

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 17 JULY 2012

PRESENT

John Heaser (Chair), Chris Starr (Vice-Chair), Tony Berry, Wendy Gilyead, Harold Kerslake. Also present were County Councillor Judith Virgo and District Councillors, Dr Christopher Kemp and Garry Wheatley.

In addition in attendance were 5 members of the public were present, namely David and Susan Holt, Mr and Mrs Coles and Penny Watkins, and – for the early part of the meeting – PCSO Oliver Butcher.

APOLOGIES

An apology for absence was received from Jo Runeckles.

DECLARATIONS OF INTEREST

The Chair asked if any members wished to declare an interest in any item/items on the agenda. Wendy Gilyead and Chris Starr declared their interest in item 5.1.1 – the planning application (2012/0720) submitted by Mrs Mary Brake.

MINUTES

The minutes of the Parish Council meeting held on 12 June 2012 were – on a proposal by Wendy Gilyead, which was seconded by Tony Berry - accepted as a true record of the business conducted and therefore a copy was signed and dated by the Chair for that meeting (Chris Starr) for retention in the Parish Council records.

PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

There were no matters raised under this item.

PCSO

Invited to speak PCSO Oliver Butcher (replacing PCSO Tim Philpott) reported that there had been little criminal activity in Little Melton for the period 1 April to 17 July.

The only (known) such activity had been (a) criminal damage to a motor vehicle on Braymeadow Lane, and (b) the stopping of cannabis on School Lane.

Oliver Butcher further said that various speed checks would continue to be carried out – and mentioned that as yet no drivers had been caught exceeding the speed limit in the village, although he appreciated that this may be because the checks so far had been undertaken in the evening!

District Councillor Garry Wheatley said that - in terms of accidents along the B1108/Watton Road from the A47 junction west to Beck Cottage, he was aware of five in number, including 2 recent fatalities – over the past few years.

In answer to a question, by Chris Starr, Oliver Butcher said that the cost of a SAMs project was approximately £3,200 and that at least 6 volunteers was a good number to be effective. He added that there was no chance now of getting speed guns as the budget, for such equipment had stopped, and also the training for persons operating the guns had ceased.

Turning to the motorbike etc problems being encountered at the Hethersett pits, PCSO Butcher reported that some progress had been made recently as (a) SNC were to erect some signage, (b) warning letters would be given to offenders (education was the first option but confiscation of bikes could occur if education did not work), and (c) legal clearance in respect of signage had recently been obtained.

Finally PCSO Oliver Butcher was thanked, by the Chair, for his attendance and helpful advice and left the meeting at approximately 7.50 pm.

PLANNING

PLANNING COUNCIL RECOMMENDATION UPDATE

2012/0720 – Mrs Mary Brake, 3 Post Office Road, Frettenham, proposing single storey two bedroom dwelling on land to the rear (south/east) of 5 The Close.

It was noted that the Parish Council was unaware of any further information/action in respect of this proposal and therefore the result was awaited.

2012/0842 – Norwich Research Park (NRP) proposing request for a Formal EIA (Environmental Impact Assessment) Scoping Opinion for the provision of New Research and Development Facilities,

Offices and Ancillary Uses with associated Car parking, Access Roads and Landscaping at NRP South, Colney, Norwich, NR4 7UH.

The Chair summarised the Parish Council comments, submitted to SNC, and confirmed that the impact of nearby other large proposed developments, especially regarding traffic implications, was a major concern for Little Melton.

The copy email (and two attachments) of 11 July, from Dr Graham Martin, Chair of Colney Parish Meeting, was noted.

It was also mentioned that (a) Jane Lewin had attended the presentation event, about the NRP Masterplan proposals on the evening of Wednesday 13 June at the Innovation Centre at the NRP, and (b) Bullens, who were part of the R G Carter Group, would be the main contractors.

2011/1804 – Hethersett Land Ltd & Landowners proposed residential mixed use development of 1196 dwellings etc on land north of Hethersett Village Centre, including extension to Thickthorn Park & Ride.

District Councillor Garry Wheatley said that were two outstanding issues (prior to determination of the planning application) which were under consideration by SNC, firstly a potential upgrade (Highways Agency) of the Thickthorn roundabout junction, and secondly the investigation by the Environment Agency of flood issues/implications.

The email of 9 July – sent by Jo Runeckles and Wendy Gilyead on behalf of the Parish Council – to Hethersett Parish Council asking what were Hethersett Parish Councils views and policy regarding traffic and potential cycle paths (especially taking into account that the proposed relief road originally included in the proposals now appearing to be omitted) associated with the proposed housing development for Hethersett (North) was confirmed.

It was further noted that the reply of 17 July from Hethersett PC was non-committal.

The Chair, John Heaser, queried with the two District Councillors why the proposed relief road (which was shown as crossing Burnthouse Lane) was now not included in the proposals and Garry Wheatley said he would make enquiries at SNC and report back on this question.

DC Garry Wheatley agreed that Little Melton needed to be part of a co-ordinated transport plan for the area.

Both District Councillors agreed that the developers (and in respect of other development) could “jump the gun” and submit planning applications which were over and beyond the GNDP allocations!

2012/0976 - Mr C Morgan of 11 Ringwood Close proposing the removal of lounge front facing window and replace with bay window. Build a 900 high brick insulated cavity wall. Install white UPVC energy rated frames and insulated tiled roof.

The Parish Council response to SNC of “no views or comments” was noted.

PARISH COUNCIL RECOMMENDATION CONFIRMATION

2012/1043 – Ben Kemp (revised proposal) Change of Use to a concrete hard standing and grassed area to allow storage for potential occupiers of already approved employment units at Villa Farm, Watton Road, Bawburgh.

The Parish Council recommendation, sent to SNC via email on 5 July, had expressed objection to the proposals.

District Councillor Christopher Kemp added that it was unlikely that this application would go before the SNC “Planning” Committee for approximately another four weeks.

GNDP - HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT

It was noted that the housing development proposed for the north of Hethersett had been slightly reduced in number and that further details of the reduction were awaited.

Furthermore it was brought to the attention of the PC that the Local Development Framework was no longer called the LDF.

LDF – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON

The email of 9 July – sent by Jo Runeckles and Wendy Gilyead on behalf of the PC – to Peter Graves of Lovells was noted. This email asked six questions relating to the Ringwood Close and the adjacent land proposals: Peter Graves helpful reply of 17 July was also noted.

John Heaser asked how was the proposed development of the four sites in this area seen by the District Council.

District Councillor Garry Wheatley said these four sites had been selected taking into account the proximity of the local facilities of the village playing field, Village Hall and church. He added that one of the factors taken into account, by officers, in rejecting the potential development of Elm Farm was the

fact that it had a Listed Building in the middle of the site.

COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010 (AS AMENDED) – CONSULTATION

It was reported that there was nothing further to report.

PARISH AMENITIES

FOOTBALL PITCH – TOP GOALMOUTH

The re-turfing of this area in late July was confirmed.

It was agreed that on this occasion the goal would be left in situ and that watering – when rain was not expected - by volunteers of the Parish Council would be undertaken.

PLAY EQUIPMENT MAINTENANCE

The Clerk confirmed that on 19 June he had asked John Symonds (a) if it was appropriate, to re-paint the old springie, (b) to fasten tight the loose wooden slat at the south end of the tunnel on the main piece of play equipment, and (c) to replace the cracked bricks and mortar on the new village sign.

Bearing in mind that the annual safety inspection would occur during September it was agreed the PC should undertake a maintenance session in advance of the inspection and with this in mind Tony Berry kindly agreed to organize a volunteer working party to check and clean up the play equipment.

VPF MAINTENANCE CONTRACT 2012 – 2014

Although maintenance was continuing satisfactorily It was reported by the Clerk that he had yet to receive from CGM, an amended signed contract. So he would continue to pursue receipt of the formal agreement.

PROPOSED NEW ALLOTMENT PROVISION

Nothing further was reported on this item.

SECTION 106 MONEY – RECEIPT/USE

The exact cost of the VAS (contribution) was still awaited, and until this was determined no decision can be made on potential use of any balance of funding remaining.

VILLAGE HALL RESPONSIBILITIES

There was nothing further reported on this matter.

Chris Starr added that short mat bowls was shortly to be provided/played in the Village Hall and that expenditure in this respect had been provided by the Village Hall Committee.

It was also noted that storage space, for the Pre School Nursery was becoming limited.

DEFIBRILATOR

Chris Starr - who had attended a meeting at the local school on Monday 16 July – reported that £1,000 had been raised to pay for the purchase of a defibrillator of which the Community Trust had agreed to fund £900.

It was noted that several people in the village had been trained and this provision could – very often - of course save lives.

The potential location was currently thought to be to the outside of the Village Inn.

Discussion took place as to whether the cost of the running and servicing costs could be borne by the Parish Council. However taking into account that the pressures on the parish precept for 2013/2014 were anticipated to be increasing (possible 10% reduction) and there was a distinct likelihood that the tax base will (detrimentally) change it was agreed that the Parish Council could not commit to this additional expenditure.

In consequence it was asked if Chris Starr would make enquires with the local Charity (the Community Trust) to ascertain if it was possible, for the Charity, to also fund the running costs.

LM REPRESENTATIVE ON (JOINT) SPORTS ASSOCIATION

John Heaser confirmed that Sue Buffin was no longer the Little Melton representative on the (Joint) Sports Association and therefore a replacement representative was wanted. Harold Kerlake agreed to represent the village until someone else volunteered.

HIGHWAYS

PROPOSED CYCLE PATH LINK FROM LITTLE MELTON TO HETHERSETT

Other than the serious implications arising from the potential omission of the link road across Burnthouse Lane John Heaser said he had nothing further to report.

REPORTING OF MAINTENANCE MATTERS

The Clerk said that, as yet, little if any remedial work appears to have been done following the PCs email of 24 May.

The Clerk agreed to send an email, to all Parish Councillors asking them to identify any other

(smallish) highway defects and these would then be reported to NCC Highways Rangers. Once such defect immediately noted was the three broken/missing black and white pillar warning posts around the edge of the pond near the bottom of Green Lane.

HGVs/COMMERCIAL VEHICLE TRAFFIC

John Heaser mentioned that a letter was to be drafted by David Holt and Mary Plage and sent to all the business who were at the Little Melton Business Park on the Little Melton Road, asking that they comply with highway signage and restrictions in and around the village.

Other than the results of the local traffic census (see below) there was nothing further to be reported at this time.

COMPLIMENTARY SAMS PROJECT – PILOT SCHEME

There was nothing further to report on this matter.

PROPOSED 20 MPH SPEED LIMIT

There was nothing further to report on this issue.

TRAFFIC CENSUS

Chris Starr reported on the results of the recent 12 hour traffic counts undertaken on Burnthouse Lane near the crossroads and on Green Lane and thanked all the volunteers who helped carry out the census.

HIGHWAY IMPROVEMENTS – SUCCESSFUL BID TO NCC (FUNDING IMPLICATIONS)

The Chair reported that the VAS will not show actual speeds but will show “30” and the words “SLOW DOWN”.

The precise location will be determined by Norfolk County Council although the Parish Council were continuing to press for the location in the grass verge on the south side of School Lane just past (going west) the junction with Braymeadow Lane.

OVERGROWN HEDGING

There was nothing further to report under this matter.

FLOODING – MILL ROAD

Following reports – by Peter Ewbank (Tollymore) and Malcolm Woods (Homefield) in particular - of the flooding of the south eastern section of Mill Road in early/mid July the Clerk had emailed NCC Highways and reported the problems and requested that that the jetting of local drains be undertaken in order to ascertain that surface water drainage into nearby drains was operating as it should be. The Clerk had, in addition, reported the damaged grass verge and warning pillar post outside Tollymore.

NCC had responded on 9 July by saying that these issues would be looked into.

The Chair concluded discussion about this matter by saying that his understanding was that there was currently little or no standing water in the allotments ditches and that there had not been a problem along Great Melton Road.

PROW

The Clerk reported the emails of 13 July from NALCs and NCC Highways which explained the recent changes as to how Public Rights of Way are managed.

These emails sought volunteers who would be willing to maintain PROW!

The Parish Council was unaware of any parishioner who would be willing to be a volunteer.

FALLEN TREE

The fallen mature tree in the wide grass verge (opposite “Greta”) on Mill Road had been immediately reported to Saffron Housing Trust (also NCC Highways) and had been removed on the morning of 17 July.

GRIT BIN

The Clerk reported, on 15 July, that the yellow grit bin sited near the village sign had been removed by person(s) unknown.

It was agreed that the Clerk would make enquiries as to the costs of purchasing a replacement grit bin.

CLERK’S CORRESPONDENCE

The Clerk of the Council’s schedule of correspondence, as at 11 July, plus late additions, given to all Parish Councillors, was noted.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

There were no documents reported under this heading.

LOCALISM BILL AND CONSEQUENCES FOR PARISH COUNCIL

Nothing further was reported on this item.

NEW CODE OF CONDUCT – ADOPTION

Arising from these requirements it was confirmed that the Clerk had, on 17 July, (a) returned to SNC the signed paper forms, and (b) forwarded the on-line spreadsheet schedule, for display on the District Council's website.

It was also noted that this information had to be displayed on the Parish Council's website or a link added to the local website to SNC's website.

District Councillor Garry Wheatley left the meeting at approximately 9.00 am.

County Councillor Judith Virgo and District Councillor Christopher Kemp left the meeting at approximately 9.20 pm.

FINANCIAL

BILLS AND RECEIPTS

On a proposal by Wendy Gilyead, which was seconded by Harold Kerlake, the following invoices were authorised for payment:-

Derek Sutton – payment for maintenance of churchyard (first 50% of annual grant – Parochial Church Council - towards upkeep for 2012) (101178)	£ 685.00
Premier Book-keeping Services, Internal Audit fee PC A/Cs 2011/12 (101177)	£ 50.00
Mr R Sinclair-refund of official B/B (50%) 25/6-24/7/12 (101179)	£ 9.49
Mr R Sinclair-Clerk's salary 1/4 - 30/6/12 (101180)	£1,365.02
Mr R Sinclair-Expenses 1/4 – 30/6/12 (101181)	£ 121.91
LM Village Shop-printing 425 copies July edition LMPC Newsletter (101182)	£ 21.25
CGM (Norwich)-VPF maintenance June 2012 (101183)	£ 221.80
Mr R Sinclair-refund official telephone 811432 (101184)	£ 54.00
Heaser Business Consulting-printing 425 copies of Village Directory (101186)	£ 21.25

On this occasion no receipts had been received.

MONITORING REPORT

Chris Starr said that all financial transactions had been found to be in order for the latest monitoring check he had undertaken.

AUDIT OF PARISH COUNCIL A/CS – 2001/2012

The Clerk confirmed that he had sent all documentation to Mazars by the required date and a response was now awaited.

CLERK OF COUNCIL'S ANNUAL REVIEW

The Chair referred to the necessity to consider the Clerk's contract, w.e.f. 1 April 2012, in the light of his performance over the year 2011/2012.

Asked if he had any issues, on his contract, the Clerk replied no but added that he felt his hours of work were in excess of the 11 hours per week he was currently contracted to work.

The Chair recommended that the Clerk once again maintain a record of his actual hours of work, so that there was evidence of this.

The Clerk said that he would endeavor to do so.

It was noted that the Clerk had over many years advanced to SCP 27 (the highest SCP on scales LC1 and part LC2 of the NALCS's Pay and Conditions for Part Time Clerks) and that the possibility of the Clerk proceeding to a higher pay scale would be investigated.

The Chair asked the members if any of them had any issues regarding the Clerk's performance – in undertaking his duties – and it was agreed that the Parish Council had had no issues of concern over the year 2011/2012

NEIGHBOURHOOD DEVELOPMENT PLAN

It was mentioned that for the present there was nothing further to report.

RESIGNATION – JAN KITCHENER

The Chair confirmed the recent resignation of Jan Kitchener, from the Parish Council, and said that hopefully a replacement member would be sought and via, co-option, (if a by-election was not requested) voted into office at the next meeting on 4 September.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 4 September beginning at 7.30pm in the Village Hall.

There being no further business the meeting concluded at 9.50 pm.

Chair.....

Date.....