

# LITTLE MELTON PARISH COUNCIL MEETING

## at LITTLE MELTON PRIMARY SCHOOL

### on TUESDAY 1 APRIL 2014 at 7.30 pm.

#### **PRESENT**

John Heaser (Chair), Tony Berry, Paul Canning, Wendy Gilyead, and Jo Runeckles.  
District Councillors Christopher Kemp and Gary Wheatley were also present until 8.15 pm.  
One member of the public was present, namely John Symonds.

#### **APOLOGIES**

Apologies for absence were received from Harold Kerslake and County Councillor Judith Virgo, who was not well.

It was further noted that Kevin Ward had resigned as a Parish Councillor and the Chair said he would forward the formal resignation to the Clerk so that the District Council could be notified and the casual vacancy procedure instigated.

#### **DECLARATIONS OF INTEREST**

The Chair asked if any members wished to declare an interest in any item/items on the agenda.  
Tony Berry declared an interest on item 5.2.2.

#### **MINUTES**

The minutes of the Parish Council meeting held on 11 February 2014 were – on a proposal by Jo Runeckles, which was seconded by Tony Berry – 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 nothing raised under this item.

#### **PLANNING**

##### **PARISH COUNCIL RECOMMENDATION**

2014/0232 - Mr Adrian Cooke proposing retention of water butt on a wooden frame at 2 Manor Farm Barns, School Lane.

##### **RESULTS**

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. It was confirmed that this application has been approved, with a number of conditions, but the official notification (Approval Notice) from SNC, including details of the conditions, was still awaited. Subsequently, on 25/03/14, the Parish Council had received, from Norfolk Public Law, County Hall, a copy of the completed Section 106 Agreement (and OPP) for the PC records – approximately 75 pages.

It was noted that this included notification of a (future) payment (£35,840) of a Play Equipment Contribution, in lieu of the provision of play equipment on the amenity area, to be provided on site. This will be paid into a separate (SNC) interest bearing account.

2013/0086 Mr I Clark seeking Outline Planning permission, including means of access for residential development (20 dwellings) and ancillary works on land south east of The Gardens, Mill Road. Approved, with 20 conditions, by SNC 8.1.14 – but official confirmation of this result yet to be received.

Subsequently on 15/3 and 18/3/14 amendments had been received by the Parish Council.

John Symonds – as a member of the public, and noting the recent undertaking of test holes – asked what was the proposed situation with regard to the disposal of surface water, especially along the back of such as his property on the south/west of Mill Road and John Heaser responding said that the swales and ditches would be converted into cellular types of disposal, i.e. buried.

Furthermore there should be no discharge into the Mill Road highways system unless the cellular fails.

As proposed the surface water should be routed into the Great Melton Road ditch and pipe system. Continuing John Heaser said that the developer should undertake maintenance and any transfer of responsibilities will be a legal requirement. In the longer term a Management Company will take on management responsibilities.

A Section 106 Agreement for this development is expected in May.

2012/1836 Timewell Properties Ltd seeking Outline Planning Permission for residential development (20 dwellings) and associated infrastructure works including highway improvement works at the Mill Road/Burnthouse Lane junction – on land north of Gibbs Close.

Approved, with 20 conditions, by SNC 8.1.14 but official confirmation of this result has yet to be received.

2013/1962 Mr R Walmsley proposing Garden Room extension to 3 Church Farm Barns.

Approved with conditions 4.2.14.

2013/2289 Mr P Cory proposing single storey rear extension at 91 School Lane.

Approved with conditions 12.3.14.

#### OTHER

It was also noted that Little Melton Parish Council had not been notified/consulted of a planning application (2014/0368) which had been submitted, by Mr Kemp, for a Change of Use of a barn at Villa Farm, Watton Road, Bawburgh to establish a Car Repair and MOT Testing Station business. It was understood that Bawburgh Parish Council have opposed this proposal.

Garry Wheatley said the proposed use included no lights outside the time 8.00am to 5.00pm and no Sunday working.

Although the question of nearby similar businesses had been raised this was understood not to be relevant other than in respect of sustainability which was a planning consideration.

The intrusion into the LPZ/open countryside was another consideration.

### **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**

Taken in the wider context, and referring to the GNDP, District Councillor Garry Wheatley said that the SNC Cabinet had approved – three (Development management Policy Document, Wymondham Action Plan and Travellers Document) of the five parts – of the new South Norfolk Plan.

The next step in the process was for the Examiner to see if the SNP was sound, complies with the JCS and complies with European legislation.

John Heaser asked how the development boundary to be shown in the new Local Plan would be amended to accommodate the three developments that have received Outline Planning Approval. After some discussion it was decided that the LP section on the SNC website should be consulted. The District Councillors added that as soon as the new SN Local Plan was operative – anticipated in the Autumn of 2014 – it would not be possible for developers to obtain planning permission on the basis that the village boundary did not apply, i.e. the 5 year supply of permissions/land would apply. Referring to the upcoming C.I.L. – this should be applicable w.e.f. 1 May 2014 – District Councillor Christopher Kemp confirmed that the bulk of this funding would contribute to off-site works, including such as the proposed Norwich Northern By-Pass and the Long Stratton By-Pass, and also said that some of such money would be allocated for parish provision – this was thought to be in the order of £55 per square metre of new building development.

At the conclusion of this item – approximately 8.15pm – District Councillors Christopher Kemp and Garry Wheatley were thanked for their attendance and left the meeting.

### **PARISH AMENITIES**

#### **FOOTBALL PITCH**

Nothing further was reported under this item other than the Clerk being instructed to enquire with CGM (a) what it was proposed to do with the slight dip across the face of the lower penalty and, (b) when the work would be undertaken.

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

Paul Canning agreed to undertake the basic maintenance that was required, arising from the last Annual Safety Report, and said he anticipated addressing this on Saturday 5 April.

The Clerk said he would – prior to 5 April - inform Paul of the original supplier of the equipment and also – if he had them – pass to Paul the rubber bolt covers.

#### **VILLAGE PLAYING FIELD – DOG FOULING**

Nothing further was reported under this item.

#### **SECTION 106 MONEY**

The determination of what balance remained was still to be resolved and, until any financial implications arising from the provision of the defibrillator were known, no further action on this item

would be undertaken.

#### **VILLAGE HALL RESPONSIBILITIES**

It was confirmed that competitive quotations had been obtained for the repair of the small dip/subsidence in the Village Hall car park and that the Parish Council had accepted the quotation in the sum of £900 from S C J Nunn dated 17 March and had therefore placed the order (28.3.14) for the works to go ahead.

Currently a response was awaited from Mr Nunn as to whether he would be able to undertake the work in one of one of the school holidays (Pre-School Nursery) either 7-22 April or 26-30 May. The Clerk confirmed that the Parish Council acquired (purchased) the car park in 2000 and on 30.5.02 the car park was leased, by the Parish Council, to the Trustees of the Community Trust. The terms of the lease include (a) the period of the lease ends on 16 July 2091, (b) the rent is one peppercorn per year (never claimed or paid) and (c) the Parish Council will be responsible for 50% of the reasonable costs of the repair and maintenance of the surface of the car park.

It was therefore appreciated that the Community Trust was responsible for 50% of such costs. Concluding discussion of this item the Chair said that he would consult Richard Smith, the Chair of the Community Trust, on the work and the sharing of the costs.

John Heaser also mentioned that the Community Trust were to shortly replace (and fund) the sound system in the Village Hall and also install an induction loop.

It was appreciated that the Community Trust would be completely funding the net cost of this provision.

In addition it was understood that the Community Trust were to replace (and fund) the folding partition doors between the main hall and the bar/kitchen area.

Lastly under this item it was noted that as a consequence of the investigations arising from the slight depression in the car park three manhole covers along the east side of the Village Hall had been found to be a little low. It was therefore agreed and authorised for John Symonds to undertake this remedial work – raising the concrete surround approximately 15 centimetres. John Symonds agreed to investigate and inform the Clerk of the envisaged costs.

#### **DEFIBRILLATOR**

As the implications for possible maintenance /charging/what would happen if it is used etc were still to be ascertained Jo Runeckles agreed to speak to Michelle, the School Secretary, in order to clarify whether the Parish Council should be aware of other implications.

#### **VILLAGE PLAYING FIELD – MAINTENANCE SPECIFICATION**

The only proposed amendment, proposed by Matthew Wheeler, was for the date of items 16 & 17 (hedge cutting) to be changed from early August to early September.

The Clerk confirmed that he had forwarded a copy of this slight revision of the specification to Matthew Wheeler at CGM for record purposes.

#### **POSSIBLE USE OF CAR PARK TO VILLAGE HALL/VPF**

The Clerk reported the recent email that he had received from the Reverend Derek McClean (Rector of the Hethersett Benefice) in which he had said that a couple would be getting married in the Little Melton Parish Church on Saturday 27 September 2014 from 11.00 am and he wanted to know the procedure regarding the use of the car park.

The Clerk, replying on behalf of the Parish Council, had informed Reverend McClean that whilst appreciating wedding guests would wish to use the car park it was not possible to say - at this stage - whether other events will be held in the VH/on the VPF on that date.

### **HIGHWAYS**

#### **PROPOSED CYCLE PATH LINK**

Nothing further was reported under this item.

#### **REPORTING OF MAINTENANCE MATTERS**

It was reported that Richard Dellar, NCC Highways Technician, had reported, on 28 March, that Kemp's hedge on the western boundary side of Green Lane had, at last, been cut back properly by the NCC contractor. The grass verge had also been cut.

The Clerk also confirmed that some of the reported potholes – particularly around the bends alongside the pond - had been filled but that some remained unattended to as was the replacement of the long missing direction finger direction signs at Rectory Lane/Great Melton Road.

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

Nothing further was reported under this particular heading.

#### **COMPLIMENTARY SAMS PROJECT**

Although Harold Kerslake was unable to attend the evening's meeting he had sent an email update to the Clerk which informed all that ten registered volunteers had clocked up over 20 hours of traffic calming during the second half of March – excellent work.

#### PROPOSED 20 MPH SPEED LIMIT

Nothing further was reported about this matter.

#### SMALL LOCAL HIGHWAY IMPROVEMENT BIDS FOR 2014/2015 – VAS2 BID UPDATE

The email of 3 March, from Patrick Scarle, Capital Programme Manager, Environment, Transport and Development, NCC, was confirmed – this informed the Parish Council that:-

- It's bid had been assessed and this had been successful, and so the project will be funded up to 50%,
- A letter/email will be coming with full details of any conditions that may apply and information as to payments of the 50% contribution (that will be) due from Little Melton Parish Council.

#### HIGHWAYS AGENCY: A11/A47 THICKTHORN ROUNDABOUT IMPROVEMENTS

There was nothing further to report under this item.

#### TRAFFIC MANAGEMENT PROGRAMME 2013/2014 – B1108 WATTON ROAD, LITTLE MELTON.

#### LOCAL SAFETY SCHEME

There was nothing further to report under this item.

#### OVERGROWN HEDGING

Nothing further was reported under this item.

#### MISSING STREET SIGN

The Clerk reported – on 18 March – to SNC the missing street sign at the northern end of Rectory Lane.

### CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 25 March, as given to all Parish Councillors, was confirmed, as was half a dozen items since the issuing of the agenda.

### DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

The Parish Council had voted against an incinerator some years ago when it was asked by NCC to demonstrate support. The PC considered that the reasons that applied then still apply now. The Parish Council therefore agreed it was still not happy to approve the Incinerator and were unanimous in its opposition.

### FINANCIAL

#### INVOICES

On a proposal by Jo Runeckles, which was seconded by Tony Berry, the following invoices were authorised for payment:-

SNC – Dog Waste Bin Emptying charge 2013/2014 (101296)	£ 294.24
Mr R Sinclair – Clerk's salary 1/1-31/3/14(101295)	£ 1,378.67
HM Revenue & Customs - Income tax on Clerk's salary 1/1-31/3/14 (101294)	£ 344.67
Norfolk ALCs – Annual Subscription 2014/2015 (101298)	£ 168.38
Mr R Sinclair – Refund expenses 1/1-31/3/14 (101297)	£ 14.97
Mr R Sinclair – refund B/B 25/2-24/4/14 (101299)	£ 18.98

#### RECEIPT

One receipt was reported – that being the receipt of £51.00 from HAFC for one adult and two youth matches played during January.

#### MONITORING

It was noted that with Kevin Ward having resigned from the Parish Council it would now be necessary for someone else to take over this role.

#### INTERNAL VERIFICATION

The undertaking of the Internal Verification for the period mid-September to the end of November 2013 was confirmed as having been satisfactorily completed, on 12 February, by Wendy Gilyead. It was agreed that it be formally recorded in the minutes that Wendy be thanked for her continued work and expertise in conducting this exercise.

### ASSETS REGISTER – ANNUAL REVIEW

The undertaking of the Annual Review was confirmed - the Clerk having updated the Register, including adding the defibrillator onto the list of Assets.

### RISK ASSESSMENT – ANNUAL REVIEW

It was noted that this had been updated by the Clerk and included the addition of the defibrillator.

**CLERK OF THE COUNCIL'S OFFICE – ANNUAL RISK ASSESSMENT**

The Chair reported that he had recently undertaken this assessment and found everything to be acceptable.

**CLERK OF THE COUNCIL'S ANNUAL REVIEW**

There was nothing found to be contentious, or a problem to/for either party, so this annual review was agreed to have been satisfactorily completed.

**CLERK OF THE COUNCIL'S CONTRACT UPDATE**

The updated contract was agreed, by all Parish Councillors, to be satisfactory and therefore approved by the Parish Council.

It was also agreed that Wendy Gilyead be formally thanked for her work in ensuring that this had been undertaken in a professional manner.

**COMMUNITY TRUST – PARISH COUNCIL REPRESENTATIVE TRUSTEES**

The Parish Council confirmed that as from 17 March 2014 John Heaser and Tony Berry were the Parish Council representatives on the Community Trust.

**SET-A-SIDE UPDATE**

The Clerk drew attention to his recent updating of the figures for set-a-side, and said that including the allocations within the precept for 2014/2015 the overall sum accumulated now stood at £22,990. Within this total sum there was £5,020 allowed for the Village Hall/VPF car park.

**HETHERSETT & DISTRICT NURSING ASSOCIATION – LM REPRESENTATIVE**

It was reported that Allan Bennett had yet to provide the Clerk with contact information for display on local noticeboards etc.

**HETHERSETT & MELTONS SPORTS ASSOCIATION**

Nothing further was reported under this item.

**NEIGHBOURHOOD DEVELOPMENT PLAN**

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 6 May 2014 beginning at 7.30pm in Little Melton Primary School. It was emphasised, by the Clerk, that this would be the Annual Parish Council Meeting at which the Chair of the Parish Council would be elected for the year 2014/2015.

**Chair**.....

**Date**.....