

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 22 JULY 2008

PRESENT	Stewart Cable (Vice-Chairman), Tony Berry and Graham Tomlin. County Councillor Judith Virgo was also in attendance
APOLOGIES	Apologies for absence were received from John Heaser, Wilf Chamberlain, Duncan Frazer, Joan Wheatley and District Councillors Christopher Kemp and Garry Wheatley.
DECLARATIONS OF INTEREST	The Chairman asked if any member(s) wished to declare an interest in an item/items on the agenda. No declarations of interest were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 17 Jun 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 accordingly by the Chairman for retention in the Parish Council records.
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	No matters for discussion were raised under this item.
PLANNING	<p>PARISH COUNCIL CONSIDERATION</p> <p>Mr N Montague proposing a two storey side extension and single storey rear extension to Collingwood, Mill Road (2008/1408). The Clerk reported he had notified the adjacent four neighbours immediately (16 July) upon receipt of the notification of this proposal. No neighbour comments had been received in response. The Parish Council agreed that there were no objections to the proposal and therefore the Clerk would respond to SNC "no views or comments about this application".</p> <p>RESULT</p> <p>Manor Farm Barns for change of use of land from agricultural to domestic (2008/0897). Approval (under Delegated Powers) with four conditions including:-</p> <ul style="list-style-type: none"> - no fences, gates or other means of enclosure unless first approved by PP, - no provision within the cartilage of the dwellings of any building etc. without being first approved by PP and - a scheme of landscaping for the plot and site boundaries etc to be submitted and approved. <p>SNC OFFICER RECOMMENDATION</p> <ol style="list-style-type: none"> 1. Site adjacent Willow Cottage, 7 School Lane (2006/0428) – Approval of reserved matters. Revised drawings show a position, for the frontage, slightly nearer the road and this is considered by SNC, at Officer level, to be acceptable. Hence SNC Officer recommendation was for "Approve with conditions". 2. Gemini, 14 Gibbs Close (2008/1077) Loft conversion to living space. The SNC Officer report stated "the proposed side (slimline) windows are permitted development therefore, although

	<p>overlooking the rear of No 16 would be possible from these windows, it would be unreasonable to impose conditions to prevent this”.</p> <p>The SNC Officer recommendation was “Approve with conditions”.</p> <p>OUTSTANDING</p> <p>Adjacent Villa San Lorenzo – change of use and adaptation of redundant pig rearing unit to residential dwelling (2008/0461).</p> <p>TO NOTE</p> <p>The Clerk mentioned the local press report regarding plans by Gable Developments (Norfolk) Ltd to expand the Norwich Research Park by an area covering 31 hectares, which it was stated would boost the Norwich economy by attracting more world class companies to the prestigious site, at Colney, and provide better facilities for those who were already at Colney.</p> <p>The report also stated that a new park and ride facility off Norwich Road is proposed together with a new access road to a planned traffic light controlled junction at the intersection of Hethersett Lane with Braymeadow Lane. Some local unofficial information was that a crossroads junction would be created at the bottom of Braymeadow Lane with the envisaged new road (in effect an extension of Braymeadow Lane) extending eastwards.</p>
<p>PARISH AMENITIES</p>	<p>REPLACEMENT EXTERNAL DOORS AT VILLAGE HALL</p> <p>The Clerk reported that following his email of 9 July to SSGE, enquiring as to when the new doors are to be fitted, he had received a response informing the Parish Council that this is likely to be some time soon after 23 July.</p> <p>REPAIR OF “SPRINGIE”</p> <p>Stewart Cable reported that he had yet to undertake the fitting of the replacement load bearing spring as he was awaiting the obtaining of the specialist fitting tool.</p> <p>PLAY EQUIPMENT SURFACING</p> <p>The Clerk drew attention to a recent advertisement he had seen for DIY Safety Surface Repair Kits from a firm in Northampton. With this in mind the Clerk was instructed to make enquiries in order to ascertain details such as cost, instructions, what was supplied etc.</p> <p>HIRE OF FOOTBALL PITCH SEASON 2008/2009</p> <p>The Clerk reported:-</p> <ul style="list-style-type: none"> (a) Hethersett U 14s Girls team had decided against hiring the pitch, on Sunday mornings, for the forthcoming season. (b) The Prince of Denmark FC (Sunday morning adult team) had decided against the hire of the pitch for the coming season. (c) The former Hethersett Wanderers FC have joined with Marlborough FC and, although not wishing to hire the pitch for season 2008/2009 on Sundays have requested that they hire the pitch for some pre season friendlies – probably for three Saturdays during August. <p>This hiring was agreed by the Parish Council on the understanding that the former HWFC paid the hire charge (still £20-00 per match) in advance to the PC.</p> <p>It was also noted that HWFC may be looking to hire the pitch, on a regular basis, for the season 2009/2010.</p>

	<p>NOTICEBOARDS</p> <p>1) The Clerk reported that he had recently informed Sue Head (Maytyme, School Lane) that the Parish Council will consider relocating the noticeboard fronting her property slightly nearer the crossroads once the future of the village BT telephone kiosk has been resolved as this might well be a good location, ie near the public letter box etc.</p> <p>The Clerk added he had emailed Norfolk County Council, Planning & Transportation Department regarding the potential relocation of this noticeboard and received a response stating that it will be necessary for the PC to submit a request – via a Street Furniture Application/Consent Form – to place the envisaged street furniture on the highway. This means that in addition to submitting the formal request the undermentioned conditions will apply:-</p> <ul style="list-style-type: none"> *Proof of a minimum £5m public liability insurance will be required. *A licence must be applied for from NCC, as the Highway Authority, and before consent is given the NCC inspects the site. *NCC will remove unauthorized street furniture. <p>2) With regard to the intended removal of the badly damaged noticeboard on Mill Road in the front part of the garden to the Old Church Hall the Clerk said he had – despite a number of visits and the leaving of notes – failed to speak to the owner/occupier even after 17 July when a very small anonymous note had been left at the Clerk’s house saying it was O.K. for the Parish Council to arrange removal of the noticeboard.</p> <p>In the meantime the Clerk – whilst calling at the property – had been spoken to by Robert Cork, the Farmhouse, Mill Road, who had said he would very much like to see the noticeboard replaced. Mr Cork also informed the Clerk he would be willing to make a replacement noticeboard as he already possessed some similar wood and the Clerk had informed him that if he could submit a very cheap quotation (the Parish Council had very little spare funding) prior to the Parish Council meeting on 22 July his suggestion would probably receive consideration by the Parish Council. No quotation had however been received by the Clerk. In consequence the Clerk was instructed to proceed with the removal of the old dilapidated noticeboard.</p> <p>MISCELLANEOUS</p> <p>The Clerk reported the letter of 3 July from the outgoing Chairperson of the LM Pre School Nursery which informed the Parish Council that all the Group’s Committee Officers had resigned and that a new Committee was now in place. All future correspondence is to be addressed to Rachel Craggs, 9 Birch Close, Greenacres.</p>
<p>COMMUNITY SPEEDWATCH SCHEME</p>	<p>The Clerk updated the Parish Council on the invitation to parishioners to volunteer to take part in the CSS. To date not one Little Melton parishioner had informed the Clerk they wished to volunteer despite the publicity on display in the village since 29 May and the articles in the two local magazines that were published at the start of July.</p> <p>The Clerk had responded to Holly Blundell, the Norfolk Constabulary’s Neighbourhood Support Officer, Hethersett and</p>

	Mulbarton SNT, accordingly.
PROPOSED REMOVAL OF BT TELEPHONE KIOSK	<p>The Clerk confirmed the sending of a letter to Mr I McArthur, Head of Special Projects at SNC (who was acting on behalf of BT in the consultation process) expressing the PC's strong disappointment to the proposed removal of the only payphone in the village.</p> <p>The response, from Mr McArthur, dated 2 July stated that the Parish Council's views were appreciated and would form part of the SNC's response to BT.</p> <p>It was noted that the PC had not been informed of a single comment/objection, from a parishioner, to the proposed removal of this local facility.</p>
LOCAL GOVERNMENT REVIEW	<p>The Clerk reported the receipt of the email of 8 July – kindly sent by District Councillor Christopher Kemp – which provided a copy of the Boundary Committee's Press Release announcing the proposals for Norfolk and Suffolk, together with a copy of the SNC Press Release in response.</p> <p>Of the options now being taken forward it was noted that Little Melton is (just) outside either of the expanded Norwich proposals.</p> <p>With the next Parish Council meeting on Tuesday 9 September and the consultation period running until 26 September, it was noted that the timetable would allow the Parish Council to make its response following the September PC meeting.</p> <p>County Councillor Judith Virgo summarized the Press Release. Regarding the Presentation of the Draft Proposals of the Boundary Committee Review it was confirmed that the NCAP&TC was organising two meetings for parish councils to talk direct to representatives of the Boundary Committee.</p> <p>Graham Tomlin confirmed that he had returned a booking form to NCAP&TC on 16 July, stating that he would be attending the meeting to be held in Norwich (County Hall) on Wednesday 30 July.</p> <p>It was also mentioned that under the Unitary Status proposals it was anticipated that more powers and resources would be provided to town and parish councils.</p>
PARISH COUNCIL INSURANCE POLICY	<p>The Clerk confirmed the Parish Council's new insurance policy, with Norwich Union – via Came & Company – effective from 1 June 2008 at a cost of £1,474-94.</p> <p>It was noted that (a) that Employers' Liability and Public and Products Liability was a maximum of £10m, (b) most excesses were £250,000, (c) the values of insured items would be index linked and (d) that the Employers' Liability Certificate (from Norwich Union) must be retained for a period of 40 years.</p>
CLERK OF THE COUNCIL'S CORRESPONDENCE	<p>The Clerk drew attention to the Clerk of the Council's schedule of correspondence, as provided to each Parish Councillor with the agenda, together with the late additions received since 11th June.</p> <p>Items highlighted were:-</p> <p>SNC letter of 2 July regarding the Anti Social Behaviour Act 2003 – Part 8:High Hedges.</p> <p>NCAP&TC's information relating to Local Accountability – Internal Audit (The job of the Internal Audit is to check the Parish Council's systems).</p> <p>The potential significant housing development for Hethersett and Little Melton.</p>

	<p>The complaint in respect of up to four cars parking outside “Felindre” near the mouth of Gibbs Close.</p> <p>The complaint in respect of the overgrowing/overhanging hedge, and therefore obstruction, to the footway outside 21 Ringwood Close.</p>												
<p>REPORT OF INTERNAL VERIFICATION</p>	<p>It was reported that the internal verification process for all transactions for the period from mid March through to mid June had been satisfactorily undertaken by Duncan Frazer and, apart from the requirement to minute that a receipt of £20-00, from Hethersett Athletic U16s had been received in late April, there was no necessity for corrective/additional action to be undertaken. The appointment of the Internal Verifier, who must not be a signatory to the authorization of payments, for the succeeding three months, ie from mid June to mid September 2008, was then discussed and as Duncan Frazer was willing to undertake this duty (to complete the year) the Parish Council unanimously agreed that Duncan should once again be the Internal Verifier for the next quarter.</p>												
<p>BILLS/RECEIPT</p>	<p>On a proposal by Tony Berry, which was seconded by Graham Tomlin, the undermentioned invoices were authorized for payment:-</p> <table border="0"> <tr> <td>Marcus Kett – VPF maintenance July 2008 (100928)</td> <td style="text-align: right;">£186-04</td> </tr> <tr> <td>Mr R Sinclair – refund 50% broadband 25/6-24/7/08 (100931)</td> <td style="text-align: right;">£9-49</td> </tr> <tr> <td>Mr R Sinclair – Clerk’s salary 1/4-30/6/08 (100929)</td> <td style="text-align: right;">£977-75</td> </tr> <tr> <td>Mr R Sinclair – Clerk’s expenses 1/4-30/6/08 (100930)</td> <td style="text-align: right;">£ 45-29</td> </tr> <tr> <td>Mr R Sinclair – refund of official telephone 811432 (100932)</td> <td style="text-align: right;">£42-45</td> </tr> <tr> <td>HM Revenue & Customs – Income tax payment for 1/4-30/6/08 (£244.44) less £150.21 tax fee incentive for “on line” annual return (100927)</td> <td style="text-align: right; vertical-align: bottom;">£ 94-23</td> </tr> </table> <p>On the receipts side the Clerk confirmed the paying in of a cheque for £20-00 received in late April, from Hethersett Athletic Boys U16s – this being a one off payment for use of the VPF football pitch area on 3/4 and 10/4/08 and also on two Saturday mornings for training etc.</p>	Marcus Kett – VPF maintenance July 2008 (100928)	£186-04	Mr R Sinclair – refund 50% broadband 25/6-24/7/08 (100931)	£9-49	Mr R Sinclair – Clerk’s salary 1/4-30/6/08 (100929)	£977-75	Mr R Sinclair – Clerk’s expenses 1/4-30/6/08 (100930)	£ 45-29	Mr R Sinclair – refund of official telephone 811432 (100932)	£42-45	HM Revenue & Customs – Income tax payment for 1/4-30/6/08 (£244.44) less £150.21 tax fee incentive for “on line” annual return (100927)	£ 94-23
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<p>DATE OF NEXT MEETING</p>	<p>The date of the next Parish Council meeting was confirmed as being Tuesday 9 September 2008 commencing at 7.30 pm in the Village Hall.</p> <p>Stewart Cable said that he may not be able to attend on 9 September and Tony Berry added that he also may not be in attendance, or if he was it would probably not be for all of the meeting</p> <p>There being no further business the meeting concluded at 9.05 pm.</p>												
	<p>Chairperson.....</p> <p>Date.....</p>												

