

# LITTLE MELTON PARISH COUNCIL MEETING

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

### TUESDAY 19 JULY 2011

#### **PRESENT**

John Heaser (Chair), Chris Starr (Vice- Chair), Tony Berry, Jan Kitchener, Jo Runeckles and Sally Sandford.

Also present were County Councillor Judith Virgo and District Councillors Christopher Kemp and Garry Wheatley.

#### **APOLOGIES**

An apology for absence was received from Harold Kerslake, who was attending – on behalf of the Parish Council – a training event at Hethersett. Harold did however attend the Parish Council meeting from approximately 9.15 pm.

#### **DECLARATIONS OF INTEREST**

The Chair asked if any members wished to declare an interest in any item/items on the agenda. Jo Runeckles declared an interest (neighbour) in the revised application (No 2011/0968) – copy received by the Parish Council on 6 July – submitted by Duncan Cardwell proposing a two storey side extension to Macallans Rest, Great Melton Road.

#### **MINUTES**

The minutes of the Parish Council meeting held on 14 June 2011 were – on a proposal by Tony Berry, which was seconded by Chris Starr, 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.

#### **PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**

No matters for discussion were raised under this item.

#### **PLANNING**

##### **RESULT**

It was reported that the application (2011/0748) submitted by Mr Andrew Dyer seeking planning permission for the expired permission 2007/2117/F – proposed two storey extension and replacement of a flat roof to form new pitched roof at 39 Braymeadow Lane - (to which the Parish Council had responded “no views or comments”) had been approved (26/6 – 2/7/11) with two standard conditions.

##### **PARISH COUNCIL VIEWS REQUIRED**

- 1) With the application (2011/0585) submitted by Mr Duncan Cardwell, proposing a two storey side extension to Macallans Rest, Great Melton Road, having been withdrawn the Parish Council was now requested to provide its views on the re-submission (2011/0968).

It was reported that the SNC Planning Committee papers, for 1<sup>st</sup> June, included an Officer recommendation for refusal because the proposal would result in overdevelopment of the site. However prior to the meeting the application had been withdrawn.

With Jo Runeckles declaration of interest taken into account, and after some discussion/consideration of the latest proposal, the Parish Council – with Jo Runeckles not voting - agreed to respond to SNC that it was noted that neither of the points made concerning the original proposal had been addressed – but these recommendations still stand and, in addition the slight re-alignment of the western boundary of the extension now put forward - so that it would be a little further away from the adjacent property (Sunray) - was not thought to materially reduce the cramped appearance. In consequence the Parish Council considered (bearing in mind 5.1, 5.4 and 5.5 contained in the SNC Officer’s report) that this latest application should be rejected and requested the Clerk to respond accordingly to SNC.

- 2) The second proposal that the Parish Council was being asked to comment on was the proposed Power and Recycling Centre at Willows Business Park, Saddlebow, King’s Lynn. It was noted that the Norfolk County Council was seeking comments – in response to the Planning Services Manager’s letter of 22 June - by the first week in August.

The implications of this proposal were significant and considerable discussion ensued and in

conclusion, upon a split vote, it was agreed that the Parish Council would object to the proposal principally on grounds of health and safety and the traffic implications – the precise wording to be determined by the Chair.

## **HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT**

The Clerk reported his taking of a telephone call on 8 July, from a Rowan Cole, acting on behalf of Ptarmigan, concerning the proposals to build 1,000 plus new houses on the Little Melton side of Hethersett. This related to a meeting to be held with Parish Councillors on Monday 25 July to explain the proposals in advance of the submission of a planning application by the applicants. It was noted that this was part of the Regulation 25 Consultation process under which developers have to show/demonstrate that they have consulted locally.

The main concern for Little Melton was thought to be resultant traffic and the intention was that this would be discussed at the upcoming meeting.

## **LDF - SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON**

District Councillor Garry Wheatley said that the Parish Council would be invited, by SNC, to attend and pick up consultation document and maps etc at a briefing meeting to be held on Monday 22 August. This information would include the proposed development for Little Melton. A SNC consultation period of eight weeks would follow.

It was recommended that the Parish Council should look at (a) site use, (b) the development boundary and (c) the exclusion zone around Little Melton and it was noted that any objection to the proposals should be evidence based.

## **PARISH AMENITIES**

### **FOOTBALL PITCH – TOP GOALMOUTH/PITCH MARKINGS**

Taking into account that the top goalmouth was to be re-turfed various related implications were discussed including shortening the pitch (northern end), moving the top goal to the east or west, and providing a practice goal for casual use.

Chris Starr reported that from his enquiry with ground staff at NCFE he had ascertained that Norwich City experience similar problems and they address the problem by dressing the goal areas with sharp sand to build it up (having added seed to the sand) with the sand giving a protective covering to the seeds and requiring less watering .

Accepting that there would be difficulties in moving the goalmouth back and forth every other year it was agreed that the best course of action was for the worn goalmouth area to be re-turfed as soon as possible.

In consequence the Parish Council agreed to ask CGM to re-turf the area (at a cost of £112.00 plus VAT), fence off the re-turfed area and take the goal itself down. In addition CGM would be asked to provide an estimate for the provision and erection of a (large) retrieval net behind the southern goal – to encourage casual use at this end of the pitch.

The other matter discussed was the necessity to ensure regular watering occurred at least for the first two weeks after the new turf has been laid. With this in mind the possibility of locating a water butt behind the goal, up against the tennis court boundary netting would be considered, but other potential watering aids will be considered.

### **FOOTBALL PITCH CHARGES – SEASON 2011/2012**

Taking into account that the charges for season 2010/2011 were £23.50 and £15.75 the charges for the upcoming football season were considered.

After some discussion, and on a proposal by Chris Starr which was seconded by Jo Runeckles, and unanimously accepted it was agreed that w.e.f. 1<sup>st</sup> August 2011 football pitch hire charges would be £24.00 for adult matches and £16.00 for youth matches.

### **HIRE OF (PART OF) VPF**

The receipt of £10.00, from the Attleborough Children's Centre for the hiring of part of the village playing field from approximately 11.00 am until 2.00 pm on Thursday 28 July for the holding of an outdoor picnic and activities event for children aged 0 -5 years was confirmed.

### **PLAY EQUIPMENT MAINTENANCE**

Discussion ensued on the possible refurbishment, or complete replacement of the two old small "springer" items of equipment. Bearing in mind that in recent years it had proved necessary to repair these items on a fairly regular basis it was agreed to replace the current provision with new low maintenance plastic "springers".

The Clerk was therefore instructed to seek costs etc for (a) removal of the old “springers”, including existing concrete base, turf and safety matting, (b) fixing new equipment in concrete pads, and (c) laying turf and lattice type safety matting over the top.

On a proposal by Chris Starr, which was seconded by Jan Kitchener, it was agreed that if necessary the cost of the new equipment would be set against the Section 106 money that the Parish Council had received late in financial year 2010/2011.

It was also reported that some of the nylon ropes to the large climbing/slide item of equipment were worn and these would require replacement – and some of the wood was beginning to show small cracks.

With regard to the 4 tyre crossing the Chair confirmed that he had requested the supplier to fill the holes (often where knots were) with Epoxy filler – F.O.C.

In respect of (a) the replacement of the defective slats on the two bench seats and (b) the fitting of a safety device (to prevent little fingers getting trapped) to the two entrance gates to the young children’s play area, the Clerk reported that Wilf Chamberlain was shortly to provide new seat slats and that he was to look again at further options to prevent the gates folding back on themselves because the mounded earth near the gate support posts restricted (new) fittings.

The Parish Council was very appreciative of this voluntary work by former Parish Councillor, Wilf Chamberlain.

Under this item it was also agreed that a new waste bin – funded by the Community Trust – could be put up near the Village Hall, probably hung on the boundary fencing to the tennis court.

#### PROPOSED NEW ALLOTMENT PROVISION (ADJOINING VPF)

It was reported that the Estate had yet to be (formally) approached – by the Parochial Charity – regarding the leasing of the land and it was also thought that the whole process could take some time to resolve. The implications included taking account of the M.O.D. fuel supply pipe running across the envisaged site and the necessity to provide a mains water supply.

It was understood that the Parochial Charity would administer the new allotments and that the Community Trust is to obtain a cost for the water supply.

#### LM COMMUNITY TRUST – PARISH COUNCIL NOMINATED TRUSTEES

Confirmation of the three nominated Parish Council trustees’ appointments onto the Community Trust was reported and it was noted that their terms of office would run until the Annual Parish Council Meeting to be held in May 2012, ie effectively for one year.

The appointments have been formally accepted by Tony Berry, Jan Kitchener and Chris Starr.

#### VILLAGE SIGN MAINTENANCE

The latest information was that Stewart Cable intended to take the sign down but there was a question as to whether it would be best to replace the support post and horizontal section of wood within the sign – with new timber.

#### SECTION 106 MONEY – RECEIPT/USE

Upon the suggestion of the Chair it was agreed that consideration of the use of this unexpected receipt (received from SNC) in late March, be deferred to a later meeting.

#### VILLAGE HALL REPLACEMENT WINDOWS AND DOORS

It was reported that Richard Smith (Chair) had, on 5 July, formally confirmed that the LMCT would be contributing £4,000 towards the total cost of replacement (£5,093).

The very latest information from the contractors, Yeomans, is that the provisional date for work to commence is Monday 22 August and that this date would be confirmed with the Bookings Secretary of the Village Hall, Jean Chamberlain.

## **HIGHWAYS**

### **PROPOSED CYCLE PATH LINK**

John Heaser said that there was nothing further to report under this item.

### **REPORTING OF MAINTENANCE MATTERS**

Two matters were currently live.

1. The required maintenance (some letters have fallen off) to the directional signpost at the junction of Rectory Lane and Great Melton Road. The NCC Highways had informed the Parish Council that the repair should occur by the end of July.
2. The re-erection of the missing street nameplate for the Little Melton Road at its junction with Burnthouse Lane. The Clerk said he would pursue this with the local Highway Authority.

### **ROAD CLOSURE 1 – 23 SEPTEMBER 2011**

The Clerk confirmed that only Burnthouse Lane had been closed to traffic for NG maintenance work from 23 June to 16 July and that this road closure will occur again from 1 – 23 September..

### **COMPLIMENTARY SAMS PROJECT – PILOT SCHEME**

It was reported that two Parish Councillors (Jan Kitchener and Chris Starr) had expressed interest in the Pilot Scheme to provide training for volunteers, and that SNC had been informed accordingly.

### **PROPOSED 20 MPH SPEED LIMIT**

It was noted that Harold Kerslake had ascertained that the Government was no longer recommending the use of speed bumps. Apparently 20 mph markings, on the road, with vertical posts and signs at entry and on exit are favoured, and may be a cheaper option.

### **UPDATED TRAFFIC DATA**

It was reported – by County Councillor Judith Virgo – that she had as yet not received an answer to the question as to why County Hall could not supply any new data along School Lane, Little Melton.

### **OTHER**

Sally Sandford said she had made some enquiries, with the Police, and ascertained that (a) posters are available for school staff etc to put on cars that are inconsiderately parked immediately outside the local school (the intention is to do so from the beginning of the Autumn term) and (b) it was probable that speed checks could be made on vehicles travelling through the village.

## **CLERK'S CORRESPONDENCE**

The Clerk's correspondence schedule, as at 10 July, given to all Parish Councillors was noted as were the late additions.

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

There were no documents reported under this heading.

## **SOUTH NORFOLK VILLAGE GAMES**

There was nothing further reported under this item.

## **FINANCIAL**

### **BILLS AND RECEIPTS**

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

CGM Norwich-VPF maintenance June 2011 (101111)	£ 199.80
Mr R Sinclair-refund (50%) B/B 25/6-24/7/11 (101112)	£ 9.49
LMPCC-1 <sup>st</sup> 50% annual grant towards churchyard maintenance 2011(101108)	£ 650.00
Mr R Sinclair-Clerk's salary 1/4-30/6/11(101113)	£1,365.02
Mr R Sinclair-expenses 1/4-30/6/11 (101114)	£ 62.97
HM Revenue & Customs-income tax 1/4-30/6/11(101109)	£ 265.97
Heaser Business Consulting-purchase of new computer for Clerk (101110)	£ 837.88

### **RECEIPTS**

Three receipts were confirmed.

1. £10.00 from NCC (Attleborough Community & Enterprise Centre) for the hire of the VPF for an event on 28/7/11 for children aged 0 – 5 years.
2. £1.00 from LMPCC for the hire of a small part of the VPF for the church fete on 18/6/11.
3. £29.00 from I Patter for referrals up to the end of June 2011.

### **MONITORING REPORT**

It was reported that the responsibility for this was now to be undertaken by Chris Starr and that further details would be reported to the Parish Council meeting on 6 September.

### **INTERNAL VERIFICATION**

Chris Starr reported that he had, on 4 July, with the Clerk in attendance, successfully carried out the IV for the periods mid September to mid December 2010 and mid December 2010 to mid March 2011.

No errors or irregularities had been found.

Chris Starr added that he would undertake the IV in respect of the period mid March to mid June 2011.

## **ANNUAL AUDIT OF PARISH COUNCIL ACCOUNTS**

The Clerk confirmed the submission of all the relevant documentation to Mazars. The outcome of the submission was therefore awaited.

## **DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting was confirmed as Tuesday 6 September 2011, beginning at 7.30 pm in the Village Hall.

There being no further business the meeting closed at 9.55 pm.

**Chair**.....

**Date**.....