

LITTLE MELTON ANNUAL PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 11 MAY 2010

PRESENT	John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry, Graham Tomlin and, from 8.40 pm, District Councillor Christopher Kemp.
ELECTION OF CHAIR OF THE PC	Nominations were sought for the position of Chair of the Parish Council for the ensuing year and following discussion and on a proposal by Tony Berry, which was seconded by Graham Tomlin, and there being no other nominations John Heaser was elected to the office of Chair for the year 2010/2011. On taking the Chair (again) the Parish Council agreed that the minutes record a formal vote of thanks to John for his leadership and hard work over the past year.
ELECTION OF VICE-CHAIR OF PC	Nominations were sought for the position of Vice-Chair of the Parish Council for the coming year. On a proposal by Tony Berry, which was seconded by Graham Tomlin, Stewart Cable was nominated and, as no other nominations were forthcoming, Stewart was elected to the office of Vice-Chair for the year 2010/2011. Appreciation for his work as Vice-Chair over the preceding year was formally recorded.
APOLOGIES	Apologies for absence were received from Wilf Chamberlain, Joan and Garry Wheatley (District Councillor) and County Councillor Daniel Cox.
DECLARATIONS OF INTEREST	The Chair asked if any member(s) wished to declare an interest in an item/items on the agenda. No declarations were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 6 April 2010 were, on a proposal by Graham Tomlin which was seconded by Stewart Cable, 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, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	District Councillor Christopher Kemp, referring to the General Election outcome, said that the Conservative and Liberal manifesto included an emphasis on "Localism" under which some District Council functions would be passed down to Parish Councils. If Parish Councils chose not to take up these responsibilities (start up finance would be made available) then it was likely that these services would not be provided. Another possibility was the provision of joint services via co-operatives etc.
PROPOSED CYCLE PATH LINK	It was reported by John Heaser that there was currently no further progress to report.
PLANNING	RESULT One result was reported, namely that in respect of the planning application submitted by Mr R Turner for a proposed single storey extension to the front of Pebble Lodge, Mill Road (2010/0374). It was noted that the result was for "approval" with three conditions

	<p>and that the decision had been made, by SNC, between 18/4 and 24/4/10.</p> <p>OUTSTANDING APPEAL The result of the Appeal, by Mr C Leeming (acting for Gable Developments Ltd) to the Department of Communities and Local Government against the (refusal) decision by SNC in respect of Villa Farm, Watton Road, Bawburgh (2009/1990) remained, as yet, unknown, it was reported.</p> <p>PARISH COUNCIL OPINION SOUGHT The Clerk reported the recent receipt of a planning application submitted by Mr R Webber for a proposed two storey extension to Freestone Cottage, Little Melton Road, Hethersett. It was confirmed that SNC had sent Little Melton Parish Council a copy of this proposal because although the property was within Hethersett it was close to the boundary of the parish of Little Melton and if LMPC had any views SNC wanted to be aware of these. The Parish Council – after looking at the plans etc – agreed it had no objection to the proposal.</p> <p>PLANNING TRAINING The Clerk confirmed that SNC has offered to give parish councils training on planning matters to aid them to look at planning applications and to assist in giving objective comments back to the District Council. Following the Clerk’s circulating of all PCs with this information the Chair, John Heaser, had agreed to attend and represent the Parish Council at Cringleford Pavilion on Wednesday 2 June from 7.00 pm.</p>
<p>PARISH AMENITIES</p>	<p>PRE-SCHOOL NURSERY The Clerk said he had received no (further) news from the Nursery on the proposed site extension adjacent to the Village Hall.</p> <p>FUTURE OF LOCAL TELEPHONE KIOSK The Clerk reported a number of emails received since the Parish Council meeting held on 6 April from:-</p> <ul style="list-style-type: none"> • Ian McArthur, Head of Special Projects at SNC, on 7/4 who had contacted BT direct. • Julie Irwin, BT Payphone Customer Services, on 9/4, stating that BT had no plans to remove the kiosk at the moment but is arranging for a Siting Officer to assess the box and provide an estimate of the cost of the works! (also the cleaning of the box). • Mark Johnson, BT Payphones, subsequently on 9/4, saying that removal was being investigated – normally after a 90 day consultation period – and that removal will not be a quick process! • the Parish Council, on 9/4, to Ian McArthur stating that the PC was happy to remove the 90 day consultation and that it was not contemplating expending up to £500 to have the kiosk removed in advance of the BT timescale. • Paul McDonald, BT Payphones, on 9/4, now saying BT sympathetic to PC’s request but also saying that - if things run smoothly – removal could take 26 weeks or more! <p>John Heaser added that Mary Plage had very kindly, free of charge, recently cleaned the telephone kiosk.</p>

Concluding John Heaser said that he would talk to Penny Watkin regarding the possible siting of the memorial seat – after the removal of the telephone kiosk – in this area, taking into account that the nearby notice board was also envisaged for relocation here.

FOOTBALL PITCH PROPOSED IMPROVEMENTS

With regards to improvements the Clerk said he had enquired with CGM Norwich regarding the rolling of the pitch. Julian Ebbs, Area Manager, had responded by saying that it would not be advantageous to roll the pitch towards the end of the cutting season as this would compact the soil, reduce drainage and aeration and therefore be detrimental to the turf health and so he did not recommend.

In consequence Julian Ebbs was proposing:-

- 1) Verti-draining twice during the autumn/winter period at a cost of £280 plus VAT per occasion, and
- 2) Scaritrac and Slitting at a cost of £35 plus VAT per operation/occasion (during the autumn/winter period).

Secondly the Clerk said that Dale Watson, HAFC's grounds contractor, had also provided a quotation for Verti-draining at a cost of £300 per visit or £275 per visit if two or more visits in one year.

After some discussion on the merits of this work the Parish Council agreed that the Clerk should inform HAFC (assuming that the hiring of the pitch continued for season 2010/2011) that the Parish Council favoured Scaritracing and Slitting, as per the quote from CGM Norwich and in addition was prepared to finance these improvements to a maximum of £350. It would also be pointed out that Scaritracing and Slitting is recommended to be carried out on alternate weeks throughout the autumn/winter period once regular cutting has ceased.

FOOTBALL PITCH HIRINGS

The Clerk reported:-

(a) that there were no anticipated hirings, by HAFC, through to the end of May.

(b) the playing of a one off veterans match, organised by Mike Yeomans of Braymeadow Lane, played on Saturday 24 April and, the consequent receipt of a payment of £22.50 for the hiring.

LITTER PICK HIRING OF TOOLS AND VESTS

The Chair said he had been unable to obtain the equipment from his usual (free of charge) sources but had managed to borrow tools and vests from Hethersett Parish Council at the minimal cost of £10.00.

CENTRAL CAR LOCKING SYSTEMS

The Chair reported that he had not – since 8/4 – received any reports of problems so it seemed that the problem had ceased. John Heaser added that he had spoken to the Manager and owners of Brooks premises and also Mr Scarfe of Great Melton Road about this issue.

LM HOMEWATCH CO-ORDINATOR UPDATE

The Chair said he had met Ron Websdale (outgoing local representative) and Chris Starr (incoming local representative) on

	<p>the evening of 13 April and Chris Starr had agreed to talk to the Police and seek to determine more details and then report back to the Parish Council.</p> <p>PROPOSED MEMORIAL</p> <p>The Clerk confirmed that he had consulted the Parish Council's insurance company and ascertained that for a timber seat of a value of £500, located where the telephone kiosk is currently sited, there would be no additional cost to the Parish Council's premium.</p> <p>PLAY EQUIPMENT</p> <p>The Clerk reported that John Symonds had agreed to prepare and paint the Springy Tractor.</p> <p>In addition it was agreed that John Symonds should be asked if he would (a) rectify the loose vertical half log to the platform to the main item of play equipment, and (b) rub down and varnish the outside of the Parish Council notice board adjacent to the village shop.</p>
<p>PROPOSED HOUSING DEVELOPMENT TO THE NORTH OF HETHERSETT</p>	<p>Since the last Parish Council meeting it was understood that Ptarmigan Land Ltd – the group acting for the landowners – had put forward plans for approximately 1100 new houses but also (rejecting the Joint Core Strategy proposals) submitted a “Screening Request” to SNC for 4,000 new homes.</p> <p>Secondly the Clerk confirmed the receipt of a letter, on 13 April, from Charles Campion of John Thompson and Partners, with which was enclosed a broadsheet headed up “A Vision for Hethersett – Community Planning Weekend – Report Back 23/3/10, Hethersett High School”, this was said to be the summary of the outcomes from the Community Planning Weekend.</p> <p>The letter also invited all in Little Melton to what was termed the first meeting of the Hethersett Village Forum on Thursday 13 May commencing at 6.30 pm in Hethersett Village Hall and allegedly would provide an opportunity for the community to remain involved in the development of proposals for the future of the village. It further stated that an agenda was to be sent out a week before the meeting but Little Melton Parish Council did not receive an agenda.</p> <p>Finally the Clerk drew attention to the E.E.N. report of 15 April which said that a public meeting has been arranged in April, by Hethersett residents, to come up with a strategy to demonstrate opposition to the suggested 4,000 new homes for Hethersett.</p> <p>Finally and concluding this discussion John Heaser said, to date, only nine responses had been received to the survey on the Parish Council's website, notification of which had been included in the April edition of the Parish Council's Newsletter.</p>
<p>HIGHWAYS</p>	<p>MILL ROAD FLOODING</p> <p>It was reported that an official looking man had been seen, on 10 May, walking near/around the allotments.</p> <p>John Heaser added that he had emailed Bob Edwards of Norfolk County Council on at least three occasions seeking news of progress etc.</p> <p>In view of what appeared to be a lowering of the water level John Heaser asked Stewart Cable to check on the water levels at the Mill Road and Great Melton Road ends of the allotment ditch.</p>

TRAVELLERS CAMP

Discussion began with it being agreed that Little Melton Parish Council would like to receive an explanation of why the illegal occupation was continuing. The Chair said he had been in email contact with County Councillor Daniel Cox on more than one occasion and District Councillor Christopher Kemp added he anticipated talking to Daniel Cox about this issue,

The Chair then confirmed/reported:-

- his email of 30/3 to District Councillor, Garry Wheatley, in which John had requested that while the family remain on site they should agree to a number of conditions including (a) the restraining of all the dogs, (b) the fencing of the flock of geese, (c) the leaving of a clear path for local cyclists, and (d) the cessation of the burning of waste.
- the emails to and from Graham Martin of Colney Parish Council (the site of the camp is in the parish of Colney) in relation to Little Melton Parish Council's formally agreed view/response.
- the holding of a Protocol Meeting, on 13/4, following John Heaser's attendance at a site meeting on 29 March, to which only certain parties had been invited.

The outcome of the Protocol Meeting was that a decision was taken, by all agencies, that the encampment should:-

- be tolerated until the end of the academic year
- children should regularly attend school
- stringent toleration conditions should apply including no fires
- animals to be kept under strict control
- and all agencies to robustly monitor the group to ensure compliance.

It was also noted that Martin Kemp had given a copy of the minutes of the Protocol Meeting (District Councillors Christopher Kemp and Garry Wheatley had not been invited!) to John Heaser and that John Blunkell of Norfolk County Council in emails had been somewhat dismissive of the local concerns and issues. John Heaser said he last cycled through the camp two weeks previously when countless dogs (some were puppies) were noisy and snarled, horses were obstructing the cycle route, considerable clutter obstructed much of the path, and he witnessed another live fire (burning plastics) near the Watton Road. As a consequence of these problems/issues local cyclists had given up using this route, which remained a public highway.

Concluding John Heaser said he understood the current position to be that the camp would stay until at least July/August and possibly beyond!

ENCROACHING HEDGING OVER HIGHWAY

A. The Clerk, referring to the overgrown brambles on the middle to top sections of Green Lane (western side), reported that he had established that the owner of the land was Mr Martin Kemp of Thickthorn Farm and had communicated this information to NCC Highways. Rebecca Bowers, Highway Technician of NCC had responded by saying that she had sent a letter of request (to cut the brambles back) to Mr Kemp

	<p>on 27 April and that Mr Kemp had 21 days to cut.</p> <p>B. With reference to general encroachment and, following up what was agreed at the Parish Council Meeting on 6 April, the Clerk reported that he had not received any response. It was therefore agreed that the Clerk would email all the Parish Councillors and remind them of the necessity to inform the Clerk whether there was encroaching hedging or not.</p> <p>MAINTENANCE The Clerk said he continued to report many potholes. His email of 16 April identified them on Braymeadow Lane, Burnthouse Lane (mostly Hethersett) and on Back Lane (Hethersett).</p> <p>CLOSURE OF ENTRANCE AND EXITS SLIPS TO A47/NSB The Clerk referred to the closure – for essential surfacing and maintenance works – of the entrance and exit slips to the A47 westbound from the B1108 roundabout (western roundabout) from 14 June (or as soon as reasonably possible after) for 3 days – Monday to Wednesday between 9.30 and 16.00 hours. It was also noted that the B1108 will remain open.</p>
<p>LOCAL GOVERNMENT REVIEW UPDATE</p>	<p>District Councillor Christopher Kemp said that the Norfolk County Council legal challenge was still in court and that the Conservative and Liberal SDP parties remained opposed to the current unitary proposals for Norwich.</p>
<p>GREATER NORWICH DEVELOPMENT PARTNERSHIP UPDATE</p>	<p>In the absence of Garry Wheatley, Christopher Kemp reported that the process had now reached the stage whereby landowners are putting forward sites for potential development – in the period to 2026. It was understood that most of these would be rejected. The Clerk confirmed that on 16 April he had been notified that the documents are now subject to scrutiny, by way of an examination, during which time the independent Planning Inspectors will consider whether the DPD (Development Plan Document) is “sound”. In addition a brief guide to the Examinations process had been received.</p> <p>Subsequently, via email, a letter from SNC’s Planning and Housing Policy Manager, dated 22 April, updated the Parish Council regarding the SN LDF and the Site Specific Policies and Allocations Document. However as yet no information had been received in terms of proposed sites (nearly 900 sites submitted) or the dates of consultation meetings/events.</p> <p>Then, on 24 April, the Parish Council had been notified (Examination into JCS) that the Inspectors had now decided that as a result of the responses they had received from GNDP from the earlier questions it is beneficial to have a public exploratory meeting (EM) with GNDP on certain issues. This would be held on 13 May.</p> <p>Concluding Christopher Kemp said that further information relating to consultations was expected from June to mid August, and that in the Autumn specific sites would be publicly identified for Little Melton etc.</p>
<p>DISTRICT, COUNTY AND REGIONAL DOCUMENTS</p>	<p>The Clerk confirmed that on 8 April the Parish Council had received an email, from NALCs, headed “Operation of the Norfolk Infrastructure Fund (Have your say on a proposed new approach to funding infrastructure)”. Essentially this explained the</p>

	<p>establishing of a Norfolk Infrastructure Fund (ISF) which, it is proposed, will be managed by Norfolk County Council.</p> <p>It was noted that the County Council's Cabinet will, at their meeting in May, be considering how the Fund should operate and it was understood that there will only be £150,000 for the whole of the county.</p>
CLERK'S CORRESPONDENCE	<p>The schedule of the Clerk's Correspondence, provided to each Parish Councillor with the agenda, together with the late additions received since 3 May was drawn to the attention of the Parish Council.</p>
BILLS/RECEIPTS	<p>On a proposal by Tony Berry, which was seconded by Graham Tomlin, and agreed the under mentioned invoices were authorised for payment:-</p> <p>Broker Network Ltd. – Insur 1/6/10-31/5/11 (101035) £1,423.68 Mr R Sinclair – refund official phone 811432 (101038) £ 49.22 Mr R Sinclair – refund 50% B/B 25/4-24/5/10 (101036) £ 9.49 Hethersett PC – hire (litter pick 27/3//10) tools(101034)£ 10.00 CGM Norwich – VPF maintenance, April 2010(101037) £ 195.64 Parochial CC -1st 50% Annual Maint Grant (101039) £ 650.00</p> <p>With regard to receipts the Clerk reported the following:-</p> <p>Mike Yeomans-hire of pitch Sat.24/4 for vets match £ 22.50 SNC – 1st 50% of precept 2010/2011 £9,783.50 HAFC – football pitch hire for 3 matches in March and 4 matches in April 2010 £ 127.50</p>
MONITORING REPORT	<p>The Chair referred to the latest monitoring report, the first for the new financial year 2010/2011, and confirmed that all transactions and balances were in order.</p>
AUDIT	<p>The Clerk confirmed the commencement of the Annual (External) Audit for the Parish Council Accounts for the financial year 2009/2010 and said that all the necessary documentation for the Internal Audit had recently been passed to Sue Day.</p> <p>In conclusion the Clerk emphasised that the Parish Council – in order to meet the statutory deadline - must formally approve the Annual Return (including the Annual Governance Statement) by 30 June, which meant that this action would need to be undertaken at the next Parish Council meeting on 15 June.</p>
ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT	<p>It was reported that the Chair and the Clerk had - in early May – reviewed the effectiveness of the Internal Audit and were of the opinion that there were no areas requiring review, alteration or development. It was noted that Sue Day had in the order of thirty years experience in professional accountancy.</p>
ANNUAL REVIEW OF ASSETS REGISTER AND RISK ASSESSMENT	<p>It was agreed to postpone the review until the Parish Council meeting to be held on 15 June 2010.</p>
INSURANCE POLICY RENEWAL	<p>The renewal of the Parish Council's annual insurance policy was noted for the year commencing 1 June 2010 and the Clerk confirmed he would shortly ensure a copy of the Employers ' Liability Certificate would be displayed on the Village Hall noticeboard.</p>

	<p>The Clerk also drew attention to the recent notification received, from Came & Company, that the legislation changed from 1 October 2008 and there is no longer a legal requirement to keep out-of-date certificates. However it is recommended that a complete record of employers' liability insurance is retained as some diseases can appear decades after exposure!</p>
<p>DATE OF NEXT MEETING</p>	<p>The date of the next Parish Council Meeting was confirmed as being on Tuesday 15 June 2010 commencing at 7.30 pm in the Village Hall. There being no further business the meeting concluded at 9.35 pm.</p>
	<p>Chairperson.....</p> <p>Date.....</p>