

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 16 OCTOBER 2012**

**PRESENT**

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

Also present was District Councillor Garry Wheatley.

One member of the public was also present, namely Trevor Craske, who lives on the Watton Road.

In addition Nigel Bailey, South Norfolk Council Neighbourhood Officer, was present for the early part of the meeting.

**PARISH COUNCIL VACANCY – CO-OPTION**

The Chair recapped on the current situation, which was that a vacancy on the Parish Council still remained to be filled to bring the Council up to its full membership of seven parish councillors.

**APOLOGIES**

Apologies for absence were received from Harold Kerslake and Wendy Gilyead, District Councillor Christopher Kemp and County Councillor Judith Virgo.

**DECLARATIONS OF INTEREST**

The Chair asked if any members wished to declare an interest in any item/items on the agenda.

Chris Starr declared his interest in item 7.1.4 – the planning application (2012/0720) submitted by Mrs Mary Brake.

**MINUTES**

The minutes of the Parish Council meeting held on 4 September 2012 were – on a proposal by Chris Starr, 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.

**YOUR NEIGHBOURHOOD, YOUR CHOICE**

The Chair welcomed, from SNC, Nigel Bailey, Neighbourhood Officer, and invited him to make his presentation.

Nigel Bailey gave several handouts to the parish councillors present and amongst other matters mentioned that (a) County Councillor Judith Virgo and District Councillor Christopher Kemp were members of the Northern River Valleys Neighbourhood Board, (b) said that i.r.o. £45,000 was still available , in year one (2012/2013) of the Community Empowerment – Delivering the Localism Agenda Funding, (c) referred to the results (101 votes cast by Little Melton) of the recent Community Empowerment Survey, (d) the satellite collection held in Little Melton for one hour (9.00 – 10.00 am) and (e), in response to a question from Chris Starr, said that it costs approximately £100 per day (£5,200 pa) to manage and run a flexibus and these costs were with a volunteer driver.

In addition Chris Starr agreed to contact Nigel Bailey to consider how to go about the use of a Speed Awareness Machine in Little Melton.

Concluding at 8.00pm Nigel Bailey was thanked by the Chair for his attendance and presentation, and left the meeting.

**PLANNING**

**PLANNING COUNCIL RECOMMENDATION**

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 confirmed that – in respect of the latest, slightly amended application – the LMPC had (on 9 October) responded to SNC that it had nothing to add to the Parish Council's comments sent to the District Council on 16 May 2012.

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.

Nothing further was reported concerning the result of this application, although it was noted that (a) there were ongoing issues with the Highways Agency and the Environment Agency, (b) the proposed new road etc across Burnthouse Lane may still be part of the development and, (c) John Heaser would be attending a briefing meeting, hosted by Hethersett Land Ltd., on 5 November.

2012/1265 – Saffron Housing Trust proposal to fit an insulated system to external envelope of the properties at 23, 29, 57, 51, 45 Braymeadow Lane.

The Parish Council recommendation to SNC, on 31 July, was confirmed as having been “no views or comments”.

2012/1555 – Mr R Hayward proposing single storey front extension to Braemar, Mill Road.

The PC response had been “no views or comments”.

2012/1635 – Mr T Bonner proposing a two bedroom detached single storey dwelling in the rear of garden behind existing dwelling at 49 School Lane.

It was confirmed that the PC had strongly recommended “refusal” for four reasons.

2012/1477 – Norwich Research Partners proposing (Outline Planning) for new offices and laboratories for research and development activities along with ancillary and complimentary uses with access from Colney Lane and Hetherset Lane and all other matters reserved. Demolition and re-provision of existing buildings. Associated car parking infrastructure, internal roads, landscaping and cycle parking.

It was noted that the PC’s response of 28 September, to SNC, had stated it had no objection, in principle, but that it had very serious concerns regarding the resultant traffic implications for the local area – especially in and around Little Melton itself.

#### RESULTS

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 employments units at Villa Farm, Watton Road, Bawburgh.

It was confirmed that the proposal had been refused for two reasons:-

1. The application site is situated in a prominent ridgeline position adjacent to the B1108/Watton Road within the Landscape Protection Zone of the NSB etc.
2. Insufficient information has been submitted in respect of traffic generation from the proposal.

#### ANTICIPATED PLANNING APPLICATION

It was appreciated that the PC would shortly be receiving notification of a planning application in respect of a residential development of properties on the north side of Gibbs Close as John Long, representing Timewell, had informed the Chair, by email, on 12 October that a planning application had been submitted to SNC.

This planning application would be submitted as a consequence of the lack of a five year supply of housing land by the District Council, i.e. it was over and beyond the 50 new houses proposed by SNC under the GNDP/JCS for Little Melton, between Ringwood Close, Mill Road and Great Melton Road. A copy of the masterplan, from John Long, had been received (and emailed to all parish councillors) on 15 October, but as this comprised of 74 pages little opportunity – prior to the PC meeting – had been available to consider the details of the likely proposals.

The PC’s initial thoughts – in advance of the receipt of the formal notification of the application – was that this proposal would be (a) outside the existing parish development boundary, (b) that the PC has, reluctantly, accepted a maximum of 50 new houses for the village for the period to 2026, (c) there would be traffic implications (particularly along Mill Road), over and beyond those from the 50 new properties envisaged by SNC, and (d) this looks very much like a Phase 1 development of a larger project. Further consideration would of course be given to this proposal once the full details were known. In conclusion it was also noted that it was – according to Garry Wheatley – likely to be July 2013 before the JCS is approved!

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

Nothing further was reported under this item other than it was expected that a revised planning application would be submitted in the near future.

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

It was confirmed that four sites between Mill Road, Ringwood Close and Great Melton Road were being taken forward by SNC.

A summary of the SNC presentation held on 2 October in LM Village Hall was also made and it was noted that the District Council consultation would end on 26 October.

It was also mentioned that the Parish Council did not advocate the development of site 101 – this was a proposed development put forward by SNC, and objections to this could be made at the planning application stage.

#### **OTHER PLANNING**

The Clerk reported that following an enquiry with SNC it had been established that the recently

improved access (not road) from Elm Farm onto Braymeadow Lane (corner) has been an access for a number of years, although it may not have been used regularly. An email on 18 September 2012 from the District Council stated that planning permission is not required for this access.

## **COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010 (AS AMENDED) – CONSULTATION**

Nothing further was reported under this item.

### **PARISH AMENITIES**

#### **FOOTBALL PITCH**

The latest bookings for October were noted and the receipt of £49.50, from HAFC, for three youth matches played in September.

#### **PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION 2012 REPORT**

The report, received 8 October, was noted and it was pleasing to emphasise that it was a good report with only a few minor defects mentioned such as the small gaps between safety tiling requiring attention.

In addition it was noted that the Lombe Estate, which had been storing the lattice mats, had inadvertently “lost” these and so it was now agreed that the Estate would therefore reimburse the Parish Council the sum of £200.

The Chair mentioned that the new Head Teacher at the local school, Alex Pritchard, was to raise with the PTA the possibility of looking into the provision of play facilities for older children – on the land that had been envisaged for additional allotments, although it was noted that the status of this land was now uncertain.

#### **TREE INSPECTION**

With the passing of three years since the last inspection etc the Parish Council agreed that the Clerk should seek quotations from at least three contractors for the inspection (and any subsequent maintenance required) of all trees on the VPF.

The Clerk would seek the return of quotations in advance of the next PC meeting on 27 November so that it should be possible for any necessary maintenance work to be undertaken prior to the end of the year.

#### **VPF MAINTENANCE CONTRACT 2012 – 2014**

There was nothing further to report on this matter.

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

The latest information was that the Estate are not in favour of this provision on the grounds that there are already allotments within the parish and furthermore the complication of the presence of the (military) oil pipeline is making the proposed parking – for the proposed allotments and the nearby local church – questionable.

#### **SECTION 106 MONEY – RECEIPT/USE**

It was noted that the setting of expenditure of £2,710 (Parish Council contribution) for the VAS and £716 nett for materials etc for the refurbished village sign meant that of the Section 106 receipt of £4,798 a balance of £1,372 remained to use.

#### **VILLAGE HALL RESPONSIBILITIES**

There was nothing further reported on this matter.

#### **DEFIBRILLATOR**

It was confirmed that the Parish Council is unable – at the present time - to commit to any additional expenditure, from the parish precept.

However bearing in mind that it had now been ascertained that £1,372 still remained from the Section 106 receipt it was proposed that this sum should be put towards the running costs of the defibrillator. After some discussion on a proposal by Jo Runeckles, which was seconded by Chris Starr, it was unanimously agreed that the Parish Council would fund the cost of the Annual Service Contract for the next five years – which was anticipated (over the five years) to cost i.r.o. £1,300 – from the outstanding Section 106 monies.

It was understood that the defibrillator would be sited immediately outside the Village Inn building and it was agreed that Chris Starr would convey the above good news to those responsible for the provision of the defibrillator.

#### **HIRE OF VPF IN JULY 2013**

The Clerk confirmed the recent request, from Sue Mann, School Lane, for the hire of a small part of the VPF for her daughter to erect a marquee upon, as part of her daughter’s wedding celebrations one Saturday in July of 2013. Following this the Parish Council agreed for the erection of the marquee

– on the northern end of the VPF, i.e. between the end of the football pitch and the boundary fencing to the tennis court – at a notional cost of £10.00. As it is not anticipated that there will be any football matches being played in July of next year there should not be a conflict with other users although it was appreciated that with approximately 100 in attendance the parking of cars etc might possibly be a problem and in consequence Mrs Mann has been asked to note that if the VPF/VH car park is full any parking of vehicles along that part of Mill Road running alongside the VPF should be on the western side of the road and not block any residents driveways.

#### **FIREWORK DISPLAY 20.10.12.**

It was reported that in a telephone call from Sharon Labell of 23 Ringwood Close, the PC had been asked if it would be acceptable to use part of the VPF for a small firework display, during a local charity event on 20 October being organised by Mr & Mrs Labell. This request had been approved – free of charge as it was a charity event - on the basis that the organisers (a) clear away any residue and/or litter by 10.00am the following day, (b) are entirely responsible for the health and safety of any person on the playing field (whether or not they are attending the charity event), and (c) will be responsible for any damage to third parties that may result from the display.

#### **AUTUMN LITTER PICK**

It was confirmed that the Litter Pick would be going ahead on Saturday 27 October.

#### **NEARBY “ACCESS” TO HOMECROFT**

It was reported that some parishioners walking dogs were using a dirt track adjacent to Homecroft to gain access to the field to the northwest.

This was an issue to the Homecroft residents as (a) the dogs are not always under control, and (b) sometimes dog fouling occurs, and is not cleared up.

Initially Hastoe were advocating the blocking off of the “access” but the Parish Council was against such action. The Parish Council had recommended that Hastoe erect notices pointing out (to dog walkers) that fouling and dogs not being under control are both offences that can be punished by fines. However Hastoe did not wish to take such action and therefore it was agreed that a warning would be included in the next edition – January 2013 – of the Little Melton Parish Council Newsletter.

### **HIGHWAYS**

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

There was nothing further to report under this item other than to note that the NRP have included Little Melton Parish Council’s survey results in their documentation.

#### **REPORTING OF MAINTENANCE MATTERS, INCLUDING GRIT BIN**

The Clerk confirmed his email of 11 October to NCC Highway Rangers, the local Highway Engineer and NCC County Highways in general (copied to County Councillor Judith Virgo) as many of the defects being reported were not being addressed, and furthermore there was no communication, from NCC, to inform the Parish Council when repairs would be undertaken or why no action was being carried out. The longest outstanding issue - the replacement of the finger direction signs on the signpost at the junction of Great Melton Road and Rectory Lane – was unresolved after 15 months! With regard to the missing grit bin (School Lane/Braymeadow Lane junction) discussion ensued as to whether this should be replaced and in conclusion, and bearing in mind that this had been taken away by person(s) unknown and the cost of replacing securely would be costly it was decided that replacement would not be pursued.

#### **HGVs/COMMERCIAL VEHICLE TRAFFIC**

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

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

Other than that mentioned elsewhere in the minutes nothing further was reported on these items.

#### **TRAFFIC CENSUS**

The email of 8 October, from Nigel Bailey, SNC Neighbourhood Officer, regarding the arrangements for deploying a SAM was confirmed and Chris Starr added that he would be making arrangements in respect of deployment, identifying potential sites, training etc.

To date four volunteers (six really needed) had come forward and it looked likely that a mobile sign – as suggested by Nigel Bailey – would be used.

Chris Starr agreed to contact Nigel Bailey about the details of this action.

Secondly Chris Starr confirmed the results - circulated to all Parish Councillors in Chris’s email of 10 September – of the traffic census undertaken on 10 September.

#### **HIGHWAY IMPROVEMENTS – SUCCESSFUL BID TO NCC (FUNDING IMPLICATIONS) FOR VAS**

The latest information, reported by the Clerk, was:-

- (a) The agreed position to be in the grass bank, on the southern side of School Lane, opposite the Village Inn, i.e. just outside the north/east corner of Elm Farm,
- (b) NCC had asked for a 50% contribution (£2,710) from the Parish Council,
- (c) The PC contribution of £2,710 had been paid, by cheque, to NCC, on 3 October, and
- (d) NCC had acknowledged receipt of the required payment, by the PC, on 5 October.

Erection of the VAS was therefore awaited.

#### OVERGROWN HEDGING

It was confirmed that Jan Kitchener would – where overgrown hedging was identified – visit the owners to politely ask them to take the necessary action.

#### PUBLIC FOOTPATHS

The Clerk confirmed the email of 3 October from NCC, including attached three page letter from Bill Borrett, Cabinet Member for Environment and Waste and a three page information leaflet “How NCC Looks After Norfolk’s Countryside Footpaths.

### CLERK’S CORRESPONDENCE

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

Attention was drawn to (a) the dog barking nuisance near The Close/Manor Farm Barns, (b) the proposed SNC response to the Government’s consultation on the Tax Base for parishes and, (c) the email of 1 October from Crusaders Rugby Club drawing attention to dog walkers allowing their dogs to foul on the rugby pitches.

### 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

It was recalled that at the Parish Council meeting on 4 September District Councillor Christopher Kemp had recommended that the Parish Council should not pursue – for the present - the resolving of the question of the registration of interests (spouse) pending Christopher Kemp’s attendance at a SNC training session.

As the PC had yet to hear of the feedback from the training session the Clerk was instructed to email Christopher Kemp and seek an update and clarification of this matter.

### FINANCIAL

#### BILLS AND RECEIPTS

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

Mazars – External Audit of PC A/Cs 2011/2012 (101196)	£ 342.00
Mr R Sinclair – Clerk’s salary 1/7 – 30/9/12 (101199)	£1,365.02
Mr R Sinclair – Expenses 1/7 – 30/9/12 (£101200)	£ 59.90
Mr R.Sinclair – Refund of official B/B (50%) 25/9 – 24/10/12 (101201)	£ 9.49
LM Village Shop – printing (425 copies) October edition of LMPC Newsletter (101202)	£ 21.25
CGM (Norwich) Ltd – VPF maintenance September 2012 (101203)	£ 221.80
HM Customs & Excise – Income tax on salary 1/7 – 30/9/12 (101197)	£ 265.93
Norfolk County Council – 50% contribution towards cost of VAS sign (101198)	£2,710.00
Bidwells – VPF Rent 12/12/11 – 11/10/12 (101204)	£ 0.05
LMPCC – 2 <sup>nd</sup> 50% of annual grant towards churchyard maintenance (101205)	£ 685.00
Mr R Sinclair – Refund of official telephone 811432 14/10/12 – 13/01/13 (101206)	£ 51.94

#### RECEIPTS

One receipt was reported, this being for £49.50, from HAFC for 3 youth matches during September.

#### 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

The Clerk reported – that following the report of Mazars, External Auditors, on the PC accounts for 2011/2012 – the annual return was found to be in accordance with proper practices and no matters had come to the attention of Mazars to give cause for concern that relevant legislation and regulatory requirements have not been met.

In consequence the required public notice (Notice of conclusion of Audit) had been displayed– and it was noted that no parishioner had requested a viewing of the financial information.  
Therefore the Clerk confirmed the annual audit was now concluded.

**HETHERSETT & MELTONS SPORTS ASSOCIATION - LITTLE MELTON REPRESENTATIVE**

Nothing further was reported under this item.

**NEIGHBOURHOOD DEVELOPMENT PLAN**

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

**PARISH PRECEPT 2013/2014**

Chris Starr was requested to prepare a draft parish precept bid, for the forthcoming financial year, on the basis that a 2.5% increase (from 2012/2013) was acceptable.  
It was noted that should there be tax base changes it was likely that these would result in the payment per property increasing.

**DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting was confirmed as being Tuesday 27 November beginning at 7.30pm in the Village Hall.  
There being no further business the meeting concluded at 9.30pm.

**Chair**.....

**Date**.....