

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 16 JUNE 2009

PRESENT	<p>John Heaser (Chair), Stewart Cable (Vice-Chair), Wilf Chamberlain and, from 8.30 pm, Duncan Frazer.</p> <p>District Councillor Garry Wheatley was in attendance as was District Councillor Christopher Kemp from 8.05 pm.</p> <p>In addition in attendance, and welcomed to the meeting, was the newly elected County Councillor for the Humbleyard Division, Daniel Cox, who it was noted was the Leader of the Norfolk County Council.</p> <p>Sue Bell, the recently appointed Tree Warden for Little Melton, also attended this meeting.</p>
APOLOGIES	<p>Apologies for absence were received from Tony Berry, Graham Tomlin and Joan Wheatley.</p>
DECLARATIONS OF INTEREST	<p>The Chair asked if any member(s) wished to declare an interest in an item/items on the agenda. No declarations were forthcoming.</p>
MINUTES	<p>The minutes of the Annual Parish Council meeting held on 12 May 2009 were, on a proposal by Stewart Cable and seconded by Wilf Chamberlain, 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.</p>
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	<p>County Councillor Daniel Cox introduced himself and explained he would endeavour to attend Little Melton Parish Council meetings wherever possible. Mr Cox added that he was always contactable.</p>
PROPOSED CYCLE PATH LINK	<p>John Heaser spoke and brought the Parish Council up to date by reporting that he had exchanged emails with Daniel Cox, there were approx. 70 responses – including from workers at the UEA, NRP and N & N Hospital - to the website questionnaire to date (this had a few more weeks to the deadline) and John's next course of action was to determine those that wanted to assist and help with the campaign.</p> <p>John Heaser explained that the proposal route runs from Hethersett (via Little Melton) to the John Innes Research establishment.</p> <p>County Councillor Daniel Cox asked to be invited to important meetings concerning this project.</p> <p>Finally John Heaser said that he had recently attended the local Primary School Council meeting and reported the latest situation (and also provided information regarding the proposed play equipment provision for older children).</p>
PLANNING	<p>Just one result was reported by the Clerk, namely Dr G John's proposal for (a) repositioning of two windows and a new window, (b) the erection of a summer house, and (c) the erection of a wooden shed – all at 1 Manor Farm Barns. The result, it was noted, had only been communicated, by SNC, to the Clerk verbally at this stage.</p> <p>The verbal information that the Clerk had obtained, from Jacqui Jackson, the District Council's Case Officer, was that the proposal had been approved under delegated powers.</p> <p>In addition the Clerk had been told that the applicant had (reference a previous condition appertaining to planting for all the Manor Farm Barn</p>

	<p>properties) not met the requirements within the specified timescale. Hence the SNC Ecology Unit had recently drawn up a planting scheme which would be required to be met by the owners of all five of the Manor Farm Barn units. The receipt of the formal result was awaited.</p>
<p>PARISH AMENITIES</p>	<p>PLAY AREA ANNUAL SAFETY INSPECTION – ACTION PROGRESS It was reported that a working party comprising of John Heaser, Stewart Cable, Wilf Chamberlain, Graham Tomlin and Richard Sinclair had – on an evening early in June – met and undertaken virtually all the outstanding work recommended. The remedial work included the removing of three sections of existing (old) safety tiling and replacement with new sections of safety tiling. Discussing the replacement of further sections of (old) tiling the considered view was that more sections needed replacement, and in order to save on the £55-00 cost of delivery each time the Parish Council agreed that the Clerk was authorised to order another thirteen sections of the safety tiling at a cost of £485.88 including VAT. Concluding John Heaser said he would request that representatives from the local Primary School become involved with future maintenance.</p> <p>NEW EXTERNAL DOOR ON NORTHERN ELEVATION OF VILLAGE HALL The Clerk reported that he had met a representative from SSGE on 18 May and precise measurements had been taken. It was noted that the two side panels of approximately 300mm width would be glazed. It was confirmed that hold backs would be fitted to the new doors and to the two existing external doors (previously installed by SSGE) on the western elevation. The anticipated date for fitting was week commencing 27 July – the Clerk to inform Jean Chamberlain, the Bookings Secretary, of the precise date once this is known.</p> <p>MOLE ERADICATION It was reported that Keith Sturman had recently caught one more mole and consequently a further £45-00 was now payable to Mr Sturman. Mr Sturman thought that all moles had now been caught but the Clerk added that this may not be the case as he had – on 14 June – inspected the playing field and observed about half a dozen fresh molehills on the edge of the ditch at the southern end and also one under the metalled fencing to the play area. The Parish Council agreed to continue to monitor the situation.</p> <p>TREE WARDEN APPOINTMENT Following the previous PC meeting the Clerk confirmed he had informed SNC that Sue Bell, of 6 Elm Close, was the (new) Little Melton Tree Warden w.e.f. 13 May 2009 and Sue Bell said that Robin Taylor at SNC had – in the past fortnight – sent her the official forms for completion. Sue Bell reported that one of her first tasks had been to request that SNC inspect the condition of the four Oak trees on the eastern boundary of the village playing field.</p> <p>GRANT APPLICATION – OLDER CHILDREN’S PROPOSED PLAY EQUIPMENT John Heaser reported that he understood (a) the outcome of the grant application was awaited and (b) Saffron Housing has – on some</p>

	<p>occasions – part funded such as BMX track facilities. District Councillor Garry Wheatley mentioned that he had been in contact with the Clerk of Cringleford Parish Council who had kindly agreed to provide details of extensive information which could well be of assistance to those involved in putting together Little Melton’s brief.</p> <p>POTENTIAL HIRING OF VPF FOOTBALL PITCH The Clerk reported that he had, on 19 May, spoken to Sue Buffin, Assistant Secretary of Hethersett Athletic FC, who had informed him that HAFC definitely want to hire the football pitch for two teams for the coming season. A follow up email had resulted in Sue Buffin formally confirming the intention of HAFC to hire the pitch for two teams – one adult and one youth – almost certainly on Sunday mornings and/or afternoons.</p> <p>The Clerk added that the HAFC Facilities Manager, Simon Crowe, had, he understood, been in touch with people to look at improving the pitch (top goalmouth) and notification to the Parish Council of the outcome of this investigation was awaited.</p> <p>It was noted that HAFC had been informed, on more than one occasion, that the Parish Council needed to be aware of any action/ hiring in advance so that any proposals were properly approved etc.</p> <p>HIRING CHARGES SEASON 2009/2010 The Clerk drew attention to the necessity to review the football pitch hiring charges and some discussion then ensued.</p> <p>In conclusion it was agreed – on a proposal by Wilf Chamberlain which was seconded by Stewart Cable – that w.e.f. 1 August 2009 the pitch charges would be £22-50 for adult matches and £15-00 for youth matches.</p> <p>However in the case of the block booking (complete season) for HAFC for the forthcoming season it was also agreed that the charges would remain at the old rates of £20-00 and £13-00 respectively with no charge for any training undertaken. The Clerk confirmed that he would formally convey this information to HAFC and in addition ask what they intend to do about pitch improvements as there was little time left for any new grass to become properly established.</p> <p>ANTI SOCIAL BEHAVIOUR The Clerk reported that he had, as instructed, reported to Norfolk Constabulary, the problems with youths on the young children’s play equipment and had requested increased visits/patrols by the Police. Timothy Philpott, PCSO, had responded on 1 June and said evening patrols would be increased and words of advice would be given to youths seen on the equipment.</p> <p>LITTLE MELTON REPRESENTATIVE ON HETHERSETT & DISTRICT AID IN SICKNESS FUND. The Clerk reported that Mr Allan Bennett, 99 School Lane, had on 11 June informed him by telephone that Jean Durrell had recently taken him along to a committee meeting following which Mr Bennett had agreed, with immediate effect, to become the new Little Melton representative, thereby replacing Jean Durrell.</p> <p>The Clerk was therefore instructed to write to Mr Bennett noting his appointment and wishing him good luck in this role.</p>
HIGHWAYS	<p>MILL ROAD EXTENSION OF METALLED FOOTWAY The Clerk confirmed the recent erection of public notices on local notice boards which stated that the work will take place from 22 June until 20 July and involve road closures.</p>

	<p>In addition a paragraph had been included in the Good News Magazine (July edition) providing some details of the implications.</p> <p>MAINTENANCE</p> <p>John Heaser reported that maintenance work to the steps and path up and over the A47 NSB at the north/eastern end of School Lane which pedestrians and cyclists use has not occurred despite requests being made to the Local Highway Authority some months ago. Apparently some work of clearing mud away (not very far it has to be said) had occurred but had proved ineffective.</p> <p>County Councillor Daniel Cox said he would look into this long outstanding problem and seek to get effective remedial action undertaken.</p>
POTENTIAL IMPROVED BUS SERVICE	<p>The Clerk confirmed the receipt of a letter, on 18 May, from the Network Project Manager, Planning & Transportation Department at County Hall stating that the County Council has been invited, by the Department of Transport, to submit bids for Kickstart funding to provide new and improved bus services in partnership with bus companies. One suggestion to improve bus services in Little Melton is more direct buses between Wymondham, Hethersett and the N & N U Hospital, including the introduction of Saturday services.</p> <p>The Parish Council was being asked to confirm that it would support improvements and the Clerk was instructed to inform Norfolk County Council (by the end of June) that it would support improved bus services for our village.</p>
LOCAL GOVERNMENT REVIEW UPDATE	<p>District Councillor Christopher Kemp appraised the meeting of the latest situation which essentially was that the Boundary Commission's recommendations (on 15 July) for restructuring were awaited. Mr Kemp added that it could be that delays in the whole process could mean there would be insufficient time in the remaining (existing) Parliamentary agenda for the necessary legislation to receive approval.</p>
GREATER NORWICH DEVELOPMENT PARTNERSHIP UPDATE	<p>District Councillor Garry Wheatley said that a meeting between South Norfolk Council, Breckland District Council and Norwich City Council had been held earlier in the day but housing development had not been discussed.</p> <p>It was noted that the consultation period finishes on 26 June. Regarding smaller villages it was explained that the category "Settlement Hierarchy" would result in some infilling for such as Little Melton – assuming approval of the GNDP proposals.</p>
DISTRICT, COUNTY AND REGIONAL DOCUMENTS	<p>No documents were reported.</p>
AUDIT OF PARISH COUNCIL ACCOUNTS FOR 2008/2009	<p>The Clerk explained that he had (successfully) completed the Annual Return for the year ended 31 March 2009 and that the Internal Audit – undertaken by Sue Day – had also been completed without any problems or issues.</p> <p>With the Return having to be received by Mazars, the External Auditors, by 30 June it was now necessary for the Chair and Clerk to sign the official form and this was – on a proposal by Duncan Frazer, seconded by Stewart Cable – therefore done to (finally) complete the Annual Return.</p> <p>The Clerk would ensure the six page official form was sent to Mazars by the required submission date.</p> <p>INTERNAL VERIFICATION</p> <p>Duncan Frazer reported that he had, together with the Clerk, on</p>

	<p>15 May, successfully carried out the Internal Verification for the three month period mid December 2008 to mid March 2009.</p> <p>Duncan Frazer added that – in accordance with the Parish Council’s approval - he had taken into account the recommendations contained in the Annual Review of the Effectiveness of Internal Audit.</p> <p>It was also agreed that at future Parish Council meetings the Clerk would provide an up to date monitoring report.</p>
CLERK OF THE COUNCIL’S CORRESPONDENCE	<p>The schedule of the Clerk of the Council’s correspondence, a copy of which had been provided to each Parish Councillor with the agenda, was, together with late additions received since 10 June, drawn to the attention of the Council.</p> <p>Under this item the Parish Council unanimously agreed that all inappropriate fly posting should be removed from public display in the village. Hence only non commercial notices relevant to Little Melton will be acceptable for display and therefore the Parish Council will remove any inappropriate notices on notice boards, telegraph poles etc.</p>
BILLS/RECEIPTS	<p>On a proposal by Stewart Cable which was seconded by Wilf Chamberlain, the under mentioned invoices were authorised for payment:-</p> <p>Smith Bros Ltd. – Safety tiling & adhesive (play area)(100983) £203-33 Mr R Sinclair – refund of b/band (50%) 25/5-24/6/09 (100984) £ 9-29 Premier Book Keeping Services -Intrnl Audit 2008/09 (100985) £ 35-00 Mr R Sinclair – refund “No More Nails” adhesive (100986) £ 7-99 Professional Pest Control – Mole eradication (1) VPF (100987) £ 45-00</p> <p>The only “receipt” reported was an overpayment in income tax (£150.21) plus the incentive payment (£100.00) for completion of the Clerk’s annual tax return “on line” for the year 2008/2009. The total figure of £250.21 would, it was noted, be deducted from the next quarterly payment of the Clerk’s income tax – due by 5 July – in respect of the Clerk’s salary for the three months 1 April to 30 June 2009.</p> <p>Concluding this item Duncan Frazer agreed to review the Parish Council’s Assets Register and Annual Risk Assessment and report his thoughts back to the next Parish Council meeting.</p>
DATE OF NEXT MEETING	<p>The date of the next Parish Council meeting was confirmed as Tuesday 21 July 2009 commencing at 7.30 pm in the Village Hall.</p> <p>There being no further business the meeting concluded at 8.55 pm.</p>
	<p>Chairperson.....</p> <p>Date.....</p>