

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 24 JULY 2007 at 7.30 pm**

<b>PRESENT</b>	Stewart Cable (Chairman), Wilf Chamberlain, Duncan Frazer (from 7.40 pm), John Heaser and Joan Wheatley. County Councillor Judith Virgo and District Councillor Garry Wheatley were also present as was District Councillor Christopher Kemp from 7.45 pm. In addition six members of the public were in attendance, namely Steve Harvey, John McDonald, Barry Paine, John Webb and son Joe Webb and Ann Wilkinson.
<b>APOLOGIES</b>	An apology for absence was received from Tony Berry due to his work commitments.
<b>DECLARATIONS</b>	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.
<b>MINUTES</b>	The minutes of the Parish Council meeting held on 19 June 2007 were, on a proposal by Wilf Chamberlain which was seconded by John Heaser, 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.
<b>PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION</b>	<p>The Chairman asked those present to speak on any matters not included on the agenda.</p> <p>(1) Steve Harvey, a resident of Gibbs Close, asked if the Parish Council was aware of the boundary responsibilities between the nearly completed affordable housing development and the existing residential properties immediately to the east. Mr. Harvey had made enquiries with Hastoe Housing Association and been informed that HHA were not prepared to upgrade existing fencing. It was suggested that Mr Harvey consult his deeds in order to determine responsibility via the site drawing which would normally indicate with a small "T" on the side of the boundary who had the responsibility for fencing.</p> <p>(2) A member of the public asked if the Parish Council was aware that there were rumours that the Anglian Bus Service 59 (Wymondham to N &amp; N University Hospital and return) is shortly to cease because Anglian had lost the contract. As clarity was needed on this issue the Clerk of the Parish Council was instructed to consult Norfolk County Council Passenger Transport Unit and seek to find out if Anglian are to lose the contract, and if so, which contractor will be getting the new contract and will the service continue without change.</p>

	<p>(3) The question was asked if the Parish Council would be prepared to support the local school's project to raise funding to extend and redevelop the playground. The project was looking to raise i.r.o. £10,000 and sponsors were therefore being sought to sponsor a brick at a cost of £35-00. The brick would be inlaid on the front wall of the new hall.</p> <p>On a proposal by Wilf Chamberlain, seconded by John Heaser, and unanimously agreed, the Parish Council approved the sponsoring of a brick. and agreed the wording to be "For the Village Future".</p>
<p><b>PARISH AMENITIES</b></p>	<p><b>DOG WASTE BINS</b>  The continuing question of where to site a third dog waste bin in the village was discussed.  In connection with this matter the Clerk read the letter of 8 July from Mrs Pauline Palmer, 50 School Lane, which made the Parish Council aware that Mrs Palmer had objections to the possible location of a dog waste bin to the front of her property, i.e. adjacent to the village sign.  After some discussion, and taking into account that – other than by Mrs Palmer – no feedback had been received from parishioners, it was agreed that a third dog waste bin would be sited along the eastern (cul-de-sac) section of School Lane but not in front or directly opposite a residential dwelling.  The Clerk was therefore instructed to order another new dog waste bin with the precise siting to be determined following receipt of the new bin.  With regard to the recent lack of emptying for approximately two weeks of the two existing bins it was confirmed that the emptying service by SNC had recommenced on the afternoon of Friday 20 July but as yet the Parish Council had not been informed why the normal contracted service had not been undertaken.</p> <p><b>VILLAGE HALL – REPLACEMENT DOORS</b>  Following the Parish Council's letter of 21 June to SSGE accepting their quotation, in the sum of £1,157.38 including VAT, SSGE had formally confirmed that they would be carrying out the work of replacing the double (emergency exit) doors on the western elevation (pair nearest the car park) – most probably towards the end of August or in early September.  The Clerk said he would ensure that Mrs Chamberlain, the bookings secretary, was notified once he was informed of the day the work would definitely be undertaken.</p> <p><b>BROKEN SEAT TIMBERS (PLAY AREA)</b>  Wilf Chamberlain said that following the obtaining of the materials he would shortly be arranging for the fitting of the new slats.  It was appreciated that this work should be completed prior to the Parish Council arranging for the impending annual play equipment area inspection.</p>

	<p><b>MOLES ON PLAYING FIELD</b>  It was observed that the mole problem had substantially reduced in the past month or two and in consequence there is no necessity for mole eradication treatment to be undertaken, at least for the present.</p> <p><b>DISABLED PARKING PROVISION – VILLAGE HALL CAR PARK</b>  The Clerk reported that Jean Chamberlain had recently informed him that she had received a complaint from members of the Meltonians that there are no designated disabled parking spaces on the car park to the Village Hall. According to the regulations the car park should have two marked and identified spaces; however the issue with the designated provision was the matter of monitoring in order to prevent abuse by non disabled users. It was noted that in the interim Jean Chamberlain had erected some temporary notices. Concluding it was agreed and noted that the Little Melton Community Trust would undertake the formal provision and also monitoring to ensure use of this provision was not abused.</p> <p><b>REVIEW OF VPF FOOTBALL PITCH CHARGES SEASON 2007/2008</b>  A review of the usage and hire charge for the letting of the football pitch for the season 2007/2008 took place and it was agreed that, at present, the pitch should only be hired out for regular matches on Sundays. It was also agreed, on a proposal by Duncan Frazer which was seconded by Wilf Chamberlain, that the Clerk of the Council should formally inform Hethersett Wanderers FC that (a) the hire charge for use of pitch for the forthcoming season (adult team) is to remain at £20-00 per match, (b) the Parish Council was not in a position financially to be able to fund the rolling of the pitch, and (c) the initial permanent pre-season marking of the pitch can be arranged by the Parish Council but would only be put in hand on the understanding that Hethersett Wanderers FC will fund 50% of the cost of £70-00 and forward a cheque in that sum to the Clerk prior to the order for the work being issued. The hire charge for the pitch to youth teams would remain at £10-00 per match.</p>
<p><b>AFFORDABLE HOUSING</b></p>	<p>The latest information, from Hastoe Housing Association, was that the Local Authority (South Norfolk Council) is struggling to find applicants – who fit the local connection criteria – for the rented two bedroom new properties. In consequence posters from HHA had been erected on the Parish Council notice boards etc. advertising for suitable applicants to register with SNC and to seek further details from Sarah Steggles, Area Housing Manager, HHA. Completion is still anticipated during August. The Chairman reported that after talking with Sarah Steggles</p>

	<p>he had given Parish Council approval to accept three “local” applicants taking into account the Section 106 criteria and the fact that if the Parish Council did not agree to these three applicants with local connections the Local Housing Authority (SNC) could accept anyone off the housing register within the South Norfolk area.</p> <p>The other matter relating to the affordable housing was reported by the Clerk – this being the recent enquiries by Mr Wallbridge of Gibbs Close, regarding what was probably security lighting on site but which he contended was street lighting. The Clerk read Mr Wallbridge’s recent emails. The Clerk had informed Mr Wallbridge that the lighting had been erected on private land (HHA land) over which Norfolk County Council, the Local Highway Authority, and the Parish Council had no control.</p> <p>Subsequently Mr Wallbridge had then asked if he could assume the cost of the operation and supply was also managed privately, in response to which the Clerk had recommended that Mr Wallbridge contact HHA direct for further information.</p> <p>Mr Wallbridge had then come back to the Parish Council again stating that he was disappointed that the Parish Council did not consider that the lighting was an important issue during the planning stage of the development (Mr Wallbridge had also thought that all Parish Councillors should visit the site to see, if in their opinion, the lighting is non intrusive and of a low level pollution.</p> <p>The Clerk explained that he thought the lighting in question was security lighting – although he appreciated that some might consider it more akin to street lighting as one of the lights in question was erected on a column, albeit much lower than a street lighting column. In addition it was not turned on all the time as Mr Wallbridge contended.</p> <p>The Clerk added that security lighting did not require planning permission.</p> <p>If Mr Wallbridge wanted to pursue the question of light pollution he would have to contact the Environmental Services Department at SNC but in the meantime the Clerk was requested to report the matter to HHA and ask that HHA arrange for removal.</p> <p>In conclusion it was noted that no near neighbours to the development had expressed any comments/complaints to the Clerk of the Parish Council and that Mr Wallbridge resided six residential properties away from the north/east edge of the affordable housing site.</p>
<p><b>PARISH PLAN</b></p>	<p>The Chairman, Stewart Cable, provided an update on various aspects of the PP and said that very little feedback had been received by the Parish Council. The single formal response, received by the Clerk, had amongst (other) complimentary comments, expressed a willingness to be connected to a mains gas supply – but unfortunately these had been the only</p>

	<p>householders who had stated that they would be prepared to do so at a current cost of approximately £5,300.</p>
<p><b>SCHOOL TRAVEL PLAN PROGRESS</b></p>	<p>The Clerk of the Council reported that, following his prompting email of 12 July, Philip Schramm, Engineer (Transportation Programmes), Planning &amp; Transportation Department at County Hall, had responded stating that Little Melton First School had been selected for a feasibility study for 2007/2008. The feasibility study would not include the suggested cycle way between Little Melton and Hethersett along Burnthouse lane as it was said to be too expensive. The feasibility study – which it was hoped to complete by the end of December – will therefore concentrate on the traffic calming request for School Lane and the missing section of footway along Mill Road.</p> <p>In conclusion it was anticipated that the school working group and the Parish Council will be consulted, with the results, sometime early in 2008.</p>
<p><b>HIGHWAYS</b></p>	<p><b>FLOODING OF MILL ROAD</b></p> <p>Following the last Parish Council meeting held on 19 June the Clerk had informed NCC Highways (Southern Area office) that heavy rain on 24 and 25 June had resulted in considerable flooding along Mill Road, from approximately the mouth of Gibbs Close to the allotments, and requested remedial action etc.</p> <p>The immediate response from NCC had confirmed the erection of flood warning signage and asked when the Parochial Charity would – as promised – be digging out the allotments ditch, in order to decrease the surface water level (in the allotments ditch) below that of the public highways discharge pipe into the open ditch.</p> <p>In consequence the Clerk had emailed Chris Doggett, Trustee of the Parochial Charity, and eventually on 19 July received a formal response which stated “Will give you a ring to discuss. It is true that there has been flash flooding but this is true in just about every village in the country. I think you have to keep a sense of perspective about this! I would understand if the water did not move but actually the flooding on Mill Road soon passed over. Water drainage will be relative the size of pipes etc etc”</p> <p>Hence there was no answer given to the Clerk’s question as to whether the maintenance work, that Chris Doggett had said would be undertaken at an early date, had been undertaken?</p> <p>To date the Clerk had not received a telephone call from Chris Doggett.</p> <p><b>REPLACEMENT ROAD NAME SIGNAGE</b></p> <p>The Clerk referring to his original request letter to SNC, of 11 December last, and his further prompting, had on 13 July received another email from Jim England, Address Referencing Officer, stating that the replacement nameplate for Mill Road (corner of village playing field) had been</p>

	<p>ordered on 5 June but had yet to be received from the SNC supplier but following receipt by Mr England will be erected on site a.s.a.p.!!!</p> <p><b>OVERGROWN HEDGING</b></p> <p>The Clerk referred to the telephone call he had taken on 2 July from a lady in Gibbs Close reporting that it was difficult for her and her two young sons to safely walk the Mill Road footway because of overgrown private hedges. In consequence the Clerk had had a friendly word with the owners of Field View, Chances and Cranbourne House. To date one owner (Chances) had cut his hedge back as requested.</p> <p>The Clerk added that he had also, at last, on 22 June been able to contact the owner of Cornerways on Burnthouse Lane and requested that his conifer front boundary hedge on the bend of School Lane and Burnthouse Lane be cut back to facilitate normal and proper vision of the Burnthouse Lane road sign especially for approaching drivers of vehicles.</p> <p>The Clerk added that if, following a formal letter of request to the owner, no remedial action was taken then the Parish Council could refer the matter to NCC Highways who could take enforcement action and charge the owner accordingly.</p>
<p><b>PLANNING APPLICATIONS</b></p>	<p><b>RESULTS</b></p> <p>(1) Mrs P Killigrew's proposal to build a new dwelling with integral garage on land opposite 4 The Close. This result (which SNC members had unanimously voted for approval, in contrast to the Officer recommendation) had been reported to the Parish Council meeting on 19 June but subsequently the Parish Council had been formally notified of the conditions that the approval was subject to.</p> <ul style="list-style-type: none"> <li>• No work shall commence on site until the detailed design for off site highway improvement works have been submitted to and approved in writing by the LPA (works to be completed prior to first occupation).</li> <li>• Prior to first occupation the proposed access/on site parking and turning area shall be laid out, levelled, surfaced and drained in accordance with the approved plan and retained thereafter free from any impediment to that specific use.</li> <li>• There shall be no additional window or other opening constructed at first floor level or above in any elevation unless an appropriate planning application is first submitted and approved by the LPA.</li> </ul> <p>(2) Approval – via delegated powers – was also reported in respect of the Environment Agency's proposed construction of a new potable water main from Barford to Colney (passing through Little Melton).</p> <p><b>CONFIRMATION OF PARISH COUNCIL RESPONSES</b></p> <p>Next the Clerk formally reported the Parish Council responses to the LPA in respect of the planning applications</p>

received since the previous PC meeting that SNC required notification of prior to the evening's PC meeting.

(1) Land adjacent to 3 School Lane – the proposed three minor alterations to the already received planning permission for new detached dwelling and garage. The latest application had been submitted by Mr N Amos and the PC response had been “no views or comments”.

(2) Myrtle Cottage, Little Melton – this referred to erection of a stable which had already taken place without planning permission with the development having occurred on the parish boundary of Little Melton and Hethersett. After consulting SNC it was appreciated that this development was not controversial and therefore the PC response had been “no views or comments”.

(3) 66 School Lane – proposed shop extension and erection of two bedroom bungalow submitted by Mr & Mrs J & B McDonald.

This proposal and its implications, especially in respect of vehicular access, egress and parking, had been discussed at length (and the Parish Council response agreed) at an informal meeting of members of the Parish Council on Tuesday 10 July.

The PC had recommended “refusal” and that a revised and more appropriate application together with another drawing (including a much improved accurate site representation) be submitted.

The PC response had highlighted issues of concern including insufficient detail on the Design and Access Statement, reduction in parking area if PP was forthcoming, no provision shown for car parking for existing dwelling, lack of relevance of proposed erection of new dwelling to proposed shop extension, further reduction in area for parking on forecourt if, as it appeared, the site boundary to the new dwelling would mean taking part of the forecourt (this could in the future mean that this area for car parking would be removed from the control of the ownership of the shop) and absence of any information regarding the modified road layout - junction of The Close and School Lane - already proposed and agreed as a condition in the granting of PP to Mrs P Killigrew in respect of a new dwelling on land opposite 4 The Close. This response had – in accordance with the required time-scale – been communicated to SNC, via email, on 12 July. Subsequently on 19 July the Clerk had received a letter dated 18 July, from John McDonald, contending that:-

\*that the PC's expressed view/comments (stated to be a decision) had been taken at an unofficial meeting and was undemocratic and contrary to required procedure,

\*the outcome of the Parish Council's consideration of the McDonald's PA was inevitable, especially as he had been told by the PC Chairman six weeks previously that the application would be recommended for refusal on grounds of

contentious parking issues, i.e. the decision had been preconceived.

In conclusion Mr McDonald had requested that the Parish Council withdraw its comments to SNC.

It was noted that John McDonald had sent copies of his letter to Tim Barker, the case Planning Officer at SNC and also to Peter Waters, Deputy Editor of the Eastern Daily Press.

After consulting the Chairman, the Clerk had, on 19 July, delivered a formal initial response to Mr McDonald pointing out that the Parish Council had not acted undemocratically and, as with many PAs requiring the submission of PC views and comments to SNC within prescribed timescales, it had been necessary to respond to the LPA prior to the PC meeting of 24 July.

The Clerk, in addition, had offered an informal “clear the air” meeting with the Chairman, Clerk and John McDonald in attendance (this offer had not been taken up) and invited Mr McDonald to attend this PC meeting.

Invited to speak John McDonald then spoke at some length in support of his PA, and said he had been informed by a Parish Councillor that the PC view had been reached undemocratically and referred to his version of his earlier conversation with the Chairman of the Parish Councillor.

Barry Paine, a member of the public in attendance, said it appeared to him that the Parish Council was not supporting this application for the village shop extension (and new dwelling).

It was explained, by more than one Parish Councillor, that the PC had to show consistency in its response to proposals and in this particular instance issues concerning access and parking etc needed addressing.

In conclusion the Parish Council agreed that the Clerk should send a further comment to SNC stating that the PC supports Mr & Mrs McDonald’s application in principle but that the concerns – as detailed in the email of 12 July to SNC – still need to be resolved.

(4) Norwich Research Park– Consultation on Draft Development Brief

The Clerk confirmed the PC’s comments to SNC, following the last PC meeting, and added that receipt had been acknowledged by LDF@SNC who had said that the PC email had been passed to the relevant service to be dealt with.

UPDATE

In relation to the application submitted by Carolyn Sayer of Yarrow, Braymeadow Lane, for a proposed new dwelling with garage and new garage for Yarrow, which SNC officers had recommended for approval (NWAPC 16/07/07) the Parish Council had subsequently been informed that this application had been referred to the NWA Inspection Panel who would be meeting on site on Wednesday 25 July to further consider the proposal.



	<p>It was noted this followed a number of concerns expressed by adjacent neighbours Mr &amp; Mrs. Rumsby and Ian Crutchley and Wendy Lambert that had been submitted to SNC requesting these be resolved prior to determination.</p> <p>The Clerk also informed the meeting that Ray &amp; Julia Rumsby had formally thanked the Parish Council for its care in considering all the issues, despite the full agenda of the PC meeting held on 19 June, and had stated it was reassuring to witness the members of the PC going about their duties so genuinely in the public interest.</p> <p><b>PARISH COUNCIL CONSIDERATION</b></p> <p>The PC then considered the two recently received planning applications requiring its views/comments.</p> <p>Firstly the application submitted by Mr Stapleton and Ms Turner seeking permission to construct a single storey side extension to 7 Gibbs Close.</p> <p>The Clerk added that he had notified the immediate neighbour affected but had received no response.</p> <p>The Clerk was instructed to respond to SNC “no views or comments” on this uncontentious proposal.</p> <p>Secondly the application submitted by Mrs Judy Webb of 1 West Wing, Home Farm, North Church, HP4 3SW seeking PP for a proposed timber garden shed in the back garden of 3 Manor Farm Barns, School Lane.</p> <p>The PC agreed response was “no views or comments”.</p>														
<p><b>CLERK OF THE COUNCIL'S CORRESPONDENCE</b></p>	<p>The schedule showing the correspondence received since the Parish Council meeting held on 19 June, included with the agenda sent to members, was noted as was correspondence received since delivery of the agenda.</p> <p>Three items were highlighted namely, the new No smoking Legislation, the SNC New Community Reference and the responses, from MPs, to the latest Sustainable Communities Bill process.</p>														
<p><b>BILLS</b></p>	<p>On a proposal by Duncan Frazer, seconded by Joan Wheatley, the undermentioned invoices were authorised for payment:-</p> <table border="0"> <tr> <td>Greenasgrass – VPF maintenance June 2007</td> <td>£186-04</td> </tr> <tr> <td>Mr R Sinclair – expenses 1/4 – 30/6/07</td> <td>£ 64-26</td> </tr> <tr> <td>LMPCC – 1<sup>st</sup> 50% of annual grant (2007) towards cost of churchyard maintenance</td> <td>£650-00</td> </tr> <tr> <td>Mr R Sinclair – refund official tel:-811432</td> <td>£ 43-59</td> </tr> <tr> <td>Mr R Sinclair – refund Broadband 25/7-24/8/07</td> <td>£ 9-49</td> </tr> <tr> <td>Friends of Little Melton First School – donation brick/paver</td> <td>£ 35-00</td> </tr> <tr> <td>Glasdon – purchase of dog waste bin</td> <td>£185-27</td> </tr> </table>	Greenasgrass – VPF maintenance June 2007	£186-04	Mr R Sinclair – expenses 1/4 – 30/6/07	£ 64-26	LMPCC – 1 <sup>st</sup> 50% of annual grant (2007) towards cost of churchyard maintenance	£650-00	Mr R Sinclair – refund official tel:-811432	£ 43-59	Mr R Sinclair – refund Broadband 25/7-24/8/07	£ 9-49	Friends of Little Melton First School – donation brick/paver	£ 35-00	Glasdon – purchase of dog waste bin	£185-27
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<p><b>RISK ASSESSMENT</b></p>	<p>It was confirmed that the Chairman and the Clerk had recently reviewed the Parish Council's Risk Assessment (and Assets Register) and had formalised this action on 1 July.</p> <p>The RA included insurance, the assets of the PC and the annual audit (both external and internal) of the accounts.</p> <p>It was noted that the annual RA was a requirement of the</p>														

	<p>External Auditor of the Parish Council accounts and that the Clerk had commenced the process of the audit of the accounts for the financial year 2006/2007.</p>
<p><b>DATE OF NEXT MEETING</b></p>	<p>The date of the next Parish Council meeting was provisionally confirmed as being Tuesday 11 September, 2007 in the Village Hall, commencing at 7.30 pm. There being no further business the meeting finished at 8.52 pm.</p>
	<p>Chairman.....</p> <p>Date.....</p>