

LITTLE MELTON ANNUAL PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 10 MAY 2011

PRESENT

John Heaser (Chair), Tony Berry, Harold Kerlake, Jan Kitchener and Chris Starr. County Councillor Judith Virgo and District Councillors Christopher Kemp and Garry Wheatley were also present as were two members of the public, namely Jo Runeckles and Sally Sandford.

ELECTION OF CHAIR OF PARISH COUNCIL

Chris Starr proposed John Heaser and this nomination was seconded by Tony Berry, and with no other nominations being put forward John was unanimously elected Chair for the ensuing year.

ELECTION OF VICE-CHAIR OF PARISH COUNCIL

On a proposal by John Heaser, which was seconded by Tony Berry, Chris Starr was proposed and there being no other nominations, Chris was unanimously elected Vice- Chair for the forthcoming year.

CO-OPTION TO THE PARISH COUNCIL

The Chair proposed (seconded by Jan Kitchener) that Jo Runeckles and Sally Sandford be co-opted onto the Parish Council to fill the two remaining vacancies and with both these nominations being unanimously agreed Jo and Sally were welcomed onto the Parish Council.

DECLARATIONS OF INTEREST

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

MINUTES

The minutes of the Parish Council meeting held on 5 April 2011 were – on a proposal by Tony Berry, which was seconded by John Heaser – 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. Taking into account that the Parish Council meeting on 5 April was the final meeting of the outgoing Parish Council, and for five (former) parish councillors in particular who had, between them, amassed an amazing seventy years of service for Little Melton it was agreed that this achievement be recorded in the minutes. Hence Wilf Chamberlain (21), Graham Tomlin (21), Stewart Cable, with several years as Chair/Vice-Chair (12), Joan Wheatley (8) and Duncan Frazer (8) were formally thanked very much for their considerable voluntary work during their terms of office.

PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

No matters for discussion were raised under this item.

PLANNING

PARISH COUNCIL RECOMMENDATION

The Parish Council views on the revised proposals to the application (2010/2224) submitted by Mary Brake proposing a new single storey dwelling on land to the rear of 5 The Close – as reported to the meeting on 5 April – were noted. As yet this application had not been determined but it was noted that Peter Kitchener (owner of nearby property) had attended the SNC Committee meeting in early April and had successfully sought a site meeting.

With reference to the application (2011/0585) submitted by Duncan Cardwell proposing a two storey side extension to Macallan's Rest, Great Melton Road, the Parish Council had responded to SNC stating it had no objection to the development being put forward but had – should permission be granted – said that serious consideration should be given to (a) rather than the walls having white render and natural cedar wood panels these be brickwork to match existing, and (b) the first floor accommodation be reversed so that the en-suite – with obscured glazing – is on the rear elevation.

The Parish Council response, to SNC, to the application (2011/0562) submitted by Mr D Baker, c/o Lanpro Services for the proposed installation of 30 photovoltaic tracker arrays for generation of electrical power for use by Little Melton Food Park (Little Melton Road, Hethersett) was confirmed as that the Parish Council had no views or comments about this proposal.

POSSIBLE MODIFICATION ORDER

This concerned the application (2010/1624F) submitted by Mr & Mrs Webb of 3 Manor Farm Barns,

School Lane and the granting of planning permission for the creation of a new vehicular access, which it had been understood would be for occasional use only.

An email from the Parish Council to SNC, dated 18 April, pointed out that the District Council was incorrect to state that no comments were received from the Parish Council (they had been expressed in an email of 21 February), and in fact in addition to the Parish Council's comments three neighbours understood that a Modification Order would be issued by SNC. In consequence the question had been asked, of SNC, why the new vehicular access is completely different to what the applicant requested.

District Councillor Christopher Kemp, a member of the SNC Committee who had considered this proposal, explained that the original intention had been for the permission to be for only occasional use but due to an officer error this had not been taken forward on this basis. Chris Trett, a Senior Planning Officer of SNC, had visited the site and taken photographs, however the Committee had been unanimously against issuing a Modification Order and Christopher Kemp said that the Committee had to take into account whether the permission would be reasonable, enforceable and necessary.

GREATER NORWICH DEVELOPMENT PARTNERSHIP – UPDATE

There was little further to report other than, as District Councillor Christopher Kemp pointed out, that there was a remote risk that the Joint Core Strategy will be overturned.

HOUSING DEVELOPMENT PROPOSED FOR THE NORTH OF HETHERSETT

Nothing further was reported under this item.

LOCAL DEVELOPMENT FRAMEWORK (LITTLE MELTON)

It was confirmed that it was anticipated that it would be towards the end of the year before the proposed development for Little Melton would be made public. (It was expected that i.r.o.90% of the sites put forward by landowners, developers etc would be rejected.)

When this occurred a further round of consultation would take place.

CREATION OF NEIGHBOURHOOD PLAN TO REPLACE 2006 PARISH PLAN

John Heaser explained that it would be necessary to create a NP (to replace the 2006 Parish Plan) in order to best utilise the opportunities contained in the Localism Bill.

A NP is expected to have more importance than a PP.

It was explained that with regard to development that a parish council or a local group will (effectively) be able to give itself planning permission providing the results of a local ballot are in favour of the development. However it was also further explained that this new mechanism would only apply for new development and would not apply where the local parish council was advocating that no development should occur, i.e. a parish council would not be able to say it does not want any development!

Finally Christopher Kemp said that professional expertise and advice may be necessary for a local group/organization/council promoting a project and this may prove expensive. An option was to take up an offer - offered by himself - to provide this training with Christopher Kemp only charging for his traveling expenses. It was noted that Christopher Kemp was – in the Autumn – to provide such training for Colney and Cringleford and there might be the opportunity for Little Melton to join for a training session/these training sessions.

PARISH AMENITIES

FOOTBALL PITCH HIRINGS UPDATE

The Clerk reported the hirings – by Hethersett Athletic FC – for the months of March and April. John Heaser said he had received a request – from Margaret Waller – for the use of most of the VPF football pitch, by the PCC, for the holding of a fete on the afternoon of Saturday 18 June. On a proposal by Chris Starr, which was seconded by Jo Runeckles, this hiring was agreed at a cost of £10.00.

Next discussed was the possible renovation of the top (northern) goalmouth as this had again become badly worn, principally as a consequence of considerable casual use (the tennis court perimeter fencing acting as a “stop” for balls shot at/past the goal. Various options were mentioned including taking down the goalposts and bar, moving the goal (during the close season) further to the west, shortening the pitch for next season and taking down the goal and purchasing and erecting a small practice goal along the goal line, but further to the west. Any cost would of course be in addition to the repair of the worn goalmouth prior to next season and possibly the purchase of more goalpost sockets (approx. £110 for a set of four). Concluding the Chair said he would look into these options on site and report back to the next Parish Council meeting.

Then the Clerk said that the scarifying and slitting of the pitch – to improve the surface – was continuing and, at 20 April, a further £35.00 worth of work remained to be carried out to bring it up to the total agreed maximum cost of £350.00.

PLAY EQUIPMENT MAINTENANCE

John Heaser confirmed that he had been pursuing the potential problems from the substantial knot holes in the timber frame of the recently purchased and erected tyre crossing. The contractor had agreed (F.O.C.) to fill the holes with an epoxy filler and then have cladding panels fixed on. In consequence John had instructed the contractors to proceed when convenient, taking into account that the annual inspection of the play equipment should be undertaken in early September.

John had also asked if it was advisable to drill holes in the bottom of the tyres to enable rainwater to drain out or whether such action would risk exposing the steel wires in the tyres.

It was also mentioned that Wilf Chamberlain had agreed to fit a restrictor on the two entrance gates (to prevent little fingers being trapped) and repair the two bench seats in the young children's play area. This offer to undertake this voluntary work was very much appreciated by the Parish Council,

VPF MOLES

It was noted that the mole eradication contract was continuing and appeared to be satisfactory.

PROPOSED NEW ALLOTMENT PROVISION

John Heaser explained that it was understood that Great Melton Estates had offered the land immediately west of the VPF for additional allotment provision (maybe 10 – 20 allotments) and also car parking, principally for the local church. It was possible – depending on cost - that some of the Section 106 money recently received by the Parish Council could contribute towards some of the potential associated costs of this project, i.e. mains water provision.

LM PAROCHIAL CHARITY

It was confirmed that Chris Doggett's term of office, as one of the two Parish Council nominated trustees, would expire on 31 July 2011. As the Parish Council was unaware of any other person willing to take on this role, and Chris Doggett had indicated he was willing to continue in office, it was, on a proposal by John Heaser, and seconded by Tony Berry, unanimously agreed that Chris Doggett be appointed as a Parish Council nominated trustee w.e.f. 1 August 2011, for a four year term of office.

The Parish Clerk said he would draft and send a letter to Chris Doggett to formally confirm this appointment.

VILLAGE SIGN MAINTENANCE

It was confirmed that Stewart Cable had agreed to undertake this (voluntary) work in the summer and was in the process of obtaining prices for the purchase of paint etc.

SECTION 106 MONEY – RECEIPT

The receipt of the Section 106 Money, from SNC, just prior to the end of the financial year 2010/2011 – in the sum of £4,798.42 – was explained to the new Parish Council.

The question now was how to use this unexpected windfall and bearing this in mind the Chair said that he hoped to resolve this matter via email.

VILLAGE HALL – REPLACEMENT WINDOWS AND DOORS

John Heaser summarized the current position, described the two best quotations from the contractors Yeoman and Easicare and agreed that the Parish Council should accept the Yeoman quotation, in the sum of £5,093 net.

It was noted that it was anticipated that the VHMC is to provide the larger part of the funding for this project.

The original intention was for the Parish Council to put in approx. £1,000 of funding.

The next course of action was for the convening of a meeting between a representative from Yeoman, Richard Smith (VHMC), John Heaser and the Clerk to agree the final details, and with this in mind the Clerk said he would contact Yeoman and seek to agree a convenient date and time for all parties.

INSURANCE

The Clerk drew attention to the recent renewal of the Parish Council's insurance policy from 1/6/11 – 31/5/12 and then the further agreeing (at advantageous rates) of a new 3 year agreement from 2012.

HIGHWAYS

PROPOSED CYCLE PATH LINK – LITTLE MELTON TO HETHERSETT

Nothing further was reported on this item.

MAINTENANCE MATTERS

Other than the reporting of a number of the defects being recently attended to the Clerk said that there was nothing further to mention.

The question was asked whether the Highway Rangers had – in the past few days - made a visit to the village but this was not known.

BUS STOP IMPROVEMENTS – SCHOOL LANE

It was confirmed that the three incorrectly worded bus stop flag signs had recently been replaced with correct signage.

TRAFFIC

John Heaser said he would look (again) at the traffic situation in the village – with particular reference to the concerns regarding speeding motorists etc – and would try to obtain updated data.

CLERK’S CORRESPONDENCE

The Clerk’s correspondence schedule as at 3 May – given to all Parish Councillors – was noted as were the late additions, including the possibility of making an on-line application for Public Sector Mapping and the notice of the SNAP meeting at Hethersett on 31 May 2011.

DISTRICT, COUNTY AND REGIONAL DOCUMENTS

There were no documents reported under this heading.

SOUTH NORFOLK VILLAGE GAMES

Other than Sue Buffin agreeing to continue to represent Little Melton nothing further was reported.

FINANCIAL

BILLS AND RECEIPTS

On a proposal by Tony Berry, which was seconded by Chris Starr, the undermentioned invoices were authorized for payment:-

CGM Norwich - VPF maintenance March 2010 (101096)	£ 199.80
SNC - Dog Waste Bin service charge 2010/2011 (101097)	£ 203.88
Abate Ltd - Pest control services 17/4 – 16/7/11 (101098)	£ 118.80
CGM Norwich - Scaritracing & slitting 4/10 & 17/3/11 (101099)	£ 126.00
Mr R Sinclair - Refund (50%) B/B 25/4-24/5/11 (101100)	£ 9.49
Mr R Sinclair - Refund official telephone 811432 14/4 – 13/7/11 (101101)	£ 54.51
Broker Network Ltd - Insurance policy 1/6/11 – 31/5/12 (101102)	£1,479.06

Two receipts were confirmed, namely £74.26 from HM Customs & Excise for VAT reclaimed for the period 1/2-31/3/11, and £9,783.50 from SNC this being the first 50% of the precept in respect of the financial year 2011/2012.

In addition it was noted that the Clerk’s salary scale annual increment – this increase to SCP 27 - w.e.f.1/4/11) had resulted in an increase of salary of £219.07.

MONITORING REPORT

The Chair reported the recent satisfactory undertaking of the monitoring of the Parish Council’s financial transactions and added that he would be providing all the parish councillors with a copy of the Monitoring report.

With regard to the regular Internal Verification Chris Starr kindly agreed to take on this checking role (taking over from Duncan Frazer), with the Clerk.

ANNUAL AUDIT

The Clerk confirmed that the Annual External Audit (Mazars) was now in progress and the satisfactory completion of the paperwork would, hopefully, be reported to the next Parish Council meeting. As part of this process the Clerk added that the Internal Audit would again be undertaken by Sue Day and that this would occur shortly.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 14 June 2011, beginning at 7.30 pm in the Village Hall.

There being no further business the meeting closed at 9.20 pm.

Chair.....

Date.....