

**LITTLE MELTON ANNUAL PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 13<sup>th</sup> MAY 2008**

<b>PRESENT</b>	Stewart Cable (Chair), Tony Berry (Vice Chair), Wilf Chamberlain, John Heaser, Graham Tomlin and Joan Wheatley. County Councillor Judith Virgo was also present as was District Councillor Garry Wheatley.
<b>ELECTION OF CHAIR OF THE PC</b>	Nominations were sought for the position of Chairman of the Parish Council for the ensuing year and following considerable discussion and on a proposal by Graham Tomlin, which was seconded by Joan Wheatley, and there being no other nominations John Heaser was elected to the office of Chair for the year 2008/2009. On taking the Chair John Heaser (firstly) proposed, and it was unanimously agreed, that a formal vote of thanks be recorded in the minutes in recognition of Stewart's excellent and dedicated seven years of service whilst he had been Chairman of the Parish Council since 2001.
<b>ELECTION OF VICE CHAIR OF THE PC</b>	Nominations were requested for the position of Vice Chair of the Parish Council for the coming year. On a proposal by John Heaser, which was seconded by Graham Tomlin, Stewart Cable was nominated and as no other nominations were forthcoming Stewart was elected to be Vice Chair for the year 2008/2009.
<b>AUTHORISED SIGNATORIES</b>	With the new Chair and Vice Chair elected, for the year commencing 13 May 2008, it was formally confirmed that John Heaser and Stewart Cable are the two authorised signatories for payments by the Parish Council and that Barclays Bank should be notified accordingly.
<b>APOLOGIES</b>	Apologies for absence were received from Tony Berry and Duncan Frazer and District Councillor Christopher Kemp.
<b>DECLARATIONS OF INTEREST</b>	The Chairman asked if any members wished to declare an interest in an item on the agenda. No declarations of interest were forthcoming.
<b>MINUTES</b>	The minutes of the Parish Council meeting held on 8 April were – subject to two minor corrections – on a proposal by Wilf Chamberlain which was seconded by Graham Tomlin, accepted as a true record of the business conducted. A copy of the minutes was therefore signed accordingly by the Chairman for retention in the Parish Council records.
<b>PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION</b>	Garry Wheatley spoke regarding the Issues and Options Joint Group for the Norwich Development Area which had issued a first draft of its proposals last week. Under these proposals approximately 4,000 new houses were being put forward on land between Little Melton and Hethersett. The proposals were contrary to the SNC view with the District Council advocating 2,000 new homes at Wymondham with any remaining new housing spread throughout the District. Any decision would be reached following consideration by planners and then via an Inspector.
<b>PLANNING</b>	<b>RESULTS</b> * 125 School Lane – proposed extension to existing lounge with

combined garage etc.

This application had been refused, under delegated powers.

\* Land north of 46 Mill Road – New Code for sustainable homes Level 5/6 and Education showcase with community/training space. The application had been refused, by SNC committee, because:-

1. the proposal was outside the agreed village development area,
2. access and parking cannot be secured satisfactorily,
3. details of design not satisfactory.

District Councillor Garry Wheatley reporting for Christopher Kemp, who had been a substitute in Committee for himself, said the SNC decision had been “touch and go” and stressed that it was always better for the Parish Council to have a representative in attendance when applications were determined.

Whilst SNC had no objection in principle it was felt that the proposed development should not be sited as put forward and in addition the applicant had not thought the implications through.

\* Oak Lodge (Anglia Healthcare Systems) – proposed two storey extension and internal alterations.

Approved with two conditions.

\* 32 Greenacres – proposed single storey extension to dining room. Approved under delegated powers.

\* Land at eastern end of The Close – proposed construction of one and a half storey detached dwelling house with attached double garage.

Approved with 4 conditions including that prior to the first occupation approved highway improvements (including off site works) shall be completed.

#### OUTSTANDING

\* 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.

\* 25 Gibbs Close – proposed extension (large) to rear of detached house

#### FOR CONSIDERATION

\* Drumdean Estates Ltd. proposal for a Change of Use of land from agricultural to domestic (Manor Farm Barns 2008/0987)

The Clerk reported that he had notified approximately 25 near neighbours, only some of whom had been notified by SNC.

The land in question is (a) one parcel to the west of the access road to the barns, and (b) another parcel, triangular in shape, to the north of the barns.

It was noted that, according to local information, the land had been purchased by the four owners of (five) Manor Farm Barns (one dwelling is at present unsold/unoccupied) and that to save on the costs of the planning application fees one of the owners who works for Drumdean is submitting just the one change of use application for the whole of the land in question. In effect this is a retrospective planning application.

The Parish Council agreed that it had no objection to the proposed change of use providing that there is definitely no residential development allowed on the land/site extensions to the Manor Farm Barns. That is to say the restrictions relating to residential development must be the same as when the original planning

	<p>permission was granted, in 2005, for the conversion of the (old) barns to dwellings.</p>
<b>HIGHWAYS</b>	<p>The Clerk said he had just received notification from Norfolk County Council of the footway surfacing of Braymeadow Lane - in accordance with one of the priorities put forward last December, by the Parish Council, requesting highway improvements. Work is scheduled to commence on Wednesday 14 May to improve the surface of the footway along Braymeadow Lane. It is hoped that – weather permitting – all works should be completed within four weeks.</p>
<b>PARISH AMENITIES</b>	<p><b>REPLACEMENT OF ONE PAIR OF EMERGENCY EXIT DOORS TO WESTERN ELEVATION OF VILLAGE HALL</b></p> <p>The Clerk reported he had sought quotations from eight contractors of which three had responded with written quotations. The three responses (pricing net of VAT) had been received from:-</p> <ul style="list-style-type: none"> <li>Peter Herwin, in the sum of £971.28</li> <li>SSGE, in the sum of £995.00</li> <li>Building Services Anglia Ltd, in the sum of £1,250.00</li> </ul> <p>Following consideration and discussion, and bearing in mind that it was thought best to have the same design all along at least the west elevation, the Parish Council unanimously agreed on a proposal by Stewart Cable, which was seconded by Wilf Chamberlain, to accept the quotation of £971.28 net (£1,169.12 gross) submitted by SSGE.</p> <p>The Clerk was therefore instructed to write to SSGE accepting their quotation and asking them to proceed.</p> <p><b>REPAIR/REPLACEMENT OF BROKEN GLAZING TO TWO WINDOWS AT VILLAGE HALL</b></p> <p>The Clerk reported that on consecutive days, i.e. 28 and 29 April, he had been informed that two windows on the southern elevation of the Village Hall had been broken/cracked and required immediate remedial action. The clerk had therefore informed the Chairman accordingly who agreed the best course of action was to request Peter Herwin, who lived locally, to investigate and if he provided a reasonable quotation to undertake replacement as a matter of urgency. Peter Herwin had estimated a very reasonable £90-00 for a prompt replacement of both windows and had therefore been instructed to proceed.</p> <p>The resultant invoice, including VAT, had been received in the sum of £91-65.</p> <p><b>VPF – DEFECTIVE ITEM OF PLAY EQUIPMENT (SPRINGER)</b></p> <p>The replacement parts to the (taken out of action) “Snail Springie” had been ordered by the Clerk early in the month and a proforma invoice from Sutcliffe Play had just been received, and with payment having to occur prior to delivery, receipt of the replacement parts was anticipated within a few weeks.</p> <p><b>YOUNG CHILDREN’S PLAY EQUIPMENT SAFETY TILING</b></p> <p>Various extensive enquiries had continued to be made including by the Clerk etc. who had ascertained from MMP Eastern (a firm in Suffolk) a cost – including purchase, carriage and VAT – of approximately £150-00 for a tub of strong adhesive which would cover roughly 20 square metres. It was noted there was no guarantee of the effectiveness of this adhesive when applied by</p>

	<p>local labour. Other costs such as for artificial grass and “wet pour” were exceedingly expensive. Discussion ensued as the best course of action and in conclusion the Parish Council agreed to re-look/investigate precisely what was required before approving a course of action.</p> <p><b>VPF MAINTENANCE PAYMENTS SCHEDULE</b> The Clerk drew attention to the receipt of a payments schedule (March 2008-February 2009) from Greenasgrass which showed eleven monthly payments of £186.04 and a final payment for February 2009 of £186.06.</p> <p><b>LM PRE SCHOOL SUMMER PLAYScheme</b> The letter of 21 April from the Committee informing the Parish Council that this year’s Summer Playscheme was to be held in a different location – that is at the local First School - was noted. The Committee had also thanked the Parish Council for granting permission for the Summer Playschemes to be held on the village playing fields over the past few years.</p>
<p><b>INSURANCE 2008/2009</b></p>	<p>The Clerk confirmed that cover was required from the beginning of June. It was noted that if it was decided that the Parish Council should take insurance cover with Norwich Union – via Came &amp; Company – for the year commencing 1 June that the annual premium would be £1,552.55. In addition if a 3 year binding was entered into with the Parish Council committing to remaining with Norwich Union for 3 years – on the basis that the rating will remain unchanged for that period which means that the sums insured will be index linked to keep in line with inflation and therefore the annual premium will increase by the small amount of index linking on the property sums insured, and not by more – then the premium will decrease to £1,474.94. In addition it was noted that a further 5% saving per year (as from 1 June 2009) will be applicable if no claims are made in the preceding year. The Parish Council unanimously agreed that it should take out insurance, w.e.f. 1 June at the annual premium of £1,474.94 and instructed the Clerk to take the necessary action with Came &amp; Company. This decision was taken in the light of very substantial (approx. £440.00) saving being achieved on the premium that would have been paid if the Parish Council had remained with Allianz Cornhill, and the saving having been achieved with greater levels of cover.</p>
<p><b>REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT</b></p>	<p>It was reported that the (outgoing) Chair and the Clerk had – in May – reviewed the effectiveness of the internal audit and could not see any areas requiring review or development. It was noted that Sue Day was again to undertake the annual internal audit and that the three monthly internal verification, currently being undertaken by Duncan Frazer, was continuing.</p>
<p><b>PARISH COUNCIL ASSETS REGISTER – ANNUAL UPDATE</b></p>	<p>The Clerk reported that he and the Chairman had – on 6 May – revised the register. On a proposal by Joan Wheatley, which was seconded by Graham Tomlin, the Parish Council formally accepted the updating.</p>

<b>RISK ASSESSMENT – ANNUAL REVIEW</b>	The Clerk drew attention to the annual review for 2008 that he and the Chair had undertaken on 6 May. On a proposal by Wilf Chamberlain, seconded by Graham Tomlin, the Parish Council formally approved the revisions and updating.																										
<b>CLERK'S CORRESPONDENCE</b>	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 7 May was noted. Some discussion ensued on the Consultation on Improving Access to Primary Care: Proposal for a new GP Led Health Centre (in Norwich) and it was noted that no specific location was as yet being proposed.																										
<b>BILLS &amp; RECEIPTS</b>	<p>On a proposal by John Heaser, which was seconded by Graham Tomlin, the undermentioned invoices were authorised for payment:-</p> <table border="0" data-bbox="574 554 1468 1062"> <tr> <td>Mr R Sinclair – refund 50% Broadband 25/4-24/5/08</td> <td></td> </tr> <tr> <td>Cheque No100918</td> <td style="text-align: right;">£ 9-49</td> </tr> <tr> <td>Marcus – VPF maintenance March &amp; April 2008</td> <td></td> </tr> <tr> <td>Cheque No100919</td> <td style="text-align: right;">£372-08</td> </tr> <tr> <td>Mr R Sinclair – refund of official telephone 811432</td> <td></td> </tr> <tr> <td>Cheque No100917</td> <td style="text-align: right;">£ 44-18</td> </tr> <tr> <td>Mr P Herwin – VH glazing replacements (2 windows)</td> <td></td> </tr> <tr> <td>Cheque No100920</td> <td style="text-align: right;">£ 91-65</td> </tr> <tr> <td>LM Parochial Church Council – Annual Grant churchyard maintenance. Cheque No100921</td> <td style="text-align: right;">£ 740-00</td> </tr> <tr> <td>SutcliffePlay – replacement spring play equipment Cheque No100922</td> <td style="text-align: right;">£ 92-54</td> </tr> <tr> <td>Broker Network Ltd – Insurance premium 1/6/08 – 1/6/09. Cheque No100923</td> <td style="text-align: right;">£1,474-94</td> </tr> </table> <p>On the income side the Clerk reported receipts as follows:-</p> <table border="0" data-bbox="574 1142 1468 1251"> <tr> <td>Hethersett Wanderers FC – hire of VPF football pitch for matches 9/3 &amp; 23/3/08</td> <td style="text-align: right;">£ 40-00</td> </tr> <tr> <td>SNC – Precept 2008/09 – 1<sup>st</sup> 50%</td> <td style="text-align: right;">£7,000-00</td> </tr> </table>	Mr R Sinclair – refund 50% Broadband 25/4-24/5/08		Cheque No100918	£ 9-49	Marcus – VPF maintenance March & April 2008		Cheque No100919	£372-08	Mr R Sinclair – refund of official telephone 811432		Cheque No100917	£ 44-18	Mr P Herwin – VH glazing replacements (2 windows)		Cheque No100920	£ 91-65	LM Parochial Church Council – Annual Grant churchyard maintenance. Cheque No100921	£ 740-00	SutcliffePlay – replacement spring play equipment Cheque No100922	£ 92-54	Broker Network Ltd – Insurance premium 1/6/08 – 1/6/09. Cheque No100923	£1,474-94	Hethersett Wanderers FC – hire of VPF football pitch for matches 9/3 & 23/3/08	£ 40-00	SNC – Precept 2008/09 – 1 <sup>st</sup> 50%	£7,000-00
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<b>DATE OF NEXT MEETING</b>	The date of the next Parish Council meeting was confirmed as being Tuesday 17 June 2008 commencing at 7.30 pm in the Village Hall. There being no further business the meeting was concluded at 9.20 pm.																										
	<p><b>Chairperson</b>.....</p> <p><b>Date</b>.....</p>																										