

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,**  
**LITTLE MELTON**  
**TUESDAY 15 JANUARY 2013**

**PRESENT**

John Heaser (Chair), Chris Starr (Vice-Chair), Paul Canning, Harold Kerslake, and Wendy Gilyead, from 7.50 pm.

**APOLOGIES**

Apologies for absence were received from Tony Berry (chest infection) and Jo Runeckles and District Councillors Christopher Kemp and Garry Wheatley 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 an interest in planning items 5.1.7.and 5.2.3.and item 6.8.the PC Annual Maintenance Grant 2013 to the PCC.  
Harold Kerslake also declared an interest in item 6.8.

**MINUTES**

The minutes of the Parish Council meeting held on 27 November 2012 were – on a proposal by Chris Starr, which was seconded by Paul Canning – 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.

**PLANNING**

**PARISH COUNCIL RECOMMENDATION**

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.

It was confirmed that the Parish Council had responded with its comments and recommendations to SNC, in an email dated 14 November, and the outcome of this application was still awaited.

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 Hethersett Lane and all other matters reserved. Demolition and reprovision of existing buildings. Associated car parking infrastructure, internal roads, landscaping and cycle parking (NRP North).

It was confirmed 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.

Subsequently, on 1 December, notification of an amended application had been received and the Parish Council had agreed that it would not respond to this latest application because (a) the PC had already responded on 28 September, and (b) the PC had also responded (particularly with regard to the traffic implications) in its email to SNC of 3 December in respect of the overall NRP proposals.

2012/1880 – Bullen Developments seeking Outline Planning Permission at Norwich Research Park South for new offices and laboratories for research and development activities along with ancillary and complimentary uses with access from Colney Lane and Hethersett Lane etc.

It was confirmed that the response of the PC, on 3 December, to the initial proposal had expressed serious concern, primarily at the combined effects of substantially increased traffic from (a) NRP North & South, (b) large housing developments at Cringleford, Hethersett and Wymondham, and also housing envisaged within Little Melton itself, and (c) the dualling of the A11.

Subsequently on 24 December the Parish Council had received notification that this Outline Application had been amended.

It was noted that the PC had agreed that there would be no further recommendations/comments submitted to SNC as LMPC was not concerned with the onsite proposals, as such, as the expansion of the facilities was already in the approved Local Plan.

The PC views and concerns regarding traffic implications – expressed in its email of 3 December – were still applicable.

2012/1836 (Outline Application) Timewell Developments Ltd. proposing a residential development (20 dwellings) and associated infrastructure works on land to the north of Gibbs Close, with access off Homecroft.

The PC's response to SNC, on 14 November, had been objection to this proposal, because the proposed development would be (a) outside the development boundary and over and beyond the SNC imposed allocation of 50 new dwellings (bounded by Mill Road, Ringwood Close and the Great Melton Road) under the GNDP process (b) the PC being guided by the 2006 Parish Plan, (c) the additional traffic implications – especially along Mill Road - from this (proposed) development taking account of the nearby SNC allocated development of 50 new houses, and (d) other concerns.

2012/2036 – Miss L Garratt proposing single storey rear extension to 2 Birch Close.

The Parish Council had responded, to SNC, on 6 December commenting, in particular, that the proposed extension would have a major impact on neighbouring properties and therefore because of its proposed scale etc. a much lower roofline should be designed.

Subsequently, on 15 December, notification of a revised had been received showing the proposed pitched roof a little lower with two (velux type) lights in two elevations, rather than the original one in each elevation.

The further comments of the PC, to SNC, on 28 December made the point that the roof had only been lowered slightly and that the PC still considers that this would result in oppressive bulk and unacceptable loss of amenity to near neighbours.

2012/2265 – Mr J MacCormick (Saffron Housing Trust) proposing to fit 80 mm thick insulated rendering system to external envelope of properties at 1 & 3 Great Melton Road.

The PC response to SNC, on 31 December, had been “no views or comments”.

2012/2158 – Mr L Rowe proposing demolish 2 No garages, erect cartlodge style building to provide garaging for 2 No vehicles and storage, new access driveway and blocking up existing access.

The Parish Council response, to SNC, had been no objection but (a) the PC would like to see traffic calming measures introduced to discourage the use of the village as a through route, and (b) it was recommended that any work on site does not start until mid April, so as to minimize the effects on the amphibians that migrate through the plot.

Subsequently, on 8 January, the PC had been notified of an amended planning application, which showed the S/W facing elevation now at a height of 4750 (originally 4125) and the N/E facing rear elevation to have Sandtoft Arcadia Pantiles rather than Sandtoft Neo Clay Pantiles, plus other amendments.

After considering the changes it was unanimously agreed that the Parish Council had no further comments or views to make on this proposal.

2012/2075 - Mr W Chamberlain proposing white PVCu brick mounted lean to hipped style conservatory to the rear of Greta, Mill Road.

The Parish Council response, on 19 December, had been no views or comments.

#### RESULTS

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

2012/1265 – Saffron Housing Trust proposing to fit insulated system to external envelope of 23, 29, 57, 51 and 45 Braymeadow Lane. Approval.

2012/1965 – Mr & Mrs Kitchener proposing conservatory to the rear of 64 School Lane. Approved.

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

There was nothing further to report on this matter.

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

Further discussion took place regarding SNC's envisaged developments (4 sites) bounded by Mill Road, Ringwood Close and Great Melton Road – a maximum of 50 new dwellings had been stated for this area.

It was understood that investigations were currently taking place in respect of drainage and possibly improving visibility at the cross roads junction of Great Melton Road and Burnthouse Lane.

The recently submitted planning application by Timewell, proposing 20 new dwellings to the N/E of Gibbs Close, with access off Homecroft was yet to be determined, it was noted, and it was emphasised that the 20 new dwellings proposed by Timewell were over and above the SNC

allocation for Little Melton (and was not supported by the Parish Council) and therefore if the Timewell proposal was approved, by the District Council, this would compromise some of the already agreed maximum of 50 new properties to the south of Mill Road.

The outcome of the Timewell proposal was therefore awaited with interest, as was the outcome of the drainage and highway issues.

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

Nothing further was reported under this item.

## **SNC REPORT OF THE DIRECTOR OF DEVELOPMENT & ENVIRONMENT (GUIDANCE TO PARISH CLERKS ON CHANGES TO THE DEVELOPMENT MANAGEMENT SERVICE)**

Nothing further was reported under this item.

## **PARISH AMENITIES**

### **FOOTBALL PITCH**

The matter of the wearing of the top goalmouth area – particularly in the close season by casual footballers – was again discussed and a number of suggestions were put forward in an attempt to resolve the problem in future.

Suggestions included (a) artificial turf (extremely expensive, (b) mobile goal(s) (good in a professional or supervised environment but questionable in a public area) and (c) 5-a-side goals (regular – perhaps daily – health and safety checks necessary).

Concluding the Clerk was requested to make enquiries as to the cost etc. of mobile goal(s).

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

The Chair confirmed that the small gaps between the floor safety tiling would require filling and it was noted that on Saturday 30 March, when the weather was likely to be better, a litter pick and play equipment maintenance party would hopefully address this issue.

### **TREE INSPECTION**

It was confirmed that the Parish Council had paid CGM £252.00, including VAT, for a tree inspection and report.

In addition the Parish Council agreed to accept the quotation of £294.00 plus VAT for the necessary tree surgery. It was anticipated that CGM would be undertaking this work on Friday 18 January and that Paul Canning and Richard Sinclair would be present to help John Heaser with the cutting off the branches etc. of the Chestnut tree located near the southern boundary of the VPF.

Finally it was noted that CGM had advised the Parish Council that a Level 2 inspection, by an appropriately qualified person every three years, would be adequate, and it was appreciated therefore that the next inspection was due in the autumn of 2015.

### **VPF MAINTENANCE CONTRACT 2012/13 – 2014/15**

The Clerk confirmed that the 3 year contract would see the price remain the same, plus inflation, each year and that the existing contract would finish on 11 March 2015.

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

It was confirmed that approximately £370 of this funding remained unspent/unallocated.

### **VILLAGE HALL RESPONSIBILITIES**

There was nothing further reported on this matter.

### **DEFIBRILLATOR**

Chris Starr said that he was unaware of any further progress on this provision.

### **CHURCHYARD MAINTENANCE – PC ANNUAL GRANT – 2013 AND BEYOND**

Following the letter dated 22 November, from the local churchwardens Margaret Waller and Graham Tomlin, a letter of response had been sent to both churchwardens (a) confirming the PC approval of a grant of £1,420 to the Parochial Church Council for 2013 and (b) an explanation of why the PC, at this time, cannot commit to paying the PCC an annual grant for the four years 2014 – 2017. As explained this is because of the consequences of the anticipated pressures and constraints on local council's expenditure over the next few years.

It was also noted that this was not to say that the PC will not continue to make an annual grant (after 2013) but that it, and the amount, will need to be reviewed on an annual basis.

### **OTHER**

1. With regard to the loss of some lattice mats (intended for play equipment area) it was confirmed that an invoice, was to be rendered by the Parish Council in the sum of £200 net (as the PC is not registered for VAT) for the loss of 10 mats, i.e. at £20 per mat.
2. Reference was also made to John Heaser's email of 9 October to Beany Hazell and Jo Runeckles in respect of investigating the possible provision of some play equipment for older children/youths, but there was nothing further known on this matter.

## **HIGHWAYS**

### **REPAIRS**

The Clerk reported that a few requested repairs/replacement had been recently attended to – but much remedial work remained outstanding – despite considerable reporting by the PC, including:-

- a) new finger direction signage to the highway post at the Great Melton Road/Rectory Lane junction.
- b) some filling of potholes on Mill Road and Great Melton Road.

In addition some of the outstanding works to fill potholes had recently been marked with yellow paint, so presumably these potholes are to be filled soon – but there were still quite a few more reported potholes which remained unfilled.

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

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

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

Nothing further was reported on these three items.

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

It was confirmed that the VAS had been erected in early December and that the NCC had agreed to arrange for the vegetation such as hedging and trees to be trimmed back to facilitate proper use of the solar powered VAS.

The general initial feeling was that the siting and introduction of the VAS near the local school had proved beneficial in terms of reducing traffic speeds, going in a westerly direction, as cars etc. tended to slow down.

### **SMALL LOCAL HIGHWAY IMPROVEMENT BIDS FOR 2013/2014**

It was noted that, following the success of the initiative in 2012/2013, the PC had been notified of a further sum of £100,000 being made available for similar projects, this being from the NCC Highway Improvements Budget for 2013/2014.

The Clerk drew attention to the cut-off date for submissions, which was 31 March 2013.

The details of potential submissions made the point that bids would be welcome for small improvements such as footways, trods, improved crossing facilities and any improvements to Public Rights of Way. In addition consideration would be given to the potential for casualty reduction and any ongoing maintenance costs for NCC.

It was also stated that the County Council would support up to half the cost of successful bids.

Taking into account the pressures on the PC Budget – it was agreed that a bid would not be made for this funding for the year 2013/2014.

### **OVERGROWN HEDGING**

Nothing further was reported on this matter.

### **FLOODING IN MILL ROAD**

Mr. Ewbank's emails of 23 December and 24 December and 28 December were noted, as was the Chair of the Parish Council's response emails of 27 and 28 December.

It was pointed out that the Chair had requested Mr Ewbank to keep an up to date record of when the flooding occurred, i.e. dated photographs, which could be used as evidence when reporting flooding to the County Highways Authority.

### **OTHER**

The recent receipt of the latest Norfolk Gritting Routes leaflet, from NCC, was confirmed.

## **CLERK'S CORRESPONDENCE**

The Clerk of the Council's schedule of correspondence, as at 9 January, given to all Parish Councillors, was noted.

Attention in particular was drawn to (a) the email of 5 December, from SNC, re dog fouling on land adjacent to Homecroft, (b) John Heaser's attendance at a meeting, on 14 December, at SNC on the

subject of Localism, and (c) an item on the EEN website of 28 December which reported the "Police break up of illegal Christmas Rave near Norfolk village", i.e. Hethersett Pits.

## **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**

Nothing further was reported on this item.

## **FINANCIAL**

### **BILLS**

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

CGM – VPF Trees (aboricultural assessment) on 23/11/12 (101212)	£ 252.00
Mr R Sinclair – Clerk's salary 1/10-31/12/12 (101215)	£1,365.02
Mr R Sinclair – Expenses 1/10-31/12/12 (101026)	£ 8.47
Digley Associates Ltd. – Annual Inspection, young children's play equipment (101213)	£ 48.00
H.M. Revenue & Customs - Income Tax, Clerk's salary 1/10-31/12/12 (101214)	£ 341.26
Mr R Sinclair – Refund B/B (50%) 25/12/12-24/1/13 (1012070)	£ 9.49
Mr R Sinclair – Basic fee Internet Domain & webspace 31/12/12-31/12/13 (101218)	£ 35.86
LM Village Shop – Printing 425 copies of January 2013 LMPC Newsletter (101219)	£ 21.25

On the receipts side, two receipts were confirmed, both from HAFc, namely a cheque for £33.00 for youth matches (2), on 4/11 & 18/11/12 and a cheque for £33.00 for 2 matches, both on 16/12/12.

### **MONITORING REPORT**

Chris Starr said that all financial transactions – apart a discrepancy of £1.50 - had been found to be in order for the latest monitoring check he had undertaken.

### **INTERNAL VERIFICATION**

Wendy Gilyead reported the successful undertaking of the I.V. on 3 December for the period mid June to mid September 2012 and that all transactions were found to be in order.

## **OTHER**

### **SET-A-SIDE**

It was noted that Chris Starr, Wendy Gilyead and Richard Sinclair would consult on the updating of these figures, now that it was known what the allocations for 2013/2014 would be, and therefore included in the parish precept.

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

Nothing further was reported under this item.

## **NEIGHBOURHOOD DEVELOPMENT PLAN**

The recent receipt of a covering letter and a copy of the Cringleford Neighbourhood Development Plan (31 pages) – from Cringleford Parish Council) – was confirmed – as was the fact that this had just been put out to public consultation.

In addition it was further noted that the Clerk of LMPC had attended a meeting/presentation, on 10 January evening, in Bawburgh Village Hall to discuss the possible implementation of a Bawburgh Community Plan.

It was pointed out that this was not a Neighbourhood Development Plan.

## **PARISH PRECEPT 2013/2014**

Since the last Parish Council meeting on 27 November further information had been forthcoming, from SNC, and in the light of this it had proved necessary to re-submit the bid for the Parish Council precept for the forthcoming financial year.

Had the Parish Council's initially anticipated figure of £20,576 remained then – taking account of the lower Tax base for 2013/2014 – this would have meant an approximate increase of 8.5% per household. However as the SNC are – at least for 2013/2014 – definitely making a grant of £1,263, to offset the lower Tax Base, the PC will be able to make a revised Parish Precept bid of £19,313, as the submission date is now 18 January.

In consequence, on a proposal by Harold Kerslake which was seconded by Wendy Gilyead, and unanimously agreed the Parish Council's final precept submission for 2013/2014 was £19,313. It was confirmed that this submission would result in an increase of just 1.9% per household, as compared to the parish precept for 2012/2013. Looking forward to the financial year 2014/2015 it is anticipated that there will be greater pressures on the budget which might have an impact on the parish precept.

**DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting was confirmed as being Tuesday 12 February 2013 beginning at 7.30pm in Little Melton Primary School. There being no further business the meeting concluded at 9.30pm.

**Chair**.....

**Date**.....