

LITTLE MELTON PARISH COUNCIL MEETING
at THE VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 20 FEBRUARY 2007 at 7.30 pm

PRESENT	Stewart Cable (Chairman), Duncan Frazer (Vice Chairman), Wilf Chamberlain, Rebecca Heaser and Joan Wheatley. District Councillor Garry Wheatley was also present for the duration of the meeting.
APOLOGIES	Apologies for absence were received from County Councillor, Judith Virgo, who was in hospital and District Councillor Christopher Kemp.
DECLARATIONS OF INTEREST	The Chairman asked if any members wished to declare an interest in an item, or items, on the agenda. No declarations of interest were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 16 January 2007 were – on a proposal by Wilf Chamberlain, which was seconded by Joan Wheatley – accepted as a true record of the business conducted. A copy of the minutes was therefore signed and dated accordingly by the Chairman for retention in the Parish Council records.
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	The Chairman invited those present to speak on any matters not included on the agenda. No comments or discussion ensued.
PARISH AMENITIES	<p>VPF ANNUAL PLAY AREA INSPECTION The Chairman reported the receipt - on 22 January - of an email, from Anne-Marie Howard of SNC stating that the report had been mailed to the Clerk of the Parish Council before Christmas and also (the admission) that this may not have arrived at the Clerk's address! Now the annual report, of some fourteen pages, had been received and the contents read and considered by the Chairman and the Clerk, the good news was that there were no findings in the "very high", "high" or "medium" risk categories. There was a small number of findings in "low" and "very low" risk categories, which were drawn to the attention of the Parish Councillors present and it was noted that appropriate action would be taken to address these matters shortly.</p> <p>VPF FOOTBALL PITCH HIRING The Clerk reported the recent receipt of a cheque, from Hethersett Wanderers, for £40-00 – this being for the hire of the football pitch for matches played on Sunday 28 January and Sunday 4 February.</p> <p>TENNIS (COURT) NET REPLACEMENT The Chairman confirmed – at last – the receipt in late January of the replacement tennis net, and subsequently, the two net restraining steel rods. The Chairman and Clerk said that they would be undertaking the removal of the existing and carrying out the fitting of the new equipment soon.</p>

	<p>DOG WASTE BIN (2ND)</p> <p>It was noted that the Parish Council had yet to be unequivocally informed that the school would definitely find it acceptable to have a dog waste bin sited on the grass verge fronting the school. In consequence Wilf Chamberlain would seek to clarify this matter and Rebecca Heaser would ask John Heaser (who was visiting the school very shortly) to also pursue this question. Should the Head Teacher/Governors not wish to have a dog waste bin immediately outside the local school the Parish Council agreed that the yet to be ordered second dog waste bin could be sited near to the 30mph signage on Great Melton Road. In the meantime the Clerk of the Parish Council was instructed to order the delivery of another new dog waste bin.</p> <p>VPF MAINTENANCE CONTRACT 2007</p> <p>The Clerk reported that three quotations (seven requested) had been received by the return date of 12 February. The three submitted quotations (excluding VAT) were:-</p> <ul style="list-style-type: none"> A & J Canham - £2,550-00, Ribbonsdale Nurseries - £2,115-00, GreenasGrass - £1,900-00. <p>It was mentioned that SNC had not provided a quotation as it could not offer a gang mowing service.</p> <p>With regard to A & J Canham's quotation it was noted that this had been submitted on the basis that the mowing of main grassed playing area (football pitch and surrounding areas) would not be undertaken by a gang mower and that a high speed rotary mower would be used.</p> <p>It was observed and agreed that the standard of maintenance for season 2006 – especially for the football pitch etc. – undertaken by Canham's had proved less than satisfactory. In view of the above and also as GreenasGrass's quotation was significantly less than the other two, and excellent references having been received, it was unanimously agreed, on a proposal by Wilf Chamberlain which was seconded by Rebecca Heaser, to accept the GreenasGrass quotation for the contract for the coming season.</p> <p>The Clerk was therefore instructed to promptly inform GreenasGrass accordingly so that the maintenance could commence in mid March.</p> <p>In addition and taking into account the necessity to have the hedge cutting – in accordance with DEFRA regulations carried out prior to 1 March – the Clerk had arranged for GreenasGrass to carry out this (urgent) work in the last week of February – at the prices submitted in the GreenasGrass quotation received on 25 January.</p>
<p>AFFORDABLE HOUSING</p>	<p>The Clerk confirmed the Parish Council's email response on 24 January to Anne Turner, Development Officer, Hastoe Housing Association and Anne Turner's reply of 2 February which provided a suggested article submission for inclusion in the March edition of the Good News Magazine. This item included</p>

	<p>the information that (1) interest in rented properties should be registered with SNC on their housing register, and (2) those interested in shared ownership properties need to register with Orbit Home Buy.</p> <p>Anticipated handover is now said to be 13 August 2007.</p>
<p>PARISH PLAN</p>	<p>It was reported that – in response to the Parish Council letters seeking (1) more visible policing, (2) connection to a mains gas supply, and (3) the reintroduction of a Post Office facility for Little Melton the following replies had been received to date.</p> <p>(1) MORE VISIBLE POLICING – letter of 7th February from Mr C</p> <ul style="list-style-type: none"> • Harding, Chief Executive & Clerk to the Norfolk Police Authority. This referred to:- • The central government’s last minute decision to • abandon earlier commitments to fund the deployment of the final stage of 91 of the total allocation of 280 Police and Community Support Officers. • The deployment of the Safer Neighbourhood Teams will be a significant step towards reconnecting the police to the public. • Little Melton will be part of a SNT and will be a recipient of a dedicated PCSO provided the right level of funding is agreed. • The committing to such expenditure, by the NPA, will not be made until at least June. • Since 1/4/06 Little Melton has been subject to 2 burglaries 1 vehicle crime, 3 criminal damage, and 6 other offences. <p>Related to this issue the Clerk read the letter received on 16 February from Chris Claydon, the new Sergeant for the B5 (Wymondham and Bowthorpe) Policing Sector Community Team which introduced the team, reported recent relevant crime figures etc and in addition mentioned that Sgt. Claydon was very willing to attend a Parish Council meeting.</p> <p>With this in mind the Clerk of the Parish Council was requested to send a letter in reply inviting Sgt. Claydon to the next Parish Council meeting, which would be held on Tuesday 10th April, and also asking if it was possible for a speed gun to be used in the village to monitor etc the speed of motor vehicles travelling through Little Melton.</p> <p>(2) MAINS GAS SUPPLY – letter dated 8th February and a second letter of 13 February from National Grid. These explained:-</p> <p>a. Under the terms of the Gas Act 1986 National Grid has a statutory duty to connect premises which are within 23 metres of a NG relevant main and are expected to consume 75,000 therms (2,196,000 kwh) p.a. or less.</p> <p>Little Melton is outside 23 metres of a relevant main. Therefore three options are available.</p> <p>1) NG can provide an individual quotation for supply to a property from nearest suitable gas pipe,</p>

	<p>2) similar to 1) but on a shared basis, i.e. with neighbours,</p> <p>3) It may also be possible to obtain an alternative quotation from other parties or another Gas Transporter (GT) to be granted a licence to convey gas in the area.</p> <p>It was noted that the costs to NG of providing the mains infrastructure for what is called “an infill” is apportioned to the householders on the results of a survey to assess the number that are likely to connect within twenty years of the new mains being laid (the number of new premises in the scheme is not therefore the determining factor).</p> <p>At the present time NG is unable to fund or contribute towards the capital cost of installing new gas mains. Consequently the costs of all extensions to the gas distribution network carried out by NG are fully rechargeable to the developers or the owners or occupiers of existing properties.</p> <p>(3) REINTRODUCTION OF VILLAGE POST OFFICE</p> <p>In response to the Parish Council letter of 28 January the Clerk referred to two letters from the Customer Care Centre of the Post Office at Barnsley – the second dated 16 February stating that PO Customer Care would not deal directly with the reintroduction of PO facilities in the Little Melton area.</p> <p>In consequence the Parish Council had been asked to forward all correspondence directly to the Network Programme Manager in London and this had been done by the Clerk of the Parish Council on 19 February.</p> <p>(4) RECYCLING FACILITY – VILLAGE INN</p> <p>It was reported that Graham Tomlin was still pursuing his enquiries.</p> <p>(5) PROPOSED WILDLIFE/NATURE AREA</p> <p>It was confirmed that a formal approach, via Bidwells who acted on behalf of the Lombe Estate, had drawn a blank in respect of the acquisition of an area of land within the parish.</p> <p>Subsequently it had been suggested to the proposer that an option might be to see if it was possible to consider a long term lease of the site in question and maybe through a direct approach to Edward Evans Lombe. A response was currently awaited to this suggestion.</p> <p>(6) PARISH COUNCIL COMMUNICATION</p> <p>It was noted that Stewart Cable was continuing to look into this issue.</p>
<p>HIGHWAYS</p>	<p>DRAINAGE FROM MILL ROAD THROUGH ALLOTMENTS</p> <p>Since the previous Parish Council meeting it was reported that the Clerk had formally notified the Southern Area Highway Office that the Parochial Charity Trustees (owners of the allotments) were not taking up the offer (from NCC Highways) of free labour and plant to undertake the cleaning out of the silt etc. in the allotment open ditch.</p> <p>The Southern Area Highways Office reply of 26 January from Mike Allfrey had received this news with some surprise especially as, it was contended, the residents of Mill Road are</p>

	<p>unlikely to accept that any flooding of the Mill Road highway is not the fault of NCC Highways. It is unlikely that the NCC offer of free labour and plant will continue to remain available. Concluding discussion of this matter the Chairman of the Parish Council reported that he had been informed that the Parochial Charity was to get some maintenance, near to the start of the open ditch in the allotments at the Mill Road end, undertaken by hand so that silt was removed to facilitate a lowering of the (stagnant) water in the ditch which in turn would allow surface water from the NCC drainage under Mill Road to flow easily through the allotments.</p> <p>TEMPORARY SAFETY CONES In addition Mike Allfrey's email of 26 January had responded in respect of the temporary safety cones along Great Melton Road (and also regarding the weight restriction signage). The safety cones relating to the recent haunching work undertaken on Great Melton Road, it was noted, were to be removed shortly as the work had been completed.</p> <p>WEIGHT RESTRICTION Mike Allfrey's email had reported that the situation in respect of the weight restriction signage and the ever increasing use of satellite navigation systems problems was noted. NCC had commented that the current restriction should be easy for the Police to enforce and that a plethora of signs would look unsightly and not be helpful. However it was further stated that consideration would be given, by NCC, to the signage issue.</p> <p>B.BROOKS (NORWICH) LTD Relating to the lack of compliance with the weight restriction signage the Clerk was asked to write to B Brooks (Norwich) Ltd and request that Brooks notify/remind outside contractors and foreign drivers etc that the weight restriction was in operation through Little Melton and the official routes should be adhered to.</p> <p>AMPHIBIAN MIGRATORY CROSSING GREEN LANE (ERECTION OF STANDARD WARNING SIGNS – FROGS AND TOADS – AND APPROVAL TO FIT WIRE MESH ON DRAIN GULLIES) The Clerk read the letter of response of 29 January from NCC Southern Area Highways Office which had reported that the County Council would shortly be arranging for the erection of appropriate warning signs. The question of the fitting of "chicken" wire on highway gullies was however a cause of concern to Mike Allfrey, the NCC Highway Engineer, and in consequence the Clerk of the Parish Council had forwarded a copy of Mike Allfrey's letter to John Heaser, the local contact/registrant for the Little Melton Toadwatch Group.</p>
PLANNING	<p>The only planning matter requiring noting, since the Parish Council meeting of 16 January, was that Mr Andy Parrott had</p>

	<p>sent a recent email to the Clerk of the PC seeking guidance prior to the submission of a planning application for an extension to Mr Parrott's bungalow at 15 School Lane, Little Melton. The Clerk had responded, on 16 February, via email providing some basic guidance and information taking into account that any details or formal submission by the applicant had yet to be received by the Parish Council for its comments/ recommendations.</p>												
<p>CLERK OF THE COUNCIL'S CORRESPONDENCE</p>	<p>The Clerk of the Council's correspondence, as notified to all Parish Councillors on the schedule appended with the agenda plus a few late additions, was noted and accepted. In particular the Clerk drew attention to:-</p> <p>SNC's email of 9 February informing the Parish Council of the replacement/cleaning of local road name signs.</p> <p>Possible Changes to LG in Norfolk - Parish Council's responses to NCC, SNC and Ruth Kelly, MP.</p> <p>Proposed revised Model Code of Conduct.</p> <p>Review of the Quality Town and Parish Council Scheme.</p> <p>Availability of grants for loft and cavity wall insulation.</p> <p>Mobile Police Office visit – Monday 5 March and Monday 2 April.</p> <p>Sustainable Communities Bill – progress,</p> <p>Wymondham Police letter of 16 February re Police Sector Community Team.</p> <p>Mobile Library Service – changes in timetable.</p>												
<p>BILLS/RECEIPT</p>	<p>On a proposal by Wilf Chamberlain, seconded by Rebecca Heaser, the undermentioned invoices were authorised for payment:-</p> <table border="0" data-bbox="657 1136 1572 1465"> <tr> <td>British Telecomms PLC – tel:811432</td> <td style="text-align: right;">£ 43 – 54</td> </tr> <tr> <td>Mr R Sinclair – refund 50% cost of Broadband for February & March 2007</td> <td style="text-align: right;">£ 18 – 98</td> </tr> <tr> <td>1 & 1 Internet Ltd. Domain registration to 27.01.08</td> <td style="text-align: right;">£ 8 – 21</td> </tr> <tr> <td>Mr R Sinclair – refund Norton anti virus renewal for year commencing 18.02.07</td> <td style="text-align: right;">£ 42 – 35</td> </tr> <tr> <td>Anglia & Midland Sports Ltd. – replacement tennis Net and tie rods (VPF)</td> <td style="text-align: right;">£148 – 05</td> </tr> <tr> <td>NRCC – Annual Subscription 01.04.07 - 31.03.08</td> <td style="text-align: right;">£ 25 – 00</td> </tr> </table> <p>One receipt was reported, namely in the sum of £40-00, from Hethersett Wanderers FC for the hire of the VPF football pitch for Sunday matches played on 28 January and 4 February. In addition the Clerk confirmed that, in accordance with Parish Council instructions, he had made arrangements for the creation of a separate Parish Council Barclays Bank account (Step Account) and £100-00 had been deposited in this account on 5 January this being the first annual payment (from the Parish Council's Barclays Bank Business Premium Account) for the Clerk of the Council's Gratuity.</p>	British Telecomms PLC – tel:811432	£ 43 – 54	Mr R Sinclair – refund 50% cost of Broadband for February & March 2007	£ 18 – 98	1 & 1 Internet Ltd. Domain registration to 27.01.08	£ 8 – 21	Mr R Sinclair – refund Norton anti virus renewal for year commencing 18.02.07	£ 42 – 35	Anglia & Midland Sports Ltd. – replacement tennis Net and tie rods (VPF)	£148 – 05	NRCC – Annual Subscription 01.04.07 - 31.03.08	£ 25 – 00
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<p>CONCLUSION OF AUDIT</p>	<p>The Clerk drew attention to the Audit Commission letter dated 5 February which had reported that the audit of the Parish Council accounts for the financial year 2005/2006 had been satisfactorily concluded with no comments or matters drawn to</p>												

	<p>the attention of the Parish Council by the External Auditor. In consequence and in accordance with the Accounts and Audit Regulations 2003 a “Notice of Conclusion of Audit and Right to Inspect the Annual Return” public notice had been publicly on display from 8 February and would remain so for the required fourteen days.</p>
<p>DATE OF NEXT MEETING</p>	<p>The date of the next Parish Council meeting was confirmed as being Tuesday 10 April commencing at 7.30 pm in the Village Hall.</p> <p>The date of the Annual Parish meeting – Tuesday 20 March from 7.30 pm – was also confirmed. Rebecca Heaser immediately tendered her apologies for this meeting. There being no further business the meeting concluded at 8.55 pm.</p>
	<p>Chairman</p> <p>Date</p>