

# LITTLE MELTON PARISH COUNCIL MEETING

## at the VILLAGE HALL, MILL ROAD, LITTLE MELTON

### TUESDAY 15 FEBRUARY 2011

#### PRESENT

John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry, Duncan Frazer (from 7.55 pm), and Joan Wheatley.

District Councillor Gary Wheatley was also present, as were three members of the public, namely Phillip Eagle, Chris Starr and one other man.

#### APOLOGIES

Apologies for absence were received from Wilf Chamberlain, County Councillor Judith Virgo and District Councillor Christopher Kemp.

#### DECLARATIONS OF INTEREST

The Chair asked if any member(s) wished to declare an interest in item/items on the agenda. No declarations were forthcoming.

#### MINUTES

The minutes of the Parish Council meeting held on 11 January 2011 were, on a proposal by Stewart Cable which was seconded by Tony Berry, 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

No matters for discussion were raised under this item.

#### PLANNING

##### PARISH COUNCIL RECOMMENDATION

1) With regard to Mr & Mrs Cheong's (2011/0023) proposed loft conversion and single storey rear extension at 20 Greenacres, the Parish Council response on 9 February had been "No objection" but with the added comment that "while the Parish Council objection to three storey development in other parts of the village had been upheld it is unfortunate that planning permission for three storey loft conversion has been previously granted on the Greenacres estate".

In addition it was understood that SNC may be objecting to this application – as presented – because there the application does not list the trees that will be affected by the works.

2) The Parish Council's response in respect of Mrs Mary Blake's (2010/2224) proposed new single storey dwelling on land to the rear of 5 The Close had been "Objection" – the Parish Council raised objections to the application for No 5 The Close on the grounds that the road was unsuitable for any further increases in traffic. There is now one additional dwelling (with double garage) so there is a greater reason to object to this development".

The Parish had also noted:-

- There is no clarity about ownership and responsibility for the upkeep of The Close.
- Ownership of some of the land proposed for development is disputed.
- There are claims to access rights over some of the land proposed for development.

Invited to speak Phillip Eagle – in response to John Heaser confirming the Parish Council recommendation, and the Parish Council's views in terms of the history of The Close – said he, with his sister, are the owners of all the site now being proposed for development and that they also own all the (private) roadway known as The Close.

Phillip Eagle added:-

- He was not happy with the comments of some of those objecting to the proposal.
- He owns No 4 The Close.
- Some ladies, who live down The Close and, are allowed to park on his land, are now objecting to the proposed development.
- He is prepared to contribute to the upkeep of The Close.
- The old dilapidated building (currently on the site in question) was formerly a poultry slaughterhouse.
- He had removed a diseased tree from the proposed site but has planted many more elsewhere.

It was recommended, to Mr Eagle, that he should make his views known to SNC.

## RESULT

Mr David Wilson's proposed extension and alteration of existing office accommodation and demolition of existing single storey outbuilding at 129 School Lane had been approved (between 9 and 15 January 2011) with four conditions including the times of use being restricted to 07.30 to 18.30 Monday to Friday (no use on Saturdays, Sundays or on any public holiday).

## POSSIBLE MODIFICATION ORDER

This question related to the planning permission (2010/1624) recently granted to Mr & Mrs Webb's (3 Manor Farm Barns) new access bridge over ditch with associated works and erection of garden shed and the concerns that have been raised that frequent use of the (new) access could give rise to disturbance to neighbouring properties.

After some discussion of the issues it was unanimously agreed that the Parish Council response to SNC should be "The Parish Council believes that all parties were expecting the permission to include a restriction that the bridge is for occasional use only and cannot be used as the main vehicular access to any of the Barns. The Parish Council would like to see the permission modified to include this restriction".

## GREATER NORWICH DEVELOPMENT PARTNERSHIP UPDATE

The Clerk confirmed the receipt, on 27 January, of an email from Louise St John Howe, Programme Officer, regarding the Examination into the JCS for Broadland, Norwich and South Norfolk, produced by the GNDP. This reminded local authorities that only a short time for comment remained for the submission of comments on a number of possible changes (notification already received) to the JCS.

It was noted that the provision and/or timing of key infrastructures such as the Northern Distributor Road and the way in which the JCS addresses housing need were of concern and the future flexibility of the JCS.

It was noted that LMPC had not replied to the possible changes as they did not have an immediate bearing on Little Melton.

District Councillor Garry Wheatley said that the GNDP LDF process will proceed but with factors such as the Big Society, Localism, L.A.s being able to make their own assessments of housing requirements (replacing the regional EDDA structures) and parish councils being invited to contribute to this process being taken into account.

## HOUSING DEVELOPMENT PROPOSED FOR THE NORTH OF HETHERSETT

### LDF – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON

The Clerk confirmed the LDF Site Specific Policies and Alterations Development Plan Document – update February 2011 – the letter of 4 February 2011 received, sent to people who responded to the recent consultation on Site Specific Policies and Allocations DPD, with an update on the timetable of production.

The timetable was now Stage 2 (including additional sites put forward during Stage 1 Publication and Consultation) – Summer 2011.

Stage 3 (including Publication and Consultation for Stage 1 and Stage 2 suggestions) – Winter 2011.

The final LDF document would be ratified in the Spring of 2012.

More information regarding public events and exhibitions was anticipated in the next few months.

Concluding Garry Wheatley said that (a) as yet the identification of specific sites in such as Little Melton had not been undertaken and (b) the whole process had so far taken approximately eight years to date.

## PARISH AMENITIES

### FOOTBALL PITCH HIRINGS UPDATE

The receipt of notification of dates, from HAFC, for the months of February and March were noted.

### PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION 2010 UPDATE

The Chair reported on the excellent work undertaken by the volunteer working party on Saturday 13 February, including the removal of the old log walk item of equipment, various maintenance and repair tasks to a number of items of equipment, a visual inspection of all the trees on the VPF, erection of the new Parish Council notice board (near the crossroads) and erection of new dog waste bin on Great Melton Road.

The working party comprised Wilf Chamberlain, Stewart Cable, John Heaser, Chris Starr and

Richard Sinclair and the tasks undertaken by all these volunteers was very much appreciated. In consequence the Clerk had notified (a) Kelvin Davies that he could now supply and erect the four tyre crossing, in the young children's play equipment area, and (b) SNC that the emptying service should now include the new dog waste bin just erected on Great Melton Road. In addition it was noted that Wilf Chamberlain was to look into the repair of the two bench seats located in the young children's play equipment area and that also Wilf may be able to take action – such as the erection of stakes – to prevent little hands becoming “nipped” when the metal entrance gates to the play area are opened right back on themselves.

#### VPF MOLEHILLS

The Clerk confirmed that he had instructed Abate Ltd Pest Management Services to commence a 12 month contract at a cost of £396 plus VAT.

Subsequently the Parish Council had completed and signed and returned a Service Agreement Form and paid the sum of £118.80 as advance payment for the first three months of the service. The Clerk stressed that the Agreement was subject to a three month period of notice by either party.

The Clerk also had notified C.G.M. (Norwich) of the necessity to be aware that the mole eradication service had commenced.

Secondly the Clerk had asked C.G.M. (Norwich) when the agreed scaritracing and slitting of the football pitch would occur and been informed, via an email on 27 January from C.G.M., that this work had commenced and would continue, when weather allows, and would continue into March.

#### PROPOSED NEW ALLOTMENT ETC. PROVISION

It was noted that some work had commenced on the land immediately west of the village playing field – it looked like the nearest part of this field (Mill Road) had been cleared and levelled in preparation for the creation of the car park. In this respect it was observed that a handgate/pedestrian opening would be needed somewhere along the western boundary of the village playing field – presumably near the southern end – to facilitate users of the proposed car park who might want to go to the village playing field and/or Village Hall (overflow purposes).

#### LITTLE MELTON PAROCHIAL CHARITY

Subsequent to the last Parish Council meeting the Clerk said he had been informed by Chris Doggett, via email on 13 January, that Sue Day's four year term of appointment (Parish Council nominated trustee) would commence when Norman Duffield officially stands down, and that this would occur when a Parochial Charity meeting had been convened. As yet the Clerk had yet to be informed of the precise date of Norman Duffield's resignation.

It was further confirmed that the reappointment/replacement of Chris Doggett (the other Parish Council nominated trustee) would need to be resolved by 31 July 2011.

#### NEW NOTICE BOARD

It was confirmed that the new Parish Council notice board had been erected on School Lane – immediately to the left of the recently erected bench seat – by Wilf Chamberlain and Stewart Cable – on Saturday 12 February, so the display of notices etc. was now in a far more prominent position close to the crossroads.

#### VILLAGE SIGN MAINTENANCE

No further progress was reported but Stewart Cable said that with the improved weather approaching he would look into the cost of the paints needed and report back further in due course.

#### VILLAGE HALL POTENTIAL REPLACEMENT WINDOWS AND DOORS

Following the Parish Council meeting on 11 January the Clerk had sought an indicative quotation for:-

- replacement of the front entrance doors, including the overhead glazing, with new double glazed hardwood timber French doors (£2,160),
- replacement of one large high level window to the front elevation, and two large rear high level windows – with double glazed white UPVC units (£6,360).

Hence the potential replacement cost was approximately £8,520, including VAT.

John Heaser confirmed that he had informed Richard Smith, Chair of the Village Hall Community Trust, of this costing, as the Community Trust was willing to make a contribution of probably up to £6,000 to enable these improvements to be undertaken in 2011.

With this in mind the Clerk was instructed to seek competitive quotations so that the work was

undertaken in the summer, preferably during the school summer holidays.

## **HIGHWAYS**

### **PROPOSED CYCLE PATH LINK – LITTLE MELTON TO HETHERSETT**

The Chair reported that he had nothing further to report for the present.

### **REPORTING OF MAINTENANCE MATTERS**

After the Parish Council meeting of 11 January the Clerk had arranged a local meeting with a Norfolk County Council Highways Officer (Phil Nicolaou) and at this meeting the Chair and the Clerk had been informed that the defects etc would be attended to in the next 2/3 weeks.

It was noted that during the past week some of the potholes etc seemed to have been repaired/filled but some maintenance work had yet to be undertaken – at least four months after NCC had been notified by the Parish Council!

Then on 1 February the Parish Council had been informed by NCC that the parish would be inspected over the following two weeks with a view to the Highways and Community Rangers coming in to carry out the repair/maintenance work in February/March – which appeared to be duplication.

On querying this with NCC the Clerk had been informed that this request referred to non-urgent (although four months without had elapsed) work!

The Clerk added that he had also recently (again) stressed to NCC that there was a necessity for the extremely dangerous potholes along Burnthouse Lane and the Little Melton Road to be repaired.

Under this item Stewart Cable reported that the highway warning sign (young children's play equipment area) just prior to the village playing field, when approaching from the Rectory Lane direction, had slipped down the support post. The Clerk said he would report this defect.

### **BUS STOP IMPROVEMENTS – SCHOOL LANE**

The Clerk confirmed the recent (early February) erection of five new bus stop posts with flags – two near the crossroads, two near the end of Braymeadow Lane and one (on N/W side) close to the junction with Green Lane.

Finally under this item the Clerk reported his email of 22 January to SNC pointing out that despite his original reporting, on 16 October, that the street nameplate (Little Melton Road) at the junction of Burnthouse Lane and Little Melton Road was missing, this had yet to be replaced!

## **CLERK'S CORRESPONDENCE**

The Clerk referred to his schedule of correspondence of 9 February, forwarded to all Parish Councillors, and the further correspondence received since then.

This included the email response of 10 February, from our new County Councillor Judith Virgo – in respect of the Flexibus service - which said that Norfolk County Council was saying that there was no capacity (in Little Melton) to run this service apart from those run at present for school children. A copy of this response had been sent to Chris Starr.

In addition District Councillor Garry Wheatley said that the Parish Council should note that where new developments are approved, a sum equivalent to the Council tax is to be given to SNC – this being a one off sum of maybe something like £1,000 per house for 6 years, i.e. £6,000

## **DISTRICT, COUNTY AND REGIONAL DOCUMENTS**

There were no documents to report under this heading.

## **SOUTH NORFOLK VILLAGE GAMES**

In answer to an email of 22 December, from Laura Avenal, Rural Sports development Officer for Active Norfolk, explaining the South Norfolk Village Games Project for 2011 and inviting villages to sign up to, John Heaser confirmed he had asked Sue Buffin (Braymeadow Lane) to act as Little Melton Village Games Co-ordinator. John Heaser had also agreed with Peter Steward (Hethersett's Co-ordinator) and Laura Avenal for Little Melton to join with Hethersett and other villages to join what is now termed The Hethersett & Meltons Sports Association.

The inaugural meeting of the Association is scheduled to be held at Park Farm Hotel at Hethersett on the evening of Monday 28 February and it is hoped that Sue Buffin will be able to attend in the capacity of Little Melton representative.

## **FINANCIAL**

### **BILLS/RECEIPTS**

On a proposal by Duncan Frazer which was seconded by Stewart Cable, the undermentioned invoices were authorized for payment:-

Heaser Business Consulting-50% of cost of B/B wireless equipment for Clerk's Computer (101083)	£ 37.90
Abate Ltd-mole eradication 18/1-17/4/11 (101081)	£118.80
Mr L Crowe-construction of new Parish Council notice board (101084)	£400.00
Mr R Sinclair-refund internet domain basic fee 31/12/10-31/12/11 (101082)	£ 35.11
Mr R Sinclair-refund B/B 25/1-24/2/11 (101085)	£ 9.49
Mr R Sinclair-refund of official telephone 811432 (101086)	£ 47.77

With regards to receipts the Clerk reported the banking of cheques, from HAFC, amounting to £63.00 (4 youth matches in January 2011) and from Mrs J Margaillan, a donation of £20.00 for old safety matting previously on the village playing field play equipment area.

It was also noted that the Clerk had just recently applied for a refund – amounting to £1,056.48 – in respect of Vat for the period 1/10/09 – 31/1/11 from H M Customs & Excise.

#### MONITORING REPORT

It was confirmed by John Heaser that the monitoring of the Parish Council's finances continued to be satisfactorily undertaken and that all transaction were in order.

#### PARISH COUNCIL ELECTION 5 MAY 2011

The Clerk drew attention to the correspondence recently received via email, and post, and emphasised the fact that all (existing) Parish Councillors retire on Monday 9 May 2011.

Nomination Forms were then passed to the Parish Councillors (John Heaser, Tony Berry and Duncan Frazer) who intended to stand for re-election – the Clerk stressing that (1) completed Nomination Forms had to be submitted to SNC, by the candidates themselves, and (2) these forms had to be received by SNC from Friday 25 March and before noon on Monday 4 April – otherwise the Nomination Form will be null and void. To date four new potential candidates had requested Nomination Forms.

#### DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting – the last with the current membership – was confirmed as Tuesday 5 April 2011 commencing at 7.30 pm in the Village Hall.

#### ANNUAL PARISH MEETING

The date of the Annual Parish Meeting for 2011 was confirmed as being Tuesday 15 March commencing at 7.30 pm in the Village Hall.

The Clerk added that he would be sending out the invitations – to local organizations – within the next few days.

It was unanimously agreed that the format – more informal – would be similar to that of the APM in 2010.

Taking into account that the next intended publication of the Parish Council's quarterly Newsletter was to be 1 April, i.e. after the APM and the Spring Litter Pick (26 March) on this occasion it was thought better to issue a mini Newsletter in advance of these events and therefore agreed that the next (shorter) Newsletter would be issued at the start of March – with the advantage of being able to publicize these soon to be held events.

It was noted that the next edition of the Parish Council Newsletter would now be issued on 1 June and quarterly thereafter.

There being no further business the meeting closed at 8.55 pm.

**Chair**.....

**Date**.....