

**LITTLE MELTON ANNUAL PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,
LITTLE MELTON on TUESDAY 7 MAY 2013 at 7.30 pm.**

PRESENT

John Heaser (Chair), Tony Berry, Paul Canning, Wendy Gilyead, Harold Kerslake, Jo Runeckles and Kevin Ward.

County Councillor Judith Virgo was also present as was PCSO Ollie Butcher.

ELECTION OF CHAIR OF PARISH COUNCIL

On a proposal by Harold Kerslake, which was seconded by Tony Berry, John Heaser was put forward to be the Chair for the ensuing year and with no other nominations John was unanimously elected Chair for the 2013/2014 year.

ELECTION OF VICE-CHAIR OF PARISH COUNCIL

On a proposal by Jo Runeckles, which was seconded by Wendy Gilyead, Paul Canning was proposed and there being no other nominations, Paul was unanimously elected Vice-Chair for the forthcoming year.

CO-OPTION ONTO THE PARISH COUNCIL

It was proposed by Jo Runeckles, and seconded by Harold Kerslake, that, following the recent resignation of Chris Starr (and the required display of the public notice which did not result in the holding of a bye-election) that Kevin Ward be co-opted onto the Parish Council, and with all in favour of this nomination Kevin was unanimously, and immediately – once he had signed the Declaration of Office Form – confirmed as a member of the Parish Council, and duly took office.

APOLOGIES

Apologies for absence were received from District Councillors Garry Wheatley and Christopher Kemp both of whom were unable to be in attendance as they were attending an evening meeting at SNC.

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 9.1.3. and Kevin Ward declared an interest in planning item 9.1.1.

MINUTES

The minutes of the Parish Council meeting held on 2 April 2013 were – on a proposal by Tony Berry, 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.

PCSO

PCSO Ollie Butcher was invited by the Chair to report on crime and in overall terms reported that crime in Little Melton was low with only 13 in the past year – which was significantly down on the previous year's figure of 18.

Ollie Butcher also noted that improper parking immediately outside the school entrance remained a problem (County Councillor Judith Virgo said she would give the powers that be a friendly "nudge" to seek to have the yellow zig-zag "no parking" lines extended), and mentioned that progress was being made in the problems with noise and nuisance at Hethersett Pits.

NEW SIGNATORY

The change so that Jo Runeckles replaced (the recently resigned) Chris Starr on all financial transactions was confirmed.

PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

The only matter raised under this item was the continued lack of action relating to the re-introduction of "in" and "out" signage on The Village Inn car park, thus making it less likely for motoring accidents to occur. The Clerk was therefore requested to email/write the owners/Head Office (rather than the local Manager) to ask if such signage could be re-instated.

PLANNING

PC RECOMMENDATION

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

It was now understood that this application was likely to go before the SNC Development Management Committee meeting to be held on Wednesday 22 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. It was now known that this was an amended application – the number of dwellings proposed having been reduced to 20 on that end of the site nearest to Ringwood Close – but no official notification had been received (from SNC) by the Parish Council. The reduction in the number of dwellings had only been discovered, by accident, when viewing the District Council website!

It was now understood that this application was likely to go before the SNC Development Management Committee meeting to be held on Wednesday 22 May.

2013/0086 – Mr I Clarke seeking Outline Permission, including means of access, for residential development (20) and ancillary works on land south/east of The Gardens, Mill Road.

It was now understood that this application was likely to go before the SNC Development Management Committee meeting to be held on Wednesday 22 May.

2013/0564 Mr S Hood proposing a single storey flat roof extension to rear and two storey pitched roof extensions to front, side and rear of existing two storey pitched roof dwelling at 35 Braymeadow Lane. Following consideration of this proposal, and taking account that neither of the neighbours had responded with any comments to the PC, it was unanimously agreed that the Parish Council response, to SNC, would be “no views or comments”.

2013/0497 Mr & Mrs Brown proposing single storey extension and associated alterations to 8 Greenacres.

Discussion of this proposal took place, and bearing in mind that there had been no comments received, from the six neighbours consulted, it was unanimously agreed that the Parish Council response to SNC would be “no views or comments”.

2013/0700 Mrs J Margaillan proposing Change of Use of existing farmhouse to 9 serviced apartments, including means of access and car parking.

It was noted that notification of this proposal had been received after the agenda had been sent out to Parish Councillors.

The Clerk reported that he had notified and asked the local school, and the two residential properties immediately to the west of the school, if they had any views or comments they wished the PC to be made aware of, to inform the Clerk by Monday 13 May. As yet no neighbour comments had been received.

Considerable discussion ensued on this proposal and in conclusion the Parish Council unanimously agreed that there was no reason to object to the proposal, taking into account that this was a proposed change of use, but still residential use.

The Clerk was therefore instructed to inform SNC (after Monday 13 May) that the PC had “no views or comments” in respect of this proposal, providing that there were no neighbour comments and/or views received expressing objection to the proposal – subject to these being relevant – which would require the PC to reconsider its decision.

RESULTS

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

Approved with conditions.

2012/1880 Bullen developments proposing offices, laboratories, academic space etc. on land adjacent to N & N U H, Colney Lane.

Approval with conditions on 30 January 2013 (late notification).

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

There was nothing further to report under any of these three headings.

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 26 May the PC requested the Clerk to ask CGM to re-turf the top goalmouth as soon as possible after the end of May.

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

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

Discussion also took place regarding the small dip in the bottom penalty area which had, during the past season, become waterlogged, and in consequence HAFC had raised the question of whether some remedial action could be undertaken to remove this depression.

In conclusion it was agreed that the Clerk would also ask CGM for their recommendation, together with a cost, for the removal of the dip.

Thirdly the Clerk was further instructed to request that CGM trim the growth from the bushes and plants in the six sided wooden sleeper frame that is between the Village Hall and the tennis court. It was noted that this work – as in 2012 - would be included in the regular maintenance contract.

FOOTBALL PITCH HIRE CHARGES FOR SEASON 2013/2014

Following discussion it was unanimously agreed that the charges for the forthcoming season would be £25.00 for adult matches and £16.50 for youth matches, and that the Clerk should communicate these new charges to HAFC.

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION 2012 REPORT

It was noted that Paul Canning had recently made an inspection and registered the outcome on-line. Kevin Ward said that he would produce a checklist of items to be inspected, on a regular basis, and John Heaser added he would email all Parish Councillors so that more regular inspections occurred and were recorded.

SECTION 106 MONEY – RECEIPT/USE

It was confirmed that there was nothing further to report under this item other than to confirm that there was, currently, a balance of £1,372 remaining. However it was emphasised that £1,000 of this sum was committed to funding the maintenance (over five years) of the recently fitted defibrillator. It was also therefore appreciated that none of this sum had yet to be expended, but it was anticipated that the first £200 would be committed during the financial year 2013/2014.

VILLAGE HALL RESPONSIBILITIES

There was nothing further reported on this matter.

DEFIBRILLATOR

The latest information was that the defibrillator had recently been erected, outside the local shop, by Paul Canning without cost. The Parish Council expressed its considerable appreciation of Paul's time and expertise in fitting this vital piece of equipment F.O.C. and were also very grateful that John and Barbara McDonald had agreed for the defibrillator to be located on the outside of the shop.

HIGHWAYS

PROPOSED CYCLE PATH LINK

Nothing further was reported under this item.

REPORTING OF MAINTENANCE MATTERS

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

The Clerk confirmed the submission of the Parish Council's bid for a second VAS prior to the County Council's deadline of 30 April.

The overall feeling was that this would be best sited on the north side of School Lane and in advance of the local school, for traffic approaching from the crossroads.

It was noted that a response, from Norfolk County Council, was likely to be received during May 2013.

OVERGROWN HEDGING

Nothing further was reported on this matter.

FLOODING IN MILL ROAD

Paul Canning reported that he had recently met representatives, from Norfolk County Council Highways on site, and the Council Officers had taken a number of measurements, including heights of the allotment ditch water and highway inlets and outlets.

Paul also confirmed that Shirley Bishop, Flooding Officer, SNC, was in attendance at this meeting.

SMALL HIGHWAY IMPROVEMENTS (SHARED FUNDING) BIDS FOR 2013/2014

In view of the bid for a second VAS the Parish Council did not discuss submitting a further bid.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 2 May, as given to all Parish Councillors, was noted.

The Clerk highlighted (a) the recently reported incident when a fox entered a home on Mill Road, (b) the email of 12 April from Harold Kerslake regarding war memorials etc and, (c) the letter of 26 April from the Environment Agency headed Summary of Proposed Work.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

There were no documents reported under this heading.

FINANCIAL

BILLS

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

Abate Ltd-Pest Control (moles) commencing 17/4/13 (101237) £ 118.80

Little Melton Primary School-Hire of school hall PC meetings 21/4, 7/5 and 11/6/13 (101241) £ 37.50

CGM (Norwich) Ltd-VPF maintenance April 2013 (101243) £ 221.80

Mr R Sinclair-Refund official telephone 14/4-13/7/13 (101238) £ 52.86

Heaser Business consulting-2 T0715 multipack Epsom print cartridges (101240) £ 62.38

Mr R Sinclair-Refund Official (50%) B/B 25/4-24/5/13 (101242) £ 9.49

Two receipts were confirmed, namely (a) the first 50% of the Parish Council precept for 2013/2014, and (b) £33.00 from HAFC for two youth matches played 24/2 and 3/3/13.

It was noted that in respect of the first 50% of the parish precept this was made up of a net payment of £9,656.50 and the full year's amount of the Annual Council Tax Support Grant of £1,263.

MONITORING REPORT

No matters were reported on this occasion.

Finally it was confirmed that Kevin Ward had agreed to take over the role of Monitoring the Parish Council's A/Cs and that he would be setting up a new system/computer programme to be able to commence reporting in the near future.

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 other than it being noted that Harold Kerslake, as the Little Melton representative, had recently paid the £5 Annual Subscription fee for 2013/14. In consequence the Clerk would arrange for the refund of this payment to Harold.

NEIGHBOURHOOD DEVELOPMENT PLAN

Kevin Ward said he was continuing to look into this possibility and, how much weight – in terms of future development such a document would have – and ultimately whether a Community Plan/ Neighbourhood Development Plan had priority over a local referendum.

Further information and clarification of this question was awaited.

SPORTING ACTIVITIES

Following the publication of the April edition of the Little Melton Parish Newsletter only one expression of interest (Felicity Walmsley) had been received in becoming involved in creating a tennis club. In consequence the Clerk was asked to notify Peter Steward, the Chair of the Hethersett & Meltons Sports Association of this interest and to respond to Mrs Walmsley accordingly.

BUS SERVICE – DISCRETIONARY ENTITLEMENT?

Following the piece in the April edition of the Little Melton Parish Newsletter, asking parishioners to notify the Clerk if they wished the PC to pursue the possibility of obtaining discretionary use of free bus passes (for pensioners etc.) on the 9.21 bus from Little Melton, it was reported that the Clerk had received 9 expressions of interest.

Following some discussion on this matter it was agreed the Clerk should forward these names, with contact details, to David Holt, so that he could refer this request to the Konect Bus Company/Norfolk County Council.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 11 June 2013 beginning at 7.30pm in Little Melton Primary School.

There being no further business the meeting concluded at 9.10 pm.

Chair.....

Date.....