

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 18th SEPTEMBER 2007 at 7.30 pm

PRESENT	Stewart Cable (Chairman), Wilf Chamberlain, Duncan Frazer (from 7.45 pm), John Heaser and Graham Tomlin. District Councillor Christopher Kemp was also present as was County Councillor Judith Virgo. In addition PCSO Darren Sore (standing in for the unavailable PC Tim Philpott), representing the Norfolk Police Authority, was in attendance.
APOLOGIES	Apologies for absence were received from Vice-Chairman Tony Berry and Joan and Garry Wheatley.
DECLARATIONS	The Chairman asked if any member(s) 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 24 th July 2007 were, on a proposal by John Heaser which was seconded by Graham Tomlin, 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.
PCSO SORE	Invited to speak by the Chairman, PCSO Darren Sore introduced himself (he had been approximately two and a half years in post but only recently become responsible for the area including Little Melton) and explained that he was standing in for another member of his team PCSO Timothy Philpott, who should be the first point of contact for the Parish Council. PCSO Sore said he was a member of a team of five, under Sgt Chris Claydon, serving an area including Little Melton and added that the objective was to have high visibility patrols and PCSOs were largely cycle based, often dealt with anti social behaviour, could detain for up to half an hour, use citizens powers of arrest and home visits could be arranged. Concluding his presentation PCSO Sore confirmed that he could attend local fetes etc with a view to showing a Police face/presence, was thanked by the Chairman and left the meeting at 7.45 p.m.
PARISH COUNCIL PROCEDURE	The Chairman emphasised that the Parish Council must always speak with a single voice if a decision has been reached except where a Parish Councillor or Parish Councillors has/have expressed a contrary view and this has been recorded in the minutes accordingly. Hence in the public domain any personal opinion or comment contrary to the overall view of the Parish Council should not be expressed unless it has been specifically requested that it be recorded in the minutes.
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	1. District Councillor Christopher Kemp said he would strongly encourage Little Melton Parish Council to nominate a representative to become one of the four community representatives from the 15 parishes forming the "Norwich Fringe" Neighbourhood Forum within South Norfolk. The remaining membership of each of the five Forums will comprise of 6 District Councillors and one County Councillor. SNC is committed to enabling local communities to have more say in their local areas and each forum will have a budget of

	<p>in the order of £25,000 to £30,000 to fund local projects and initiatives.</p> <p>No immediate nomination was forthcoming from the Parish Council.</p> <p>2. Mr. Kemp also confirmed that SNC – as all district councils – was opposed to Norwich City Council’s bid for unitary status and wanted the retention of the existing three tier system of local government. Hence SNC would be looking to all parishes within South Norfolk (assuming they were opposed to the Norwich proposal) to speak with one voice.</p> <p>3. County Councillor Judith Virgo added that, via the parishes, it was hoped to conduct a single poll for ascertaining all views and said that as a Bill had yet to be passed by Central Government any proposals would not be determined until 2008/2009 and if changes were approved shadow “new councils” would not be introduced until 2010 and it was likely that if a general election was held in the near future the timetable would be delayed for in the region of a year.</p>
<p>PARISH AMENITIES</p>	<p>LITTER PICK</p> <p>John Heaser reported on the publicity he had arranged for the village litter pick to be held on the morning of Saturday 22nd September. Publicity had been included at the village show held on 8th September, village notice boards and the local shop. John was, he said, continuing to seek volunteers who would commence with a short meeting in the village hall at 10.30 am and then work tidying up, in pairs, on a given section of the village.</p> <p>John also said that he had paid (to SNC) the refundable deposit of £5.00 per litter picker in respect of the use of their Hi Viz jackets and litter picking tools.</p> <p>DOG WASTE BIN</p> <p>Receipt, by the Clerk, of the third dog waste bin was confirmed. It was noted that it had been suggested and agreed that this should be located on the southern side of School Lane on the easterly section running towards the A47 NSB and in consequence Stewart Cable, John Heaser and the Clerk would shortly meet on site to determine the precise siting. Following this action the Clerk would seek permission from the local Highways Authority.</p> <p>VILLAGE HALL DOORS REPLACEMENT</p> <p>The Clerk confirmed that the replacement emergency exit doors on the western elevation (pair nearest car park) had recently been supplied and fitted by SSGE – hence the pair of old timber framed doors had been replaced with modern UPVC frames and toughened safety glazing. A number of minor defects had required two further visits by the contractors prior to satisfactory conclusion of the work. With satisfactory completion of the work the Clerk was instructed to pay the SSGE invoice in the sum of £1,157.30 including VAT. It was noted that it may be necessary to erect a notice internally to ensure, following opening of the doors, the correct resetting of the turnsnibs mechanism.</p> <p>REPAIR OF TIMBER HIGH LEVEL WINDOW FRAME (VILLAGE HALL)</p> <p>An unexpected item of expenditure concerned one of the high level windows on the western elevation – the frame of which was badly rotten and required repair before the advent of the winter weather. It was appreciated that a prompt repair was essential and therefore the Parish Council agreed – as this maintenance work would involve</p>

minimal expenditure – that the Clerk should ask a local contractor to undertake the work as a matter of urgency.

BROKEN SEAT TIMBERS (PLAY AREA)

Wilf Chamberlain confirmed that since the last meeting he had fitted hardwood slats, as necessary to replace the old defective ones, to the two garden type seats in the young children's play area. The Parish Council was very appreciative of this work by Wilf Chamberlain and instructed the Clerk to ensure that an appropriate form of words was included in the minutes.

PLAYING FIELD MOLES

The spasmodic presence of moles on a small area of the football pitch and in the young children's play area was noted but the recent damage was considered to be inconsequential and not increasing and no action was therefore thought necessary.

ANNUAL SAFETY INSPECTION – PLAY AREA

It was pointed out that it was now necessary for the Parish Council to authorise the undertaking of the annual safety inspection of the young children's play equipment and in consequence the Clerk was instructed to request that SNC carry out the inspection and issue the consequential report.

MILLENNIUM GARDEN FENCING (AND MAINTENANCE OF SHRUBS)

The Clerk drew attention to the letters and notes forwarded by Richard Smith, the Chair of the Village Hall Committee, and the accompanying letters from Heather Griffin (Chair) and Wendy Gilyead (Treasurer) on behalf of the local Pre School Nursery. This correspondence requested the replacement of the badly damaged low timber fencing and gates to the Millennium garden/Pre School Playgroup area with one metre high bow topped galvanized steel security fencing and gates identical to that around the young children's play area on the main part of the playing field.

It was noted that the existing fencing and gates had been provided by the Playgroup and therefore, strictly speaking, the responsibility for replacement was that of the Playgroup.

In forwarding this correspondence to the Parish Council Richard Smith had said that the Village Hall Committee would be prepared to finance, or help finance, the new fencing and presumably this took account of the recent financial difficulties that the Pre School Nursery had encountered and also the fact that the Parish Council was not in a position, financially, to fund this unplanned expenditure.

The Clerk of the Parish Council had in the meantime sought to obtain a budget price, for a similar length of virtually maintenance free steel fencing, and ascertained that this was i.r.o. £2,000.

It had also to be borne in mind whether the Parish Council should agree to the replacement of all the existing fencing as for security purposes most but not all of the existing provision necessitated replacement with improved steel security fencing.

Following some discussion and in conclusion the Parish Council approved the replacement (including gates) as proposed of all the fencing at the southern end and for fencing from the corner of the tennis court up to where it met the 1.8 metre high shiplap existing timber fence, at the northern end.

The Clerk was therefore instructed to write to Richard Smith and request that the Village Hall Committee fund the provision of the

	<p>replacement fencing. Secondly the Clerk was requested to seek competitive quotations for the new fencing now that the precise provision had been determined and the question of the funding, hopefully, resolved. Finally in view of the necessity to ensure the fencing work could be undertaken unimpeded the Parish Council agreed to arrange, via a local handyman, for the large adjacent shrub to be properly trimmed and the nearby overgrown nettle area to be cut down.</p> <p>FOOTBALL PITCH HIRE</p> <p>(a) The clerk confirmed that following the previous Parish Council meeting he had written to Michael Waters, the Secretary of Hethersett Wanderers, requesting formal confirmation of the regular hiring, on a Sunday morning, of the village playing field football pitch for season 2007/2008 but to date had not received a response.</p> <p>(b) The Clerk also reported that Robert Cork, who resides in the Farmhouse, Mill Road, had recently made an initial enquiry for the hiring of the football pitch for a one off football match (Ambulance Service staff) on the afternoon of Sunday 28th October. The Clerk had responded that there was no objection in principle, and that there would be a charge of £20-00 by the Parish Council, but would await Mr. Cork's commitment to proceed with this match before notifying Hethersett Wanderers FC etc.</p>
<p>AFFORDABLE HOUSING</p>	<p>The Clerk mentioned that during August Bonnie Wood, speaking on behalf of her brother Jody, had telephoned to ask if the Parish Council had a say in the selection process (it was pointed out that this was the responsibility of SNC and HHA) because she had only just enquired and been informed by HHA that the two two-bed rented properties had already been allocated.</p> <p>After the Clerk of the Parish Council explained that the availability of all eight new properties (both rented and shared ownership) had been very well advertised locally over many months Bonnie Wood had accepted the situation, i.e. that her enquiry had been made late in the day.</p> <p>Secondly the ongoing issue of the security lighting, which Mr Wallbridge of 21 Gibbs Close, continued to pursue was reported. Mr Wallbridge had been referred, by the Clerk, to HHA and SNC for his pursuit of further enquiries/issues. It was noted that Mr Wallbridge had been informed by (a) SNC that his contentions largely depend on the severity of the problem – that is to say the extent by which the lighting affects the occupation of the complainants property, and (b) questioned by HHA as to whether Mr Wallbridge had a particular problem with any of the lights shining into his bedroom? Five other properties (along his side of Gibbs Close) were between Mr Wallbridge's dwelling and the affordable housing development!</p>
<p>HIGHWAYS</p>	<p>SAM PROJECT</p> <p>The Clerk reported that, following the previous Parish Council meeting, he had emailed the SAM Coordinator at Norfolk Constabulary to say that the Parish Council was very interested in the SAM initiative being introduced to Little Melton as early as possible. In particular the Parish Council had requested that the SAM initiative be applied - on weekdays - to (a) Mill Road between</p>

	<p>9.00 and 9.30 am and from noon until 12.30 pm and (b) on School Lane between 7.00 to 7.30 am and from 4.00 to 4.30 pm. Subsequently, on 24th August, the SAM Coordinator, Trevor Reed, had responded that the Parish Council's request had been added to the ever growing list and that Little Melton will receive advance notification of SAM being deployed at the locations requested. Once the visits have occurred the Parish Council will be advised of the results.</p> <p>ROAD NAME SIGNAGE</p> <p>The Clerk reported that finally, nine months after the Parish Council's original request, SNC had provided new replacement road name signs at Mill Road near the south/east corner of the village playing field and where Great Melton Road begins near the crossroads.</p>
AUDIT	<p>The Clerk asked the Parish Council to "sign off" the completed accounts for the financial year 2006/2007 and on a proposal by Duncan Frazer, which was seconded by John Heaser, this was done on the understanding that (a) the Parish Council were signing up to the requirements of the Annual Governance Statement included in the External Auditor's Annual Return, (b) all the relevant information would be sent to the External Auditor to arrive by 1st October, and (c) the Internal Auditor (Sue Day) had monitored the accounts and found them all to be satisfactory.</p> <p>In addition it was explained that under the requirements of the Accounts and Audit (Amendment) (England) Regulations 2006 the Parish Council was now required to review – on an annual basis – the effectiveness of its system of Internal Audit.</p> <p>The Parish Council agreed that this review would be carried out, each year, at the Annual Parish Council meeting in May and the Clerk then explained the precise requirements of the review including that following completion of the tasks, by the Internal Verifier, on a semi regular basis (every three months being desirable) a verbal report would follow to the next Parish Council meeting.</p> <p>With the adoption of the new procedure the Chairman, Vice Chairman and Clerk then signed a statement detailing all the five requirements, which would shortly be sent to the External Auditor with the Annual Return. A copy would also be retained in the Parish Council records.</p> <p>Finally for the remainder of the current financial year it was necessary for the appointment of an Internal Verifier and as this ought to be a parish councillor who is not a signatory to the accounts, the Chairman then sought nominations for this role. For the next three months, i.e. up to mid December on a proposal by Graham Tomlin, seconded by Wilf Chamberlain, and there being no other nominations, it was agreed that Duncan Frazer would be the Internal Verifier and that the Clerk would pass the necessary information and documentation to Duncan for him to monitor near the appropriate time.</p>
PLANNING APPLICATIONS	<p>RECOMMENDATION REQUIRED</p> <p>The Clerk drew attention to the recently received application in which A W Services Ltd. proposed the erection of a black 1.8m high chain link fence to the Watton Road highway on the northern</p>

boundary of land (Rybeck Plantation) to the east of the A47 NSB, i.e. in the parish of Colney.

It was noted that this application followed the approved development (already under construction) of the Colney and Yare Valley Nitrate Reduction Plant.

The Parish Council agreed that it had no views or comments in respect of this proposal.

RECOMMENDATIONS SINCE THE PCM 24 July 2007.

Three applications had required the comments of the Parish Council since the previous meeting and prior to this meeting.

1) Mr P Townroe's proposed conversion of roof of garage to living accommodation at The Brambles, Great Melton Road.

The PC comments to SNC had been "no objection" but had recommended that the fixed light on the eastern elevation must be obscured glazing. Secondly the PC had again pointed out that development near this curved section of Great Melton Road exacerbates the highway dangers, especially for egressing vehicular traffic.

2) Mr Parrot's proposed erection of single storey extension, with loft bedroom, to 15 School Lane. This was a revised application incorporating a hipped roof and the PC had consulted both neighbours but not received a response from either.

The Parish Council response had been "no views or comments".

3) Mr & Mrs D Lee's proposed erection of garden shed at Unit 4, Manor Farm Barns. This was a rather unusual proposal in that the proposal was for a quite large shed measuring 5m x 4m x 3.5m high with a tiled pitched roof. The Clerk had therefore queried, with SNC, whether the development proposed was definitely a garden shed and it had been confirmed by SNC that this was correct. On this basis the PC response had been "subject to the views of neighbours the Parish Council had no views or comments and that this response was made on the understanding that the rather large garden shed will solely used for garden storage".

It was noted that some near neighbours had expressed objection to the proposal and also that, following prompting from SNC, the location had moved to near the most easterly area of the garden to Unit 4.

DECISIONS

a)The Clerk reported the decision by SNC North West Area Planning Committee on 10th September to Mr J & Mrs B. McDonald's proposed shop extension and erection of two bed cottage at 66 School Lane/The Close (amended application).

The decision had been approval subject to conditions including:-

- a) a revised drawing to be submitted showing the recently approved dwelling development at the bottom of the Close,
- b) the shop extension to be completed prior to the occupation of the new dwelling.

It was noted that the SNC Officer recommendation had been for (1) approval for the shop extension, and (2) refusal for the new dwelling as the proposal was contrary to provisions of the adopted SNLP 2003.

In view of the issues, and potential future implications, particularly with regard to access and egress for vehicular traffic taking into account possible changes in ownership the Clerk confirmed, by

	<p>reading the email of 23rd August, the Parish Council's agreed final response to SNC.</p> <p>b) Mr Stapleton & Ms Turner's proposed single storey side extension to 7 Gibbs Close. Approved with one condition under delegated powers.</p> <p>c) Mr N Amos/Mr White's proposed three minor alterations to previously approved proposed new dwelling with garage on land adjacent to 3 School Lane. Approved with seven conditions under delegated powers.</p> <p>d) All Saints Church, Mill Road – extension to church. Approved with five conditions under delegated powers.</p> <p>e) Unit 3, Manor Farm Barns, School Lane – proposed timber garden shed in back garden. Approved with single condition under delegated powers.</p> <p>f) Myrtle Cottage, Little Melton Road – proposed erection of fencing and stable.</p> <p>It was recalled that this concerned a small uncontentious, already built, development (stable) on the border of Little Melton and Hethersett and it was noted that the decision (by SNC) had been that no further action is undertaken providing the stable is used only for personal use and that details of muck storage and disposal are submitted to the Planning Authority.</p> <p>g) Yarrow, 3 Braymeadow Lane - amended proposal for new dwelling with garage and new garage for Yarrow. Approval with nine conditions by Committee (following site visit).</p> <p>The conditions included stipulations that there must be no additional windows or other opening at first floor level in any elevation, no additions or alterations to the roof, and vehicular access to the new dwelling so as to enter and egress in a forward gear but, rather surprisingly, this latter condition had not been imposed on the new access to be created to the existing dwelling (Yarrow).</p> <p>The Parish Council's recommendations of 7th August to SNC – in response to amended proposals – had strongly recommended:-</p> <ul style="list-style-type: none"> *the new vehicular access to existing property should have a turning area to facilitate cars entering and leaving in a forward gear, *the developer should be responsible for the provision of a metalled footway between the two vehicular accesses, and *permitted rights should be precluded so as to prevent loft conversion.
<p>CLERK'S CORRESPONDENCE</p>	<p>The schedule showing the correspondence received since the Parish Council meeting held on 24 July, included with the agenda sent to members, was noted as was correspondence received since delivery of the agenda.</p> <p>Items highlighted individually were:-</p> <ul style="list-style-type: none"> *The response of 3 August from John Tomlinson, Head of Planning Services, SNC re Greater Norwich Development Partnership – the Development of a Joint Core Strategy for Norwich, Broadland and South Norfolk. *Konnect Bus Service 9 w.e.f. 3 September (replacing Anglian Service 59 Wymondham to N & N Hospital and return) amended timetable. *Standards Board/SNC – Notice of Adoption of Code of Conduct, including Little Melton. *Norfolk Wildlife Trust – Notable Trees of Norfolk Survey.

	<p>*Energy Saving Trust – Village Green 2008.</p> <p>*Little Melton Primary School – Invitation to Official Opening, Friday 28 September at 2.00 pm.</p> <p>*SNC – Five Neighbourhood Forums being established (nominations sought). Little Melton will be in the “Norwich Fringe” Area Forum and SNC was seeking four community representatives from the fifteen parishes comprising the Norwich Fringe Area Forum. The role of each forum is to develop a strong relationship with the local community, to look at the priority issues for the area, and work on improvements with communities.</p> <p>At 9.20 pm County Councillor Judith Virgo and District Councillor Christopher Kemp were thanked for their attendance and left the meeting.</p>
<p>CLERK’S ANNUAL REVIEW, HOURS OF CONTRACT AND REMUNERATION.</p>	<p>The Chairman introduced this item and explained that the Clerk’s Annual Review was having to be undertaken a little later than it should have been for the year but needed carrying out urgently (budgets etc.).</p> <p>In addition the Clerk’s hours were in need of revision as he was doing well in excess of the existing seven hours per week – the recommended hours of work, for a parish the size of Little Melton, was nine. It was recalled that when the Clerk’s contract was introduced in 2005 it had been agreed with the Clerk that he would start with seven per week but that this would be reviewed in the light of actual hours worked for the following year. It was now obvious that the hours worked per week were significantly greater than the initial agreement.</p> <p>The other issue for the Parish Council to consider, in accordance with the Clerk’s contract, was the question whether – subject to satisfactory service – the Clerk should be advanced, w.e.f. 1st April 2007, from the existing SCP 22 to SCP 23 on the appropriate salary scale for part-time clerks.</p> <p>The Clerk of the Parish Council stated that subject to reconsideration of the hours he was contracted to work he did not have any issues to raise with the Parish Council for the past year. At this point in the proceedings the Clerk left the room so that the Parish Council could discuss, in private, the Clerk’s contract and his performance for the year finishing 31 March 2007.</p> <p>With the Clerk having returned to the meeting he was informed that the Parish Council did not have any problems with the undertaking of his duties and, on a proposal by Duncan Frazer which was seconded by Graham Tomlin, had approved (a) that his hours of employment be increased to eight hours a week w.e.f. 1 April 2007 (with serious consideration being given to these being increased to the recommended (minimum) nine hours a week w.e.f. 1 April 2008) and (b) the advancement of the Clerk’s salary to SCP 23 on the appropriate salary scale.</p> <p>In conclusion the Clerk was requested to continue to keep a record of the hours he worked across the main areas of his duties so that this information would support the Parish Council’s Annual Review for the year ending 31 March 2008.</p> <p>Duncan Frazer and Graham Tomlin left the meeting at 9.40 pm.</p>
<p>BILLS</p>	<p>On a proposal by Wilf Chamberlain, seconded by John Heaser, the undermentioned invoices were authorised for payment:-</p>

	<p>*SSGE – replacement of double doors in western elevation of village hall £1,157-38</p> <p>*Mr. R. Sinclair – refund of 50% broadband for 25/8-24/9/07 £ 9-49</p> <p>*Mr. R. Sinclair – refund of 50% broadband for 25/9-24/10/07 £ 9-49</p> <p>*Nocheese Ltd. – VPF maintenance July 2007 £ 186-04</p> <p>*Nocheese Ltd. – VPF maintenance August 2007 £ 186-04</p> <p>*Sue Day – Charge for Internal Audit A/Cs 2006/07 £ 35-00</p> <p>*Inland Revenue – Income tax Clerk’s salary 1/7-30/9/07 £ 133-50</p>
<p>DATE OF NEXT MEETING</p>	<p>The date of the next Parish Council meeting was confirmed as being Tuesday 30 October, 2007 in the village hall commencing at 7.30 pm.</p> <p>There being no further business the meeting closed at 9.50 pm.</p>
	<p>Chairman.....</p> <p>Date.....</p>