.info](http://www.meltonconstablepc.info)  
email: [clerkmeltonpc@gmail.com](mailto:clerkmeltonpc@gmail.com)  
Tel: 07894 061571**

**MINUTES** of the Melton Constable Annual Parish Council meeting held on 11<sup>th</sup> May 2022 at 7.30 pm

Present: S Unsworth  
A Crawford  
J Cox  
D Carter

A Yacoubian: Clerk  
1 member of the public

2022/17 (i) To elect a Chair for 2022-23

On a PROPOSAL Dave Carter by Cllr Unsworth, SECONDED by Cllr Crawford, Cllr Carter was elected as Chair. The Declaration of Office will be signed in the presence of the Clerk.

(ii) To elect a Vice Chair for 2022-23

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

2022/18 Apologies for Absence  
Steffan Aquarone, Tina Jarmin

2022/19 To approve the Minutes of the Parish Council Meeting held on 2<sup>nd</sup> March 2022

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Cox, it was AGREED to accept the minutes of the meeting of 2<sup>nd</sup> March 2022 as a true and accurate record.

2022/20 Declarations of Interest - none

2022/21 To consider matters arising from the last minutes - none

2022/22 To receive County & District Reports (circulated previous -to the meeting) AY to edit Cllr AB's report to show highlights

2022/23 To adjourn the meeting to allow for public participation  
Refer to Annual Parish Meeting

2022/24 To receive members reports:

Churchyard – TJ nothing to report, as the Church has been de commissioned (closed) should the new owners look after the graveyard and the grass cutting. **To be looked into.**

Southside – hedge has only been trimmed the first 2 meters, the rest is getting overgrown, **To be looked into.**

Bus Shelter – TJ nothing to report

Play Area- see item 2022/26

11<sup>th</sup> May 2022

Recreation Ground - None

Northside – rubbish seems to be collecting

2022/25 Allotments: to update on allotment issues

Plots 49 and 58 are vacant, all other plots are occupied. Plot 45 has an old garage, this needs to be removing, (wood & metal) as it is unstable. Cllr Crawford was very impressed with the tree cutters. The issue with rats seems to have improved however it was felt that tenants should take some responsibility to keep rats away. Date needs to be fixed for annual allotment inspection, sometime in June & July.

2022/26 To consider Outdoor Annual Inspection

Wicksteed for repair of equipment on the recreational area following the report

2022/27 To consider any applicants for councillor vacancies – none

2022/28 To consider planning applications

3 planning applications sent in

PROPOSED BASE STATION INSTALLATION UPGRADE AT CORNERSTONE 107570, BRISTON, MARRIOTT WAY, MELTON, NORFOLK, NR24 2GD, NGR: E: 604253, N: 332891 – No comment, approved

NNDC ref NP/22/1183 PROPOSED STORAGE BUILDING – no comment, approved

NNDC ref NP/22/1180 PROPOSED BUILDING TO HOUSE FARM IMPLEMENTS

This barn is being attached to an existing barn and needs looking into, Clerk to send a note saying documentation needs some clarification to better understand the position of the extension

2022/29 Finance

(i) To declare the Parish Council exempt from external audit in 2021-22

As the payments and receipts of the Parish Council were below £25,000, on a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Crawford, it was AGREED to declare the Parish Council exempt from external audit.

(ii) To receive the internal auditor's report

The internal auditor's report was read and recommendations were noted.

(iii) To approve the Annual Governance Statement 2021-22

On a PROPOSAL by Cllr Unsworth, SECONDED by Cllr Crawford, the Annual Governance Statement was APPROVED and signed.

(iv) To approve the Accounting Statements 2021-22

On a PROPOSAL by Cllr Meacock, SECONDED by Cllr Unsworth, the Accounting Statements were APPROVED and signed.

(v) To approve an internal auditor for 2021-22

On a PROPOSAL by Cllr Cox, SECONDED by Cllr Smith, it was AGREED to appoint Jo Boxall to conduct the Internal Audit for 2022-23

(vi) To approve the following payments

On a PROPOSAL by Cllr Unsworth SECONDED by Cllr Crawford it was AGREED to approve the following payments:

RSA Parish Protect Insurance		£614.47
Jo Boxall		£80.00
Play Inspection Company		£87.54
Clerk salary	Retrospective April	£265.20

11<sup>th</sup> May 2022

	May	£265.20
NALC subscription	Norfolk Assoc of Local Councils	£116.04

2022/30      To consider Jubilee arrangements  
Cllr Carter will light the beacon, we need to put up a notice, plans were discussed to coincide with The Junction being open. Clerk to send photo of lit beacon to Cllr Crawford. Risk assessment to be circulated to Cllrs for consideration. Clerk to ask Jenny English for a sign painter.

2022/31      To update on installing a bench for the recreation ground  
Same kind of bench as the existing bench on the recreation ground, to be ordered Cllr Carter to send Clerk a link, Proposed Cllr Unsworth, approved Cllr Crawford Clerk to advise Parishioner bench will be installed as requested, in the play area, as per email received 9 May 2022

2022/32      To agree the date and time of next meeting    Wednesday 13<sup>th</sup> July 2022 @ 7.30pm

Meeting Closed 8.56pm

Clerk .....      Chair .....      Dated .....