

LITTLE MELTON PARISH COUNCIL MEETING
at THE VILLAGE HALL, LITTLE MELTON on TUESDAY
16 JULY 2013 at 7.30 pm.

PRESENT

John Heaser (Chair), Tony Berry, Paul Canning, Harold Kerslake, Jo Runeckles and Kevin Ward.
In addition two members of the public were present.(Philip Eagle and Penny Watkins)

APOLOGIES

Apologies for absence were received from Wendy Gilyead.
Apologies were also received from County Councillor Judith Virgo and District Councillors Garry Wheatley and Christopher Kemp.

DECLARATIONS OF INTEREST

The Chair asked if any members wished to declare an interest in any item/items on the agenda.
Tony Berry and Kevin Ward declared an interest in planning item 5.1.2.

MINUTES

The minutes of the Parish Council meeting held on 11 June 2013 were – on a proposal by Kevin Ward, 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 retention in the Parish Council records.

PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

There was no participation under this heading.

PLANNING

PC RECOMMENDATION

2012/1836 Timewell seeking Outline Permission for residential development of 20 dwellings and associated infrastructure works on land north of Gibbs Close.

It was noted that this planning application had not been approved at the SNC Development Management (Planning) Committee meeting held on 19 June.

2013/0086 – Mr I Clarke seeking Outline Permission, including means of access, for residential development (20) and ancillary works on land south/east of The Gardens, Mill Road.

It was noted that this planning application had not been approved at the SNC Development Management (Planning) Committee meeting held on 19 June.

2013/0564 Mr S Hood proposing a single storey flat roof extension to rear and two storey pitched roof extensions to front, side and rear of existing two storey pitched roof dwelling at 35 Braymeadow Lane. It was confirmed that the Parish Council response, to SNC, had been “no views or comments”.

2013/0700 Mrs J Margailan proposing Change of Use of existing farmhouse to 9 serviced apartments, including means of access and car parking.

It was confirmed that the PC response, to SNC, had been “no views or comments”.

2013/0961 Mrs M Brake (Full Application) proposing the erection of a new single storey dwelling on land to the south/east of 5 The Close.

This was the latest proposal (showing small alterations to previous plans) submitted by Mrs Brake in this location. It was confirmed that the PC response to SNC had been “no views or comments”.

2013/0892 Mr T Cooke (NCC) Full Application proposing the Creation of a six pitch Gypsy and Traveller short stay stopping place (SSSP) utilising a former section of highway and adjacent land off Long Lane, Bawburgh (amended application).

The Parish Council had expressed no objection to this proposal.

RESULT

2013/0092 – Mrs J Grady seeking Outline Planning Permission for up to 20 (originally 28) residential units and associated highway works, with all matters reserved, on land south of Ringwood Close.

This application had been approved – by SNC – but official confirmation of this result, including, it was understood, a number of conditions had yet to be received from the Local Planning Authority.

Kevin Ward asked what role the Parish Council would have as the regards the details should full planning application be granted.

John Heaser said that he had spoken to Grady’s agent, Peter Graves, who had expressed a desire to get the Parish Council involved at that stage.

One of the major concerns was drainage in the area and John Heaser explained that surface water drainage was to be via soakaways – so this would not go into the mains drainage on Mill Road. The Chair further added that earlier in the day he had been sent an eight page document (of an independent body) by Peter Ewbank, Tollymore, Mill Road, which recommended that the allotment drainage ditch be deepened at the Mill Rd end. The Chair has been trying to contact Highways to find out what they think the next step should be as the PC has not received a report from Highways after their April investigation.

GNDP - HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT LDF – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON C.I.L. REGULATIONS 2010 (AS AMENDED) – CONSULTATION

There was nothing further to report under any of these three items.

PARISH AMENITIES

FOOTBALL PITCH

The Clerk reported the laying of the new turf to the top goalmouth on Wednesday 10 July but questioned whether the quality of the turf and the work was particularly good as he felt the turf was thin, not butted up well and the area replaced was a little small.

However it was agreed that a further assessment would be made once the turf had been given an opportunity to establish.

Regarding the small dip in the bottom penalty area which had, during the past season, become waterlogged, the Clerk said that, following the PC's acceptance of the quotation of £142.00, plus VAT, he had inspected the resultant work and was very disappointed with the outcome, as the result was not worth the money that the PC/H AFC had agreed to pay to have this area improved.

In consequence it was agreed that the Clerk would pursue this matter with CGM before any thought of paying the invoice.

Thirdly the Clerk confirmed the recent emails, from H AFC, requesting that an U19 team (an additional team) also hire the LM Village Playing Field football pitch for the coming season 2013/2014.

After some discussion of the implications of a third H AFC team hiring the pitch on a regular basis the Clerk was instructed to inform H AFC that their request had been granted on the understanding (a) the charge would be £25 per match, (b) approval was subject to the PC possibly not being able to sanction maintenance/improvement expenditure – due to increasing pressures on its annual budget, and (c) any further additional hirings – with consequent implications for greater wear and tear – would have to be carefully considered

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION 2012 REPORT

It was reported that Kevin Ward was continuing work on the process of conducting regular visual inspections. It was agreed that a visual inspection once a month, followed by a short report to be retained on a file, on the PC website, would be appropriate.

It was noted that there would be a new contractor for the Annual Play Equipment Inspection as Digley Associates Ltd. are no longer recommended to undertake this service.

In consequence the PC formally and unanimously agreed that for 2013 The Play Inspection Company would be instructed to carry out this work at a cost of £59.95 + VAT. It was anticipated that this would take place in September.

SECTION 106 MONEY – RECEIPT/USE

It was confirmed that there was nothing further to report under this item other than it was not known whether that £200 (of the £1,000 earmarked over five years) for annual maintenance of the defibrillator would be expended in the financial year 2013/2014.

VILLAGE HALL – RESPONSIBILITIES

There was nothing further to report under this item.

DEFIBRILLATOR

The question was asked who was responsible for maintenance and insurance.

It was understood that the school was responsible for these ongoing cost items but in order to clarify the situation Jo Runeckles said she would make enquiries at the school to ascertain if the Parish Council was expected to make a contribution.

VILLAGE INN – IN & OUT SIGNAGE FOR CAR PARK

The latest information (17.6.13) was an email from Francesca Mellen, Retail Business Manager, Crown Carveries, which explained that Crown Carveries had been asked to begin the process of getting quotations for the provision of "In" and "Out" signage.

DOG WASTE BINS

It was noted that, as yet, no response had been received from SNC to John Heaser's email of 25 June as to the position of SNC in respect of people/dog walkers using dog waste bins to dispose of dog waste that they had brought from their home. SNC appeared to be ambivalent on this matter.

HIGHWAYS

PROPOSED CYCLE PATH LINK

John Heaser said that in reply to his enquiry to MP Richard Bacon the response had been that the houses should be constructed first and then this proposal would be considered – so this proposed provision was on the back burner for the present.

REPORTING OF MAINTENANCE MATTERS

The Clerk reported the emails of 6 June and 11 July from the PC to the County Council's Highway Rangers and also to Gary Overland, Highway Engineer (South2) on 4 July and the responses were noted.

HGVs/COMMERCIAL VEHICLE TRAFFIC

Nothing further was reported under this item.

COMPLIMENTARY SAMS PROJECT/PROPOSED 20 M.P.H. SPEED LIMIT

Emails of 18/5, 20/5 and 9/7/13 were reported.

The latest situation was that (a) Harold Kerslake had met John Nightingale on Monday 15 July, (b) the monitoring must occur at a specified site (probably near the top of the layby, on Green Lane in Little Melton), (c) Harold has been trained, and (d) Tony Berry, Chris Starr and Jan Kitchener are to assist Harold at the chosen site.

It was also mentioned that the machine records brief data, including averages speeds.

Should the speed overall be found to be excessive, the Police then become involved.

Concluding John Heaser suggested that the monitoring be undertaken once a month.

SMALL LOCAL HIGHWAY IMPROVEMENT BIDS FOR 2013/2014

The latest information – that the Parish Council's bid for 2013/2014 had surprisingly been unsuccessful – was reported by the Clerk. In short the bid (without a cost) had been submitted within the prescribed timetable but NCC was saying that it had only received part of the email of 17 April, from the Clerk, registering the PC's bid for a 2nd VAS from the funding in 2013/14!

It was further noted that – despite NCC, in effect, saying that it would fund this provision 100% (75% 2013/2014 plus 25% from 2012/13) – Norfolk County Council would still require a costing.

In summary it was now being said that all the funding, for the current financial year, was committed and so in consequence the Parish Council had become 1st Reserve.

Should a project/some projects come in under budget or at less cost than anticipated it might be – though unlikely – that Little Melton's bid for another VAS would still be successful.

The present situation is that a County Council Officer, Linda Girling, is to liaise with the CC's Road Safety Team and review the bid and, if suitable, she will inform the Clerk of the PC of the contact details for Wesgotec, so that they can provide the PC with a quote.

A response was still currently awaited.

OVERGROWN HEDGING

Nothing further was reported on this matter.

FLOODING IN MILL ROAD

Nothing further was reported on this matter.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 11 July, as given to all Parish Councillors, was noted.

The Clerk asked if there were any comments, from the Parish Councillors, on the possible/potential proposed (revised) precept for 2014/2015 but none were forthcoming.

Secondly Harold Kerslake – reporting on the Door to Door Service – said that 27, from Little Melton, had participated so far and that this service was free as it had been underwritten by SNC.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

The Clerk referred to his email of 18 June in respect of the Norfolk and Suffolk Local transport Body: Long List.

FINANCIAL

BILLS

On a proposal by Tony Berry, which was seconded by Jo Runeckles, the following invoices were

authorised for payment:-

Mr R Sinclair-refund of 50% (official) B/B 25/6 – 24/7/13 (101250)	£ 9.49
LM Parochial Church Council – Payment of first 50% of annual grant towards maintenance of churchyard (101249)	£ 710.00
Mr R Sinclair - Clerk of the Council's salary 1/4 - 30/6/13 (101251)	£1,365.02
Mr R Sinclair - Expenses 1/4 - 30/6/13 (101254)	£ 4.99
Mr R Sinclair - Refund of official telephone 811432 (101252)	£ 51.64

RECEIPTS

NCC – Refund of VAS1 (extra 25%) from 2012/2013	£1,231.44
HM Revenue & Customs (BACS) VAT refund-invoices 1/4/12-31/3/13	£ 829.45
Mr R Sinclair-refund 50% of printer cartridges 4/9/12-7/5/13	£ 121.27

INTERNAL VERIFICATION

The Clerk reported that Wendy Gilyead had, in early July, undertaken an Internal Verification for transactions by the Parish Council, for the period mid December 2012 to mid-March 2013, and found everything to be in order.

AUDIT OF PARISH COUNCIL A/Cs FOR 2012/2013

The Clerk confirmed the submission of the completed form to Mazars on 14 June 2013. Subsequently the Clerk had been informed, by Mazars, that the Parish Council could not increase the Total Fixed Assets figure (inflation etc) and therefore the Clerk had amended this figure to that of the 2012/2013 figure of £683,708 plus £11,512 (All Other Payments) to give a (corrected) figure of £695,220, rather than the originally submitted figure of £726,685. It was noted that it may be possible that the Audit fee could be increased as a result of this amendment.

HETHERSETT & MELTONS SPORTS ASSOCIATION - LITTLE MELTON REPRESENTATIVE

It was understood that the event “Sport in the Park” at Hethersett on Sunday 14 July had gone very well. John Heaser added he was continuing to seek to resolve the status of a local tennis Club with Richard Smith.

NEIGHBOURHOOD DEVELOPMENT PLAN

Nothing further was reported under this item.

BUS SERVICE – DISCRETIONARY ENTITLEMENT?

Nothing further was reported under this item.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 3 September 2013 beginning at 7.30pm in Little Melton Primary School. There being no further business the meeting concluded at 9.15pm.

Chair.....

Date.....