

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 19 FEBRUARY 2008

PRESENT	Stewart Cable (Chairman), Wilf Chamberlain, Duncan Frazer (from 7.40 pm), John Heaser, Graham Tomlin and Joan Wheatley. District Councillor Garry Wheatley was also present as were three members of the public, namely Mr T Jones, Barry Paine and Ron Websdale. In addition Mr Paul Bourgeois, and colleague Mark Woodhouse, were in attendance to present and speak in support of his recent planning application for a proposed Sustainable Home/Ecohouse project to the north of Mill Road.
APOLOGIES	Apologies for absence were received from Tony Berry (Vice-Chairman), District Councillor Christopher Kemp and County Councillor Judith Virgo.
DECLARATIONS OF INTEREST	The Chairman asked if any members wished to declare an interest in an item, or items, on the agenda. No declarations of interest were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 15 January 2008 were, on a proposal by John Heaser which was seconded by Graham Tomlin, accepted as a true record of the business conducted. A copy of the minutes was therefore signed and dated accordingly, by the Chairman, for retention in the Parish Council records.
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	The Chairman invited comment and discussion on any matters not included on the agenda. No comments or discussion ensued.
STANDING ORDER NO 2	The Clerk read the drafted Parish Council's Standing Order No 2, in accordance with the accepted view of the Parish Council as agreed at the meeting held on 15 January. It was appreciated that under this change in procedure (parish) councillors are given the same rights as members of the public and therefore following address a councillor, as does a member of the public, has to leave the (meeting) room during the decision making process. The Clerk confirmed that minutes have to be made of the public session even though the Parish Council is not in session. On a proposal by John Heaser, seconded by Duncan Frazer, and agreed the accepted Standing Order was signed by the Chairman and Clerk. The Clerk would also obtain the (absent) Vice-Chairman's signature as soon as possible.
PLANNING	RESULTS 1. 66 School Lane – Mr John & Mrs Barbara McDonald. The Clerk read the five conditions contained in the recently received formal notification in respect of the proposed shop extension and erection of two bed cottage. It was noted that the conditions included off site highway improvements to The Close and School Lane and that no works were to commence on site until a detailed scheme, as indicated on the layout drawing received by SNC on 18 January, had

been submitted to and approved in writing by the Local Planning Authority in consultation with the Local Highway Authority.

2. Little Melton Washout, Watton Road, Colney – Environment Agency.

This was for the construction of a new washout pipe from Little Melton Water Treatment Works to land north of Colney Wood.

This proposal had been approved under Delegated Powers and the Parish Council was merely being notified of the result (this was effectively a scoping report prior to the submission of a planning application).

RECENTLY RECEIVED APPLICATIONS

1) Baker Brickwork Ltd – Land at south/eastern end of The Close. The Clerk drew attention to the resubmission of the proposed construction of a dwelling – this latest application proposing a one and a half storey detached dwelling house, with detached garage, on the plot of land at the end of The Close. The latest application had been submitted by Baker Brickwork Ltd. of Saffron Walden – the applicant of earlier applications being Mrs P Killigrew.

The Parish Council had again consulted all the residents down The Close and Nos 68 & 70 and Pond Piece on School Lane and it was noted that only one response had been received – this being from Mr Neville Cox of 4 The Close, who was objecting on grounds of visibility, proximity and because he would suffer from noise and the shining of car headlights directly into his lounge and bedroom. Mr Cox was therefore recommending that vehicular access to the proposed property should be on the opposite side of the development.

Invited to speak by the Chairman, Barry Paine of No 3 The Close stated he was also objecting as he felt that, if granted, this would be the thin end of the wedge which would mean further development would follow.

In conclusion the Parish Council agreed to recommend “refusal” on grounds of (a) scale and (b) that the front elevation was out of proportion compared with the previous application.

2) Carolyn Sayer – proposed extension to Yarrow, Braymeadow Lane to form garage, garden store and lobby (ground floor) and two first floor bedrooms and internal alterations.

The Clerk said he had notified the (potentially) affected neighbours (seven) and that he had not received any responses to the local consultation.

In consequence, and because the timescale of response to SNC required the Parish Council to submit its comments to the LPA prior to this meeting the Clerk confirmed the Parish Council response had been:-

*the new vehicular access for Yarrow does not show a turning area to enable cars etc to enter and leave in a forward gear, and

*the developer should be responsible for the provision of a metalled footway between the two accesses, i.e. the proposed new access and the access approved in respect of the (yet to be built) bungalow immediately to the north.

3) Mr & Mrs Starr, 6 Braymeadow Lane proposing the removal of the flat roof from (existing) garage and replacement with a pitched tiled roof.

Both neighbours had been consulted by the Clerk and no objection had been received. Therefore, and bearing in mind that this was not a controversial application, the Parish Council response to SNC had been “no views or comments”.

4) Mr Paul Bourgeois of 23 Elderflower Mews, Norwich proposing New Code for Sustainable Homes, Level 5/6 Dwelling and Education Showcase with Community Training Space on land north of Mill Road.

The formal planning application submission had included considerable supporting documentation including Ecological Survey, Code for Sustainable Homes, Design and Access Statement, Energy Statement etc.

Invited to speak in support of his application Mr Bourgeois explained in some detail – with the aid of a laptop presentation – many features and implications of his proposal and associated information, including:-

- *He was married with two children. His wife worked in a local hospital and he was employed at the UEA in environment.
- *The project had a two year history and he anticipated it being a three year project.
- *There would be no net CO₂ emissions as a consequence of occupation.
- *The reed bed would be dry (children).
- *A car port, open at both ends, would enable drying for washing.
- *The CTIB at Bircham Newton was supporting the project.
- *The Norwich Diocese has offered the land on a leasehold basis so the property etc will not be sold later at great profit. The leasehold, from the Diocese, will remain in perpetuity. A project of this type will only work on non market value land on a leasehold basis.

The Bishop of Norwich was very keen to see this development for those wishing to get on the housing ladder!

*Saffron Housing (Long Stratton) was there in the background should the applicant, and his family, cease to be in residence. In this respect the applicant said one of the issues was how to get tenants to live in a property which the public etc can visit – hence the involvement of Saffron Housing.

The Ely Diocese is also interested in this project.

*The Norwich Diocese also own that section of the Public Footpath (No 1) that runs along the western edge of the Norwich Diocesan owned five and three quarters acres of land, of which the site (south/western corner) of the proposal measures approximately 0.6 acre.

The Public Footpath is to be retained.

- *The cost of construction will, it is anticipated, be approx. 40% greater than standard construction.
- *Traffic will be limited with maybe 10/15 at any one time to be bussed in.
- *The location would make it difficult to put further development nearby.

	<p>*If an agreement could be reached for parking on the Village Hall car park a contribution by the applicant was envisaged.</p> <p>*The development would include a small scale wind turbine (14m in height plus height of blades) which would provide 6,000 kw hours a year (a normal household needed between 3,000 and 6,000 kw hours).</p> <p>*In theory it was envisaged there would be approximately 250 visitors a year.</p> <p>*The key factor is a Sect 106 Agreement, which will be tightly drawn and include the traffic and highway implications.</p> <p>*The applicant said he was funding the project but it was also mentioned that HSBC have an international programme.</p> <p>*The applicant said he had talked to other owners in the vicinity but did not elaborate on precisely who had been notified.</p> <p>A number of questions were put to Mr Bourgeois during his presentation.</p> <p>Concluding his attendance Mr Bourgeois thanked the Parish Council for allowing him to make his presentation and he and his colleague left the meeting at 8.35 pm.</p> <p>The Parish Council then summarized their views and following a vote (apart from Duncan Frazer who said he could see no reason to reject the proposal) it was decided that the Parish Council should object most strongly to the proposal because:-</p> <ul style="list-style-type: none"> *there should be no departure from the policy of restricting development to within the approved and agreed village development area, *there would be an unacceptable increase in traffic and parking on what is already an inadequate road etc., *the proposal should not be put forward under the banner of affordable housing as it is patently not. <p>In addition it would be pointed out that the approved Parish Plan had specifically determined that the village was not in favour of wind turbines and also the question would be asked why and how a Section 106 Agreement was applicable to the proposal.</p> <p>The Clerk was therefore instructed to respond to SNC accordingly and also keep the applicant aware of the Parish Councils views.</p> <p>It was further noted that it was said that Saffron Housing owned that section of Mill Road (unadopted) running north/south alongside the village playing field.</p> <p>OUTSTANDING</p> <p>Mr A Drury – single storey extension to 4 Church Farm Barns, Rectory Lane.</p>
<p>PARISH AMENITIES</p>	<p>MILLENNIUM GARDEN FENCING</p> <p>The Clerk confirmed that the metal security fencing had been erected on 4 February but a few items had required attention following erection. Virtually all the outstanding matters had been attended to and the Clerk reported that it would soon, hopefully, be in order to pay the invoice amounting to £2,243.25, excluding VAT. However he would not actually pay the invoice until all works (two posts to be reconcreted) had been undertaken.</p> <p>The Clerk also confirmed that the agreed donation, in the full sum of the net invoice, had been gratefully received from Little Melton Village Hall Committee/Community Trust thus enabling the Parish</p>

Council income not to be adversely affected by this transaction.

DOG WASTE BIN

The Clerk confirmed that the Chairman and himself had erected another (third) dog waste bin approximately half way down – southern side - the cul de sac section of School Lane and the amenity was therefore now in use.

PLAY EQUIPMENT MAINTENANCE

The Clerk reported on the remedial action recently undertaken, as a consequence of the annual safety inspection report in October, of the young children's play equipment.

This included repair/replacement of damaged parts to (a) the front of the train, and (b) the seat of the springy tractor undertaken by John Symonds at a cost of £110-00.

Secondly a working party consisting of Stewart Cable, John Heaser and Richard Sinclair had, on Saturday 16 February, carried out work including the removal of algae growth, weed growth and general muck between the safety tiling, and the removal of the lower branches of the overhanging trees to a height of at least 2,500mm from ground level.

The Parish Council thanked the three volunteers for their excellent work.

It was thirdly reported that the improvement necessary to prevent finger entrapment to the new Millennium Garden gate and to the existing gates had also now been completed.

Hence only a few outstanding works remained consisting of (a) the cutting back of the roadside hedging (to be included in the VPF maintenance contract for 2008), and (b) the fitting of new cap covers which Stewart Cable would undertake.

The question of whether the possible finger pinch point where the top beam of the chain net (of the Oxborough Junior Multi Play) lays against the posts could be eradicated will be looked into.

The other outstanding matter was the slight lifting of a few safety tiles (and possible filling of gaps between tiles) with the appropriate adhesive. As the adhesive for this remedial action was a propriety brand and not possible, as far as is known, to be purchased from hardware stores/suppliers the Clerk was instructed to write to specialist play equipment contractors and seek quotations/information on the adhesive.

RECYCLING CENTRE

The Clerk reported that the latest information from SNC was that the Waste Recycling Group had initially said that they would get the glass bank out by the end of January but there was still a waiting list and so the provision had been delayed.

It was also reported that BCR Black (Country Rag) who supply the textile banks are surveying the site on the Village Inn car park to determine if it is accessible to their drivers!

VPF MAINTENANCE CONTRACT 2008

The Clerk reported the seeking of quotations from ten contractors and the return of quotations, excluding VAT, from four contractors namely,

Ashfords (Sprowston)	£3,655.00
D. Watson Contracting (Hingham)	£1,550.00
RGMaintenance Services Ltd. (Yaxham)	£2,444.00

	<p>Marcus (formerly Greenasgrass at Salhouse) £2,665.00</p> <p>Some discussion of the respective merits of each quotation ensued and it was agreed that the work done by Marcus had – for the 2007 season – proved to be of a very good standard and had been in accordance with the Parish Council’s requirements. In conclusion the Clerk was instructed – on a proposal by Duncan Frazer which was seconded by Graham Tomlin and agreed - to accept the quotation amounting to £2,665.00, submitted by Marcus, providing this sum included the two “new” items of maintenance added into the contract for 2008.</p> <p>This also took into account that maintenance of the main area of the playing field (football pitch) would be undertaken by a gang mower (20 cuts) and would include harrowing and rolling in March.</p>
<p>FLOODING TO GARDENS TO REAR OF 10 – 12 SCHOOL LANE</p>	<p>The Chairman explained how the problem was thought to have arisen, who he had met and talked to and what was his understanding of the issues.</p> <p>In summary a short section of the open ditch that runs in a northerly direction from Burnthouse Lane past the rear of the residential properties on the eastern side of School Lane has been piped at the end of the rear garden to No 10 School Lane. The water drains through this pipe into a low area at the end of Mr. Broughton’s garden at 14 School Lane. With the excess amounts of water recently this overflows back into the end of the adjacent garden at No 10 and then into the rear garden of No 12 right up to the house.</p> <p>An Officer from SNC had been consulted and it appeared that the best way to resolve the matter might be for those owners with the open ditch/the piped section along the rear of their property to meet and agree a course of action.</p> <p>Ultimately the question was who should pay for the remedial action (possibly removal of the piping and cleaning out of the ditch). It was noted that any action to alleviate/remove the flooding would entail access onto the land immediately to the east of the ditch – which it was understood belongs to Louis Thurtle who lives at Postwick.</p> <p>Concluding it was agreed to arrange a meeting of residents, land owners and the SNC officer to see if an agreement can be reached regarding the remedial action.</p>
<p>HIGHWAYS</p>	<p>Subsequent to the issuing of the agenda two highway matters had been drawn to the attention of the Clerk.</p> <p>Firstly, Mr Lockwood (Ancarva) and Mr Wood (Homefield) of Mill Road had both approached the Clerk regarding the land that might be needed if the completion of the footway from the crossroads to Gibbs Close went ahead, i.e. Norfolk County Council approved the project.</p> <p>The two landowners had noted from the February edition of the Good News Magazine that this project was under consideration but it had to be borne in mind that another option for NCC Highways was the narrowing of the road with the construction of the footway on the northern side of what is currently the short section of Mill Road in question.</p> <p>The Clerk had provided Mr Lockwood and Mr Wood with the contact details for Mr Allfrey, Highways Engineer, NCC Planning &</p>

	<p>Transportation Department, Southern Area Office. Secondly, Mr Ewbank, Tollymore, Mill Road had written to the Clerk asking him, to take up on his behalf, issues relating to the grass verge fronting his property but the Clerk had recommended Mr Ewbank contact Mr Allfrey direct because it would be more appropriate for him to speak as necessary in respect of detail, ownership, resolution and funding etc.</p>														
<p>PARISH COUNCIL EMAIL GROUP</p>	<p>With regard to the setting up and ensuring that the Parish Council (Parish Councillors plus the Clerk) yahoo group goes live soon, John Heaser said he would be addressing this matter at the next Parish Council meeting to be held on 8 April.</p>														
<p>CLERK OF THE COUNCIL'S CORRESPONDENCE</p>	<p>The schedule of the Clerk of the Council's correspondence – as provided to each Parish Councillor with the agenda, together with the late additions received since 11 February – was noted. Particular attention was drawn to information concerning:-</p> <ul style="list-style-type: none"> • Launch of the One Planet Living Awards –community based organisations are invited to apply for awards to enable them to reduce the impact they have on the world's resources. • The recent upgrading of the memory of the Parish Council's computer – by John Heaser – to a very much needed 640 MB. It was also confirmed that the Parish Council's computer had w.e.f. 19 February signed up to a more appropriate anti virus subscription package, namely from AVG. As the new anti virus package was free a net saving of £35.00 had been achieved from the previous years subscription cost. • The letter of 3 January from the Department of Communities & Local Government explaining the consultation process relating to the orders and regulations which would provide a more locally based ethical regime for the conduct of local councillors in England. • The email of 16 February from Charlotte Mason explaining that she has, as of February, taken over (from PCSO Philpott) as the Police PCSO for Little Melton. It was noted that Charlotte Mason can be contacted on Crime No 0845 456 4567 and that she hopes to attend Parish Council meetings wherever possible. 														
<p>BILLS/RECEIPTS</p>	<p>On a proposal by Duncan Frazer, which was seconded by Graham Tomlin, the undermentioned invoices were authorised for payment:-</p> <table border="0" style="width: 100%;"> <tr> <td>Mr . Sinclair – refund of (50%) cost of Broadband for periods 25/1-24/2 & 25/2-24/3/08 (100901)</td> <td style="text-align: right;">£ 18 – 98</td> </tr> <tr> <td>Marcus – VPF maintenance January 2008 (100904)</td> <td style="text-align: right;">£ 158 – 33</td> </tr> <tr> <td>Mr R Sinclair – refund off.Telephone costs (100900)</td> <td style="text-align: right;">£ 41 – 50</td> </tr> <tr> <td>Mr R Sinclair – refund of Parish Council computer Domain registration (cheque no.100902)</td> <td style="text-align: right;">£ 15 – 24</td> </tr> <tr> <td>Audit Commission – Audit fees for 06/07 (100903)</td> <td style="text-align: right;">£ 158 – 63</td> </tr> <tr> <td>John Symonds – repair/maintenance work to two items (train & tractor) of play equipment (100905)</td> <td style="text-align: right;">£ 110 – 00</td> </tr> <tr> <td>Heaser Building Consulting Ltd – refund of purchase of new (512 MB) computer memory card (100907)</td> <td style="text-align: right;">£ 51 – 21</td> </tr> </table> <p>In addition the Clerk was authorised to pay the invoice, from G & G Fencing, amounting to £2,635.82 including VAT once all the</p>	Mr . Sinclair – refund of (50%) cost of Broadband for periods 25/1-24/2 & 25/2-24/3/08 (100901)	£ 18 – 98	Marcus – VPF maintenance January 2008 (100904)	£ 158 – 33	Mr R Sinclair – refund off.Telephone costs (100900)	£ 41 – 50	Mr R Sinclair – refund of Parish Council computer Domain registration (cheque no.100902)	£ 15 – 24	Audit Commission – Audit fees for 06/07 (100903)	£ 158 – 63	John Symonds – repair/maintenance work to two items (train & tractor) of play equipment (100905)	£ 110 – 00	Heaser Building Consulting Ltd – refund of purchase of new (512 MB) computer memory card (100907)	£ 51 – 21
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	<p>outstanding work had been completed in respect of the new security fencing to the Millennium Garden.</p> <p>Two receipts were also reported namely from (1) Little Melton Community Trust (Village Hall Committee) of £2,243 - 25 – donation towards the cost of new metal security fencing to the Millennium Garden, and (2) £40 - 00 from Hethersett Wanderers FC - for hire of VPF football pitch for matches 9/12/07 and 6/01/08.</p>
DATE OF NEXT MEETINGS	<p>The date of the next Parish Council meeting was confirmed as being Tuesday 8 April, 2008 commencing at 7.30 pm in the Village Hall.</p> <p>The Clerk also drew attention to the upcoming Annual Parish Meeting on Tuesday 18 March beginning at 7.30 pm in the Village Hall. This was the yearly meeting – chaired by the Chairman of the Parish Council - to which local organisations, clubs etc were invited to submit annual reports of their activities etc and parishioners could raise issues of interest and concern.</p> <p>Joan Wheatley tendered her apologies for this meeting as she would be unable to be in attendance.</p> <p>There being no further business the meeting concluded at 9.30 pm.</p>
	<p>Chairman.....</p> <p>Date.....</p>