

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 4 SEPTEMBER 2012**

**PRESENT**

John Heaser (Chair), Chris Starr (Vice-Chair), Wendy Gilyead, Harold Kerslake and Jo Runeckles. Also present were County Councillor Judith Virgo and District Councillor, Dr Christopher Kemp.

**APOLOGIES**

Apologies for absence were received from Tony Berry and District Councillor Garry Wheatley.

**DECLARATIONS OF INTEREST**

The Chair asked if any members wished to declare an interest in any item/items on the agenda. Wendy Gilyead and Chris Starr declared their interest in item 6.1.1 – the planning application (2012/0720) submitted by Mrs Mary Brake.

**MINUTES**

The minutes of the Parish Council meeting held on 17 July 2012 were – on a proposal by Chris Starr, which was seconded by Harold Kerslake - accepted as a true record of the business conducted and therefore a copy was signed and dated by the Chair for that meeting for retention in the Parish Council records.

**PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**

There were no matters raised under this item.

**PLANNING**

**PLANNING COUNCIL RECOMMENDATION UPDATE**

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

It was noted that the SNC Officer recommendation to Committee had been for approval subject to eight conditions but that subsequently the application had been withdrawn.

It was understood that ownership/title matters were a complicating factor.

2011/1804 – Hethersett Land Ltd & Landowners proposed residential mixed use development of 1196 dwellings etc on land north of Hethersett Village Centre, including extension to Thickthorn Park & Ride.

Nothing further was reported concerning this application.

**PARISH COUNCIL RECOMMENDATION**

2012/1265 – Saffron Housing Trust proposal to fit an insulated system to external envelope of the properties at 23, 29, 57, 51, 45 Braymeadow Lane.

The Parish Council recommendation to SNC, on 31 July, was confirmed as having been “no views or comments”.

**RESULTS**

2012/1043 – Ben Kemp (revised proposal) – Change of Use to a concrete hard standing and grassed area to allow storage for potential occupiers of already approved employments units at Villa Farm, Watton Road, Bawburgh.

Although the official notification of the result had yet to be received by the Parish Council, it was understood that the proposal had been refused for two reasons:-

1. The application site is situated in a prominent ridgeline position adjacent to the B1108/Watton Road within the Landscape Protection Zone of the NSB etc.
2. Insufficient information has been submitted in respect of traffic generation from the proposal.

In attendance – on behalf of the Parish Council - at the SNC Development Management Committee meeting on 15 August had been John Heaser and Chris Starr. DC Garry Wheatley had also been present and had made an excellent presentation objecting to the proposal.

2012/0976 - Mr C Morgan of 11 Ringwood Close proposing the removal of lounge front facing window and replace with bay window. Build a 900 high brick insulated cavity wall. Install white UPVC energy rated frames and insulated tiled roof.

The result was “approval” (8-14/7/12) via Delegated Powers, with two standard conditions.

2012/1145/F – Mr Alan Giles, NRP Innovation Centre – Erection of new building for research and development purposes with associated surface car park, cycle parking, landscaping and enclosed walkway.

The result had been “approval” subject to eight conditions.

2012/0842 – Norwich Research Park (NRP) proposing request for a Formal EIA (Environmental

Impact Assessment) Scoping Opinion for the provision of New Research and Development Facilities, Offices and Ancillary Uses with associated Car parking, Access Roads and Landscaping at NRP South, Colney, Norwich, NR4 7UH.

It was confirmed that while the Parish Council had – in principle - not expressed any objection, it certainly had reservations concerning the serious traffic implications, especially for Little Melton. Hence the Parish Council had highlighted the potential for “rat running” through Little Melton, the (apparent) lack of cycle provision, and – as per Colney Parish Meeting – questions as to the types of businesses proposed.

The result had been EIA Required – under Delegated Powers – 19/07/12.

### **GNDP - HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT**

The question was, again asked, why the proposed new road, and cycle way, from the development across Burnthouse Lane in an eastwards direction, was now excluded.

### **LDF – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON**

The Clerk confirmed the receipt of an email, on 3 September, which explained the Commencement of Site Specific Allocations and Policies Consultation 3/9/12. This email said that the Parish Council would shortly be receiving information – from SNC – about the consultation on the Preferred Sites for future development, which began on 3 September.

The PC is therefore soon to receive two CDs containing the consultation documents, maps of sites and policy wordings, the site assessment tables and interim sustainability appraisal – and in paper form – the policy wording for Little Melton and a copy of the map showing Preferred Sites, reasonable site(s) and development boundary, where applicable.

A poster for display locally and schedule of consultation events for parishioners will also be enclosed. In addition copies of the consultation executive summary, for distribution to LMPC Councillors, and a guidance notice to the contents of the CDs will be received.

The Clerk confirmed that on the morning of 4 September all the above information had been received in the post and details had been immediately passed to all six Parish Councillors.

Furthermore under this heading it was reported that on the morning of 4 September an informal meeting had been held with Bidwells, acting on behalf of Paul Timewell, relating to proposed residential development off Gibbs Close.

It was emphasized that this proposal (approximately 20 houses) was over and beyond the agreed allocations under the GNDP/JCS procedure and was not a development agreed to by the Parish Council.

Also noted was:-

- a) The press reports in the past few days saying that Ministers are about to re-write the planning rules to speed up development and deliver a boost to the flagging economy.
- b) The email, from GNDP, stating that it was a reminder letter regarding the consultation for the JCS for Broadland, Norwich and South Norfolk: Proposed Submission Content. It was noted that the period during which presentations can be made had been extended to Monday 5 October 2012 and that this was not a review of the whole JCS.
- c) An email of 24 August, from NCC, which explained that Norfolk County Council has produced a revised version of the adopted Local List. So this means an eight week period of consultation ending on 19 October 2012. It was appreciated that the Local List and National List are used in conjunction to determine whether a planning application has sufficient information etc.

Bearing in mind the publication of the October edition of the Parish Council Newsletter just before the SNC presentation, at Little Melton Village Hall on Tuesday 2 October, it was agreed that the Clerk should email/write to the owners/developers (that were known to be intending to submit planning applications) and ask them to submit a few words of explanation about their proposals so that parishioners are better informed.

In addition it was agreed that representatives of the Parish Council would be present, at the SNC presentation, to confirm the PC's view/policy.

### **COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010 (AS AMENDED) – CONSULTATION**

The email of 10 August, from Sheila Eastaugh, GNDP Manager, reported the Notice of Submission of the Draft Charging Schedules for independent examination to the Planning Inspectorate.

It is anticipated that each District's Charging Schedule will be adopted and come into force in early December 2012.

Planning permissions granted after the Charging Schedule comes into effect will be liable for the C.I.L.

## **PARISH AMENITIES**

### **FOOTBALL PITCH – TOP GOALMOUTH**

The voluntary watering of the re-turfed area by John Heaser, Chris Starr and Richard Sinclair was noted, as was the pitch having been marked out – by HAFC – ready for the expected first match of the new season on Sunday 16 September.

It was agreed that the Clerk would request CGM to schedule the removal of the stakes and orange plastic fencing and cutting of the VPF, including the whole of the football pitch, a few days prior to 16 September.

### **PLAY EQUIPMENT MAINTENANCE/REPLACEMENT OF OLD SPRINGIE**

John Heaser confirmed the receipt of the replacement springie at a purchase price of £450.00 plus VAT.

With the impending annual safety inspection due soon a volunteer working party to address maintenance issues and the fitting of the new springie was convened for Sunday 9 September at 4.00 pm. John Heaser, Chris Starr and Richard Sinclair said they would be in attendance.

It was also noted (email of 31 August) that Jean Chamberlain had reported that inadvertently the “Estate” had used some of the twelve lattice mats bought for laying under items of play equipment. It was agreed that with the annual safety inspection soon to take place the need for replacing these be deferred for the time being.

Furthermore under this heading it was confirmed that John Symonds had recently replaced the defective bricks and cobbles to the village sign.

### **VPF MAINTENANCE CONTRACT 2012 – 2014**

The Clerk confirmed that the maintenance contract for the VPF – formal 3 year contract – commencing 1/10/12 was index linked by 6.67% for 2012/13, resulting in a first year cost of £1,577.71.

### **PROPOSED NEW ALLOTMENT PROVISION**

Nothing further was reported on this item.

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

The exact cost of the VAS (contribution) was still awaited, and until this was determined no decision can be made on potential use of any balance of funding remaining.

### **VILLAGE HALL RESPONSIBILITIES**

There was nothing further reported on this matter.

It was noted that the Community Trust were currently giving consideration to replacing the floor in the activities hall.

### **DEFIBRILATOR**

It was noted that the LMCT was not – under the terms of its constitution – able to fund the running costs of such as a defibrillator.

As the Parish Council is unable – at the present time - to commit to any additional expenditure in advance of knowing if there would be any restrictions/alterations, in 2013/2014, on (a) the parish precept and (b) the tax base for LM, it would be 2013 before the PC would be aware of being able to consider taking on extra expenditure.

## **HIGHWAYS**

### **PROPOSED CYCLE PATH LINK FROM LITTLE MELTON TO HETHERSETT**

The reasons for the omission of the link road – including a cycle path link - across Burnthouse Lane remained unexplained.

### **REPORTING OF MAINTENANCE MATTERS**

The Clerk said that the latest communication, from NCC Highways, following the PC’s emails of 10 and 14 August, had stated that the reported maintenance would be undertaken by Highway Rangers in early September.

Finally the Clerk reported that following enquiries he had ascertained that the best cost for the purchase of a small yellow grit bin (to replace the one which had disappeared from the junction of School Lane and Braymeadow Lane) was approximately £90.00 plus VAT.

### **HGVs/COMMERCIAL VEHICLE TRAFFIC**

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

### **PROPOSED 20 MPH SPEED**

Under these headings Chris Starr reported the good news that funding was now available for a local Speedwatch Scheme, including for training and equipment, and so volunteers are now being sought. Three volunteers had already put their names forward, namely Jan Kitchener, Gordon Shaw and Chris himself.

It was noted that Nigel Bailey would be attending the Parish Council meeting on 16 October. Finally the Clerk reported that he had received a copy of an email on 20 July, from Irene Hickling (who lives at the crossroads) sent to Royal Mail pointing out – following publicity in which the RM sought correction of information on addresses etc – that the so called LM Business Park was wrongly designated as being in LM when in actual fact it was in the parish of Hethersett!

#### **TRAFFIC CENSUS**

Chris Starr reported that the outcome of the census, undertaken on 21 June, that the vehicle movements – near the crossroads – had more than doubled since 2007.

It was also confirmed that the next traffic survey would be held on Monday 10 September.

#### **HIGHWAY IMPROVEMENTS – SUCCESSFUL BID TO NCC (FUNDING IMPLICATIONS)**

The reply email in August, from Matthew Lord at Norfolk County Council, was reported. This said that NCC had looked into and taken account of the PC's request for the VAS to be sited near the existing school warning sign (south side of School Lane) – a little short of the Village Inn – but wanted it to be sited near the electricity sub-station, on School Lane, just to the east of the junction with Braymeadow Lane.

In view of this being contrary to the PC's siting request it was agreed that the Chair should pursue the location with Mr Lord.

#### **OVERGROWN HEDGING**

There was nothing further to report under this matter other than to say that it was agreed that Chris Starr would ask Jan Kitchener to politely talk to owners of (reported) overgrown hedging as a first action.

#### **FLOODING – MILL ROAD**

Following the PC's request that the jetting of local drains be undertaken in order to ascertain that surface water drainage into nearby drains was operating as it should be, it was noted that it had been said by NCC that such action would be undertaken in early September, as would remedial action to the damaged grass verge and warning pillar post outside Tollymore, Mill Road.

#### **CLERK'S CORRESPONDENCE**

The Clerk of the Council's schedule of correspondence, as at 30 August, plus late additions, given to all Parish Councillors, was noted.

#### **DISTRICT, COUNCIL AND REGIONAL DOCUMENTS**

There were no documents reported under this heading.

#### **LOCALISM BILL AND CONSEQUENCES FOR PARISH COUNCIL**

Nothing further was reported on this item.

#### **NEW CODE OF CONDUCT – ADOPTION**

There was some confusion regarding the New Code of Conduct, particularly in relation to the completion of the Register of Interests Form and the declaration of (where applicable) the spouses occupation.

As District Councillor Christopher Kemp was attending a training session in the next week or so he kindly said he would email the Clerk with clarification on this aspect of the Register of Interests Form.

#### **FINANCIAL**

##### **BILLS AND RECEIPTS**

On a proposal by Harold Kerslake, which was seconded by Wendy Gilyead, the following invoices were authorised for payment:-

Abate Ltd-Pest (moles) control services – advance payment - 17/7/12-16/10/12 (101187)	£ 118.80
Mr R Sinclair – Refund (50%) B/B 25/7 – 24/9/12 (101191)	£ 18.98
CGM (Norwich) Ltd. - VPF maintenance July 2012 (101188)	£ 221.80
CGM (Norwich) Ltd. – VPF football pitch top goalmouth returfing July 2012 (101189)	£ 129.31
Sutcliffe Play – Ladybird springie (new kit for top) (101190)	£ 540.01
K J Symonds – Refund of cost of 2 bags of cobbles for village sign (101192)	£ 10.08
Heaser Business Consulting Ltd – printer cartridges (2 multipack & 2 Black) (101193)	£ 78.39
Broker Network Ltd. – Parish Council insurance policy 1/10/12 – 30/9/12 (101194)	£1,577.71
CGM (Norwich) Ltd. VPF maintenance August 2012 (101195)	£ 221.80

##### **RECEIPTS**

On this occasion no receipts had been received.

##### **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**

Wendy Gilyead reported that she had on 31 August, together with the Clerk, undertaken the IV – for the period mid-March to mid-June 2012 - and had not found any discrepancies in the financial transactions for that period.

**AUDIT OF PARISH COUNCIL A/CS – 2011/2012**

The Clerk reported that all documentation was still with the Auditors, Mazars, and therefore a response was still awaited.

In addition the Clerk mentioned the letter of 29 August, from the Audit Commission, which confirmed the appointment of Mazars LLP (as Parish Council auditors) for the 5 years commencing 2012/2013.

**HETHERSETT & MELTONS SPORTS ASSOCIATION - LITTLE MELTON REPRESENTATIVE**

John Heaser confirmed that Sue Buffin was no longer the Little Melton representative and therefore a local representative was now sought.

Harold Kerslake kindly agreed to represent Little Melton at the forthcoming meeting of the Association and would seek to ascertain (a) which youths in Little Melton played for HAFC, and (b) whether there was any interest in HAFC members and/or parents in helping to maintain the football pitch, especially the well-used top goalmouth.

**KONECTBUS – CHANGES TO SERVICE 9**

It was noted that the local services had changed w.e.f. 3 September.

Hence the times had altered slightly, especially the formerly 9.31am going into the city (from near the crossroads) as this would now leave at 9.21am, so this would mean the loss of free bus travel for Senior Citizens until 10.21am.

In addition it was noted that the service from Norwich Bus Station leaving at 15.45, 16.45 and 17.45 would no longer proceed directly to Little Melton as parishioners would now need to change buses at the N & NUH in order to arrive at Little Melton.

**PAYMENT METHODS BY PARISH & COMMUNITY COUNCILS – CONSULTATION**

The Clerk referred to a recent LAIS document regarding the recently published consultation from Government aimed specifically at Parish and Town Councils.

The consultations propose to remove the law that restricts local councils to making payments by cheques with two signatories.

The Parish Council agreed to respond that it was in favour of the proposal, in principle, but that it would continue with its present arrangements of making payments by cheque, especially as this included free banking.

**NEIGHBOURHOOD DEVELOPMENT PLAN**

It was reported that for the present there was nothing further to report.

**PARISH COUNCIL INSURANCE POLICY RENEWAL**

The Clerk referred to the email of 24 August, from Came & Company, informing the Parish Council that it's policy is due for renewal (later date) on 1 October 2012, at a cost of £1,577.71 for the year to 30 September 2013.

This premium was on the understanding that the Parish Council would accept and agree to a three year (long term agreement) commencing 1 October 2012.

As all councillors were in agreement with this offer, on a proposal by Harold Kerslake which was seconded by Wendy Gilyead, the Parish Council approved acceptance of the long term agreement. It was also confirmed that the policy excess was £250 for each and every claim.

**DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting was confirmed as being Tuesday 16 October beginning at 7.30pm in the Village Hall.

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

**Chair**.....

**Date**.....