

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at the VILLAGE HALL, MILL ROAD, LITTLE MELTON**  
**TUESDAY 27 NOVEMBER 2012**

**PRESENT**

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

Also present were County Councillor Judith Virgo and District Councillors Christopher Kemp and Garry Wheatley.

Five members of the public were present, including Paul Canning, Martin Herbert, Diane Wright, Penny Watkin and another lady.

**PARISH COUNCIL VACANCY – CO-OPTION**

The Parish Council was reminded of the necessity to fill the vacancy and on a proposal by Jo Runeckles, which was seconded by Chris Starr, and there being no other nominations, Paul Canning was unanimously elected to the office of Parish Councillor, with immediate effect.

Paul Canning completed and signed the required Declaration of Acceptance form, passed it to the Clerk, and then took office.

**APOLOGIES**

There were no apologies for absence.

**DISPENSATION ON BUDGETS (DISCLOSURE OF PECUNIARY INTERESTS)**

The Clerk drew attention to the strong recommendation for all Parish Councillors to complete and sign the official form particularly in respect of the determination of the annual parish precept bid to South Norfolk Council. The necessary forms were then completed by all Parish Councillors and passed to the Clerk for retention in the Parish Council records.

It was confirmed that the Dispensation would remain in force for the period until May 2015.

**DECLARATIONS OF INTEREST**

The Chair asked if any members wished to declare an interest in any item/items on the agenda.

Chris Starr and Wendy Gilyead declared an interest in item 7.2.1.– the planning application (2012/0720F) submitted by Mrs Mary Brake – and Chris Starr and Harold Kerslake declared an interest in the item headed Churchyard Maintenance Grant 2013.

**MINUTES**

The minutes of the Parish Council meeting held on 16 October 2012 were – 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.

**PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**

There were no matters raised under this item.

**PLANNING**

**PLANNING COUNCIL RECOMMENDATION**

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.

The PC's response to SNC's letter of 15 October, in respect of the amended proposal, had made a total of eleven points, the principal concerns being for the potential for traffic, from this development, to overrun the roads in the village of Little Melton.

John Heaser added that the latest information suggested that the provision of the (new) east/west road, across Burnthouse Lane remained questionable, and that the proposed cycle path provision from Hethersett to the, NRP etc was shown as stopping at the bottom of Braymeadow Lane

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 PC's recommendation to SNC, on 31 July, was confirmed as having been "no views or comments".

2012/1555 – Mr R Hayward proposing single storey front extension to Braemar, Mill Road.

The PC's response had been "no views or comments".

2012/1477 – Norwich Research Partners proposing (Outline Planning) for new offices and laboratories for research and development activities along with ancillary and complimentary uses with

access from Colney Lane and Hethersett Lane and all other matters reserved. Demolition and re-provision of existing buildings. Associated car parking infrastructure, internal roads, landscaping and cycle parking.

It was confirmed that the PC's response of 28 September to SNC, had stated it had no objection, in principle, but that it had very serious concerns regarding the resultant traffic implications for the local area – especially in and around Little Melton itself.

2012/1965 – Mr & Mrs Kitchener proposing conservatory to the rear of 64 School Lane.

The views and comments were required in respect of this proposal – notification of which had been received on 12 November. It was noted that no views or comments had been received from the only neighbour (directly) affected.

Penny Watkin, a member of the public, said a tree on the north/east side of the site had recently been removed but this was deemed to have no bearing on the proposal now put forward.

As the Parish Council could see no reason to object to the proposal it was unanimously agreed that the PC's response to SNC should be "no views or comments".

2012/1880 – Bullen Developments seeking Outline Planning Permission at Norwich Research Park South for new offices and laboratories for research and development activities along with ancillary and complimentary uses with access from Colney Lane and Hethersett Lane etc.

This application required a response from the PC to SNC and discussion therefore followed on the PC submission.

Concluding, it was agreed that the PC's reply would be along the same lines as the PC's response to the August Outline Planning Application, namely that (a) the impact of substantially increased traffic in Little Melton seems to have been overlooked (b) there was a lack of an overall traffic plan for all developments proposed/envisaged in the area, and (c) there is little mention of the provision of safe cycling paths for people to commute from Hethersett and Little Melton etc to the NRP, UEA etc.

2012/1836 (Outline Application) Timewell Developments Ltd. proposing a residential development (20 dwellings) and associated infrastructure works on land to the north of Gibbs Close, with access off Homecroft.

The PC's response to SNC had been objection to this proposal, particularly because the proposed development would be (a) outside the development boundary and over and beyond the SNC imposed allocation of 50 new dwellings (bounded by Mill Road, Ringwood Close and the Great Melton Road) under the GNDP process (b) the PC being guided by the 2006 Parish Plan, (c) the additional traffic implications from this (proposed) development taking account of the nearby SNC allocated development of 50 new houses, and (d) other concerns.

Invited to speak, Martin Herbert, a nearby resident, spoke and said that the Ecologist (Great Crested Newts etc) employed by Timewell had made some visits to the proposed site but Mr Herbert thought that some of the resultant information stated in the application was debatable.

It was recommended to Mr Herbert that he should express his concerns to the SNC, as this was a matter for LPA to consider.

In addition the letter of 23 November to the PC from Judy Aslin, Gibbs Close, objecting to the Timewell proposal was noted, as was the Chair reporting that he had replied to Judy Aslin's letter. Concluding discussion, District Councillor Garry Wheatley said that it would likely be towards the end of 2013 before the SNLP was ratified, and that all public planning documents prior to 2004 were now irrelevant.

2012/2036 – Miss L Garratt proposing single storey rear extension to 2 Birch Close. This was a late addition to the agenda – having been received since the agenda was agreed – and required the views/comments of the Parish Council.

The Clerk drew attention to the comments received from Diane Wright, 6 Larch Close, which directly faced the proposed large extension. Ms Wright did not object in principle but has concerns at the size and scale of what is being proposed.

With this in mind and because it was considered that it would be best to view, on site, the implications for neighbouring properties prior to the PC making a response it was agreed that although the initial thoughts were "no views or comments" these should be reviewed in the light of further consideration of the issues.

## RESULTS

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. Refusal.

2012/1635 – Mr T Bonner proposing a two bedroom detached single storey dwelling in the rear of garden behind existing dwelling at 49 School Lane. Refusal.

Concluding this item District Councillor, Gary Wheatley, said that Enforcement action had been instigated in respect of Villa Farm.

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

There was nothing further to report other than the recent submission of an amended planning application, to which Little Melton Parish Council had responded to SNC expressing very strongly its concern for LM from the resulting traffic implications.

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

Discussion took place regarding SNC's envisaged developments bounded by Mill Road, Ringwood Close and Great Melton Road – these totalled 50 new dwellings – and the recent submission by Timewell, of a planning application proposing 20 new dwellings to the N/E of Gibbs Close, with access off Homecroft. It was confirmed that the 20 new dwellings proposed by Timewell were over and above the SNC allocation for Little Melton and was not supported by the Parish Council.

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

Nothing further was reported under this item.

### **SNC REPORT OF THE DIRECTOR OF DEVELOPMENT & ENVIRONMENT (GUIDANCE TO PARISH CLERKS ON CHANGES TO THE DEVELOPMENT MANAGEMENT SERVICE)**

The Clerk referred to the five pages of guidance which had been presented by SNC at its Consultation Meeting on 22 November – a copy of which had been passed to each Parish Councillor.

This informed the Parish Council of three major changes, namely:-

- The establishment of a Development Management Committee (replacing planning committees).
- The new scheme of delegation which is designed to assist members to make planning decisions of a more strategic and significant nature.
- The introduction of a new processing and document management system called IDOX Uniform.

### **PARISH AMENITIES**

#### **FOOTBALL PITCH**

The repaired top goalmouth was noted to be wearing to some degree.

The Clerk drew attention to the recent problems – due to bad weather – to the football pitches in Hethersett and speculated whether this would result in a proposed greater use of the Little Melton football pitch, by HAFC.

#### **PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION 2012 REPORT**

The Chair confirmed that the small gaps between safety tiling would require filling and therefore would, when the weather was more conducive, look to set up a working party to address this matter. In the meantime Martin Herbert kindly agreed to drill some slightly larger holes in the bottom of the tyres, to the four tyre crossing piece of play equipment, so that drainage – following rain - was better.

#### **TREE INSPECTION**

It was confirmed that the Parish Council had accepted the quotation – for a tree inspection and report – in the sum of £210.00 plus VAT, from CGM. The other two quotations (both net of VAT) had been £275.00, from Broadland Tree Services, and £295.00 from Mr Tree Ltd.

On the morning of 27 November the Tree Inspection Report from CGM had been received. It was agreed that the details of the work were acceptable and therefore a quotation for this work was now awaited.

It was anticipated that the total cost of the inspection, report and surgery would not exceed £600.00 and should this prove to be the case, it was unanimously agreed this cost would be acceptable.

In conclusion it was agreed that the PC would seek to have the work undertaken in December, or during January at the very latest.

It was also agreed that – for the budget provision for 2013/2014 – the sum for tree surgery could be reduced to i.r.o. £350.00.

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

The Clerk said that the maintenance for the 2012 season had been satisfactory, although he would, if necessary, ask CGM to finish the hedge cutting near the S/E corner of the VPF.

In addition it was noted that there was considerable ivy on some of the large established Oak trees, and as this needed cutting back/removing, the Clerk was asked – when next in communication with

CGM – to request that the severing of the ivy be included in the maintenance contract for 2013 – hopefully F.O.C.

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

It was noted that expenditure of £2,710 (Parish Council contribution) for the VAS and £716 nett for materials etc. for the refurbished village sign plus the Parish Council's commitment to fund the running costs (total of £1,000.00 for the first 5 years) of the soon to be provided defibrillator meant that of the Section 106 receipt of £4,798 a balance of approximately £370 remained to be used.

#### **VILLAGE HALL RESPONSIBILITIES**

There was nothing further reported on this matter.

#### **DEFIBRILLATOR**

It was noted that the school is co-ordinating this important provision and that it was now anticipated that it would be sited – courtesy of John and Barbara McDonald - on the outside of the Village Shop. Tony Berry reported that he had pursued with NCFC the possibility of seeking their assistance with funding towards offsetting the running costs and was currently awaiting a response.

#### **CHURCHYARD MAINTENANCE**

Following the Declaration of Interest in this item by Chris Starr and Harold Kerslake, the letter of 22 November from Churchyard Wardens, Margaret and Graham Tomlin, was read to the meeting, by the Chair. This in short said that (as requested) competitive quotations had been sought for graveyard maintenance in 2013. Of the four received quotations the churchwardens recommended that Derek Sutton's quotation of £1,420 for the 2013 season be accepted particularly because a) he lives in the village and is interested in the churchyard, b) his standard of work is good and receives very favourable comments, c) he takes into account special occasions such as weddings, funerals etc, and d) he promptly attends in the event of an emergency such as fallen tree etc.

The Parish Council agreed – after debate - that it would approve a maintenance grant to the Parochial Church Council for the 2013 season, of £1,420.00.

#### **OTHER**

John Heaser reported that he had recently (a) attended a Neighbourhood Board meeting, and (b) a LM Primary School Council meeting. In respect of the latter the possibility of some play provision for older children – such as swings – had been raised. Jo Runeckles added that she had spoken to The Friends of the School in this connection, and was awaiting a response.

### **HIGHWAYS**

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

There was nothing further to report under this item other than to note that the Parish Council had pointed out when responding to planning applications in respect of the NRP and Hethersett North that it was a necessity to ensure the complete provision of a joined up cycle path from Hethersett, via Little Melton, to the NRP and UEA etc.

#### **REPORTING OF MAINTENANCE MATTERS, INCLUDING GRIT BIN**

The Clerk confirmed his email of 14 November which reported the necessity for at least 10 potholes to be filled. A number of these had been reported several times and it was mentioned that NCC consistently do not respond that it will be repairing these. Therefore the Clerk was unaware of whether the defects have been inadvertently missed or NCC was not going to repair them!

A number of other highway defects had also been (again) reported on 7 November to Gary Overland, the Area Highway Engineer, and most of these remained outstanding.

The Clerk further reported the email of 26 October, from the Business Development and Information Officer (Environment, Transport and Development) at NCC, informing the PC of the new on-line report form system which is stated to be more efficient and beneficial to all.

This new system was also confirmed in a letter of 18 October, from the Highways Maintenance Manager at NCC, headed up "Improvements to on-line reporting.

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

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

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

The email of 8 October, from Nigel Bailey, Neighbourhood Officer, SNC, was confirmed regarding SAMS and notification of the National Road Safety Week starting on Monday 19 November.

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

The latest information/action was:-

- a) the post column to support the VAS had recently been erected – by the NCC contractors – in the wrong location, i.e. on the northern side of School Lane not far from the crossroads,

- b) PC email to NCC saying that the agreed location was east of the location shown on the NCC map,
- c) Email response from Matthew Lord NCC, replying that due to utilities in the verge there has been a necessity to slightly relocate the VAS, and
- d) The contractor will prune the vegetation (trees and bushes) when the VAS is erected.

Finally it was noted that (1) Officers from NCC were having difficulty in contacting the owner of Elm Farm and (b) Chris Starr had spoken to Bernard Ambrose (44 School Lane) and ascertained that Mr Ambrose had no objection to the VAS being sited near the edge of his property.

#### OVERGROWN HEDGING

Other than the reporting of an anonymous letter, dropped through the Clerk of the Council's letterbox on the evening of 26 November, there was nothing further to report under this item.

#### TRAFFIC CENSUS

Chris Starr reported the results of the traffic survey undertaken at the junction of Gibbs Close and Mill Road on 12 November.

### CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 27 November, given to all Parish Councillors, was noted.

Attention was drawn to (a) confirmation of the availability of the Flexibus service for Little Melton, (b) dog fouling on the Crusaders Rugby Club site and the consequent restrictions that were to be imposed on access for nearby residents, and (c) the email from Door to Door dated 25 October seeking local consultation regarding door to door transport from Little Melton. Harold Kerslake added that the door to door service was really for people who were impaired and was voluntary provision. With regard to the Flexibus it was agreed that information of this service should be included in the next edition of the Parish Council Newsletter.

### 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

Nothing further was reported on this item..

### FINANCIAL

#### BILLS

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

Abate Ltd – Pest (moles) control services 17/10/12-16/1/13 (101207)	£118.80
Mr R Sinclair – Refund (50%) B/B 25/10 – 24/11/12 (101208)	£ 9.49
CGM (Norwich) Ltd – VPF maintenance October 2012 (101209)	£221.80
Mr R Sinclair – refund (50%) B/B 25/11 – 24/12/12 (101210)	£ 9.49
Heaser Business Consulting Ltd – printing cartridges 1xmultipack + 1xblack (101211)	£ 46.59

#### MONITORING REPORT

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

### OTHER

County Councillor Judith Virgo drew attention to the meeting which is to be held early in the New Year, for approximately six Parish Councils, regarding the traffic implications arising from large proposed developments. County Councillor and Cabinet Member Graham Plant is to be present and this will be an opportunity for Little Melton Parish Council to stress its concerns for resultant traffic consequences for the village and nearby area.

Concluding, Judith Virgo said she would make the Parish Council aware of the date of this meeting once it is known – at present it is thought that the most likely dates will be either Wednesday 16<sup>th</sup> or Wednesday 23<sup>rd</sup> January.

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

Nothing further was reported under this item other than it being noted that Harold Kerslake had attended a meeting at Park Farm on the evening of 26 November. Harold gave a brief report of the business discussed.

**NEIGHBOURHOOD DEVELOPMENT PLAN**

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

**PARISH PRECEPT 2013/2014**

The anticipated figure of £20,576 that the Parish Council was seeking to bid for to SNC was, it was reported, yet to be submitted.

District Councillor Garry Wheatley drew attention to what he understood to be the situation which was that (a) any increase (from the previous financial year) by district and parish councils would be limited to 2%, (b) a referendum could be triggered, at the Parish Council's expense – if the proposed increase was greater than 2% - although it was likely this condition would not be imposed until the precept for 2014/2015, and (c) any detrimental effect on the Tax Base would almost certainly be offset – at least for 2013/2014 - by a grant from Central Government/SNC.

On this basis it was appreciated that it would be extremely unlikely that the potential submission figure of £20,576 would need to be increased and therefore once the latest information/guidance was received, and, assuming no increase proved necessary, it was agreed – on a proposal by Harold Kerslake which was seconded by Jo Runeckles - that the submission should be made to the District Council.

With regard to the matter of the Set-a-Side sums, and the accrued figures in particular, it was agreed that Wendy Gilyead would look into this matter.

**DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting was confirmed as being Tuesday 15 January 2013 beginning at 7.30pm in Little Melton Primary School.

The dates – as already circulated to all Parish Councillors - for the remainder of the Parish Council meetings for 2013 were also agreed.

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

**Chair**.....

**Date**.....