

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 20 JULY 2010

PRESENT	<p>John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry, Wilf Chamberlain, Duncan Frazer (from 8.00 pm), Graham Tomlin and Joan Wheatley.</p> <p>Also present were County Councillor Daniel Cox, District Councillors Christopher Kemp and Garry Wheatley, and one member of the public namely Keith Woods.</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 Parish Council meeting held on 15 June 2010 were – subject to the addition of the word “forward” after carried, on line seven of the agenda item Internal Verification – on a proposal by Joan Wheatley 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 Chair for retention in the Parish Council records.</p>
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	<p>Asked to speak Keith Woods expressed considerable concern – including his and that of many other local people – at the restriction (by the Travellers’ camp) of their use of the eastern end of School Lane which is a public highway.</p> <p>John Heaser said it was doubtful if the footpath over the A47/NSB was now used at all due to the harassment by dogs and obstructions near the eastern end of School Lane.</p> <p>District Councillor Garry Wheatley said that a Protocol Meeting was to be held at County Hall on Friday 30 July to which he and John Heaser had been invited but, rather strangely, District Councillor Christopher Kemp had not!</p> <p>Garry Wheatley also said that the original intention was that the Travellers’ camp would be tolerated until the end of the current academic year (July) but the latest indications were that this timescale would be extended.</p> <p>Garry Wheatley added that the County Council was continuing to look to provide transit sites.</p> <p>District Councillor Christopher Kemp reported that Central Government had revoked the rules for the provision of permanent Traveller sites (by Local Authorities) and now such provision was only likely to be via planning permission granted to Travellers/ Gypsies themselves.</p> <p>Two potential Norfolk County Council (John Blunkell) transit sites were currently under consideration, namely on the A140 and also near the junction of the A47/A11.</p> <p>County Councillor Daniel Cox said that there were eleven Traveller children living at the School Lane camp and Norfolk County Council had to take into account a potential cost of in the region of £15,000 to £40,000 (legal costs etc) of relocation – which could transpire to be not far away.</p> <p>Secondly Keith Woods asked what was the situation with regard to the drain leak at the junction of Green Lane and School Lane as this remained unresolved after some considerable time. John Heaser replied</p>

	that this problem had been reported to Anglian Water on at least three separate occasions without remedial action being undertaken!
PROPOSED CYCLE PATH LINK	It was reported by John Heaser, that at this stage, there was no further progress to report.
PLANNING	<p>Since the last meeting the Clerk said that three application results (all for approval under delegated powers) had been received, namely:-</p> <ul style="list-style-type: none"> • Mr D Frazer for the proposed demolition of existing garage and construction of new two storey extensions to 77 School Lane (2010/0783). It was noted that the Parish Council recommendation for the fitting of obscured glazing to the new high level window on the southern elevation was not mentioned in the result notification. • Mr D Smith for the (small) proposed single storey extension to the front of 61 School Lane (2010/0819). • Proposed two storey extension at Freestone Cottage, Little Melton Road, Hethersett. It was confirmed that this development was outside the boundary of Little Melton but that Little Melton Parish Council had been notified as it was close to the Parish boundary. <p>Concluding the Clerk also said that the result of the outstanding appeal by Mr Leeming (acting for Gable Developments Ltd) to the Department of Communities for Local Government against the SNC decision in respect of Villa Farm, Watton Road, Bawburgh (2009/1990) remained unknown.</p>
PARISH AMENITIES	<p>PRE-SCHOOL NURSERY SITE EXTENSION</p> <p>It was reported that following receipt of grant aid the PSN extension works had mostly been finished week beginning 12 July. It was noted that some work had still to be completed.</p> <p>Stewart Cable said it was essential that emergency exit routes from the Village Hall were retained unobstructed – such as in the event of a fire – and John Heaser agreed to speak to Wendy Gilyead about this issue.</p> <p>FUTURE OF LOCAL TELEPHONE KIOSK</p> <p>It was confirmed that, since the last PCM, the owners of Cornerways (Mr and Mrs Etheridge) had been informed of the proposed siting of the bench seat and parish notice board just outside the boundary of their property – once the telephone kiosk had been removed by BT. Mr and Mrs Etheridge had expressed no objection to the siting which would be close to their tall boundary hedging on School Lane.</p> <p>Consequently the Clerk had then sought the approval of Norfolk County Council, the local Highway Authority, to the siting on highway property and, after completion of the appropriate consent form, the Parish Council had received, on 18 July, consent to place the street furniture on the public highway at the above mentioned location.</p> <p>So now all the necessary approvals etc had been obtained the next course of action was awaited – this being by BT when the telephone kiosk would be removed, probably in September or soon after.</p> <p>In the meantime the Clerk was instructed to seek quotations for the construction and erection of the new notice board (similar to the existing notice board near the village shop).</p> <p>FOOTBALL PITCH HIRINGS UPDATE – HAFC</p> <p>The Clerk reported the approval of the Parish Council to:-</p> <ul style="list-style-type: none"> • U13s training on the village playing field on Friday 13 August and, then every Wednesday evening commencing 18 August until it gets

dark.

- The hiring on Saturday 3 July (am) for an adult match.

So one receipt of £23.50 would be received soon and it was confirmed that the training sessions would be free of charge.

VILLAGE HALL EXTERNAL EMERGENCY DOORS

The Clerk reported the recent problem with the security of two pairs of doors on the western elevation. One pair – those nearest the car park – had been resolved by SSGE and the second pair was awaiting resolution by SSGE.

VILLAGE HALL HIGH LEVEL WINDOWS

The Clerk reported the receipt, to date, of three quotations for the replacement of the existing timber windows with white UPVC windows.

These were from:-

- SAS Installations at a cost of £1,743.70 gross/£1,484.00 net.
- Windows Plus at a cost of £2,372.55 gross/£2,019.19 net.
- Peter Herwin at a cost of £2,134 (not registered for VAT).

Quotations were awaited from the four other contractors asked to submit quotations.

Bearing in mind that the next PCM was not until 7 September, the Parish Council instructed the Clerk to accept the lowest quotation, once the return date of 31 July for quotations had expired.

After some discussion of whether all of the six windows required the bottom sections to be openable it was agreed that there was no need for the end two windows (outside drainpipes restricted normal operation) to have opening sections and therefore only the four “inner” windows would be openable at the bottom.

PLAY EQUIPMENT

The Clerk reported the recent requests to John Symonds asking him to carry our work as follows:-

- varnishing the notice board near the shop (done)
- painting the low barrier to the swings nearest the Village Hall (done)
- rectifying the loose vertical half log panels – some work done but a longer term solution might be to line the inside of the turrets with panels of ply (or similar), and
- painting of the springy tractor (to be done in situ as tractor cannot be removed).

The Clerk added that an invoice will be submitted, from John Symonds, for payment when all the work is complete.

With regard to the safety tiling in the young children’s equipment area the Clerk confirmed the ordering of 15 new tiles on 24 June. It was anticipated that approximately 5 new safety tiles would replace existing for each of the three years beginning 2010.

In respect of this year’s envisaged replacement tiling and other maintenance work the Chairman suggested the setting up of a local working party so that any recommended work was completed prior to this year’s ROSPA Annual Safety Inspection. It was agreed that a precise date and time for the soon to be convened working party would be agreed by email.

It was noted that to date – other than Parish Councillors – no volunteers had been made known to the Clerk of the Parish Council.

Concluding discussion of this item the Clerk drew attention to the recent

	<p>telephone request he received from Jill Margaillan of Elm Farm, School Lane, who had asked if she could have (she would make a donation) the old safety tiles once these were removed from under the young children's play equipment on the village playing field. As it was envisaged that these would probably be reused to increase the area of safety tiling around some smaller items of equipment the Clerk was informed that he should inform Mrs Margaillan, that for the present no second hand tiling was available.</p> <p>LICENSING ACT 2003 – STATEMENT OF LICENSING POLICY REVIEW</p> <p>The Clerk drew attention to the email of 19 July, from SNC, and said that the content and implications of this was the responsibility of the Village Hall Management Committee, and in consequence he had forwarded this email to Jean Chamberlain.</p>
<p>SIGNIFICANT HOUSING DEVELOPMENT PROPOSED FOR THE NORTH OF HETHERSETT</p>	<p>The Clerk confirmed:-</p> <ol style="list-style-type: none"> 1. The receipt of a letter from SNC explaining that a request had been received, by the District Council, for an EIA Scoping Opinion in preparation of development at Hethersett. This process is part of the full planning application process. 2. The above letter was accompanied by (a) a copy letter from Bidwells (acting on behalf of Hethersett Land Ltd) to SNC stating the proposals now relate to (only) 1100 dwellings rather than the 4,000 new dwellings on which SNC had, on 23 April 2010, offered its formal scoping opinion, (b) Bidwell's 36 page EIA Scoping Report, and (c) an A3 sized location plan of the proposed development. 3. A letter dated 9 July from John Thompson and Partners updating the Parish Council about the progress of the proposals for land towards the north of Hethersett, and enclosing the first in a series of their newsletters. The letter confirmed that Hethersett Land Ltd had written to SNC to request their Formal Scoping Opinion for the 1100 (new) houses. <p>It was agreed that the Chair would draft a letter to go to SNC stating the views of Little Melton Parish Council in relation to the proposed development so that these comments can be taken into account (consistency) when a planning application is submitted.</p> <p>The Clerk also drew attention to press reports (EDP 12 and 14 July) which said residents are to get their say on plans to build thousands of new homes in South Norfolk, after it emerged almost 900 sites have already been put forward by landowners.</p> <p>Concluding discussion of this item John Heaser referring to the Norwich Green Travel Map, and particularly in relation to the "lethal" route along Hethersett Lane/Colney Lane (Hethersett) asked County Councillor Cox what were the traffic implications anticipated for Little Melton especially for cyclists and pedestrian provision.</p>
<p>HIGHWAYS</p>	<p>MILL ROAD FLOODING</p> <p>The Clerk confirmed that he had emailed Chris Doggett (Chair) of the Parochial Charity to ask if a trash screen, to help prevent debris etc being washed into the downstream drainage pipe, was to be placed in the allotments ditch, near the Great Melton end but as yet no response had been received. John Heaser said that he would speak to Chris Doggett on this issue.</p>

John Heaser said that he was aware that Bob Edwards (Norfolk County Council) had attempted to conduct a camera survey some weeks ago but had not been notified of the outcome despite him emailing Mr Edwards within the last week.

TRAVELLERS' CAMP

It was reported that a number of complaints, regarding harassment by dogs etc, continued to be received – the most recent being from Dr Andrew Cobb of 1 Elm Close, Little Melton.

It was also noted that a Case Conference/Stakeholders Meeting was to be held at County Hall on 30 July.

The Clerk, in addition, mentioned that the Notes of the SNC Consultation with Town and Parish Council Clerks, held on 9 June, stated that a number of Clerks had raised the question as to whether the District Council can charge for the recovery of sites used as unauthorised temporary sites by Gypsies/Travellers.

HIGHWAY RANGERS

The Clerk referred to the email of 8 July, from NALCs, regarding the HR Scheme operated by Norfolk County Council. This service/scheme, it is anticipated, will be introduced as widely as possible, from August 2010. One of the actions/measures the project is looking into is new ways for local councils to log highway and “streetscene” needs – in advance of a visit by the rangers.

The project is linked to a wider review of Highway Services and further information is awaited in due course.

It was noted that a NALCs event is to be held on Wednesday 4 August, from 10 am to 12 noon at Thorpe End Village Hall to discuss etc.

Concluding Daniel Cox explained that there would be a locally based HR Officer who would be looking to address local odd jobs.

WYMONDHAM TO NORWICH BUS STOP INFRASTRUCTURE – IMPROVEMENTS

The Clerk referred to the letter, dated 12 July, received from Norfolk County Council Highways, County Hall, which explained that a number (8) of bus stops in Little Melton, along School Lane, are to be improved or introduced. These will be DDA compliant.

As an initial measure to establish new bus stops only posts with bus flags will be installed. However the proposed two new bus stops that would be located within grass verges will be formalised immediately so that they are fully accessible. Hence these two, on the south side of School Lane, are to be formalised, ie constructed, with textured paving etc.

Currently the works are proposed for construction commencing January 2011.

After some discussion of the implications of these proposals the Clerk was requested to respond that the two bus stops (one either side of the road) very near the local school would cause problems for safety – especially children’s safety - and cause traffic blockages and therefore the Parish Council was strongly recommending that these two (new) bus stops should not be provided.

Also the envisaged removal of the public telephone kiosk and the subsequent erection of a bench seat and new notice board in the vicinity of the bus stop near the crossroads would be drawn to the attention of the NCC.

LOCAL GOVERNMENT REVIEW – UPDATE	District Councillor Kemp said that at present there was nothing further to report other than (a) there will be consequential Norwich By Elections on 9 September, and (b) the issue will arise again in the future. In consequence it was agreed that there no need to retain this item on future agendas.														
GNDP - UPDATE	<p>The Clerk confirmed that since the last Parish Council meeting he had received:-</p> <ol style="list-style-type: none"> 1) A letter from GNDP headed up JCS for Broadland, Norwich and South Norfolk: Focused Changes including Housing Delivery Consultation 19 July–30 August 2010. This additional six week consultation seeks to address and provide clarity to the issues raised by the Inspector at the Exploratory Meeting on 13 May 2010 and should make the Submission JCS legally compliant and “sound”. 2) A letter, from GNDP, dated 16 July which advises the Parish Council that the GNDP will be publishing a Statement of Focused Changes to the JCS for Broadland, Norwich and South Norfolk and inviting representatives on this statement over the period 19 July to 30 August 2010. <p>District Councillor Christopher Kemp said that the Parish Council could expect to receive information, probably in August/September, including maps identifying the location of potential development, upon which the Parish Council would be requested to provide its comments. A consultation period was likely to run, for two months, from the middle of September.</p>														
DISTRICT, COUNTY AND REGIONAL DOCUMENTS	On this occasion there were no documents to report.														
CLERK OF THE COUNCIL’S CORRESPONDENCE	<p>The Clerk referred to his schedule of correspondence, as at 14 July, sent to Parish Councillors with the agenda and drew attention to further correspondence received since that date, which included an email of 20 July, from PCSO Tim Philpott, which reported that there were no reported crimes in Little Melton during the period 1 May to 19 July.</p> <p>In addition District Councillor Christopher Kemp gave early notification of a short (advice) session on the Standards of Conduct of Parish Councillors – to be held at Cringleford on Thursday 14 October beginning at 6.45 pm. It was noted that the session was open to any Parish Councillor or Clerk of the Council to attend.</p>														
BILLS/RECEIPTS	<p>On a proposal by Stewart Cable, which was seconded by Tony Berry, and agreed, the undermentioned invoices were authorised for payment:-</p> <table border="0" style="width: 100%;"> <tr> <td>CGM Norwich–VPF maint. June 2010 (101045)</td> <td style="text-align: right;">£ 195.64</td> </tr> <tr> <td>HM Revenue & Customs–Inc Tax-1/4 to 30/6/10</td> <td></td> </tr> <tr> <td>less £75.27 refund (cheque no 101044)</td> <td style="text-align: right;">£ 255.03</td> </tr> <tr> <td>Mr R Sinclair–refund 50% B/B 25/6-24/7/10 (101046)</td> <td style="text-align: right;">£ 9.49</td> </tr> <tr> <td>Mr R Sinclair-Clerk’s salary 1/4-30/6/10 (101047)</td> <td style="text-align: right;">£1,321.21</td> </tr> <tr> <td>Mr R Sinclair-Expenses 1/4-30/6/10 (101048)</td> <td style="text-align: right;">£ 29.53</td> </tr> <tr> <td>Mr R Sinclair-refund official telephone 811432 (101049)</td> <td style="text-align: right;">£ 44.57</td> </tr> </table> <p>The Clerk added that the receipt of a further two invoices was awaited soon, namely (a) from Smith Bros for the purchase of 15 new safety tiles, and (b) from John Symonds for his undertaking of various small repair/maintenance jobs, mostly on the village playing field.</p>	CGM Norwich–VPF maint. June 2010 (101045)	£ 195.64	HM Revenue & Customs–Inc Tax-1/4 to 30/6/10		less £75.27 refund (cheque no 101044)	£ 255.03	Mr R Sinclair–refund 50% B/B 25/6-24/7/10 (101046)	£ 9.49	Mr R Sinclair-Clerk’s salary 1/4-30/6/10 (101047)	£1,321.21	Mr R Sinclair-Expenses 1/4-30/6/10 (101048)	£ 29.53	Mr R Sinclair-refund official telephone 811432 (101049)	£ 44.57
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	There were no receipts to report on this occasion.
MONITORING REPORT	It was confirmed by John Heaser that the monitoring of the Parish Council's finances continued to be satisfactorily undertaken and therefore all transactions and balances were in order, ie. the Parish Council had – for the rest of the financial year – sufficient income for the projected expenditure.
INTERNAL VERIFICATION	Duncan Frazer reported the successful undertaking of the Internal Verification for the period mid December 2009 to mid March 2010. The Clerk explained that the latest Internal Verification had fallen behind, in terms of early action, as a consequence of some of the information/documentation being required for the undertaking of the Annual Audit. However it was now envisaged that the next IV for the period mid March to mid June 2010 would be carried out prior, and reported, to the next Parish Council meeting on 7 September.
ANNUAL AUDIT UPDATE	The Clerk said that – following the sending of all the necessary completed documentation to Mazars, the External Auditors – he had nothing further to report other than the display on the parish noticeboard of the required public statutory notice.
ANNUAL REVIEW OF ASSETS REGISTER AND RISK ASSESSMENT	It was agreed that consideration and the annual review of these two documents should be deferred to the next Parish Council meeting to be held on Tuesday 7 September 2010.
DATE OF NEXT MEETING	The date of the next Parish Council meeting was confirmed as being on Tuesday 7 September 2010 commencing at 7.30 pm in the Village Hall. There being no further business the meeting concluded at 9.12 pm.
	<p>Chairperson.....</p> <p>Date.....</p>