

LITTLE MELTON ANNUAL PARISH COUNCIL MEETING

at the VILLAGE HALL, MILL ROAD, LITTLE MELTON

TUESDAY 8 MAY 2012

PRESENT

John Heaser (Chair), Chris Starr (Vice-Chair), Tony Berry, Harold Kerslake, Jan Kitchener and Jo Runeckles.

County Councillor Judith Virgo was also present as were eleven members of the public, including Wendy Gilyead.

ELECTION OF CHAIR OF PARISH COUNCIL

Chris Starr proposed John Heaser and this nomination was seconded by Jo Runeckles, and with no other nominations being put forward John was unanimously elected Chair for the ensuing year.

ELECTION OF VICE-CHAIR OF PARISH COUNCIL

On a proposal by Tony Berry, which was seconded by Jan Kitchener, Chris Starr was proposed and there being no other nominations, Chris was unanimously elected Vice-Chair for the forthcoming year.

CO-OPTION TO THE PARISH COUNCIL

The Chair proposed (seconded by Jo Runeckles) that Wendy Gilyead be co-opted onto the Parish Council to fill the vacancy created by the recent resignation of Sally Sandford and with no other nominations put forward Wendy was unanimously co-opted, with immediate effect, onto the Parish Council after signing her declaration of Acceptance Form.

APOLOGIES

Apologies for absence were received from District Councillors Christopher Kemp (ill) and Garry Wheatley (attending a training course).

DECLARATIONS OF INTEREST

The chair asked if any member(s) wished to declare an interest in any item/items on the agenda.

Parish Councillors Jan Kitchener, Chris Starr and Wendy Gilyead declared an interest in the planning application No 2012/0720.

MINUTES

The minutes of the Parish Council meeting held on 3 April 2012 were – on a proposal by Jan Kitchener, which was seconded by Chris Starr – 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.

PLANNING

PROPOSED RESIDENTIAL DEVELOPMENT SOUTH OF RINGWOOD CLOSE – IN ADVANCE OF THE SUBMISSION OF A PLANNING APPLICATION

The Chair introduced this item by providing some background, including the process and explanation of the current position as regards the GNDP.

The Parish Council is guided by the Parish Plan of 2006 and the main priority has been to limit the number of new homes imposed on the village under the GNDP process. The GNDP designates Little Melton as a Service Village, suitable for 10-20 homes. However, the village will in addition receive an unspecified portion of the 1,800 homes originally earmarked for a new village at Mangreen. SNC has indicated that up to 100 houses might be allocated to the parish in total. The PC has sought to limit the total allocation to 30 and in Oct 2010 suggested that land near Ringwood Close was the most suitable for this number of houses.

It was also noted that Lovells had recently held an open evening at the Village Hall in advance of the submission of a planning application for the land at Ringwood Close.

Invited to speak, former Parish Councillor Stewart Cable, presented his views and comments and made the point, strongly, that he was opposed to the development as proposed by Lovells principally on the grounds that it was not an appropriate location, it might open up possible development on the "inner" triangle of land between Mill Road, Great Melton Road and Ringwood Close and also because of the resultant traffic implications – probably onto Mill Road.

Stewart Cable said that he considered the Elm Farm site (put forward in Oct 2011 as land for possible development) was a more appropriate location for development.

Chris Starr added that he thought the Elm Farm land had good development potential but at a previous Parish Council meeting had agreed to go with the overall Parish Council view that changing the PC's recommendation could result in SNC designating both Ringwood Close and Elm Farm for development.

The Chair emphasized that the Parish Council's view had to be seen in the parameters laid down by the GNDP process which did not allow for Little Melton to have zero growth, and therefore on the basis that some new development was inevitable had tried to limit this to a relatively small number of new houses, on an appropriate site – hence the selection of the land currently south of Ringwood Close.

Fred Strange and Sue Bear expressed concern – should the Ringwood Close extension receive planning permission – at the likely traffic implications, which included a higher volume of cars etc exiting onto Mill Road from a less than ideal junction and continued excessive speeding along Mill Road.

PARISH COUNCIL RECOMMENDATION

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.

There was no outcome known of this application.

RESULTS

2012/0500 Norwich Research Park (NRP) – proposing Scoping Opinion for new offices and ancillary uses with associated parking, access roads, landscaping and cycle parking at Norwich Research Park North, Colney Lane, Colney, Norfolk.

This result had just been received and the notification from SNC had stated that approval had been granted under Delegated Powers, on 25 April.

2012/0229 Gable Developments Ltd – proposing concrete hard standing to allow storage for potential occupiers of adjacent approved employment units at Villa Farm, Watton Road, Bawburgh – Refusal by Committee on 26 March.

2012/0255 Mr I Plummer proposing removal of existing leylandi dying hedge and replacement with standard 1.65 metre high timber vertical board panels at 2 Gibbs Close – Approved (Delegated Powers) with conditions 28 March.

PARISH COUNCIL VIEWS SOUGHT

2012/0720 Mrs Mary Brake, 3 Post Office Road, Frettenham proposing single storey 2 bedroom dwelling on land to the rear (south/east) of 5 The Close.

Re-capping on the history of this proposal it was noted that, in April 2011, the officer recommendation by SNC had been for acceptance but that the application had been withdrawn.

Regarding the latest application – received on 25 April – the Clerk said (a) he had yet again had to stress to SNC that this proposal was for the construction of a new dwelling behind No 5 The Close (and not behind No 4 as is stated on the Planning Application) and (b) he had received on 8 May a letter, from SNC, saying that the application had been amended – the amendment being an 18 page Ecological Survey and Great Crested Newt Surveys.

Then – invited to speak by the Chair - Philip Eagle, Penny Watkins and their architect, Michael Pilch, began by expressing concern that others were contesting their ownership of the land,

including for access.

At more than one point in the proceedings Philip Eagle waved some deeds in the air and said that “anyone could view these if they so wished” and said that the land was owned by him and his sisters, and had been in the family’s ownership since 1953 if not 1931. The Chair explained that ownership of land was not a material planning concern and that the PC could take no stance on who owned what land.

Mr Eagle did say that the land in question was not registered land.

Several other contentious issues were mentioned.

Then Jan Kitchener, Chris Starr and Wendy Gilyead left the room (Declarations of Interest) so enabling the remaining Parish Council members to agree their response to this latest proposal. In summary this was that the Parish Council had no objection, on planning grounds, to the proposed new single storey dwelling but that it would like the following views and comments to be taken into account when a decision is made on this proposal.

*The 2012 plans omit to show that part of the dwelling crosses the village development boundary – this was shown on the 2011 plans.

*The PC has received communications from several nearby residents who are concerned about the ownership of The Close and of the unregistered land alongside the proposed dwelling.

*When No 5 The Close was built, several years ago, it was assumed that this would be the last property to be developed on The Close (cramped development).

*The PC would not want permission to be granted until the proper process in relation to Ecology Surveys has been performed properly.

*Representations suggest that it will not be possible to comply with Building Regulations in respect of fire engine access to (what would be) No 6.

*The PC observes that in 2011 the SNC Planning Officer suggested that steel roof cladding would not be suitable – but that the current application shows the roof to be made of steel cladding (colour?) shaped to look like tiles.

GREATER NORWICH DEVELOPMENT PARTNERSHIP

HOUSING DEVELOPMENT PROPOSED FOR THE NORTH OF HETHERSETT

It was noted that there was nothing further to report at this stage.

LOCAL DEVELOPMENT FRAMEWORK – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON

Other than the discussions concerning possible residential development to the south of Ringwood Close and an initial enquiry about land immediately to the north of Gibbs Close there was nothing further to report.

C.I.L. REGULATIONS 2010 (AS AMENDED) CONSULTATION

No further progress had been communicated to the Parish Council

PARISH AMENITIES

FOOTBALL PITCH HIRINGS/TOP GOALMOUTH UPDATE

The single hiring – by the HAFC Boys U15s – on Sunday 22 April was noted.

It was also noted that HAFC was asking what are the PCs plans for the top goalmouth during the summer.

PLAY EQUIPMENT MAINTENANCE

There was nothing specific to report under this item although it was noted that recently, when Jan Kitchener had been up on the VPF making a visual inspection, a couple of young girls had asked her when swings were going to be provided for older children?

PROPOSED NEW ALLOTMENT PROVISION

Jan Kitchener reported that revisions to the draft legal agreement were in the process of being drafted.

VPF MAINTENANCE, INCLUDING CONTRACT FOR 2012 SEASON

The Clerk reported that, after checking with the Norfolk Association of Local Councils, he had established that it is fine for the PC to agree to a 3 year contract as was being offered by CGM. This is because the next Parish Council elections are not until 2015, i.e. beyond the length of the proposed contract.

In consequence the Clerk had emailed CGM accordingly – on 2 May - and requested receipt of a revised (in accordance with the agreed revisions) 3 year Fixed Price Contract so that it can be signed and formalized.

VILLAGE SIGN PLAQUE

The Chair handed around the new brass plaque to be fitted to the support post to the Village Sign and said that a short formal ceremony would take place on Saturday 2 June.

SECTION 106 MONEY – RECEIPT/USE

It was confirmed that this receipt of approximately £4,800 would likely be expended on the Parish Council (part) funding of the VAS – the cost of which was not as yet known, although it could be as much as £4,000 – and also the costs of the work in renovating/maintaining the village sign.

VILLAGE HALL – RESPONSIBILITIES

The Clerk reported the email of 29 March, from Richard Smith, Chair of the Community Trust, regarding the fitting of two different locks on the replaced/repared doors, and also the Clerk's response of 30 March which pointed out that this issue was for the Community Trust to resolve directly with Yeoman, as the Community Trust had taken responsibility for the specification of the replaced/repared doors.

Chris Starr added that that he would seek to resolve the problem of the lock requirements with The Community Trust.

MISCELLANEOUS

*Jubilee Tree – it was agreed that once the Clerk was aware of the precise anticipated location he would ask CGM if this was acceptable, from the perspective of gang mower maintenance of the playing field.

*New litter bin – it was confirmed that Jean Chamberlain had received the missing brackets and that erection would shortly occur.

*Security fencing to Millennium Garden – it was understood that John Symonds had recently kindly filled in the small gap below the fencing adjacent to the Village Hall to improve security for the Pre-School Nursery.

* Tent - the Clerk reported that on 11 April a tent had been erected on the south/west corner of the playing field, and that 2/3 youths had camped in it overnight! Once aware of this the Clerk had talked to one of the youths and explained that this must not occur/happen again and the tent had been quickly removed.

It was understood that the youths came from the other side of Wymondham.

HIGHWAYS

PROPOSED CYCLE PATH LINK – LITTLE MELTON TO HETHERSETT

Nothing further was reported on this item.

MAINTENANCE MATTERS

It was noted that the County Council's Highways Rangers were to visit Little Melton soon and in consequence were seeking notification of (smaller) highway problems/defects requiring remedial action – by 25 May.

The Clerk agreed to email all the parish councilors and ask if they had any matters they wished to report.

HGVs/COMMERCIAL TRAFFIC TRAVELLING THROUGH VILLAGE

COMPLIMENTARY SAMs PROJECT – PILOT SCHEME

PROPOSED 20 M.P.H. SPEED LIMIT

Chris Starr said that with the advent of summer time he, and Jan Kitchener, anticipated setting up a 12 hour traffic survey soon – with the aid of as many volunteers as possible.

HIGHWAY IMPROVEMENTS – SUCCESSFUL BID FOR VAS AND FUNDING

IMPLICATIONS

The Clerk confirmed the email of 16 April, from Linda McDermott of the Transport Programmes Team at County Hall which explained that the ongoing maintenance, electricity supply (if not a suitable site for solar energy) and public liability insurance would be funded by Norfolk County Council.

In addition it was noted that one copy of the Acceptance Form, signed by the PC Chair and

Vice-Chair, had been returned to NCC by the Clerk.
It was also confirmed that the proposed share of the capital cost to the Parish Council – based on the PC's submission – was likely to be £4,000.
Delivery of the scheme was now awaited.

OVERGROWN HEDGING

Jan Kitchener reported that this was an ongoing exercise.

MATTERS RAISED BY SCHOOL COUNCIL

*Following John Heaser's attendance at a School Council meeting in the last week of April the Clerk had emailed Gary Overland at NCC Highways, on 4 May, to highlight the access and exit problems with the Village Inn car park, and asking for advice and suggestions on how to improve the situation.

*It was confirmed that pavement repairs had been undertaken in the recent school half-term.

*VAS – it was noted that an email had been sent on 4 May, to Gary Overland, seeking information about the type and wording of the sign.

*Dog fouling – noted.

*Traffic issues – noted.

CLERK'S CORRESPONDENCE

The Clerk's correspondence schedule as at 3 May – given to all Parish Councillors – was noted.

DISTRICT, COUNTY AND REGIONAL DOCUMENTS

The Clerk reported the receipt of a letter, dated 2 May, from Caroline Jeffrey, Principal Planning and Policy Officer, Environment, Transport, Development at Norfolk County Council explaining that the County Council has published the Pre-Submission Mineral Site Specific Allocations DPD and the Pre-submission Waste Site Specific Allocations DPD.

Both DPDs will run until the end of 2026 and have been published to allow representations on the soundness of the documents to be made, over an eight week period, between 4 May and 29 June 2012.

A copy of all Pre-Submission documents – on a CD – was enclosed and available for viewing.

LOCALISM BILL AND CONSEQUENCES FOR PARISH COUNCIL RULES

It was thought that the new recommended Code of Conduct would probably be published on 1st July.

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

There was nothing further to report on this matter.

FINANCIAL

BILLS AND RECEIPTS

On a proposal by Jan Kitchener, which was seconded by Harold Kerslake, the undermentioned invoices were authorised for payment:-

| | |
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| Abate limited – Pest control (moles) 17/4-16/7/12 (101170) | £118.80 |
| Mr R Sinclair – Refund (50%) B/B 25/4-24/5/12 (101171) | £ 9.49 |
| Mr R Sinclair – Refund official telephone 811432 (101172) | £ 53.28 |
| C.G.M. Norwich – VPF maintenance April 2012 (101173) | £221.80 |
| Mr J Heaser – refund of purchase of new brass plaque-village sign (101174) | £ 12.27 |

Four receipts were confirmed:-

HAFC – 4 youth matches in March 2012 - £64.00

SNC – Precept (1st 50%) 2012/2013 - £10,025.00

Eunice Pan – hire of part of VPF (12/5/12) for children's party - £5.00

HM Revenue & Customs – over payment of Income Tax Year 2011/2012 - £416.59

It was noted that the refund of income tax would not physically be received but would be deducted from future payments in year 2012/2013.

In addition the Clerk said he had recently submitted a VAT claim (to HM Customs & Excise) for the period 1 April 2011 to 31 March 2012, in the sum of £2,254.29 so this large receipt would

be paid into the Parish Council's bank in the near future.

MONITORING REPORT

Chris Starr reported that his latest scrutiny of the Parish Council's transactions had found all to be in order, and that he had not found any issues to report.

ANNUAL AUDIT

The Clerk confirmed that the Annual External Audit (Mazars) was now in progress and the satisfactory completion of the paperwork would, hopefully, be reported to the next Parish Council meeting. As part of this process the Clerk added that the Internal Audit would again be undertaken by Sue Day and that this would occur shortly.

The Clerk emphasised that in accordance with the requirements of the timescale, in order to complete the annual audit, the Parish Council would be asked to "sign off" at the Parish Council meeting on 12 June.

RISK ASSESSMENT

It was reported that Chris Starr and the Clerk had recently undertaken the annual review of the Risk Assessment.

ASSETS REGISTER

It was reported that Chris Starr and the Clerk had recently undertaken the annual review of the Assets Register. A figure of 3% has therefore been added for inflation from the previous year's figures.

NEIGHBOURHOOD DEVELOPMENT PLAN

There was no discussion of this item.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 12 June 2012, beginning at 7.30 pm in the Village Hall.

There being no further business the meeting closed at 9.25 pm.

Chair.....

Date.....