

LITTLE MELTON PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,
LITTLE MELTON on TUESDAY 2 SEPTEMBER 2014 at 7.30 pm.

PRESENT

John Heaser (Chair), Tony Berry, Paul Canning, Wendy Gilyead, Harold Kerlake, Jo Runeckles and John Symonds.

One member of the public, namely Annetta Evans, was also present.

APOLOGIES

Apologies for absence were received from District Councillors Christopher Kemp and Garry Wheatley and 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. John Heaser declared an interest in item 5.1.1. (2014/1608) and Tony Berry and John Symonds declared an interest in item 5.3.4. (2013/0086)

MINUTES

The minutes of the Parish Council meeting held on 15 July 2014 were – on a proposal by Jo Runeckles, 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

Under this item Annetta Evans said she and others were disappointed with the new Konect No 9 Bus Service which had been introduced on 1 September. This terminated at the N&NUH and so users had to wait and change to a different bus service, both in and out if parishioners were travelling to the city. It was noted that the reason – given by Konect – was that this follows a study by the company and takes into account that many passengers were using the subsidised (off peak) journeys and the fact that Norfolk County Council had cut the subsidies.

Following discussion it was agreed that the Clerk would send an email to Konect to point out that Little Melton was far from happy with this new arrangement especially as it was detrimental to children and youths going to the city for schooling and the City College and older people not to mention those without cars etc. John Heaser said that he would pursue this issue with County Councillor Judith Virgo,

PLANNING

PARISH COUNCIL RECOMMENDATION REQUIRED

2014/1608 – Mr Steve Matthews seeking rear extension and front porch extension to 109 School Lane. The Parish Council – after the Chair had left the room because he was the immediate neighbour – considered this proposal.

It was unanimously agreed that there was no overall objection to the proposal but that the PC has concerns regarding the (significant) inaccuracy of the drawings included with this planning application.

In particular there are notable omissions/errors such as such as (a) questions concerning some of accuracy of some of the scaling, including that the scaling inaccuracies on the drawings make the proposal look less dominating in respect of the neighbours' property(b) the absence of the chimneys, and (c) the fact that Section B-B does not show the new extension at all and has different roof lines for the front dormer, and nowhere on the drawings does it show where section B-B is supposed to be.

The Parish Council felt strongly that drawings, for large extensions especially if they seriously impact on neighbours, must surely be accurate - not inaccurate - for all the implications to be properly determined and therefore meaningfully commented upon.

RESULTS

2014/1193 - Ms 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. Approved with conditions 29.8.14.

2014/1350 – Mr A Spurgeon seeking Conversion of loft space into two bedrooms with shower and toilet at 26 Greenacres. Approved with conditions 22.8.14.

2014/0809 – Mr & Mrs Richard Fox-Carter seeking Replacement Roof, Rear Extension and Garage Conversion at 81 School Lane. Approved with conditions 6.8.14.

2013/0092 - O.P.P., with conditions, granted by SNC 20.3.14.

2013/0086 - O.P.P., with conditions, granted by SNC 30.4.14.

2012/1836 - O.P.P., with conditions, granted by SNC 29.4.14.

OTHER

It was noted that the Clerk had been verbally informed, in the last day or two, that the PCC was submitting a planning application (as required) for the erection of a stainless steel guard to cover the east facing stained glass window to the local church (to protect against potential vandalism). At this news Harold Kerslake declared his interest in the proposal. The receipt of the formal application was therefore awaited.

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

Nothing further on these items was reported or discussed.

PARISH AMENITIES

CONTRACT WITH CGM ETC.

It was confirmed that the email of 23 August had been sent to CGM requesting the application of herbicide (to treat weeds) at a cost of £390.00 plus VAT.

The response, from CGM, had stated that this would be undertaken by the end of September – but probably earlier – and did not require safety fencing as CGM would supply and erect purpose made warning notices explicitly stating that no one should play on the football pitch for a few days. The Clerk added he had pointed out to Tom Tree, Manager at CGM, that HAFC would be commencing weekend football matches as from Sunday 14 September.

It was noted that the PC had been quoted, by CGM, £1,300 for the cutting of the boundary hedging around the south/east corner down to a height of 0.75 metre but the PC agreed that at this price the quotation was unacceptable.

In view of this situation the Clerk was instructed to seek at least three (other) quotations for this work which was intended to be carried out to significantly improve vision for all traffic approaching the junction of Mill Road where it turned N/S up alongside the VPF.

It was also confirmed that CGM had been instructed to cut – at extra cost to the contract – the outside of the southern boundary hedging to the VPF.

FOOTBALL PITCH

John Symonds confirmed that he had relocated the top goal to its correct position for the forthcoming season on 1 September, and was formally thanked for this work.

Also under this item John Symonds said that he had removed the old basketball backboard, as this was badly defective, and asked for instructions as to the provision of a replacement board.

John Heaser said that his enquiries, on the internet, had revealed that the purchase of custom designed basketball backboards would be very expensive, and with this in mind the Parish Council agreed that John Symonds would purchase a suitable sheet of 18mm exterior strong ply, which he would treat with stain to ensure that the replacement now erected was sturdy and weatherproof.

John Symonds anticipated that the approximate cost of the materials would be £60.00 - a full sized sheet of ply would have to be purchased (the spare ply would be kept for future replacement) - and, after the PC authorised this expenditure, said he would attend to this soon.

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION REPORT

VILLAGE PLAYING FIELD – DOG FOULING

Paul Canning referred to his email of 31 August, to the Yahoo Group, which attached the draft versions of the wording to be put on the notices for the Dog Waste Bins and the General Waste Bins and circulated a draft of these for comment, by other PCs. One or two proposed amendments were suggested and Paul said he would agree the final wording with the Chair and then arrange for the purchase and erection of the new notices, which it was noted would be aluminium.

John Symonds reported that the Dog Waste bags from the dispenser were going fairly rapidly as he had already used 3 of the 5 bundles purchased.

With regard to the 2014 Safety Inspection of the Play Equipment which would be due soon - the Clerk agreed to check with the contractors when it was anticipated that this would occur.

SECTION 106 MONEY – RECEIPT/USE

Nothing further was reported under this item.

VILLAGE HALL RESPONSIBILITIES/DOORS ON NORTHERN ELEVATION OF VILLAGE HALL

The Clerk confirmed the PC's email of 8 August to Yeoman Windows asking if they could recommend any improvement(s) that will enhance the security to the external (emergency) doors on the northern elevation – so that illegal entry cannot (possibly) be obtained from outside.

Hence the PC was still pursuing a positive answer to the problem of having the handle on the outside on

this external door.

DEFIBRILLATOR

No response had been received, to date, but Jo Runeckles said she would continue her enquiries relating to possible maintenance

PARISH COUNCIL INSURANCE

The Clerk drew attention to the policy, with Came & Company, being due for renewal on 1 October, and that based on index linking of 3%, the new premium was £1,518.59, including 6% premium tax. It was noted that the policy now included, at no extra cost, enhanced core cover, i.e. should the Clerk be unable to work due to accidental bodily injury or illness (for more than 14 days) and the PC needed to employ an additional member of staff (maximum of 26 weeks).

HIGHWAYS

PROPOSED CYCLE PATH LINK

No further information was reported under this item.

REPORTING OF MAINTENANCE MATTERS

The Clerk confirmed his emails of 11 August and 17 August to Richard Deller, NCC.

The Clerk also referred to the email of 11 August from Ms Little and the Chair's email response to her of the same day.

It was further noted (from the website) that the Highway Rangers are to visit Little Melton w/c 8 September, and with this in mind, the Clerk was instructed to send an email to NCC to request that the Public Highway signage – including road name signs, finger direction signs and warning signs - be cleaned as a number of these were quite dirty.

HGVs/COMMERCIAL TRAFFIC THROUGH THE VILLAGE

COMPLIMENTARY SAMS PROJECT

PROPOSED 20 MPH SPEED LIMIT (MILL ROAD) CONSULTATION

Nothing further was reported for these items.

MAINTENANCE OF NORTH/SOUTH SECTION OF MILL ROAD

John Heaser – bearing in mind that this part of the road serviced the Village Hall and the village playing field - referred to his email of 31 July asking all Parish Councillors how they felt about the suggested proposal, put forward by Mick Masters at Saffron Housing, that the Parish Council become responsible for 25% of the cost of redress of the wearing course - approximately 100 metres @ £70.00 per metre. Based on these approximate figures 25% of the cost should be i.r.o. £1,750.00, and the Parish Council agreed to this financial commitment.

John Heaser added that, according to Saffron Housing, no work to repair this section of road was envisaged in the next two or three years.

The Parish Council appreciated that it would need to put aside some funds for this improvement work but that it was not allowed to increase the precept by in excess of 2%.

OVERGROWN HEDGING

John Heaser said that he would draft a request which Parish Councillors could deliver (with the Newsletter) to owners of properties whose boundary hedging obstructed the public highway, and also that he would consult Chris Doggett about having the hedging (including thorns) fronting the allotments cut back.

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

Nothing further was reported under this item other than Annetta Evans noting that a metal support post had just been erected near the front of the school site.

CLOSURE OF BURNTHOUSE LANE & BACK LANE FOR RESURFACING WORK

The Clerk drew attention to the closure of Burnthouse Lane and Back Lane etc for resurfacing work on 6/7 September and 13/14 September and confirmed that he had erected the public notices on the local noticeboards and passed a copy for the local shop to display.

ANGLIAN WATER – INSTALLATION OF NEW WATER MAIN FROM BAWBURGH/LITTLE MELTON TO HETHERSETT

The Clerk confirmed his email to the Yahoo Group which notified the Parish Council that the AW contractor, Balfour Beatty Utility Solutions Ltd, will start work - to install a new water main between (what is referred to as) the Little Melton water treatment works and the Hethersett water tower – on 24 November and last for approximately 20 weeks.

It was noted that the route would commence, from the north side of the Watton Road just a little west of the top of Green Lane and proceed a short distance south before turning west up to Rectory Lane. It then will proceed southwards to the Mill Road junction, under Mill Road and then eastwards behind the church and then south under Great Melton Road and slightly west of Beckhythe through to the Hethersett water tower on Great Melton Road (Hethersett).

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 27 August, as given to all Parish Councillors, was confirmed, as was receipt of a few items since the issuing of the agenda, including the email of 1 August, from Norfolk ALCs, which provided information on Model Financial Regulations.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

The Clerk reported the receipt – on 23 August – of the consultation information in respect of:-

- The Long Stratton Area Action Plan, and
- The Gypsies & Travellers Local Plan (GTLP) Issues & Options together with CDs was noted.

The Clerk also confirmed the email of 4 August, from Dawn Turnbull (NRP), which reported the notes from the NRP Liaison Meeting of 8 May.

FINANCIAL

INVOICES

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

Mr R Sinclair – refund (Waitrose) official B/B 25/6-2/7/14 (101324)	£ 4.21
Abate Limited – Pest control (moles) 17/7-16/10/14 (101323)	£ 118.80
CGM (Norwich) Ltd. – VPF maintenance June (50%) & July 2014 (101325)	£ 332.70
Mr R Sinclair – refund BT official telephone 811432 14/7-13/8/14 & official BT B/B 2/7-13/8/14 (101326)	£ 27.52
Mr R Sinclair – refund BT official telephone 811432 14/8-13/9/14 & official BT B/B 14/8-13/9/14 (101327)	£ 21.21
Broker Network Ltd. – PC Insurance 1/10/14-30/9/15 (101328)	£1,518.59
CGM (Norwich) Ltd. – VPF maintenance August 2014 (101329)	£ 221.80

RECEIPTS

There were no receipts reported on this occasion.

INTERNAL VERIFICATION

It was anticipated that the next IV would be reported to the following PCM.

AUDIT OF PARISH COUNCIL A/Cs 2013/2014

The Clerk confirmed that the External Audit was proceeding but that Mazars had sought a few (minor) amendments, which the Clerk was in the process of resolving.

HETHERSETT & MELTONS SPORTS ASSOCIATION

Harold Kerslake reported on the excellent work, continuing to be carried out by Peter Steward. Harold added that the annual subscription payment, by Little Melton Parish Council, would soon need to be paid and that he would notify the Clerk accordingly, as appropriate.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 14 October 2014 beginning at 7.30pm in Little Melton Primary School.
The meeting closed at 8.50 pm.

Chair.....

Date.....