

**LITTLE MELTON ANNUAL PARISH COUNCIL MEETING
VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 12 MAY 2009**

PRESENT	John Heaser (Chair), Stewart Cable (Vice-Chair), Wilf Chamberlain, Duncan Frazer, from 7.40 pm, Graham Tomlin and Joan Wheatley. District Councillors Garry Wheatley and, Christopher Kemp (from 7.45 pm) were also present.
ELECTION OF CHAIR OF THE PC	Nominations were sought for the position of Chair of the Parish Council for the ensuing year and following discussion and on a proposal by Joan Wheatley, which was seconded by Graham Tomlin, and there being no other nominations John Heaser was elected to the office of Chair for the year 2009/2010. On taking the Chair (again) it was agreed that the minutes record a formal vote of thanks to John for all his hard work over the past year – his first year as Chairman.
ELECTION OF VICE CHAIR OF THE PC	Nominations were requested for the position of Vice Chair of the Parish Council for the coming year. On a proposal by John Heaser, which was seconded by Wilf Chamberlain, Stewart Cable was nominated and, as no other nominations were forthcoming, Stewart was elected to the office of Vice Chair for the year 2009/2010 and formally thanked for his work as Vice Chair over the preceding year.
APOLOGIES	An apology for absence was received from Tony Berry (and also for the Parish Council meeting to be held on 16 June) due to work commitments.
DECLARATIONS OF INTEREST	The Chair asked if any member(s) wished to declare an interest in an items/items on the agenda. No declarations were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 7 April 2009 were, subject to the correction of the wording near the bottom of page two (Parish Amenities Play Area) to read “The Chair said that it had become apparent that no parents would be helping with maintenance in the immediate future” – on a proposal by Graham Tomlin, seconded by Duncan Frazer - 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, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	District Councillor Garry Wheatley spoke and informed the meeting:- <ul style="list-style-type: none"> • SNC was engaged in undertaking a cost cutting exercise which could save in the order of £1.5 - £2.0m. • The SNC Area Planning Committees were being reduced from three to two in number w.e.f. June 2009 with meetings to be held in the Council Chamber at SNC. • The GNDP consultation process had been extended to 12 June and an important meeting between NCC and SNC is to take place in early June.
PROPOSED CYCLE PATH LINK	The Chair updated the meeting by reporting that a good number of responses had been received via the website (approximately twenty) and added that the next progress was to lobby the local County Councillor and seek to have Hethersett Parish Council add its weight to the campaign. With regard to the handwritten note recently received from Mrs Hickling regarding pedestrian provision, the Clerk was asked to respond that the proposed path was envisaged as also being available for walkers etc.
PLANNING	The Clerk confirmed the Parish Council view of the recently received

	<p>planning application received from Dr G John proposing, at 1 Manor Farm Barns, School Lane:-</p> <ul style="list-style-type: none"> • re-positioning of two roof windows with additional roof window. • erection of wood and glass summerhouse, and • erection of wooden garden shed. • The PC response to SNC (on 6 May) had been “no views or comments”. <p>With regard to the planning application received by the Parish Council on 4 March submitted by Gable Developments Ltd for change of use of piggery buildings to dwelling and change of use of redundant agricultural buildings to B1 and B8 uses, with associated access improvements at Villa Farm, Watton Road, the Clerk reported that upon enquiring with SNC he was informed that the application had been withdrawn by the applicants on 17 April!</p> <p>Thirdly the Clerk confirmed the receipt, through the post on 20 April, of a copy of the Local List (28 pages) of Requirements to assist with the Validation of Planning Applications, from Norfolk County Council, as part of the consultation process.</p> <p>Fourthly, under the heading of Norfolk Parishes Training Partnership, the holding of a South Norfolk Area Meeting (at Dunston Hall on 27 April evening) titled “The Planning Portal” (What is it?/What does it do?/What will it mean for your Council?).</p> <p>No representative from Little Melton Parish Council had attended.</p>
<p>PARISH AMENITIES</p>	<p>PLAY AREA ANNUAL SAFETY INSPECTION REPORT-ACTION UPDATE</p> <ol style="list-style-type: none"> 1. The Clerk reported his ordering – from Smith Brothers Group of Portsmouth – of three 50 mm thick black safety tiles and a tin of tile adhesive plus delivery at an anticipated cost of £203.33 gross. John Heaser added that the idea was to begin with three tiles and see how the DIY replacement work goes. 2. The Chair and the Vice Chair went through the schedule of repair/replacement work, item by item, highlighting the actions required. <p>PROPOSED NEW FACILITIES FOR OLDER CHILDREN</p> <p>John Heaser said he had recently had contact with Paul Runeckles and was hoping to meet with him shortly.</p> <p>John Heaser added that Paul Runeckles had recently informed him that an application was to be submitted, in the name of Little Melton Parish Council, to the “Peoples Millions” (part of the Lottery Funding) with a view to seeking grant aid towards the introduction of facilities for older children. John had been asked on 10 May to complete some of the detail on the application form, on behalf of the Parish Council, and the deadline for submissions of 15 May was noted!</p> <p>It was understood that the rough estimated cost of the project was £20,000 to £30,000 (maybe this was optimistic?) and it was emphasised that the details, including costs, and implications would need to be formally presented to the Parish Council and discussed prior to any decision being made to proceed. Details to be considered included purchase/lease of land, access, insurance costs, Parish Council liabilities, maintenance, planning permission etc.</p> <p>Details of the proposal were therefore awaited as was the attendance of Paul Runeckles and/or Beany Hazell at a PC meeting.</p> <p>Finally it was noted that a survey (return date 22 May) was being conducted - distributed via the local school magazine - with the intention of determining local views about developing the play area and improving facilities for older children. The options listed included bike park, skate park, individual swings, nest swing, climbing wall, witches hat climbing</p>

frame and zip wire.

VILLAGE HALL NEW REPLACEMENT EXTERNAL DOORS

The Clerk reported the SSGE confirmation of the Parish Council's order for new external white UPVC emergency exit doors to the northern elevation. Including VAT of £194.25 the gross cost will be £1,489.25. After consulting Jean Chamberlain a fitting date of w/c 27 July has been requested.

MOLE ERADICATION

Keith Sturman, the "moleman" had been requested to undertake further mole eradication and, in late April, had caught one further mole. Following his last site visit on 11 May Mr Sturman had told the Clerk that he thought all the moles had gone as no further moles had been caught in the traps. However some fresh molehills were evident and in consequence the Clerk was instructed to ask Mr Sturman to lay traps again, with a view to getting rid of the last mole/moles.

FOOTBALL PITCH HIRINGS

The Clerk confirmed that some occasional hirings had taken place during April and added that at the request of Jean Chamberlain, on behalf of the Village Hall Management Committee, it had been agreed that football pitch hirings would not, in future, be held on Thursday evenings as the resultant noise and disturbance detrimentally affected the regular yoga class in the Village Hall.

The Chair then reported on his, and the Clerk's, attendance at the Hethersett Athletic FC committee meeting held at Park Farm on Monday 20 April evening.

In summary it had been agreed, in principle, for the season 2009/2010 to:-

- agree to two potential hirings – one adult team and one youth team (probably U15s) with any training thrown in F.O.C.
- consider assisting (financially) with pre season pitch improvements especially the turfing/seeding of the (worn) goalmouth nearest the Village Hall – it was noted that Hethersett Athletic FC is to investigate this proposed improvement work themselves and report back to the Parish Council.

It was also noted that Hethersett Athletic FC (a) did not consider the current hiring charge by Little Melton Parish Council was an excessive cost, and (b) would normally mark the pitch out on a Thursday/Friday preceding matches and therefore were hopeful that the Parish Council's grass cutting would be undertaken prior to a Thursday. Subsequently – bearing in mind that CGM may not always be able to undertake cutting in the early part of the working week - the Clerk had ascertained (from CGM) that a one-off pitch marking, immediately following cutting would be £23-00 excluding VAT. Also with the possibility of the grass continuing to grow after the end of the maintenance contract in March 2010 the Clerk had furthermore ascertained that a one-off (out of season) cut of the grass, to the main area of the playing field, would be £32-00 excluding VAT.

Wilf Chamberlain added that the topsoil (immediately beyond the western end of the tennis court) was available to be laid to help remove small differences in levels, if wanted and the work could be done on a D.I.Y. basis.

Concluding the Parish Council asked the Clerk to contact a representative of Hethersett Athletic FC and seek to ascertain how they want to proceed and could, if necessary, their representative meet the Chair or Clerk.

	<p>With regards to the hiring of the pitch for season 2009/2010 and the level of fees/charges to be applied some discussion ensued and, taking into account that these had remained unchanged for two years, it was agreed that the charges, for the forthcoming season (w.e.f. August 2009) should be increased, per match, to £22.50 for adults and £15.00 for youth teams for infrequent and occasional use.</p> <p>APPOINTMENT OF LOCAL TREE WARDEN The Chair reported that Sue Bell, 6 Elm Close, had expressed an interest in becoming Tree Warden for Little Melton – the post was currently vacant.</p> <p>After a short discussion and on a proposal by Duncan Frazer, seconded by Graham Tomlin, it was unanimously agreed that Mrs Bell be offered the post with immediate effect, and (assuming that Mrs Bell formally agreed to become the Tree warden) SNC be informed accordingly.</p> <p>ANNUAL PLAY AREA INSPECTION 2009 The Clerk reported that Gary Howard of SNC had confirmed that this year's Annual Inspection would be undertaken during September at a cost of £63.00 plus VAT, and this year would include F.O.C. a Play Value Assessment which will assess the value of the play equipment through a points system.</p>
CONSIDERATION OF APPLICATION OF GRANTS	<p>With regard to information regarding the availability of grants, in general, the Clerk informed the meeting that the latest news, from SNC, was that the grants system will be changing – probably from May – and further information, including new funding criteria, will be communicated to the Parish Council when known.</p>
HIGHWAYS	<p>MILL ROAD EXTENSION OF FOOTWAY The Clerk said that NCC had confirmed that the work was programmed for commencement on Monday 22 June and should last four weeks. More Information will be provided nearer the time concerning road closures and diversions whilst the contract is underway.</p>
LOCAL GOVERNMENT REVIEW	<p>With the deadline for comments being 14 May, John Heaser reported that Joan Wheatley and himself had drafted a response which in summary stated the Parish Council was:-</p> <ul style="list-style-type: none"> • In favour of the status quo. • Not convinced that Unitary Authorities represent value for money. • However, if the present system will not be allowed to continue, our chosen option would be a single authority for the whole of Norfolk. • Does not want to become part of a greater Norwich.
GREATER NORWICH DEVELOPMENT PARTNERSHIP	<p>The Chair, John Heaser, summarized his completion (on behalf of the Parish Council) of the official thirteen page response form which had to be submitted by 24 April.</p> <p>These comments included (a) the need to protect adjacent parishes from increased rat running (e.g. protect Little Melton from traffic avoiding the queues at Thickthorn) and (b) the contradictory statements in respect of places proposed as “Other Villages”.</p> <p>District Councillor Garry Wheatley added that the consultation date had been extended.</p>
DISTRICT, COUNTY AND REGIONAL DOCUMENTS	<p>No documents were reported.</p>
INTERNAL VERIFICATION	<p>The Clerk reported that Duncan Frazer together with himself were to undertake the Internal Verification for the period mid December to mid March 2009 on Thursday 14 May.</p>
AUDIT (EXTERNAL)	<p>The Clerk reported that the audit was in progress, and</p>

	<ul style="list-style-type: none"> the Internal Audit was to be undertaken by Sue Day in the next few weeks, and that in order to meet the earlier deadline date of 30 June, the Parish Council will need to formally sign (Chair) that the Clerk has completed all necessary action and documentation for the completion of the audit of accounts for 2008/2009, at its meeting on 16 June 2009. 																											
ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT	<p>It was reported that the Chair and the Clerk had – in early May – reviewed the effectiveness of the internal audit and were of the opinion that there were no areas requiring review, alteration or development. It was noted that Sue Day, was a qualified accountant.</p> <p>It was also noted that the three monthly internal verification continued to be undertaken by Parish Councillor Duncan Frazer who took a copy of the suggested annual review of the effectiveness of internal audit for perusal - (Meeting the Standards/Characteristics of Effectiveness).</p>																											
ANNUAL REVIEW OF THE ASSETS REGISTER	<p>The Clerk reported that on 6 May he and the Chair had revised the register. On a proposal by Graham Tomlin, which was seconded by Joan Wheatley, the Parish Council formally accepted and approved the revisions.</p>																											
ANNUAL REVIEW OF THE RISK ASSESSMENT	<p>The Clerk drew attention to the annual review for 2009 that he and the Chair had carried out on 6 May.</p> <p>On a proposal by Graham Tomlin, seconded by Wilf Chamberlain, the Parish Council formally approved the annual review.</p> <p>Concluding this item the Chair asked if, in addition, Duncan Frazer would also undertake an independent review and report back to the Parish Council and Duncan agreed with this request.</p>																											
CLERK'S CORRESPONDENCE	<p>The schedule of the Clerk of the Council's correspondence, a copy of which had been provided to each Parish Councillor with the agenda was, together with late additions received since 5 May, drawn to the attention of the Council.</p> <p>The recent receipt of confirmation of the Parish Council's insurance policy for the year commencing 1 June 2009 was noted.</p> <p>With regard to the Proposal to Establish Controlled Airspace in the Vicinity of Norwich International Airport (Sponsor Consultation – Re-Launch) – letter of 22 May from Mark Burch, General Manager, Air Traffic Services - it was agreed that the Chair would respond.</p>																											
BILLS/RECEIPTS	<p>On a proposal by Stewart Cable, which was seconded by Wilf Chamberlain, the under mentioned invoices were authorized for payment:-</p> <table border="0"> <tr> <td>Mr R Sinclair-refund of official tel:811432 (100979)</td> <td>£</td> <td>47-74</td> </tr> <tr> <td>Mr R Sinclair-refund of 50% B/B 25/4-24/5/09 (100980)</td> <td>£</td> <td>9-29</td> </tr> <tr> <td>LMPCC-1st 50% grant for maintenance of graveyard (100978)</td> <td>£</td> <td>740-00</td> </tr> <tr> <td>Broker Network Ltd.-PC ins policy 1/6/09-31/5/10 (100981)</td> <td>£</td> <td>1,454-96</td> </tr> <tr> <td>Keith Sturman-mole eradication (1) (cheque no.100982)</td> <td>£</td> <td>45-00</td> </tr> </table> <p>Receipts received since the previous meeting were:-</p> <table border="0"> <tr> <td>Hethersett Athletic FC U12 & U11 19/4/09 matches</td> <td>£</td> <td>26-00</td> </tr> <tr> <td>Hethersett Athletic FC U11 23/4/09 match</td> <td>£</td> <td>13-00</td> </tr> <tr> <td>Hethersett Athletic FC U16 training 7/3/09</td> <td>£</td> <td>5-00</td> </tr> <tr> <td>SNC – 1st 50% of precept 2009/2010</td> <td>£</td> <td>7,887-50</td> </tr> </table>	Mr R Sinclair-refund of official tel:811432 (100979)	£	47-74	Mr R Sinclair-refund of 50% B/B 25/4-24/5/09 (100980)	£	9-29	LMPCC-1 st 50% grant for maintenance of graveyard (100978)	£	740-00	Broker Network Ltd.-PC ins policy 1/6/09-31/5/10 (100981)	£	1,454-96	Keith Sturman-mole eradication (1) (cheque no.100982)	£	45-00	Hethersett Athletic FC U12 & U11 19/4/09 matches	£	26-00	Hethersett Athletic FC U11 23/4/09 match	£	13-00	Hethersett Athletic FC U16 training 7/3/09	£	5-00	SNC – 1 st 50% of precept 2009/2010	£	7,887-50
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DATE OF NEXT MEETING	<p>The date of the next Parish Council meeting was confirmed as Tuesday 16 June 2009 commencing at 7.30 pm in the Village Hall.</p> <p>There being no further business the meeting concluded at 9.15 pm.</p>																											
	<p>Chairperson.....</p> <p>Date.....</p>																											