

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 12 JANUARY 2010**

<b>PRESENT</b>	John Heaser (Chair), Stewart Cable (Vice Chair), Tony Berry, Wilf Chamberlain and, from 7.50 pm, Duncan Frazer. District Councillor Garry Wheatley was also present. In addition, for the early part of the meeting, the undermentioned were in attendance – John Long, Bidwells Planning Consultant, and Hugo Kirby and Charles Wheatman representing Ptarmigan Land (promoters).
<b>APOLOGIES</b>	Apologies for absence were received from Joan Wheatley (nasty cold), District Councillor Christopher Kemp and County Councillor Daniel Cox.
<b>DECLARATIONS OF INTEREST</b>	The Chair asked if any member(s) wished to declare an interest in any item/items on the agenda. No declarations were forthcoming.
<b>MINUTES</b>	The minutes of the Parish Council meeting held on 1 December 2009 were, on a proposal by Stewart Cable which was seconded by Tony Berry, accepted as a true record of the business conducted and therefore a copy was signed and dated by the Chair for retention in the Parish Council records.
<b>PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION</b>	No matters for discussion were raised under this item.
<b>BIDWELLS PRESENTATION – HETHERSETT HOUSING DEVELOPMENT</b>	<p>Invited to speak John Long (Bidwells) introduced Hugo Kirby and Charles Wheatman, both of whom were representing the promoters of the substantial development (potentially up to 4,000 new homes) to the north and west of Hethersett - Ptarmigan Land. It was explained that a subsidiary company of Ptarmigan Land, Hethersett Land Ltd., would, it is anticipated, be submitting a planning application (for the development of approximately 315 hectares of farmland) in the first half of 2010. Hugo Kirby said that at present he was looking to gauge local opinion on four options – the largest of which was the provision of 4,000 new houses.</p> <p>The Clerk noted that this proposed major development was the entire front page of the evening's Evening News press report. It was appreciated that such significant development did not seem to fit with the Greater Norwich Development Partnership (GNDP) current strategy which had only agreed 1,000 new homes for Hethersett.</p> <p>HK, said that if a new high school was to be built 4,000 new homes would be needed and said that he was aware a high pressure gas pipe ran through Hethersett.</p> <p>John Thompson and Partners (Community Engagement Specialists) – who are employed by Ptarmigan Land – are, HK added, to be responsible for consulting the community to</p>

	<p>establish what the community wants and this is expected to produce a “vision”, which HK said Ptarmigan Land promises to match.</p> <p>Community consultation would be in the form of a Community Planning Weekend, open to all, over two whole days. Then the following Tuesday evening a further local meeting would be held (with, it was said, planners and developers acting effectively as referee) to inform what is the agreed “vision”.</p> <p>In respect of Hethersett, the Community Planning Weekend is to be held Friday 19 and Saturday 20 March 2010 with the follow up meeting the next Tuesday.</p> <p>HK acknowledged that there needed to be separation between Hethersett and Little Melton and noted that one of the principal concerns of Little Melton (which was already being actively pursued) was the provision of a dedicated cycle path.</p> <p>John Heaser also stressed that another major concern, arising from significant housing development, was “rat running” through Little Melton and said that any measures that Ptarmigan Land could introduce to relieve such traffic would be well received in Little Melton.</p> <p>HK appreciated that local facilities would be required and said Ptarmigan Land would contribute towards the cost of these.</p> <p>Asked the question whether there was any connection between Gladedale Developments and Ptarmigan Land it was said none whatsoever (Gladedale do not own any of the land being proposed for development). Furthermore Mr Kemp was not one of the land owners.</p> <p>Following some further discussion Mr Long, Mr Kirby and Mr Wheatman were thanked for their attendance and left the meeting at 8.05 pm.</p> <p>Concluding John Heaser added that it should be appreciated that villages, in the South Norfolk area of the Greater Norwich area, would be allocated some (smaller scale) housing development over the period to 2026 – so this would also need to be taken into account for Little Melton.</p>
<p><b>PROPOSED CYCLE PATH LINK</b></p>	<p>John Heaser provided an update on the well attended local cycle ride, with South Norfolk MP, Richard Bacon, on Friday 4 December and added that a number of well known dignitaries had signed up to support the scheme.</p> <p>On a less positive note a letter from Norfolk County Council had been received which expressed support in principle but stated there was, at present, no funding available to earmark for this project.</p> <p>John Heaser said that he had met with NCC officials, the previous day, and was concerned that there appeared to be a lack of joined up thinking/strategy for the proposed provision.</p> <p>Completing discussion of this topic District Councillor Garry Wheatley said that the Outline Planning Permission, for a MS Unit at Colney Hall, had included the provision of a dedicated cycle facility and that further development was anticipated on the Business Park.</p>

<p><b>PLANNING</b></p>	<p><b>RESULT</b>  One result was reported, namely that of “Approval” to the application submitted by Mr J Sanders for the erection of a rear white UPVC conservatory at 20 Braymeadow Lane (2009/1872). It was noted no objections had been received in respect of this development.</p> <p><b>OUTSTANDING APPEAL</b>  Mr C Leeming (acting for Gable Developments Ltd) to the Department of Communities for Local Government against SNC (refusal) decision – Villa Farm, Watton Road, Bawburgh (2009/1990). No information had been received in relation to this Appeal.</p> <p>The Clerk also reported the receipt of a letter, dated 16 December, from Norfolk County Council, Planning &amp; Transportation Department, regarding the Adopted Local List of Validation Requirements for planning applications submitted to NCC. Hence planning applications submitted to NCC now need to take into account the National and Local List of Validation Requirements, which came into force from January 2010.</p>
<p><b>PARISH AMENITIES</b></p>	<p><b>PLAY AREA ANNUAL SAFETY INSPECTION REPORT 2010</b>  The Clerk confirmed that he had – following the last PCM – sought three quotations for the replacement of the damaged rope on the Burma bridge. Only one quotation had been received – this being from Norfolk Games and Frames in the sum of £334.88 including VAT. The Parish Council – on a proposal by Duncan Frazer which was seconded by Stewart Cable – agreed that this was a reasonable quotation and instructed the Clerk to request that Norfolk Games and Frames undertake this work.</p> <p>It was noted that the remaining items in the safety report had been attended to, are to be monitored or undertaken by a working party in the Spring.</p> <p><b>VILLAGE PLAYING FIELD TREE MAINTENANCE</b>  John Heaser reported the satisfactory tree maintenance work – in particular to the four large oak trees along the eastern boundary – carried out by Broadland Tree Services in December.</p> <p><b>PRE SCHOOL NURSERY PROPOSED SITE EXTENSION</b>  The Clerk reported that he had not been informed of any further progress in respect of this proposal.</p> <p><b>FOOTBALL PITCH HIRINGS – UPDATE</b>  The Clerk reported the notification, received from HAFC, of the fixtures for the month of January – which on the basis of the bad weather not resulting in the postponement of matches – would see three adult matches and three youth being played.</p> <p>It was also noted that – due to the snow – no football was played on Sunday 20 December and that the two matches scheduled to be played on 6 December did not go ahead because of the very wet weather.</p> <p><b>VPF MAINTENANCE CONTRACT 2010</b>  The Clerk drew attention to the revisions required to the</p>

specification, for the purpose of clarification, prior to quotations being sought for the maintenance contract for the season 2010. After agreeing to the revisions the Clerk was instructed to seek competitive quotations for the new contract which would commence in March 2010. Concluding, it was appreciated that a decision – on the quotations received – needed to be taken at the Parish Council meeting to be held on 16 February, in order for the successful contractor to be notified so that maintenance would commence in mid March.

#### VILLAGE HALL FIRE SAFETY

The Clerk reported that according to his information, from the Village Hall Management Committee, all the requirements of the Fire Officer, Ian McCleod, had been met.

The responsibility of the Parish Council related solely to the emergency exit mechanism on the three external UPVC pairs of doors on the western and northern elevations. In consequence the Clerk had been in touch with the contractors, SSGE, who had fitted these doors and SSGE had recently rectified the problem with the turnsnibs.

As a measure to try and have the turnsnibs left in a secure position the Clerk agreed to erect a notice on each pair of UPVC external doors explaining how the mechanism should be left - after opening and shutting - so that the security of the village hall was not compromised.

Summing up the Clerk said that he had requested that a representative of the Village Hall Management Committee inform the Parish Council when a (final) meeting had been held with the Fire Officer and it had been agreed that all the issues had been successfully resolved.

#### FUTURE OF LOCAL TELEPHONE KIOSK

The Chair asked what the opinion of the members of the Parish Council was regarding the future of the telephone kiosk on School Lane, near the crossroads, bearing in mind that – according to SNC – only seven calls were made in a calendar year! All Parish Councillors were agreed the future of this facility needed resolving, at an early date, and in consequence the Clerk was requested to write to Nigel Bailey, SNC, and ask him to contact British Telecom with a view to either the kiosk being cleaned on a regular basis or the kiosk being completely removed.

#### VPF MOLES

The Clerk confirmed that he had requested Keith Sturman, mole catcher, to eradicate the moles that had returned to the lower part of the village playing field – some on the football pitch. Hence traps had been set on 10 December but no doubt due to the subsequent severe winter weather, especially the falls of snow and low temperatures, no dead moles had, as yet, been reported to the Clerk.

#### PLAY EQUIPMENT ANNUAL INSPECTION 2010

The question of who should be requested to undertake the current years annual inspection was considered and it was

	<p>agreed that on this occasion the Parish Council should contract Digley Associates Limited, who would carry out an Independent Service, as per their scheme 2 (reference PC&amp;CS2) at a cost of £40.00 plus VAT. The Clerk was therefore instructed to request Digley Associates Limited make the inspection in September 2010.</p>
<p><b>HIGHWAYS</b></p>	<p><b>MILL ROAD FLOODING</b>  The Clerk said that he had not been informed – regarding the cleaning out of the allotment ditch – of any recent action. In noting this the Parish Council suggested that - if the Parish Council was not informed of any remedial action by Spring (approximately mid March) then - the Clerk should contact Norfolk County Council Highways in order to ascertain what progress had been achieved.</p> <p><b>ENCROACHMENT OVER TARMACED FOOTPATHS</b>  The Chair asked what properties had been noticed, by Parish Councillors and the Clerk, as having obstructing vegetation. A number of such properties were noted and it was agreed that the Chair and Clerk would look to draft a suitable letter which could be delivered to the owners of properties where overhanging vegetation was causing a problem for pedestrians.</p> <p><b>MAINTENANCE</b>  Several items had been reported to the NCC Highways, by the Clerk, from early December, namely:-</p> <ul style="list-style-type: none"> <li>- potholes in the carriageway at Beckhythe (technically in the parish of Hetherset),</li> <li>- road nameplate at eastern end of Little Melton Road,</li> <li>- potholes around manhole etc. at bottom of Green Lane, and</li> <li>- road nameplate at top of Green Lane.</li> <li>- encroaching trees/hedging on Green Lane (Vine Cottage).</li> </ul> <p>With regard to the two road nameplates it was noted that responsibility for these is now with SNC and that the lengthy process involves the District Council requesting Saffron Housing to carry out the work, but first having to get the approval of Norfolk County Council to resite the road signs.</p> <p>With regard to the significant trees/hedging growth, from the garden of Vine Cottage, encroaching over the public highway (Green Lane) the Clerk said he was trying to ascertain contact details of the owners to enable NCC Highways to send a letter requesting that the vegetation was substantially cut back.</p> <p><b>GRITTING ROUTES</b>  The Clerk confirmed the receipt – in early December – of the usual information, from NCC, on gritting routes.</p> <p><b>GRIT BINS</b>  The Clerk drew attention to the receipt, on 7 January, of an email from NALCs regarding insurance liability in respect of Parish Councils and grit bins.</p> <p>It was noted that there is no liability on the Parish Council if:-</p> <ul style="list-style-type: none"> <li>- the Parish Council purchased the bin and agreed its location with the County Council,</li> </ul>

	<ul style="list-style-type: none"> <li>- the County Council have filled the bins, and</li> <li>- the Parish Council have not designated an individual to spread the grit.</li> </ul>
<b>LOCAL GOVERNMENT REVIEW UPDATE</b>	<p>The Clerk referred to (a) recent local press reports which said that a (two) unitary pattern, comprising Greater Norwich and a Rural Norfolk was now favoured, and (b) a letter from the Boundary Committee for England, received on 18 December, saying that the Committee has now completed its review in Norfolk and has provided advice to the Secretary of State and made an alternative proposal for unitary local government in Norfolk.</p> <p>It is now for the Secretary of State to take a decision and it was also noted that the period for representations runs until 19 January.</p>
<b>GNDP - UPDATE</b>	District Councillor, Garry Wheatley, said that there was nothing further to report at this stage.
<b>DISTRICT, COUNTY AND REGIONAL DOCUMENTS</b>	There were no documents for consideration/discussion under this heading.
<b>CLERK'S CORRESPONDENCE</b>	The schedule of the Clerk's correspondence provided to each Parish Councillor with the agenda, together with late additions received since 5 January, was drawn to the attention of the Parish Council. Two matters in particular were highlighted, firstly the recent burglary from a property along School Lane and the attempted burglary at the local shop and secondly the continued occupation at the Watton Road end of the old part of School Lane by Gypsy/Travellers in approximately four caravans.
<b>BILLS/RECEIPTS</b>	<p>On a proposal by Duncan Frazer which was seconded by Tony Berry, and agreed the undermentioned invoices were authorised for payment:-</p> <p>HM Revenue &amp; Customs–Income tax for period 1/7 – 30/9/09 and back pay period 1/4 - 30/6/09 (101013) £ 293.70</p> <p>Broadland Tree Services–VPF tree mntnce (101014) £1,391.50</p> <p>Mr R Sinclair–Clerk's salary 1/10-31/12/09 (101019) £1,163.24</p> <p>Mr R Sinclair–Expenses 1/10 – 31/12/09 (101020) £ 82.65</p> <p>Mr R Sinclair–Ref (50%) B/B 25/12/09-24/1/10(101016) £ 9.29</p> <p>HM Revenue &amp; Customs–Income tax for period 1/10/09 - 31/12/09 (cheque no 101015) £ 290.81</p> <p>CGM (Norwich)-Hedge cutting (additional) to outside of tennis court ( cheque no 101017) £ 94.88</p> <p>LM Community Trust-Hire of V.Hall 2010 (101018) £ 115.00</p> <p>On the income side the Clerk reported two receipts, both from Hethersett Athletic FC, for matches played during October (2) totalling £37.50 and November (7) totalling £142.50.</p>
<b>MONITORING REPORT</b>	The Chair referred to the latest monitoring report and said that all balances were in order.
<b>INTERNAL VERIFICATION</b>	Duncan Frazer explained the successful undertaking, on 17 December, of the internal verification of transactions for the period mid June to mid September 2009 and confirmed with the

	<p>Clerk that he would undertake the next internal verification, for the period mid September to mid December 2009, prior to the Parish Council meeting on 16 February.</p>
<p><b>ANNUAL PARISH MEETING</b></p>	<p>The Chair, taking into account that in recent years the APM has not been well attended proposed that for this year's meeting on 16 March a new format, which will hopefully encourage more parishioners to attend, is introduced. Hence the format would include (a) Parish Councillors introducing themselves, (b) representatives of village organisations giving a brief overview of their activities for the past year, (c) announcement of the outcome of the Parish Plan review (comments sought in the January edition of the Parish Council Newsletter), (d) break for coffee and biscuits and the opportunity to read full annual reports from village organisations and to talk to representatives, and (e) open discussion of Parish Plan and (other) questions from parishioners.</p> <p>The Parish Council agreed with this course of action and that wide publicity should be given to the holding of this annual meeting for all parishioners who can speak and ask questions on any local topic.</p>
<p><b>DATE OF NEXT MEETING</b></p>	<p>The date of the next meeting of the Parish Council was confirmed as Tuesday 16 February 2010 commencing at 7.30 pm in the Village Hall. There being no further business the meeting concluded at 9.35 pm.</p>
	<p><b>Chairperson</b>.....</p> <p><b>Date</b>.....</p>