

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 11 JANUARY 2011

PRESENT

John Heaser (Chair), Stewart Cable (Vice- Chair), Wilf Chamberlain, Duncan Frazer (from 7.45 pm) and Graham Tomlin.

One member of the public was present, namely Chris Starr.

APOLOGIES

Apologies for absence were received from Tony Berry, who was ill, Joan Wheatley and District Councillor Garry Wheatley (both on holiday) and District Councillor Christopher Kemp, who is recovering from his recent operation.

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 30 November 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 PARTICIPATION

No matters for discussion were raised under this item.

PLANNING

RESULT

The Clerk reported the result of Mr K Swann's proposed temporary (one year) Change of Use from shop to residential for Crossways Stores (2010/1840) which was Approval (5/12/10 to 11/12/10) subject to the use permitted ceasing on or before 31 December 2011 unless an application for the extension of the period of permission is approved prior to this date.

GREATER NORWICH DEVELOPMENT PARTNERSHIP

The Clerk confirmed the receipt via post and email – on 23/12 and 31/12/10 – of correspondence from Sandra Eastaugh, GNDP Manager, of what will happen next following the Examination in Public hearing sessions that were held from 9/11 to 9/12/10 at the Kings Centre in Norwich. A total of five documents which relate to the GNDP's JCS and the consultation requested by the Inspectors in respect of the proposed changes put forward by the Inspectors to the Strategy were also attached, it was noted.

No comments from the Parish Council were considered necessary

HOUSING DEVELOPMENT PROPOSED FOR NORTH OF HETHERSETT

It was noted that there was, at this time, nothing further to report.

LDF SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON

The Parish Council was unaware of any further information or progress concerning the sites for Little Melton.

PARISH AMENITIES

FOOTBALL PITCH HIRINGS

The Clerk confirmed the receipt of notification of dates for December 2010 and January 2011.

PLAY EQUIPMENT MAINTENANCE

In relation to the outcome of the 2010 Annual Safety Inspection the Clerk reported the NG & F quote of 14/12/10, in the sum of £981.13, for the supply and installation of a four tyre crossing (£435.00 for the purchase), which was thought to be rather costly.

Consequently and subsequently John Heaser had obtained another installation/erection quotation – from a Kelvin Davies – for the sum of £145.00, which represented a saving of at least £200.00.

In conclusion it was unanimously agreed that the Clerk would request Kelvin Davies to arrange the supply and installation of the new rope walk – the date of erection to be agreed later.

Bearing in mind that the date for the installation of the new equipment would be determined once the old equipment had been removed the Chair said he would Doodle all parish councilors (volunteers) with some optional dates for a working party to undertake the removal of the old defective rope log crossing – the likely date to be a Saturday morning during February. Finally Wilf Chamberlain reported that Jill Margailan had told him she would shortly make a donation, to the Parish Council, for her receiving some of the old safety mats removed from the young children's play equipment area.

VPF MOLEHILLS

Since the last Parish Council meeting three quotations for annual mole eradication had been sought and the responses were:-

Abate Ltd - £396.00 plus VAT

David Harris - £390.00

Trevor Western – declined to submit a quotation for work on a public playing field.

As the quotation from Abate Ltd included cover for any call outs plus as many follow up visits as necessary to clear up the activity targeted – as opposed to the David Harris quotation which was based on one visit per month – the Parish Council agreed to accept the quotation, from Abate Ltd, in the sum of £396.00 and instructed the Clerk to reply accordingly.

PROPOSED NEW ALLOTMENT PROVISION

Although there was no tangible progress reported it was noted that Chris Bond of Bidwells was expected to meet with trustees etc on site on Friday 14 January 2011.

It was also mentioned that a military oil pipeline (thought to be about 1.7 meters underground) was routed through the site and that therefore a distance of approximately three meters either side of the pipeline was safeguarded and because of this planning permission would be required for any development.

PAROCHIAL CHARITY – REPLACEMENT TRUSTEE

The Clerk reported that he had sent a reminder email to Chris Doggett on 7 January to which Chris Doggett had replied on 9 January, informing the Parish Council that he was hoping to put a proposed name forward by this Parish Council meeting. A further email had been received, from Chris Doggett, on 10 January and this requested that the Parish Council consider that Sue Day of 22 Ringwood Close be appointed as trustee to the charity – replacing the retiring Norman Duffield. With no other nominations having been put forward, the Parish Council – on a proposal by Stewart Cable which was seconded by Graham Tomlin – unanimously approved the appointment of Sue Day (as a Parish Council nominated Trustee) for a four year period in office. The Parish Council noted that the precise day of this appointment commencing was yet to be determined – the Clerk of the Council would therefore await receipt of this information from Chris Doggett (once the date of Norman Duffield's resignation had been resolved) and then formally confirm the appointment via a letter to Sue Day.

NEW NOTICEBOARD AND BENCH SEAT UPDATE

The erection of the excellent new bench seat (on the southern side of School Lane near the crossroads) donated by the Eagle family, in December, was confirmed. Grouting of the paving would be undertaken when the weather was suitable.

As regards the new notice board the Clerk said he would speak to Mr Crowe of Hethersett again and ascertain when completion of construction and delivery was to occur.

VILLAGE SIGN

The Clerk reported that he had approached Bernard Ambrose on 11 January and asked if he would be interested in undertaking maintenance work to the village sign but Bernard had declined to do so.

Fortunately Stewart Cable had subsequently said he would look into the cost of the, much needed, refurbishment of the sign and scroll metal pieces, including paint, providing the rubbing down and staining of the support post was undertaken by others. The Parish Council expressed appreciation of Stewart's willingness to carry out this voluntary work and noted that it could be some months (good weather) before the maintenance work was done.

VILLAGE HALL – POTENTIAL FUNDING FOR THE REPLACEMENT OF HIGH LEVEL LARGE WINDOWS AND FRONT DOORS

The email of 29 December, from Richard Smith, Chair of the Village Hall Management Committee, noted that the Parish Council – because of financial constraints - had put back its

Village Hall maintenance/replacement program for at least twelve months. Although the VHMC had yet to discuss its expenditure program for the forthcoming year Richard Smith had indicated that, subject to the VHMC's own needs and funding, it may be possible that the VHMC would be able to assist financially with the maintenance/replacement program for the Village Hall. So the Parish Council agreed that the Clerk should seek indicative costs for replacing (a) the main (currently wooden) front entrance doors, (b) the large high level windows at both ends of the balcony and (c) also the largish window on the northern elevation above ground and up to balcony level with double glazed units.

The Clerk was therefore requested to obtain these costs for the supply and fitting – if possible prior to 18 January – on the basis that the front doors and overhead glazing (immediately above the door) would be in hardwood and that the high level windows would be in white UPVC.

ASSETS REGISTER – ANNUAL REVIEW

Duncan Frazer confirmed that he had, together with the Clerk, undertaken on 4 January, the annual review and that as a consequence the donated seat near the crossroads, and the soon to be erected noticeboard (also near the crossroads) and dog waste bin (Great Melton Road) had been added to the schedule.

Discussion then ensued as to whether the figures should be increased for inflation but on this occasion it was agreed that items should not be increased in value.

RISK ASSESSMENT – ANNUAL REVIEW

Duncan Frazer reported that he, and the Clerk, had carried out the annual review on 4 January (including the additions mentioned above under the Assets Register Annual Review) and this was confirmed by the Parish Council with it being accepted that (a) the visual inspection of the trees around the village playing field would be carried out by the Spring Working Party which (b) would also make a detailed inspection of the village playing field young children's play equipment area.

HIGHWAYS

PROPOSED CYCLE PATH LINK LITTLE MELTON TO HETHERSETT

The Chair reported that he was unaware of any further progress but that he had written to all County Councillors to ask if they supported the proposed provision.

PROVISION OF GRIT BINS

The Clerk confirmed the recent locating of the grit bin (from stock) at the junction of Braymeadow Lane and School Lane.

Secondly the Clerk reported that John Symonds had asked, on 17 December, whether the Parish Council would be able to site a grit bin on the Village Hall car park. The Clerk had responded to John Symonds that this proposal had a number of implications and that the Parish Council had not budgeted for such provision and therefore it was not possible to accede to this request for the present. John Symonds had accepted this explanation.

Thirdly the Clerk drew attention to his recent lengthy conversations and correspondence in respect of Sheila Lothian (18 Ringwood Close) seeking Parish Council acceptance for a grit bin, purchased by local residents, in the front of her garden, i.e. on private property. Ultimately the decision for approval of this siting (provision by NCC of free supplies of grit) was the responsibility of Norfolk County Council Highways Department and this decision was awaited.

Lastly the Clerk drew attention to the two page advice sheet entitled "To Grit or Not To Grit" received, on 29 December, from Came & Company, the Parish Council's insurance company.

MAINTENANCE

The Clerk reported his email of 9 November and 5 January to NCC Highways listing the defects/maintenance requiring remedial action and added that earlier in the evening he had taken a telephone call, from Gary Overland, NCC Highways Engineer, who had apologized for the lack of action and now wanted a colleague to meet a couple of representatives of the Parish Council to go over the issues.

The Chair and the Clerk said that they would agree a mutual date and time to meet the officer from NCC.

BUS STOP IMPROVEMENTS

It was noted that no work had commenced on site as yet, and installation was therefore expected in the next few weeks.

Under this item Graham Tomlin and Chris Starr said that they understood that some parishioners were experiencing difficulty in getting the Flexibus service to pick up in the village. It was stressed

that this is a service operated on a request basis and therefore parishioners need to make the appropriate telephone call. The Clerk agreed to (again) include contact information in the next submission for inclusion in the Good News Magazine (March edition).

CLERK'S CORRESPONDENCE

The Clerk referred to his schedule of correspondence of 5 January, forwarded to all Parish Councillors, and the further correspondence received since then. In particular, attention was drawn to the Notice and Statement of Persons Nominated for the Humbleyard By-Election (replacement for Daniel Cox as County Councillor) which will be held on Thursday 13 January.

DISTRICT, COUNTY AND REGIONAL DOCUMENTS

The receipt of two documents (both circulated to Parish Councillors) was confirmed, namely:-

- Norfolk County Council's letter of 9 December – The Big Conversation.
- A ten page initial briefing (from the NALCs) following the publication of the Localism Bill.

In addition the Clerk referred to his attendance, on 10 January to the South Norfolk Neighbourhoods and Parish Council's Mini Conference "Working with Local Communities" held at Poringland Community Centre and gave a brief resume of business conducted.

SOUTH NORFOLK VILLAGE GAMES

John Heaser referred to his recent communications with Peter Steward, Hethersett Organiser, and to the request for Little Melton to participate by combining with Hethersett. This joining together of villages had been agreed to by Peter Steward and Laura Avenal, Rural Sports Development Officer at Active Norfolk and subsequently John Heaser had asked Sue Buffin to be the Little Melton representative – Sue Buffin has kindly agreed to attend the meetings of the Sports Association and to keep the PC informed.

FINANCIAL

BILLS/RECEIPTS

On a proposal by Wilf Chamberlain which was seconded by Graham Tomlin, the undermentioned invoices were authorized for payment:-

West Norwich Credit Union (Keith Sturman)-3 moles Nov/Dec 2010 (No 101074)	£ 135.00
HM Revenue & Customs-Income tax on Clerk's salary 1/10-31/12/10(No 101075)	£ 330.30
Mr R Sinclair-Clerk of the Council's remuneration 1/10-31/12/10 (No 101076)	£1,321.21
Mr R Sinclair-Clerk's expenses 1/10-31/12/10 (No 101077)	£ 32.86
Mr R Sinclair-Refund 50% of B/B 25/12/10-24/01/11 (No 101078)	£ 9.49
LM Community Trust-Fees for hire of VH for PCMs 2011 (No 101079)	£ 120.00
LM Village Stores-printing January 2011 LMPC Newsletter (No 101080)	£ 21.25

With regard to receipts the Clerk reported the banking of cheques, from HAFC, amounting to £47.25 (3 youth matches in November 2010) and £15.75 (one youth match on 12 December 2010)

MONITORING REPORT

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.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as Tuesday 15 February 2011, commencing at 7.30 pm. in the Village Hall.

There being no further business the meeting concluded at 9.05 pm.

Chairperson.....

Date.....