

LITTLE MELTON PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,
LITTLE MELTON on TUESDAY 15 JULY 2014 at 7.30 pm.

PRESENT

John Heaser (Chair), Tony Berry, Wendy Gilyead, Harold Kerslake, Jo Runeckles and John Symonds. District Councillors Garry Wheatley and Christopher Kemp were also present. Five members of the public, namely Peter Graves, Annetta Evans, Mr Grady, David Holt and Kimberley Reeves were, in addition, present.

APOLOGIES

Apologies for absence were received from Paul Canning and County Councillor Judith Virgo and PCSO Kirsty Stannard.

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 item 5.2.2. (2013/0086)

MINUTES

The minutes of the Parish Council meeting held on 10 June 2014 were – on a proposal by Wendy Gilyead, 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.

PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

There was nothing raised under this item.

PLANNING

PARISH COUNCIL RECOMMENDATION

2014/1193 - Mrs Marie Lofty seeking Change of Use only to site two gypsy style caravans/shepherds hut and one portaloo for holiday letting business at Burnthouse Farm, Burnthouse Lane, Hethersett. It was noted that this location, although in the parish of Hethersett was closer to the built up area of Little Melton (although some distance away) rather than the built up area of Hethersett.

After consideration of the details and drawings of the proposal (notification of which had occurred after the issuing of the agenda) the Parish Council unanimously agreed that it had no objection and requested the Clerk to respond accordingly.

2014/1350 – Mr A Spurgeon seeking Conversion of loft space into two bedrooms with shower and toilet at 26 Greenacres.

The Clerk confirmed that he had notified the near neighbours of this proposal and requested that the PC be informed of any comments/views by 24 July.

After viewing the details and drawings of this planning application (notification of which had occurred after the issuing of the agenda) the Parish Council agreed that it had no objections to this proposal and that - subject to the views of the near neighbours consulted – it would respond to SNC that it had no objections/views.

2014/0809 – Mr & Mrs Richard Fox-Carter seeking replacement Roof, Rear Extension and Garage Conversion at 81 School Lane.

The Parish Council had responded to SNC that it had “no views or comments” but, it was noted, that as yet no notification had been received as to the outcome 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. It was confirmed that this application was approved, on 20.3.14., with a number of conditions.

Peter Graves, representing Mrs. Grady, then produced revised drawings of the development envisaged (still for 20 dwellings) – which were briefly looked at by those present.

It was noted that the changes included (a) that the two new properties at the north end of the site would now be bungalows with gable ends facing away from existing nearby bungalows, (b) that a section of the road to the south end of the site would be a private road (owned by the owners of the two most southerly properties and (c) the question of the community space, to be provided, and its use and future maintenance implications were still to be resolved.

Peter Graves added that the revised layout showed a greater mix of dwellings.

The recent email correspondence between NCC and the PC in respect of the proposed highway improvements along Mill Road was also discussed and it seemed that NCC was not in agreement with

the PC's requests.

Peter Graves said his client had supported the PC's views on this matter and said he would try and speak to David Higgins of NCC on these issues on 16 July – including the wanted extension of the 30 mph to just west of the church.

It was also pointed out that NCC Highways were treating the required (Mill Road) improvements, for the Ringwood Close development, separately to those in respect of the other two (2013/0086 & 2012/1836) developments in the area that had also received outline planning permission.

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

Approved, with conditions, by SNC on 30.4.14., following amendments on 15/3 and 18/3/14.

2012/1836 Timewell Properties Ltd seeking Outline Planning Permission for residential development (20 dwellings) and associated infrastructure works including highway improvement works at the Mill Road/Burnthouse Lane junction – on land north of Gibbs Close.

Approved, with conditions, by SNC 29.4.14.

OTHER

2014/0753 – Mrs M Brake – Discharge of Conditions 3,4,7 and 13 from planning permission 2013/096.

The Parish Council had learnt, during May, of this modified proposal – via the SNC Weekly Lists.

The latest position was that this proposal was proceeding on site and therefore the item would be deleted from future agendas.

Regarding the planning application (2014/0368) which had been submitted, by Mr Ben Kemp, for a Change of Use of a barn at Villa Farm, Watton Road, Bawburgh to establish a Car Repair and MOT Testing Station business it was confirmed that the Parish Council had been informed that this proposal had received planning permission on 16 June, with 9 conditions.

The nine conditions were noted as was the concern that several residents in the local area, including District Councillor Garry Wheatley, had in respect of the permission and the previous obligations that the applicant had failed to fulfill.

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

The report, on the housing development to be built to the north of Hethersett, in the EDP of Friday 4 July, was noted – this raising local concerns over the removal of the guarantee to revamp roads before starting work on construction of the housing, including the installation of a foot and cycle path down Colney Lane, and to improve busy junctions before any development has started.

These possible changes would mean that the developers could build and sell more than 300 houses before much needed road improvements began!

John Heaser said that he would continue to pursue the early provision of a dedicated cycle path, not least because the Hethersett Academy may have changed school hours and therefore the possibility of Little Melton pupils cycling back home in the darker evenings.

This question of a delay in the provision of the dedicated cycle path was, it was understood, being considered in Committee at SNC soon.

It was again mentioned that the South Norfolk Local Plan (which had effectively replaced the LDF) and included the Site Specifics Document should be issued later in the year.

PARISH AMENITIES

FOOTBALL PITCH

Nothing further was reported on the football pitch at this stage – the temporary re-location (for the close season) of the top goal seemed to be helping with a reduction in the wear and tear of the northern goalmouth.

FOOTBALL PITCH HIRE CHARGES SEASON 2014/2015

The recent short term problems with the grass cutting and other maintenance etc. appeared to now have been satisfactorily resolved.

The Clerk confirmed that the existing 3 year contract, with CGM, runs out on 11 March 2015, so the Parish Council will soon have to start considering any possible changes/clarifications to the specification.

It was confirmed that HAFC had informed the Clerk that their (Sunday) home matches would be commencing on 14 September.

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION REPORT

It was reported that Harold Kerslake had recently filed off the sharp edges to the two pedestrian gate closing fittings, to the young children's play area, and John Symonds agreed that Harold had done a

good job. The Parish Council expressed thanks to Harold for his voluntary work.

VILLAGE PLAYING FIELD – DOG FOULING

Following the Parish Council's email to Kelly Lunness/Paul Warne (both of whom had left/moved on) of 23 June the Clerk reported that he had spoken, on 3 July, to Dan Ledgerwood at SNC Environmental Services Ketteringham Depot, and been informed that this request would now be "sorted". However as at 15 July no response had been received from SNC and in consequence the Clerk was instructed to pursue this lack of action/response with SNC.

SECTION 106 MONEY – RECEIPT/USE

No further action on this matter was reported.

VILLAGE HALL RESPONSIBILITIES

In response to Annetta Evans email enquiry of 23 June regarding public liability, should an accident occur in the Village Hall, the Clerk confirmed his response email of 25 June and the Chair's additional response email of 26 June.

VILLAGE HALL AUDIO AND LOOP SYSTEM/INTERNAL SCREEN

The recent installation of the new Audio and Loop system was understood to be working correctly, as far as the Parish Council was aware.

With regard to the Internal Screen which was fitted on 3 July, it was noted that Pronto Joinery Ltd. had (on 24 June) acknowledged receipt of the electronic payment, from the Parish Council, of £1,755.20 – this being the balance (£2,341.20 less deposit of £586.00) of the outstanding payment due.

A question was raised as to how the folding mechanism to the new doors worked.

DOORS ON NORTHERN ELEVATION OF VILLAGE HALL

The Clerk said that these doors had been fitted by SSGE in 2008/2009 and following concern about the existence of one external handle to one of the leaves both the Chair and the Clerk had sent emails to SSGE asking if any action could be undertaken to improve security in respect of external entry.

The Clerk had followed these emails up with a telephone enquiry on 9 July but as yet no recommended course of remedial action has been received from SSGE.

DEFIBRILLATOR

No response had been received, to date, to Jo Runeckles' enquiries relating to possible maintenance implications and so Jo said she would now send an email to Mr Barlow at the NHS.

SMOKE

It was reported that recently smoke from a nearby fire had detrimentally affected a number of houses/gardens in Little Melton.

The opinion seemed to be that this had emanated from somewhere to the east/south east of the village and in consequence the Clerk was instructed to email Crusaders Rugby Club to ask if had come from their premises or from some other premises nearby which they were aware had had a bonfire etc.

HIGHWAYS

PROPOSED CYCLE PATH LINK

The recent emails, as follows, were noted:-

- a) from Tim O'Riordan to Yahoo Group,
- b) from John Heaser to Yahoo Group.

These followed the Clerk's email, of 27 May, to the Yahoo group in respect of (1) 8.Planning Application 2014/0860 – Land North of Hethersett Village Centre, Little Melton Road – Non Material Amendment to Planning Permission 2011/1804/0 – Alterations to Phasing conditions 32 & 33 – Applicant – Hethersett Land Ltd. and Landowners, c/o Ptarmigan Land Ltd. and (2) 9. 2014/0863 – Non Material Amendment to Planning Permission 2011/1804/0 – Deletion of Condition 32b – footway/ cycleway.

REPORTING OF MAINTENANCE MATTERS

The Clerk referred to his email of 4 July to Richard Deller at NCC Highways, John Heaser's email (together with photographs) also of 4 July (copied to Richard Deller), the Clerk's email of 9 July (to the Yahoo Group) in respect of the Anglian Water works (suspected broken main/pipe) just into Burnthouse Lane, which commenced on 9 July and David Holt's email of 8 July, which was referred to County Councillor Judith Virgo.

HGVs/COMMERCIAL TRAFFIC THROUGH THE VILLAGE

Nothing further was reported under this item.

COMPLIMENTARY SAMS PROJECT

Harold Kerslake reported that his team was soon to use the SAMs machine at two locations along Mill Road.

PROPOSED 20 MPH SPEED LIMIT (MILL ROAD) CONSULTATION

Following the Parish Council's email of reply (23.5.14.) to Daniel Seed at NCC, the Clerk confirmed that Daniel Seed had replied in an email of 11 July that NCC was not in favour of re-locating the national speed limit signage west of church.

The PC had responded that it had no objections to the proposed 20 mph zone.

Regarding other additional speed restriction measures in connection with the PAs at Gibbs Close and Mill Road (2012/1836 & 2013/0086) the reply had been that NCC had yet to receive brief instructing them to progress new measures.

Daniel Seed had added that traffic calming measures for Mill Road and a mini-roundabout junction at the crossroads was already secured through the planning permissions for other developments with access off Mill Road.

SMALL LOCAL HIGHWAY IMPROVEMENT BIDS FOR 2014/2015 – VAS2 BID UPDATE

On 21 May NCC had acknowledged the receipt of the Parish Council contribution cheque amounting to £2,585.25 – this being the Parish Council contribution towards the provision of VAS2.

No information had been received yet as to when installation would occur.

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

There was nothing further to report under this item.

OVERGROWN HEDGING

The Clerk confirmed his email of 11 June which informed all of the recent cutting of Mrs Cooney's front boundary hedging at Sunnyside, Mill Road.

John Heaser said he would draft an appropriate note which Parish Councillors could deliver to those boundary hedge owners, whose hedging obstructed the public highway, requesting that maintenance action is taken so that these hedges were cut back to facilitate proper and safe use of the public footways.

Concluding this item Annetta Evans and Kimberley Reeves expressed their concerns at the traffic implications for Little Melton especially as a consequence of (a) the NCC stipulated mini roundabout at the crossroads and (b) the "rat running" that will occur from the approximately 1200 houses to be built at Hethersett North.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 9 July, as given to all Parish Councillors, was confirmed, as was receipt of a few items since the issuing of the agenda, including the Revised Legal Topic Note LTN 9E – Handling Complaints (England) which has been revised.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

There was nothing reported under this item.

FINANCIAL

INVOICES

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

Mr R Sinclair – Clerk's salary 1/4-30/6/14 (101318)	£1,378.75
H M Customs & Revenue – Income Tax on Clerk's salary 1/4-30/6/14 (£344.69 less refund (2013/14) of £75.36) (101316)	£ 269.33
LM Village Shop – 425 copies of Newsletter (July edition) (101319)	£ 21.25
LM Parochial Church Council – 1 st 50% of annual grant – churchyard maint. (101320)	£ 725.00
Heaser Business Consulting Ltd. – printer cartridges (2xblack & 1xmultipack) (101321)	£ 53.45
K J Symonds – materials for fixing Dog Waste Bins on VPF (101322)	£ 21.97

In addition the electronic payment to Pronto Joinery Ltd. for the payment of the outstanding balance of £1,755.20 in respect of the new internal screen for the Village Hall was confirmed.

RECEIPTS

Three receipts were reported, namely :-

H.M. Customs & Revenue – VAT refund 1/4-31/3/14 - £487.38

LM Community Trust – Net (outstanding) payment to PC for installation of new screen in Village Hall £1,365.00

Mr R Sinclair – refund 50% (private) printer cartridges (2 x black & 1 x multipack) £26.73.

MONITORING

No report was made to the meeting.

INTERNAL VERIFICATION

Wendy Gilyead confirmed that she had undertaken the Internal Verification for the three month period from the start of March to the end May 2014 on Wednesday 10 July.

AUDIT OF PARISH COUNCIL A/Cs 2013/2014

The Clerk confirmed that he had completed all the official forms required for the Annual Return, and all the associated information, and that these had been sent to Mazars, the External Auditors, by the required submission date of 4 July.

The outcome of the annual audit was therefore awaited.

HETHERSETT & MELTONS SPORTS ASSOCIATION

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 2 September 2014 beginning at 7.30pm in Little Melton Primary School.

The meeting closed at 9.10 pm.

Chair.....

Date.....