

LITTLE MELTON PARISH COUNCIL MEETING
at the VILLAGE HALL, MILL ROAD, LITTLE MELTON
TUESDAY 16 FEBRUARY 2010

PRESENT	John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry, Wilf Chamberlain and Joan Wheatley. District Councillor Garry Wheatley was also present as were two numbers of the public namely Chris and Mary Starr.
APOLOGIES	Apologies were received from Duncan Frazer (working away), Graham Tomlin (Egypt) and County Councillor Daniel Cox.
DECLARATIONS OF INTEREST	The Chair asked if any member(s) wished to declare an interest in any item/items on the agenda. No declarations were forthcoming.
MINUTES	The minutes of the Parish Council meeting held on 12 January 2010 were – subject to the amendment on page two that, with regard to the proposed cycle path link, John Heaser was going to meet NCC officials, rather than “he had met” – on a proposal by Tony Berry which was seconded by Stewart Cable – 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	No matters for discussion were raised under this item.
PROPOSED CYCLE PATH LINK	John Heaser said that he had little further to report. Travel plans were currently being worked on and hopefully with a coordinated joined up approach.
PLANNING	The only outstanding matter under planning was the Appeal by Mr C Leeming (acting for Gable Developments Ltd) to the Department of Communities for Local Government against the SNC (refusal) decision – Villa Farm, Watton Road, Bawburgh (2009/1990). As yet information had yet to be received by the Clerk on the outcome of the Appeal.
PARISH AMENITIES	<p>PLAY AREA ANNUAL SAFETY INSPECTION REPORT 2009 The Clerk reported that following the Parish Council meeting on 12 January Norfolk Frames and Games had said that the supplier should provide the (new) rope soon following which it will – when there is a “window of opportunity” be fitted at a cost of £334.88 including VAT.</p> <p>With regard to the Spring voluntary working party to undertake remedial action in respect of the more general remedial work necessary from the annual report, discussion ensued as to when this should be. It was thought that this would be best if it was a joint event with the litter pick and therefore agreed it should be held on Saturday 27 March, with the litter pick commencing at 11.00 am. Advertising of the joint event would be via local notice boards, in the Village Hall and shop and also at the Annual Parish Meeting on 16 March.</p> <p>PRE-SCHOOL NURSERY PROPOSED SITE EXTENSION The letter, dated 1 February, from Wendy Gilyead, Nursery</p>

Administrator, was read to the meeting by the Clerk. This – together with attached sketch and notes of the proposal – it was appreciated were the outline plans for use of the additional space to the west of the Village Hall.

It was noted that the Pre-School Nursery wanted to erect a new four feet high fence immediately inside the existing metal bow topped fencing on the southern boundary of the extended area. The reason for this extra fencing – which the Clerk had been informed would be normal timber fencing - is to provide extra security.

In accepting the additional fencing the Parish Council agreed that any maintenance implications (between the two fences) are to be the responsibility of the Nursery.

With regard to the distance between the western wall of the Village Hall and the new fencing/gates along the eastern boundary of the extended site the Parish Council was of the opinion that this must be a minimum of 1.8 metres even though it was appreciated that the Fire Officer appeared to have agreed to a distance that was slightly less.

The above, together with the conditions detailed in the Clerk's email of 27 October 2009, were unanimously agreed to apply to the proposal and the Clerk was instructed to formally inform Wendy Gilyead accordingly.

Concluding the Clerk said that the Nursery would shortly be looking to seek quotations from gardening services companies and added that he would request that the Nursery provide the Parish Council with the final details when these become available.

FOOTBALL PITCH HIRINGS

The Clerk reported:-

- the receipt of a cheque for £25.00 for one match played in December.
- confirmation that 2 matches scheduled for Sunday 3/1/10 were not played.
- that 2 matches went ahead, as planned, on Sunday 17/1/10.
- that 2 matches scheduled for Sunday 31/1/10 were cancelled due to the frozen pitch, and
- the revised bookings for February showed that – subject to the weather – 2 matches would be played on Sunday 14/2/10 and 1 match on Sunday 21/2/10.

VPF MAINTENANCE CONTRACT 2010

The Clerk reported – following his seeking of competitive quotations – that four quotations had been received, namely from Norse, Ribbonsdale Nurseries, CGM (Norwich) and Ashford Grounds Maintenance Ltd.

Discussion then ensued on the merits of each quotation and it was noted that as well as being the lowest quotation submitted the contractors CGM (Norwich) were willing to hold their price for 2010 for a further year, if a two year contract was accepted by the Parish Council.

On a proposal by Tony Berry, seconded by Joan Wheatley, the Parish Council unanimously agreed to accept the quotation submitted by CGM (Norwich) in the sum of £1,332.00, excluding

VAT, and also the offer of a two year contract at the same price for the second year (2011).

VPF MAINTENANCE CONTRACT 2009

With regard to the existing season's contract and the extra (inside) cutting to the hedge on the northern and western banks outside the tennis court, the Clerk said he had recently contacted CGM and requested that they remove the cuttings, which had been left on the banks, following the additional work undertaken in December. It was noted that CGM had (subsequently) agreed to return to site to ensure all the cuttings were removed from the area around the tennis court.

VILLAGE HALL FIRE SAFETY

It was confirmed that all the work necessary to meet the Fire Officer's requirements had been undertaken and, since the last Parish Council meeting, representatives of the Village Hall Management Committee had met the Fire Officer who had signed off the Village Hall as being compliant.

Subsequently one set of UPVC external doors (the pair nearest to the car park) had been found to be not working correctly in that the turnsnib mechanism did not result in the metal rods ensuring security.

On request, via email, SSGE had quickly attended to this problem and the security of the Village Hall was now as it should be.

FUTURE OF LOCAL TELEPHONE KIOSK

It was noted that a response to the Parish Council's email of 13 January to Nigel Bailey, Community Officer, regarding the future of the telephone kiosk near the crossroads had yet to receive a response. In view of this lack of action the Parish Council agreed and – in view of the extremely low usage of this local facility – instructed the Clerk to request that the kiosk be removed without delay.

PROPOSED MEMORIAL TO THE LATE ROBERT AND DAPHINE EAGLE.

The Clerk confirmed the recent receipt of a letter from Penny Watkins (101 School Lane) asking that – in accordance with the wishes of her brother, Phillip Eagle, and sisters – they would like to have a memorial (dedicated to their parents) sited in the village. A seat with a brass plaque is being proposed and one of the possible sites suggested is beside the village sign at the junction of School Lane and Braymeadow lane.

Another potential siting was – providing it was removed – in the area where the telephone kiosk is currently located.

The question of maintenance following erection of the memorial was a matter yet to be determined, it was noted.

Concluding, John Heaser said he had not as yet spoken to Penny Watkins but would do so shortly and report back to the Parish Council.

RECYCLING CENTRE

Following the previous Parish Council meeting the Clerk had enquired if the local Mini Recycling Centre, located on the car park of the Village Inn, made a monetary contribution to a local charity/organisation. The response of 13 January from SNC had

	<p>stated that the recycling site is on private land, and is unadopted, and therefore no local body or organisation receives money from looking after the facility.</p> <p>Finishing this discussion the Parish Council requested the Clerk to make a further enquiry to ascertain that if the facility was adopted would the adopting body/organisation receive money for undertaking maintenance?</p> <p>VILLAGE HALL/VILLAGE PLAYING FIELD – OUTDOOR THEATRE EVENT</p> <p>The Clerk reported that he had been asked, by Jean Chamberlain, if the Parish Council had any objection to a South Norfolk Council summer outdoor theatre event on the village playing field as well as in the Village Hall. Although the precise date was unknown it would, the Clerk had been informed, be on a Friday during the school holidays. On the basis that SNC would be responsible for insurance and the removal of all litter etc the Clerk had informed Jean Chamberlain (after consulting the Chair and Vice-Chair) that the Parish Council had no objection in principle and further details were awaited.</p> <p>Subsequently an email had been received, from Laura Avenal, Events Co-ordinator at SNC, which mentioned that the free event would be held on Friday 30 July from approximately midday until 4.00 pm. In conclusion the Clerk was instructed to reply, as above, and also seek to ascertain the likely numbers of those expected to attend as with limited parking facilities this might be an issue.</p>
<p>HIGHWAYS</p>	<p>MILL ROAD FLOODING UPDATE</p> <p>It was reported that no communication had been received since the email from Norfolk County Council Highways on 29 October and in consequence the Clerk was requested to send a reminder and ask if contact has been made with Chris Doggett, Chair of Trustees to the Parochial Council, and if so has action been taken to clean out the allotments ditch?</p> <p>ENCROACHMENT OF VEGETATION OVER PUBLIC HIGHWAY</p> <p>John Heaser referred to the letter which it had been agreed should be sent to residents whose properties had vegetation that was (significantly) restricting normal use of tarmaced footways (public highway). It was unanimously agreed that Parish Councillors (on the basis of their delivery of the Parish Council's quarterly Newsletter) would shortly deliver this letter to those properties that had been identified as having serious encroachment over the public highway.</p> <p>It was also noted – that with reference to the long stretch of encroaching hedging from the garden of Vine Cottage on Green Lane – the Clerk had, on 8 February, emailed Norfolk County Council to inform that action had yet to be taken (by the owners) to have the hedging cut back.</p> <p>HIGHWAY MAINTENANCE</p> <p>The Clerk reported that he was continuing to send a number of emails to NCC Highways asking for potholes to be urgently filled. In addition the Parish Council had requested that (a) the missing pillar warning posts to the grass bank along Braymeadow Lane be</p>

	<p>replaced, and (b) the local salt/grit bins be topped up with a fresh supply of salt.</p> <p>TEMPORARY ROAD CLOSURE</p> <p>Just after the last Parish Council meeting the Clerk said he had received notification from Norfolk County Council of the temporary closure of part of the U78050 (Little Melton Road) westwards from near the factory approaching the Beckhythe bends, for patching repairs to the carriageway. These were to take place from 15 to 19 February and the Clerk confirmed he had displayed the public notices on the local notice boards and in the local shop.</p>
LOCAL GOVERNMENT REVIEW	<p>It was reported that the latest information was that Norwich would become a unitary authority on its current boundary – therefore it would have increased powers once again. However this decision was, almost certainly, subject to a legal appeal by Norfolk County Council, and an expected General Election in May.</p>
GNDP	<p>The Clerk reported the receipt, on 12 February, of a letter of 11 February from Sandra Eastaugh, GNDP Manager. This stated that the GNDP Policy Group met on 28 January and recommended that the constituent authorities in the Partnership request the individual councils to agree to submit the Joint Care Strategy for Broadland, Norwich and South Norfolk to the Secretary of State. The anticipated timetable for examination and adoption is Submission 5 March 2010, Pre-examination Spring 2010, Public examination Summer 2010 and Adoption December 2010.</p> <p>The question of how the very substantial housing development for Hethersett now being proposed by Ptarmigan Land Group (Hethersett Land Ltd) is consistent with the (formerly) agreed allocations under GNDP was raised and it was understood, is of grave concern to South Norfolk Council.</p> <p>The date of the approval of the GNDP was not known and the agreed proposals had yet to go to the Minister.</p> <p>The Clerk confirmed, with regard to the Ptarmigan Land Group proposals, that the Community Planning Weekend for Hethersett would be held in Hethersett Village Hall on Friday 19 and Saturday 20 March. This would quickly be followed by what was said to be an illustrated Vision for Hethersett on Tuesday 23 March, with this meeting being held at Hethersett High School.</p> <p>The Clerk further confirmed that he would shortly be giving local publicity (in addition to that contained in the Good News Magazine) to these events by the erection of the information on notice boards, in the local shop and in the Village Hall.</p>
DISTRICT, COUNTY AND REGIONAL DOCUMENTS	<p>There were no documents for consideration/discussion under this heading.</p>
CLERK'S CORRESPONDENCE	<p>The schedule of the Clerk's correspondence provided to each Parish Councillor with the agenda, together with late additions received since 12 January, was drawn to the attention of the Parish Council. In particular the Clerk highlighted (a) the latest information on the continuing occupation of the northern end of School Lane by Travellers, (b) the Northern Rivers Valley SNAP meeting at Hethersett High School on 26 January, which the Chair and Clerk had attended, (c) the NALC's Meet and Chat meeting at</p>

	Barnham Broom Golf Club on 2 February, which the Chair and the Clerk had attended, and (d) the email of 8 February, from PCSO Timothy Philpott, which supplied the latest crime figures for Little Melton.
BILLS/RECEIPTS	<p>On a proposal by Tony Berry which was seconded by Wilf Chamberlain, and agreed the undermentioned invoices were authorised for payment:-</p> <p>Mr R Sinclair – refund website domain registration 31/12/09-31/12/10 and additional domain 27/01/10-27/01/12 (cheque no.101021) £34.37</p> <p>Mr R Sinclair – refund (50%) B/B 25/1-24/2/10 (101022) £ 9.49</p> <p>Mr R Sinclair – refund official tel 811432 (101024) £45.26</p> <p>NRCC – Annual membership 1/4/10-31/3/11 (101023) £15.00</p> <p>On the income side two receipts, both from Hethersett Athletic FC, were reported, namely:-</p> <p>One match played on 13/12/09 £22.50</p> <p>Two matches played on 17/02/10 £37.50</p>
MONITORING REPORT	The Chair referred to the latest monitoring report and confirmed that all transactions and balances were in order.
INTERNAL VERIFICATION	In the absence of Duncan Frazer the Clerk reported that Duncan (together with the Clerk) had on 11 February successfully undertaken the internal verification of financial transactions for the period mid September to mid December 2009. Duncan had also agreed, it was noted, to carry out the next internal verification for the period mid December 2009 to mid March 2010.
ANNUAL PARISH MEETING	The date and start time of the APM – Tuesday 16 March from 7.30 pm – was confirmed. The Clerk said that, after the agreeing of the agenda (new format) with the Chair, he would ensure that appropriate publicity would be given, as required, by the erection of public notices on local notice boards, in the shop and in the Village Hall.
DATE OF NEXT MEETING	The date of the next meeting of the Parish Council was confirmed as Tuesday 6 April 2010 commencing at 7.30 pm in the Village Hall. There being no further business the meeting concluded at 9.05 pm.
	<p>Chairperson.....</p> <p>Date.....</p>