

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 20 OCTOBER 2009**

<b>PRESENT</b>	John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry and Joan Wheatley. District Councillors Christopher Kemp and Garry Wheatley were also present as was Sue Bell, the Little Melton Tree Warden, until approximately 8.50 pm.
<b>APOLOGIES</b>	Apologies for absence were received from Wilf Chamberlain and County Councillor Daniel Cox.
<b>DECLARATIONS OF INTEREST</b>	The Chair asked if any member(s) wished to declare an interest in item/items on the agenda. No declarations were forthcoming.
<b>MINUTES</b>	The minutes of the Parish Council meeting held on 8 September 2009 were, on a proposal by Tony Berry which was seconded by Stewart Cable, accepted as a true record of the business conducted.
<b>PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION</b>	Invited to speak District Councillor Garry Wheatley said he was aware that in other parishes there had recently been some thefts of heating oil from residential properties etc. Apparently the perpetrators often drilled into the tank – so security locks were bypassed – and it was thought that an unmarked tanker took the oil away, usually shortly after a delivery had been made via an authorised tanker. It was thought best to alert people locally as soon as possible and in consequence the Clerk was requested to erect a suitable warning notice on the parish noticeboards.
<b>PROPOSED CYCLE PATH LINK</b>	John Heaser reported that the campaign was going well and that he had recently convened and attended two meetings. John Heaser also drew attention to the upcoming early morning cycle ride, with MP Richard Bacon, to the Hethersett schools scheduled for Friday 4 December and recommended that parishioners seeking further details view the Google map via the Parish Council website <a href="http://www.little-melton.org.uk">www.little-melton.org.uk</a> Finally the Clerk passed to John Heaser some recent email correspondence with Ann Carty of South Norfolk Council in respect of the ascertaining of land ownership along the envisaged cycle route.
<b>PLANNING</b>	<b>RESULT</b> The Clerk reported the approval between 6/9 – 12/9/09, by SNC, of Mr A Cook’s proposal (2009/1129) for the erection of a garden shed immediately on the north side of the mouth of the access road from School Lane (cul de sac section). It was noted that one of the three conditions stipulated that the shed shall be stained dark green and shall remain so. <b>PARISH COUNCIL RECOMMENDATION</b> 1. The Clerk confirmed the Parish Council response – “no views or comments” – in respect of Mr Allan Bennett’s proposed rear single storey extension for sun room and kitchen to Sunnyside, 99 School Lane (2009/1280). It was noted that three neighbours had been consulted, by the Parish Council, but none had responded to the invitation to inform the PC of any concerns they had. 2. The Clerk confirmed the Parish Council’s response – “no views or comments” in respect of Mr Phil Wilson’s proposed modifications (2009/1436) at Orchard House, Great Melton Road to existing

	<p>approved permission 2009/0885 to extend conservatory. No neighbour comments had been received by the PC.</p> <p>Finally the Parish Council noted the recent receipt of a copy of a planning application for Mr Webber's proposed two storey extension at Freestone Cottage at Little Melton Road (Beckhythe) which was in the parish of Hethersett. Consequently the Clerk had confirmed with the Clerk of Hethersett Parish Council that consideration of this proposal would be undertaken by Hethersett PC.</p>
<p><b>PARISH AMENITIES</b></p>	<p><b>PLAY AREA WORKING PARTY</b></p> <p>It was reported that a working party comprising of Wilf Chamberlain, Stewart Cable, Chris Starr, Richard Sinclair and also Jamie Cable undertook the replacing of old tiling with thirteen new safety tiles on the morning of Saturday 26 September. In addition Stewart Cable fitted new bolt covers to various items of equipment, as necessary, and one or two other minor repairs were undertaken.</p> <p>The Parish Council was very appreciative of this voluntary work and formally thanked those participating for their time and hard work and Wilf Chamberlain in particular for providing much of the equipment and transportation of the large heavy tiles and agreed that this should be minuted.</p> <p>It was noted that with the laying of a total of sixteen new safety (replacement) tiles in the past few months, together with other essential maintenance work, that virtually all of the recommended action resulting from the 2008 Annual safety Inspection Report had been carried out.</p> <p><b>VPF TREE MAINTENANCE</b></p> <p>Following the PCM of 8 September the Clerk had emailed Broadland Tree Services and accepted their quotation of 2 September for work in preparation of a tree inspection report on trees on the VPF. It was noted that the cost of the survey, report and specification for work necessary to the trees amounted to £350-00 plus VAT.</p> <p>Subsequently the Parish Council had, on 29 September, received the BTS's quotation for the work recommended (maintenance) in the sum of £1,260 plus VAT.</p> <p>This tree inspection report had also been sent to Tree Care Consultants Ltd and to Derek Sutton (local contractor) requesting competitive quotations – Derek Sutton had responded with a quotation amounting to £1,320-00 plus VAT.</p> <p>The question of having sufficient finance to carry out this unbudgeted work at an early date was considered and it was stated that taking account of the bank balances carried forward at the start of the current financial year the Parish Council finances could accommodate the total (extra) cost of this work without going over budget.</p> <p>The Parish Council then discussed the quotations received and in conclusion on a proposal by John Heaser, which was seconded by Tony Berry, agreed to accept the quotation of £1,260 net submitted by Broadland Tree Services and asked the Clerk to inform contractors accordingly.</p> <p>Finally the Chair reported that he and Sue Bell, the local Tree Warden, had inspected the trees on the VPF and made additional recorded comments to those provided by the report from BTS.</p> <p><b>PRE SCHOOL NURSERY PROPOSED SITE EXTENSION</b></p> <p>The Clerk read the letter, dated 21 September, from Wendy Gilyead, the Nursery Administrator - for and on behalf of the staff of LM Pre-</p>

	<p>School Nursery – this letter sought the agreement of the Parish Council to an extension to include a small banked area immediately to the west of the existing site. Effectively – if agreed – this additional area would be bounded by the metal fencing to the south, the hedging/trees to the northern boundary and would extend westwards to just short (pedestrian gate) of the north/eastern corner of the tennis court, so that unrestricted access to the outside of the tennis court would be retained.</p> <p>It was noted that the Parish Council owned the land as it was part of the tennis court site purchased/transferred, from the Lombe Estate, in 2000.</p> <p>Matters that needed to be taken into account included:-</p> <ul style="list-style-type: none"> <li>• retention of access to the area for maintenance of hedging/trees on top of the bank or the Pre-School Nursery to be responsible for maintenance,</li> <li>• no damage to be incurred to boundary hedging/tree roots if the Nursery want to level the land,</li> <li>• type of boundary to western side of extended area?</li> <li>• maintenance of ground (grass etc at present),</li> <li>• any equipment etc left outside to be responsibility of Nursery,</li> <li>• loose equipment only to be allowed,</li> <li>• Nursery can remove small tree if wished.</li> </ul> <p>The Parish Could agreed it had no objection, in principle, to the proposal but as various details needed to be resolved the Parish Council agreed that Wendy Gilyead, the Chair and the Clerk of the PC would meet on site shortly with a view to agreement and therefore approval to the proposed site extension.</p> <p>It was agreed, as with the existing informal arrangement, the Parish Council would not be seeking a payment for rent etc from the local Nursery.</p>
	<p><b>VPF ADDITIONAL MAINTENANCE</b></p> <p>The current specification did not specifically state that the playing field side of the boundary hedging/trees on the bank to the north and western sides of the tennis court should be maintained but it was felt – as the growth was significant - that this work should be included in the contract.</p> <p>The Clerk reported that following enquiries with CGM (Norwich) – the Parish Council’s maintenance contractors – he had ascertained that the cost for such work would be £82.50 plus VAT for an initial cutback and with regular pruning to the top and side (May and September) this would decrease to £52.50 plus VAT per occasion.</p> <p>On a proposal by Tony Berry, which was seconded by Joan Wheatley, it was unanimously agreed this additional work should go ahead and therefore the Clerk was instructed to inform CGM (Norwich) accordingly.</p> <p><b>SUGGESTED TENNIS COURT MAINTENANCE</b></p> <p>The Clerk drew attention to the recent (uninvited) inspection of the tennis court by a representative from Anglia and Midland Sports Surfaces. Subsequently a written quotation amounting to £2,639, including VAT at 15%, had been received for the suggested maintenance work.</p> <p>It was pointed out by the Clerk that the inspection had not been instigated by the Parish Council and so it was appreciated that this was in effect a contractor looking for work!</p>

	<p>In conclusion it was agreed that the Clerk would respond that the current budget does not allow for such expenditure but that consideration would be given to the undertaking of the work within the next financial year's budget. Furthermore, and as the surface of the tennis court appeared currently to be in reasonable condition, the Clerk would ask Anglia and Midland Sports Surfaces what benefits the suggested maintenance works would provide and in what way these will enhance the facility.</p> <p><b>ANNUAL PLAY AREA INSPECTION 2009</b></p> <p>The Clerk reported the recent receipt of the Inspection Report for 2009 and said that although several items were recommended for attention some of these had been addressed after the inspection and shortly before the receipt of the report.</p> <p>Taking into account that the details of the report needed close examination the Parish Council agreed that the Clerk would draw up a schedule – in respect of every item of equipment/area – and submit this to the next meeting of the Parish Council on 1 December so that proper consideration could then be given to what remedial action was required.</p> <p><b>FOOTBALL PITCH HIRINGS UPDATE</b></p> <p>It was reported that for the month of October just three Hethersett Athletic FC fixtures were being played on the Little Melton Village Playing Field – one more (Sunday 4 October a.m. Boys U16s) than the Parish Council had originally been informed.</p>
<p><b>HIGHWAYS</b></p>	<p><b>MILL ROAD FLOODING ACTION UPDATE</b></p> <p>Subsequent to the Parish Council meeting of 8 September the Clerk had again emailed Chris Doggett, Chair of the Trustees of the Parochial Charity, but had still not received any response. However on 12 October the Chair had been informed by John McDonald, another of the Trustees, that a local labourer is being hired to (hand) dig out the allotments ditch in the near future. In consequence the Clerk had been instructed to inform Norfolk County Council Planning &amp; Transportation Department accordingly and had done so on 13 October via an email to Liz Millwood and had added that NCC should contact, when pursuing this problem further, Chris Doggett direct.</p> <p>It was also thought that a NCC highways contractor may have been cleaning out the roadside drains within the past week or so.</p> <p><b>SCHOOL LANE AND BRAYMEADOW LANE – TREE/HEDGE MAINTENANCE</b></p> <p>The Clerk confirmed he had on 4 September emailed NCC Planning &amp; Transportation (Liz Millwood) of the need to undertake essential maintenance so that normal travel along these two local roads was not compromised and he was pleased to report that recently the overhanging branches and growth had been cut back to facilitate proper use of the carriageways.</p> <p><b>A47/NSB MAINTENANCE</b></p> <p>The Clerk reported that following his notifying of W S Atkins a Giles Davies, Route Engineer for the Area, had responded and was to arrange action which would involve a soft estates contractor visiting the site to cut back the vegetation which was obscuring visibility. Hence a significant improvement in the safety of pedestrians who cross the A47/NSB would hopefully soon be evident.</p> <p><b>MILL ROAD TREE MAINTENANCE</b></p>

	<p>The Clerk confirmed that he had sent an email to Saffron Housing requesting that that branches of the trees on the north side of the new metalled footway are cut to above head height to ensure that pedestrians cannot sustain injury.</p> <p>Stewart Cable added that he had recently been told by a Tree Surgeon who was on site that only one tree (rather than two) was now to be removed (in fact the tree to the front of Mr. Gould's had been removed) which meant that the tree nearest Gibbs Close was not after all to be removed.</p> <p><b>ENCROACHMENT OF FRONT BOUNDARY HEDGING OVER THE PUBLIC HIGHWAY.</b></p> <p>The issue of owners letting hedging encroach over metalled footways in the village was again discussed and there was thought to be one or two particularly bad examples – despite numerous requests, in both local magazines, asking for owners to undertake remedial action. In conclusion it was agreed that the Chair and Clerk would draft a letter which could be delivered to those whose front boundary hedge was considered to be a problem.</p> <p><b>PARKING ON SCHOOL LANE</b></p> <p>The Chair reported that the problem as drawn to the attention of the Parish Council by Keith Woods at the last meeting appeared to have been resolved. Vehicles were now being parked a little further down the cul de sac section of School Lane, ie not between the "Give Way" sign and the junction.</p>
<b>DOG MESS</b>	<p>The Clerk said that a Sadie Aramendia of 4 Homecroft (affordable housing development) off Gibbs Close had telephoned him on 8 October and reported dog mess on the grassed area and on the access road to the small development. The lady had telephoned SNC Environmental Services and Hastoe Housing Association and was now asking the Parish Council to erect a dog waste bin within this development. Sadie Aramendia had, at the Clerk's request, said she would provide the Clerk with a letter in advance of the Parish Council meeting but this had not occurred.</p> <p>The PC in discussing this request noted that the housing development was not on a through route so the provision of a dog waste bin in the vicinity was not thought appropriate and furthermore such provision should be the responsibility of Hastoe Housing Association. Concluding it was agreed that the Clerk would respond accordingly to Sadie Aramendia.</p>
<b>LOCAL GOVERNMENT REVIEW UPDATE</b>	<p>District Councillor Christopher Kemp said that following the upholding – by a High Court in July – of a legal bid by three Suffolk Councils which contended that the Review process was flawed, an Appeal had been made approximately two weeks ago. Christopher Kemp said he understood that the outcome of the Appeal was expected soon and hopefully prior to the Parish Council meeting on 1 December and it was expected that a further Judicial Review would occur.</p> <p>The whole process had in addition to be seen against the impending General Election in the early summer of 2010 and should the Conservatives then come into office then it was almost certain that the Review would be dropped.</p>
<b>GNDP UPDATE</b>	<p>District Councillor Garry Wheatley reported that South Norfolk Council Cabinet had given its approval a few weeks ago (Norwich City Council was yet to do so) and the next stage was another round of consultation this time only on the "soundness" and "legal compliance"</p>

	<p>ie has it been put together properly and has there been due process. Garry Wheatley made the point that if the NDR went ahead the whole process would go forward but if it did not there were many implications for infrastructure issues.</p> <p>Concluding and in respect of development in the local area Garry Wheatley confirmed that the gap between Little Melton and Hethersett would be maintained.</p>																					
<b>DISTRICT, COUNTY AND REGIONAL DOCUMENTS</b>	<p><b>EAST OF ENGLAND PLAN&gt;2031 SCENARIOS FOR HOUSING AND ECONOMIC GROWTH</b></p> <p>It was appreciated that this was a massive document and that it was difficult to respond with realistic comments without spending a lot of time to determine the view from a Little Melton perspective. Christopher Kemp said that EERA was soon to be replaced by a new body, probably called a Leaders Board, made up of the leaders of all the local councils but that EEDA was continuing.</p> <p>Garry Wheatley added that developers use the final edition of this document for their own ends and so recommended the PC made a response and it was therefore agreed that John Heaser would put together a response, on behalf of Little Melton Parish Council.</p> <p><b>NORFOLK MINERALS AND WASTE DEVELOPMENT FRAMEWORK:MINERALS AND WASTE SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENTS:CONSULTATION ON FURTHER ISSUES AND OPTIONS (FURTHER OPTIONS)</b></p> <p>These documents were noted but as not one of the sites being taken forward directly affected Little Melton it was agreed that there was no need for the Parish Council to respond.</p>																					
<b>AUDIT</b>	<p>The Clerk reported the recent – successful – conclusion of the annual external audit of the Parish Council accounts for the financial year ending 31 March 2009. The External Auditor’s report had stated “on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”. Consequently the official Notice of Conclusion of the Audit and Right to Inspect the Annual Return had been displayed on the Parish Council noticeboard (outside the local shop) and it was noted that no parishioners had inspected the Annual Return during the 14 day notice display period.</p>																					
<b>CLERK’S CORRESPONDENCE</b>	<p>The schedule of the Clerk of the Council’s correspondence, a copy of which had been passed to each Parish Councillor with the agenda, was together with late additions received since 14 October, drawn to the attention of the Council.</p> <p>The Clerk highlighted the information determined concerning the five allotments off Mill Road (western end) owned by Saffron Housing.</p>																					
<b>BILLS/RECEIPTS</b>	<p>On a proposal by Tony Berry, which was seconded by Joan Wheatley, the under mentioned invoices were authorised for payment:-</p> <table border="0"> <tr> <td>Mazars–external audit fee A/Cs 2008/2009 (100999)</td> <td>£</td> <td>155-25</td> </tr> <tr> <td>Anglia &amp; Midland Sports S.–brass lever tennis (101000)</td> <td>£</td> <td>39-10</td> </tr> <tr> <td>Mr R Sinclair–Clerk’s remuneration 1/7-30/9/09 (101009)</td> <td>£</td> <td>1,174-78</td> </tr> <tr> <td>Mr R Sinclair–Expenses 1/7-30/09/09 (101006)</td> <td>£</td> <td>72-08</td> </tr> <tr> <td>Mr R Sinclair–refund 50% of B/B 25/9-24/10/09 (101007)</td> <td>£</td> <td>9-29</td> </tr> <tr> <td>Broadland Tree Services-tree inspection report (101002)</td> <td>£</td> <td>402-50</td> </tr> <tr> <td>CGM (Norwich) VPF maintenance Sept. 2009 (101003)</td> <td>£</td> <td>211-43</td> </tr> </table>	Mazars–external audit fee A/Cs 2008/2009 (100999)	£	155-25	Anglia & Midland Sports S.–brass lever tennis (101000)	£	39-10	Mr R Sinclair–Clerk’s remuneration 1/7-30/9/09 (101009)	£	1,174-78	Mr R Sinclair–Expenses 1/7-30/09/09 (101006)	£	72-08	Mr R Sinclair–refund 50% of B/B 25/9-24/10/09 (101007)	£	9-29	Broadland Tree Services-tree inspection report (101002)	£	402-50	CGM (Norwich) VPF maintenance Sept. 2009 (101003)	£	211-43
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	<p>LM Parochial Church Council-2<sup>nd</sup> 50% ann.grant (101001) £ 740-00  SNC-play area annual inspection report (101004) £ 72-45  Brit.Tele. Ltd.-refund official telephone 811432 (101008) £ 44-65</p> <p>Two receipts were also reported, namely:-  Hethersett Athletic FC-hire of VPF football pitch for matches on  6/9, 13/9, 20/9, and 27/9 (2) £ 90-00  SNC-2<sup>nd</sup> 50% of precept 2009/2010 £7,887-50</p> <p>Finally it was noted that the Clerk had recently submitted – to HM  Customs &amp; Excise – a VAT refund claim, in the sum of £723.61, for  the period 1/6/08-30/9/09 so this receipt was expected shortly.</p>
<b>MONITORING REPORT</b>	<p>It was noted that out of a budget of £15,675 up to 1 October the net spend had been £8,323, hence £7,352 remained to be expended. However taking into account the bank balances carried forward at 1 April 2009 it was anticipated that i.r.o. £4,000 was available for unbudgeted expenditure such as VPF tree maintenance etc.</p>
<b>CLERK'S SALARY AWARD</b>	<p>The Chair reported that the national annual salary award for Local Council Clerks - in accordance with Local Government Pay and Conditions – was 1% for SCPs 11-49 w.e.f. 1 April 2009 inclusive therefore the gross annual increase in the Clerk's salary was £57.72. Hence the Clerk's annual salary was now £5,816.20 p.a. gross.</p>
<b>RISK ASSESSMENT AND ASSETS REGISTER</b>	<p>On a suggestion by the Chair it was agreed that any further consideration of these would be deferred to a later Parish Council meeting.</p>
<b>PREPARATION FOR BUDGET 2010/2011</b>	<p>The Chair said it was now necessary to begin thinking through the budget for the forthcoming financial year. To aid this process it was agreed that the Clerk would email a copy of the updated Payments Summary to all Parish Councillors prior to the Parish Council meeting of 1<sup>st</sup> December 2009.</p> <p>In addition the Chair would consult with the Clerk as to potential expenditure and income that would need to be taken into account when the budget for 2010/2011 was formally considered.</p>
<b>DATE OF NEXT MEETING</b>	<p>The date of the next meeting of the Parish Council was confirmed as Tuesday 1 December 2009 commencing at 7.30 pm in the Village Hall. There being no further business the meeting concluded at 9.15 pm.</p>
	<p><b>Chairperson</b>.....</p> <p><b>Date</b>.....</p>