

LITTLE MELTON PARISH COUNCIL MEETING

at the VILLAGE HALL, MILL ROAD, LITTLE MELTON

TUESDAY 29 NOVEMBER 2011

PRESENT

John Heaser (Chair), Chris Starr (Vice- Chair), Harold Kerslake, Jan Kitchener, and until approximately 9.25 pm, Jo Runeckles and Sally Sandford.

Also present were District Councillors, Dr Christopher Kemp and Garry Wheatley.

In addition two members of the public were present, namely Clifford Grady and his son Ian.

APOLOGIES

An apology for absence was received from Tony Berry and County Councillor Judith Virgo.

DECLARATIONS OF INTEREST

The Chair asked if any members 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 18 October 2011 were – on a proposal by Sally Sandford, 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

PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

There were no matters raised under this item.

PLANNING

RESULT

(2011/1543) Mr & Mrs E Cheong, proposed variation of Condition 2 of planning permission 2011/0023/H) to revise approved plans. Approved from 6/11/11 to 12/11/11 with two conditions.

PARISH COUNCIL COMMENTS REQUIRED

(2011/1804) Hethersett Land Ltd & Landowners – proposed residential mix use development of 1196 dwellings etc on land north of Hethersett village centre, including extension to Thickthorn Park & Ride.

The Clerk confirmed the receipt, in the post, of a Parish Council Consultation Slip together with a Ptarmigan Land/Bidwells CD containing 10,000 plus pages of supporting information! With this in mind John Heaser had copied the CD to every Parish Councillor so that this information could be accessed by all members – in advance of the Parish Council meeting.

The main issue for Little Melton is the transport and traffic implications for our village, and the necessity for off road cycling provision between Hethersett and Little Melton through to the NRP – especially bearing in mind that Phase 1 is to be built before any improvements to roads are to be provided. So there is a real possibility/danger that much traffic, including construction traffic (which will last for approximately ten years), will significantly impact on Little Melton.

In consequence the Chair had produced a draft response, which had been circulated to every Parish Councillor in advance of the night's meeting and, after considerable discussion, it was unanimously agreed that John Heaser would finalise the response to South Norfolk Council from his circulated draft.

PROPOSED BUSINESS ON PARISH COUNCIL OWNED LAND

The Clerk reported the enquiry from a lady, named Jane who lives in Norwich, and is asking if it would be possible to run part time businesses – one for fish and chips (once a week) and one for hairdressing (once a week/fortnight) – on the Village Hall/village playing field car park.

The Clerk had subsequently made enquiries in respect of insurance (Came & Company) and planning requirements (South Norfolk Council) in order to ascertain the legal parameters for the proposed business.

The Clerk added that he had spoken to the lady and ascertained further details of what was being proposed and explained some of the many implications for the Parish Council and had told the proposer that the Parish Council would get back to her with a decision following full

consideration of what was proposed.

Some discussion of all the implications – both probable and possible – then took place and in conclusion it was agreed that the Parish Council could not approve this proposal.

On this basis Sally Sandford agreed, on behalf of the Parish Council, to contact the lady who had made the enquiry, and inform her accordingly.

DRAFT NATIONAL POLICY FRAMEWORK

Christopher Kemp said that, following several representations, the Central Government had indicated that it was likely that there would be changes to the (significant) proposals.

Currently SNC Planning Officers are looking at the issues, with the benefit of their technical knowledge.

HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT

John Heaser confirmed his email of 20 October to Norfolk County Council in response to the Norwich Area Cycle Network consultation which strongly expressed Little Melton Parish Council's view that there should be a joined up, off road cycle path, from Hetherset – via Little Melton – to the NRP.

In general terms – in addition to the agreed reply to SNC in respect of the planning application recently submitted by Hetherset Land Ltd. & Landowners - there was little further to report at this stage, although as District Councillor Christopher Kemp pointed out this planning application was a pre-emption of the site selection process.

Also it was noted that SNC was continuing with their policy of retaining (a) the separation of development between Hetherset and Wymondham and (b) a protection zone on the southern side of the A47/NSB.

LDF – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON

Following the Parish Council meeting on 18 October at which it was agreed that the Parish Council comments/views should basically be as those submitted in late 2010, the wording of the latest response to LDF – after considering the additional suggested offers of land for development – was confirmed as, “Little Melton Parish Council has considered the additional sites offered for development within the village. Our comments made in 2010 still stand but with the following qualification: We have been given various figures for housing density but now understand that 20 houses to the hectare is an approximate guide. In this case 619a will be suitable for the maximum of 30 houses that LM considers acceptable and 619b will not be required. This will minimize disturbance to existing residents”.

Other than this qualified response, which the Chair had emailed to LDF on 8 November, there was nothing further to report.

PARISH AMENITIES

FOOTBALL PITCH

The top goalmouth seemed – so far – to be standing up to wear and tear reasonably well.

To assist the continuing maintenance the Parish Council agreed that sharp sand should be applied to this area with Sally Sandford arranging for the supply following which Jan Kitchener and Chris Starr would spread the sand on the surface.

In addition the Clerk would contact HAFC and inform them that it was understood that slitting and scarifying of the pitch was not required for the current season.

PLAY EQUIPMENT MAINTENANCE-REMEDIATION ACTION FROM ANNUAL SAFETY INSPECTION 2011

The Chair thanked the volunteers, who had formed the working party (Jo Runeckles, Harold Kerslake, Wilf Chamberlain, John Heaser, Richard Sinclair and two parents of local school children, namely Paul Cannings and Danny Pinnock) and helped on Sunday 13 November.

The work gratefully undertaken included (a) removal of old springer and replacement with new springer, including the laying of lattice matting, (b) replacement of some more old safety mats near main item of equipment, (c) removal of weeds, (d) filling in of depressions and (e) a general clear up.

Disappointingly the remaining old springer seat had been subsequently vandalized. The Clerk agreed to ask John Symonds if he would repaint the seat over the scratched vandalism.

Concluding it was agreed that there would be no further (replacement part or refurbishment) maintenance undertaken to the old springer – and when such action was necessary (perhaps up

to a couple of years) this item should be completely replaced with a new item of equipment. It was noted that the working party event had followed the village litter pick on Saturday 29 October and again the volunteers were warmly thanked for their assistance.

PROPOSED NEW ALLOTMENT PROVISION

There was no action to report and it was noted that it was unlikely there would be any progress until at least the Spring of 2012.

It was understood that it may transpire that a new vehicular access would be created nearer the church – probably as a result of the seeking of a new access to the military fuel pipeline.

Jan Kitchener concluded by agreeing to speak to Jean Chamberlain with a view to arranging a meeting (John Heaser and Chris Doggett to be in attendance) with the new Estate Manager of the Lombe Estate.

VILLAGE PLAYING FIELD MAINTENANCE

The Clerk confirmed the recent pruning of the bushes etc in the small garden area between the Village Hall and the tennis court.

VILLAGE SIGN – MAINTENANCE/REFURBISHMENT

The recent progress was reported – this being that the old (support) post had been removed and now the question was what sort of replacement base design was wanted. The initial thinking was that a smaller more angled structure - to facilitate the run off of rainwater etc – would be suitable. After some discussion it was agreed that John Heaser, John Symonds and Stewart Cable would consult as to what was required as the replacement was not as simple as it might appear. The work undertaken to date by these three volunteers was much appreciated, it was recorded.

The Clerk added that he had recently received, from Leslie Crowe, Hethersett, the new seasoned and stained etc oak horizontal name sign, with the expertly hand carved “LITTLE MELTON” across its front surface. The Clerk had passed this to Stewart Cable to paint the lettering, in black, and also had requested that Stewart rub down and re-paint the metal cap that fitted over the top of the support post.

SECTION 106 MONEY

Clarification and recording of how this receipt is to be allocated/spent, it was agreed, would be determined at a later date, once it was known if there were any financial implications, for the Parish Council, arising from the new allotments provision.

VILLAGE HALL – RESPONSIBILITIES/REPLACEMENT DOORS UPDATE

The latest situation was that all the responsibilities for the Village Hall (excluding insurance, which the Parish Council would retain responsibility for) was to pass to the Little Melton Community Trust – the exact date of this transfer of responsibilities to be determined.

With regard to the replacement front doors it was noted that the insurance receipt of £2,073.20, the Parish Council had agreed with Aviva, would at the appropriate time be used to offset the cost of the yet to be provided new replacement doors.

It was understood that Richard Smith was soon to meet/agree, with Yeoman, the specification of the new replacement doors.

HIGHWAYS

PROPOSED CYCLE PATH LINK FROM LITTLE MELTON TO HETHERSETT

John Heaser said that Norfolk County Council were showing interest in this proposed provision and that recently he had – together with several other interested parties – cycled on the “blue” and “brown” routes but was forcibly making the point that currently part of the route envisaged to complete the journey from Hethersett to the UEA/NRP was across a field!

REPORTING OF MAINTENANCE MATTERS

The Clerk confirmed his email of 23 November to Norfolk County Council Highways reporting various matters – ten in all – including the continued lack of remedial action to remove the very rough/broken tarmac footway immediately outside the local school.

John Heaser added that he would arrange to meet Harold Kerslake to set up a database on the PC Yahoo group to record requests, action/lack of action and resolution , so this information was available to all councilors.

HGVs/COMMERCIAL VEHICLE TRAFFIC TRAVELLING THROUGH THE VILLAGE

Chris Starr and Jan Kitchener reported that they had recently (17 and 23 November) undertaken

two traffic surveys and on both occasions these had found that a number of medium sized vehicles had been driven through the village but Chris and Jan had not witnessed any lorries or pantechnicons breaking the prohibition.

COMPLIMENTARY SAMS PROJECT – PILOT SCHEME/PROPOSED 20 M.P.H. SPEED LIMIT
Chris Starr said there was nothing further to report other than that he was awaiting information on how to receive training to become a Speed Assessment Monitor.

HIGHWAY IMPROVEMENTS – ANNUAL WISH LIST TO NORFOLK COUNTY COUNCIL
The Clerk confirmed the letter from Graham Plant, NCC Cabinet Member for Planning & Transportation, inviting the Parish Council to submit bids for Small Improvements.

It was explained that there would be £100,000 (across the county!) available through the NCC Highways Improvements Budget for 2012/2013 – but on the basis that the capital cost was shared.

It was noted that “minor” traffic management changes such as speed limits or waiting restrictions will NOT qualify but that bids for footways, trods and improved crossing facilities would be welcomed.

Consideration of this issue – and whether the Parish Council should make any bids, in the light of the parish having to bear at least 50% of the cost, was deferred to the next Parish Council meeting on 10 January. The final date for submissions to NCC was, the Clerk emphasised, Friday 20 January.

OTHER

The Clerk drew attention to the email of 21 November, from NCC, regarding the Public Rights of Way Service – which in short said that this service will focus on the statutory duties that the County Council are required to carry out, such as maintaining paths etc.

This email also asked if parish and town councils, or voluntary groups, wanted to take on a greater role in maintaining and monitoring footpaths. The Parish Council declined to take on responsibilities for such duties.

CLERK’S CORRESPONDENCE

The Clerk of the Council’s correspondence, as at 24 November, given to all Parish Councillors was noted, as were late additions received, including (a) an email of 11 November seeking the completion of an online survey on Neighbourhood Planning (John Heaser had kindly completed this), (b) an email of 1 November from SNC in the form of an invitation – for Parish Council Training – to Northern Rivers Valley event in Hethersett Methodist Church on Wednesday 7 December, and (c) an email of 22 November asking the PC to take part in a survey in respect of the Public Sector Mapping Agreement. John Heaser said he had completed this survey and added that this action meant that the Parish Council could access very detailed Ordnance Survey Maps, F.O.C. but warned that such information was not easily obtained (log in etc.).

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

There were no documents reported under this heading.

LOCALISM BILL AND CONSEQUENCES FOR PARISH COUNCIL RULES

It was stressed that all Parish Councillors had to become familiar with the implications of the Bill. In this respect it was strongly urged that all Little Melton Parish Councillors – if at all possible – attend the presentation at Cringleford Pavilion on Thursday 15 December starting at 7.00 pm. It was noted that this presentation had replaced the suggested similar presentation that had been envisaged in Little Melton Village Hall.

John Heaser, Jan Kitchener, Chris Starr and Richard Sinclair indicated that they would be attending.

COMMUNITY INFRASTRUCTURE LEVY (CIL) - PARISH PLAN/ INFRASTRUCTURE PRIORITIES

It was reported that significant consultation was continuing to occur, including with the GNDDP, and that Chris Starr had attended a meeting on these proposals at County Hall on 1st November.

FINANCIAL

BILLS AND RECEIPTS

On a proposal by Harold Kerlake, which was seconded by Jan Kitchener, and agreed the under mentioned invoices were authorised for payment:-

Mr R Sinclair-refund of B/B (50%) 25/10-24/11/11 (101138)	£ 9.49
Abate Ltd -Pest Control Services 17/10/11-16/01/12 (101139)	£118.80
CGM Norwich-VPF maintenance October 2011 (101140)	£199.80
Home Front Limited-purchase of 12 grass mats (101141)	£288.00
Mr S Cable-Refund cost of paints etc. used for refurbishing village sign (101146)	£ 31.86
Sutton Timber-Aired dried Oak post for village sign (101137)	£198.00
Sutcliffe Play-purchase of "crocodile" springer top (101142)	£594.00
Leslie Crowe-village sign horizontal carved Oak nameplate (101143)	£180.00
CGM Norwich-pruning of small garden area next to village hall (101144)	£ 96.00
Mr R Sinclair-Refund of B/B 25/11-24/12/11 (101145)	£ 9.49

Two receipts were reported, namely one from Aviva in the sum of £2,073.20, in respect of the insurance claim/settlement on replacement village hall front entrance doors, and one from HAFC for football pitch hirings during the months of September and October (8 youth matches @ £16.00 each match) amounting to £128.00.

MONITORING REPORT

Chris Starr said that all financial transactions had been found to be in order for the latest monitoring check he had undertaken.

INTERNAL VERIFICATION

It was noted that this would be undertaken in advance of the Parish Council meeting on 10 January 2012.

PRECEPT 2012/2013

Chris Starr presented the information in order to open/stimulate discussion on the proposed parish precept 2012/2013 bid. Considerable discussion took place and concluding it was unanimously agreed, upon a proposal by Jan Kitchener which was seconded by Harold Kerslake, that the Parish Council would make a bid – to SNC – of £20,050 for the financial year 2012/2013. It was appreciated that this figure included £5,500.00 for Set-a-Side sums in respect of five items of long term replacement.

District Councillor Dr C Kemp pointed out that w.e.f. 2013/2014 under the provisions of the Localism Act (Community Empowerment) that if the Parish Council wished to increase the annual parish precept above the recommended Government level it would have to hold a local referendum (the cost of which would be borne by the Parish Council) and one of the implications of this was that it would have a negative cash flow effect which would result in a delay of the receipt of the first 50% of the annual parish precept.

POSSIBLE AFFORDABLE HOUSING DEVELOPMENT – SAFFRON HOUSING TRUST LTD

It was noted that discussion on this item would occur at the first Parish Council meeting of 2012 (10 January) when it was anticipated that a representative of Saffron Housing Ltd would be in attendance to make a short presentation.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the first Parish Council meeting for 2012 was confirmed as being 10 January, beginning at 7.30 pm in the Village Hall.

There being no further business the meeting concluded at 10.00 pm.

Chair.....

Date.....