

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 8th APRIL 2008

PRESENT	Stewart Cable (Chairman), Tony Berry (Vice-Chairman), Wilf Chamberlain, Duncan Frazer (from 7.45 pm.), John Heaser and Graham Tomlin. County Councillor Judith Virgo and District Councillor Garry Wheatley were also present. In addition PCSO Darren Sore and PCSO Charlotte Mason, representing the Hethersett and Mulbarton SNT were in attendance for the early part of the meeting.
APOLOGIES	Apologies for absence were received from Joan Wheatley and District Councillor Christopher Kemp.
DECLARATIONS OF INTEREST	The Chairman asked if any member 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 19 February 2008 were, on a proposal by Tony Berry 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 the two Police representatives to speak. PCSO Charlotte Mason explained that she had, approximately six months ago, taken over from PCSO Tim Philpott and that there was a low level of crime in the area of Little Melton with only four crimes (burglary in Mill Road in February, two thefts from a business and burglary from another business) being reported in the past three months. No anti social behaviour was known in the area. PCSO Sore concluded by mentioning that a member of the SNT, PC Glen Hambling, was trained in the use of a Radar Gun and with this in mind it was suggested that the Police should make a visit to Little Melton in the near future and monitor the speed of vehicles travelling through the village – especially along School Lane – as excessive speeds were not uncommon most often just preceding the shift times (6.00 am and 2.00 pm) for workers at the nearby Brooks factory. Following their helpful and informative input the Chairman thanked both PCSOs Darren Sore and Charlotte Mason for attending the meeting and they left the meeting at 7.45 pm.
PLANNING APPLICATIONS	RECENTLY RECEIVED APPLICATIONS 1. Gable Developments (Norfolk) proposed change of use and adaptation of redundant pig rearing unit – adjacent Villa San Lorenzo, Watton Road – to form single residential dwelling. (2008/0461) Whilst not objecting in principle to the development proposed, the Parish Council, in responding to SNC, had strongly recommended that (a) a precedent must not be set for further development for the surrounding area as it was

noted that the proposed development is a long way beyond the agreed and approved village development area, (b) access and egress and highway safety are serious considerations, and (c) the old building is without architectural merit.

2. Anglia Healthcare Systems proposed two storey extension and internal alterations to Oak Lodge at the bottom of School Lane. (2008/0197)

The Parish Council's response to SNC had been no views or comments providing there are no objections from the neighbours of the nearby residential properties to the west.

3. Mr Ken Gay's proposed extension to existing lounge and new garage built in blockwork with rendered colourwash finish to 125 School Lane. (2008/0497)

After consideration of this proposal the Parish Council agreed that the response to SNC should be that there was no objection in principle but that (a) the rendering and (b) the flat roof are not in keeping with the existing character/ architecture of the property/adjacent property.

It was noted that this application had bizarrely been sent – for comment - to Cringleford Parish Council on 10 March and that LMPC had by chance only become aware of this proposal on 7 April.

OUTSTANDING

1. Baker Brickwork Ltd proposal for construction of one and a half storey detached dwelling house with attached double garage on land at eastern end of The Close. (2008/0159)
It was noted that the SNC officer recommendation had been for approval and District Councillor Garry Wheatley said that this application had just been approved.
2. Dr & Mrs T J Tilford's proposal for a single storey extension (dining room) to rear of 32 Greenacres. The Parish Council comment had been no views or comments. (2008/0343)
3. Mr Paul Bourgeois's proposal for a sustainable home (level 5/6 dwelling) and education showcase with community/ training space on land immediately north of the cul de sac section of Mill Road. (2008/0249)

The Clerk updated those present by reading the letter, dated 10 March, that Chris Trett, Area Planning Officer, Planning Services, SNC had sent to the applicant, Mr Paul Bourgeois.

This letter asked a number of significant and pertinent questions (most of which had been raised by the Parish Council) which required resolution before the application could be progressed further. Consequently – in view of the necessity for the client to resolve and respond on these matters - the timescale for the determination of the application has been substantially extended.

RESULTS

1. Carolyn Sayer's proposed extension to Yarrow, 6 Braymeadow Lane to from a new garage, lobby and internal alterations. (2008/0176)

Surprisingly the proposal had been refused by SNC, under

	<p>delegated powers, principally because it would be out of character and that it would result in a cramped appearance.</p> <p>Despite the Parish Council yet again having strongly recommended that any approval should be subject to the conditions that (a) the vehicular access should facilitate driving in and out in a forward gear, and (b) the construction of a footway to Highway standards between the two access should be funded by the applicant there was no mention of either of these factors!</p> <ol style="list-style-type: none"> 2. Mr & Mrs Starr's proposed removal of flat roof from garage and replace with pitched tiled roof to 8 Braymeadow Lane. Approved under delegated powers. (2008/0080) 3. Mr A Drury's proposed single storey rear extension to 4 Church Farm Barns, Rectory Lane. (2007/2358/H) Approved 20 December 2007 but Parish Council only formally notified of result on 5 March 2008 after prompting from Parish Council!
<p>HIGHWAYS</p>	<p>Following the Parish Council's letter of response to Mr Ewbank, Tollymore, Mill Road the Clerk had received a copy (for information) of the letter of 26 February that Mike Allfrey, Highway Engineer, Planning & Transportation Dept, Southern Area, Norfolk County Council had sent to Mr Ewbank concerning the potential completion of the footway along Mill Road and the erosion of the grass verge fronting Mr Ewbank's property.</p> <p>It was noted that the NCC response referred to an ongoing feasibility study in respect of the completion of the footway to the front of Homefield and Ancarva and that work on site is not likely to start until the financial year 2009/2010 irrespective of the outcome of the study.</p> <p>With regard to the verge it was stated that (a) the use of reflector posts is not intended to prevent vehicles from over-running highway verges should they need to or be forced to, and (b) the verge, as at present, may not be totally level, but it is still available for pedestrians as a refuge should there be a need for such use. As for kerbing the grassed strip it was said not to be a priority at this time but something that could be considered at the time the footway/safety scheme is designed.</p> <p>It was noted that no further correspondence and/or information had been received by the Parish Council from the owners of Homefield or Ancarva.</p>
<p>PARISH AMENITIES</p>	<p>PLAY EQUIPMENT SURFACING</p> <p>The Clerk said that despite his seeking, on 4 March, a quotation from four local contractors for the taking up of tiling and applying the necessary adhesive to rectify the problem tiling only one response had been received. The response had been received from Streetscape of North Burlingham and had provided a quotation amounting to £6,114.64 for the taking up of existing problem tiling under the cradle swing and under the tower system and replacement with 103 square metres of 50mm thick "wetpour" surface in black.</p> <p>The Site Manager of Streetscape had investigated on site and his opinion was that the tiling could not successfully be re-glued.</p>

	<p>In conclusion the Parish Council agreed that the Clerk should try again to obtain further quotations and in the meantime Wilf Chamberlain and John Heaser would look into what adhesive might be suitable.</p> <p>RECYCLING CENTRE</p> <p>The Clerk confirmed that the bottle recycling bank had once again been located on the rear part of the Village Inn car park on 17 March. In addition a textile bank is now also on the car park – this being available for the recycling of textiles and shoes.</p> <p>REPAIR OF SPRINGER (TRACTOR) ITEM OF YOUNG CHILDREN'S PLAY EQUIPMENT</p> <p>The Chairman reported that he had recently discovered the strong supporting spring had broken – probably through age/use – and in consequence had removed the item of equipment and was in the process of trying to obtain a replacement part which, on receipt, he would seek to fit and place the equipment back in position for use.</p> <p>Stewart Cable said that anticipated costs were approximately £10 - £12 for a specialist tool, £53 to purchase the replacement part from the manufacturers, £4-32 for three clamps with 10% for carriage and plus VAT. The Parish Council authorised expenditure on this basis.</p> <p>LITTER PICK</p> <p>The Chairman thanked John Heaser for organising the very successful litter pick (in excess of twelve bags of rubbish were collected) on the morning of Saturday 29 March and also expression appreciation of all those who had participated.</p>
<p>PLAY AREA EQUIPMENT – ANNUAL INSPECTION 2009</p>	<p>The Clerk of the Council drew attention to the SNC (Play and Amenities Area Officer) letter of 22 January which offered the services of professional annual independent inspections via RoSPA.</p> <p>It was noted that RoSPA will undertake inspections in South Norfolk during June and October at a cost of £63.00 plus VAT and that the inspection will include a risk assessment.</p> <p>The Parish Council agreed to accept this offer for the 2008 inspection and instructed the Clerk to respond accordingly on the basis that the inspection will be undertaken in October.</p>
<p>HIRE OF FOOTBALL PITCH AREA</p>	<p>The Clerk reported that an official of Hethersett Athletic FC U16s had asked if they could hire the football pitch area on the village playing field for training purposes for four sessions in April. The Clerk, after consulting the Chairman, had responded that this was acceptable on the basis that a “one off” donation of £20.00 was made to the Parish Council. Receipt of this sum was anticipated shortly.</p>
<p>FLOODING TO GARDENS TO REAR OF 10 & 12 SCHOOL LANE</p>	<p>The Chairman reported that he had, again, been in contact with Mrs Bishop at South Norfolk Council and was awaiting a response, particularly in respect of the setting up of a local meeting with interested parties.</p> <p>Hence this matter is continuing to be pursued and further progress will, hopefully, be reported in due course.</p>
<p>PARISH COUNCIL YAHOO GROUP</p>	<p>John Heaser said he was still seeking to establish if all Parish Councillors wanted to become members of a yahoo group, for the dissemination and exchange of information etc, and would soon</p>

	<p>be contacting those who have yet to respond in the affirmative, so he anticipated being able to report further at the Annual Parish Council meeting to be held on 13 May.</p>
<p>CONSIDERATION OF INSURANCE 2008/2009</p>	<p>The Clerk reported that he had been informed, by Came & Company that – based on the sums insured and covers detailed in the Allianz (existing insurers) 2007/2008 schedule Norwich Union has quoted an annual premium, inclusive of Insurance Premium Tax, of £1,552-55. This equates to a 15% discount on the Parish Council's 2007 renewal premium of £1,826-53. This quotation is based on existing cover but it was noted that some (cover) limits would increase and that the annual premium of £1,552-55 can be reduced by a further 5%, giving a premium of £1,474-92, should the Parish Council enter into a 3-year binding agreement with Norwich Union. Looking to the possibility of this (further) reduction the Clerk said he was seeking clarification what the acceptance of the 3-year binding agreement entails for he appreciated that the Parish Council would be reluctant to commit itself to future unknown costs.</p> <p>It was noted that the Norwich Union policy excess is £250-00 for each and every claim.</p> <p>The Clerk pointed out that the saving would be greater (18.91%) when taking into account that Allianz was seeking a premium of £1,914-74 for the year commencing 1 June 2008.</p> <p>As the existing Allianz cover would expire on 1 June 2008 it was agreed that a decision on whether to take up the offer from Came & Company should be taken at the Annual Parish Council meeting to be held on Tuesday 13 May.</p>
<p>REPORT OF INTERNAL VERIFICATION</p>	<p>Duncan Frazer reported that he had undertaken the second internal verification on 1 April and as all financial transactions for the period from mid December through to mid March had been found to be in order there was no necessity for corrective/ additional action to be undertaken.</p> <p>The appointment of the Internal Verifier, who must not be a signatory to the authorisation of payments, for the succeeding three months, ie from Mid March to mid June 2008 was then discussed. As Duncan Frazer was willing to continue to undertake this duty the Parish Council unanimously agreed that Duncan should once again be the Internal Verifier for next quarter.</p>
<p>APPOINTMENT OF INTERNAL AUDITOR</p>	<p>The Clerk sought guidance on the appointment of the Internal Auditor for the inspection and checking of the Parish Council accounts for the financial year 2007/2008.</p> <p>It was confirmed that Sue Day of Ringwood Close had internally audited the 2006/2007 accounts, at a cost of £35-00.</p> <p>The Clerk was instructed to contact Sue Day and ask if she would once again undertake this service at a cost of £35-00.</p>
<p>REPORT FROM LOCAL GOVERNMENT REVIEW MEETING</p>	<p>It had been anticipated that Graham Tomlin, who had attended the meeting held at South Norfolk Council on the evening of Monday 31 March, as the Parish Council representative, would give his report but unfortunately Graham had had to leave our Parish Council meeting early.</p> <p>District Councillor Garry Wheatley kindly provided a summary of the latest situation which included (1) that the choice was now "one option" rather than the previously understood first three, (2)</p>

	<p>value for money is not now a consideration, and (3) the A47 NSB is likely to be the boundary for an enlarged Norwich.</p> <p>Probably around July one option will be chosen and the Secretary of State will make a decision – it is anticipated – in January 2009. It was noted that the whole process was making it extremely difficult for staff and planning staffing levels and that the County Council election is scheduled for 2009.</p> <p>John Heaser added that what the Local Government Boundary Commission was looking for was “Evidence Based Augmentation” and that Stage 3 of the consultation process runs from July to September.</p>
<p>CLERK’S ANNUAL REVIEW</p>	<p>The Chairman said that it was now necessary to consider the Clerk of the Parish Council’s contract w.e.f. 1 April 2008 in the light of his performance over the year 2007/2008.</p> <p>Asked by the Chairman if he had any issues or matters he felt warranted addressing, from his point of view, the Clerk said that subject to reconsideration of the hours he was contracted to work – currently he was being paid for eight hours a week whereas the recommended hours of work for a Parish Clerk working for a Parish Council with a population the size of Little Melton was a minimum of nine hours per week – he did not have any issues to raise with the Parish Council over the past year.</p> <p>The Clerk added that he had, as instructed, been keeping a record of the hours he worked and for the nine months from July 2007 through to and including March 2008 he was averaging at least 11.75 hours a week!</p> <p>The other issue for the Parish Council to consider, in accordance with the Clerk’s contract was the question whether – subject to satisfactory service – the Clerk should be advanced, w.e.f. 1 April 2008 from the existing SCP 23 to SCP 24 on the appropriate salary scale for part time clerks.</p> <p>At this point in the proceedings the Clerk left the room so that the Parish Council could discuss, in private, the Clerk’s contract and his performance for the year finishing 31 March 2008.</p> <p>With the Clerk having returned to the meeting he was informed that the Parish Council was very satisfied with his undertaking of his duties and that the Parish Council had agreed and approved, effective from 1 April 2008, (a) that his hours of employment be increased to nine hours per week, and (b) the advancement of the Clerk’s salary to SCP 24 on the appropriate salary scale.</p> <p>In conclusion the Clerk was requested to continue to keep a record of the hours he worked, subdivided into the five main categories of work, so that this information would be available to support the Parish Council’s Annual Review for the year ending 31 March 2009.</p>
<p>CONSULTATION ON DRAFT SUSTAINABLE COMMUNITY STRATEGY 2008/2009</p>	<p>The Clerk referred to the Consultation Draft Sustainable Strategy 2008-2018 comprising 22 pages and a covering page – this had been forwarded by Georgina Hurst, Neighbourhood Manager, South Norfolk Council, to the Clerk of the Parish Council on 20 March.</p> <p>It was explained that the South Norfolk Alliance is the Local Strategic Partnership for South Norfolk – it is a partnership of statutory, voluntary and business organisations working together</p>

	<p>to improve the quality of life in South Norfolk and this is the first draft upon which comments were being sought.</p> <p>It was noted that the deadline for responses was Monday 21 April but as the aims, visions, targets and action plans all appeared admirable and incontestable the Parish Council considered it was difficult to comment in any detail. In consequence the Parish Council declined to submit comments.</p>																
CLERK'S CORRESPONDENCE	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 1 April was noted.																
BILLS	<p>On a proposal by Duncan Frazer, which was seconded by John Heaser, the undermentioned invoices were authorised for payment:-</p> <table> <tr> <td>SNC-emptying 3 dog waste bins 2007/08 (100910)</td> <td>£129 - 49</td> </tr> <tr> <td>NRCC-Annual subs Apr 2008-Mar 2009 (100916)</td> <td>£ 25 - 00</td> </tr> <tr> <td>Mr R Sinclair-Clerk's remuneration 1/1-31/3/08 (including pay award from 1/4/07- notification not until December 2007) (100915)</td> <td>£860 - 62</td> </tr> <tr> <td>Mr R Sinclair-expenses 1/1-31/3/08 (100914)</td> <td>£ 63 - 73</td> </tr> <tr> <td>Mr R Sinclair-refund Broadband 50% 25/3-24/4/08 (Cheque No.100913)</td> <td>£ 9 - 49</td> </tr> <tr> <td>Marcus-VPF maintenance Feb 2008 (100912)</td> <td>£158 - 33</td> </tr> <tr> <td>Inland Revenue-Income tax payable on Clerk's salary 1/1-31/3/08 (100908)</td> <td>£270 - 94</td> </tr> <tr> <td>G & G Fencing-new security fencing to Millennium Garden (Cheque No.100909)</td> <td>£2,635 - 82</td> </tr> </table>	SNC-emptying 3 dog waste bins 2007/08 (100910)	£129 - 49	NRCC-Annual subs Apr 2008-Mar 2009 (100916)	£ 25 - 00	Mr R Sinclair-Clerk's remuneration 1/1-31/3/08 (including pay award from 1/4/07- notification not until December 2007) (100915)	£860 - 62	Mr R Sinclair-expenses 1/1-31/3/08 (100914)	£ 63 - 73	Mr R Sinclair-refund Broadband 50% 25/3-24/4/08 (Cheque No.100913)	£ 9 - 49	Marcus-VPF maintenance Feb 2008 (100912)	£158 - 33	Inland Revenue-Income tax payable on Clerk's salary 1/1-31/3/08 (100908)	£270 - 94	G & G Fencing-new security fencing to Millennium Garden (Cheque No.100909)	£2,635 - 82
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DATE OF ANNUAL PARISH COUNCIL MEETING	<p>The date of the next Parish Council meeting – the Annual Parish Council meeting – was confirmed as being Tuesday 13 May 2008 beginning at 7.30 pm in the Village Hall.</p> <p>There being no further business the meeting concluded at 9.20 pm.</p>																
	<p>Chairperson.....</p> <p>Date.....</p>																