

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 5 APRIL 2011**

**PRESENT**

John Heaser (Chair), Stewart Cable (Vice-Chair), Tony Berry, Wilf Chamberlain, Graham Tomlin and Joan Wheatley.

County Councillor Judith Virgo was also present as was one member of the public, namely Trevor Hedges.

**APOLOGIES**

Apologies for absence were received from Duncan Frazier and from District Councillors Christopher Kemp and Garry Wheatley.

**DECLARATIONS OF INTEREST**

The Chair asked if any member(s) wished to declare an interest in item/items on the agenda. No declarations were forthcoming.

**MINUTES**

The minutes of the Parish Council meeting held on 15 February 2011 were, on a proposal by Tony Berry which was seconded by Joan Wheatley, 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 PARTICIPATION**

Other than County Councillor Judith Virgo asking if the Parish Council had received a "round robin" communication regarding the flexibus (it had not) there were no matters for discussion raised under this item.

**PLANNING**

**PARISH COUNCIL RECOMMENDATION**

The Parish Council's comments on the revised application (2010/2224) submitted by Mrs Mary Brake of Frettenham, for a proposed new single storey dwelling on land to the rear of No 5 The Close were confirmed. These were that the Parish Council's objection to this proposal still stands.

**RESULT**

The Chair confirmed the result of Mr & Mrs Cheong's proposed loft conversion and single storey extension (2011/0023), namely approval with three conditions, including one in respect of approved tree protection measures (Oak tree subject to TPO).

**POSSIBLE MODIFICATION ORDER**

This related to the planning permission (2010/1624) recently granted to Mr & Mrs Webb of 3 Manor Farm Barns for a new access bridge over ditch with associated works (and erection of garden shed) in respect of concerns that have been raised, by owners of neighbouring properties, regarding frequent use of the (new) access.

Following the Parish Council's comments – emailed to SNC on 21 February – a letter dated 29 March, from Jacqui Jackson, Planning Officer at SNC, was read to the meeting. This stated that a report, taking into account comments received, is to be presented to the Planning Committee on 6 April in order to determine if a further condition is considered necessary to restrict the use of the new access.

**GNDP UPDATE**

The Clerk confirmed receipt of the letter of 24 March, from the GNDP Manager, stating that Broadland DC, Norwich City Council and South Norfolk Council had formally resolved to adopt the Joint Core Strategy at Full Council meetings held on 22 March. This action is now followed by a statutory six week legal challenge period, which expires on 5 May 2011.

**HOUSING DEVELOPMENT PROPOSED FOR THE NORTH OF HETHERSETT**

No further news was reported under this item.

**LDF (SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON)**

No further news was reported under this item.

**PARISH AMENITIES**

**FOOTBALL PITCH HIRINGS UPDATE**

The Clerk confirmed the fixtures played in March and the fixtures to be played by HAFC during

April and May.

Secondly it was confirmed that, after enquiring with HAFC, as to whether the recently undertaken scaritracing and slitting had proved successful, it was noted that HAFC had said that the overall condition had improved and was considered to be one of the best they had played on this season. The only problem mentioned by HAFC was the goalmouth area closest to the Village Hall, which had again become worn resulting in a dip in the ground level – because of much casual use. Consequently, on 31 March, the Parish Council had emailed CGM to ask if reinforced turf could be laid to overcome this problem and, if so, at what cost etc.

HAFC had subsequently suggested approaching NORSE to obtain their comments and costs on this option.

Other possible options included removing this goal during the close season and/or relocating both goals (and the pitch) slightly further to the west and (with the removal of the north goal) the erection of high netting behind the south goal to prevent footballs being kicked into the boundary ditch or onto Mill Road.

Another option would be to shorten the pitch length.

Concluding discussion of this problem the Clerk was requested to seek a costing for some more goalpost sockets.

#### PLAY EQUIPMENT MAINTENANCE

It was confirmed that the supply and installation of the new 4 tyre crossing (replacing the old log crossing) had occurred on Saturday 12 March.

In addition some maintenance work had been undertaken, by Stewart Cable, on the last Saturday in March and the Parish Council was very appreciative of this continuing voluntary work.

It was noted that Wilf Chamberlain would look into a fitting to resolve the finger entrapment issue to the gates to the young children's play area and Wilf also confirmed that he had maybe 8-10 new safety black tiles in storage, for future replacement of existing.

#### VPF MOLEHILLS

Since the previous Parish Council meeting the Parish Council had signed up to an Abate Ltd Service Agreement covering regular visits and treatments, for a minimum of a year, for mole eradication and paid a quarterly invoice in the sum of £118.80 gross for the first 3 months of treatment commencing 18 January.

#### PROPOSED NEW ALLOTMENT PROVISION

Other than Wilf Chamberlain mentioning that a new Estate Manager would commence work on 14 April and that such provision would have to take into account (a) a water supply and, (b) a pedestrian access gate to the western boundary of the VPF nothing else was reported on this item.

#### LM PAROCHIAL CHARITY

The Clerk confirmed the appointment of Sue Day, as a Parish Council nominated Trustee, to the Parochial Charity w.e.f. 8 February 2011, for a four year term of office.

It was noted that the other Parish Council nominated Trustee – currently Chris Doggett – would need to be reappointed (or replaced) by 31 July 2011 – so this matter would need to be resolved at the Parish Council meeting to be held on 19 July at the latest.

#### VILLAGE SIGN MAINTENANCE

Stewart Cable confirmed that he would be undertaking the maintenance (repainting) of the village sign during the summer.

#### SECTION 106 MONEY – RECEIPT

The Clerk confirmed the receipt – on 22 March – of a SNC Remittance Advice note dated 16 March, saying that payment into the Parish Council's bank account should reach the account within two working days. The exact amount was reported to be £4,798.42 – this being interest accrued on the affordable housing (Gibbs Close) contribution stemming from the Section 106 Agreement.

In view of the impending election of the new membership of the Parish Council it was agreed to defer a decision on how this money could be used.

#### VILLAGE HALL-REPLACEMENT FRONT ENTRANCE DOORS AND HIGH LEVEL WINDOWS

Following the Parish Council letter (and specification) of 5 March requesting quotations from ten local contractors the receipt of four quotations for replacing doors and windows and one further quotation for just the front (wood) entrance doors was reported.

The Clerk added that he had clarified with CNC (who have responsibility for Building Regulations) that timber doors, with glazing, could be fitted to the front of the Village Hall, i.e. a public building. After due consideration of these quotations the Parish Council unanimously agreed to seek further

information from a short list of two contractors, ie Yeoman Windows and Conservatories Ltd and Easi-Care Fascia and Windows Ltd including confirmation that the cost included meeting Building Regulations, also the thickness of the double glazing and the “U” value of the glazing. The thickness of the panels to the front entrance doors would also be sought.  
It was also agreed that all furniture to the doors would be brass and confirmed that twenty new keys were required.

## **HIGHWAYS**

### **PROPOSED CYCLE PATH**

John Heaser reported that there was nothing further to report for the moment.

### **MAINTENANCE MATTERS**

The Clerk confirmed two recent emails (16/2 and 28/2/11) to Gary Overland at Norfolk County Council Highways reporting a number of defects – mostly potholes – but regrettably many reported defects were still to receive remedial work.

It was further mentioned, by John Heaser, that the metaled footway fronting the local school is in need of repair/resurfacing as this is rough, uneven and below the level of the adjacent footway – therefore this would be added to the list.

Concluding it was agreed that the Clerk would forward to County Councillor, Judith Virgo, a copy of the email(s) containing the reported defects so she could contact Gary Overland with a view to action (hopefully) being undertaken shortly.

### **BUS STOP IMPROVEMENTS**

Following the last Parish Council meeting the Clerk had – on 27 February – notified Norfolk County Council of the incorrect wording on 3 of the 5 new bus stop flags but as yet these had not been replaced!

It was noted that Mr Roxbury, NCC, had telephoned the Clerk (on 16/3) to say that the incorrect flag signs would be replaced – by Konectbus – shortly.

### **MISSING STREET NAMEPLATE**

The Clerk reported the latest reminder email he had sent to SNC seeking the missing nameplate to Little Melton Road.

### **GRIT BIN SIGNS**

It was confirmed that a request had, on 7 March, been sent to NCC Highways asking for some stick on signs with contact details to be supplied to the Clerk.

### **NORFOLK COUNTY COUNCIL LETTER**

The Clerk referred to a letter of 18 February, from John Joyce, Assistant Director, NCC Highways, which said that the Parish Council could – if it so wished – become responsible for some highway services but the Parish Council agreed to decline this offer.

## **CLERK OF THE COUNCIL'S CORRESPONDENCE**

The Clerk referred to his schedule of correspondence, as at 31 March, and the further correspondence received since that date.

The Clerk drew attention to (a) the email from NALCs regarding the proposal by the Audit Commission that local councils should lose the power to precept, if they fail to comply with the audit and finance regulations, (b) the email from DC Garry Wheatley explaining the proposed New Homes Bonus (in the Localism Bill), (c) the email from the Journal of Local Planning re significant changes to planning and (d) the recent email from Julie Fisk, 70 School Lane, regarding dog fouling on the pavement between her house and the local school in particular.

## **DISTRICT, COUNTY AND REGIONAL DOCUMENTS**

The Clerk reported the letter received 24 February from Caroline Jeffrey, Principal Planning and Policy Officer of Norfolk County Council, which informed the Parish Council that NCC had formally submitted its Core Strategy – Norfolk Minerals and Waste LDF – to the Secretary of State, for independent examination, on 7 February. It was noted that the Core Strategy runs until the end of 2026, and that the examination commenced on 7 February and that a CD containing the main submission documents etc was available, via the Clerk, to view.

## **SOUTH NORFOLK VILLAGE GAMES**

It was confirmed that the summary of the inaugural meeting (28 February) of the Hethersett and Meltons Sports Association had been received – from the Little Melton representative, Sue Buffin - by the Chair on 19 March.

## **FINANCIAL**

### **BILLS/RECEIPTS**

On a proposal by Tony Berry which was seconded by Stewart Cable, the undermentioned invoices were authorised for payment:-

|                                                                           |           |
|---------------------------------------------------------------------------|-----------|
| CGM Norwich-scaritracing & slitting VPF pitch Dec 2010 & Jan 2011(101087) | £ 126.00  |
| LM Village Shop-printing mini newsletter, March 2011 edition (101091)     | £ 10.75   |
| CGM Norwich-scaritracing & slitting VPF pitch Feb 2011 (101088)           | £ 126.00  |
| K Davies-supply & install 4 tyre crossing on VPF (101089)                 | £ 739.00  |
| NAofLCs-annual subscription 2011/2012 (101092)                            | £ 162.82  |
| HM Revenue & Customs-income tax 1/1-31/3/11 (101090)                      | £ 330.30  |
| Mr R Sinclair-clerk's remuneration 1/1-31/3/11 (101093)                   | £1,321.21 |
| Mr R Sinclair-expenses 1/1-31/3/11 (101094)                               | £ 49.13   |
| Mr R Sinclair-refund B/B (50%) 25/3-24/4/11 (101095)                      | £ 9.49    |

With regard to receipts the Clerk reported the recent banking of cheques, from (a) HM Revenue and Customs for the refund of VAT for the period 1/10/09-31/1/11 in the sum of £1,056.48, (b) HAFC amounting to £15.75 (youth match 20/2/11), and from SNC £4,798.42 in respect of Section 106 money (interest on affordable housing in Gibbs Close).

In addition the Clerk mentioned that a VAT claim, for the period 1 February to 31 March 2011, had just been submitted to HM Customs & Excise in the sum of £74.26.

#### MONITORING REPORT

It was confirmed, by John Heaser, that the monitoring of the Parish Council's finances continued to be satisfactorily undertaken and that all transactions had been found to be in order.

Arising from Duncan Frazer's recent Internal Verification check on the PC's financial transactions it was agreed that the Clerk's annual gratuity payment should be recorded in the minutes and therefore it was noted that, on 29 December 2010, the sum of £224.30 for the year 2010 – this being 3.5% of salary – had been paid into Barclays Business Saver Account.

#### END OF YEAR RECONCILIATION (SET ASIDE)

It was noted that as the Parish Council had agreed (each financial year) to set aside monies for the long term replacement of such as play equipment, tennis court etc the Clerk would need – in consultation with the Chair – to agree the accumulated figures to be taken forward (1<sup>st</sup> and 2<sup>nd</sup> years) so that a formal record of such sums is kept. It was also appreciated that such information would be required in order for the Clerk to complete the upcoming Annual Audit.

#### INTERNAL VERIFICATION

The Clerk reported that on 22 March Duncan Frazer had satisfactorily undertaken the I.V. for the period mid June to mid September 2010. Apart from the recommendation by Duncan above no further action was necessary.

#### ANNUAL AUDIT

The Clerk reported the recent receipt of the documentation and forms in respect of the annual (external and internal) audit and said he would shortly be undertaking the completion of the forms etc.

### PARISH COUNCIL ELECTIONS

The Clerk confirmed that, following the elections on 5 May, all existing parish councilors retire on Monday 9 May.

Graham Tomlin said he was not continuing as a parish councilor.

### DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting – the Annual Parish Council meeting on Tuesday 10 May 2011 – was noted, as was that the first item on the agenda would be the election of the Chair of the Parish Council for the ensuing year.

### ANNUAL PARISH MEETING OUTCOMES

Other than matters already in hand it was agreed there were no further issues to be resolved. However it was also agreed that once the new Parish Council was "up and running" the creation of a new village plan, i.e. revision of the existing Parish Plan, would be addressed.

There being no further business the meeting closed at 9.00 pm.

Chair.....

Date.....