

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 17 JUNE 2008

PRESENT	John Heaser (Chairman), Stewart Cable (Vice-Chairman), Tony Berry, Duncan Frazer, Graham Tomlin and Joan Wheatley. District Councillors Garry Wheatley, and from 7.40 pm Christopher Kemp, were also present. In addition PCSO Charlotte Mason attended for approximately the first ten minutes of the meeting.
APOLOGIES	Apologies for absence were received from Wilf Chamberlain and County Councillor Judith Virgo.
DECLARATIONS OF INTEREST	The Chairman asked if any members wished to declare an interest in an item/items on the agenda. No declarations of interest were forthcoming.
MINUTES	The minutes of the Annual Parish Council meeting held on 13 May 2008 were, on a proposal by Stewart Cable which was seconded by Graham Tomlin, accepted as a true record of the business conducted. A copy of the minutes was therefore signed accordingly by the Chairman for retention in the Parish Council records.
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	PCSO Charlotte Mason introduced herself and said she was based at Wymondham and basically patrolled Little Melton, Great Melton, Colney, Cringleford and approximately half of Hethersett. A speed check had been undertaken (from a secluded spot), in May, in the area and, surprisingly to the Parish Council, motorists had only been monitored at 1-2 mph over the speed limit! In respect to reported crimes in the past month, PCSO Mason said there had been none in the past month but in referring to the theft of oil from fuel tanks in February and April recommended that oil caps were made as secure as possible. District Councillor Garry Wheatley added that some length of chain had been removed from his property. At 7.38 pm PCSO Mason was thanked for her attendance by the Chairman and left the meeting. Secondly, referring to the Northern Rivers Forum, Garry Wheatley asked who was the main Homewatch coordinator/contact/organizer for the village and how many organisers were there in Little Melton? As this information was not currently known it was agreed that the Parish Council should seek to ascertain the up to date position and Stewart Cable kindly agreed to speak to Ron Websdale on an informal basis. Thirdly, Stewart Cable reported that following some "lost" emails from SNC he was not aware of any further progress in respect of the flooding problems to the properties on the south side of School Lane, just to the east of the crossroads, so was currently awaiting further communication from SNC. Lastly, District Councillor Christopher Kemp brought the Parish Council up to date with the proposals for local government and said that it was anticipated that the Boundary Committee would be publishing its proposals in early July. The next round of

	<p>consultation would likely mean local councils – including parish councils - having to respond by sometime in September and with this in mind the Chairman stressed that should Little Melton Parish Council have particular views it would be necessary for these to probably be expressed and agreed at the Parish Council meeting to be held on 22nd July so that the Clerk would be able to formulate a response within the prescribed timetable. The latest understanding was that the River Yare might well be the boundary to an expanded city and therefore Little Melton would not become part of Norwich.</p> <p>The probable timetable was for the Local Government Boundary Commission to publish the outcome prior to Christmas 2008 with implementation – by an interim body on 1 April 2009.</p>
<p>PLANNING</p>	<p>RESULT 25 Gibbs Close – extension to rear of detached house. Approved, by SNC, under Delegated Powers.</p> <p>PARISH COUNCIL COMMENT Gemini, 14 Gibbs Close – loft conversion to a living space. The Parish Council response had been “no views or comments”. Neither of the adjacent neighbours had expressed any objection (having been notified by the PC on 29 May) to the Clerk. Subsequently, on 11 June, Peter Graves (No 16) who had been on holiday had notified the Clerk that he had some concerns regarding the proposed two slimline small opening lights at high level which would face No 16. Mr Graves had said he would be talking to the applicant, Mr Blackstock, again about the issue and would be writing to SNC following this.</p> <p>Willow Cottage, 7 School Lane – approval of reserved matters for new dwelling. The PC response – following consultation with the neighbours immediately to the south (Mr and Mrs Baker, Brook House) had been “the Parish Council feel that the new dwelling should be re-sited nearer the road, in accordance with the OPP granted in 2006, so that the front of the dwelling proposed is virtually level with the front of the dwelling (Brook House) immediately to the south”.</p> <p>OUTSTANDING Manor Farm Barns – change of use of land from agricultural to domestic. The Clerk summarized the Parish Council response, following the Annual Parish Council meeting on 13 May, which was that “the PC had no objection providing there is no residential development allowed”. Subsequently, on 11 June, the PC had been notified, by SNC, that the proposal had been amended and that a response to the Planning Authority was necessary by 20 June. The amendments included a copy of a letter dated 5 June from Ray Brown, Managing Director of Drumdean Estates which (a) clarified ownership, (b) referred to biodiversity comments by Sonja Seaton, and (c) a statement which said “we know there are restrictions in place relating to development and ancillary buildings on the entire site, we assume that these still apply”. The Clerk also drew attention to a paragraph in Mr Brown’s letter which asked SNC that if the application is refused, and the land</p>

	<p>remains agricultural land, that this allows the owners to grow crops and/or keep pigs, cattle, sheep, lama etc? To this end would a separate application be needed for pig pens, temporary stables etc?</p> <p>Adjacent Villa San Lorenzo – change of use and adaptation of redundant pig rearing unit to residential dwelling.</p> <p>The Clerk said that since the PC’s response of 20 March to SNC he had not been notified of the outcome/progress of the application.</p>
<p>PARISH AMENITIES</p>	<p>VILLAGE HALL REPLACEMENT DOORS</p> <p>The Clerk reported that with regard to a pair of new external UPVC doors (western elevation) (a) he had placed an order (with SSGE) on 20 May, (b) the order had been acknowledged, (c) the Clerk had met the contractor’s surveyor on site on 9 June, and (d) it was anticipated that installation and fitting would take place in early to mid July.</p> <p>REPAIR OF SPRINGIE</p> <p>The Clerk reported the receipt of the new replacement load bearing spring etc for the Springie item of the young children’s play equipment. Stewart Cable – who was formally thanked for his unpaid work in replacing the damaged equipment - said he would be looking to fit the replacement parts once he had obtained the use of the specialized fitting tool required to fit the (powerful) replacement spring.</p> <p>PLAY EQUIPMENT SURFACING</p> <p>John Heaser said he is seeking to ascertain the extent of the problem and the (reasonable) measures necessary to rectify the problem, in conjunction with Wilf Chamberlain, and added that he had taken photographs of the present situation.</p> <p>HIRE OF THE FOOTBALL SEASON 2008/2009</p> <ol style="list-style-type: none"> 1. The Clerk said that he had recently enquired with the County FA as to the typical/actual cost for the hire of an adult sized football pitch, including changing accommodation. The response had been that the Norwich City Council charges £47.00 per game for parks pitches, which may be thought to be a little high. 2. Secondly the Clerk reported he had spoken to the former Secretary of Hethersett Wanderers FC who had informed him that the football club had folded at the end of the past season and therefore the pitch was now available for hiring to other teams on Sunday mornings. 3. The possible regular (maybe for 10-12 matches) hiring of the pitch – on Saturday mornings – to Hethersett Girls U13s for season 2008/2009 was then considered and it was agreed that the Clerk should respond that if the Hethersett Girls U13s wanted to take up this possibility the cost would be £13.00 per match to hire the pitch. 4. Another possible hiring was also considered – this being from the Prince of Denmark FC for adult use on Sunday mornings. After some discussion the PC agreed that the hire charge for the pitch should remain at £20.00 per match and the Clerk would respond accordingly. Changing accommodation use was understood to be an additional

	<p>charge – by the Village hall Committee – of £15.00 per match.</p> <p>NOTICEBOARDS</p> <p>The very poor condition of the noticeboards on School lane near the crossroads and on Mill Road fronting the Old Church Hall property was noted and it was agreed that action was required. With regard to the N/B that was sited on the edge of the property named “Maytime” on School Lane the Clerk said that Sue Head (the owner of the private property) had recently asked him if a replacement N/B could be relocated nearer the crossroads, approximately where the public telephone kiosk is currently sited. With the potential removal of the BT telephone kiosk later in the year the PC agreed to defer any action in the short term pending a decision on the future of the Public telephone box but agreed that a new replacement N/B should be provided on this western section of School Lane close to the letterbox.</p> <p>In the interim the Clerk was instructed to ascertain from Norfolk County Council Planning & Transportation Department if it would be acceptable to relocate the N/B as proposed in the highways verge.</p> <p>Discussion on the future of the N/B on Mill Road then ensued and in conclusion the PC agreed that (a) this should be removed and (b) the Clerk should contact the owner/tenant of the Old Church Hall to ascertain if the PC should undertake demolition and removal or if the owner/tenant wished to do so himself/herself.</p>
<p>HIGHWAYS</p>	<p>The Clerk confirmed that the footway on the north side of Braymeadow Lane had – by mid May – been completely resurfaced. The final stage of the works – called “slurry seal” – had been undertaken soon after the preparatory work and the result was a very much improved surface for pedestrian use.</p> <p>The Clerk also mentioned that Mrs Pauline Clarke of Moonrakers, Green Lane had visited and informed him that she was (again) having problems with her immediate neighbours at Redwoods relating to parking problems/issues fronting the properties but as this was on the slip road which was County Highway land the Clerk had suggested to Mrs Clarke that she approach SNC and also contact NCC Highways (Southern Area office).</p>
<p>COMMUNITY SPEEDWATCH SCHEME</p>	<p>The Clerk reported that as a consequence of an email, dated 29 May, from Charlotte Mason, PCSO for the Hethersett & Mulbarton SNT, he had drafted, printed and immediately displayed public notices which asked for volunteers to be trained to carry out speed monitoring within the community. Follow up work, by Norfolk Police, will include education and enforcement by the Police and Norfolk County Council.</p> <p>Subsequently, on 2 June, Sgt Claydon and PCSO Sore of the Police had also sent an email asking for about 4-6 volunteers for each parish to take part in the programme.</p> <p>It was noted that:-</p> <ol style="list-style-type: none"> a) there is an expectation that communities involved in Community Speed Watch will sign up to the scheme, b) it will be “our” CSW team not Norfolk Constabulary’s, c) follow up administration may require volunteers, d) monitoring to be undertaken by a minimum of three

	<p>volunteers at any one time,</p> <ul style="list-style-type: none"> e) recordings will be 37 mph or above within a 30 mph speed limit and 48 mph or above within a 40 mph speed limit, f) the Parish Council must support the scheme, g) to date no volunteers had contacted the Clerk of the Parish Council, and h) at the PC meeting on 15 January Parish Councillors had voted not to get involved as it was felt such duties should be undertaken by the Police.
<p>AUDIT OF A/Cs FOR 2007/2008</p>	<p>The Clerk confirmed that he had satisfactorily completed the work required in the undertaking of the annual audit for the past financial year including arranging for the internal audit to be carried out. This information had to be sent, by 31 July, to Mazars of Southampton who had been appointed by the Audit Commission to be the External Auditors for the Parish Council accounts prior to the end of June.</p> <p>The Parish Council was now required to formally accept and approve:-</p> <ul style="list-style-type: none"> a) the annual Statement of Accounts as drawn up by the Clerk of the Parish Council, b) the Annual Governance Statement (contained in the return to the External Auditor) including the ensuring that there is a sound system of internal control, and c) that the Annual Internal Audit - as undertaken independently by Sue Day – was completed correctly and satisfactorily. <p>Discussion then ensued on the details of the audit and in conclusion the Parish Council, on a proposal by Stewart Cable which was seconded by Joan Wheatley, formally agreed a), b) and c) above and instructed the Clerk to proceed with the further action needed to ensure completion of the annual audit in accordance with the requirements of the Audit Commission.</p> <p>In addition the Clerk also drew attention to the requirement that the audit for the financial year 2008/2009 is to be completed by the Parish Council and approved a month earlier, i.e. by 30 June 2009 so the deadline for formal approval by the PC next year would be the PC meeting that preceded the end of June 2009.</p>
<p>CLERK OF THE COUNCIL'S CORRESPONDENCE</p>	<p>The schedule of the Clerk of the Council's correspondence, as provided to each Parish Councillor with the agenda, together with the late additions received since 11 June was noted.</p> <p>Some discussion then took place in respect of:-</p> <ul style="list-style-type: none"> *the soon to be published Boundary Committee's proposals for Local Government reorganization, *the, to be updated, Parish Council website, and *the potential removal, by BT, of the only public telephone kiosk in Little Melton. It was noted that a Mr Ian McArthur, Head of Special Projects at SNC was co-ordinating the responses, on behalf of BT. After some considerable discussion of the implications – should the telephone kiosk be removed – the Clerk was requested to write to Mr McArthur to express the PC's very strong disappointment with the proposed removal of the public payphone as this is still an essential village facility, it is the only such facility in the village, emergency use could be required, and not everyone has a mobile or even a landline telephone. The response would conclude with

	<p>the seeking of an undertaking that should the facility be removed can a scheme be immediately introduced (in substitution) to ensure that everyone in Little Melton – and especially the elderly – have free access to a telephone.</p> <p>The Clerk was furthermore asked to place notices on the telephone kiosk requesting that anyone who has views should write to SNC and also inform the PC as it wished to be informed of the concerns of parishioners.</p>
<p>BILLS/RECEIPTS</p>	<p>On a proposal by Duncan Frazer, which was seconded by Tony Berry, the undermentioned invoices were authorised for payment:- Premier Bookkeeping -Internal Audit charges (100924) £ 35-00 Mr R Sinclair – refund (50%) B/B 25/5-24/6/08 (100925) £ 9 -49 Marcus Kett – VPF maintenance May 2008 (100926) £186-04</p> <p>With regard to income the Clerk reported that he had recently received notification from Inland Revenue that because he had completed the annual income tax return “on line” the Parish Council had received a tax free incentive payment, awarded for the financial year 2007/2008, of £150-00.</p> <p>The effect of this is that the income tax payments in the financial year 2008/2009 will be reduced by £150-00 rather than the PC receiving an actual payment of that sum.</p>
<p>DATE OF NEXT MEETING</p>	<p>The date of the next Parish Council meeting was confirmed as being Tuesday 22 July 2008 commencing at 7.30 pm in the Village Hall. There being no further business the meeting was concluded at 8.50 pm.</p>
	<p>Chairperson.....</p> <p>Date.....</p>