

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 10 JANUARY 2012**

**PRESENT**

John Heaser (Chair), Chris Starr (Vice- Chair), Tony Berry, Harold Kerlake, Jan Kitchener, and until approximately 9.20 pm, Jo Runeckles.

Also present were District Councillor, Dr Christopher Kemp and County Councillor Judith Virgo. In addition one member of the public was present, namely Tony Hedges.

In addition, present for the early part of the meeting was John Whitlock, Director of New Business, Saffron Housing Trust.

**APOLOGIES**

Apologies for absence was received from Sally Sandford and District Councillor Garry Wheatley, who was attending another meeting at SNC.

**DECLARATIONS OF INTEREST**

The Chair asked if any members 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 29 November 2011 were – on a proposal by Tony Berry, which was seconded by Jo Runeckles - 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**

There were no matters raised under this item other than (a) the question being asked as to whether developers can avoid the paying of the CIL. It was said that this may be possible until the Autumn of 2013, and (b) County Councillor Judith Virgo saying that a letter had been sent, from Hethersett Parish Council to Eric Pickles.

**PLANNING**

**PARISH COUNCIL RECOMMENDATION (CONFIRMATION)**

(2011/1804) Hethersett Land Ltd & Landowners – proposed residential mix use development of 1196 dwellings etc on land north of Hethersett village centre, including extension to Thickthorn Park and Ride.

The Parish Council response, to SNC, as agreed by all Parish Councillors and contained in John Heaser's email of 9 December, was confirmed. In short this response heavily emphasised the Parish Council's very serious concerns in respect of the traffic implications. Firstly both construction and residential vehicular traffic could – if this issue is not addressed - result in substantial rat running through Little Melton. Secondly there is no off road cycle provision, especially for Little Melton children cycling to and from the Hethersett schools.

In addition Phase 1, it was noted, consisting of the largest tranche of new houses, is to be built before any new roads are constructed and in use! Hence it was strongly advocated that the new roads and cycle paths are put in place prior to the housing development. .

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

Attention was drawn to the recently received copy of Hethersett Parish Council's letter of 19 December responding to SNC in respect of Planning Application 2011/1804.

This letter did not make a case for diverting vehicular traffic away from Little Melton and made no mention of cycle provision at all.

Discussion of this response and the implications for Little Melton were then discussed at length and concluding it was agreed that John Heaser would seek to set up a meeting with Hethersett Parish Council with a view to considering the issues further.

Dr Christopher Kemp added that it was probable that the Outline Planning Application would not be determined, by SNC, until March 2012 at the earliest, and at the Planning Committee meeting a Little Melton Parish Council representative would have the opportunity to attend and speak of the concerns.

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

The Parish Council was unaware of further progress but it was noted that a Special meeting was to be held at SNC on 23 January in respect of revised CIL charges.

### **PARISH AMENITIES**

#### **FOOTBALL PITCH**

With the advent of the winter weather it was appreciated that that the returfed top goalmouth, which had been undertaken in the summer, was now deteriorating but that the sand to be ordered by Sally Sandford had yet to be delivered. It was noted that the cost of a bulk bag of sand was approximately £41 plus VAT, with delivery being F.O.C.

Once delivery to the village playing field occurred Chris Starr and Jan Kitchener confirmed they would apply the sand to the top goalmouth, and also to the recently laid lattice safety matting in the young children's play area.

The HAFC hirings for the football pitch – for January – were noted.

#### **PLAY EQUIPMENT MAINTENANCE – REMEDIAL ACTION FROM ANNUAL SAFETY INSPECTION 2011**

The Clerk reported that – following the last Parish Council meeting – he had requested John Symonds to repaint the vandalised older springer seat. This had yet to be done and in consequence the Clerk would talk to John Symonds again.

The email, from John Heaser, dated 8 January, thanking Dennis Lee (Manor Farm Barns) for his (F.O.C.) work in modifying (strengthening) and tightening of the brackets supporting and underneath the bridge of the main item of play equipment was noted.

This work had required the drilling of new holes for the new bolts and therefore the Clerk was requested to ask John Symonds to apply some of the (left over) green preservative to the small areas of exposed timber.

Finally the Chair stressed that he had created a new database, for the play equipment, on the Parish Council website and that any of the Parish Councillors could now make a (visual) inspection of the equipment – at any time – and input brief details of their inspection.

#### **PROPOSED NEW ALLOTMENT PROVISION**

Jan Kitchener said that there was no further progress to report other than that (a) a new vehicular entrance was to be created, nearer the church, and (b) currently the Lombe Estate was waiting to hear from Bidwells.

#### **VILLAGE PLAYING FIELD MAINTENANCE**

The Clerk reported that, following the two year (2010 and 2011) contract with CGM Norwich it was now necessary to seek competitive quotations for the contract for the 2012 season.

With this in mind the Clerk was instructed to circulate, to Parish Councillors, a draft specification seeking suggested additions or amendments and then, after agreeing the final version with the Chair, seek competitive quotations for the new contract.

#### **VILLAGE SIGN – MAINTENANCE/REFURBISHMENT**

The latest situation was reported, this being that John Symonds was to build – when there was better weather – a new slightly smaller base (similar to that demolished) around the new support post.

It had been expected that John Symonds would be in attendance at the evening's meeting but this had not occurred.

Concluding, the Chair said he would contact John Symonds to agree the details.

#### **SECTION 106 MONEY**

There was no progress to report on the Parish Council's use of the receipt of £4,798.42 (from SNC) although it was appreciated that a number of potential projects could use some or all of this sum.

#### **VILLAGE HALL – RESPONSIBILITIES/REPLACEMENT DOORS UPDATE**

It was confirmed that the transfer of responsibilities, both for the inside and outside maintenance and upkeep of the Village Hall would occur at a date to be agreed by both parties.

A formal agreement detailing the responsibilities would need to be drawn up and with this in mind Chris Starr agreed to circulate a draft to all Parish Councillors, and the Clerk, for comment and amendment etc.

The agreement would include that (a) the Parish Council would retain ownership of the property,

(b) it would be responsible for all insurance, and (c) that a sum for annual maintenance – which is included in the Parish Council's precept (for 2012/2013 this is £1,000) would be paid, in two installments, to the Community Trust.

It was noted that the damaged front entrance doors had yet to be replaced.

## **HIGHWAYS**

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

John Heaser reported that he had no further progress to report.

County Councillor Judith Virgo said she had emailed an officer at County Hall to enquire about progress in mid-November and received a reply in December stating that such provision would be provided via future housing and employment funding.

### **REPORTING OF MAINTENANCE MATTERS**

The Clerk reported recent emails, sent to County Council Highways requesting that a number of matters receive attention.

With regard to the rough pavement immediately outside the local school which has been in need of repair for some time (and reported several times) the Clerk said he had been informed by Gary Overland on 6 January, that this would be repaired in the half term week commencing 13 February.

Thirdly it was explained that David Holt, a resident of Ringwood Close, had kindly volunteered to undertake the pruning (and tidying up) of the trees on the "island" area of Green Lane, and that John Heaser had thanked Mr Holt for his willingness to undertake this work.

### **HGVs/COMMERCIAL VEHICLE TRAFFIC TRAVELLING THROUGH VILLAGE**

Chris Starr said that he and Jan Kitchener had undertaken three surveys in December during which not one unauthorized vehicle had been witnessed proceeding through the village.

In addition Chris and Jan reported they would be organising a more comprehensive survey – possibly from 7.00 am to 7.00 pm one day – in the early part of the new year. Volunteers to help with this survey would be very welcome.

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

There was nothing further to report on this matter.

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

There was no progress on this proposal but the Clerk reported that he had received a supply of A4 sticker posters warning traffic to "PLEASE SLOW DOWN THROUGH OUR VILLAGE" which would be offered (via the local shop) to residents along School Lane, who could then display these on their waste/recycling bins.

### **VARIOUS**

1. It was noted that the Village Inn no longer displayed "In" and "Out" signage to help vehicular traffic entering and leaving the premises car park. In consequence the Clerk was requested to contact the management and request that this signage was re-erected, as it would assist with the prevention of potential accidents.
2. In response to an email on 28 December from Nigel Bailey at SNC, in respect of Community Transport, it was agreed that the PC should reply that it would like to talk to the NCTA about how the Flexibus can be made available to LM residents and how it can be publicised to them.
3. The receipt of the annual Gritting Routes Leaflet (from NCC Highways) was confirmed.

### **HIGHWAY IMPROVEMENTS – ANNUAL WISH LIST TO NCC (FUNDING IMPLICATIONS)**

The Clerk confirmed that the letter from NCC Highways seeking bids for limited highways improvements had to be returned by 20 January. This invitation letter stated that it was not possible to bid for speed limits etc.

Bids for funding (£100,000 County Council funding for VASs across the whole of the county for 2012/2013) were available on the basis that the cost of any approved scheme would be shared with Town and Parish Councils. So probably 50% of the cost of a Vehicle Activated Sign would be available, from County Council funding, subject to a bid being successful.

After some discussion it was agreed that the PC should make a bid for a flashing VAS to be positioned near the local school on the basis that the PC would be funding 50% (possible use of Section 106 money?) of the capital cost, which it was thought might amount to £2,500 - £3,000. In consequence it was agreed that the Clerk would contact Gary Overland, the Area Highway

Engineer, and seek advice on making a submission and then circulate to all PCs, a draft email which needed to be sent in final form to Norfolk County Council by Friday 20 January. It was appreciated that a decision on whether the PC's application was successful, or not, would not be received until March.

### **CLERK'S CORRESPONDENCE**

The Clerk of the Council's schedule of correspondence, as at 10 January, given to all Parish Councillors was noted, as was the booked attendance, of Chris Starr and Jan Kitchener, at a free training event (An introduction to the work of Local Councils) to be held at South Norfolk House on Thursday 1 March.

### **DISTRICT, COUNCIL AND REGIONAL DOCUMENTS**

There were no documents reported under this heading.

### **LOCALISM BILL AND CONSEQUENCES FOR PARISH COUNCIL RULES**

There was no further discussion on this item other than District Councillor Christopher Kemp speaking briefly.

### **COMMUNITY INFRASTRUCTURE LEVY (CIL) - PARISH PLAN/ INFRASTRUCTURE PRIORITIES**

It was reported that John Heaser, Chris Starr, Jan Kitchener and Richard Sinclair had attended, in the middle of December, an event at Cringleford - presented by Dr Christopher Kemp - on the implications for parish councils arising from the Localism Bill.

This event had confirmed that a Neighbourhood/Parish/Community plan was central to this new measure.

### **FINANCIAL**

#### **BILLS AND RECEIPTS**

On a proposal by Tony Berry, which was seconded by Harold Kerlake, and agreed the under mentioned invoices were authorised for payment:-

HM Revenue & Customs-Income tax 1/10-31/12/11 (101147)	£ 341.26
Mr R Sinclair-Clerk's remuneration 1/10-31/12/11 (101148)	£1,365.02
LM Community Trust-Hire of Village Hall PCMs 2012 (10115)	£ 125.00
Mr R Sinclair-Expenses 1/10-31/12/11 (101149)	£ 94.20
South Norfolk Council-50xA4 posters warning of speeding (101152)	£ 12.50
Mr R Sinclair- refund (50%) B/B 25/12/11-24/01/12 (101150)	£ 9.49
LM Village Shop-Printing Newsletters, October 2011 & January 2012 (101153)	£ 42.50

One receipt was reported, namely from HAFC for football pitch hirings during the month of November (4 youth matches) amounting to £64.

#### **MONITORING REPORT**

Chris Starr said that all financial transactions had been found to be in order for the latest monitoring check he had undertaken, which he had produced in a slightly different format.

#### **INTERNAL VERIFICATION**

Chris Starr reported that in December he had, together with the Clerk, undertaken this for the period mid-June to mid-September 2011 and found all transactions to be in order.

### **PRECEPT 2012/2013**

A brief explanation of the differences (the effect on Council Tax payable) in the parish precept for the coming year, as compared to that for the financial year 2011/2012 was given. .

### **POSSIBLE AFFORDABLE HOUSING DEVELOPMENT – SAFFRON HOUSING TRUST LTD**

John Whitlock, Director of New Business, Saffron Housing Trust Ltd, was welcomed to the meeting and invited to make his presentation.

John began by giving the overall view including that Saffron was an Independent Registered Charity and was responsible for just under 5,000 houses, responsibility for which had been transferred from SNC to Saffron in 2004.

With regards to the Local Homes agenda in particular John said that the provision could be outside a village development area, where there was a strong local connection.

However this raised questions concerning the setting of a precedent for other development.

The process would basically commence with (hopefully) the local need established via the Local Housing Register or a Local Needs Survey.

Once the local need had been established, and a site(s) identified (which could be controversial) the planning process – which maybe would take at least 4-6 months, depending on objections – could begin.

The whole process, from start as above to completion of construction, could take in the order of two and a half years.

It was noted that Chris Starr and Jan Kitchener had attended a Saffron “Tour”.

John also emphasised that provision, by Saffron, was not the same as affordable housing to be provided via the LDF process.

Concluding the Chair thanked John Whitlock for his attendance and his useful information.

**DATE OF NEXT PARISH COUNCIL MEETING**

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

In addition the date of the Annual Parish Meeting (open to all parishioners to vote on motions – which were not binding on the Parish Council) was highlighted as being 13 March 2012.

It was therefore stressed that this meeting would not be a Parish Council meeting, although it was normal practice for Parish Councillors to be in attendance.

There being no further business the meeting concluded at 10.10 pm.

**Chair**.....

**Date**.....