

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 21 OCTOBER 2008

PRESENT	John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry, Wilf Chamberlain and Graham Tomlin. District Councillors Christopher Kemp and Garry Wheatley attended from approximately 7.40 pm and 8.00 pm respectively. One member of the public was in attendance namely Mary Plage of 4 School Lane.
APOLOGIES	Apologies for absence were received from Duncan Frazer and Joan Wheatley and from County Councillor Judith Virgo.
DECLARATIONS OF INTEREST	The Chair 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 9 September 2008 were – subject to the amendment of the wording under PARISH AMENITIES – PLAY EQUIPMENT SURFACING to read “that the Parish Council, in conclusion, agreed to pursue the purchase of some adhesive (at an approximate cost of £100-00) to enable the sticking down of the defective tiling but that in view of the advancing winter weather such action would not be undertaken until at least springtime” rather than the already minuted final sentence – on a proposal by Stewart Cable 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 PARTICIPATION	No matters for discussion were raised under this item.
PLANNING	<p>PARISH COUNCIL CONSIDERATION</p> <p>The recently received application (2008/1912), submitted by William Lockwood, proposing the conversion of workshop and replacement of conservatory at 7 Braymeadow Lane received consideration. The Clerk confirmed that he had notified the affected neighbours at No 5 and No 9 Braymeadow Lane but had not received any comments in respect of the proposal.</p> <p>Following a viewing of the drawings etc the PC agreed its response to SNC should be “no views or comments” and instructed the Clerk to reply accordingly.</p> <p>RESULTS</p> <p>1) Baker Brickwork Ltd. proposing the construction of one and a half storey detached dwelling house with attached double garage on land at eastern end of the Close (2008/1613) – approval with conditions including that there shall be no additional window or other opening constructed at first floor level or above.</p> <p>2) Mitchells & Butlers, revised application, proposing externally illuminated signs and non illuminated signs for the Village Inn, 33</p>

	<p>School lane ((2008/1547) – approval with conditions. In addition it was confirmed that SNC had sent a letter to the applicants stating that the pole mounted sign, adjacent to the site entrance, must be removed within 28 days as this sign did not have planning permission. As the sign remained in situ the Clerk had emailed SNC shortly after 10 October (when the 28 day period had expired) and been informed that the District Council’s Enforcement Team would be looking into the matter.</p> <p>3) Norfolk County Council (Children’s Services) proposed extension of rear playground at Little Melton Primary School – approval on 23 September.</p> <p>PARISH COUNCIL RECOMMENDATION Carolyn Sayer’s proposed extension to form new garage and garden store, with first floor bedroom above, and alterations to dormer windows and internal alterations at Yarrow, 6 Braymeadow Lane (2008/1807).</p> <p>The Clerk confirmed that he had notified the seven neighbours potentially affected and the only response had been received from Mr Gee, 5 Braymeadow Lane who expressed concern that the proposed new vehicular access would be almost directly opposite his own vehicular access. The Clerk had suggested to Mr Gee that he should communicate his concern to SNC, who would no doubt take account of the opinion of the Local Highways Authority, the Norfolk County Council. Overall Mr Gee had no objection to the proposal. In conclusion, after consideration of all issues, the Parish Council agreed that its response to the District Council should be “no views or comments”.</p>
<p>PARISH AMENITIES</p>	<p>VILLAGE HALL REPLACEMENT DOORS The Clerk reported that although the new external doors had been fitted by SSGE in late July, it was only in the past week that the (small) outstanding work had been completed. In consequence the invoice, amounting to £1,169.12, which had already been authorised (Parish Council meeting 9 September 2008) had now been paid.</p> <p>REPAIR OF “SPRINGIE” Stewart Cable said that the repair/replacement had yet to be undertaken as it was proving difficult to obtain the appropriate tool and it may be that a specialist tool would have to be purchased. Stewart said he would pursue the obtaining of the specialist safety tool and report back in due course.</p> <p>PLAY EQUIPMENT SAFETY SURFACING With the advancing winter weather it was agreed that the addressing of this matter would be left until the Spring of 2009 so that any adhesive etc would have a far better chance of being properly effective.</p> <p>HEDGING TO YOUNG CHILDREN’S PLAY AREA - SECURITY Attention was drawn to the damage to and creation of a hole in the boundary hedging (along the cul de sac section of Mill Road) which had created a breach of security and serious health and safety concerns. In consequence the Parish Council agreed that the Clerk of</p>

	<p>the Council should visit parents of children living along Mill Road close to the hole in the hedge and have a “friendly” word with a view to pointing out the dangers of creating/using this unofficial access to the young children’s play area.</p> <p>Once this action had been taken steps would be taken to fill in the gap in the hedge.</p> <p>HIRE OF FOOTBALL PITCH – SEASON 2008/2209</p> <ol style="list-style-type: none"> 1. The Clerk reported that despite several attempts to contact Michael Waters he, and Jean Chamberlain, had been unable to contact/speak to Mr Waters in respect of the one-off hiring of the pitch (hire of pitch etc by Eaton Beehive FC via Michael Waters) on 24 August in order to ascertain a) the match was actually played, b) why there had been no payment handed to the Clerk (and Mrs Chamberlain) and c) what were Mr Waters telephone numbers. 2. Secondly he mentioned the anticipated refund of £20-00 to Mr R Cork, Farmhouse, Mill Road for the hiring of the football pitch for a match which was not – as expected - played on 14 September. The Parish Council had already received and banked a cheque amounting to £20-00. <p>It was noted that the intended match – for NHS Ambulance staff – had not been played because of the very long grass and it was not to be played at a later date.</p> <p>The Parish Council therefore, in conclusion, formally authorised the refund payment of £20-00 to Mr Cork.</p> <p>VPF MAINTENENACE SEASON 2009</p> <p>With a view to determining a contractor to undertake the contract for village playing field maintenance for next season it was agreed that the Clerk, in conjunction with the Chairman and Vice-Chairman, would check the specification, and update as necessary, and then send out invitations, to local contractors, requesting the return of competitive quotations.</p> <p>NOTICEBOARD</p> <p>The Clerk reported that John Symonds was in the process of constructing a new noticeboard to replace the badly damaged one in the front of the Old Church hall on Mill Road. Once erected it was agreed that the Clerk would deliver a letter of thanks from the Parish Council to Mr Symonds.</p>
<p>SUGGESTED NEW DOG WASTE BIN</p>	<p>John Heaser reported his receipt of a recent letter from Mr D Chamberlain, 25 Braymeadow asking if it was possible/appropriate for the Parish Council to purchase and erect a new DWB in the Close, Braymeadow as it was contended that dog fouling was proliferating in this area. The Chairman said he had visited and discussed the matter with Mr Chamberlain and also made enquiries with South Norfolk Council. Following his enquiries with the District Council John had ascertained that it was (a) debatable as to what was public land where a carriageway did not have a footway, (b) in such circumstances the erection of a DWB might be considered dangerous, and (c) in order for court proceedings to occur a witness</p>

	<p>or witnesses would be required.</p> <p>Concluding the Parish Council, also taking into account the current economic climate, agreed that there would be no further provision at the present time and that the dog fouling along Braymeadow/ Braymeadow Lane should, where possible, be monitored.</p>
HIGHWAYS	<p>It was confirmed that following the last Parish Council meeting the Clerk had emailed Helen Childs, NCC Department of Planning & Transportation, on 10 September to confirm that the Parish Council and parishioners were very much in favour of the construction of Sections 1 & 2 of the proposed metalled footway along the north side of Mill Road. Once implemented the provision of a complete metalled footway from the crossroads westwards to the corner of the village playing field would substantially improve pedestrian safety as part of the NCC's "Safer and Healthier Journeys to School" initiative/ programme.</p>
BT TELEPHONE KIOSK FUTURE	<p>The Clerk reported that the further consultation – which had ended on 10 October – had according to the Parish Council's information not produced any comments or objections regarding the future of the BT telephone kiosk located on School Lane just short of the crossroads. The outcome of the consultation/consideration is therefore awaited by the Parish Council.</p>
LGR – UPDATE	<p>District Councillor Christopher Kemp reported that at the conclusion of the consultation on 26 September in the region of 4,250 responses had been received of which approximately 2,000 related to Norfolk. An evaluation had shown that the status quo was the preference for at least 60% of the responses for Norfolk.</p> <p>Mr Kemp said that (a) a judicial review, sought by the District Councils, should commence around mid November, (b) a Public Hearing would be held in the High Court of Justice (The Strand, London), and (c) the final recommendation to the Minister was anticipated prior to Christmas.</p> <p>Following the above there would be a 4-6 week slot for further representation to the Minister.</p>
LDF GYPSY & TRAVELLER LOCAL DEVELOPMENT DOCUMENT	<p>The Clerk confirmed the receipt of a manual copy of the SNC Proposed Submission Document comprising of 91 pages and a 4 page consultation form seeking the Parish Council's views – by 4 November - on whether the Document meets the "Tests of Soundness".</p> <p>The nearest proposed sites would be at Station Lane, Ketteringham (permanent site), near Thickthorn on Cantley Lane (transit site), and on a site in Keswick near the Park and Ride at Harford Bridge.</p> <p>The purpose of the Document is to allocate land for Gypsy and Travellers sites to meet identified needs for the period 2009-2012. As Little Melton is not directly affected by the current proposals the Parish Council agreed that there was no necessity to respond to SNC.</p> <p>The PC noted that some concern had been expressed at the "clustering" of local sites.</p>

	<p>Following consultation the proposals would be submitted to the Cabinet of SNC in December.</p> <p>In conclusion the Clerk mentioned the recent receipt of an email from Richard Lees, Chair of the Residents' Group, Ellingham in which it was said a change in planning policy (by SNC) meant that residential amenity is not graded important – in fact it is the lowest criteria of all and can be readily ignored when planners are considering an application to develop a site.</p>
<p>GREATER NORWICH DEVELOPMENT PARTNERSHIP</p>	<p>John Heaser confirmed that Little Melton Parish Council had responded, on 24 September, to the Joint Core Strategy with its views/comments on the Technical Report (Technical Consultation Regulation 25).</p> <p>Subsequently, on 14 October, the Chairman, Vice-Chairman and the Clerk had met with representatives of Hethersett Parish Council at an informal meeting with a view to ascertaining Hethersett's thoughts in respect of the possible options including the Gladedale (Anglia) Ltd recently received suggested large development.</p> <p>The next stage will be the Public Consultation on the narrowed down choices. John Heaser was strongly of the opinion that it was better to consult all Little Melton households as soon as possible as otherwise it could be that the choices would be limited and effectively any local input would be restricted to just the details, including the traffic implications, of an accepted scheme rather than the acceptance or rejection of a scheme. John Heaser therefore suggested a leaflet be delivered to every house in the village which would include an invitation to an urgent public meeting to determine local opinion. This course of action was debatable bearing in mind the lack of a definite proposal and the limited timescale.</p> <p>District Councillor Garry Wheatley suggested that this was not the appropriate time to go to local public consultation and District Councillor Christopher Kemp said that that when the Parish Council did submit further views and comments the quality of objection – which might include the major traffic implications on less than appropriate roads and that Options 1 & 2 would be ribbon development of Norwich etc - would be very important.</p> <p>Overall it was felt that the Parish Council should not consult parishioners at this stage and in the meantime it was agreed that the Parish Council should seek the convening of an early joint meeting with Hethersett Parish Council with a view to trying to agree a strategy on how to take the objections to Options 1 & 2 further. Concluding this item the Chairman said that a plan of the possible development was now available on the PC's website.</p>
<p>FREEDOM OF INFORMATION – NEW MODEL PUBLICATION SCHEME</p>	<p>The Clerk reported the receipt on 29 September of notification, from the NCAPTSs of an email stating that the Information Commissioner has now developed and approved a new Freedom of Information Scheme which can be adopted by parish and community councils as well as parish meetings. It was noted that adoption needs to take place by 31 December 2008 and that the Scheme will be operational from 1 January 2009.</p>

	<p>The new Model Publication Scheme may be adopted without modification and the Parish Council can adopt the scheme – by way of formal resolution – without needing to submit anything to the Information Commissioner but any modification which removes information from the Model Scheme will require the approval of the information Commissioner.</p> <p>The Parish Council agreed that the Clerk should – prior to the next PCM – forward the email of notification and Model Publication Scheme of four pages (this would include the website link to enable viewing of the full details) to all Parish Councillors so that the details and implications could be read in advance of the Parish Council meeting to be held on Tuesday 2 December to enable the adoption (or otherwise) of the new scheme.</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 since 14 October.</p> <p>Items highlighted were:-</p> <ul style="list-style-type: none"> * Police email of 29/09/08 re contact information (Hethersett & Mulbarton SNT) including that PCSO Charlotte Mason was relinquishing her post from 13 October and being replaced by PCSO Timothy Philpott. * Communities and Local Government letter received 24 September re Consultation Paper on "The Making and Enforcement of Byelaws". * Litter Pick on Saturday 25 October. * The recent receipt of 46 old black and white photographs of various village activities from former local resident Percy Garrod. * Email of 18 October from Mr Walmsley, 3 Churh Farm Barns, regarding nuisance from motor cycles in old quarry. Subsequently it had been established that the site in question was in the parish of Hethersett – not Little Melton – and therefore Mr Walmsley had been referred to Hethersett Parish Council. 												
INTERNAL VERIFICATION	<p>The clerk reported that he was yet to meet with Duncan Frazer to undertake the internal verification of the Parish Council accounts for the period mid June to mid September 2008.</p> <p>He added that it was anticipated that Duncan would be able to take this action on Friday 24 October.</p>												
BILLS/RECEIPTS	<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>Mr R Sinclair - Clerk's remuneration 1/7-30/9/08 (100941)</td> <td style="text-align: right;">£977-75</td> </tr> <tr> <td>Mr R Sinclair - Ref. expenses 1/7-30/9/08 (100942)</td> <td style="text-align: right;">£ 43-64</td> </tr> <tr> <td>Mr R Sinclair - refund 50% broadband 25/8-24/9/08 and 25/9-24/10/08 (100943)</td> <td style="text-align: right;">£ 18-98</td> </tr> <tr> <td>HM Revenue & Customs-Income payable on Clerk's salary 1/7-30/9/09 (100939)</td> <td style="text-align: right;">£244-44</td> </tr> <tr> <td>LM Parochial Church Council (2nd) 50% of annual grant towards churchyard maintenance (100940)</td> <td style="text-align: right;">£740-00</td> </tr> <tr> <td>Marcus - VPF maintenance September 2008 (100944)</td> <td style="text-align: right;">£186-04</td> </tr> </table>	Mr R Sinclair - Clerk's remuneration 1/7-30/9/08 (100941)	£977-75	Mr R Sinclair - Ref. expenses 1/7-30/9/08 (100942)	£ 43-64	Mr R Sinclair - refund 50% broadband 25/8-24/9/08 and 25/9-24/10/08 (100943)	£ 18-98	HM Revenue & Customs-Income payable on Clerk's salary 1/7-30/9/09 (100939)	£244-44	LM Parochial Church Council (2 nd) 50% of annual grant towards churchyard maintenance (100940)	£740-00	Marcus - VPF maintenance September 2008 (100944)	£186-04
Mr R Sinclair - Clerk's remuneration 1/7-30/9/08 (100941)	£977-75												
Mr R Sinclair - Ref. expenses 1/7-30/9/08 (100942)	£ 43-64												
Mr R Sinclair - refund 50% broadband 25/8-24/9/08 and 25/9-24/10/08 (100943)	£ 18-98												
HM Revenue & Customs-Income payable on Clerk's salary 1/7-30/9/09 (100939)	£244-44												
LM Parochial Church Council (2 nd) 50% of annual grant towards churchyard maintenance (100940)	£740-00												
Marcus - VPF maintenance September 2008 (100944)	£186-04												

	<p>Mr R Cork - refund VPF football pitch hire for match not played 14/9/08 (100945) £ 20-00</p> <p>SSGE - replacement of pair of external doors on western elevation of Village Hall (100933) £1,169-12</p> <p>Gabriel Evans-Lombe-yearly rental VPF 12/10/07 – 11/10/08 (100946) £ 0-05</p> <p>Mr R Sinclair - ref. official telephone 811432 (100948) £ 56-76</p> <p>On the receipts side the Clerk confirmed the recent receipt of the 2nd 50% of the precept for 2008/2009, i.e. £7,000-00.</p>
<p>DATE OF NEXT MEETING</p>	<p>The date of the next meeting of the Parish Council was confirmed as Tuesday 2 December 2008 in the Village Hall commencing at 7.30pm.</p> <p>There being no further business the meeting concluded at 9.23 pm.</p>
	<p>Chairperson.....</p> <p>Date.....</p>