

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at LITTLE MELTON PRIMARY SCHOOL**  
**on TUESDAY 3 SEPTEMBER 2013 at 7.30 pm.**

**PRESENT**

John Heaser (Chair), Tony Berry, Wendy Gilyead, Harold Kerslake, Jo Runeckles and Kevin Ward.  
In addition District Councillor Garry Wheatley was present.

**APOLOGIES**

Apologies for absence were received from Paul Canning and also from County Councillor Judith Virgo and District Councillor Christopher Kemp.

**DECLARATIONS OF INTEREST**

The Chair asked if any members wished to declare an interest in any item/items on the agenda. Wendy Gilyead declared an interest in 5.1.2. and John Heaser declared an interest in the P.A. 2013/1311.

**MINUTES**

The minutes of the Parish Council meeting held on 16 July 2013 were – on a proposal by Jo Runeckles, which was seconded by Kevin Ward – 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**

District Councillor Garry Wheatley – with regard to nearby (proposed) development - said that (a) there are to be 650 and 400 new dwellings up against the NSB, and this was ignoring any proposals by Barratts, the developers, (b) the details of the approved Hethersett North development were almost “ironed out” and, (c) confirmed there is to be a new roundabout constructed on Hethersett Lane/ Colney Lane, which will serve the N&NUH.

John Heaser made the point that he was disappointed with the lack of a proposed cycle path link from the UEA/NRP to Little Melton/Hethersett.

Concluding this item Garry Wheatley reported that SNC hoped to have a 5 year supply of building land in the Spring of 2014.

**PLANNING**

**PC RECOMMENDATION**

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. Amended application.

The Parish Council response to SNC on 12 June had been “No (further) views or comments”.

2013/0892 Mr T Cooke (NCC) Full Application proposing the Creation of a six pitch Gypsy and Traveller short stay stopping place (SSSP) utilising a former section of highway and adjacent land off Long Lane, Bawburgh (amended application).

The Parish Council had expressed no objection to this proposal.

2013/1481 Mrs E Smith seeking Full Planning permission for demolition of existing dwelling and erection of replacement of dwelling at The Rookery, Watton Road.

This was a proposal – that the Parish Council had only just received notification of – and therefore the PC considered the details and drawings of this application.

In conclusion the PC instructed the Clerk to respond to SNC that it had “No views or comments”.

2013/1311 Mr D Wilson proposing Extension and Alterations of existing office accommodation and demolition of existing single storey outbuilding at Oak Lodge, 129 School Lane.

The PC was concerned that this would result in doubling the number of offices and that as the site is not served by Public Transport there would be a significant increase in the cars traveling through the village. The office is not well situated as it is at the end of a residential, no through road that is used extensively by dog walkers and other pedestrians – several of whom have expressed concern about possible increases in traffic and delivery vans. The PC objected to this application but noted that the PC had not objected to a previous application for a smaller extension that had not yet been built.

**RESULT**

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. The result, on 24 May had been approval with conditions.

2013/0092 – Mrs J Grady seeking Outline Planning Permission for up to 20 (originally 28) residential

units and associated highway works, with all matters reserved, on land south of Ringwood Close. This application had been approved, with a number of conditions, but the official notification from SNC, including details of the conditions, was awaited.

The Chair confirmed that he had met Grady's agent, Peter Graves, immediately prior to the evening's PCM and established that approximately £35,000 would be available to expend on play equipment, when 50% of the development had been occupied.

One possibility was an amenity space for older youths of some 400 square metres – within the development site. The implications for maintenance (especially mowing)– would have to be considered and whether the Parish Council would take on the maintenance responsibilities – in which case a commuted sum would be paid by the developer.

It was noted that the parish precept, for the new properties, of I.R.O. of £53 per house per annum would produce a little in excess of £1,000. Other options to consider for the amenity area were (a) just grass it (b) develop the area as an orchard. Also an amenity /wetland area could be developed down by the ditch and, in this respect the results of an Ecology Survey were awaited.

Other questions remained including whether Mr Grady has cleared the downstream ditch (Great Melton Road) from the allotments ditch.

The developer will need to request a 20mph speed limit at the junction of Ringwood Close and Mill Rd because of the limited visibility there. The PC has previously requested a 20mph speed limit on Mill Rd and is of the opinion that all the roads between the cross roads and the church should be a 20mph zone.

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” and that SNC had approved this proposal on 22 August, with conditions.

## **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 items.

### **PARISH AMENITIES**

#### **FOOTBALL PITCH**

Following John Heaser's email to Parish Councillors and the Clerk seeking to agree a convenient date to move the top goal back into position ready for the new football season, it was agreed that the Chair would email all with the actual date/time. This must be undertaken shortly as it was understood that Hethersett Athletic FC U15s & U16s would begin their home programme on Sunday 15/9 and the U19s (new team) on Sunday 22/9.

Secondly it was confirmed that the work to the bottom penalty area, by CGM, would now be deferred until the Spring of 2014.

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

It was agreed that, in response to the Annual Safety Inspection 2012, a Working Party would be convened to deal with any outstanding remedial action probably when the top goal was relocated back to its correct position.

With regards to the 2013 Annual Inspection – earmarked for September – it was hoped that the outcome would provide some guidance on signage in the area.

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

It was confirmed that – as yet – it was not known whether £200 (of the £1,000 earmarked, by the PC, 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**

The question was asked who was responsible for maintenance and insurance? It was understood that the school was responsible for these ongoing cost items but in order to clarify the situation Jo Runeckles said she would make enquiries, via Michelle, the School Secretary, to ascertain if the Parish Council was expected to make a contribution.

#### **VILLAGE INN – IN & OUT SIGNAGE FOR CAR PARK**

The Parish Council was pleased to learn that the provision of “In” and “Out” signage had recently been erected at the entrance and exit to the car park and in consequence the Clerk was requested to send a letter of thanks to the owners, Crown Carveries.

## **GLASS BANKS**

John Heaser reported on the recent removal of the two glass banks from the Village Inn car park – because of the problems with the leaving of bags of bottles by the bank and the broken glass from the bottles and added that it was unlikely that this facility would be replaced as it is expected that glass will be collected at the kerbside from next April.

## **HIGHWAYS**

### **PROPOSED CYCLE PATH LINK**

Nothing further was reported under this item.

### **REPORTING OF MAINTENANCE MATTERS**

The Clerk reported the reply emails of 22 and 23 August from Norfolk County Council Highways which informed the PC that these maintenance works were in hand, including the work needed up and over the A47/NSB at the bottom (eastern) end of School Lane.

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

Nothing further was reported under this item.

### **COMPLIMENTARY SAMS PROJECT/PROPOSED 20 M.P.H. SPEED LIMIT**

Harold Kerslake referred to his email of late July and confirmed the selected site was to be on Green Lane and that only speed would be detected.

Harold continuing said that he had been in touch with the very helpful Nigel Bailey, at SNC, and was envisaging the use of the machine for one hour each day on 2 and 3 September.

Harold also stressed that volunteers have to be registered.

John Heaser suggested that the undertaking of this exercise twice a year would be sufficient although a little more frequently would not be amiss.

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

The Clerk reported – regarding the proposed VAS2 – that the preferred siting was immediately to the west of the local school, i.e. just in front of Mr Kemp's narrow neck of land, and that this preference had been communicated to Norfolk County Council and Westcotec, who were to provide the costing. Subsequently, on 19 August, Westcotec had supplied a quotation amounting to £5,158.50, including a commuted sum, from Norfolk County Council, of £2,000 for ten years maintenance/electricity costs and replacement should any of the equipment be vandalized or damaged in any way.

Westcotec had also said that they were applying for a quotation, from UK Power Networks, for the supply and will inform the PC of this in due course.

It was confirmed that a further email, from Westcotec, had been received on 27 August stating that the quotation would be the same as before but adding that a price for the electricity supply would be supplied and forwarded as soon as received by Westcotec.

### **OVERGROWN HEDGING**

The Clerk reported he had recently politely requested to the residents at 3a School Lane that the roadside boundary hedge be cut back so that it did not significantly obstruct proper use of the pavement. He had been informed that the tenants would contact the owners and ask that such action be taken in the interests of pedestrian safety.

### **FLOODING IN MILL ROAD**

The Chair said that he had enquired with Gary Overland, Norfolk County Council Highways, four times, as to the results of the County Council survey regarding drainage in the area but as yet he had not received a response!

### **HIGHWAYS BOUNDARIES AND COSTS**

The Clerk confirmed the email of 30 August, from the County Council Highway Boundary Team, which informed the Parish Council that, as of 2013, highway boundaries for areas previously researched and recorded will be available to be seen on line for free.

However for areas that are not as yet researched or for confirmation of data on line there will be a charge. The charge covers the average cost in researching archive records and documents to ascertain the information and determine the position of boundaries etc.

The email also mentioned on-line maps (and other matters) but pointed out that this service is not intended to be a definitive statement from the County Council as to the position of any Highway boundary. As such this information should be used as guidance and not for enforcement or for decisions of a legal or planning nature.

## **CLERK'S CORRESPONDENCE**

The Clerk of the Council's schedule of correspondence, as at 28 August, as given to all Parish Councillors, was noted.

The Clerk drew attention to (a) the letter dated 30 August, from Mazars, re the completion of the

Annual Audit for 2012/2013 and display of the Notice of Conclusion of the Audit and Right to Inspect and, (b) the letter of 6 August, from Paul Jackson, Consultation and Community Relations Manager, Norfolk County Council, headed up "Advance Notice – forthcoming consultation by Norfolk County Council on 2014/15 Budget and savings proposals for 2014/17. This referred to the major consultation from 19 September and lasting for 12 weeks and that the proposals will focus on the County Council's need to save a sum, currently forecast to be £182 million, over the 3 years commencing April 2014.

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

There were no documents reported under this item.

## **FINANCIAL**

### **BILLS**

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

Mr R Sinclair-refund of 50% (official) B/B 25/7 – 24/9/13 (101258)	£ 18.98
Abate Limited-Pest Control Services - moles on VPF - 17/-18/9/13 (101256)	£ 118.80
H M Revenue & Customs-Income Tax on Clerk's salary ¼ - 30/6/13 (101255)	£ 341.26
CGM (Norwich) Ltd-VPF maintenance June 2013 (101257)	£ 221.80
CGM (Norwich) Ltd-VPF maintenance July 2013 (1012570)	£ 221.80
Mazars-Audit of PC A/Cs for 2012/2013 (101260)	£ 120.00
CGM (Norwich) Ltd-Returfing of top goalmouth to VPF football pitch (101262)	£ 129.24
Broker Network Ltd-PC Insurance 1/10/13-30/9/14 (101261)	£1,466.60

### **RECEIPTS**

On this occasion there were no receipts reported.

### **INTERNAL VERIFICATION**

The Clerk said that he anticipated the IV for the period mid March to mid June 2013 would be undertaken – prior to the next PCM – by Wendy Gilyead.

### **MONITORING**

There was nothing to report under this item.

Concluding discussion the Clerk was requested to seek – for comparative purposes – information from Bawburgh PC as to its own insurance arrangements/cover/ cost.

## **AUDIT OF PARISH COUNCIL A/Cs FOR 2012/2013**

The Clerk confirmed the recent display of the Right to Inspect Notice on the Parish Council notice board outside the local shop.

## **PARISH COUNCIL INSURANCE**

The Clerk drew attention to the renewal quotation – index linked by 3% - effective from 1/10/13, from Came & Company. The premium would be £1,543.79, including 6% insurance premium tax. This takes into consideration the PC long-term agreement which expires on 30/9/14, and includes 5% no claims discount.

However because the PC long-term agreement is due to expire on 30/9/14 and if the PC opt to sign a new LTA until 30 September 2016 the renewal premium (for 1/10/13-30/9/14) can be reduced by 5% to £1,466.60.

Consideration was then given to the issue of signing a new LTA and, after considerable discussion, the Parish Council voted to approve and accept a new LTA, with Came & Company, until 30/9/16.

In consequence it was confirmed that the Parish Council would pay a premium of £1,466.60 for the year 2013/2014.

## **HETHERSETT & MELTONS SPORTS ASSOCIATION**

Nothing further was reported under this item.

## **NEIGHBOURHOOD DEVELOPMENT PLAN**

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 15 October 2013 beginning at 7.30pm in Little Melton Primary School.

There being no further business the meeting concluded at 9.00pm.

**Chair**.....

**Date**.....