

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 7 SEPTEMBER 2010

PRESENT	John Heaser (Chair), Stewart Cable (Vice-Chair), Wilf Chamberlain, Duncan Frazer (from 7.55pm) and Joan Wheatley. District Councillor Garry Wheatley was also present. In addition a few members of the public were present including Cliff Grady and son Ian, Mr Elliott and Mrs Matthews and three others.
APOLOGIES	Apologies for absence were received from Tony Berry (who was away), District Councillor Christopher Kemp and County Councillor Daniel Cox.
DECLARATIONS OF INTEREST	The Chair asked if any member(s) wished to declare an interest in an item/items on the agenda. No declarations were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 20 July 2010 were, on a proposal by Wilf Chamberlain which was seconded by Stewart Cable, 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 PARTICIPATION	<p>BUS STOP IMPROVEMENTS</p> <p>The Chair explained the proposed Norfolk County Council installation of eight new bus stops (to meet DDA requirements) along School Lane and the Parish Council's response recommending that only six should proceed to implementation – the two proposed bus stops near the local school not being considered sensible locations.</p> <p>The Chair then invited – following the receipt by the Parish Council of an email of 11 August from Patricia Matthews and Andrew Elliott – Mrs Matthews and Mr Elliott to speak regarding their objection to the proposed installation of Bus Stop 21 (west side of School Lane) adjacent to their property, 85 School Lane. Mr Elliott expressed his and Mrs Matthews view that the proposed siting was not suitable, on grounds of safety and, following some discussion the Parish Council agreed that it would suggest to the NCC that Bus Stop 21 should be relocated slightly further to the north.</p> <p>Furthermore Mr Elliott and Mrs Matthews and the Parish Council felt that there may be merit in relocating proposed Bus Stop 22 (west side of School Lane) closer to or on the current informal hard standing area/pick up point near the junction with Green Lane.</p> <p>Hence this would also be suggested to NCC as would a site meeting to discuss these suggested changes.</p> <p>SHELTERED HOUSING PROPOSAL</p> <p>The Clerk reported the recent receipt of a note from Margaret Waller, on behalf of All Saints Church, Little Melton, in which the suggestion of the provision of a small sheltered housing development was being advocated. It was anticipated that</p>

	<p>Margaret Waller and/or Chris Starr would attend the night's Parish Council meeting, to elaborate on this suggestion.</p> <p>Invited to speak Clifford Grady and his son Ian said that they would – providing planning permission could be obtained – be willing to build a small (perhaps eight units) housing development, such as sheltered housing - and they would look to do this on land immediately to the south of the existing Ringwood Close.</p> <p>As neither Margaret Waller nor Chris Starr was present the Parish Council agreed to defer consideration of this issue until the next PCM on Tuesday 19 October.</p>
<p>PLANNING</p>	<p>Three items were reported, namely:-</p> <ol style="list-style-type: none"> 1. The result of the appeal by Mr Leeming (acting for Gable Developments Ltd.) to the Department of Communities for Local Government against the SNC decision in respect of Villa Farm, Watton Road, Bawburgh (2009/1990). <p>The result, it was noted, had not been communicated officially to the Parish Council but the Chair was informally aware, from District Councillor Garry Wheatley, that permission had been granted by the Inspector with some stringent conditions and apparently included some 13 pages of comment by the Inspector.</p> <ol style="list-style-type: none"> 2. The receipt of an official notification (Consultees Report of Decisions made from 22/8 – 28/8/10) from SNC in respect of Scoping Opinion for proposed Urban extension to land surrounding Hethersett, Norwich Road, Hethersett (2010/1157) which had been submitted by Bidwells. This notification does not approve or refuse Bidwell's submission and concerned an EIA (Environment Impact Assessment). <p>The Clerk had been unable to access further information on the SNC website but the Chair said he had been able to access and that he had seen the letter etc. sent from SNC to the applicant.</p> <ol style="list-style-type: none"> 3. The receipt, on 19/8/10, of a letter from Norfolk County Council, Environment, Transport, Development regarding Planning Services and E-Planning – which explained that improvements and changes are to be made to NCC's Planning Service through much fuller use of electronic and web based communications. So soon the Parish Council will be notified of NCC planning applications via email, and responses will be made via email.
<p>GNDP UPDATE</p>	<p>The Clerk reported an email of 20/8, from Simon Osborne, PO Services, Programme Officer, relating to the GNDP Core Strategy DPD Examination and attaching documents including (a) an invitation and guidance to participants about submitting statements, (b) a provisional programme for the hearing submission, running to three weeks, and (c) a list of matters and key questions to form the basis of written responses.</p> <p>It was noted that the Inspectors were asking everyone to submit any further submissions by 4 October (original representations carry same weight as any further submissions). Subsequently the date for further submissions was said to be Friday 8 October 2010.</p> <p>District Councillor Garry Wheatley then spoke and said that the</p>

	<p>SNC was not in agreement with the higher figures and added (a) everyone was waiting the outcome of the Norwich City Council elections, and (b) it was not yet clear who will determine development quotas in the District Council areas.</p> <p>Concluding Garry Wheatley also said that if a District Council does not have at least a five year level/supply of development then developers can have a much larger input in determining development.</p>
<p>HOUSING DEVELOPMENT NORTH OF HETHERSETT</p>	<p>The Chair – following the PCM of 20 July – referred to his email of 28 July to Gary Hancox, Senior Planning Officer, SNC, in response to the EIA in respect of the proposed Hethersett Urban Extension.</p> <p>In short this emphasised the concerns of Little Melton Parish Council including (a) the effects of increased traffic through Little Melton, (b) cycling facilities, (c) the so called creation of “quieter lanes” and, (d) traffic forecasts not taking into account congestion due to other nearby planned developments.</p> <p>The Clerk confirmed the official SNC notification (Consultees Report) from SNC in respect of the Scoping Opinion (EIA) submitted by Bidwells – which had been reported to the PC under the Planning heading on the agenda.</p> <p>The Chair also referred to his email of 3 September to all Parish Councillors which had informed them all of the Hethersett sites suggested by landowners and developers for the LDF. This showed some possible sites bordering the southern edge of Little Melton.</p>
<p>LDF SITES PUT FORWARD FOR DEVELOPMENT FOR LITTLE MELTON</p>	<p>The Clerk began by reporting the email of 2 August, from SNC, regarding LDF to guide decisions on development for the next 15 years, which stated that comments etc were being asked for on all pieces of land suggested to SNC by landowners and developers for future housing and employment development. This was an early warning that the PC was due to soon receive information showing the specific sites put forward for Little Melton. In this respect it was noted that a SNC Consultation Event was scheduled to take place in the local Village Hall on Wednesday 6 October from 2.30 – 8.00 pm.</p> <p>Next reported was a letter dated 26 August, from SNC, informing the Parish Council (first stage) of the Site Specific Policies and Allocations consultation, taking place between 1 September and 19 October, and asking for the Parish Council’s initial thoughts and comments. As well as an A3 map showing all the suggested possible sites a schedule of sites was included with the letter.</p> <p>Following receipt of the letter of 26 August John Heaser emailed all the Parish Councillors asking each to consider potential development in Little Melton and also seeking suggestions for the criteria to be used in determining where this should be located. It was noted that John Heaser has downloaded a considerable number of pages of information concerning a checklist, the process and specific sites.</p> <p>Although it is not definitely known what level of development is being advocated for Little Melton for the period to 2026 – taking into account that 1800 new houses are currently prescribed for smaller villages in South Norfolk – it is thought that something in</p>

	<p>the order of up to 60 new properties might be expected. In this context it was further noted that, under the JCS, developments of 10 new houses or less would not count against a village's allocation.</p> <p>Taking into account that the consultation timescale did not finish until the 19 November, and that the next PCM was to be held on 19 October, it was agreed that the Parish Council would seek to determine its views and policy at the next meeting.</p> <p>It was noted that last November, when the village had been consulted on whether the parish wished to amend its views on the relatively low level of housing development it wanted, that no comments had been received – therefore the conclusion was drawn that parishioners views had not changed since the matter was debated/been ascertained via the (original) Parish Plan in 2006.</p> <p>In conclusion it was agreed that the information on the land/areas put forward for development etc would be prominently featured in the next edition (October) of the LMPC Newsletter and also displayed on the local notice boards.</p>
<p>PARISH AMENITIES</p>	<p>FOOTBALL PITCH HIRINGS UPDATE</p> <p>The Clerk brought the PC up to date with hirings that have occurred in late July and during August.</p> <p>Furthermore it was reported that HAFC U13 were no longer training on the VPF football pitch as the evening light was already beginning to draw in.</p> <p>VILLAGE HALL MAINTENANCE – REPLACEMENT HIGH LEVEL WINDOWS</p> <p>The Clerk confirmed the recent installation of the six white UPVC new windows on the western elevation. The Clerk reported that he had been requested to complete a short Customer Return Form and had also been sent an Insurance Warranty in respect SAS Installations, who had supplied and fitted, on 4 September, the new high level windows at a reduced (four bottom section openings rather than all six) cost of £1,663.70p.</p> <p>Secondly the Clerk reported the very recent breaking of a bottom section of the double glazing (outer pane) to the pair of emergency exit doors nearest the tennis court. This was thought to have been vandalism.</p> <p>In consequence the Clerk had notified (a) the contractors, SSGE, who had agreed to replace, and (b) PCSO Timothy Philpott, who had arranged to have Police patrols stepped up in the area.</p> <p>PLAY EQUIPMENT</p> <p>The Chair began by recording thanks to the excellent maintenance work undertaken by the small working party on the evening of Tuesday 17 August.</p> <p>In addition it was confirmed that the Clerk had requested John Symonds to (a) fix ply boards to the inside of the remaining half log turrets in order to prevent small finger entrapment, and (b) put additional concrete around the bottom of the basketball post in order to give it more stability.</p> <p>Also because the rubber bumpers of the two swing seats nearest the Village Hall had become worn the Clerk had been instructed to contact NGF Play to arrange replacement but because this item</p>

had been factory fitted it had proved not possible to replace just this item. Therefore the Parish Council had authorised complete replacement of both cradle seats at a cost of £333.13, including VAT.

It was reported that replacement and fitting of the new seats etc would occur soon.

Finally the Clerk confirmed that the Play Equipment/Area Annual Inspection for 2010 was anticipated during late September.

PRE-SCHOOL NURSERY SITE EXTENSION

It was reported that by early August most of the site extension work had been undertaken and that, within the past week or so, the spongy safety surface tiles had also been laid.

John Heaser confirmed that he had (via Tony Gilyead) spoken to Wendy Gilyead particularly with regard to the Pre-School Nursery keeping the emergency exit route free of obstruction.

FUTURE OF LOCAL TELEPHONE KIOSK – UPDATE

It was confirmed that the telephone box had recently been completely removed from site and John Heaser said he had subsequently spoken to Penny Watkins, who had informed him that she will arrange for installation of the bench seat and the laying of paving near the crossroads.

TEEN SHELTER

It was reported that Hethersett PC was trying to dispose of a teen shelter – the buyer to agree a price, dismantle and remove from existing location on Memorial Playing Field, Mill Road, Hethersett. The teen shelter, it was noted, was understood to have cost in the region of £5,000 to purchase and erect currently stands on a 10 x 10 foot base.

The Parish Council had been looking into the possibility of purchasing etc but had concerns that this provision had a number of implications including cost, health and safety and maintenance and possible anti social behaviour and was not convinced that the advantages outweighed the disadvantages.

It was in consequence agreed that this possibility should not be pursued.

NEW NOTICEBOARD

The Chair reported that the seeking of quotations had resulted in the receipt of three quotations – the lowest of which (surprisingly) was £735.39, a figure significantly higher than anticipated, which would be difficult to justify bearing in mind that there was no budget provision.

The Chair had also done some research, via the internet, and thought that a wood construction could be obtained for approx. £600 whilst one of aluminium construction would maybe be around £400.

However Wilf Chamberlain mentioned that there might be a further possibility, via a contact he had, of getting the provision at less cost. It was therefore agreed that Wilf Chamberlain should pursue this possibility and report back in due course.

VILLAGE SIGN

The Clerk reported that some parishioners were saying that the village sign was in need of maintenance, as it was now looking a little worn etc.

	<p>After discussion the Parish Council agreed that the maintenance be deferred until 2011/2012, when provision could be included in the precept for such expenditure. In the meantime the Clerk would enquire with Barry Foster (who advertises in the Good News Magazine) what would be an estimate of the cost to bring the village sign up to standard.</p> <p>REQUEST TO USE VILLAGE PLAYING FIELD</p> <p>The Clerk reported a request from a Mrs Bradshaw, whose daughter is getting married on 2 July 2011. This request was for children to be able to use a small part of the field for informal games, whilst the wedding reception was being held in the Village Hall. The Clerk had ascertained that no tents, tables or chairs were to be put on the field and that the activities did not involve a bouncy castle.</p> <p>The Parish Council agreed that there were no objections to such use subject to the above and that those responsible appreciated that the playing field was a public area and requested the Clerk to respond accordingly.</p>
ASSETS REGISTER	<p>Consideration, by the Parish Council, of the annual review of the Assets Register was deferred until the next meeting on 19 October but, in the meantime, it was agreed that the Clerk would email the current register to Duncan Frazer to review and for Duncan to put forward his recommendations for any amendments.</p>
RISK ASSESSMENT	<p>Consideration, by the Parish Council, of the annual review of the Risk Assessment was deferred until the next meeting on 19 October but, in the meantime, it was agreed that the Clerk would email the current assessment to Duncan Frazer, who agreed to review and put forward his recommendations for any amendments so that the Parish Council would be able to complete the annual review for 2010 at the next meeting.</p>
BEING A GOOD EMPLOYER	<p>The Chair referred to a recently received booklet entitled “Being a good employer – a guide for parish and town councillors”, which had been issued by DEFRA. The Chair pointed out that because the Clerk worked from home, i.e. he did not work from PC office premises, certain matters needed to be considered including a health and safety assessment of the Clerk’s work space etc. In consequence it was agreed that the Chair should undertake any action that needed addressing.</p>
HIGHWAYS	<p>PROPOSED CYCLE PATH LINK</p> <p>John Heaser said there was nothing new to report regarding the proposed link from Little Melton to Hethersett and that at present the outcome of the implications arising from the JCS and GNDP were awaited.</p> <p>TRAVELLERS CAMP</p> <p>John Heaser said that he continued to receive a trickle of complaints about the unlawful occupation of the northern end of School Lane and that he hoped SNC and Norfolk CC would be able to work more closely together to enable the problem to be resolved at the earliest possible date.</p> <p>District Councillor Garry Wheatley added that he had raised at SNC Board level the question of why, for some of the Case Conference/Stakeholders meetings the local District Councillors had not been invited.</p>

	<p>It was noted that one of the main difficulties – in respect of relocation – was that there were insufficient transit sites. In conclusion it was noted that the next review of the situation would occur in October.</p> <p>MILL ROAD FLOODING</p> <p>The latest news was that the (attempted) camera survey had revealed nothing because the County Council had been unable to get their camera down the pipe run along Great Melton Road – one of the reasons being insufficient access points. In noting possible future problems Cliff Grady, who owns land near the western end of the ribbon development along Great Melton Road, was requested to arrange for the clearing out of his ditch, prior to the oncoming winter, and M. Grady agreed to arrange for such action to be taken.</p> <p>POTHoles/OVERGROWN HEDGING</p> <p>The Clerk reported that he had on 31 August requested that NCC Highways arrange for the filling of potholes in Braymeadow Lane and Green Lane and had also asked for the roadside field overgrown hedging to be maintained so that this did not impair visibility and encroach over the carriageway.</p>								
<p>CLERK'S CORRESPONDENCE</p>	<p>The Clerk referred to the schedule of correspondence, as at 1 September, sent to Parish Councillors with the agenda, and drew attention to further correspondence received since that date including the notification of the Northern River Valley SNAP Neighbourhood meeting to be held on 30 September, commencing at 7.00 pm in Ketteringham Village Hall.</p>								
<p>DISTRICT, COUNTY AND REGIONAL DOCUMENTS</p>	<p>Reference was made to two items of correspondence. Firstly an email of 25 August from the Norfolk ALCs had been received (this having been sent to Norfolk ALCs by Chris Borg, Policy and Development Manager at the National ALCs) which explained a proposal requiring local councils – from the next financial year - to hold a referendum if council tax (precept) increases were considered to be “excessive”!</p> <p>The immediate view of the Parish Council was that such a proposal was unworkable and, in view of the complexities and implications of such an idea, it was agreed that the Chair would draft and respond with an answer (on behalf of the PC) to the effect that this proposal, if adopted, would result in very large administration costs and undermine the principles of local democracy.</p> <p>Secondly an email of 13 August regarding the Community Right to Build (Big Society Plans) was also drawn to the attention of the Parish Council.</p> <p>Following this item Mr C Grady, and son, left the meeting at approximately 9.30 pm.</p>								
<p>FINANCIAL</p>	<p>BILLS</p> <p>On a proposal by Joan Wheatley, which was seconded by Duncan Frazer, the undermentioned invoices were authorized for payment:-</p> <table border="0"> <tr> <td>Smith Brothers Ltd-15 black safety tiles for VPF</td> <td></td> </tr> <tr> <td> young children's play equipment area (101050)</td> <td>£ 562.88</td> </tr> <tr> <td>Mr R Sinclair-ref. of 50% B/B 25/7-24/9/10 (101053)</td> <td>£ 18.98</td> </tr> <tr> <td>CGM Norwich-VPF maint July&August 2010 (101054)</td> <td>£ 391.28</td> </tr> </table>	Smith Brothers Ltd-15 black safety tiles for VPF		young children's play equipment area (101050)	£ 562.88	Mr R Sinclair-ref. of 50% B/B 25/7-24/9/10 (101053)	£ 18.98	CGM Norwich-VPF maint July&August 2010 (101054)	£ 391.28
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	<p>SAS Installations-deposit fitting VH high level windows (101056) £ 250.00</p> <p>K J Symonds-various maint jobs (4 on VPF and 1 to notice board) (101052) £ 152.41</p> <p>Norfolk Games & Frames-supply and fitting of pair of swings to young children's play area (101055) £ 323.13</p> <p>SAS Installations-balance fitting VH high level Windows (101056) £ 1,413.70</p> <p>RECEIPTS</p> <p>Two receipts were reported – both for the hiring of the football pitch on the VPF - namely from HAFC (£23.50) for one adult match played on 31/7/10 and from Mulbarton O. B. (£47.00) for two adult matches played on 14/8/10 and 21/8/10.</p> <p>MONITORING</p> <p>It was confirmed by John Heaser that the monitoring of the Parish Council's finances continued to be satisfactorily undertaken and therefore all transactions were in order.</p> <p>INTERNAL VERIFICATION</p> <p>Duncan Frazer reported the successful undertaking of the Internal Verification for the period mid march to mid June 2010. Duncan Frazer also confirmed that he would undertake – once all the information was available – the I.V. for the period mid June to mid September 2010.</p> <p>Finally Duncan Frazer said he had checked all the Clerk's salary calculations for the past year and found these to be correctly applied.</p>
ANNUAL AUDIT UPDATE	The Clerk reported that all requirements had been met and that currently final formal confirmation of the successful completion was awaited.
AGENDAS AND MINUTES	The Chair asked if, in future, Parish Councillors were comfortable to receive the agendas and minutes of Parish Council meetings via email. None of the Parish Councillors present thought this would be a problem and therefore it was agreed (with the exception of Tony Berry who would, it was understood, still require paper copies) that commencing from the next Parish Council meeting the new system of communication would come into operation.
DATE OF NEXT MEETING	The date of the next Parish Council meeting was confirmed as being Tuesday 19 October 2010, commencing at 7.30 p.m. in the Village Hall. Duncan Frazer immediately offered his apologies, for this meeting, as he would be working away from the area. There being no further business the meeting concluded at 9.45 p.m.
	<p>Chairperson.....</p> <p>Date.....</p>