

LITTLE MELTON PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL
on TUESDAY 15 OCTOBER 2013 at 7.30 pm.

PRESENT

John Heaser (Chair), Tony Berry, Paul Canning, Wendy Gilyead, Jo Runeckles and Kevin Ward. In addition District Councillors Christopher Kemp and Garry Wheatley were present.

APOLOGIES

Apologies for absence were received from Harold Kerlake and from 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. Wendy Gilyead declared an interest in 5.1.1. and John Heaser declared an interest in the P.A. 2013/1311.

MINUTES

The minutes of the Parish Council meeting held on 3 September 2013 were – on a proposal by Wendy Gilyead, which was seconded by Jo Runeckles – 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 Councillors Garry Wheatley and Christopher Kemp reported that SNC now has a 5 year land supply and added that this overrides other planning considerations. Secondly it was noted that the Cringleford Neighbourhood Development Plan was to be subject to a simple enquiry which an Inspector would head up. Thirdly Garry Wheatley said that as far as he was aware the recently erected timber poles along the northern section of Hethersett Lane (from the Watton Road up to the NCFC. training ground) were UK Power Networks power lines.

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”.

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

The Parish Council had expressed (6/9/13) no views or comments in respect of this proposal.

RESULTS

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 has been approved, with a number of conditions, but the official notification (Approval Notice) from SNC, including details of the conditions, is awaited.

It was mentioned that matters/implications including drainage, highways and amenity funding/provision were still in the course of being resolved.

It was noted that various recent correspondence, especially emails, had occurred between the Chair of the Parish Council and Peter Graves, agent for Mrs Grady, including those of:-

9/9/13 – John Heaser to Peter Graves

10/9/13 – John Heaser to Peter Graves

13/9/13 Peter Graves to John Heaser.

Topics under discussion included (a) proposed 20 mph speed restriction zone, (b) other public highway issues, including priority for the narrowing section of Mill Road, (c) play amenity area on site and, (d) financial contribution towards existing play equipment provision on VPF.

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.

Approved, by SNC, week ending 6/9/13, despite the Parish Council having registered objection to the proposal in its current form.

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 (2nd amended application).

The Parish Council had expressed no objection to this proposal.

Approval, by SNC, on 27/9/13, 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

It was confirmed that the top goal had now – following the re-turfing of the goalmouth - been put back in the correct position, ready for the playing of matches in season 2013/2014.

It was also mentioned that recently the normal maintenance had slipped behind schedule – but that, following an email from HAFC to the PC, CGM had cut the grass, including that of the football pitch, early in week beginning 7 October.

Other contracted maintenance would also be undertaken shortly.

In overall terms it was thought that the current 3 year contract – which finishes on 11/3/15 – was very good value, in terms of price and value. However, in view of some recent problems, especially having the work carried out on time, it was agreed that the Chair and Clerk should arrange to meet Matthew Wheeler – who is the CGM new Manager of the Norwich Depot - on site in order to (hopefully) satisfactorily resolve these issues. The current specification, in addition, would be discussed with Matthew Wheeler with a view to clarifying and updating as necessary.

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION REPORT

It was confirmed that – as far as was known – the inspection for 2013 had yet to be undertaken and in consequence the Clerk was instructed to email The Play Inspection Company to ascertain (a) had the Annual Inspection taken place as yet and, (b) when will the formal report be received by the Parish Council.

VILLAGE PLAYING FIELD – DOG FOULING

The Clerk reported the email of 9 September from Mick House (which was strongly supported by Paul Canning) – regarding the continuing problems from dog owners allowing their dogs to foul on the VPF (in particular) - which advocated that a further dog waste bin/or possibly two – and maybe additional signage - should be provided on the VPF.

With this provision in mind in the Chair said that he would consult the Head Teacher, Alex Pritchard, of the local school to investigate the possibility of the pupils designing appropriate signage for display – probably in the vicinity of the entrances to the VPF.

It was also agreed that the Clerk should investigate the ordering of a further dog waste bin.

SECTION 106 MONEY – RECEIPT/USE

Bearing in mind that it was, as yet, not possible to determine the balance of this receipt remaining it was appreciated that it would be necessary to determine what running costs (defibrillator) – such as annual maintenance and insurance – the Parish Council might be liable for.

In addition the Chair added that he would need – in the near future – to look into the cost of improving the PC website, i.e. upgrade the hosting. This would be a cost which might possibly be borne by any remaining balance.

Thirdly it was noted that there was a problem with a leaves blockage to a Velux skylight in the ladies toilets in the Village Hall but it was thought that this was not be a cost attributable to the PC. Jo Runeckles said she would ask John Symonds to look at this and then report back to the PC.

VILLAGE HALL – RESPONSIBILITIES

There was nothing further to report under this item.

DEFIBRILLATOR

Jo Runeckles agreed to consult the Chair of Governors on the matter of the running costs, i.e. who has responsibility for maintenance costs?

VILLAGE HALL CAR PARK

The PC felt that further investigations should be made into the cost of employing contractors to clear – in winter weather – snow and ice from the car park, particularly in the mornings before the Pre-School Nursery was in session.

In consequence the Clerk was requested to approach Norse and ask if they would provide the PC with

details, including costs, of their standard contract for such work.

HIGHWAYS

PROPOSED CYCLE PATH LINK

Nothing further was reported under this item apart from what has recently been mentioned by District Councillor Garry Wheatley.

REPORTING OF MAINTENANCE MATTERS

The Clerk referred to emails, from the Parish Council, sent to the County Highways Department on 4/9, 13/9, 24/9 and 25/9/13 drawing attention to various highway defects and maintenance issues. Some remedial action has been taken – and some defects etc NCC has reported will be undertaken soon.

The Clerk also confirmed that he had recently (again) reported the missing finger sign directing traffic to Great Melton - at the Rectory Lane/Great Melton Road junction – as this had still to be replaced.

HGVs/COMMERCIAL VEHICLE TRAFFIC

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

Nothing further was reported under these two items.

PROPOSED 20 MPH SPEED LIMIT

Other than what was included in the planning applications recently submitted, and the PA approved for the Ringwood Close development, the matter of introducing a 20 mph speed limit on most of Mill Road etc. was not discussed as a separate issue.

SMALL LOCAL HIGHWAY IMPROVEMENT BIDS FOR 2013/2014

The Clerk reported that, on 14 October, the Norfolk County Council, had stated that Little Melton's VAS2 bid is to be considered for:-

(a) priority inclusion in the 2014/2015 Parish Partnership Programme, and possibly

(b) late inclusion in the (current) 2013/2014 Programme should an approved project not proceed or the anticipated costs of some approved projects prove to be lower than anticipated.

The Clerk confirmed that Wesgotec had now received a quote, from UK Power Networks, and thus replaced the estimate.

It was noted that the cost was now – email of 10 September from Wesgotec - said to be £5,133.50 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.

A sum of £50.00 was included for the cutting away of hedging near the pole in order to allow access to the pole but it had been pointed out that someone in the village may be able to carry out this work.

TRAFFIC MANAGEMENT PROGRAMME 2013/2014 – B1108 WATTON ROAD, LITTLE MELTON.

LOCAL SAFETY SCHEME

The Clerk confirmed the receipt of a letter, dated 30 September, from the Norfolk County Council Department for Environment, Transport & Development which stated that it is proposed to implement a local safety scheme on the B1108 Watton Road. An accident investigation study by the NCC safety Team has led the County Council to recommend that a 50 mph speed limit is introduced, from the A47 NSB westwards to just past the parish boundary of Little Melton beyond Rectory Lane. This scheme also included the northern section of Green lane.

Following discussion of this scheme the PC agreed that the Clerk should respond that LMPC is very much in favour of the reduction of the speed limit – as proposed – but that the limit should be decreased to 40 mph rather than the 50 mph envisaged.

OVERGROWN HEDGING

The Clerk reported he had recently politely requested that some residents have their overgrown hedging cut back, where the hedging obstructed public pavements.

FLOODING IN MILL ROAD

The Chair said that he had sent emails on 8/10 and 13/10 to Chris Doggett, Chair of the Parochial Charity, regarding the allotments ditch, referring to the report dated July, from Norfolk County Council. As yet no reply had been received.

GRIT BINS

It was reported that two emails (13/9 and 8/10) had been sent, to NCC, asking for the Parish Council to be notified of the date when the parish grit bins are to be filled – in particular in respect of the replacement bin at the School Lane/Braymeadow Lane junction as it was not wanted to put it in position and be left unfilled.

To date the PC had not received a response.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 8 October, as given to all Parish Councillors, was noted.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

The Clerk referred to the recent receipt of documents in respect of:-

*GNDP – Publication of Main Modifications – 4 additional (minor) Modifications.

*SNLP Documents – Pre Submission version (going to SNC Cabinet & Full Council 23/9/13).

*NCC-Norfolk Putting People First Consultation on 2014/2015 Budget & Savings Proposals for 2014/2017.

FINANCIAL

BILLS

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

CGM (Norwich) Ltd – VPF maintenance August 2013 (101263)	£ 221.80
Mr R Sinclair – Clerk's salary 1/7-30/9/13 £1,378.67+back pay ¼-30/6/13 £13.65(101269)	£1,392.32
Mr R Sinclair – refund of official B/B (50%) 25/9 – 24/10/13 (101266)	£ 9.49
CGM (Norwich) Ltd – VPF maintenance September 2013 (101267)	£ 221.80
Gabrielle Evans-Lombe – VPF rent 12/10/12-11/10/13 (101268)	£ 0.05
H M revenue & Customs – Income Tax on Clerk's salary 1/7-30/9/13 (£344.67) + back tax owed (£3.41) ¼-30/6/13 (101265)	£ 348.08
Little Melton Village Shop – printing October Newsletter 425 copies (101270)	£ 21.25
Mr R Sinclair – refund of official telephone 811432 – 14/10/13-13/1/14 (101271)	£ 52.85
Heaser Business Consulting – Epsom multipack cartridges x 2 (101272)	£ 72.64

The Clerk also reported one receipt - the recent SNC payment of the 2nd 50% of the Parish Precept for 2013/2014, amounting to £9,656.50

INTERNAL VERIFICATION

Wendy Gilyead reported the successful undertaking (with the Clerk) of the I.V. for the period mid-March to mid-June 2013. This had taken place on 30 September during which no issues or errors had been found.

MONITORING REPORT.

The new monitoring process had yet to be instigated but Kevin Ward said that he would be addressing this matter shortly.

PARISH COUNCIL INSURANCE

Various emails since the last PCM held on 3 September were noted including:-

18/9/13 – from Came & Company confirming receipt of the Parish Council payment of £1,466.60, this being the annual premium for the policy covering the period 1/10/13 – 30/9/14, the signed Long Term Agreement, the Schedule of Insurance and, the Employers Liability Certificate.

15/10/13 – the 8 page Autumn 2013 Parish Matters.

With this in mind the Clerk was asked to see if he could contact another parish council with similar responsibilities, and similar insurance liabilities, for comparative purposes.

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 26 November 2013 beginning at 7.30pm in Little Melton Primary School. At this PCM it was anticipated that initial consideration of the Parish Precept for 2014/2015 would be undertaken.

There being no further business the meeting concluded at 8.55 pm.

Chair.....

Date.....