

LITTLE MELTON ANNUAL PARISH COUNCIL MEETING at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE, LITTLE MELTON on TUESDAY 6 MAY 2014 at 7.30 pm.

PRESENT

John Heaser (Chair), Paul Canning, Tony Berry, Wendy Gilyead, Harold Kerslake, Jo Runeckles. County Councillor Judith Virgo and District Councillors Christopher Kemp and Garry Wheatley were also present. Parishioners John Symonds, Brian Rattenbury and partner Patricia were also present.

ELECTION OF CHAIR OF PARISH COUNCIL

On a proposal by Harold Kerslake, which was seconded by Tony Berry, John Heaser was put forward to be the Chair for the ensuing year and with no other nominations John was unanimously elected Chair for the 2014/2015 year.

ELECTION OF VICE-CHAIR OF PARISH COUNCIL

On a proposal by Tony Berry, which was seconded by Jo Runeckles, Paul Canning was proposed and there being no other nominations, Paul was unanimously elected Vice-Chair for the forthcoming year.

APOLOGIES

There were no apologies for absence.

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 in item 7.2.2. (2013/0086)

MINUTES

The minutes of the Parish Council meeting held on 1 April 2014 were – on a proposal by Tony Berry, which was seconded by Wendy Gilyead – 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

2014/0690 – Mr & Mrs Dagan Herculson seeking a Certificate of proposed Lawfulness for removal of existing conservatory and replacement with new conservatory at 65 School Lane. It was noted that this proposal was on SNC's weekly list of notification, but had yet to be received by the Parish Council.

2014/0807 – Miss Sharon Hutchin, High Gables, Mill Road seeking planning permission for Change of Use so that the (established) bridalwear business is operated from the garage rather than the house.

The Clerk confirmed that he had consulted the adjacent neighbours and the property directly opposite (Alpha) but had received no objection to the proposal by the applicant.

Following discussion the Parish Council unanimously agreed that it had no views or comments and instructed the Clerk to reply accordingly to the District Council.

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

It was also noted that the Parish Council had received on the morning of this meeting, in the post, a copy of the Section 106 Agreement and Planning permission (from nplaw) for the PC records.

This stated that the applicant was now Mr I Clark/EMC Anglia Ltd.

This document confirmed that the PC would be receiving a payment of £35,840 (index linked) as a Play Equipment contribution in lieu of the provision of play equipment on the amenity area to be provided on

site, in respect of each of the PAs 2013/0086 and 2012/1836.

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. It was further noted that the Parish Council had received, on the morning of this meeting, in the post, a copy of the Section 106 Agreement and Planning permission (from nplaw) for the PC records.

This document confirmed that the PC would be receiving a payment of £35,840 (index linked) as a Play Equipment contribution in lieu of provision of play equipment on the amenity area to be provided on site. Relating to all three of these planning permissions for 60 dwellings in total County Councillor Judith Virgo referred to a letter, from Norfolk County Council, regarding an extension of the 20 mph speed limit along part of Mill Road and for Ringwood Close and Gibbs Close.

According to Judith Virgo's information this letter should have been sent to the Parish Council but the Clerk said that he had not, as yet, received such a letter.

In the circumstances County Councillor Judith Virgo said she would (at County Hall) look into why the Parish Council had yet to receive this letter, especially as any comments (on the proposed extension of the 20 mph speed limit) from the Parish Council were required towards the end of May.

2014/0232 – Mr Adrian Cooke proposing retention of Water Butt, on a wooden frame, at 2 Manor Farm Barns, School Lane. Approved with conditions 7.4.14.

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 Ben 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.

District Councillor Garry Wheatley said that SNC were treating this proposal as an entirely different planning application to the previous business application that had been submitted in respect of Villa Farm. Garry Wheatley said the details of the latest proposal required careful consultation with the applicant as there are concerns that the predictions about job creation that were used to justify the original PA would not now be met.

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

In respect of Little Melton's village development boundary John Heaser confirmed his emails to District Councillors Christopher Kemp and Garry Wheatley, and their responses, and also the email (28 April) of response from Anita Ragan, SNC, seeking to explain the current situation.

As understood the two additional sites with Outline Planning Permission remain outside the proposed development boundary and South Norfolk Council now await the outcome of its submission – on 17 April - to the Inspector/Secretary of State for Communities and Local Government.

Referring to the upcoming C.I.L. District Councillor Christopher Kemp said that the Parish Council would be receiving 15% - up to a limit of £100 per property - of the C.I.L. as recently approved by the SNC Cabinet.

At the conclusion of this item – approximately 8.27pm – County Councillor Judith Virgo and District Councillors Christopher Kemp and Garry Wheatley were thanked for their attendance and left the meeting.

PARISH AMENITIES

FOOTBALL PITCH

The Clerk confirmed his email of 9 April to CGM, and his summary email dated 14 April to the Yahoo Group with details of the quote (slight dip across lower penalty area) to be received from CGM. Unfortunately he had still to receive a response from Matthew Wheeler (local manager) despite meeting him on site on 14 April and being assured that a quote would be received by the Parish Council prior to this evening's APCM. In view of this situation it was felt that – although the football matches, for the current season, had finished it would now be too late for the work to be agreed, authorized and undertaken in the close season – especially bearing in mind that the required watering would be difficult/expensive.

In addition John Heaser said that – now football had ceased for the 2013/2014 season - he would be arranging with some volunteers a suitable date for the (temporary) relocation of the top goal for the close season.

Finally it was confirmed that the Parish Council would fund the cost - £19.06 for a pack of 24 – of net hooks to replace (prior to the 2014/2015 season) those that had been broken/lost to the football goals. The invoice was therefore awaited from HAFC.

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION REPORT

Paul Canning confirmed that he had addressed most of the remedial work, arising from the Annual Safety Inspection Report received in October 2013, one Saturday in early April.

Paul Canning also agreed to begin looking at possible new play equipment provision, appreciating that this was not a project likely to go ahead immediately.

VILLAGE PLAYING FIELD – DOG FOULING

Bearing in mind the SNC Pest Control Officer Paul Warne's email of 6/12/13 John Heaser agreed to meet John Symonds on the VPF soon with a view to resolving the matter of the dog waste bins.

SECTION 106 MONEY (EXISTING)

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 INCLUDING CAR PARK SUBSIDENCE

The Clerk confirmed that Shaun Nunn had now reported that he would be undertaking the remedial work during the May half term, i.e. 26 – 30 May. It was anticipated that the work would take two days.

Furthermore under this item the Clerk referred to the quotation, received from John Symonds, for the raising and extending of the three manhole covers along the east side of the Village Hall (found to be a little low) in the sum of £198.00.

The Parish Council agreed to accept this quotation and so John Symonds was instructed to proceed and undertake this work, and also some minor repairs to the VH gutters.

VILLAGE HALL AUDIO AND LOOP SYSTEM/INTERNAL SCREEN

It was confirmed that the Audio and Loop System had been installed by 15 April.

It was also confirmed that the invoice amounting to £2,788.82 (including VAT) had been paid (to Radio Links Communications Ltd.) by the Parish Council on 18 April and that the Parish Council had received a cheque in the sum of £2,324.00, from the Community Trust, on 25 April.

With regard to the Internal Screen the Clerk reported that the anticipated fitting date was understood to be 5 July and that the work should be completed within a day.

It was confirmed that a 25% deposit sum of £586.00 had been paid electronically, via John Heaser, from the Parish Council's Community A/C, to Pronto Joinery and that the PC had received (from the Community Trust) on 25 April a cheque amounting to £586.00

DEFIBRILLATOR

The emails of 3 May, from Jo Runeckles, to David Hunt and Andrew Barlow seeking to establish facts/information such as weekly maintenance, yearly maintenance, action following use, and whether any local training was necessary were noted as was further email correspondence.

HIGHWAYS

PROPOSED CYCLE PATH LINK

John Heaser reported that he would be attending a NRP Liaison Group meeting on Thursday 8 May and it was noted that discussion would include the Colney proposed off-road cycle path (Bee Korn's copy email of 22 April referred) along the Watton Road.

Although any such provision was beneficial John Heaser had concerns about this proposed provision bearing in mind the limitations on funding and the higher priority proposed off-road cycle path link between Hethersett and Little Melton and on to the UEA/NRP etc.

It was also mentioned that it was understood that NCC Highways had been informed that the Watton Road provision had been promised, by the County Council, in a document of 2004 – but that the status of this commitment was now unclear.

REPORTING OF MAINTENANCE MATTERS

Nothing further was reported under this item.

COMPLIMENTARY SAMS PROJECT

Harold Kerslake spoke on the excellent work continuing to be undertaken by his team of local volunteers but added that future funding, from NCC, for such measures may not be forthcoming.

PROPOSED 20 MPH SPEED LIMIT

Nothing further was added to that under PLANNING above.

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

Nothing further was reported under this item as the Parish Council is still waiting to hear of the details of its successful bid for a second VAS.

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.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 30 April, as given to all Parish Councillors, was confirmed, as were receipt of a few items since the issuing of the agenda.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

There was nothing reported under this item.

FINANCIAL**INVOICES**

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

Radio Links Communications Ltd. – Supply & install audio induction loop system at Village Hall (101300)	£2,788.82
Abate Ltd. – pest control (moles) VPF-3 months commencing 17/4/14 (101301)	£ 118.80
Mr R Sinclair – refund official telephone 811432 14/4-13/7/14 (101302)	£ 52.93
Heaser Business Consulting Ltd. – Epson printer cartridges (5) (101303)	£ 49.72
Mr R Sinclair – refund official B/B (50%) 25/4-24/5/14 (101304)	£ 9.49
C.G.M. (Norwich) Ltd. – VPF maintenance March & April 2014 (101305)	£ 443.60
Pronto Joinery – Village Hall internal screen (electronic payment) 25% deposit	£ 586.00
Little Melton Village Shop – printing (425 copies) of PC Newsletter (April) (101306)	£ 21.25

RECEIPTS

Four receipts were reported:-

HAFC – 6 football matches in March (2 adult and 4 youth)	£ 119.00
SNC – 1 st 50% - precept 2014/2015 i.e. £9,761.50 precept & SNC grant £1,053	£10,814.50
LM Community Trust – supply & installation of audio induction loop system in VH (net)	£ 2,324.00
LM Community Trust – 25% deposit – internal screen in VH	£ 586.00

In addition the Clerk reported that he had submitted – on 19 April – a VAT claim for invoices paid during the period 1/4/13-31/3/14) amounting to £487.38.

MONITORING

No report was made to the meeting.

INTERNAL VERIFICATION

Wendy Gilyead said she would be undertaking the Internal Verification for the three month period from the start of December 2013 to the end February 2014 on Wednesday 7 May.

PARISH COUNCIL VACANCY

The Clerk confirmed that he had yet to receive notification from SNC of whether 10 electors had requested a bye-election. However this was likely to be received within the next few days and it was anticipated that the vacancy would then be filled by co-option.

A number of possible parishioners who might be interested in becoming a local councilor were mentioned and it was agreed that these should be approached to establish if they were willing to be considered.

CLERK OF THE COUNCIL'S CONTRACT UPDATE CONFIRMATION

It was confirmed that the revised contract – which had been approved, at the Parish Council meeting on 1st April – had subsequently been signed by both the Chair and the Clerk of the Parish Council.

HETHERSETT & MELTONS SPORTS ASSOCIATION

Harold Kerslake reported on his attendance at the last meeting and that he would be paying the £5.00 annual membership fee and then reclaiming this expenditure from the Parish Council.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 10 June 2014 beginning at 7.30pm in Little Melton Primary School.

It was noted that the Clerk would be reporting the annual audit to this meeting.

There being no further business the meeting closed at 9.00 pm.

Chair.....

Date.....