

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 7 APRIL 2009

PRESENT	John Heaser (Chair), Stewart Cable (Vice Chair), Wilf Chamberlain, Duncan Frazer, Graham Tomlin and Joan Wheatley. District Councillors Christopher Kemp and Garry Wheatley were also present as was County Councillor Judith Virgo. In addition two members of the public were in attendance, namely Ray and Julia Rumsby.
APOLOGIES	No apologies for absence had been received.
DECLARATIONS OF INTEREST	The Chair asked if any member(s) wished to declare an interest in an item/items on the agenda. No declarations were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 17 February 2009 were – on a proposal by Stewart Cable which was seconded by Wilf Chamberlain – accepted as a true record of the business conducted. A copy of the minutes was therefore signed accordingly by the Chair for retention in the Parish Council records.
PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION	No matters for discussion were raised under this item.
PROPOSED CYCLE PATH LINK	John Heaser began by noting his email of 30 March to the local Primary School which drew attention to the April edition of the Parish Council Newsletter and asks people to visit the Parish Council website and complete the online survey. John said that, to date, sixteen favourable responses had been received. The Chair had also requested that it was reported to the School Council that the Parish Council had listened to its request and had commenced the first steps towards campaigning for better facilities and asked that any publicity the school could give to the campaign would be appreciated. The next steps were wider and greater publicity particularly by Hethersett, the UEA and the NRP. It was also mentioned that Hethersett would need to conduct a survey.
IMPROVED BUS SERVICE – KONECTBUS	The Clerk reported that he had been informed by a representative of Konectbus on the telephone, and by a letter dated 11 March, that w.e.f. Monday 27 April the Konectbus Service 9 is being improved. Hence from the Little Melton telephone box there will be an extra bus at 12.31 into the Norwich Bus Station via the N & N Hospital. From the Norwich Bus Station there will be two extra buses, one at 11.00 am and another at 1.00 pm. Also for the service coming out of Norwich there will be a new pick up stop on St. Stephens, roughly outside Poundland, in addition to that at the Bus Station. Apparently the improved service is down to the success of the current service. Secondly it was noted that there is the distinct possibility that some proper bus stops, complete with raised kerbs and signage, will be erected in Little Melton.

<p>PLANNING</p>	<p>The only planning application to report, since the previous Parish Council meeting, was the Gable developments Ltd proposed change of use of (former) piggery buildings to dwelling and change of use of redundant agricultural buildings to B1 & B8 uses with associated access improvements at Villa Farm, Watton Road, Bawburgh.</p> <p>The Clerk confirmed that he had, on 19 March, emailed the Parish Council's strong objections to the proposal and had added that a site visit by SNC Officers and Members was recommended prior to any decision being taken.</p> <p>It was appreciated that although the proposed development was technically in the parish of Bawburgh in reality it was Little Melton that – if this application was approved – would be (detrimentally) affected.</p> <p>A number of supporting points justifying the strong opposition of the Parish Council were noted including that the proposed development was (well) outside the recognised development boundary.</p> <p>In addition it was also drawn to the attention of SNC that neither the owners of Villa Farm nor Villa San Lorenzo were aware of this proposal (until the Clerk formally notified them) and furthermore these residents are not contemplating leaving their residences, and the applicant has been informed accordingly!</p> <p>Secondly the Clerk referred to a letter dated 2 April, from NCC P & T Dept., headed Local List Validation Requirements: Consultation.</p> <p>This was, it said, part of a drive to produce a quicker more predictable and efficient planning service and consequently the Government has introduced a new standard form for applications seeking planning permission made under the Town and Country Planning System and Listed Buildings and Conservation Area consent regimes.</p> <p>To accompany this, the Government has amended the Town and Country (General Development Procedure) Order 1995 to include new information requirements for the validation of applications.</p> <p>The National List is a list of information required to accompany all planning applications and the Local List is primarily drawn from the Government's Recommended National List of Local Requirements; a centrally defined list of supporting information from which Local Planning Authorities can choose to create their own Local List, setting out their specific requirements for different types of application.</p> <p>It was noted that the 28 page NCC proposed Local List is available to download from the NCC website.</p> <p>The Clerk drew attention to the Local List consultation including Parish Councils and emphasised that any comments had to be submitted – to NCC – by Friday 22 May.</p> <p>The Parish Council declined to submit any comment.</p>
<p>PARISH AMENITIES</p>	<p>PLAY AREA</p> <p>The remedial action outstanding from the Annual Safety Inspection Report was discussed.</p> <p>The Chair said that it had become apparent that no parents would be helping with maintenance in the immediate future.</p> <p>John Heaser emphasised that all Parish Council members need to look seriously at the outstanding work bearing in mind the play equipment was ageing.</p> <p>Concluding this item the Chair, Vice-Chair and Clerk agreed to meet one day up on the site to undertake what work they could to rectify outstanding items.</p>

NEW DOORS TO VILLAGE HALL

The Clerk reported that he had – in accordance with the instructions of the Parish Council – sought quotations (from eight contractors) and three quotations, for the replacement of the old timber external double doors (northern elevation) with new UPVC units, had been received by the submission date of 6 April.

The three received quotations (costs excluding VAT) were:-

Mr P Herwin - £1,343.00

SAS Installations - £1,190.00

SSGE - £1,295.00

Discussion then ensued as to the merits of each quotation and it was agreed, in conclusion, that it was better to match all the external doors on the western and northern elevations, and therefore on a proposal by Stewart Cable, seconded by Wilf Chamberlain, the Parish Council accepted the quotation submitted by SSGE in the sum of £1,295.00.

The price would, it was also agreed, include the provision and fitting of holdbacks (and for the previously two recently replaced double doors on the western elevation) so that in the event of an emergency exit via these doors would be unimpeded.

The Clerk was instructed to take the necessary action.

VILLAGE HALL REPAIRS

The recent replacement of the broken glazing (two windows) and guttering (all along the southern elevation) was confirmed.

It was noted that this had cost the parish in excess of £100.00.

It was further noted that there had been some problems with youths around the Village Hall, and also at the local Primary School, and that these incidents had been reported to the attention of Timothy Philpott, the local PCSO.

MOLE ERADICATION

The Clerk reported the employment of Keith Sturman, from Earlham, to seek to eradicate the many molehills on the eastern and southern areas of the village playing field. Keith Sturman had recently informed the Clerk that he had caught four moles (dead moles were witnessed) and that probably this was thought to be all of them. In consequence the Parish Council had been invoiced £180.00, i.e. four dead moles at the agreed cost of £45.00 per dead mole.

The Clerk added that, from his subsequent checking, it might be that a further mole or two was active as a few fresh molehills were evident! In conclusion the Clerk was instructed to ask Keith Sturman to visit again and eradicate the last mole/moles.

FOOTBALL PITCH HIRINGS

The Clerk said that irregular hirings, by various teams of Hethersett Athletic FC, continued – some for matches and some for training.

In addition the Clerk added that he had heard verbally that a regular hiring, or possibly two regular hirings, was/were a possibility for next season.

VPF MAINTENANCE

It was agreed that the new maintenance contractors had, to date, made a good start to the work on the VPF – this being punctual and to a decent standard. In consequence the Clerk was requested to inform CGM that the Parish Council were impressed with their initial work and looked forward to this standard continuing.

MINI RECYCLING CENTRE

The Clerk reported that BCR have withdrawn the textile bank facility, from

	<p>the Mini Recycling Centre at the Village Inn car park but that SNC had said it was working hard with another supplier and hoped to have a replacement at the site in due course.</p> <p>PUBLIC TELEPHONE BOX FUTURE</p> <p>The latest information is that SNC have submitted a request to BT that the Little Melton box be retained.</p>
CONSIDERATION FOR APPLICATION OF GRANTS	<p>The Clerk mentioned that he was pursuing enquiries with SNC but apparently two District Council Officers were currently away ill.</p> <p>The Clerk would therefore continue to seek information on potential grants and on the advice of the two local District Councillors would now pursue enquiries via Georgina Hurst at SNC.</p>
MATTERS CONCERNING GREAT MELTON ESTATES RAISED BY DR EDWARDS	<p>John Heaser said that although Little Melton Parish Council had been approached (by Hethersett Parish Council) regarding the possibility of joining with Hethersett and Great Melton to help resolve litter/rubbish problems it had not been felt that the Parish Council was able to do so as the land in question is (well) outside the parish of Little Melton.</p>
HIGHWAYS	<p>MILL ROAD METALLED FOOTWAY EXTENSION</p> <p>The Clerk drew attention to the latest information, which was that NCC was to begin on site on Monday 22 June.</p> <p>One potential issue was that the last seven trees in the grass verge on the northern side of the road may have to be removed to facilitate the final section of the footway extension to the corner of the village playing field.</p> <p>After discussion of this possible implication, the Parish Council unanimously agreed that, if necessary, the trees should be removed and then replaced with younger trees to facilitate the complete extension of the footway as programmed.</p> <p>The Clerk was therefore instructed to inform NCC accordingly.</p>
LOCAL GOVERNMENT REVIEW UPDATE	<p>District Councillor Christopher Kemp drew attention to the deadline date of 14 May for further comments to be submitted to the Boundary Committee – this being just after the next Parish Council meeting.</p> <p>Mr Kemp, who had earlier in the day attended a meeting at Dereham on this issue, explained that the judgement of the Court of Appeal had found in favour of the Norfolk District Council’s (led by Breckland, South Norfolk and West Norfolk) case on approximately six and half of the eight points.</p> <p>The Boundary Committee had been told that better information was required in the public domain in order for an informed decision to be reached as a consequence of the public (stakeholders) having not been properly consulted to date.</p> <p>The receipt of further information was therefore awaited and then, if it wished, the Parish Council could, at the Annual Parish Council Meeting on 12 May, agree comments for submission to the Boundary Committee.</p>
GNDP UPDATE	<p>The letter of 1 April, from David Willis, Senior Planning Officer, at SNC headed “Joint Core Strategy: Sustainable Settlements Database and Village Clusters information” was reported. This explained that the JCS provides for differing levels of new development (up to 2026) in places named within a defined Settlement Hierarchy based on their size and functions. The positioning of places within the hierarchy takes into account their current provisions of services and facilities.</p> <p>To ensure the JCS provides for development in the appropriate places it is necessary to update in particular SNC’s database of village services and facilities and therefore a copy has been forwarded for noting and, in addition, the Parish Council was being requested to fill in and return an enclosed eleven page Sustainable Settlements Survey Questionnaire.</p>

	<p>It was noted that the definition of a settlement hierarchy may provide for “clusters” of villages able to share the required services and as the wording to be inserted in the Survey Questionnaire for describing what was said to be, the possible nature of any close links with neighbouring villages, and this was thought to be important, the Parish Council agreed that the Chair would draft a suitable form of words for this response. Concluding the Clerk was instructed to complete all parts of the Survey Questionnaire and return this information, to SNC, by the submission date of Tuesday 5 May.</p>
<p>DISTRICT, COUNTY AND REGIONAL DOCUMENTS</p>	<p>The receipt of three documents was noted:-</p> <ol style="list-style-type: none"> 1. NRP – Adoption of NRP Development Framework Supplementary Planning Document. 2. Local Plan Policy Text Document. 3. Gypsy and Traveller Development Plan Document Consultation March 2009.
<p>INTERNAL VERIFICATION</p>	<p>Duncan Frazer and the Clerk reported the successful completion of the Internal Verification of the Parish Council accounts for the period mid September to mid December 2008.</p> <p>Duncan Frazer confirmed he would – once the Clerk had received all the appropriate documentation – undertake the I.V. for the three month period mid December to mid March 2009.</p> <p>The Clerk also reported the recent receipt of the documentation, from Mazars, in respect of External Audit of accounts for the year ended 31 March 2009 and said he would be putting the work in hand, including arranging for the undertaking of the Internal Audit by Sue Day.</p> <p>It was noted that the statutory deadline for approval of this year’s Annual return, by the Council, is 30 June which is one month earlier than last year. Hence the Parish Council will need to approve the successful completion of the Accounts, by the Clerk to the Parish Council, at its meeting on Tuesday 16 June at the latest.</p>
<p>CLERK OF THE COUNCIL’S ANNUAL REVIEW</p>	<p>The Chairman said that it was now necessary to consider the Clerk of the Council’s contract w.e.f. 1 April 2009 in the light of his performance over the year 2008/2009.</p> <p>Asked by the Chairman if he had any issues or matters he felt warranted addressing, from his point of view, the Clerk said that subject to reconsideration of the hours he was contracted to work – he was currently being paid for nine hours per week whereas for at least the past twenty one months he had been averaging close to twelve hours per week – he did not have any issues to raise from his working for the Parish Council over the past year.</p> <p>The other issue for the Parish Council to consider, in accordance with the Clerk’s contract, was whether – subject to satisfactory service – the Clerk should be advanced, w.e.f. 1 April 2009, from the existing SCP 24 to SCP 25 on the appropriate Local Government salary scale for part- time Clerks.</p> <p>At this point in the proceedings the Clerk left the room so that the Parish Council could discuss, in private, the Clerk’s contract and his performance for the year ending 31 March 2009.</p> <p>With the Clerk having returned to the meeting he was informed that the Parish Council was very satisfied and appreciative of his efficient undertaking of his duties and that the Parish Council had agreed and approved, effective from 1 April 2009, (a) that his hours of employment be increased to ten hours per week, (b) the advancement of salary to SCP 25 on the appropriate salary scale, and (c) that budgetary provision</p>

	would be made in the financial year 2010/2011 so that – subject to satisfactory service – the hours of employment be increased to eleven hours per week and the SCP be advanced to 26.																																		
CLERK'S CORRESPONDENCE	<p>The schedule of the Clerk of the Council's correspondence, provided to each Parish Councillor with the agenda was, together with late additions received since 31 March, drawn to the attention of the Council.</p> <p>Items highlighted were:-</p> <p>Hethersett & District Aid and Sickness Fund – vacancy for Little Melton representative due to impending resignation of Jean Durrell.</p> <p>NALC's email 16/3/09 relating to Freedom of Information.</p> <p>Changes to Little Melton's website.</p> <p>Norfolk Constabulary – letter of 1/4/09 re Changing Times – the changes that affect you.</p> <p>F.O.I. letter received 3/4/09 re fulfilling responsibilities under Freedom of Information Act.</p>																																		
BILLS/RECEIPTS	<p>On a proposal by Duncan Frazer, which was seconded by Joan Wheatley, and agreed the under mentioned invoices were authorised for payment:-</p> <table> <tr> <td>Mr P Herwin-replace broken glass to VH window (1) (100966)</td> <td>£ 46-00</td> </tr> <tr> <td>Mr J Symonds-VH/VPF repair/install railings etc.(100968)</td> <td>£ 74-50</td> </tr> <tr> <td>SNC-Dog Waste Bins emptying service 2008/09 (100973)</td> <td>£ 182-37</td> </tr> <tr> <td>Sutcliffe Play-3 x replacement knobs for "Springies" (100967)</td> <td>£ 56-84</td> </tr> <tr> <td>NRCC-Annual Membership 2009/2010 (100974)</td> <td>£ 15-00</td> </tr> <tr> <td>NCALCs-Annual Membership 2009/2010 (100975)</td> <td>£ 159-20</td> </tr> <tr> <td>HM Revenue & Customs-Income tax 1/1-31/3/09 plus back tax 1/4-31/12/08 (cheque no 100969)</td> <td>£ 253-42</td> </tr> <tr> <td>Mr P Herwin-replace broken glass VH window (2) (100976)</td> <td>£ 46-00</td> </tr> <tr> <td>Mr K Sturman-mole eradication VPF March 2009 (100977)</td> <td>£ 180-00</td> </tr> <tr> <td>Mr R Sinclair-Clerk's salary 1/1-31/3/09 (£1,004.70) plus back pay 1/4-31/12/08 (£8.99) (100970)</td> <td>£1,013.69</td> </tr> <tr> <td>Mr R Sinclair-expenses 1/1-31/3/09 (100971)</td> <td>£ 58-36</td> </tr> <tr> <td>Mr R Sinclair-refund broadband 25/2-24/3/09) (100972)</td> <td>£ 9-29</td> </tr> <tr> <td>Mr R Sinclair-refund broadband 25/3-24/4/09)</td> <td>£ 9-29</td> </tr> </table> <p>Receipts received since the previous meeting were:-</p> <table> <tr> <td>Hethersett Athletic U16s training 21/2, 28/2 and 14/3/09</td> <td>£ 15-00</td> </tr> <tr> <td>Hethersett Athletic U11s match 1/3/09</td> <td>£ 13-00</td> </tr> <tr> <td>Hethersett Athletic U14s match 22/3/09</td> <td>£ 13-00</td> </tr> <tr> <td>Hethersett Athletic adults match 29/3/09</td> <td>£ 20-00</td> </tr> </table> <p>Finally it was reported that as the Parish Council's bankers, Barclays Bank PLC, no longer accepted telephone instructions by the Clerk, to transfer sums between the Parish Council Accounts, this action is now having to be undertaken by the Chair as a signatory to the accounts.</p>	Mr P Herwin-replace broken glass to VH window (1) (100966)	£ 46-00	Mr J Symonds-VH/VPF repair/install railings etc.(100968)	£ 74-50	SNC-Dog Waste Bins emptying service 2008/09 (100973)	£ 182-37	Sutcliffe Play-3 x replacement knobs for "Springies" (100967)	£ 56-84	NRCC-Annual Membership 2009/2010 (100974)	£ 15-00	NCALCs-Annual Membership 2009/2010 (100975)	£ 159-20	HM Revenue & Customs-Income tax 1/1-31/3/09 plus back tax 1/4-31/12/08 (cheque no 100969)	£ 253-42	Mr P Herwin-replace broken glass VH window (2) (100976)	£ 46-00	Mr K Sturman-mole eradication VPF March 2009 (100977)	£ 180-00	Mr R Sinclair-Clerk's salary 1/1-31/3/09 (£1,004.70) plus back pay 1/4-31/12/08 (£8.99) (100970)	£1,013.69	Mr R Sinclair-expenses 1/1-31/3/09 (100971)	£ 58-36	Mr R Sinclair-refund broadband 25/2-24/3/09) (100972)	£ 9-29	Mr R Sinclair-refund broadband 25/3-24/4/09)	£ 9-29	Hethersett Athletic U16s training 21/2, 28/2 and 14/3/09	£ 15-00	Hethersett Athletic U11s match 1/3/09	£ 13-00	Hethersett Athletic U14s match 22/3/09	£ 13-00	Hethersett Athletic adults match 29/3/09	£ 20-00
Mr P Herwin-replace broken glass to VH window (1) (100966)	£ 46-00																																		
Mr J Symonds-VH/VPF repair/install railings etc.(100968)	£ 74-50																																		
SNC-Dog Waste Bins emptying service 2008/09 (100973)	£ 182-37																																		
Sutcliffe Play-3 x replacement knobs for "Springies" (100967)	£ 56-84																																		
NRCC-Annual Membership 2009/2010 (100974)	£ 15-00																																		
NCALCs-Annual Membership 2009/2010 (100975)	£ 159-20																																		
HM Revenue & Customs-Income tax 1/1-31/3/09 plus back tax 1/4-31/12/08 (cheque no 100969)	£ 253-42																																		
Mr P Herwin-replace broken glass VH window (2) (100976)	£ 46-00																																		
Mr K Sturman-mole eradication VPF March 2009 (100977)	£ 180-00																																		
Mr R Sinclair-Clerk's salary 1/1-31/3/09 (£1,004.70) plus back pay 1/4-31/12/08 (£8.99) (100970)	£1,013.69																																		
Mr R Sinclair-expenses 1/1-31/3/09 (100971)	£ 58-36																																		
Mr R Sinclair-refund broadband 25/2-24/3/09) (100972)	£ 9-29																																		
Mr R Sinclair-refund broadband 25/3-24/4/09)	£ 9-29																																		
Hethersett Athletic U16s training 21/2, 28/2 and 14/3/09	£ 15-00																																		
Hethersett Athletic U11s match 1/3/09	£ 13-00																																		
Hethersett Athletic U14s match 22/3/09	£ 13-00																																		
Hethersett Athletic adults match 29/3/09	£ 20-00																																		
DATE OF NEXT MEETING	<p>The date of the next Parish Council meeting – the Annual Meeting of the Parish Council – was confirmed as Tuesday 12 May 2009 commencing in the Village Hall at 7.30 pm.</p> <p>There being no further business the meeting concluded at 9.10 pm.</p>																																		