

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 8 SEPTEMBER 2009

PRESENT	John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry, Wilf Chamberlain, Duncan Frazer (from 7.50 pm) and Graham Tomlin. District Councillor Christopher Kemp was also present as was the Local Tree Warden, Sue Bell. In addition two members of the public were present namely Mr M Wood, Homefield, Mill Road and Mr K Woods, 113 School Lane.
APOLOGIES	Apologies for absence were received from Joan and Garry Wheatley.
DECLARATIONS OF INTEREST	The Chair asked if any member(s) wished to declare an interest in item/items on the agenda. No declarations were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 21 July 2009 were – subject to the deletion of the last four lines on page three relating to Parish Amenities – VPF Tree Survey – on a proposal by Tony Berry which was seconded by Wilf Chamberlain, accepted as a true record of the business conducted.
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	Invited to speak Mr Keith Woods said that the parking of cars very close to the junction of Green Lane and School Lane was making the turning out of the cul de sac section of School Lane by drivers dangerous as visibility and manoeuvrability were seriously impaired. The problem parking was thought to emanate from the many visitors to 91 School Lane, the owners of which were apparently holding religious assemblies in the rear garden of their property. After some discussion it was agreed that the best course of action was to politely ask the owner to request that he informs those visiting that it would be appreciated if they would not park cars etc. on the main section of School Lane but down the cul de sac section of School Lane, i.e. not near the junction and off the main traffic route through the village. In conclusion John Heaser said he would go and talk to the owners about the problem parking and Keith Woods thanked the Parish Council for giving attention to this matter.
PROPOSED CYCLE PATH LINK FROM HETHERSETT TO LITTLE MELTON	John Heaser provided an A4 sheet of paper with an overall summary of the situation and said that he was very pleased with the approximately one hundred responses he had received in response to his survey. His next course of action was to draft a “manifesto” type of document for distribution to various interested parties, including the Parish Council.
PLANNING	PARISH COUNCIL RECOMMENDATION SOUGHT The Clerk sought the Parish Council’s views on the recently received application (2009/1280) from Mr Alan Bennett who was proposing a rear single storey extension for a sun room and kitchen at Sunnyside, 99 School Lane. The Clerk added that he had notified the three nearest neighbours of the proposal on 3 September but had not received any response. The Parish Council was of the opinion that this proposal was not

	<p>controversial and, taking into account that neighbours had not expressed any objection, agreed that the response to SNC should be “no views or comments”.</p> <p>PARISH COUNCIL RECOMMENDATION CONFIRMED</p> <p>The Clerk confirmed that the Parish Council had responded to SNC “no views or comments” in respect of the application (2009/1129) submitted by Mr A Cook proposing the erection of a garden shed immediately to the north of the access drive serving 2 Manor Farm Barns, School Lane. No response to the Parish Council notification to near neighbours consulted had been received.</p> <p>RESULTS</p> <p>Three results were reported, namely:-</p> <ol style="list-style-type: none"> 1. Refusal to the Gable Developments Ltd amended proposal (Villa Farm, Watton Road) (2009/0910) in respect of the Change of Use of piggery buildings to a dwelling and Change of Use of redundant agricultural buildings to B1 and B8 uses etc. 2. Approval to the proposal (2009/0885) submitted by Mr Phil Wilson for the erection of a conservatory to the rear of Orchard House, Great Melton Road and installation of two sun tubes in roof space. 3. Approval to the proposal (2009//1014) submitted by Mr & Mrs R Turner for a rear ground floor extension to Pebble Lodge, Mill Road.
<p>PARISH AMENITIES</p>	<p>PLAY AREA WORKING PARTY UPDATE</p> <p>Discussion ensued as to when to convene a working party to replace the old tiling (with new tiles) underneath the young children’s play equipment and it was agreed that this would be Saturday 26 September commencing at 9.00 am. Wilf Chamberlain, Stewart Cable, Graham Tomlin and Richard Sinclair immediately volunteered to undertake the laying of the already obtained new tiling. John Heaser, who was unable to help on 26 September as he would be away, said he would email the local Primary School and ask if there were any other volunteers who would be prepared to lend a helping hand.</p> <p>VILLAGE HALL – NEW EXTERNAL DOORS</p> <p>The Clerk confirmed that the supplementary work – subsequent to the fitting of the new doors – had now been satisfactorily undertaken. Hence the two new side panels were now glazed rather than filled in with UPVC, the longer external holdbacks had been fitted, and the left hand top external hinge had been tightened. Payment of £1,489.25 had therefore been made. It was also noted that the doors (apart from glass breakage) had a ten year guarantee.</p> <p>VPF FOOTBALL PITCH HIRING SEASON 2009/2010</p> <p>The Clerk reported that the two Hethersett Athletic FC teams hiring the pitch for the new season were the Men’s Reserve side and the Youth U15s Boys team. Depending on cup draws etc it was appreciated that occasionally the PC would receive a request for another HAFC team to hire the pitch. The Clerk confirmed that formal agreement had been received from HAFC to the conditions of hiring – as detailed in the Clerk’s email of 2 September. It was also noted that the pitch (adult size) had recently been professionally marked out at the expense of HAFC.</p>

	<p>FOOTBALL PITCH GOALMOUTH RETURFING UPDATE The Clerk reported that the recently turfed area appears to be relatively well established – despite the stakes and protective cordon around the area having been (stupidly) removed on a number of occasions. The first hiring had taken place on Sunday 6 September.</p> <p>VPF ETC TREE SURVEY Sue Bell, the Little Melton volunteer Tree Warden spoke on this item and began by reporting that there were just two (group) TPOs for trees in the village, these being located (a) on land to the north and east of Braymeadow Lane, and (b) at Manor Farm, School Lane. Sue has so far located 16 trees subject to TPOs and has mapped them on a Google MyMap and this information (hopefully with photographs) will soon be available on the Council’s website. Sue also mentioned that Robin Taylor, Landscape Officer, SNC was to look at the condition of the Lime tree on land that is effectively the central reservation at the Mill Road and Rectory Lane junction.</p> <p>TREE MAINTENANCE The Clerk confirmed his email of 20 August to three local contractors seeking a quotation for the inspection in respect of the four large oak trees along the eastern boundary of the village playing field plus casting an eye over other (smaller) trees on the VPF. Two responses had been received (the Clerk had requested responses prior to the night’s meeting) these being from Treecare Consultants Ltd (£360) and from Broadland Tree Services (£350) both quotations being exclusive of VAT. Following discussion the Parish Council agreed to accept the quotation of £350, net, from Broadland Tree Services for a survey/assessment and instructed the Clerk to reply accordingly. It was noted that the cost of the survey/assessment, and any resultant necessary maintenance work had not been budgeted for within the precept for 2009/2010 but it was also noted that some funding was available from the Parish Council balances carried forward at the beginning of the new financial year.</p> <p>OTHER MATTERS Two other matters were reported, namely:-</p> <ol style="list-style-type: none"> 1) The refusing of a request, from a lady in Hethersett, for the erection of a marquee – on a Saturday in June/July 2010 – on the VPF essentially because (a) the numbers would be very large and therefore Fire Regulations in the also to be used Village Hall could easily be compromised, (b) this would involve having a private marquee on a public playing field, and (c) parking problems – due to the high numbers – were envisaged. 2) The recent ordering of another brass winding lever handle for the tennis court net post.
<p>HIGHWAYS</p>	<p>MILL ROAD – EXTENSION OF METALLED FOOTWAY It was confirmed that the new footway works were completed in August and included the coloured surfacing of the “pinch point” short section of the new footway. In addition it was noted that that two of the trees in the grass verges fronting residential properties would – in the planting season – be</p>

removed (dead/diseased) and replaced with a crab apple and a rowan tree.

It was observed that as a result of the improvement to pedestrian safety, parts of this length of the Mill Road carriageway were slightly narrower but in noting this it was said that two cars could, with care, still pass one another.

Invited to speak, Mr M Wood of Homefield, Mill Road drew attention to the situation whereby vehicles egressing from Gibbs Close cannot easily see traffic at the pinch point which has approached from the crossroads direction.

As the parking of vehicles on the new footway, particularly to the west of Gibbs Close, was also causing problems the Clerk was instructed to put a paragraph in the next edition of the Good News Magazine asking residents, and their visitors with cars, not to do so as this compromised pedestrian safety. A similar request would be included in the next (October) issue of the Parish Council newsletter.

SCHOOL LANE (NORTHERN END) MAINTENANCE UPDATE

It was reported that some maintenance of the approach up to A47 NSB, via the path and steps (pedestrians and cyclists) had recently been undertaken.

Of more importance with regard to pedestrian safety – said John Heaser – was the extremely poor visibility for those attempting to cross the A47 NSB on foot because of the significantly overgrown trees/hedging bordering the carriageway resulting in safety seriously being compromised, particularly as the approaching motor vehicle traffic from an easterly direction is often travelling around a bend at speeds of in excess of 70 mph!

In consequence the Clerk was instructed to write/email the Highways Agency and request that maintenance work is undertaken as a matter of urgency.

MILL ROAD FLOODING – UPDATE

The Clerk confirmed his recent email to Chris Doggett, the Chair of the Trustees to the Parochial Charity, conveying the NCC Highway Engineer's views in respect of maintenance of the boundary ditch to the allotments. The Highway Engineer had stated that the Trustees have a Common Law responsibility to maintain the ditch such that it does not cause problems to the upstream neighbours – in this instance the NCC public highway drainage system.

Subsequently the Chair had personally spoken to Chris Doggett and also invited him to attend the night's Parish Council meeting.

In conclusion it was agreed that the Parish Council should once again email the Chair of the Trustees and this time ask what remedial action the Trustees intended to undertake and when.

HEDGE MAINTENANCE

Following on from the previous Parish Council meeting the Clerk had emailed Mrs A Barnes, the Clerk to the Cringleford Parish Council, and she had very kindly provided the Clerk with a copy of a letter Cringleford PC had delivered to every "offending" owner/house. After allowing a month for action to be undertaken by the owners Mrs Barnes had then reported the name and address of those who had not complied with the request to the NCC Area Engineer, at Ketteringham.

The Parish Council, after some discussion, took the view that this

	<p>type of action required further consideration and therefore deferred the matter until the next PC meeting.</p> <p>In the meantime the October issue of the PC Newsletter would point out that overgrown front boundary hedging (over the highway) should be cut back so as not to restrict proper use of footways and, in addition, the Clerk was instructed to include an item in the October edition of the Good News magazine requesting (once again) that parishioners should ensure that their front boundary hedging was properly cut back.</p>
	<p>MILL ROAD TREE MAINTENANCE</p> <p>With the newly laid metalled footway extension now in use it was noted that some of the branches from the existing seven trees (western end) in the grass verge between the footway and the houses could cause injury to pedestrians and so the Clerk was requested to contact Saffron Housing and ask for the lower branches to be removed to above head height.</p> <p>ENCROACHING HEDGING/SHRUBS OVER CARRIAGEWAYS</p> <p>The Clerk reported the recently sent email to Norfolk County Council regarding encroaching growth over (a) the carriageway along the lower section of the north/eastern part of School Lane, and (b) the carriageway of the lower section of Braymeadow Lane. In response the Parish Council had been asked to identify the owners of the adjoining land so that NCC could send letters requesting that the overhanging hedging/shrubs be cut back so as not to obstruct the public highway. The Clerk added that, on 4 September, the necessary information had been communicated to Liz Millwood at NCC (Ketteringham) and remedial action was now awaited.</p>
LOCAL GOVERNMENT REVIEW - UPDATE	<p>District Councillor Christopher Kemp said there was little new to report for the moment but an Appeal was due to take place around 6/7 October and it was possible - although unlikely – that the outcome would be known by the next Parish Council meeting to be held on 20 October.</p>
GNDP – UPDATE	<p>District Councillor Christopher Kemp, reporting on behalf of the absent Garry Wheatley, said the process was now moving to another phase and a further round of consultation was soon to commence and would continue until near the end of November, following which a report would likely be submitted to SNC Cabinet in December.</p> <p>Christopher Kemp also drew attention to the impending replacement of the EERA resulting in another body to take over the responsibilities of consulting the local authorities in the region.</p> <p>Concluding Christopher Kemp recommended that approximately a half hour was allowed in the agenda of the Parish Council meeting to be held on 20 October to discuss the traffic implications arising from the GNDP.</p>
DISTRICT, COUNTY AND REGIONAL DOCUMENTS	<p>The Clerk reported the receipt of two items,</p> <p>Firstly an email, dated 4 September, from Adam Nicholls, Planning Officer (Minerals and Waste) of Norfolk County Council relating to the Norfolk Minerals and Waste Site Allocations DPD – Forthcoming public consultation FAQ Documents.</p> <p>It was noted that following the Norfolk County Council's Cabinet meeting on 14 September – and assuming Cabinet approval – a public consultation will run for eight weeks, ie from the end of</p>

	<p>October until just prior to Christmas. It was understood there were 99 potential mineral sites and 76 potential waste sites and none of these would directly affect Little Melton.</p> <p>District Councillor Christopher Kemp mentioned that an additional sub station was being put forward in the area of Marlingford/ Barnham Broom/Barford.</p> <p>Secondly the Clerk reported letters regarding SN Gypsy and Traveller DPD – one dated 31 July referring to the outcome of Reg 25 consultation, and one dated 27 August referring to the proposed submission documents. Hence a public consultation has commenced and it was noted this will close on Tuesday 27 October. The Clerk confirmed that none of the sites proposed are near Little Melton but Christopher Kemp added a word of caution by pointing out that no transit site had been proposed to date and it was possible that such a site could be located near the intersection of the A11 and A47.</p>
<p>AUDIT OF PARISH COUNCIL ACCOUNTS 2008/2009</p>	<p>The Clerk reported that as yet no feedback had been received from Mazars who were conducting the External Audit of the Parish Council Accounts for the year 2008/2009. The Clerk added that he anticipated completion of the annual audit prior to the next Parish Council meeting on 20 October.</p>
<p>RISK ASSESSMENT/ASSETS REGISTER:UPDATE</p>	<p>The Clerk reported the updating of the revised Risk Assessment and his drawing up of an amended detailed schedule of the Parish Council's assets for insurance purposes.</p> <p>It was agreed by the Parish Council that the Chair and the Clerk would look into what information needed to be notified to the insurance company, Came & Company.</p>
<p>DIRT BIKE RIDERS – UPDATE</p>	<p>John Heaser reported on his attendance – as the Little Melton Parish Council representative – at a joint meeting (with representatives of Hethersett PC, Great Melton PC, the Police and Gert Smeed, the Estates Manager) held on 20 August. The outcome of the joint meeting was basically:-</p> <ul style="list-style-type: none"> • the activity was occurring on private land (in Hethersett), • access was often via Grove Road in Hethersett, • riders were going over Estate land to get to the pits, • PC Glen Hambling can be contacted by telephone as soon as unacceptable activity is evident (and a Police representative will immediately visit the site). <p>The Chair added that he had spoken to Mr Walmsley just before the joint meeting.</p> <p>In conclusion it was appreciated that there was not a straightforward practical solution to this problem, particularly as this was a civil matter, and therefore the emphasis would be on (hopefully) effectively controlling the activity.</p>
<p>CLERK OF THE COUNCIL'S CORRESPONDENCE</p>	<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 2 September, drawn to the attention of the Council. Highlighted items included:-</p> <ul style="list-style-type: none"> • email of 3 September, from NCC, of Compost Bin offer, • email of 4 September, from PCSO, Timothy Philpott, re crime in the area.

	<ul style="list-style-type: none"> • email of 4 September in respect of SNC and SN Crime Reduction Partnership and the upcoming SNAP meeting on 29 September, and • notifications of various funding opportunities. 										
BILLS	<p>On a proposal by Duncan Frazer, which was seconded by Tony Berry, the under mentioned invoices were authorised for payment:-</p> <table> <tr> <td>CGM Norwich – VPF maint. July 2009 (100995)</td> <td>£ 211.43</td> </tr> <tr> <td>CGM Norwich – VPF maint. August 2009 (100998)</td> <td>£ 211.43</td> </tr> <tr> <td>Mr R Sinclair – refund 50% B/B 25/7-24/8/09 (100997)</td> <td>£ 9.29</td> </tr> <tr> <td>Mr R Sinclair – refund 50% B/B 25/8-24/9/09 (100997)</td> <td>£ 9.29</td> </tr> <tr> <td>SSGE – new external doors to Village Hall (100996)</td> <td>£1,489.25</td> </tr> </table>	CGM Norwich – VPF maint. July 2009 (100995)	£ 211.43	CGM Norwich – VPF maint. August 2009 (100998)	£ 211.43	Mr R Sinclair – refund 50% B/B 25/7-24/8/09 (100997)	£ 9.29	Mr R Sinclair – refund 50% B/B 25/8-24/9/09 (100997)	£ 9.29	SSGE – new external doors to Village Hall (100996)	£1,489.25
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MONITORING REPORT	<p>The monitoring report, as at 1 September, was noted. Mostly this appeared to be in order apart from one or two entries needing clarification including a discrepancy in respect of the omission of a transfer of funding between the Parish Council accounts which had occurred before the commencement of the new system of monitoring and therefore it was agreed that the Clerk, together with the Chair, would ensure rectification occurred.</p>										
DATE OF NEXT MEETING	<p>The date of the next meeting of the Parish Council was confirmed as Tuesday 20 October, commencing at 7.30 pm in the Village Hall. There being no further business the meeting concluded at 9.30 pm.</p>										
	<p>Chairperson.....</p> <p>Date.....</p>										