

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 15 JUNE 2010**

<b>PRESENT</b>	John Heaser (Chair), Wilf Chamberlain, Graham Tomlin and Joan Wheatley and District Councillor Garry Wheatley.
<b>APOLOGIES</b>	Apologies for absence were received from Stewart Cable, Tony Berry, 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 an item/items on the agenda. No declarations were forthcoming.
<b>MINUTES</b>	The minutes of the Annual Parish Council meeting held on 11 May 2010 were, on a proposal by Graham Tomlin which was seconded by John Heaser, 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.
<b>PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION</b>	District Councillor Garry Wheatley referring to the SNC potential shared services project with Breckland District Council said that it was very likely – following discussions and consultations - that this would not now go ahead, but the final decision would be taken, by SNC, w/c 21 June.
<b>PROPOSED CYCLE PATH LINK</b>	It was reported by John Heaser that there was no further progress to report.
<b>PLANNING</b>	<p><b>PARISH COUNCIL RECOMMENDATION</b></p> <ul style="list-style-type: none"> <li>• Mr D Frazer – proposed demolition of existing garage and construction of new 2 storey extension to 77 School Lane (2010/0783). The Parish Council agreed recommendation/comment to SNC had been “no objection” with the observation that there will be a loss of privacy to the nearby No 75 (property to the south) from the new high level window on the southern elevation of the proposed development and therefore obscured glazing for this window should be required.</li> <li>• Mr D Smith – proposing a small single storey extension to the front of 61 School Lane (2010/0819). The Parish Council agreed response had been “no views or comments”.</li> </ul> <p><b>OUTSTANDING APPEAL</b>  The result of the Appeal, by Mr C Leeming (acting for Gable Developments Ltd) to the Department of Communities and Local Government against the (refusal) decision, by SNC, in respect of Villa Farm, Watton Road, Bawburgh (2009/1990) remained unknown, it was reported.</p> <p><b>PLANNING TRAINING</b>  John Heaser reported that he had unfortunately been unable to attend the Planning Training session at Cringleford on Wednesday 2 June as he had unexpectedly had to work away on that evening.</p>
<b>PARISH AMENITIES</b>	<p><b>PRE-SCHOOL NURSERY</b>  The proposed site extension (adjacent to the Village Hall) was, it was understood, still to proceed but at this juncture there was nothing further to report to the Parish Council.</p>

#### FUTURE OF LOCAL TELEPHONE KIOSK – UPDATE

The only information received since the Annual Parish Council meeting held on 11 May was from BT Payphones which informed the Parish Council that the order to cease the kiosk had been raised in late April and that the timescale for the removal of the kiosk is 20-24 weeks.

#### FOOTBALL PITCH – POTENTIAL WORK UPDATE

The Clerk updated the Parish Council by reporting that HAFC had agreed with the Parish Council suggestion of scaritracing and slitting the football pitch on alternate weeks throughout the autumn/winter period (subject to funding). The Clerk added HAFC had also said that at this time it could not provide any additional funding for the work, after the £350 maximum of Parish Council funding had been expended, but that HAFC will look at the pitch at that time and consider whether it was able to fund continued/ further treatment.

In consequence, on 8 June, the Clerk had instructed CGM Norwich to undertake scaritracing and slitting, during the autumn/winter of 2010 to a maximum of £350.

#### LM HOMEWATCH CO-ORDINATOR

It was reported that following Ron Websdale's giving up of the role – after many years service – a new service is being introduced, called Police Direct, which cuts out the middle man when letting us know when and where special care is needed. It was noted that details and flyers are to be delivered to properties in the village in the near future. The local contact is now Chris Starr at 8 Braymeadow Lane who can be contacted by email [homewatch@little-melton.org.uk](mailto:homewatch@little-melton.org.uk) or by telephone on 01603 819006.

#### VILLAGE HALL EMERGENCY DOORS

It was noted that it had been recently reported that one pair of emergency (external) exit doors – the pair nearest the tennis court and car park – had not been working correctly, in that they could not be made secure. Therefore the Clerk had reported this defect to SSGE, who had originally fitted these doors, and was pleased to report that SSGE had promptly visited and rectified the defect.

#### PLAY EQUIPMENT MAINTENANCE

The Clerk reported that recently John Symonds had been requested to:-

- rub down and varnish the Parish Council notice board near the shop.
- refix the loose vertical half log to the main item of young children's play equipment, and
- rub down and repaint the small springy tractor.

Subsequently John Heaser had noted that several other half logs to the "turret" walks to the platforms of the main item of play equipment were loose so that little fingers could become trapped/ squashed – especially bearing in mind that the gaps would expand and contract depending on the weather. In consequence John Symonds had also been requested to rectify these.

In addition the Clerk mentioned that he had observed (a) that the low safety barrier at the end of the swing area (nearest village hall) was in need of repainting, and (b) an approximately two inch strip

	<p>of black safety floor tiling was loose and required re-fixing down. The Parish Council agreed that the Clerk should also ask John Symonds to rub down and repaint the safety barrier and noted that John Symonds would invoice the Parish Council for all the minor repairs he had undertaken over the past few months once all the work had been completed.</p> <p>Next John Heaser reported that as a consequence of his inspection of the equipment on June 5 he had observed that several of the black safety tiles near the “firemans pole” had poor impact quality. After some discussion on the best way to proceed with replacing of such tiling for the present and in the near future the Parish Council agreed that – taking into account the relatively high cost of delivery of such items – the Clerk should order 15 tiles (on the basis that 5 tiles would need to be replaced per year for the next three years). As the adhesive from a previous order had not been used it was also agreed there was no necessity to request any (more) adhesive.</p> <p>It was agreed that the small loose two inch strip of tiling would be fixed down securely when the local working party undertakes the replacement tiling.</p> <p><b>FUNDING FOR VILLAGE HALLS (BIG LOTTERY FUNDING)</b></p> <p>It was confirmed that an email, dated 27 May, had been received from SNC stating that BLF (Eastern England) funding is to be made available this autumn to benefit village halls. It was noted that no detail as to the launch date, criteria or size of grants to be made available had been declared as yet! There was likely to be a very short application timescale and it was also noted that applications not supported by robust consultation evidence of need for the project will absolutely not be considered.</p> <p>With the above in mind the Parish Council agreed to obtain quotations for the potential replacement (with UPVC and just bottom sections openable) of the six narrow high level windows on the western elevation of the Village Hall. The Clerk would therefore seek competitive quotations and also request how many of the windows could be replaced if only £1,500 was available (this was an option if no grant aid was obtained and only the sum contained in the precept was available to expend).</p>
<p><b>SIGNIFICANT HOUSING DEVELOPMENT TO NORTH OF HETHERSETT</b></p>	<p>It was reported that there was little to report other than the press reports of 13 May (EDP) and 25 May (EEN), the latter one saying that there is a “Hands off Hethersett” campaign against large scale development for Hethersett such as the 4,000 new homes the subject of a scoping request to SNC.</p> <p>District Councillor Garry Wheatley added that SNC was no longer working to the RSS and was now using a local authority guide of five years of housing development.</p>
<p><b>HIGHWAYS</b></p>	<p><b>MILL ROAD FLOODING</b></p> <p>The Chair brought the Parish Council up to date with recent correspondence, via email, including:-</p> <ul style="list-style-type: none"> <li>• The creation of a second access drive which involved concrete construction at Leylands, Great Melton Road, without, as far as the Parish Council was aware, planning and/or highway permission. It was also not known if the piped local drainage system running through the garden frontages</li> </ul>

had been protected.

- A camera survey has recently been undertaken.
- The recent storm had not caused any (further) problems with flooding.
- Very little response had been received by Shirley Bishop, SNC, to her letters to all residents along Great Melton Road.
- A trash screen is recommended to be fitted, set back approximately two metres from the end of the drainage pipe on the boundary of the allotments (Great Melton Road end).

With regard to this provision the Parish Council instructed the Clerk to email Chris Doggett and ask if the Parochial Charity was to go ahead with this envisaged action.

#### TRAVELLERS CAMP

The Chair referred to his emails of:-

1. 24 May to John Blunkell, Norfolk County Council, regarding problems with:-

- \* prevention of the use of the public cycling route,
- \* geese grazing on nearby crops (damage/lack of enclosure),
- \* burning of large quantities of plastic covered wiring (health and safety).

2. 24 May to the Leader of the Norfolk County Council, Daniel Cox.

3. John Blunkell's reply email of 25 May – which was less than sympathetic to local residents concerns about the continued occupation.

4. John Heaser's reply email later on 25 May to John Blunkell pointing out that neither he nor the two local District Councillors had been invited to conferences already held!

It was also noted that Peter Daniel of Norfolk County Council was to convene a Case Conference in July where the option of eviction will be considered.

It was further noted that Keith Woods of School Lane had complained to the Chair, by letter, that local parishioners were unable to use the Public Right of Way, without being subject to abuse.

Finally District Councillor Garry Wheatley said that the Government had ceased providing funding for permanent travellers' sites but that funding (100%) for transit sites was to continue.

#### ENCROACHING HEDGING/BRAMBLES

The Clerk confirmed that the overgrown brambles immediately to the west of Green Lane (middle and top sections) had recently been cut back – presumably by the landowner Mr Kemp. The Clerk added that the middle section of Green Lane had had the encroaching hedging/brambles cut back by approximately four feet from the edge of the carriageway but that the top section of Green Lane had been less severely attended to – perhaps cut back to only approximately two feet from the edge of the carriageway. Certainly the growth was not now encroaching over the carriageway.

Secondly the Chair referred to the Clerk's email of 12 May, to all Parish Councillors, asking them to check and report back if there was any encroaching hedging over the metalled parts of the public highway (footways) in general (each Parish Councillor being

	<p>responsible for the area to which he/she delivers the Parish Council Newsletter) and noted that the Clerk had not received a single response.</p> <p>Therefore it was taken that there was no current encroachment but it was agreed that a general request would be included in the next (July) edition of the LMPC Newsletter asking owners to check that growth was not resulting in any obstruction.</p> <p><b>MAINTENANCE</b></p> <p>The Clerk confirmed that the County Council resurfacing work to the B1108 Watton Road etc. near it's junction with the A47 NSB had commenced as scheduled on Monday 14 June and was anticipated to complete on 16 June.</p> <p>Lastly John Heaser observed that, as yet, no action had been taken in respect of the water continuing to flow from the drain at the School Lane/Green Lane junction despite the Chair having notified Anglian Water some weeks ago!</p>
<b>LOCAL GOVERNMENT REVIEW UPDATE</b>	<p>In the absence of Christopher Kemp, District Councillor Garry Wheatley said that Labour Peers were fighting against the Conservative and Liberal SDP's opposition to the unitary proposals for Norwich.</p>
<b>GREATER NORWICH DEVELOPMENT PARTNERSHIP</b>	<p>District Councillor Garry Wheatley referred to fellow District Councillor Christopher Kemp's email of 28 May to the Chair, which had been forwarded to all Parish Councillors, which summarized the present position, namely that it was extremely doubtful whether the GNDP is needed (now) and whether it needs to work to a JCS. Details from the Minister, Eric Pickles, were currently awaited. Garry Wheatley added that the outcome is likely to mean that local planning authorities, such as SNC, will determine policies and priorities.</p> <p>Secondly the Clerk drew attention to a Newsletter, recently received from the GNDP, focusing on Green Infrastructure that stated it was seeking to think about what kinds of Green Infrastructure might be needed in the future. Hence Parish Councils' views are being sought and once initial suggestions have been proposed the GNDP plan to run a number of workshops with SNC, which will give Parish Councils the opportunity to have their say on proposals for Green Infrastructure in the local area. After careful consideration of these issues the Parish Council declined to submit any comments at this stage in the process.</p>
<b>DISTRICT, COUNTY AND REGIONAL DOCUMENTS</b>	<p>The recent receipt of the letter of 21 May and documents, from Norfolk County Council, Principal Planning &amp; Policy Officer, regarding the Norfolk Minerals &amp; Waste Local development Framework was noted.</p> <p>The Chair and the Clerk of the Parish Council had read the extensive documentation and agreed there was nothing of particular relevance to Little Melton and in consequence the Parish Council agreed that action was not required.</p>
<b>CLERK'S CORRESPONDENCE</b>	<p>The Clerk referred to his schedule of correspondence, as at 9 June, sent to Parish Councillors with the agenda and drew attention to the further correspondence received since that date.</p>
<b>BILLS/RECEIPTS</b>	<p>On a proposal by Joan Wheatley, which was seconded by Graham Tomlin, and agreed, the undermentioned invoices were authorised for payment:-</p>

	<p>Premier Book Keeping Services-Internal audit of A/Cs for the year 1/4/09-31/3/10 (101040) £ 41.25</p> <p>Mr R Sinclair-refund 50% B/B 25/5-24/6/10 (101041) £ 9.49</p> <p>CGM Norwich-VPF maintenance May 2010 (101042) £195.64</p> <p>John Heaser-refund of purchase of brass hinges(2) for PC Notice board near shop (101043) £ 3.63</p> <p>With regard to receipts the Parish Council noted that HM Revenue &amp; Customs had recently informed the Clerk that a tax overpayment of £75.27 had occurred in respect of the Income Tax year 2009/2010 and it was also noted that this sum would be deducted from the figure to be paid at the beginning of July, when the next income tax payment was due.</p>
<b>MONITORING REPORT</b>	The Chair referred to the latest monitoring report and confirmed that all transactions and balances were in order.
<b>INTERNAL VERIFICATION</b>	The Clerk reported that, due to the documentation and work required in the Annual Audit process, he had been unable to arrange with Duncan Frazer, for the undertaking of the internal verification of the Parish Council accounts for the period mid December 2009 through to mid March 2010 as yet. However now the Annual Audit was well advanced the Clerk said he would ensure the I.V. was carried and reported to the next Parish Council meeting.
<b>AUDIT</b>	<p>The Clerk brought the Parish Council up to date with his progress on the completion of the Annual Audit of the Parish Council Accounts for 2009/2010.</p> <p>After due consideration it was unanimously agreed that (a) the Annual Accounts should receive the approval of the Parish Council, and (b) that the Parish Council commits itself to the approval of the Annual Governance Statement, as required by the External Auditors.</p> <p>The Clerk then asked the Chair, on behalf of the Parish Council, to sign the official form which would shortly be returned to Mazars, the External Auditors.</p> <p>The Clerk confirmed the display (Monday 14 June) on the Parish Council noticeboard of the "Notice of appointment of date for the exercise of the elector's rights" notification as required by the Auditor.</p> <p>The Clerk also reported the Internal Auditor's (Sue Day) Bank Reconciliation for April 2009-March 2010 as being satisfactory.</p>
<b>ANNUAL REVIEW OF (A) ASSETS REGISTER, AND (B) RISK ASSESSMENT</b>	The 2010 annual review of the Assets Register and Risk Assessment was deferred. The Chair said he would ask Duncan Frazer to look into these reviews.
<b>DATE OF NEXT MEETING</b>	<p>The date of the next Parish Council meeting was confirmed as being on Tuesday 20 July 2010 commencing at 7.30 pm in the Village Hall.</p> <p>There being no further business the meeting concluded at 9.00pm.</p>
	<p><b>Chairperson</b>.....</p> <p><b>Date</b>.....</p>