LITTLE DUNHAM PARISH COUNCIL

Minutes of the Annual Meeting of Little Dunham Parish Council held on Thursday 8th May 2025, at 7.38pm in the Village Hut. This meeting followed the Annual Parish Meeting.

Present: Cllr Simon Fowler (Chair)
Cllr Jane Harding
Cllr Alice Rossi
Cllr Nina Forsyth
Cllr David Walker

County & District Cllr Mark Kiddle-Morris
Four Members of the Public
Sheryl Irving (Clerk)

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.

Cllr Harding proposed that Cllr Fowler be elected as Chairman, this was seconded by Cllr Walker and unanimously agreed by Council. Cllr Fowler duly signed his declaration of acceptance of office form.

2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.

Cllr Fowler proposed that Cllr Walker be elected as Vice Chairman, this was seconded by Cllr Harding and unanimously agreed by Council. Cllr Walker duly signed his declaration of acceptance of office form.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. He reported the resignations of Cllrs Malcolm Parker and Paul Dennis, thanking them both but particularly Cllr Parker and all that he had done in respect of the Village Hut, the Play Area and the Amenity Area. The legal process to fill the vacancies will now commence and two potential replacement members were in attendance.

4. To receive any declarations of interest.

There were none declared.

5. To approve the minutes of the meeting held on Thursday 6th March 2025.

Cllr Walker proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Rossi and unanimously agreed by Council. The Chairman duly signed the minutes.

6. Open Forum for Public Participation.

There were no matters raised by members of the public.

7. County/District Councillor reports.

C/Cllr Kiddle-Morris reported that the roadside degradation survey has been carried out and the report is awaited.

In respect of the Groves Solar Farm, it has been confirmed that the sub-stations joining the site to the National Grid will be on site and it was possible the proposed site at Newton could link into that.

Cllrs Fowler and Rossi are attending consultation events and will monitor the progress of the proposed local solar farms.

8. To discuss Highway and Footpath matters.

a) Matters previously reported to Highways and any new issues.

Council noted the following updates:

- Roadside degradation, from Great Dunham to A47 – report awaited.
- 2 x new SLOW's – now completed.
- Overgrown hedge on FP2 – the property owner has now cut it back.
- Palgrave Road potholes have been repaired but the new ones will be reported.
- A pothole on the Necton Road will be reported.

b) To receive an update regarding Footpath and Trails Cutting for 2025.

Council noted that all routes remain in good order. The contract has now been received from the County Council, with no increase in the rates for 2025.

9. To receive an update regarding the three proposed solar farms: Newton, The Droves & High Grove and any response to the ongoing consultations for The Droves and High Grove.

This matter had been discussed at item 7 above.

10. To discuss Planning matters.

a) Applications to consider.

- PL/2025/0599/HOU – Lake Lodge, Palgrave Road - renovation of existing dwelling, including changing attached garage into habitable accommodation and erection of new detached cartshed – no objections were raised and the dark skies policy comments will be submitted.

b) To note any planning decisions.

Council noted the following application has been granted.

- PL/2025/0389/LB - The Old Rectory, Sporle Road - Addition of bespoke garden room to rear elevation.

Council noted the following application is pending.

- PL/2025/0424/HOU – Ataraxia, Barrows Hole Lane - demolition of Existing Garage, Removal of Roof Structure, Proposed First Floor Extension, One and a Half Storey Side Extension, and Single Storey Extension to Rear including Alterations and additional access/egress vehicular access.

11. To receive a report regarding the Queen Elizabeth II Playing Field and Play Area.

It was noted the area was in good order. It was agreed to appoint a new councillor to carry out inspections at the next meeting, following the resignation of Cllr Dennis.

12. To receive a report regarding the Amenities (Conservation) area.

It was noted the area was in good order. Council agreed that the side cuts only required a cut every other visit from the contractors. It was also agreed to request that the contractors take more care around the memorial which is being damaged by the strimmers.

13. To receive a report regarding the Village Hut and Phone Box; including restoration works, the formation of a Friendship Club, consideration of alternative uses for the Phone Box, and approval of fire extinguisher purchase/inspections.

Council thanked the organiser for the well-attended VE Day Party held on Monday 5th May and for taking on the organisation of the Hut events, on behalf of Council. It was also agreed that there was no need for a formal Friendship Club.

Council were grateful to Cllr Parker who had arranged for the fire extinguisher to be brought up to date, serviced, and an annual inspection will now take place.

Cllr Walker will be looking at works required to the end wall of the Hut in due course.

The Chairman reported that a person had been identified who had a number of Norfolk defibrillators they maintained and they had agreed to take on responsibility for the Little Dunham defibrillator, at no cost to Council. Cllr Fowler proposed that Council approve this course of action, this was seconded by Cllr Forsyth and unanimously agreed by Council. The unit will be removed from the Council asset list.

14. To receive an update regarding the Community Resilience Plan – Emergency and Civil Contingency.

Council agreed there was no need for a formal plan with many residents willing and able to assist in an emergency and with a good communication system already in place.

15. To consider any correspondence received.

- West Norfolk Community Transport Project – Council agreed to advertise the service as it may be of use to some in the village.

16. Financial and Governance Matters

a) To receive a financial report for the years ending 31st March 2025 and 2026.
The two financial reports (attached) were noted. It was agreed that there was now no need for a budget or reserve in respect of the defibrillator and this will be removed.

b) To consider approval of a Health & Safety Policy.
Cllr Fowler proposed approval of a Health & Safety Policy, this was seconded by Cllr Rossi and unanimously agreed by Council.

c) To receive an update regarding the Council insurance renewal.
Council noted the ongoing negotiations in respect of the renewal.

d) To receive the internal auditors report and consider any recommendations.
Council noted the report and recommendations and agreed:

- Agendas will remain on the website for at least two years.
- Electors Rights will be minuted.
- The Hut is not hired out so no agreement is necessary.
- Policy documents will be updated as advised at the next reviews.

e) To approve the annual governance statement in the 2024-25 Annual Return.
Cllr Rossi proposed approval of the annual governance statement, this was seconded by Cllr Walker and unanimously agreed by Council. The statement was duly signed by the Chairman.

f) To approve the Statement of Accounts in the 2024-25 Annual Return.
Cllr Rossi proposed approval of the statement of accounts, this was seconded by Cllr Walker and unanimously agreed by Council. The statement was duly signed by the Chairman.

g) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
Cllr Rossi proposed approval of the certificate of exemption, this was seconded by Cllr Walker and unanimously agreed by Council. The certificate was duly signed by the Chairman.

Council noted the dates of electors rights, from 3rd June to 14th July 2025.

h) To authorise financial payments as detailed below and note any receipts.
Cllr Fowler proposed approval of the following payments, this was seconded by Cllr Forsyth and unanimously agreed by Council. The receipts were noted.

PAYMENTS		
P44	Water Plus – March	£5.63 (SO)
P2	Clerk Pay & Allowance (April) (includes incremental salary increase)	£168.97 (SO)
P2	HMRC – PAYE	£15.80
P3	Water Plus – April	£6.32 (SO)

P4	Clerk Pay & Allowance (May)	£149.97 (SO)
P4	HMRC – PAYE	£34.80
P5	Internal Auditor	£40.00
P6	Grass Contractor (1 of 4)	£598.03
P7	Extinguisher Service	£80.40
P8	EON – Village Hut Electric	£80.23
RECEIPTS		
2024/25	Village Hut Donations	£127.40
R1	Breckland Precept	£3,019.00

17. To receive any new items for the next agenda.

There were no new items received for the next agenda.

18. To note the next meeting of the Parish Council will be held on Thursday 3rd July 2025, at 7.30pm in the Village Hut.

Council noted the date of the next meeting and the Chairman closed the meeting at 8.20pm.

Signed: Date:

LITTLE DUNHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2025

Financial Report - YEAR END 31ST MARCH 2025

BUDGET UPDATE	**Budget**	**To date**	**%**
	24/25		**Spend**
PAYMENTS			
Admin	1,340	997.47	74%
Salary	2,095	2,063.04	98%
Village Hut	405	476.44	118%
Playing Field	115	86.00	75%
Open Spaces	190	115.00	61%
Grass Cutting	1,917	1,916.80	100%
Donations	200	200.00	100%
Defib	25	0.00	0%
TOTAL	**6,287**	**5,854.75**	**93%**
VAT		*519.47*	
RECEIPTS			**Received**
Precept	5,750	5,750.00	100%
Interest	30	97.57	
Elections	240	500.00	
Recycling	150	113.63	76%
Grants/Donations	0	0.00	
HMRC Refund	0	0.00	
TOTAL	**6,170**	**6,461.20**	
Surplus/Deficit	-117	606.45	

Bank Reconciliation	
Balance at 01.04.2024	**7,180.79**
Less expenditure @ 31.03.2025	7,421.22
Plus Receipts @ 31.03.2025	8,764.57
	8,524.14
Bank Balance at 31.03.2025	
Current Account	1,941.12
Savings Account	6,583.02
	8,524.14
less outstanding payments	-
plus outstanding receipts	-
	8,524.14
including:	
Defibrillator	25.00
S106 - Play Area	255.56
Village Hut Reserves	1,578.87
Highway Reserves	1,417.54
General Reserve	**5,247.17**

LITTLE DUNHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2026

Financial Report - May 2025

BUDGET UPDATE	Actual 2024/25	Budget 25/26	To date	% Spend
PAYMENTS				
Admin	997.47	1,330	120.38	9%
Salary	2,063.04	2,199	314.74	14%
Village Hut	476.44	600	6.32	1%
Playing Field	86.00	115	0.00	0%
Open Spaces	115.00	195	0.00	0%
Grass Cutting	1,916.80	1,994	0.00	0%
Donations	200.00	200	0.00	0%
Defib	-	25	0.00	0%
TOTAL	**5,854.75**	**6,658**	**441.44**	**7%**
RECEIPTS				**Received**
Precept	5,750.00	6,038	3,019.00	50%
Interest	97.57	25	0.00	0%
Elections	500.00	240	0.00	0%
Recycling	113.63	100	0.00	0%
TOTAL		**6,403**	**3,019.00**	47%
Surplus/Deficit		-255	2,577.56	

Bank Reconciliation	
Balance at 01.04.2024	**8,524.14**
Less expenditure @ 31.03.2025	245.15
Plus Receipts @ 31.03.2025	3,019.00
	11,297.99
Bank Balance at 31.03.2025	
Current Account	4,730.77
Savings Account	6,583.02
	11,313.79
less outstanding payments	15.80
plus outstanding receipts	-
	11,297.99
including:	
Defibrillator	25.00
S106 - Play Area	255.56
Village Hut Reserves	1,578.87
Highway Reserves	1,417.54
General Reserve	**8,021.02**