

LITTLE MELTON PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,
LITTLE MELTON on TUESDAY 11 JUNE 2013 at 7.30 pm.

PRESENT

John Heaser (Chair), Tony Berry, Paul Canning, Wendy Gilyead, Harold Kerlake, and Kevin Ward. County Councillor Judith Virgo was also present as was District Councillor, Christopher Kemp. In addition five members of the public were present including Tony Hedges, Peter Herwin and John Symonds.

APOLOGIES

Apologies for absence were received from Jo Runeckles and District Councillor Garry Wheatley.

DECLARATIONS OF INTEREST

The Chair asked if any members wished to declare an interest in any item/items on the agenda. Tony Berry and Kevin Ward declared an interest in planning item 5.1.3. and Wendy Gilyead declared an interest in planning application 2013/0961, which had been received after the agenda had been issued.

MINUTES

The minutes of the Annual Parish Council meeting held on 7 May 2013 were – on a proposal by Tony Berry, which was seconded by Wendy Gilyead – 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

County Councillor Judith Virgo reported that an Officer, from Norfolk County Council, had recently visited School Lane in the vicinity of the local school (zig zag lines outside the school) but had not witnessed any bad parking on the lines or bad parking in front of private properties. District Councillor Christopher Kemp recommended that should bad parking occur photographs be taken of the offending cars, so that these could be used as evidence. Secondly the Clerk confirmed the sending of an email on 20 May, to the owners of the Village Inn regarding the re-instatement of “in” and “out” signage on the car park to the Village Inn. As a response had yet to be received – other than an email saying that this request had been forwarded on to the Crown Carvery Administrator, and also to the Guest Services Department, for further action, the Clerk was requested to send a further email asking what the situation was.

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.
2013/0092 – Mrs J Grady seeking Outline Permission for up to 20 (originally up to 28) residential units and associated highways works, with all matters reserved, on land south of Ringwood Close.
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 these three applications would likely be determined at the SNC Development Management Committee meeting to be held on Wednesday 19 June.
A sites visit by SNC Committee Members had, on Wednesday 5 June, been undertaken, at which the Chair of the Parish Council had been present in an observer capacity.
Various other matters were also mentioned, including:-
*it was thought that SNC Members were likely to approve one of the three Outline Planning Applications but there could be some concern that the other two (unsuccessful) applications may be subject to an appeal against such a decision,
*it was understood that the Water Authority may be responsible for drainage rather than the County Council,
*the LPA was not allowed, under planning law, to take into account – in coming to its planning decision – the impact on existing traffic flows of significant development in the area such as the recently approved 1,200 houses for Hethersett (N). The continuing traffic problems arising from the recently established nearby UK Mail Depot were also already a “bone of contention”,
*an email sent by John Heaser to Mr Ian Clarke on 9 June asking what drainage improvements he was proposing in respect of application 2013/0086,

*the receipt, by John Heaser, just minutes before this PCM, of information from Drainage Consultant, Andrew Bingham, relating to Mill Road,

*David Higgins, Norfolk County Council Highways Engineer's, conversation, on 5 June, with the Chair, in which it was explained that the results from the County Council Highways survey had yet to be determined,

*the information that there was a second pipe below the visible outfall pipe into the allotments ditch, and

*if development accessed from Mill Road goes ahead, that the Parish Council would want an assurance (statement) from Norfolk County Council Highways to the effect that the LHA would accept maintenance responsibilities, as the Parish Council, without any funding, cannot do so.

Following these discussions County Councillor Judith Virgo and District Councillor Christopher Kemp left the meeting.

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 confirmed that the Parish Council response, to SNC, had been "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 confirmed that the PC response, to SNC, had been "no views or comments".

Two further applications that the PC had been notified of since the issue of the agenda for this PCM were considered.

1)2013/0961 Mrs M Brake (Full Application) proposing the erection of a new single storey dwelling on land to the south/east of 5 The Close.

This was the latest proposal (showing small alterations to previous plans) submitted by Mrs Brake in this location, and it was unanimously agreed that the PC had nothing further to add to its earlier comments. In consequence the Clerk was instructed to respond "no views or comments".

2)2013/0892 Mr T Cooke (NCC) Full Application proposing the Creation of a six pitch Gypsy and Traveller short stay stopping place on land off Long Lane, Bawburgh

The Parish Council agreed that it had no objection to the proposal, particularly as it was not in the parish of Little Melton, and therefore instructed the Clerk to reply accordingly.

RESULTS

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

This application had been approved, by SNC, during May.

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 – other than John Heaser mentioning that in recently speaking to Bidwells, on another matter, he had been informed that there was nothing much further to report at this stage in respect of the housing development to the north of Hetherset, which had now received planning permission.

PARISH AMENITIES

FOOTBALL PITCH

The creation of one new goalpost socket – to enable the top goal to be moved slightly further to the east over the close season – had, it was confirmed, been undertaken on 5 June by Paul Canning, Harold Kerlake and John Heaser. The Parish Council were appreciative of this voluntary work undertaken by Paul, Harold and John, which would mean the normal goal area could be re-turfed shortly and, hopefully, allow it to become properly established over the summer months.

The Clerk reported that CGM had provided a quote amounting to £107.70, plus VAT, to re-turf this goalmouth and, it was unanimously agreed that this was acceptable, and therefore the Clerk was asked to instruct CGM to undertake this work at an early opportunity, and inform the PC when the turf had been laid, so that the watering of the newly laid turf, by local voluntary labour, could be undertaken straight away.

Regarding the small dip in the bottom penalty area which had, during the past season, become waterlogged, the Clerk said that he had obtained a quotation of £142.00 plus VAT from CGM. The PC thought that this quotation was reasonable and in consequence agreed that the Clerk should

approach HAFC and ask them to fund 50% of this cost (which was not included in the budget for 2013/2014). Providing that HAFC accepted that it should bear half the cost of this improvement the Parish Council authorised the Clerk to request that CGM undertake this work at an early date. Thirdly the Clerk confirmed the request to CGM to 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.

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION 2012 REPORT

It was reported that Kevin Ward had started work on the process of conducting regular visual inspections by recently taking photographs of the play equipment. It was anticipated that a visual inspection once a month, followed by a short report to be retained on a file, on the PC website, would be appropriate.

SECTION 106 MONEY – RECEIPT/USE

It was confirmed that there was nothing further to report under this item other than to confirm that £200 (of the £1,000 earmarked over five years) for annual maintenance of the defibrillator would be expended in the financial year 2013/2014.

VILLAGE HALL – RESPONSIBILITIES

There was nothing further to report under this item.

DEFIBRILLATOR

There was nothing further to report under this item.

HIGHWAYS

PROPOSED CYCLE PATH LINK

Nothing further was reported under this item.

REPORTING OF MAINTENANCE MATTERS

Following a request (at very short notice), from Richard Dellar, Highway Technician, Environment, Development and Transport, Norfolk County Council, Station Lane, Hethersett, the Clerk confirmed the email of 6 June, from the Parish Council, reporting five items requiring work by the County Council Highway Rangers.

It was noted that potholes might require a separate report to the Area Highway Engineer.

COMPLIMENTARY SAMS PROJECT

HGVs/COMMERCIAL VEHICLE TRAFFIC

PROPOSED 20 MPH SPEED

John Heaser referred to his email of 18 May to Chris Starr.

Harold Kerslake said that he would be willing – as a local representative – to be a volunteer to help deploy monitoring equipment on Green Lane, once every three months, and analyse the results.

Tony Berry added that he was willing to help with the monitoring of traffic on Green Lane.

Harold Kerslake said he had been in touch with Nigel Bailey, SNC Locality Officer, and had filled in the official form to undertake training so that he could be deployed.

It was also thought that Mary Plage and Jan Kitchener might be interested in assisting.

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. The Clerk added that the Parish Council had been recently notified that it would shortly be receiving a cheque, in the sum of £1,231.44, this being the "extra" 25% retrospective refund on the funding for the already erected VAS1, provided in 2012/2013.

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 7 June, as given to all Parish Councillors, was noted.

The Clerk highlighted (a) the email of 29 May from Nigel Bailey, Locality Officer, SNC, informing of the revised date (Monday 22 July) for the Northern River Valleys Neighbourhood Board Meeting at Woodcote Sheltered Scheme, Hethersett and, (b) the email of 11 June from SNC to Parish Councils notifying all of Standards and Governance Training sessions on 18 July and 1 August.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

The Clerk reported the recent receipt of documents:-

- *Long Stratton Area Action Plan,
- *Norfolk Mineral Site Specific Allocations DPD, and
- *Wymondham Area Action Plan.

FINANCIAL

BILLS

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

Little Melton Village Shop-copying (425 copies) April LMPC Newsletter (101244)	£ 21.25
Mr R Sinclair-refund official B/B 25/5-24/6/13 (101245)	£ 9.49
Mr H Kerlake-refund Annual Sub 2013/14 Hethersett&Meltons Sports Assoc.(101101246)	£ 5.00
Premier Book Keeping Services-Internal Audit PC A/Cs for 2012/2013 (101247)	£ 55.00
CGM (Norwich) VPF maintenance May 2013 (101248)	£221.80

Three receipts were confirmed, namely (a) from HM Revenue & Customs – Overpaid Income Tax for 2012/2013 financial year amounting to £75.36, (b) from HAFC (hire of football pitch) – 3 Youth matches in April amounting to £49.50, and (c) from HAFC (hire of football pitch) – 4 Youth Matches in May amounting to £66.00.

The Clerk concluded by saying that he would very shortly be submitting a claim for the refund of VAT, for the last financial year and that this would be for £829.45.

MONITORING REPORT

No matters were reported on this occasion.

INTERNAL VERIFICATION

No report was made for this meeting.

AUDIT OF PARISH COUNCIL A/Cs FOR 2012/2013

The Clerk reported:-

- His completion of the External Audit form with the required information.
- The successful completion of the Internal Audit by Sue Day.

In consequence and after explaining Section 2 - The Annual Governance Statement the Annual Return was signed by the Chair (and Clerk), and the Parish Council authorized the Clerk to ensure that the completed Return was posted to Mazars to arrive by the return date of 30 June, at the latest.

HETHERSETT & MELTONS SPORTS ASSOCIATION - LITTLE MELTON REPRESENTATIVE

Nothing further was reported under this item.

NEIGHBOURHOOD DEVELOPMENT PLAN

Nothing further was reported under this item.

BUS SERVICE – DISCRETIONARY ENTITLEMENT?

Nothing further was reported under this item.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 16 July 2013 beginning at 7.30pm in Little Melton Primary School.

There being no further business the meeting concluded at 9.20pm.

Chair.....

Date.....