

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 21 JULY 2009

PRESENT	John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry, Wilf Chamberlain, Duncan Frazer and Joan Wheatley. District Councillor Garry Wheatley was also present as was District Councillor Christopher Kemp from 7.45 pm. In addition one member of the public was in attendance, namely Mr Michael Walmsley (3 Church Farm Barns).
APOLOGIES	An apology for absence was received from County Councillor Daniel Cox.
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 16 June 2009 were, on a proposal by Wilf Chamberlain and seconded by Tony Berry, 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	Invited to speak Mr Walmsley of 3 Church Farm Barns (south/western end of Little Melton) said he and his nearby neighbours had been subject to intrusive noise from dirt bike riders at the Pits at Hethersett. Mr Walmsley contended this had been ongoing for approximately four years, especially at weekends, and appeared to involve motor bike scrambling, with attendant problems of litter and alcohol. Concern at the possibility of such activity/noise pollution becoming established by long term use and practice was expressed by Mr Walmsley. It was noted that the Pits are owned by Hethersett Parish Council and access to the Pits is over land owned by Great Melton Estates (and over land possibly owned by South Norfolk Council). A meeting is to be convened (in August or September) involving representatives of Hethersett P.C., Great Melton P.C., Little Melton P.C., the Farm Manager at Great Melton Farms and the Police and it is hoped that some resolution can be achieved. The Chair suggested that Mr Walmsley contact SNC Environmental Health to pursue his concerns. District Councillor Garry Wheatley said that he would also take up the problems with the District Council's Environmental Health but added that if it was a question of trespass only civil law was being contravened. Another possibility was the option of controlling the situation rather than attempting to ban such activity entirely. Concluding Mr Walmsley thanked the Parish Council for their attention to this matter and left the meeting at 7.52 pm.
PROPOSED CYCLE PATH LINK FROM HETHERSETT TO LITTLE MELTON	John Heaser brought all up to date and said that the good news was that, to date, about eighty people had completed the survey via the website and all were supportive. Unfortunately of the thirty or so who had said they would help in practical terms only one person had indicated so via email, namely Jodie Graham.

<p>PLANNING</p>	<p>RESULT The Clerk reported the official receipt of the decision (approval) in respect of Dr G John’s proposal (2009/0590).</p> <p>PARISH COUNCIL RECOMMENDATIONS The Clerk confirmed the recommendation sent, via email, to SNC on 2 July in respect of the revised complex Gable Developments Ltd proposal (2009/0910) for Villa Farm, Watton Road, Bawburgh. The Parish Council’s response (in excess of a full A4 sheet) regarding Villa Farm and the former Piggeries strongly urged that SNC’s Planning Committee refuse this planning application. It was noted that Stuart Pontin, Senior Planning Officer at SNC, had informed the Clerk that the application would be considered by the Planning Committee on 10 August, the next available meeting, and it was further noted that a representative from Little Melton Parish Council may well be in attendance.</p> <p>The Clerk also reported the recommendation sent to SNC on 1 July in response to Mr Phil Wilson’s proposed erection of a conservatory to the rear of Orchard House, Great Melton Road and installation of two sun tubes in roof space (2009/0885). This was “no views or comments”.</p> <p>PARISH COUNCIL RECOMMENDATION REQUIRED The Clerk sought the Parish Council’s views in respect of the recently received application (2009/1014) submitted by Mr & Mrs R Turner (Hethersett) for a proposed rear ground floor extension to Pebble Lodge, Mill Road, Little Melton.</p> <p>The Parish Council noted the comments of Mr Ewbank, the neighbour immediately to the east.</p> <p>The Parish Council’s response was agreed to be “no views or comments” and the Clerk was instructed to reply accordingly.</p>
<p>PARISH AMENITIES</p>	<p>PLAY AREA ANNUAL SAFETY INSPECTION REPORT – ACTION UPDATE It was confirmed that thirteen additional black safety tiles had been ordered, by the Clerk, and received. Unfortunately the Parish Council working party that were to remove existing and lay the new tiles were unable to do so on Monday 20 July due to the recent and continuing inclement weather. In consequence a new date/time was to be set for this work – probably after the school summer holidays.</p> <p>Secondly since the last Parish Council meeting the fitting of the new supporting spring etc to the “Springie” item of equipment had been undertaken and the Parish Council formally thanked Stewart Cable and John Symonds for carrying out this work.</p> <p>VILLAGE HALL – NEW EXTERNAL DOORS (NORTHERN ELEVATION) The Clerk said that the new UPVC replacement doors were scheduled to be fitted w/c 27 July but that he had yet to be informed by SSGE of the exact day for this work and therefore he would contact the contractors again to establish this date and time.</p> <p>GRANT APPLICATION TOWARDS OLDER CHILDRENS PLAY EQUIPMENT PROVISION – UPDATE The Chairman reported that he had, since the June Parish Council meeting, received little feedback from Mrs Hazell or Paul Runeckles.</p> <p>To take the plans forward it was emphasised that a project team</p>

	<p>would need to be appointed with a constitution and minutes recorded of meetings etc.</p> <p>It was understood that the latest thinking was that part of the field immediately to the west of the village playing field (set aside?) might be considered to be suitable for this purpose.</p> <p>In addition the Clerk reported the receipt – on 6 July – of an email from SNC, welcoming applications for funding from what is termed the Neighbourhood Funding Scheme. It was noted that the maximum grant available for this financial year was £2,000, and it was confirmed that this information had been passed to Beany Hazell.</p> <p>POTENTIAL HIRING OF VPF FOOTBALL PITCH 2009/2010</p> <p>The Clerk said he was currently awaiting receipt of the fixture lists from the two HAFC teams who were to hire the pitch for the forthcoming season.</p> <p>Also HAFC had asked if their Ladies team could play a couple of friendly matches prior to the end of July and, furthermore, hire the pitch from mid August for their initial league matches as their usual pitch is unavailable for a couple of months. The considered view was that no matches should be played on the pitch during July, and preferably not August, as this would (hopefully) allow the new turf in the top goalmouth to properly establish so the Clerk was instructed to respond that the proposed hirings were not acceptable.</p> <p>FOOTBALL PITCH RETURFING</p> <p>It was reported that since the returving of the top goalmouth on 23 June (by Wilf Chamberlain, Stewart Cable and Richard Sinclair), the Clerk had had to re-erect the posts/cordon four times as some (unknown) persons/youths/children had unfortunately removed the posts etc.</p> <p>The Parish Council had, following its previous meeting, decided that rather than pay a contractor to dig up the goalmouth and purchase new turf, representatives of the Parish Council would voluntarily undertake this work, utilising “spare” turf from the extremities of the village playing field.</p> <p>VPF TREE SURVEY</p> <p>John Heaser, on behalf of Sue Bell, the local Tree Warden, reported that Sue Bell had spoken to SNC who said that if the last survey did not specify when the four oak trees should be resurveyed then they should be surveyed soon.</p> <p>In conclusion it was agreed that the Chairman would send a copy of the email, with the outcome of the inspection undertaken by the District Council Officer, to the Clerk who would then seek estimates/quotes for the work recommended.</p>
<p>HIGHWAYS</p>	<p>MILL ROAD – EXTENSION OF METALLED FOOTWAY</p> <p>The clerk reported that work had started on site, on Monday 6th July - a little later than scheduled and appeared to be going satisfactorily.</p> <p>Having seen the removal of the spoil and earth it looked like most of the existing adjacent trees – towards the western end – would be retained in situ.</p> <p>It was noted that one parishioner had queried the loss of any of these trees and that the short new footway, where Mill Road narrows, is to be separately identified.</p>

	<p>SCHOOL LANE (N/E END NEAR A47 NSB) John Heaser reported that maintenance to the path and steps up to the A47 NSB remained an issue and added that the brambles had been trimmed back (not really far enough) and the deep mud only moved a short distance away with the consequence that when rain occurred this would wash down and prevent the surface water drainage system working efficiently. Hopefully the prompting to the Local Highway Authority that County Councillor Daniel Cox said he would make would help with remedial action.</p> <p>MILL ROAD FLOODING The Clerk drew attention to the recent flash flooding of Mill Road on Sunday 28 June when the road was completely flooded from the allotments westwards to Gibbs Close. The Clerk had first become aware of this the following evening when Robert Cork, and his partner Marie Lofty, had visited the Clerk's house and Mr Cork had displayed pictures of the bad flooding on his mobile telephone. Marie Lofty had also informed the Clerk that she had contacted the NCC Planning & Transport Department (formerly Highways) at Ketteringham and been informed that the LHA had offered to provide plant FOC, to the Parochial Charity, to clear out the boundary open surface water ditches to the local allotments which (should) receive overflow surface water from the nearby county highway system. It had been pointed out to Marie Lofty that the Parochial Charity had, last year, refused this offer! The Clerk said that Robert Cork had informed him that he would personally be contacting one or two of the Parochial Charity trustees about this issue. The latest situation was the receipt, by the Clerk, of an email, on 16 July, from Mike Allfrey Highway Engineer of the Southern Area Planning & Transportation Office, referring to the latest flooding. In this email Mr Allfrey was requesting that the Parish Council remind the allotment owners/trustees that they have a Common Law duty to maintain their ditches such that they do not cause problems to the upstream neighbours. Concluding this matter the Parish Council requested that the Clerk email Chris Doggett, trustee, and inform him accordingly and also point out that the Parish Council has received parishioner complaints. The Clerk would also ask Mr Doggett for a response to the point re Common Law duty explained by the LHA.</p>
<p>HEDGE MAINTENANCE</p>	<p>The chairman referred to his recent exchange of emails with Laura Skinner, Field View, Mill Road regarding the adjacent land to the rear of her property which has an overgrown bramble boundary hedge which is encroaching onto her land. The bramble thicket is large and has overgrown several feet into Mrs Skinner's rear garden. Mrs Skinner had contacted the owner of the land, Mr Kemp, by letter asking him (politely) to cut the overgrown hedging/brambles back so that her young nephew and others are not scratched but nine months on Mr Kemp has not undertaken any remedial action. Mrs Skinner feels that as she had cut back her front boundary hedge, adjacent to the public highway, out of consideration for others, the Parish Council should expect the owner/farmer (with</p>

	<p>land in the parish) to act accordingly.</p> <p>Some discussion on this matter then ensued and in conclusion it was agreed that the Parish Council should not get involved in private disputes, i.e. between two adjacent (private) landowners. In terms of the general maintenance of overgrown hedges – where these encroach over the public highway – the Clerk was requested to email the Clerk to Cringleford Parish Council, Mrs Ann Barnes, and ask if it was possible to receive a copy of the letter that had been sent to Cringleford parishioners warning them of the necessity to have their hedging cut back to facilitate proper use of footways.</p>
LOCAL GOVERNMENT REVIEW – UPDATE	<p>District Councillor Christopher Kemp reported that a judge has quashed the review process in respect of Suffolk (three Suffolk Councils had not had their views fairly considered by the Boundary Committee for England) with the consequence that deadlines are now unknown and the earliest Appeal hearing, by the Boundary Committee, would be October/early November. So clarification of the whole process is awaited but hopefully there will be something to report at the next Parish Council meeting to be held on 8 September.</p>
GNDP – UPDATE	<p>District Councillor Garry Wheatley said that South Norfolk Council was making the point that it was not sound thinking for the GNDP to propose i.r.o. 35,000 new jobs and 28,000 new houses without adequate infrastructure funding such as for road improvements etc.</p>
DISTRICT, COUNTY AND REGIONAL DOCUMENTS	<p>No documents were reported.</p>
AUDIT 2008/2009	<p>The Clerk confirmed the sending of all the relevant documentation to Mazars, the external auditors, and also informed the meeting that the required public notice had been erected for display on the main Parish Council notice board. The public notice explained that parishioners had the opportunity to view etc the accounts and relevant documentation over a three week period.</p>
INTERNAL VERIFICATION	<p>Duncan Frazer reported the recent successful undertaking of the Internal Verification of the Parish Council accounts for the three month period of mid March to mid June 2009 and also confirmed that he would undertake the task of carrying out the internal verification for the next three months ending mid September 2009. Completing related matters under this heading the Parish Council agreed that the Clerk should (a) back up the information and records on the Parish Council computer, from time to time, via a USB, and (b) perhaps once a month email the Chair all the spreadsheets of the financial transactions/records.</p>
RISK ASSESSMENT/ASSETS REGISTER	<p>In accordance with the Chairman's request Duncan Frazer had produced his thoughts on the Risk Assessment and Assets Register and had forwarded these in attachments via an email to the Chairman and Clerk.</p> <p>Discussion of these points took place and it was agreed that the Clerk would adjust the figures in column 3 of the Assets Register to insurance values.</p> <p>In conclusion the Parish Council agreed that Duncan Frazer should be thanked for his work on this, and the Internal Verification, and that this should be formally recorded in the minutes.</p>

CLERK OF THE COUNCIL'S CORRESPONDENCE	<p>The schedule of the Clerk of the Council's correspondence, a copy of which had been provided to each Parish Councillor with the agenda, was together with late additions received since 15 July, drawn to the attention of the Council.</p> <p>Two items were highlighted:-</p> <p style="padding-left: 40px;">Tree preservation Orders – Sue Bell, and Rural Community Network email of 8/7/09 re proposed direct emailing of RCN Weekly Digest to individual Parish Councillors</p>																														
BILLS	<p>On a proposal by Duncan Frazer which was seconded by Stewart Cable, the under mentioned invoices were authorised for payment:-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Smith Bros Ltd – 13 safety tiles (play area) (100988)</td> <td style="text-align: right; padding-right: 20px;">£</td> <td style="text-align: right;">485.88</td> </tr> <tr> <td style="padding-left: 20px;">HM Revenue & Customs – income tax 1/4 - 30/6/09</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">less bonus/incentive refund 100989)</td> <td style="text-align: right; padding-right: 20px;">£</td> <td style="text-align: right;">37.71</td> </tr> <tr> <td style="padding-left: 20px;">Mr R Sinclair – refund of B/B 25/6 – 24/7/09 (100990)</td> <td style="text-align: right; padding-right: 20px;">£</td> <td style="text-align: right;">9.29</td> </tr> <tr> <td style="padding-left: 20px;">Mr R Sinclair – Clerk's salary 1/4 – 30/6/09 (100991)</td> <td style="text-align: right; padding-right: 20px;">£</td> <td style="text-align: right;">1,151.70</td> </tr> <tr> <td style="padding-left: 20px;">Mr R Sinclair – Expenses – 1/4 - 30/6/09 (100992)</td> <td style="text-align: right; padding-right: 20px;">£</td> <td style="text-align: right;">53.48</td> </tr> <tr> <td style="padding-left: 20px;">CGM (Norwich) – VPF maint. April, May & June 2009</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">(100993)</td> <td style="text-align: right; padding-right: 20px;">£</td> <td style="text-align: right;">634.28</td> </tr> <tr> <td style="padding-left: 20px;">Mr R Sinclair – refund (official) telephone 01603</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">811432 (100994)</td> <td style="text-align: right; padding-right: 20px;">£</td> <td style="text-align: right;">37.23</td> </tr> </table> <p>In addition an A4 sheet of the Monitoring Report of expenses up to the end of June 2009 was noted.</p>	Smith Bros Ltd – 13 safety tiles (play area) (100988)	£	485.88	HM Revenue & Customs – income tax 1/4 - 30/6/09			less bonus/incentive refund 100989)	£	37.71	Mr R Sinclair – refund of B/B 25/6 – 24/7/09 (100990)	£	9.29	Mr R Sinclair – Clerk's salary 1/4 – 30/6/09 (100991)	£	1,151.70	Mr R Sinclair – Expenses – 1/4 - 30/6/09 (100992)	£	53.48	CGM (Norwich) – VPF maint. April, May & June 2009			(100993)	£	634.28	Mr R Sinclair – refund (official) telephone 01603			811432 (100994)	£	37.23
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DATE OF NEXT MEETING	<p>The date of the next Parish Council meeting was confirmed as Tuesday 8 September 2009, commencing at 7.30 pm in the Village Hall.</p> <p>There being no further business the meeting concluded at 9.20 pm.</p>																														
	<p>Chairperson.....</p> <p>Date.....</p>																														