

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,**  
**LITTLE MELTON**  
**TUESDAY 2 APRIL 2013**

**PRESENT**

Paul Canning (Chair – on a proposal by Wendy Gilyead, which was seconded by Jo Runeckles, and there being no other nominations) initially and then John Heaser, from approximately 7.45 pm (late because of work commitments in London) took over the position of Chair. Also representing the Parish Council were Tony Berry, Wendy Gilyead, Harold Kerslake, and Jo Runeckles. In addition District Councillors Christopher Kemp and Garry Wheatley were present. One member of the public was present, namely Kevin Ward.

**APOLOGIES**

An apology for absence was received from County Councillor Judith Virgo, who was unwell.

**DECLARATIONS OF INTEREST**

The Chair asked if any members wished to declare an interest in any item/items on the agenda. Tony Berry declared an interest in planning item 6.1.3.

**MINUTES**

The minutes of the Parish Council meeting held on 12 February 2013 were – on a proposal by Jo Runeckles, 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 retention in the Parish Council records.

**VACANCY/SIGNATORY**

The Clerk brought the meeting up to date with the situation following the resignation of Chris Starr, from the Parish Council on 11 March. This was that the public advertisement for the casual vacancy was due to expire on 3 April. Providing a request for a bye-election had not been received by SNC then it was anticipated that the Parish Council would be able to fill the vacancy by co-option in the near future.

With regard to the appointment of a new signatory to authorize PC financial transactions it was confirmed that Jo Runeckles had completed the necessary Barclays Bank forms and that in the past few days the Clerk had sent these off, by post, to Barclays Bank Business Mandate Team in Birmingham.

A reply, from Barclays Bank, confirming that Jo Runeckles was accepted as being one of the two authorized signatories was therefore awaited.

**PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**

No matters were raised under this item.

**PLANNING**

**PC RECOMMENDATION**

2013/0273 – Mr & Mrs White – proposed replacement of existing conservatory with an orangery at Holmlea, Great Melton Road.

The Parish Council recommendation had been “no views or comments”.

2012/1836 Timewell seeking Outline Permission for residential development of 20 dwellings and associated infrastructure works on land north of Gibbs Close.

The latest information was that this proposal had been considered by SNC Cabinet, at its meeting on Monday 25 March, and consideration given to this proposal being approved but with a reduced number of new dwellings?

It was noted that the Cabinet recommendation was not the final decision on this planning application.

District Councillor Garry Wheatley reported that under the District Council’s Sites Specific policy this application (together with those recently submitted by Mrs J Grady and Mr I Clarke) would effectively be judged on their individual merits when they were presented to the SNC Planning Committee – probably in April or May.

2013/0092 – Mrs J Grady seeking Outline Permission for up to 28 residential units and associated highways works, with all matters reserved, on land south of Ringwood Close (amended application).

It was understood that the number of new dwellings proposed had been reduced in number, there were drainage problems, and that the Environmental Agency had not accepted the proposals.

2013/0086 – Mr I Clarke seeking Outline Permission, including means of access, for residential development (20) and ancillary works.

It was understood that this site in particular had significant drainage issues.

It was appreciated that if the current highway constraints could be resolved (as well as any drainage implications) then it might be that – in addition to the mitigating factors – all three of these PAs (possibly with reduced numbers) could be approved.

As an aside but related issue, i.e. the existing drainage problems, it was noted that Shirley Bishop, SNC Drainage Officer, had written to Great Melton Road (north side) house owners to seek their co-operation in resolving the drainage issues but it was understood that these house owners were reluctant to take remedial action on their own properties.

#### RESULTS

2013/2158 – Mr L Rowe (amended application) proposing to 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 at Grey Cottage, Green Lane.

Approved with conditions.

2013/0066 – Mr S Hood proposing single storey flat roof extension to rear and 2 storey pitched roof extensions to side and front of existing 2 storey pitched roof at 35 Braymeadow Lane.

Application withdrawn.

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

Approved.

#### OTHER PLANNING MATTERS

The Clerk confirmed the receipt, on 26 March, of an email from SNC which explained that the Parish Council, as a statutory consultee, was being asked to respond during the period 27/3 – 22/5/13 on:-

- (a) The Preferred Options for the Development Management Policies Development Plan Document (Regulation 18), and
- (b) Proposed Amendments to the Preferred Options of the Sites Allocations and Policies development Plan.

Further information on these matters was awaited.

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

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

#### **C.I.L. REGULATIONS 2010 (AS AMENDED) - CONSULTATION**

Other than a brief explanation, by both District Councillors, concerning the strategic gap/LPZ on the east side of the proposed Hethersett North development and the proposed relief road through this area Christopher Kemp and Garry Wheatley had nothing further to report in this respect.

With regard to the three outline planning applications for LDF development in LM it was confirmed that these had yet to be determined – especially with the drainage and highway issues remaining unresolved – including, as far as the PC was aware, the matter of improved vision displays at the crossroads.

Turning to the question of the proposed Community Infrastructure Levy, discussion centred on the beneficial implications for Little Melton – possibly with an agreed and approved Neighbourhood Development Plan - although it was appreciated that such “income” would be in respect of further significant housing development for LM, i.e. over and above that already under consideration for the village.

The latest information, from the Norfolk ALCs, was that the proposals (although not totally clear) include where a neighbourhood takes a proactive approach by drawing up a NDP, and securing the consent of local people in a referendum, will receive 25% of the revenues from the CIL arising from

the development that they choose to accept. Neighbourhoods without a NDP, but where the levy is charged will (still) receive a capped 15% share of the levy revenue arising from development in their area.

It was observed that a much lower rate per dwelling was currently under consideration and it was generally thought that it would be the summer of 2013 before the final figures and parameters were known.

## **PARISH AMENITIES**

### **FOOTBALL PITCH**

The latest bookings information, from HAFC, was noted.

Taking into account that it was currently understood that the use of the pitch by HAFC would cease on 19 May the PC agreed that it would be sensible to ask CGM to turf the top goalmouth as soon as possible after the end of May. The Clerk would therefore seek confirmation from HAFC that turfing of the goalmouth should be undertaken early in June at the latest.

It was agreed that there was no necessity – because of the temporary summer location of the goal being further to the east this close season - for the turfed area to be fenced off.

The work to create and fit one (new) temporary goalpost socket etc. could possibly be undertaken by local labour, it was suggested.

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

It was noted that the regular (weekly) visual inspection of the play equipment, with a view to detecting any problems at an early date, had yet to be resolved.

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

It was confirmed that there was nothing further to report under this item.

### **VILLAGE HALL RESPONSIBILITIES**

There was nothing further reported on this matter.

### **DEFIBRILLATOR**

The latest information was that the delivery of the housing was awaited, and that John Heaser would be informed by the school, when this had occurred.

It was confirmed that the Friends of the School had largely funded the capital cost of this provision and also mentioned that it was not definitely known precisely where the defibrillator would be located.

## **HIGHWAYS**

### **PROPOSED CYCLE PATH LINK**

Nothing further was reported under this item.

### **REPORTING OF MAINTENANCE MATTERS**

The Clerk said that most of the potholes recently reported have been filled – although some serious ones along Burnthouse Lane, which are mostly within the parish of Hethersett, remain.

Also recently reported have been (a) dropped kerb stones where The Close crosses the pavement near to the local shop (these have become dangerously loose) and (b) a particularly severe pothole on School Lane approximately 200m down the hill from the shop and it is pleasing to report that both these defects were attended to promptly.

### **COMPLIMENTARY SAMS PROJECT**

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

### **PROPOSED 20 MPH SPEED**

Nothing further was reported on these items.

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

Following the Clerk establishing – with NCC Highways – that, with the refund from the already provided VAS (2012/2013) the County Council would fund a second VAS for LM, effectively F.O.C. it was unanimously agreed that the Parish Council should proceed to bid for another VAS, and give early consideration to the proposed location.

The two initial location options were thought to be either on the north side of School Lane, in advance of the school, coming from the crossroads, or on the eastern side of School Lane, in advance of the local shop and garage. In conclusion Paul Canning, Harold Kerslake and Jo Runeckles would look into proposed locations and come up with a couple of options, which would

then be circulated (by email) to all Parish Councillors, and an agreed proposed location would be submitted to NCC Highways – prior to the deadline date of 30 April.

#### OVERGROWN HEDGING

Nothing further was reported on this matter.

#### FLOODING IN MILL ROAD

It was reported that considerable emails and correspondence, including copies of emails sent to NCC Highways, from Mr Ewbank, Tollymore, Mill Road continue to be received.

In addition the receipt of a letter (on 23 February) from Jo Mooney, SNC Cabinet Member for Environment and Waste, headed Norfolk County Council's Local Flood Risk Management Strategy, together with a Norfolk County Council's Managing Flood Risk Newsletter dated December 2012, was confirmed.

### **CLERK'S CORRESPONDENCE**

The Clerk of the Council's schedule of correspondence, as at 27 March, given to all Parish Councillors, was noted.

Items including an email from Susan and David Holt (local bus service), email from SNC re Tree Maintenance work in Gibbs Close, Invitation to Initial Training at County Hall for Parish Councillors (Paul Canning to attend) and, NCC Appeal for Road Safety Volunteers.

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

There were no documents reported under this heading.

### **FINANCIAL**

#### BILLS

On a proposal by Jo Runeckles which was seconded by Paul Canning, the following invoices were authorised for payment:-

Mark Harrod Ltd – Football goalpost socket & drop in lid (101228)	£ 48.60
NPTP – training for Parish Councillors - Paul Canning attended March 2013 – (101229)	£ 35.00
Mr R Sinclair – Clerk's remuneration 1/1-31/3/13 (101232)	£1,365.02
Mr R Sinclair – refund of official B/B 25/3-24/4/13 (101234)	£ 9.49
H M Revenue & Customs – Income Tax 1/1-31/3/13 (101231)	£ 341.26
SNC – Annual Dog Waste Bin Servicing charge (101230)	£ 285.50
Norfolk Association of Local Councils – Annual Subscription 2013/14 (101235)	£ 165.62
CGM Norwich – VPF maintenance, March 2013 (101236)	£ 221.80

Two receipts were confirmed, namely (a) £200.00 from Great Melton Farms for 10, lost lattice mats for VPF play equipment, and (b) £33.00 from HAFC for two youth matches played 6/1 and 13/1/13.

#### MONITORING REPORT

No matters were reported on this occasion.

However it was welcomed – that providing Kevin Ward duly became a Parish Councillor – Kevin would consider taking over the Monitoring role on behalf of the Parish Council.

#### INTERNAL VERIFICATION

No report was made for this meeting.

### **PRECEPT FOR 2014/2015**

The Clerk drew attention to the latest information and possible outcomes in respect of the constraints on the Parish Council Precept for the following financial year, i.e. 2014/2015.

This suggested that the precept for 2014/2015 will be difficult if not worse, taking into account that for 2013/2014 the Parish Council received a grant (from SNC) to virtually keep the precept the same as the previous year but should a grant not be forthcoming (or less) in 2014/2015, then Town and Parish Councils will probably be forced to win a local referendum, if it is wanted to increase the amount of council tax charged on their behalf, by more than 2%!

Furthermore the cost of any referendum will be borne by the Parish Council!

A more detailed explanation of this was contained in the NALCs LAIS five page note recently forwarded to all LM Parish Councillors. The Clerk also mentioned that a paragraph near the end of this note suggested that while Community Plans are presented to local councils as a mandate for local council actions, ultimately the decision to proceed may be taken through a referendum!

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

Nothing further was reported under this item.

**NEIGHBOURHOOD DEVELOPMENT PLAN**

Kevin Ward, invited to speak, said that with the recent information in the public domain and the timescale involved he was a little less sure of the importance of producing such a document.

**CLERK OF THE COUNCIL'S ANNUAL REVIEW**

The Clerk of the Council was asked if he had any matters that he wished to raise with the Parish Council, as regards his contract of employment, and said he did not but added that because of the "cascade" effect on duties and responsibilities from the Government, County and District Council, there was increasingly - as the Parish Councillors would be all too well aware many more demands on the work of the Parish Council.

The Parish Council said it had no issues with the work of the Clerk of the Parish Council. It was felt that the procedure in respect of the Annual Review was in need of reviewing, and with this in mind it was agreed that Wendy Gilyead would continue to look into this so that a new process was in place to undertake the Review for 2014/2015.

**PARISH COUNCIL'S ASSET REGISTER- ANNUAL REVIEW**

The Parish Council authorised the Clerk to update the Assets Register – from the last review in May 2012 – so that the new figures reflected the latest insurance values and, where this was not applicable, instructed that an increase of 3% be used.

**PARISH COUNCIL'S RISK ASSESSMENT – ANNUAL REVIEW**

The Parish Council's Risk Assessment was reviewed and updated – the only addition being the inclusion of the Diamond Jubilee Tree planted near the south/east corner of the VPF in 2012.

**DOOR TO DOOR**

Harold Kerlake said that he had recently liaised with Mr Goodman, from Bawburgh Parish Council, and he could currently report that a day trip had been arranged during May, and that this and subsequent events would be advertised on the local noticeboards.

**DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting – the Annual Parish Council Meeting (at which the Chair and Vice-Chair for the ensuing year would be elected) - was confirmed as being Tuesday 7 May 2013 beginning at 7.30pm in Little Melton Primary School.

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

**Chair**.....

**Date**.....