

LITTLE MELTON PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,
LITTLE MELTON on TUESDAY 10 JUNE 2014 at 7.30 pm.

PRESENT

John Heaser (Chair), Paul Canning, Tony Berry, Wendy Gilyead and Harold Kerlake.
PCSO Kirsty Stannard was also present as was parishioner John Symonds.

APOLOGIES

Apologies for absence were received from Jo Runeckles, County Councillor Judith Virgo and, District Councillors Christopher Kemp and Garry Wheatley.

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 6.2.2. (2013/0086)

MINUTES

The minutes of the Annual Parish Council meeting held on 6 May 2014 were – on a proposal by Wendy Gilyead, 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.

PARISH COUNCIL VACANCY

It was reported that nominations had not been forthcoming from the (required) public notice advertising the vacancy resulting from Kevin Ward's recent resignation. In consequence the vacancy can now be filled by co-option and therefore on a proposal by Harold Kerlake, which was seconded by Tony Berry, and there being no other nominations, John Symonds was unanimously elected to become a Parish Councillor.

The Clerk then handed John Symonds a Declaration of Acceptance form, which John immediately signed and passed back to the Clerk, for retention in the parish records.

John Symonds was then warmly welcomed onto the Parish Council.

Lastly the Clerk passed a blank Register of Interests form, and notes, to John Symonds and requested that he return the completed version to the Clerk within the next fortnight.

PCSO KIRSTY STANNARD

PCSO Kirsty Stannard was welcomed to the meeting, by the Chair, and Kirsty confirmed that she had replaced the former PCSO Ollie Butcher, who had moved on to become a full Police Officer.

Kirsty reported that there had only been three crimes in Little Melton since the start of February – these being (a) a theft between 31/1 and 4/2, from UK Mail (technically in Hethersett), (b) the theft of some chickens on 27/28 March from a garden, and the unauthorised removal of an advertising sign from the forecourt of the local shop.

The Chair – in answer to a question as to whether there were any current particular problems in Little Melton – drew attention to the speeding of vehicular traffic through the village and also the – more than occasional use - of the village roads by prohibited heavy lorries (these large lorries being prohibited from using the short northern section of Burnthouse Lane.

PCSO Kirsty Stannard said she would ask for a more prominent Police presence in Little Melton with a view to – hopefully – deterring speeding drivers/vehicles and unauthorised access to local roads.

Finally the Parish Council had a brief discussion, after PCSO Kirsty Stannard had left the meeting, and agreed to request that Kirsty makes an occasional visit to the VH car park area when on her rounds.

The Clerk said he make this request via an email shortly.

PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

There was nothing raised under this item.

PLANNING

PARISH COUNCIL RECOMMENDATION

2014/0809 – Mr & Mrs Richard Fox-Carter seeking replacement Roof, Rear Extension and Garage Conversion at 81 School Lane.

The Parish Council had responded, to SNC, that it had “no views or comments”.

RESULTS

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 had – subsequent to the issuing of the agenda – been determined (approved) by SNC (weekly notification of results).

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. It was noted that this proposal had – subsequent to the issuing of the agenda – been determined (approved) by SNC (weekly notification of 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 was approved, on 20.3.14., with a number of conditions.

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 conditions, by SNC on 30.4.14., following amendments on 15/3 and 18/3/14.

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 conditions, by SNC 29.4.14.

Relating to all three of these planning permissions for 60 dwellings in total, John Heaser confirmed his email of 28 April to Anita Ragan at SNC in which it was stated that the PC wishes to ensure that the village development boundary, for LM, is not extended more than is necessary to accommodate the 20 houses on each of the three sites for which Outline permission has been approved. The Inspector's verdict is awaited.

It was noted that the SNC Local Plan – including for LM - was expected to be ratified during 2014. Also referring to the three approved developments, the Clerk confirmed the receipt of a letter, dated 19 May, 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.

This letter, from Daniel Seed, Trainee Technician (Highway Projects), Environment, Transport and Development at County Hall was seeking initial views (a new traffic regulation order to be implemented) on the NCC proposal.

The Parish Council response by email on 23 May, had stated that the initial views of the Parish Council were:-

- 1.LMPC has no objection to the 20 mph zone as shown in PR3490-HP-001,
- 2.LMPC would like to see the national speed limit on Mill Road start west of the church, i.e. relocate the existing 30 mph speed limit signage approximately 100/150 metres or so just past the church, and
3. asked will there be additional speed restriction measures in connection with the PAs at Gibbs Close and Mill Road (2012/1836 and 2013/0086)?

Concluding discussion of this matter John Heaser added that he had telephoned Daniel Seed on 10 June and had been told that Highways were still awaiting details of the two (other) developments at Gibbs Close and Mill Road!

OTHER

2014/0753 – Mrs M Brake – Discharge of Conditions 3,4,7 and 13 from planning permission 2013/096. The Parish Council had learnt, during May, of this modified proposal – via the SNC Weekly Lists.

Regarding the 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 the Parish Council were unaware of any further information.

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

Referring to the upcoming C.I.L. as recently approved by the SNC Cabinet, the Clerk passed a copy of the C.I.L. paper (double sided A4 sheet) which he had received with the papers for the SNC Town & Parish Council Clerks Consultation Meeting on 5 June, to each of the Parish Councillors.

It was noted that this was effective w.e.f. 1 May 2014 and that at present this was not applicable to LM. The parish proportion would probably be 15% or less and as several implications, including the agreeing of (county wide) infrastructure priorities, had still to be determined the precise proportion was difficult to determine at this stage.

PARISH AMENITIES

FOOTBALL PITCH

It was confirmed that John Symonds (and friends) had recently relocated the top goal to its summer (close season) position in order to **minimise** wear and tear on the normal goal area.

John Symonds was formally thanked for his work in this respect.

Secondly it was also confirmed – because of the timescale and cost etc - it had been decided not to

proceed with the filling of the slight depression across the lower penalty area.

Thirdly John Symonds very kindly said he would cut some wedges which would be used to ensure that the top goal was correctly aligned vertically, when it was returned to its correct position for the forthcoming season.

FOOTBALL PITCH HIRE CHARGES SEASON 2014/2015

Consideration and discussion occurred on this subject and in conclusion – on a proposal by Paul Canning, which was seconded by Wendy Gilyead - it was agreed that the charges would be £25.00 for adult matches and £16.50 for youth matches for the forthcoming season, i.e. the same as last season. The Clerk was therefore instructed to inform HAFC accordingly, also that no work would be undertaken in respect of the lower penalty area slight dip.

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION REPORT

It was confirmed that Paul Canning had very kindly carried out essential work on 20 April – reported in his email of 6 May – to rectify the findings of the Annual Safety Inspection Report of 17 October 2013. The Parish Council expressed its grateful thanks to Paul for all this (voluntary) work and also for his subsequent maintenance work after he had ordered and received various materials.

Secondly John Symonds agreed to kindly do the replacement/maintenance work to the bench seat (in the young children's play area) nearest the village hall. It was agreed that the Parish Council would fund the costs of any replacement parts that were required.

With regard to new signage – one at each of the entrances to the play area – it was agreed with Paul Canning to defer replacement of the existing signage until the new dog waste bin(s)/relocated dog waste bin had taken place.

It was noted that one of the dog waste bins would be situated just inside the VPF against the hedge to the left of the southern pedestrian access.

In addition John Symonds very kindly agreed to look at the closing fitting to the pedestrian gates to the young children's play area as it was felt that the existing provision could be dangerous.

VILLAGE PLAYING FIELD – DOG FOULING

The emails of 18 May and 27 May, from John Heaser to dog waste bin suppliers, were confirmed.

The email of 27 May to Glasdon UK Limited had placed an order for (a) Metal Fido 35 DWB at a cost of £141.49, (b) Retrieve City Sack Dispenser at a cost of £120.20, and (c) a supply of sacks for the Retriever City at a cost of £26.96 was noted.

John Heaser confirmed that the new DWB had been received and that John Symonds would be installing this shortly, using posts that he already possessed.

SECTION 106 MONEY – RECEIPT/USE

No further action on this matter was reported.

VILLAGE HALL RESPONSIBILITIES INCLUDING CAR PARK SUBSIDENCE

It was confirmed that this had been undertaken on 29 and 30 May and all appeared to be satisfactory. The cost had been £1,150 payable to S.C.J. Nunn.

In addition it was noted that John Symonds had recently carried out the raising of the three manhole covers immediately to the east of the village hall, the cost of this work (labour and materials) amounting to £198.00.

VILLAGE HALL AUDIO AND LOOP SYSTEM/INTERNAL SCREEN

The installation of the new Audio and Loop system had been completed satisfactorily according to Jane Baker, Jean Chamberlain and John Symonds.

With regard to the Internal Screen the Clerk confirmed that the fitting date was 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 to Pronto Joinery, from the Parish Council's Community A/C via John Heaser, and that the PC had received (from the Community Trust) on 25 April a cheque amounting to £586.00

Receipt of an invoice amounting to £1,755.20 – the balance of the cost – was awaited.

DEFIBRILLATOR

No further information was reported under this item.

SOUTH NORFOLK LITTER PICK

The email of 7 May from Joseph Webb, SNC, was noted. This informed the Parish Council of Little Melton's receipt of £20.00 (to be spent on the local community) for taking part in the initiative – but not winning – and the recent prize draw.

HIGHWAYS

PROPOSED CYCLE PATH LINK

Following notification from SNC of Planning Applications Received, it was noted that in respect of the

PA for the Land North of Hethersett Village Centre, Little Melton Road, and the Non Material Amendment to planning permission 2011/1804/0 – Deletion of Condition 32b – footway/cycleway, that John Heaser had sent an email to various interested parties, including County Councillor, Judith Virgo and District Councillors Garry Wheatley and Christopher Kemp seeking clarification and an Outline Plan for the Hethersett/NRP cycle path.

To date no response regarding clarification has been received.

REPORTING OF MAINTENANCE MATTERS

The Clerk referred to his mail, of 2 June, to Richard Deller at NCC Highways which requested rectification of:-

- potholes near the T junction of Mill Road,
- the cutting/removal of all the badly overgrown vegetation/thorns from around the road name signs at the School Lane/Green lane junction, and
- the severe cutting back of the badly overgrown vegetation at the eastern end of School Lane, i.e. where the road goes up to the A47/NSB.

A response was awaited.

The Clerk also confirmed the PC's email of 28 May asking Richard Deller – with regard to Street Cleaning :-

- are County Highways drains and gullies cleaned out?
- does it continue to be a regular service?
- how often does it take place?
- whether this takes place less often than before?
- when will this work next be undertaken?

These questions had been asked as a consequence of flooding problems and also with David & Susan Holt's email of 27 May to NCC Highways regarding drains and flooding in mind.

In addition John Symonds asked if the mature tree, on the small triangular piece of Highways land at the Mill Road/Rectory Lane junction could have its branches cut back as these were overhanging – possibly dangerously - the adjacent roads.

The Clerk said that he would report this to the County Highways.

HGVs/COMMERCIAL TRAFFIC THROUGH THE VILLAGE

Nothing further was reported under this item.

COMPLIMENTARY SAMS PROJECT

Nothing further was reported under this item.

PROPOSED 20 MPH SPEED LIMIT (MILL ROAD) CONSULTATION

See above under PLANNING

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

The Clerk referred to the Parish Council's email of 14 May (a) acknowledging that the bid had been successful, (b) the return to NCC of the Acceptance form, and (c) the payment, to NCC, of a cheque, in the sum of £2,585.25, this being the PC's proportion of the funding of this provision.

Finally it was mentioned that the PC had requested that Roy Payne at Westgotec contact John Heaser, prior to installation, to ensure that the VAS2 was correctly located.

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

LOCAL SAFETY SCHEME

There was nothing further to report under this item.

OVERGROWN HEDGING

John Heaser said he would draft a note to go in the July edition of the Newsletter to request that boundary hedge owners, whose hedging obstructed the highway, take action so that these hedges were cut back to facilitate proper and safe use of the public footways.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 3 June, 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 Tony Berry, which was seconded by Harold Kerlake, the following invoices were authorised for payment:-

Norfolk County Council – 50% Parish Council contribution towards VAS2 (101308) £ 2,585.25

Mr R Sinclair – refund of official B/B 25/5-24/6/14 (101309)	£ 9.49
CGM Norwich – VPF maintenance May 2014 (101310)	£ 221.80
John Symonds – VH manhole covers, materials & labour to raise height (101311)	£ 198.00
Little Melton Primary School – hire of school hall for PCMs (1/4, 6/5 and 10/6/14)(101312)	£ 37.50
SCJ Nunn – filling/levelling of dip in VH car park (101313)	£ 1,150.00
Premier Book Keeping Services – Internal Audit of PC A/Cs 2013/14 (101314)	£ 55.00
Glasdon UK – New DWB & supply of bags (101315)	£ 346.38

RECEIPTS

Three receipts were reported:-

SNC – receipt from SNC for participating in Litter Pick Draw £20.00

Mr R Sinclair – refund (50%) of print cartridges for private use (15/10 & 5/5/14) £61.18

HAFC – VPF football pitch hire April 2014 (1 x adult & 2 x youth) £59.50

Finally the Clerk reported that (a) he was still awaiting the receipt of the VAT refund for Parish Council invoices for the financial year 2013/2014 amounting to £487.30 and (b) that the next quarterly payment of income tax, on the Clerk’s salary, would be reduced by an overpayment (in 2013/2014) of £75.36.

MONITORING

No report was made to the meeting.

INTERNAL VERIFICATION

Wendy Gilyead confirmed that she had undertaken the Internal Verification for the three month period from the start of December 2013 to the end February 2014 on Wednesday 7 May.

AUDIT OF PARISH COUNCIL A/Cs 2013/2014

The Clerk asked the Parish Council to sign up to the Annual Return for the financial year ended 31 March 2014, including Section 2 on page 3 – the Annual Governance Statement, i.e. confirmation that the required checks and regular monitoring/verification processes had been undertaken.

The Clerk confirmed the satisfactory completion of the Internal Audit, on 6 June, by Sue Day.

The Clerk also confirmed the display of the Public Notice as required by the Annual Audit.

On behalf of the Parish Council the Chair then signed, and dated, the Annual Return.

In conclusion the Clerk said he would therefore shortly submit the Annual Return, and all the associated information, to Mazars, the External Auditors.

HETHERSETT & MELTONS SPORTS ASSOCIATION

Harold Kerslake drew attention to the recent success of Hethersett and the Meltons being judged the joint winners with Diss in the Large Village and Market Town category of the South Norfolk Village Games and they now go forward to the County Finals on 13 July at UEA Sportspark.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 15 July 2014 beginning at 7.30pm in Little Melton Primary School.

The meeting closed at 9.15 pm.

Chair.....

Date.....