

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 13 JANUARY 2009

PRESENT	John Heaser (Chair), Stewart Cable (Vice-Chair) from 8.00 pm, Tony Berry, Wilf Chamberlain, Duncan Frazer from 7.40 pm and Graham Tomlin. District Councillor Christopher Kemp was present from 7.45 pm. In addition three members of the public were in attendance namely Lynn Whitney (School Lane) and, from 7.55 pm, a man and a lady from Gibbs Close.
APOLOGIES	Apologies for absence were received from Joan Wheatley, who was unfortunately in hospital with a shoulder problem, and District Councillor Garry Wheatley.
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 2 December 2008 were – subject to the amendment of the wording to include that “apologies for absence” had been given by Graham Tomlin - on a proposal by Graham Tomlin which was seconded by Tony Berry accepted as a true record of the business conducted. A copy of the minutes was therefore signed accordingly by the Chair for retention in the Parish Council records.
PUBLIC PARTICIPATION	At the invitation of the Chair the man and lady who lived in Gibbs Close spoke and expressed their concern at the obstruction of the metalled footway (public highway) in the small close part of Gibbs Close by the contended continual leaving of rubbish/recycling bins not to mention overhanging hedging/trees. After ascertaining the precise nature of the problem the Chair suggested that initially the concerned parishioners should themselves have a quiet word with the resident(s) responsible for the obstruction and then if the matter was not resolved satisfactorily they should approach SNC for advice and assistance.
PLANNING	PARISH COUNCIL (FURTHER) RECOMMENDATION Mill House, Mill Road (Mr J Leverett) – proposed provision of new cap to the Tower Mill incorporating high level windows to the third floor (2008/2177). The Chairman explained that on 11 December the Parish Council had been informed by SNC that this application - which was considered at the North West Area Planning Committee on 1 December - was being referred back to the committee on 5 January as a consequence of irregularities in procedure which had been drawn to the District Council’s attention by Mr and Mrs Dockerty, Soldierfield, Mill Road. The Dockertys felt that although Soldierfield would not be overlooked from the cap’s high level windows, because of the height from floor level, this would detrimentally affect the possible future sale of their property. Subsequently the Parish Council had, on 2 January, emailed additional comments to SNC pointing out the local concern that there is potential for light pollution over a wide area if a strong light source was allowed to shine through the cap windows and therefore had

	<p>recommended the use of opaque panels on the sides that face neighbouring properties.</p> <p>Although the formal notification of the result had yet to be received the Clerk had been informed by a Senior Planning Officer of SNC on the telephone on 12 January that the NWAPC, at its meeting on 5 January, had approved the proposal.</p> <p>PARISH COUNCIL RECOMMENDATION</p> <p>1 Church Farm Barns, Rectory Lane (Mr C Doggett). Proposed annex to existing dwelling for occupation as domestic use in connection with the main dwelling (2008/2440).</p> <p>The Clerk referred to the proposal, notification of which had been received on 24 December, and said that effectively this was more of a conversion than an extension as the proposal involved the creation of further accommodation on the ground floor beneath the existing roof on that part of the property fronting Rectory Lane</p> <p>The other owners of properties at Church Farm Barns had been notified of the proposal by the Clerk but no neighbour comments had been received. With this in mind and taking into account that the Parish Council had no objection or comment in respect of the proposal the Clerk was instructed to respond to SNC “no views or comments”.</p>
PARISH AMENITIES	<p>VPF MAINTENANCE CONTRACT SEASON 2009</p> <p>The Clerk reported that twelve contractors had been invited to provide quotations and just three contractors had responded and submitted written quotations as follows:-</p> <p>CGM Norwich £1,287. RGM Yaxham £2,444. City Care £4,545.</p> <p>The Clerk had also sought and obtained references for CGM and RGM and all of these had stated that the work had been very satisfactory.</p> <p>After due consideration the Parish Council – on a proposal by Duncan Frazer which was seconded by Graham Tomlin – unanimously agreed that it would accept the quotation in the sum of £1,287 submitted by CGM Norwich and instructed the Clerk to proceed with the necessary action so that maintenance commenced in mid March.</p> <p>PLAY AREA ANNUAL SAFETY INSPECTION REPORT</p> <p>The Clerk referred to the seventeen page annual report from ROSPA detailed consideration of which had been deferred from the previous Parish Council meeting. In the interim the Clerk had drawn up a schedule for each of the twenty five items that had been drawn to the attention of the PC.</p> <p>It was noted that most of the risks (five categories) had been assessed as “low” or “medium” and that “medium” means that the Parish Council should take action to reduce if possible or available. The Parish Council went through the schedule, item by item, and agreed remedial action as necessary and requested that the Clerk ensure that action was instigated so that the issues would be pursued/addressed.</p> <p>Concluding it was agreed that a local working party would, in the Spring, be convened to undertake most of the less specialist work.</p>
HIGHWAYS	<p>IMPROVEMENT PRIORITIES</p> <p>The Clerk confirmed the submission, on 18 December, of the highway improvement priorities for Little Melton as submitted to Mr M</p>

Allfrey at Norfolk County Council, Planning & Transportation Department, Southern Area Office, Station Lane, Hethersett. A copy of the list of the seven proposed improvements had been given to each Parish Councillor with the agenda etc for the meeting. The Clerk then read Mr Allfrey's email reply of 13 January which had responded:-

1. School Lane – the present length of the zig-zag lines (outside the local school) will be checked to see if they can be extended and, if they are already at their maximum length, waiting restrictions may have to be considered but even if approved implementation would be approximately two years away.
2. School Lane – it is felt that the proposed stand alone 20 mph speed limit will not be complied with and would only work if traffic calming measures were introduced at the same time. However the costs of implementing traffic calming schemes are high and are only installed where costs can be offset against the savings that would result from a considerable reduction in the number of personal injury accidents. The accident history shows just one injury incident in September 2006.
A part-time 20 mph speed limit outside the school is therefore to be investigated.
3. Mill Road – as 2. above (no recorded accidents at all).
4. Watton road – only one personal injury incident near the junction with Green Lane (tail end collision) and therefore there is no justification to reduce the speed limit at this time.
5. Cycle path linking Hethersett/Little Melton/NRP and UEA – the request will be kept on long list of future potential schemes. Funding cannot be allocated to progress this proposal at this time as it would be very expensive to implement and likely cost more than the whole of the countywide cycling scheme budget of £800,000. Also predicted usage is likely to be low. May be possible to get sections funded and delivered through developer funding if the location/area has substantial future growth.

With regard to the proposed cycle path John Heaser mentioned his email of 23 December to Fiona Cork (Doonan) and Ann Edwards (member of Hethersett PC) and, in particular, the necessity for a cycle path between Little Melton and Hethersett to facilitate the safe cycling by schoolchildren to and from the Hethersett schools. It was therefore agreed that John Heaser would look into pursuing this matter further.

In addition – bearing in mind the scheduled completion, by the Spring of 2009, of the footway along the north side of Mill Road – it was noted that just before Christmas some blue markings had appeared in the grass verge approximately opposite the Old Church Hall – this was thought to be related to the checking/survey of services prior to implementation.

MAINTENANCE

The Clerk confirmed the sending of his email of 24 December notifying the Local Highway Authority of maintenance required:-

- School Lane - overflowing drain/manhole fronting the Manor House.

	<ul style="list-style-type: none"> • School Lane – removal of mud and clearing of vegetation/brambles near the cycle and pedestrian path up and over A47/NSB (S/W side). • Mill Road at western end near church – filling of pothole. <p>The response of 13 January had stated that, respectively, investigation is underway, work has been programmed and the pothole has been repaired.</p>
LOCAL GOVERNMENT REVIEW	<p>District Councillor Christopher Kemp brought the Council up to date on this item and referred to major developments before Christmas including the clarifying that any structure would be judged affordable in aggregate terms, i.e. overall affordability within the county will be a criteria.</p> <p>The latest information seemed to point to the “doughnut” option being strongly back on the table and the most likely option, under which Little Melton would be outside the city “doughnut” and therefore in the residual county.</p> <p>The process was being extended with the Boundary Committee now not reporting until 13 February after which there would be a further six week public consultation period.</p> <p>There was also the increasing possibility that the whole process may have insufficient time to be completed in.</p>
GREATER NORWICH DEVELOPMENT PARTNERSHIP	<p>The chairman spoke on this item and began by referring to the fifty to sixty letters from parishioners passed to local District Councillor Garry Wheatley.</p> <p>John Heaser said that since the Parish Council meeting on 2 December considerable publicity had been given to proposals including a press release on 19 December reporting that at a meeting of the GNDP Policy Group a single preferred option for housing growth allocations was agreed. Under the agreement only 1,000 new houses for Hethersett (South West sector) were proposed – significantly less than had been put forward by developers. The evidence supporting this option will be fully reviewed before the option is put forward for full public consultation early in 2009.</p> <p>John Heaser’s email of 19 December had informed all Parish Councillors of the above but also made the point that now a decision had been made it was hoped that planning can now begin for the construction of a high quality cycle path to link Hethersett, Little Melton and the UEA/NRP/Hospital area.</p> <p>Also noted was a letter, from the Chairman, published in the EDP on 26 December relating to the proposed new housing in the area and the proposed new cycle path link.</p> <p>District Councillor Christopher Kemp added that, in the event of a general election, the current proposals for growth, under the GNDP, would almost certainly be scrapped.</p>
FREEDOM OF INFORMATION	<p>The Chairman confirmed his loading onto the Parish Council’s website of the considerable information from the F.O.I. New Model Publication Scheme that is required to be published. Hence the Parish Council has complied with the Information Commissioner’s requirement for the New model Publication Scheme to be adopted by 1 January 2009.</p>
DISTRICT, COUNTY AND REGIONAL DOCUMENTS	<p>The Clerk read the letter of 17 December from Norfolk County Council’s Planning & Transportation Department regarding the Review of the East of England Plan to 2031. The final Project Plan etc had been published in late September.</p> <p>The letter was informing all of the progress of the early stages of the</p>

	Review and the indications are that the Project Plan will be reviewed by EERA by the end of 2009.																		
CLERK'S CORRESPONDENCE	<p>The Clerk drew attention to the schedule of Clerk's Correspondence, as provided to each Parish Councillor with the agenda, together with late additions since 7 January.</p> <p>Items highlighted were:-</p> <ul style="list-style-type: none"> • EDP report 5/01/09 re developers being asked to consider selling small packages of land in Norfolk villages for social housing. • Parish Council website updates. • Steering and Liaison Group for Norfolk Landscape Archeology meeting 28/01/09 (Joan Wheatley to attend). • NCA of Local Council's "Norfolk Link" magazine including planning changes applicable from October 2008. • EDP report 9/01/09 re £5m Neurological rehabilitation Unit at Colney Hall. 																		
BILLS/RECEIPTS	<p>On a proposal by Duncan Frazer, which was seconded by Tony Berry, the under mentioned invoices were authorised for payment:-</p> <table border="0"> <tr> <td>Marcus Kett-VPF maint November 2008 (100952)</td> <td style="text-align: right;">£ 186-04</td> </tr> <tr> <td>Marcus Kett-VPF maint December 2008 (100955)</td> <td style="text-align: right;">£ 186-04</td> </tr> <tr> <td>Mr S Cable-refund play equipment tool (100956)</td> <td style="text-align: right;">£ 6-23</td> </tr> <tr> <td>Mr R Sinclair-Clerk's salary 1/10-31/12/08 and back pay 1/4-30/9/08 (100957)</td> <td style="text-align: right;">£1,049-64</td> </tr> <tr> <td>Mr R Sinclair-expenses 1/10-31/12/08 (100958)</td> <td style="text-align: right;">£ 48-89</td> </tr> <tr> <td>Mr R Sinclair-ref 50% B/B 25/12/08-24/1/09 (100959)</td> <td style="text-align: right;">£ 9-29</td> </tr> <tr> <td>HM Rev & Customs income tax 1/10-31/12/08 (100953)</td> <td style="text-align: right;">£ 250-43</td> </tr> <tr> <td>HM Rev & Customs income tax 1/4-30/9/08 (100954)</td> <td style="text-align: right;">£ 11-98</td> </tr> <tr> <td>Mr R Sinclair-refund website upgrade 31/12/08- 31/12/09 Via 1 & 1 Internet Ltd (100960)</td> <td style="text-align: right;">£ 26-86</td> </tr> </table> <p>On the income side the Clerk reported the recent receipt of cheques from Hethersett Athletic FC amounting to £33-00 (adult match 6/12/08 and youth match 7/12/08) and £60-00 (adult matches 13, 20 and 27 December). In addition it was anticipated that a further £13-00 would be forthcoming from the booking for a youth team match which should be played on Sunday 25 January.</p> <p>With regard to the action to be taken to transfer the sum for the Clerk's gratuity for 2008 into the Step Saver Account John Heaser, as Chairman and signatory, sought permission to arrange for the transfer - from the Parish Council's Business Premium Account - via the internet. This would overcome the need for John Heaser to personally go to the Barclays Bank in Norwich etc which involved a protracted and time consuming process.</p> <p>The Parish Council considered this a sensible course of action and therefore on a proposal by Stewart Cable which was seconded by Duncan Frazer, the Chairman John Heaser, was granted permission to undertake the transaction via the internet.</p>	Marcus Kett-VPF maint November 2008 (100952)	£ 186-04	Marcus Kett-VPF maint December 2008 (100955)	£ 186-04	Mr S Cable-refund play equipment tool (100956)	£ 6-23	Mr R Sinclair-Clerk's salary 1/10-31/12/08 and back pay 1/4-30/9/08 (100957)	£1,049-64	Mr R Sinclair-expenses 1/10-31/12/08 (100958)	£ 48-89	Mr R Sinclair-ref 50% B/B 25/12/08-24/1/09 (100959)	£ 9-29	HM Rev & Customs income tax 1/10-31/12/08 (100953)	£ 250-43	HM Rev & Customs income tax 1/4-30/9/08 (100954)	£ 11-98	Mr R Sinclair-refund website upgrade 31/12/08- 31/12/09 Via 1 & 1 Internet Ltd (100960)	£ 26-86
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DATE OF NEXT MEETING	<p>The date of the next Parish Council meeting was confirmed as Tuesday 17 February 2009 commencing, in the Village Hall, at 7.30 pm. Graham Tomlin immediately gave his apologies as he would not be able to be in attendance on that date.</p> <p>There being no further business the meeting concluded at 7.30 pm.</p>																		