

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
on TUESDAY 4th DECEMBER 2007

PRESENT	Stewart Cable (Chairman), Tony Berry (Vice-Chairman), Wilf Chamberlain, John Heaser, Graham Tomlin and Joan Wheatley. District Councillors Christopher Kemp and Garry Wheatley and County Councillor Judith Virgo were also present. In addition Police Community Support Officer, Tim Philpott was in attendance for the very early part of the meeting.
APOLOGIES	An apology for absence was received from Duncan Frazer.
DECLARATIONS	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 30 October 2007 were, on a proposal by John Heaser which was seconded by Joan Wheatley, accepted as a true record of the business conducted.
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	The Chairman invited comment and discussion on any matters not included on the agenda. <ul style="list-style-type: none"> • PCSO Tim Philpott introduced himself and spoke on his role and reported on crime in Little Melton over the last three months when five incidents had occurred. The five incidents were in respect of a motor vehicle (Village Inn), two assaults/GBH, theft of lead and theft from a garden. PCSO Philpott also referred to an incident at UGS (Little Melton Road) and noted that litter continued to be left at the bottom (eastern end) of School Lane up against the A47/NSB. At 7.40 pm the Chairman thanked Tim Philpott for his attendance and PCSO Philpott left the meeting. • District Councillor Garry Wheatley spoke next and referred to the Safer Neighbourhoods Action Panel meeting held on 6 November and reported that Hethersett and Mulbarton had been well represented and that the issue of speeding in Hethersett and Bracon Ash was to be looked into via this forum. Garry Wheatley stressed that local SN Forums would be held four times a year and that applications for grants would be considered at each meeting – grants being available to all parishes (above and beyond the parish precept) for up to £2,000 per project.
PARISH COUNCIL	MILLENNIUM GARDEN FENCING The Clerk reported he had written again to the contractors who had been invited to submit a quotation but had not done so by the end of October. However not one of these contractors responded by the (extended) submission date of 15 November. Hence the only quotation received had been submitted by G & G Fencing Ltd in the sum of £2,243.25 excluding VAT. The Clerk explained that he had spoken to the Director of G & G Fencing and ascertained that their quotation would be held as valid until just after 4 December (the date of the Parish Council meeting). With it being necessary to allow three weeks

for the delivery of the manufactured fencing, to G & G Fencing, this would mean that the new replacement fencing would not probably be erected until mid January or soon after.

The Clerk also confirmed he had written, on 5 November, to Richard Smith, Trustee and Chairman of the Village Hall Committee, to obtain confirmation that the Village Hall Committee would be prepared to finance the net cost of £2,243.25 for replacement of the security fencing. Richard Smith's formal response of 13 November had stated that the Village Hall Committee had discussed the matter at a meeting on 30 October and agreed to offer the Parish Council a maximum donation of £2,243.25 for this capital work.

Taking into account that only one quotation had been received, even allowing for the extension of time for the submission of quotations, the Parish Council unanimously agreed – on a proposal by Wilf Chamberlain which was seconded by John Heaser – to accept the quotation from G & G Fencing Ltd and authorised the Clerk to instruct the contractors accordingly. When instructing G & G Fencing the Clerk would emphasise that the gap between the gates and the supporting (gate) posts must be no less than 12 mm, in accordance with the requirements of ROSPA.

DOG WASTE BIN

Following the last Parish Council meeting the Clerk had sought and received formal confirmation from Norfolk County Council Planning and Transportation (Highways) Department to position a dog waste bin in the grass verge on the southern side of the cul de sac section (eastern end) of School Lane.

It was agreed that the Chairman and Clerk would, soon after Christmas, be erecting the dog waste bin. Once this had occurred the Clerk would notify South Norfolk Council Environmental Services accordingly to enable the emptying service to commence.

In addition it was noted that the Parish Council insurers would be notified so that cover was taken out in case of damage sustained by vehicles etc. as a consequence of the existence of the dog waste bin.

YOUNG CHILDREN'S PLAY EQUIPMENT ANNUAL SAFETY INSPECTION

The Clerk drew attention to the report from ROSPA, received on 9 November, in respect of the play equipment and associated area. The report stated that there were fifteen separate defects (site surfaces and equipment) which had been assessed as being medium risk and which therefore required remedial action.

Four of the fifteen defects related to there being slippery algae growth.

After considering each defect reported the Parish Council concluded that the appropriate remedial action should be undertaken. This will include weed killing, also hedge trimming along Mill Road, under the playing field maintenance contract, and removal of tree canopy branches by local labour. In addition G & G Fencing would be requested to investigate the gaps between the two hand gates and supporting posts. This

	<p>must be 12mm or more. The Clerk would make enquiries to ascertain what glue was appropriate for the sticking down of the safety tiling that had become slightly raised.</p> <p>RECYCLING CENTRE</p> <p>With the Village Inn public house/restaurant now reopened with new ownership and management, the Clerk said he had recently emailed South Norfolk Council to ascertain if any progress had been achieved on the provision (again) of recycling facilities in the car park. A response from SNC was awaited.</p>
<p>PARISH COUNCIL PROCEDURE REVIEW</p>	<p>John Heaser said he had given some thought into whether it would be beneficial – in terms of reducing the time spent on business at Parish Council meetings – to make (wherever possible) councillors aware of correspondence, information, issues etc prior to meetings, via email. If it was acceptable a Yahoo email group could be introduced to facilitate quicker, earlier and increased knowledge of issues, including planning applications, under consideration.</p> <p>It was appreciated that the formal processes would still need to be undertaken at each Parish Council meeting and subsequently minuted accordingly.</p> <p>As it had been established that every current Parish Councillor had access to a computer it was agreed that John Heaser would look further into this proposal with a view to assisting the Clerk to set up the formation and operation of a Yahoo group.</p>
<p>HIGHWAYS</p>	<p>A47 PEDESTRIAN/CYCLE CROSSING MAINTENANCE</p> <p>The Clerk reported he had recently requested maintenance to the footway/cycleway adjacent to and up and over the A47 NSB and beyond to the B1108 Watton Road.</p> <p>The responsibility for the maintenance rested with:-</p> <ul style="list-style-type: none"> a) the Countryside Division of Norfolk County Council at County Hall as the footway/cycleway and steps are classified as a public right of way, b) the Norfolk County Council South Area office for the trimming back of the vegetation etc. along that part of the former section of School Lane east of the A47 NSB which runs in a N/E direction up to the Watton Road. <p>BURNTHOUSE LANE</p> <p>The Clerk confirmed that following his email of 22 October, to Jim England, Address Referencing Officer at SNC, a new road name sign on new black metal posts had been erected at the Hethersett end of Burnthouse Lane.</p> <p>PARISH COUNCIL (ANNUAL) WISH LIST</p> <p>The Parish Council discussed and considered the highway improvements to be sought and which would be formally submitted to the Norfolk County Council's Director of Planning & Transportation.</p> <p>The latest proposed improvements list was discussed in the light of the Parish Council's previous bid/submission in November 2006 – a copy (together with the Norfolk County Council response) of which had been given to each Parish Councillor prior to the night's meeting.</p> <p>As little action had been undertaken by the Local Highway</p>

	<p>Authority in the past year the Parish Council agreed to send a letter, with increased supporting text, requesting that these much needed improvements – less the odd one or two that had been implemented – receive serious consideration for inclusion in an annual programme. It was noted that the Parish Council’s request would be submitted showing proposed improvements being categorised into short, medium and long term implementation.</p>
<p>JOINT CORE STRATEGY</p>	<p>The Clerk referred to the recent information received, circulated to all Parish Councillors, relating to the JCS Issues and Options Consultation and the covering email of 22 November from Kim Woodhouse, SNC which briefly explained that the consultation had recently commenced (continues until 8 February 2008) and how Broadland, Norwich and South Norfolk Councils are working together on the growth agenda to prepare a new planning strategy for the whole Greater Norwich area up to 2026.</p> <p>The information included notification of a number of exhibitions throughout the whole area including those held at Hethersett and Wymondham on Friday 30 November.</p> <p>The Clerk passed to each Parish Councillor a copy of the full (102 pages) Issues & Options Consultation Report dated November 2007 for further and more detailed reading and understanding of what is termed as possible areas for large scale essential growth. Of ten such areas one – the South West Sector – would, if approved, lie between the A11 and B1108, outside the A47 NSB and, it was understood, mean significant development and the expansion of Hethersett and Little Melton. The Clerk also mentioned that a fifty two question (31 pages) Question and Answer form was to be sent, by SNC, to every household.</p> <p>Concluding it was noted that all comments/responses had to be returned, to SNC, by Friday 8 February 2008, i.e. by the end of the twelve week consultation period, and with this in mind it was appreciated that the Parish Council would need to agree its response at the next Parish Council meeting on 15 January.</p>
<p>LOCAL GOVERNMENT REORGANISATION</p>	<p>The Clerk reported the recent receipt of information relating to the Reorganisation of Local Government in Norfolk. Considerable publicity had been given to this issue and, as reported in the local press, it now seemed that there might be an option of the status quo – which the (central) government had earlier stipulated was not an option!</p> <p>Although three main options had been proposed further options were also under consideration.</p> <p>District Councillor Christopher Kemp then explained at some length a number of aspects including (1) that the terms of reference were still to be received (expected in December/ January), (2) the power that would allow the Secretary of State to request the Boundary Committee’s advice on proposals received for unitary authority status is contained in the Local Government and Public Involvement in Health Act, which received Royal Assent on 30 October 2007, (3) the status quo possibility was understood to be by “default” and (4) the</p>

	<p>potential cost to work up etc of reorganisation could easily be £100m to be paid back within a period of 3-5 years. The costs would almost certainly mean reductions in staff.</p> <p>It was noted that submission and adoption was still not likely to occur prior to 2010/2011.</p> <p>The Parish Council, it was thought, would probably be asked for its formal views in March/April 2008.</p>
<p>PLANNING</p>	<p>RESULTS</p> <p>Three planning application results were reported (all for approval under delegated powers), namely:-</p> <ol style="list-style-type: none"> 1) Anglian Water Ltd. – proposed erection of 1.8m high fence on Watton Road highway boundary (Rybeck Plantation in parish of Colney). 2) Anglian Water Ltd. – proposed new route of water main from (Little Melton) new treatment works to Colney existing water treatment works. 3) Mr A Dyer – proposed extension to front of 39 Braymeadow Lane and pitch roof over existing flat roof. <p>OUTSTANDING</p> <p>a) One application had been received since the previous Parish Council meeting this being the proposed single storey extension to the western side of 4 Church Farm Barns, Rectory Lane submitted by Mr A Drury (reference 2007/2358). The Clerk confirmed that he had consulted the neighbours (three) at Church Farm Barns and also the resident at Stewards Cottage on Great Melton Road but had not received any response. In consequence and as this proposed development did not appear controversial the Parish Council response, to SNC, had been that it had “no views or comments”.</p> <p>b) It was noted that although SNC members had, on 10 September, approved Mr./Mrs McDonald’s planning application for 66 School Lane the approval was subject to the provision of an amended plan in regard to parking and access onto School Lane.</p> <p>Subsequently the Clerk had been informed, by the Planning Officer at SNC, that the Planning Officer and a Norfolk County Council Highways Officer had been in discussion with the applicant to resolve these implications to the satisfaction of the Local Highways Authority but to date the Parish Council have yet to be informed of the outcome.</p> <p>NORWICH RESEARCH PARK</p> <p>The Clerk drew attention to an Eastern Evening News report of 28 November which had stated that on Monday 3 December the SNC Cabinet would be discussing the brief for the ambitious plans to expand the NRP and create hundreds of jobs – expansion into another 47 hectares.</p> <p>The large expansion would (if approved) see – as previously discussed – improvements to roads, including a new junction on the B1108 at Colney Hall Drive and a link road connecting that junction with Hethersett Lane.</p> <p>District Councillor Garry Wheatley then spoke about this proposal in greater detail.</p> <p>SNLP – SOME DISCONTINUED POLICIES</p> <p>The Clerk referred to the receipt on 1 November of an email</p>

	<p>from SNC informing the Parish Council that it had taken the opportunity to “spring clean” the Local Plan as certain policies had become defunct or superseded by national policy for example.</p> <p>Effectively this was an exercise, by the District Council, to trim down the Local Plan by removing some policies.</p>												
CLERK OF COUNCILS CORRESPONDENCE	<p>The Clerk drew attention to the schedule of correspondence, as at 27 November, that was provided with the agenda and minutes etc, plus a few late additions and highlighted some items including:-</p> <ul style="list-style-type: none"> • the changes to the way the local Homewatch Group operates, • the Norfolk Probation’s “Learn more about Community Sentencing” meeting/presentation to be held at the Village Hall on Wednesday 23 January, • the SNC letter of 23 November seeking comments on the bus services in the Greater Norwich Area, • the HM Revenue & Customs letter of 29 November informing the Parish Council that the tax refund for (small) parish councils completing the employee annual tax return ONLINE was (a) £100 for the financial year 2007/2008, and (b) £75 for the financial year 2008/2009. <p>Receipt of the “refunds”, it was noted, would occur in the financial year after which the annual tax returns related.</p> <p>The Clerk was instructed to respond, as appropriate to Little Melton, to the letter from SNC regarding bus services.</p>												
PRECEPT	<p>The Chairman referred to the potential precept for the financial year 2008/2009 assuming that no reductions or deletions were made to the projected figures and taking into account the associated explanations/qualifications that each Parish Councillor had also received prior to the meeting. On the basis of the projected/anticipated costs this amounted to a figure of £15,193 which was considered to be too large a figure and too much of an increase on the parish precept approved for 2007/2208 of £12,000.</p> <p>Extensive discussion and consideration of the appropriate level of precept ensued and was concluded with it being agreed, on a proposal by John Heaser which was seconded by Graham Tomlin, that the Parish Council should seek, for the next financial year (including a sum of £1,480 for churchyard maintenance), a parish precept in the sum of £14,000 from South Norfolk Council.</p>												
BILLS	<p>On a proposal by Tony Berry, seconded by Joan Wheatley, the undermentioned invoices were authorised for payment:-</p> <table border="0"> <tr> <td>Gabrielle Evans-Lombe – rent for VPF for years 12/10/06-11/10/07 and 12/10/07-11/10/08 - chq no.100888</td> <td style="text-align: right;">£ 0 – 10</td> </tr> <tr> <td>Mr R Sinclair – refund of official tel. 811432-100889</td> <td style="text-align: right;">£ 46 – 22</td> </tr> <tr> <td>Marcus – VPF maint. September 2007- chq.100890</td> <td style="text-align: right;">£158 – 33</td> </tr> <tr> <td>SNC – Annual Play Area inspection – chq. 100891</td> <td style="text-align: right;">£ 70 – 50</td> </tr> <tr> <td>LMPCC – 2nd 50% of churchyard maintenance grant for 2007 – chq no.100887</td> <td style="text-align: right;">£650 – 00</td> </tr> <tr> <td>Mr R Sinclair – refund of 50% of cost of broadband 25/11-24/12/07 – chq no.100892</td> <td style="text-align: right;">£ 9 – 49</td> </tr> </table>	Gabrielle Evans-Lombe – rent for VPF for years 12/10/06-11/10/07 and 12/10/07-11/10/08 - chq no.100888	£ 0 – 10	Mr R Sinclair – refund of official tel. 811432-100889	£ 46 – 22	Marcus – VPF maint. September 2007- chq.100890	£158 – 33	SNC – Annual Play Area inspection – chq. 100891	£ 70 – 50	LMPCC – 2 nd 50% of churchyard maintenance grant for 2007 – chq no.100887	£650 – 00	Mr R Sinclair – refund of 50% of cost of broadband 25/11-24/12/07 – chq no.100892	£ 9 – 49
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PARISH COUNCIL MEETING DATES 2008	The proposed Parish Council meeting dates for 2008 – as circulated – were agreed and therefore the first meeting of 2008 would be held on Tuesday 15 January in the Village Hall commencing at 7.30 pm. There being no further business the meeting closed at 9.53 pm.
	Chairman Date