

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 2nd DECEMBER 2008**

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| <b>PRESENT</b>                  | John Heaser (Chair), Stewart Cable (Vice-Chair), Wilf Chamberlain, Duncan Frazer and from approx. 7.45pm Joan Wheatley. County Councillor Judith Virgo was also in attendance and from 7.45pm District Councillors Christopher Kemp and Garry Wheatley also entered the meeting.   |
| <b>APOLOGY</b>                  | An apology for absence was received from Tony Berry.   |
| <b>DECLARATIONS OF INTEREST</b> | 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.   |
| <b>MINUTES</b>                  | The minutes of the Parish Council meeting held on 21 October 2008 were – on a proposal by Stewart Cable which was seconded by Wilf Chamberlain – 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 PARTICIPATION</b>     | No matters for discussion were raised under this item.   |
| <b>PLANNING</b>                 | <p><b>RESULTS</b></p> <p>6 Braymeadow Lane (Carolyn Sayer) - Extension to form a new garage and garden store with first floor bedroom above and also alterations to dormer windows and internal alterations.<br/> Approved with two conditions under delegated powers.</p> <p>7 Braymeadow Lane (William Lockwood) - Conversion of workshop and replacement of conservatory.<br/> Approved with single condition under delegated powers.</p> <p>The Village Inn 33-43 School Lane (Mitchells &amp; Butlers) - Post sign adjacent to public highway.<br/> Compliance with Advertisement Regulations 2007.<br/> SDC have said that the sign has been reduced in size from the original application as well as not now being illuminated thereby negating the need for a formal application.</p> <p><b>PARISH COUNCIL COMMENT/RESPONSE</b></p> <p>Mill House, Mill Road (Mr J Leverett) - Provide new cap to the Tower Mill incorporating high level windows to the third floor.<br/> The Parish Council had responded, to SNC, on 25 November that it had received representations from parishioners who are not convinced that their properties will not be overlooked. There have also been objections to the appearance of the cap. Furthermore the PC had said that it would prefer that the previous plan for a flat roof is implemented but that if windows are to be incorporated into the cap then these should be reduced to 300 mm in height and be of obscured glass.<br/> Subsequently the PC had received the agenda and papers in advance of the SNC North/West Area Planning Committee held on 1 December which stated that the Officer recommendation was for approval with 5 conditions and District Councillor Garry Wheatley reported that the Committee had approved the proposal.</p> |
| <b>PARISH AMENITIES</b>         | <p><b>VPF MAINTENANCE 2009</b></p> <p>The Clerk reported that he had sent invitation letters (with specification) to thirteen contractors requesting the submission of quotations by</p>   |

Friday 12 December. To date only one quotation had been received – this being from CGM Norwich (also based in West Dereham) in the sum of £1,287-00, excluding VAT. This cost was significantly less than anticipated, particularly compared to the 2008 season’s successful contractor’s cost.

Receipt of further quotations was awaited and the outcome would be reported to the next Parish Council meeting to be held on Tuesday 13 January 2009.

In the meantime the Clerk would request – from CGM Norwich – references so that these (together with other contractors references) were available when the Parish Council would make a decision on 13 January.

#### VPF MAINTENANCE CONTRACT 2008

The Clerk confirmed that he had recently emailed Marcus Kett pointing out (again) that the hedging to the northern and western banks outside the tennis court had yet to be cut (as per the specification) to a height of five feet.

To date no response had been received.

#### HOLE IN HEDGE TO PLAY AREA

The Clerk reported that he had – in late October – visited the owners/parishioners who lived in the properties opposite the unofficially created hole in the roadside boundary hedge which was being used as a short cut, by some, to enter the young children’s play area. The Clerk had explained that the creation and use of this unofficial rough access had serious implications especially for the security of young children and that if their children were using it, the children should cease to do so/mention this matter to others they knew, so that such use would not be continued.

Wilf Chamberlain kindly agreed to arrange for some suitable thorn planting to fill the gap in the hedge.

#### MISCELLANEOUS

When the Clerk had visited and spoken to Stephanie Brown (37 Mill Road) Ms Brown had mentioned that teenage boys (she thought from Hethersett and Mulbarton) often go onto the playing field at night causing problems and that she had reported the misbehaviour to the Police, and disappointingly, the response time had been two and a half hours. In consequence the Clerk had emailed PCSO Timothy Philpott at the Norfolk Constabulary, Wymondham and reported the occurring of these (alleged) incidents and requested that Police visits are made in the evenings. PCSO Philpott had responded on 3 November by saying that he would give the VPF a look in the evenings and also pass this information to other members of the SNT.

#### ANNUAL PLAY AREA INSPECTION REPORT

The Clerk reported the receipt – on 8 November – of the ROSPA Play Area Safety Inspectors Annual Report.

This highlighted a number of items requiring attention but the Clerk emphasised that these were assessed as “low” or “medium” risk. The Clerk explained that “medium” risk means that the Parish Council should take action to reduce - if possible or available.

In consequence the Clerk had drawn up a schedule of each item of equipment requiring attention and the recommended remedial action. However as there was considerable business on the evening’s agenda the Parish Council agreed to defer detailed consideration of how, by

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|                                       | <p>whom and when the remedial action should be undertaken until the following Parish Council meeting.</p>   |
| <b>HIGHWAYS</b>                       | <p><b>TRAFFIC SURVEY DATA FROM NORFOLK COUNTY COUNCIL</b><br/> The Clerk reported the recent receipt of Traffic Survey data, from Norfolk County Council Planning &amp; Transportation Department, for traffic through the village.<br/> One count referred to that undertaken on Green Lane on 24 April 2007 and the other survey was carried out on School Lane for one week in October/November 2007.<br/> John Heaser noted that, of roughly 1,000 vehicles travelling through the village each day, approaching half had exceeded the speed limit.<br/> The Parish Council agreed that the Clerk should retain this detailed information for future reference.</p> <p><b>NORFOLK GRITTING ROUTES 2008/2009</b><br/> The Clerk referred to the receipt, on 21 November, of a leaflet showing the gritting routes for 2008/2009 and confirmed that the gritting routes for Little Melton remained unchanged.</p> <p><b>FLOODING OF LITTLE MELTON ROAD</b><br/> The email of 1 December, from Fiona Doonan, relating to the flooding of Little Melton Road at Beckhythe was reported. Mrs Doonan had pointed out that this road was used by children cycling to and from the Hethersett schools and literally means the soaking of feet and legs – or worse if vehicular traffic is close by.<br/> A recent (email) response from Michael Allfrey, at the NCC Southern Area P &amp; T office, to an email from Mr Doonan had also been forwarded to the Parish Council. This had stated that the local flooding would hopefully soon be resolved and also that the possibility of a cycle route between Little Melton and Hethersett might be worth pursuing provided both Parish Councils were involved and were prepared to promote the proposal.<br/> Another email from Fiona Doonan had said that (a) at least 15 Little Melton schoolchildren cycle this route every school day, and (b) the cost of a years bus pass to and from the Hethersett schools was £270 over two years ago.</p> <p><b>PROPOSED HIGHWAY IMPROVEMENTS</b><br/> The question of the proposed highway improvements for 2009 that the Parish Council wished to submit to Norfolk County Council was discussed. The revised priorities would of course take into account that (a) Braymeadow Lane footway had – in the past year – been resurfaced, and (b) the implementation of the continuation of the footway, on the north side of Mill Road, from the crossroads to the corner of the village playing field was due to be undertaken by the end of March 2009.<br/> It was agreed that the Chairman would together with the Clerk revise the list of priorities, and include the early implementation of a proper dedicated and safe cycle route between Little Melton and the Hethersett schools, to enable the appropriate submission to the Local Highway Authority prior to the Christmas vacation.</p> |
| <b>LOCAL GOVERNMENT REVIEW UPDATE</b> | <p>The latest news – according to the EDP of 29 November – was that the Judge in the High Court had ruled that the District Councils challenge was “premature” and had also said that it would be impossible to complete the consultation on the affordability question by 31 December.</p>   |

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|   | <p>Consequently the tight schedule, set by Ministers, to get Parliament to approve a new structure for local government and have it up and running by 2010 is becoming more doubtful particularly with a potential general election likely to be held within this timescale.</p> <p>District Councillor Christopher Kemp said that he was uncertain of the details of the Judicial Review as he had yet to read the text of the Judicial Review judgement but from a cursory knowledge of what the Judge had stated more time was needed – hence the setting of a new deadline in 2009.</p> <p>There is also a question of impartiality and five District Councils (not Norwich or Yarmouth) being very interested in a referendum.</p> <p>Some of the uncertainties are likely to be clarified by the next Parish Council on 13 January.</p>   |
| <p><b>GREATER NORWICH DEVELOPMENT PARTNERSHIP</b></p> | <p>It was reported that shortly after the last Parish Council meeting another possible option for development – put forward by Gable Developments – called the Thickthorn Strategic Growth Location (South West Sector of Norwich) had been put into the public domain. This (Option 2) proposed development of large tracts of land between Hethersett and Little Melton up to the A47 NSB/Thickthorn.</p> <p>A further joint meeting with Hethersett PC had not, as anticipated, been convened.</p> <p>Hence there were now at least two development proposals that had been put forward by agents and developers.</p> <p>Considerable local press coverage had – in late October/November – reported on proposals including the covering of strong opposition, expressed at a public meeting, to another option, which was a large new development at Mangreen and it was further noted that there was to be a two day presentation in respect of the Mangreen proposal at Dunston Hall.</p> <p>Subsequently the Chairman had approved a two page notification of the proposals that would – if implemented - affect Little Melton, produced by interested parishioners Paul Runeckles and Mary Plage. This notification, headed up “4,000 new homes on your doorstep” would be delivered to every house in the village and would also be displayed on the village notice boards and would include contact information such as the two local District Councillors and the web site address <a href="http://www.little-melton.org.uk">www.little-melton.org.uk</a></p> <p>District Councillor Garry Wheatley said that the SNC Cabinet were meeting on 18 December – so hopefully further information would then become available.</p> <p>District Councillor Christopher Kemp said that there were likely to be maybe four consultations in total.</p> <p>The very serious concern for Little Melton was the impact of resultant traffic on local roads.</p> <p>Concluding the Chairman handed Garry Wheatley a number of letters he had received which would add to the number that Garry Wheatley had already received direct.</p> |
| <p><b>NRP DEVELOPMENT FRAMEWORK</b></p>               | <p>The Clerk confirmed the receipt of a SNC letter, dated 10 November, asking for the Parish Council to respond (by 1 December) if it had any comments on the already proposed and consulted on Supplementary Planning Document (SPD).</p> <p>The Clerk explained that this latest consultation was not to change the overall content but was an attempt, by SNC, to ensure that there are no</p>   |

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|   | <p>factual errors in the document before it is published.<br/>After consulting the Chairman it had been agreed that there was no need to respond as the Little Melton PC had nothing further to add.</p>   |
| <p><b>FREEDOM OF INFORMATION-NEW MODEL PUBLICATION SCHEME</b></p> | <p>After the last PCM the Chairman had considered the details and implications, and the PC likely response to the questions contained in the questionnaire. The Parish Council agreed the suggested responses to the Information Commissioner.</p> <p>The Chairman also confirmed that the details of the Freedom of Information New Model Publication Scheme should be published on the Parish Council's website and this action was, on a proposal by Duncan Frazer which was seconded by Stewart Cable, agreed.</p> <p>It was noted that should any parishioner not have access to the PC's website then a paper copy – at a cost of 10p per A4 sheet – would, if formally requested, be supplied.</p> <p>A related issue was that the existing website had technical problems so it was now appropriate to create a separate dedicated Parish Council website at a maximum cost of £50-00 per annum. John Heaser added that the cost may well be less.</p> <p>The Clerk also drew attention to a further letter, dated 28 November, from the Information Commissioner's office which had just been received – this together with an enclosed leaflet emphasised what was expected of the Parish Council in terms of approving and implementing the New Scheme.</p> <p>Concluding, and on a proposal by Duncan Frazer which was seconded by Stewart Cable, it was unanimously agreed that (a) the Parish Council would adopt the New Model Scheme – without amendment – by 31 December so that the Scheme was operational from 1 January 2009 and (b) a new dedicated Parish Council Website – which would include the requirements of the FOI New Model Information Scheme - would be urgently set up at a maximum cost of £50-00 per annum.</p> |
| <p><b>INTERNAL VERIFICATION</b></p>                               | <p>The Clerk and Duncan Frazer reported the undertaking of the Internal Verification for the period mid June to mid September 2008 and the successful outcome with all financial transactions having been satisfactorily carried out. Hence no corrective/additional action was necessary.</p> <p>Duncan Frazer had now completed one year's duties, as from September 2007, as the Internal Verifier of the Parish Council's accounts and was formally thanked for this work. Duncan indicated that he was willing to continue these duties – which have to be undertaken by a Parish Councillor who must not be a signatory to the authorisation of payments – and with unanimous agreement Duncan Frazer was therefore approved to be the Internal Verifier for the year 2009 which would mean duties beginning with the checking and verifying accounts for the three month period mid September to mid December 2008.</p>   |
| <p><b>PRECEPT 2009/2010</b></p>                                   | <p>The possible precept for the next financial year, as provided to all Parish Councillors on a spread sheet with the agenda, was discussed and considered. This with a very small contingency amounted to £15,775.</p> <p>The Clerk drew attention to other potential costs which had not been included in the spreadsheet calculations, including the necessity to make allowance for depreciation so that the PC could, if necessary, have funding available for replacement.</p> <p>Also the Clerk mentioned that the Employment Annual Tax Return – to</p>  |

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|   | <p>be “received” in 2009 – as a consequence of the Clerk submitting the annual return “on line” was noted to be £75 rather than the £100 shown on the spreadsheet.</p> <p>In conclusion John Heaser suggested that the Parish Council could seek, from SNC, a parish precept of £15,775 for the financial year 2009/2010 and, as no other figure was put forward, on a proposal by Stewart Cable which was seconded by Wilf Chamberlain the Parish Council unanimously voted for the submission of the figure of £15,775. The Clerk was instructed to complete and forward the appropriate form to South Norfolk Council.</p>  |
| <p><b>CLERK OF THE COUNCIL’S CORRESPONDENCE</b></p> | <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 late additions since 25 November.</p> <p>Items highlighted were:-</p> <ul style="list-style-type: none"> <li>• SNC email of 26/11/08 on Notes from SNC Consultation Meeting of 6/11/08.</li> <li>• Hethersett Christmas Charity Market to be held 12/12/08.</li> <li>• Email of 28 November from Alex Evans, SNC, clarifying the co-option procedure. The Chairman explained that with the workload of the Parish Council continuing to increase he was trying to think of ways of spreading a little of the load. District Councillor Christopher Kemp added that it would be acceptable for a non-voting parishioner to take on specific tasks, and attend Parish Council meetings but all such action would have to be approved and minuted accordingly.</li> </ul>  |
| <p><b>BILLS/RECEIPTS</b></p>                        | <p>On a proposal by Duncan Frazer, which was seconded by Joan Wheatley, the under mentioned invoices were authorised for payment:-</p> <p>Marcus Kett (1<sup>ST</sup> Property Care)-VPF maint. Oct.08 (100949) £186–04</p> <p>Mr R Sinclair-refund of 50% of cost of Broadband for periods 25/10-24/11/08 &amp; 25/11-24/12/08 (100950) £ 18–98</p> <p>SNC-Play Area Inspection and Report October 2008 (100951) £74–03</p> <p>With regards to anticipated income the Clerk reported that HM Revenue &amp; Customs had recently notified the Parish Council that if it submitted an Online Income Tax Return for the financial year 2008/2009 a sum of £75-00 would – in 2009/2010 – be paid to the Parish Council.</p> <p>Finally it was reported that the figure for 2008 for the Clerk’s gratuity (based on the approved 3.5% of annual salary) was £175-00 and therefore this sum would shortly be transferred from the Parish Council’s Business Premium Account into the Parish Council’s Step Saver Account.</p> |

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| <p><b>CONFIRMATION OF<br/>PCM DATES 2009</b></p> | <p>The dates of Parish Council meetings for 2009, all starting at 7.30 pm, in the Village Hall were confirmed as:-<br/> 13<sup>th</sup> January<br/> 17<sup>th</sup> February<br/> 17<sup>th</sup> March (Annual Parish Meeting)<br/> 7<sup>th</sup> April<br/> 12<sup>th</sup> May (Annual parish Council Meeting)<br/> 16<sup>th</sup> June<br/> 21<sup>st</sup> July<br/> 8<sup>th</sup> September<br/> 20<sup>th</sup> October<br/> 1<sup>st</sup> December<br/> The Clerk further confirmed that he had booked these dates and times with the Village Hall Bookings Secretary.</p> |
|  | <p>There being no further business the meeting concluded at 9.05 pm.</p>  |
|  | <p><b>Chairperson</b>.....<br/><br/><b>Date</b>.....</p>  |