

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 14 JUNE 2011**

<p><b>PRESENT</b> John Heaser (Chair), Chris Starr (Vice- Chair), Tony Berry, Jan Kitchener, Jo Runeckles and Sally Sandford. Also present were County Councillor Judith Virgo and District Councillor Christopher Kemp and four members of the public, namely Val Armitage, Annetta Evans, Ken Swann and Kerena Taylor.</p>
<p><b>APOLOGIES</b> Apologies for absence were received from Harold Kerslake (who was attending a funeral) and District Councillor Garry Wheatley who was attending another council meeting.</p>
<p><b>DECLARATIONS OF INTEREST</b> The Chair asked if any members wished to declare an interest in any item/items on the agenda. No declarations were forthcoming.</p>
<p><b>MINUTES</b> The minutes of the Annual Parish Council meeting held on 10 May 2011 were – subject to the amendment that it being noted that Jo Runeckles (neighbour) had declared an interest in the planning application submitted by Mr Duncan Cardwell – on a proposal by Chris Starr, which was seconded by Jo Runeckles, 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.</p>
<p><b>PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION</b> No matters for discussion were raised under this item.</p>
<p><b>PLANNING</b> <b>PARISH COUNCIL RECOMMENDATION</b> The Parish Council response of 2 June to the application (2011/0748) submitted by Mr Andrew Dyer seeking planning permission for the expired permission 2007/2117/F – proposed two storey extension and replacement of a flat roof to form new pitched roof at 39 Braymeadow Lane - which was “no views or comments” was reported. <b>RESULT</b> The result of the application submitted by Mr D Baker c/o Lanpro Services proposing the installation of 30 photovoltaic tracker arrays for generation of electrical power for use by Little Melton Food Park was noted – this being approval with 8 conditions. <b>WITHDRAWN BY APPLICANT</b> 1)The revised proposal, submitted by Mrs Mary Brake of Frettenham, seeking permission for a new single storey dwelling on land to the rear of No 5 The Close was confirmed as having been withdrawn just before the SNC Committee meeting on 1 June. 2)The application, submitted by Mr Duncan Cardwell, proposing a two storey side extension to Macallan’s Rest, Great Melton Road had, according to the SNC notification of 1 June, been withdrawn.</p>
<p><b>GREATER NORWICH DEVELOPMENT PARTNERSHIP</b> There was nothing further to report under this item other than to note a further round of consultation was likely to occur from mid July through to October – this will be for the specific sites proposed for development.</p>
<p><b>HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT</b> There was nothing further to report under this item other than as above (GNDP).</p>
<p><b>SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON</b> The Clerk drew attention to the article in the Eastern Daily Press of 7 June which referred to the development for the next 15 years as part of the GNDP’s JCS. In the article Little</p>

Melton was included under "Service Villages" in South Norfolk and allocated 10 – 20 new houses.

However, according to the EDP article, the latest public consultation on where the development should go has been held back by South Norfolk Councillors over the location of 1,800 "floating" houses.

It was noted that the exact level of development for Little Melton appeared to be questionable in the light of (a) the (presently) unallocated 1,800 "floating" houses and, (b) the debateable criteria in respect of what was termed infill.

## **PARISH AMENITIES**

### **FOOTBALL PITCH HIRINGS**

The Clerk reported the hirings – by Hethersett Athletic FC – for the month of May, which it was understood were the last hirings for the season 2010/2011.

### **PLAY EQUIPMENT MAINTENANCE**

It was confirmed most of the outstanding work had been undertaken but that the covering/filling of the holes on the recently erected tyre crossing piece of equipment had still to be undertaken by the supplier. Consequently John Heaser said he would pursue the remedial action (probably using epoxy filler on the knots and covering with removable cladding panels) with Home Front, who had agreed to carry out the work F.O.C.

With regard to the fitting of some form of safety aid in order to prevent "little" fingers getting trapped when the two entrance gates to the young children's play equipment area were opened back towards the metal security fencing the Clerk agreed to check with Wilf Chamberlain when he would be able to fit the safety aid.

### **MOLE ERADICATION**

The annual contract was said to be continuing satisfactorily as there now appeared to be no problem on the VPF with mole activity.

### **PROPOSED NEW ALLOTMENT PROVISION**

No further progress/information was reported.

### **VILLAGE SIGN MAINTENANCE**

It was recalled that Stewart Cable had agreed to undertake the maintenance/repainting of the village sign (junction of School Lane and Braymeadow Lane) and the Clerk confirmed he would ask Stewart when this work was likely to be carried out, as summer and the better weather was now well advanced.

### **SECTION 106 MONEY – RECEIPT/USE**

Upon the suggestion of the Chair it was agreed that consideration of the use of this unexpected receipt (received from SNC) in late March, be deferred to a later meeting.

### **VILLAGE HALL REPLACEMENT WINDOWS AND DOORS**

John Heaser reported on the site meeting - attended by John Moore and Alan Bygrave, from Yeoman Windows and Conservatories Ltd, Richard Smith and himself – on Monday 13 June, when it was agreed:-

- The Parish Council will pay Yeoman's invoice (£5,093, including 20 new keys, plus VAT and reclaim the VAT).
- The Community Trust will contribute £4,000 towards the overall cost.
- Entrance doors and frame to be stained in a light oak shade.
- Small high level window to the rear to finish flush with first floor and cavity to be closed inside and out with white plastic board.
- Fitting date to be in school summer holiday 2011 and agreed with Mrs Jean Chamberlain.

### **RISK ASSESSMENT**

The Chair said that this needed reviewing – particularly in respect of the regular visual inspection of the young children's play equipment area – further discussion is needed.

### **LM COMMUNITY TRUST – PARISH COUNCIL TRUSTEES**

It was reported that with Wilf Chamberlain and Joan Wheatley having stood down from the Parish Council – and therefore from the Community Trust – it was now necessary for a minimum of 2 (new) Parish Councillors to become trustees, in accordance with the Community Trust constitution.

The Chair therefore asked for nominations and three Parish Councillors – namely Chris Starr, Jan Kitchener and Tony Berry – offered to become trustees to the LMCT. The Clerk consequently agreed to notify Jean Chamberlain accordingly, with the proviso that should only two (new) trustees be acceptable then Tony Berry would step aside but, as it was understood that in excess of 2 of the trustees could be Parish Council Trustees this was not expected to be necessary.

## **HIGHWAYS**

### **PROPOSED CYCLE PATH LINK**

John Heaser said that there was nothing further to report under this item.

### **REPORTING OF MAINTENANCE MATTERS**

The Clerk said that as far as he was aware there was nothing to report to NCC for the present.

### **ROAD CLOSURES**

It was confirmed that – according to the National Grid – Burnthouse Lane and Colney Lane would be closed from 23 June to 16 July, and again from 1 – 23 September. The alternative route would be via Little Melton Road, including for HGVs, which could, for these temporary periods, mean that HGVs would drive through Little Melton.

The Clerk said that he had in the morning spoken to a NG representative who had informed him that the incorrectly located signage – along the Little Melton Road – had been removed and that it was almost certain that the HGVs temporary route would be along the Little Melton Road, i.e. via the villages of Little Melton and Hethersett.

Annetta Evans, who lives near the crossroads, was not happy about HGVs driving through the village, and particularly along the short northerly section of Burnthouse Lane, but seemed to understand that there was little alternative for the duration of the refurbishment/ maintenance work on the National Grid line in the local area.

### **COMPLIMENTARY SAMS PROJECT – PILOT SCHEME**

#### **PROPOSED 20 MPH SPEED LIMIT**

A number of potential options were discussed – some advocated by Kerena Taylor and Val Armitage - including speed humps, flashing signs, chicanes and the physical manning of speed guns – it was mentioned that David Goodman of Bawburgh had some experience of operating the latter, which could only be undertaken, by volunteers, after training and subject to the availability of the equipment (radar guns).

It was said that such action would involve the accurate recording of the number plates (of offending drivers), on more than one occasion, as this evidence may eventually be used in court.

It was thought that initially there was a necessity to assess the scale of the problem and Chris Starr and Jan Kitchener volunteered to become involved in this process, although it was appreciated that overall the whole process would not result in a quick solution.

Chris Starr said he would also look into the HGVs that were incorrectly driving through the village.

John Heaser added that he had made enquiries, at County Hall, and been informed that it was not now possible to get data on School Lane as it was considered too insignificant.

However County Councillor Judith Virgo said she would make enquiries at County Hall as to why it was not now possible to undertake a traffic survey in Little Melton.

With regard to the problem of unhelpful parking (very often by parents etc.) in the vicinity of the local school entrance in particular Jo Runeckles speculated as to whether cones could be erected, each school day, in order to prevent inconsiderate parking close to the school entrance, as the existing zig-zag lines were sometimes ignored.

Concluding this item the Chair emphasised that the Parish Council had – for several years (when submitting its annual list of highway improvement priorities) pushed for the introduction of a 20 mph speed limit through Little Melton but (obviously) without success.

## **CLERK'S CORRESPONDENCE**

The Clerk correspondence schedule, as at 8 June, given to all Parish Councillors was noted as were the late additions. Items highlighted included (a) the feedback from the SNAP meeting (at Hethersett), (b) the Norfolk ALC Café event to be held at the Pelican

Inn, Tacolneston on 14 July (Chris Starr to attend), the email of 10 June from Amy Puttock from Attleborough Children's Centre re (proposed) use of the VPF on 28 July and, the email of 10 June from Hethersett Parish Council inviting newly elected Little Melton Parish Councillors to a local training event on 19 July.

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

There were no documents reported under this heading.

## **SOUTH NORFOLK VILLAGE GAMES**

There was nothing further reported under this item.

## **FINANCIAL**

### **BILLS AND RECEIPTS**

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

CGM Norwich-VPF maintenance April and May 2011 (101103)	£ 399.60
Hethersett Parish Council-hire of litter pickers in February (101104)	£ 10.00
Mr R Sinclair-refund (50%) B/B 25/5-24/6/11 (101105)	£ 9.49
Premier Book Keeping Services-Internal Audit PC A/Cs 2010/11 (101106)	£ 45.00
Little Melton Village Shop-printing of LMPC Newsletter (June 2011) (101107)	£ 21.25

### **RECEIPTS**

Two receipts were confirmed, both from HAFC, for the hire of football pitch, one for £94.50 for 6 youth team matches in March and, one for £31.50 for 2 youth matches played in April. It was also noted that recently HM Revenue and Customs had notified the Clerk that he had overpaid £75.29 on income tax for the financial year 2010/211. The Clerk confirmed that this sum would therefore be deducted from the next quarterly payment (due 5 July) to HM Revenue & Customs.

### **MONITORING REPORT**

The Chair reported the recent satisfactory undertaking of the monitoring of the Parish Council's financial transactions, which of course related to the year 2011/2012.

### **INTERNAL VERIFICATION**

The Clerk said that with the paperwork now having been completed for the annual audit he would shortly be providing Chris Starr with all the necessary documentation for this exercise to be carried out.

## **ANNUAL AUDIT OF PARISH COUNCIL ACCOUNTS**

The Clerk reported (a) his completion of the necessary forms etc. and, (b) the satisfactory completion of the Internal Audit, by Sue Day.

The Clerk then requested that the Parish Council formally authorize and approve the following parts of the Mazars audit form (1) the accounting statements and, (2) the Annual Governance Statement.

These actions were formally signed up to by the Parish Council and therefore to be recorded accordingly in the minutes of the meeting.

## **DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next meeting Parish Council meeting was confirmed as being Tuesday 19 July 2011, beginning at 7.30 pm in the Village Hall.

There being no further business the meeting closed at 9.45 pm.

**Chair**.....

**Date**.....