

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 19 OCTOBER 2010**

<b>PRESENT</b>	John Heaser (Chair), Tony Berry, Wilf Chamberlain and Graham Tomlin. One member of the public was present, namely Chris Starr.
<b>APOLOGIES</b>	Apologies for absence were received from Stewart Cable (ill), Duncan Frazer (working away) and Joan Wheatley. Also apologies were received from District Councillors Christopher Kemp and Garry Wheatley and County Councillor Daniel Cox, who had stood down as Leader of the Council, and is due to stand down as the local County Councillor in the near future.
<b>DECLARATIONS OF INTEREST</b>	The Chair asked if any member(s) wished to declare an interest in an item/items on the agenda. No declarations were forthcoming.
<b>MINUTES</b>	The minutes of the Parish Council meeting held on 7 September 2010 were, on a proposal by Wilf Chamberlain 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.
<b>PUBLIC PARTICIPATION</b>	At the invitation of the Chair Chris Starr indicated that he wished to speak in respect of possible housing development, especially for the elderly, within the village, but at the suggestion of John Heaser Chris Starr agreed to discuss this under the agenda item "LDF Sites suggested for development in Little Melton by landowners and developers etc."
<b>BUS STOP (DDA) IMPROVEMENTS</b>	The Clerk reported the telephone call, from Daniel North at Norfolk County Council, which informed the Parish Council that NCC are prepared to relocate the proposed Bus Stop 21 slightly further north, subject to the views of the residents who live at 89 and 91 School Lane. The Safety Team at NCC had not objected to the slightly revised location. With regard to the suggestion to relocate Bus Stop 22 (east side of School Lane) a little further to the north Norfolk County Council did not agree and therefore the siting would remain as originally envisaged. The Clerk added that Daniel North had informed him that he had looked at the proposed locations on site and also that it was now anticipated that the works are likely to go ahead earlier – probably in November. It was also reported that Daniel North had also confirmed that the originally envisaged Bus Stops 17 & 18 (which were to be located close to the local school) had been omitted from the scheme. It was further noted that Mrs Ewles of 25 School Lane had again spoken to the Clerk and District Councillor Garry Wheatley to express her view that the scheme should retain Bus Stops 17 & 18, which, as mentioned above, had been removed from the scheme.
<b>PLANNING APPLICATIONS</b>	The Clerk reported the result of the application submitted by Mr D Holmes proposing a conservatory to the rear of 12 Ringwood Close (2010/1466). The result was approval by SNC, subject to two "standard" conditions.

	<p>Next the Clerk confirmed the Parish Council recommendation (no views or comments) in respect of the applications submitted by (a) Mr &amp; Mrs J Webb of 3 Manor Farm Barns, School Lane proposing a new access bridge over a ditch (bottom section of School Lane) with associated works and also proposed erection of garden shed (2010/1624) and (b) Mr &amp; Mrs Lovick for a large single storey rear extension to Carraig Eden, Burnthouse Lane (2010/1645)</p> <p>Thirdly the Clerk requested that the Parish Council provide its recommendations on the recently received application from Mrs Jill Margailan proposing the reproofing of existing roofs of the main barn and main barn rear lean-to section and also the rebuilding of existing lean-to section at rear of main barn at Elm Farm, 32 School Lane. It was noted that some of this work had already gone ahead and that the barn was a Grade 2 Listed Building.</p> <p>After viewing the drawings and some discussion the Parish Council instructed the Clerk, to respond to SNC, “no views or comments”.</p>
<b>GNDP UPDATE</b>	<p>It was confirmed that the consultation on the first stage of the Site Specific Policies and Allocations is taking place from 1 September through to 19 November and the Parish Council was asked to submit its initial thoughts on (1) possible sites – that have been put forward by landowners, developers and others – for development within that timescale, and (2) potential development boundaries within which new development will be focused.</p> <p>It was also noted that the Parish Council had received a notification, via email, that there was a one week extension – from 8 October to 15 October – for Responses to Inspectors Matters (Core Strategy Examination).</p>
<b>HOUSING DEVELOPMENT PROPOSED NORTH OF HETHERSETT</b>	<p>The only correspondence received since the last Parish Council meeting had been a paper copy of SNC’s formal response to a Scoping Opinion submitted by Agents, Bidwells.</p> <p>Whilst noting the direct, indirect and secondary effects of the proposal for 1100 new dwellings SNC state that some additional points need to be considered for the Scoping Opinion/EIA submitted on behalf of Hethersett Land Ltd.</p> <p>John Heaser added that some account seems to have been taken of the points he had made – on behalf of Little Melton – particularly in relation to consequent traffic implications.</p>
<b>LDF – SITES TO BE PUT FORWARD FOR POTENTIAL DEVELOPMENT IN LITTLE MELTON.</b>	<p>As this was the last Parish Council meeting before the submission of the Parish Council’s views (to SNC) by 19 November the Chair requested the views/comments of the Parish Councillors present (no other comments/views had been received) on (a) the level of development that should – for the period up to 2026 – be put forward for Little Melton, and (b) where it would be best for the development to be located.</p> <p>The Chair began by referring to the SNC LDF presentation/consultation event held on 6 October at the Village Hall – which had been quite well attended with approximately 73 people going to the event.</p> <p>The Chair also noted the statement in the email of 11 October from Simon Marjoram of SNC which said “I think we are giving out the consistent message that it is likely to be at least 20 units but not <i>likely</i> to be more than 100”. This would be part of the 1,800 new dwellings envisaged throughout South Norfolk in smaller settlements.</p>

Continuing John Heaser said that under SNC policy Little Melton is categorized as a Service Village, but that it should also be borne in mind that our village is part of the Norwich Policy Area within South Norfolk.

Discussion then ensued on the main issues of concern to Little Melton and it was agreed that the following should apply:-

- a maximum of 30 new homes to be recommended,
- Little Melton to be looked at in conjunction with Hethersett, and
- traffic implications must be a major consideration.

Attention then turned to the question of where it was thought that new development should be sited and, looking at the maps of sites suggested by Landowners and Developers for the LDF, and after undertaking considerable discussion, it was agreed - on a proposal by Tony Berry, which was seconded by Graham Tomlin, and unanimously agreed - the following sites would be put forward to SNC for development, (a) 619a, i.e. land immediately south of Ringwood Close, and (b) 619b, i.e. small area of land south of Ringwood Close and north of Great Melton Road.

The Parish Council appreciated that although it would be seeking a maximum of 30 new dwellings should SNC override local opinion and decide that a higher level of development has to be allocated, then the next/reserve site to be put forward by the Parish Council would be 104, i.e. immediately north/east of Gibbs Close.

In addition the Parish Council would strongly make the point that the possible industrial/commercial development of 950b to the north of Hethersett and in/close to the south/west corner of Little Melton would be far better located where it could be serviced by main roads, such as at Thickthorn.

Invited to speak Chris Starr asked if it could be mentioned, in the Parish Council's response, that a small development of sheltered housing was sought. In noting this request the Parish Council's response was that this request would be included but that it was envisaged the matter of funding could well be an issue as it was known that Saffron Housing were not interested in such provision.

**PARISH AMENITIES**

**FOOTBALL PITCH HIRINGS**  
 The Clerk confirmed the receipt of a cheque (from HAFC) in the sum of £63.00 for four youth matches played in September. In addition the Clerk reported that he had been notified by HAFC that it was expected eight matches (2 adult and six youth) would be played, on the village playing field pitch, during October – hence a receipt of £141.50 was anticipated, probably to be reported to the Parish Council meeting to be held on 30 November.

**VILLAGE HALL RELACEMENT HIGH LEVEL WINDOWS**  
 The Clerk confirmed the satisfactory (as far as could be determined) completion of the supply and fitting of the six high level windows on the western elevation.

**PLAY EQUIPMENT MAINTENANCE**  
 John Heaser – who had been present at the inspection – reported the undertaking of the Annual Safety Inspection for 2010 on Tuesday 28 September. Although generally the outcome was expected to be that the condition of the equipment was good some items would need maintenance/remedial action.

In addition John Heaser had noticed that a few molehills had recently appeared (three in the young children's play area and one on the

football pitch) and had therefore asked the Clerk to get the mole catcher to remove as soon as possible. Subsequently this service had been undertaken by Keith Sturman, who had caught two moles at a cost of £90.00. Mr Sturman had told the Clerk that, for the moment, he thought that he had caught all the moles.

Although the formal Annual Report had yet to be reported to the Parish Council it was agreed that once received the Clerk would immediately ask the contractor (NGF) to (a) replace the defective log/logs to the log walk equipment, and (b) ensure that the bolts to the swing seats (nearest the Village Hall) were properly secured.

#### PRE-SCHOOL NURSERY

Other than being made aware that the contractors had still to return to rectify some outstanding work defects there was nothing further to report in respect of the new garden area.

#### PROPOSED NEW ALLOTMENT PROVISION ETC.

Wilf Chamberlain and John Heaser drew attention to this potential provision and their attendance at a site meeting – together with Gert Smed, Chris Doggett and Jean Chamberlain – on 9 October. The land in question was the field (approximately up to level with the tennis court) adjacent to the west side of the village playing field and the proposal included allotments, parking for the church users, possible recycling facilities and a possible wildlife/pond area.

It was noted that the land belongs to the Lombe Estate and it was understood that the Parochial Charity would – as with the existing allotments – be willing to administer/manage such provision.

#### PAROCHIAL CHARITY – PARISH COUNCIL TRUSTEES

The email of 12 October, from Chris Doggett to John Heaser was reported and it was noted that it would be necessary to reappoint Chris Doggett in 2011 (unless someone else was willing to stand), and to consider a replacement for Norman Duffield, who would be standing down in January 2011. Hence the reappointment/replacement of the two nominated Parish Council trustees (of the five trustees comprising the Parochial Charity) will be necessary in 2011.

The Parish Council unanimously agreed – on a proposal by Wilf Chamberlain, which was seconded by Graham Tomlin – to report back to the Parochial Charity (a) that it was unaware of any parishioner willing to replace Norman Duffield in early 2011, (b) that Chris Doggett's term of office from 1/8/07 to 31/7/11 is (belatedly) formally confirmed, and (c) that Chris Doggett continuing in office beyond 31/7/11 would be subject to the decision/confirmation of the Parish Council at a Parish Council meeting in the summer of 2011.

#### NEW NOTICEBOARD AND BENCH SEAT

The Clerk reported the receipt, on 13/10, of an estimate from Leslie Crowe, Hethersett, in the sum of £400.00 for a sapele hardwood, glass laminated lockable notice board, with 75mm wooden posts. The price includes three coats of Sadolins but does not include erection, which would be a further £50.00, making a total of £450.00. It was also noted that the work could be undertaken soon after Christmas.

After some discussion the Parish Council agreed – on a proposal by Tony Berry which was seconded by Graham Tomlin – and unanimously approved that the Clerk should accept Mr Crowe's estimate of £400.00 for construction. With regard to erection it was

agreed that – in order to minimise cost – this would be undertaken by the Parish Council.

Secondly John Heaser said he had recently spoken to Penny Watkin and had agreed for the donated bench seat to be provided with two rows of paving slabs.

In addition Graham Tomlin agreed to inform Sue Head and Jeremy Mills of the above impending action, which would then mean that the old poor condition notice board on the front of their boundary could be removed – hopefully early in the new year.

#### ASSETS REGISTER – ANNUAL REVIEW

#### RISK ASSESSMENT – ANNUAL REVIEW

It was reported that the existing documents of both the above had been emailed to Duncan Frazer for him to look into whether he thought any additions/amendments were necessary and then report his recommendations back to the Parish Council.

As Duncan was – due to work commitments – currently working away from the county and therefore not in attendance at the evening's meeting, no response had been received and, in consequence it was agreed that these Annual Reviews be postponed until the next Parish Council meeting on 30 November.

#### VARIOUS

Also reported:-

- Following the undertaking of a risk assessment in mid October in accordance with the recommendations contained in Being a Good employer (a guide for parish and town councillors) on the Clerk's "office" area, by the Chair, it was confirmed that the Clerk's current cable broadband provision is to be replaced with wireless broadband provision.

It was noted that financial provision within the current financial year's budget had been made (on the basis of 50% of the cost being borne by the Parish Council and 50% of the cost being borne by the Clerk) for the new equipment.

In addition the outcome had determined that the Clerk should have a new larger mouse, to facilitate improved use of this item of equipment and to lessen the potential for injury, particularly bearing in mind the Clerk's carpal tunnel problems. Hence a new mouse, at an approximate cost of £20.00, was to be ordered.

- \* With regards to the retention of Parish Council records (other than in manual form) the Chair said he would look into the possibility of loading important documents onto a (central) Yahoo records site.
- \* The replacement of the outer pane of glazing (which had been broken) to one of the emergency exit doors on the western elevation of the Village Hall.
- CGM Norwich reporting back that the flail cutting of the taller hedging along the southern and short section of the eastern boundary of the VPF will be undertaken over the winter months (when the hedge is dormant). The Parish Council has been informed that the tractor should not cause damage to the grass near the inside of the hedging.
- Barry Foster of Hethersett being asked to provide a rough estimate for the repainting of the village sign, including the restraining of the support wooden post.

	<ul style="list-style-type: none"> <li>The authority given for the Clerk to order another dog waste bin (financial provision in the current year's budget) – the location to be determined at another Parish Council meeting.</li> </ul>
<b>HIGHWAYS</b>	<p><b>PROPOSED CYCLE PATH LINK</b> The Chair said that there was no further progress to report.</p> <p><b>TRAVELLERS' CAMP UPDATE</b> John Heaser said he was to attend the next Stakeholders/Protocol meeting, to be held at County Hall on 22 October. This meeting would be held taking into account that (a) the Travellers had been given an ultimatum to remove a considerable number of their horses from nearby fields (the owner of which was less than happy) or face eviction, and (b) the Planning Inspector's rejection of South Norfolk Council's overall proposals for new Travellers' sites. John Heaser added that he was considering writing to the Chief Executive of Norfolk County Council to urge that the relevant Councillors and Officers (County and District) set up a (serious) policy to overcome the current division of responsibilities that continue to hinder early resolution of illegal Travellers' encampments. On a proposal by Wilf Chamberlain which was seconded by Graham Tomlin the Parish Council unanimously agreed to such a course of action.</p> <p><b>OTHER</b> Other highway matters reported were:-</p> <ul style="list-style-type: none"> <li>- Confirmation that NCC Highways are to send a letter, to Mr Eagle (tenant) requesting that he cut back the overgrown hedging along the long south/eastern section of Braymeadow Lane.</li> <li>- The reporting, to NCC, of potholes on Little Melton Road and in the mouth of The Ring, Braymeadow Lane.</li> <li>- The request, to SNC, that the missing nameplate "Little Melton Road" be replaced.</li> <li>- Notification, from NCC, that the Highway Rangers have now taken up their posts, across the county. It was noted that the HRs will visit communities up to four times a year and tackle what are termed "streetscene jobs".</li> <li>- The receipt of an O.S. map, from NCC, showing a change to the Public Rights of Way network – this one for FP4 at Colney. The Clerk explained that Little Melton had been sent this information because of being an adjacent parish.</li> </ul>
<b>CLERK'S CORESPONDENCE</b>	<p>The Clerk referred to correspondence received since 7 September and up to 13 October, as sent to Parish Councillors with the agenda, and drew attention to further correspondence received since that date.</p>
<b>DISTRICT, COUNTY AND REGIONAL DOCUMENTS</b>	<p>Documents reported were as follows:-</p> <ul style="list-style-type: none"> <li>-A letter dated 1 October received from SNC stating that the SN Gypsy and Traveller DPD has now been withdrawn from Examination.</li> <li>-A letter, from NCC, dated 14 September explaining an update on development of Norfolk's 3<sup>rd</sup> Local Transport Plan.</li> <li>-A legal Briefing, dated 21 September, from the National Association of Local Councils explaining the Future of the Standards Framework for Members of Local Authorities in England.</li> </ul> <p>It was thought a Localism Bill is likely to go before Parliament in October or November and that any new legislation would not come</p>

	into effect until at least July 2011.																														
<b>FINANCIAL</b>	<p><b>BILLS/RECEIPTS</b></p> <p>On a proposal by Tony Berry, which was seconded by Graham Tomlin, the undermentioned invoices were authorised for payment:-</p> <table border="0"> <tr> <td>Mr J Symonds-maintenance to play equip.(101057)</td> <td>£</td> <td>23.50</td> </tr> <tr> <td>Mazars-Audit fees 2009/2010 accounts (101058)</td> <td>£</td> <td>158.62</td> </tr> <tr> <td>HM Rev &amp; Customs-Inc tax 1/7-30/9/10 (101059)</td> <td>£</td> <td>330.30</td> </tr> <tr> <td>LM PCC-2<sup>nd</sup> 50% Annual Grant Chyd.maint.(101060)</td> <td>£</td> <td>650.00</td> </tr> <tr> <td>Mr R Sinclair-Clerk's remun. 1/7-30/9/10 (101061)</td> <td>£</td> <td>1,321.61</td> </tr> <tr> <td>Mr R Sinclair-Expenses 1/7-30/9/10 (101062)</td> <td>£</td> <td>80.29</td> </tr> <tr> <td>Mr R Sinclair-ref. 50% of B/B 25/9-24/10/10 (101063)</td> <td>£</td> <td>9.49</td> </tr> <tr> <td>West Norwich Credit Union (Keith Sturman)-mole Eradication (2) on VPF (101064)</td> <td>£</td> <td>90.00</td> </tr> <tr> <td>CGM Norwich-VPF maint. Sept. 2010 (101065)</td> <td>£</td> <td>195.64</td> </tr> <tr> <td>Mr R Sinclair-refund official telephone 811432(101066)</td> <td>£</td> <td>47.16</td> </tr> </table> <p>In addition three receipts were reported, namely:-  H AFC-hire football pitch 3 matches August 2010 £62.75  H AFC-hire football pitch 4 matches September 2010 £63.00  SNC-2<sup>nd</sup> 50% of Precept 2010/2011 £9,783.50.</p> <p><b>MONITORING REPORT</b></p> <p>It was confirmed by John Heaser that the monitoring of the Parish Council's finances continued to be satisfactorily undertaken and that all transactions were in order.</p>	Mr J Symonds-maintenance to play equip.(101057)	£	23.50	Mazars-Audit fees 2009/2010 accounts (101058)	£	158.62	HM Rev & Customs-Inc tax 1/7-30/9/10 (101059)	£	330.30	LM PCC-2 <sup>nd</sup> 50% Annual Grant Chyd.maint.(101060)	£	650.00	Mr R Sinclair-Clerk's remun. 1/7-30/9/10 (101061)	£	1,321.61	Mr R Sinclair-Expenses 1/7-30/9/10 (101062)	£	80.29	Mr R Sinclair-ref. 50% of B/B 25/9-24/10/10 (101063)	£	9.49	West Norwich Credit Union (Keith Sturman)-mole Eradication (2) on VPF (101064)	£	90.00	CGM Norwich-VPF maint. Sept. 2010 (101065)	£	195.64	Mr R Sinclair-refund official telephone 811432(101066)	£	47.16
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<b>AUDIT CONCLUSION</b>	The Clerk reported that the Annual Audit of the Parish Council accounts, for the financial year 2009/2010, had been concluded satisfactorily – the Public Notice for the Conclusion of the Audit having been displayed as required.																														
<b>PRECEPT 2011/2012-INITIAL THOUGHTS</b>	After a short discussion the Chair suggested that basically the Parish Council – in the current difficult circumstances – should look at a small increase (from 2010/2011) including 2% for inflation. This would produce a precept bid of approximately £20,244 which it was agreed should be discussed in greater detail and subject to confirmation/amendment at the Parish Council meeting on 30 November.																														
<b>DATE OF NEXT MEETING</b>	The date of the next Parish Council meeting was confirmed as being Tuesday 30 November 2010, commencing at 7.30 pm in the Village Hall. There being no further business the meeting concluded at 9.35 pm.																														
	<p><b>Chairperson</b>.....</p> <p><b>Date</b>.....</p>																														