

LITTLE MELTON PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,
LITTLE MELTON on TUESDAY 14 OCTOBER 2014 at 7.30 pm.

PRESENT

John Heaser (Chair), Wendy Gilyead, Harold Kerlake, Jo Runeckles and John Symonds.
District Councillors Christopher Kemp and Garry Wheatley were also present as was County Councillor Judith Virgo.
One member of the public, namely Maureen Bibb, was also present.

APOLOGIES

Apologies for absence were received from Tony Berry and Paul Canning.

DECLARATIONS OF INTEREST

The Chair asked if any members wished to declare an interest in any item/items on the agenda.
John Heaser declared an interest in item 5.1.1. (2014/1608), Harold Kerlake declared an interest in 5.1.3. (2014/1521) and Wendy Gilyead declared an interest in 5.2.2. (2014/07530).

MINUTES

The minutes of the Parish Council meeting held on 2 September 2014 were – on a proposal by Jo Runeckles, 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

District Councillor Garry Wheatley commenced discussion under this item by emphasising that each District Councillor has £1,000 of funding (maximum of £100 for each community) available as a one off payment to help fund local projects, and confirmed that such funding could be used for replacement of the young children's play equipment on the local village playing field.
Garry Wheatley also mentioned that the next stage in the SNLP process – the conclusion of the findings from the Inspector, which was anticipated in November – had been explained in an email, which the Parish Council had yet to receive, and in consequence Garry Wheatley said he would forward details of this procedure to the Parish Council.
District Councillor Christopher Kemp – referring to the SNC's target of a 5 year housing supply – reported that the District Council was now very close to this figure and, with the addition of a 5% margin, this meant that in reality a figure of 5.25 years of designated land for housing would shortly be achieved.

PLANNING

PARISH COUNCIL RECOMMENDATION

2014/1521- Mrs Margaret Waller (PCC) seeking permission for the fitting of exterior guard to protect stained glass window to Church of St Mary and All Saints. PC – no views or comments.

RESULTS

2014/0753 – Mrs M Brake – Discharge of Conditions 3,4,7 & 13 from planning permission 2013/0961 on land south/east of 5 The Close. Approval of details 4.9.14.

Also under RESULTS the undermentioned two results (notification of which had been received after the publication of the agenda) were noted:-

2014/1608 – Mr Steve Matthews seeking rear extension and front porch extension to 109 School Lane, including two amended applications. Approved with conditions 9.10.14.

2014/1716 – Ms Susan Day seeking Change of Use to keeping leisure horses and erection of stables on land south/east of 22 Ringwood Close. Approved with conditions 10.10.14.

TO NOTE

2014/0860 & 2014/0863 – Hethersett Land Ltd. & Landowners – Non Material Amendments to Planning Permission 2011/1804/0, including deletion of condition 32b footway/cycleway. Approval with no conditions 15/16 September 2014.

**GNDP - HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT
LDF – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON**

With regard to Housing Development proposed for the north of Hethersett, District Councillor Christopher Kemp said that 25% of the development would be single storey houses.

Christopher Kemp added that there was an allocation of land, for a Doctors' Surgery, within the development but that the actual provision would depend on funding from the NH Trust.

With regard to LDF (sites suggested for development in Little Melton by landowners and developers etc.)

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

CONSULTATION ON PLANNING APPLICATIONS

Concerning the Streamlining of the process for Householder Applications it was noted – from an email of 2 September from SNC - that the District Council will no longer (w.e.f. 8 September) be posting site notices for householder applications, unless there is a statutory requirement to do so. It was said that this would help to speed up the process in dealing with this type of application and provide a better service to customers.

The Clerk also referred to the email of 7 October, from Kim Woodhouse, Innovation Business Support Manager, SNC, which said that SNC is continually looking to improve its services and therefore, whilst parish councils currently receive information relating to planning applications in paper form, are looking for parish councils to give their views (one of three options) on reducing the need to print out full scale plans. Discussion then took place on the 3 options, put forward by SNC, and in conclusion – for several reasons – agreed that Little Melton Parish Council would reply that it wanted Option C – LMPC does require printed maps/plans but is happy (?) to receive these as A3/A4 copies and not the original full scale paper versions the PC currently receives.

Lastly under planning, the Clerk was requested to enquire with Hethersett Parish Council, if it had any knowledge on the recent clearance and fencing/gating of the smallish field at the corner of Little Melton Road/Burnthouse Lane junction. This field was on the outskirts of the parish of Hethersett, although close to housing in Little Melton.

Following the conclusion of this item the County Councillor and the District Councillors left the meeting at approximately 8.35 pm.

PARISH AMENITIES

CONTRACT WITH CGM/DOG FOULING NOTICES ETC.

(a) Following the receipt of the quotation from CGM, amounting to £1,300 for the reduction of the height of the south/east corner boundary hedging to 0.75 metre (from road level) the Clerk had, on the instruction of the PC, sought four other quotations. Two quotations had been received – one of £500 and one of £450. However on reflection the Parish Council agreed that it was questionable whether such expenditure could be justified/authorised in the present economic climate, as other more urgent issues had arisen which will require any spare funds, for the time being, and that the PC will review the position once planned developments have occurred and there is additional traffic.

In consequence the Clerk was instructed to inform ASLandscapes and Derek Sutton accordingly.

(b) It was noted, by the Clerk, that CGM had confirmed the recent herbicide treatment of the football pitch had been successfully undertaken.

(c) With regard to the production and erection of the Dog Fouling etc. notices on the playing field it was reported that Paul Canning would be picking these up on 15 October and then would erect these soon after.

(d) It was reported that a further 2,000 Dog Waste Bags had been recently ordered by the Chair. The method of payment required was electronic and with this in mind, the Parish Council authorised the electronic payment, by John Heaser, of the sum of £64.70 (invoice No 671842 dated 1/10/14) to Glasdon U.K. Ltd.

BASKETBALL HOOP

John Symonds said that he would ensure the construction and fitting of the basketball backboard and hoop (the old board had become badly defective) occurred prior to the next Parish Council meeting.

PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION REPORT

The Clerk confirmed that he had been informed by The Play Inspection Company, that the Annual Safety Inspection of the young children's play equipment/area was scheduled to be carried out during October. The Clerk reported that there was (a) a bolt missing at the top of one of the half round upright logs, on the main item of the equipment, and (b) 2 narrow infilling slithers of the safety rubber matting were loose, and required to be stuck down properly again.

John Symonds kindly agreed to take the necessary remedial action.

Looking to the longer term, John Heaser referred to his email of 4 October to Chris Doggett which asked, that in view of the Parochial Charity's mention in the October 2014 Parish Council Newsletter, whether any surplus funding from the Parochial Charity would be available for assisting with a community project such as replacement of some of the ageing young children's play equipment.

In particular the Chair said that it would probably be necessary to replace the main (large) item of equipment in the next couple of years, and any assistance with the funding for the provision of new equipment would be most welcome.

The reply email of 7 October, from Chris Doggett, on behalf of the Parochial Charity, said that any request (for funding) would be considered.

SECTION 106 MONEY – RECEIPT/USE

Nothing further was reported under this item.

VILLAGE HALL RESPONSIBILITIES/DOORS ON NORTHERN ELEVATION OF VILLAGE HALL

In respect of the emergency doors the Clerk reported that - after unsuccessfully pursuing a solution with SSGE – he had made enquiries with Yeoman Windows (8/8, 12/9 – and again on 9/10) but as yet no positive response or solution had been received.

The Clerk said he would continue to pursue a response with resolving the issue of the handle on the outside of this external door.

DEFIBRILLATOR

Jo Runeckles said she would continue her enquiries relating to possible maintenance.

It was noted that John McDonald, the local shop proprietor, undertakes a weekly check of the defibrillator.

LITTER PICK

The holding of the Autumn Litter Pick – Saturday 25 October at 9.30 am outside the local shop – was highlighted by John Heaser.

HIGHWAYS

PROPOSED CYCLE PATH LINK FROM LITTLE MELTON TO HETHERSETT – UPDATE

Nothing further was reported under this item.

REPORTING OF MAINTENANCE MATTERS

Mention was made of continuing issues including the flooding outside Greta (Mill Road) and on Burnthouse Lane (just past crossroads) following heavy rain on 13 October, and the long term absence of the two finger direction signs at the Rectory Lane/Great Melton Road junction.

The Chair said that he and the Clerk would look at the outstanding issues and report (copy to County Councillor Judith Virgo) these once again to Norfolk County Council.

HGVs/COMMERCIAL VEHICLE TRAFFIC TRAVELLING THROUGH THE VILLAGE

COMPLIMENTARY SAMS PROJECT – PILOT SCHEMES/SPEEDWATCH SCHEME

Nothing further was reported under these items other than (a) there was still a problem in that some very large lorries/container vehicles still came – incorrectly – through the village, and (b) Harold Kerslake confirming the latest situation regarding SAMs and Speedwatch Schemes.

PROPOSED 20 MPH SPEED LIMIT (MILL ROAD) – CONSULTATION

The issuing, on 1 October, of the NCC (Little Melton/Mill Road/Ringwood Close) 20 mph Speed Limit Order 2014 was noted as was John Heaser's follow up email of 2 October showing (clarification) the sections as proposed in diagram form.

It was further noted that any comments had to be received, by the County Council, by 4 October and that the Parish Council had already submitted its views.

MAINTENANCE OF NORTH/SOUTH SECTION OF MILL ROAD RUNNING ALONGSIDE VPF

Following the Chair's consultation with Saffron Housing it was noted that the Parish Council had accepted an offer of £1,750, i.e. 25% of the total cost of £7,000, which was the estimated cost to be spent in approximately three years. This estimated cost is based on a redress of the wearing course for 100 metres at a cost of £70.00 a metre.

It was stressed that these figures were an approximation and for guidance only, and further discussion/consultation would be necessary before any commitment to carry out the work was agreed.

The general feeling of the Parish Council was that it should be committed to this (future) potential expenditure and consequently it was agreed to accept this proposition and therefore it would be necessary to put in place some process for the accumulation of funds for this purpose.

HIGHWAY IMPROVEMENTS – VAS2 UPDATE

Since the erection it has been pointed out (John Heaser's email of 7/9 and Clerk's email and telephone call of 1/10 and further email of 7/10) to Roy Payne of Westcotec, that the post/sign has been (incorrectly) sited on private land, and not as designated by the Parish Council!

Finally in a response email, on 14/10, Roy Payne had stated "Westcotec have decided to relocate the sign, so as to save any problems later on". Relocation should occur in the next few days.

OVERGROWN HEDGING

John Heaser said he would draft a suitable letter which could be delivered with the January edition of the PC Newsletter and added that he had spoken to Chris Doggett about the roadside boundary hedging to the allotments.

CLOSURE OF BURNTHOUSE LANE/BACK LANE – RESURFACING WORKS

It was noted that when resurfacing work had been undertaken in early and mid-September underground telephone/broadband cables had inadvertently been cut in the northern section of Burnthouse Lane – so there had been no connection until early October, when some temporary cables were provided – following an email from the Clerk to Paul Gallop, NCC.

Three residential properties had been affected, which were technically in the parish of Hetherset but were near the edge of the residential development of Little Melton, and the Clerk had kept Hetherset PC informed.

ANGLIAN WATER INSTALLATION OF NEW WATER MAIN

It was reported that the work – routed through the northern and western parts of Little Melton – would commence on 24 November and was anticipated to last for approximately 20 weeks.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 8 October, as given to all Parish Councillors, was confirmed, as was receipt of a few items since the issuing of the agenda, including (a) the email of 10/10 from NALCs which included new Model Financial Regulations issued in May 2014 and (b) the email of 26/9 from NALCs which included information to the NCC's Parish Partnership Scheme for Small Highway Projects such as mobile SAMs.

DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

There was no correspondence discussed under this item.

FINANCIAL

INVOICES

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

CGM (Norwich) Ltd. – VPF maintenance September 2014 (101332)	£ 221.80
Mr R Sinclair – Clerk's salary 1/7-30/9/14(101333)	£ 1,378.65
Mr R Sinclair – Expenses 1/7-30/9/14 (101334)	£ 9.98
Mr R Sinclair – Official telephone 14/9-13/10/14/calls 14/8-13/9/14 & B/B (101335)	£ 22.59
HM revenue & Customs – Income tax, Clerk's salary 1/7-30/9/14 (refund £12.79) (101330)	£ 331.90
Mazars – External Audit Fee – A/Cs 2013/2014 (101336)	£ 120.00
Gabrielle Evans-Lombe – VPF Annual Rent 12/10/13-11/10/14 (101337)	£ 0.05
Heaser Business Consulting Ltd – Printer cartridges – September 2014 (101338)	£ 58.11
LM Village Shop – printing (425 copies) October edition of PC Newsletter (101339)	£ 21.25
Glasdon UK Ltd – Supply 2,000 Dog Waste Bin Bags for dispenser – Electronic payment.	£ 64.70

RECEIPTS

Two receipts were reported, namely (a) £9,761.50 from SNC – 2nd 50% of Parish Precept for 2014/2015, and (b) £29.06 from Mr R Sinclair – refund (50%) private use of printer cartridges – September 2014.

INTERNAL VERIFICATION

Wendy Gilyead confirmed that she had – on 13 October – successfully undertaken the IV of the Parish Council A/Cs for the period 1 June to 31 August 2014, and found no problems or issues.

AUDIT OF PARISH COUNCIL A/Cs 2013/2014

The Clerk reported that Mazars had now signed off the Annual Audit of the PC A/Cs for 2013/2014 – official confirmation having been received in the post on 3 October.

The Mazars report stated "On the basis of our review, in our opinion the information in the annual return is in accordance with the proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

Under Other Matters attention was drawn to the PC on two resolved errors and clarification to the entry for Total Fixed Assets – which is NOT to be increased for inflation!

HETHERSETT & MELTONS SPORTS ASSOCIATION

Harold Kerslake reported that he would shortly be claiming a refund for the annual fee for being the Little Melton representative on the Association.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as being Tuesday 25 November 2014 beginning at 7.30pm in Little Melton Primary School.

It was noted that at this meeting the Parish Council would need to agree the Parish Precept bid for the financial year 2015/2016

The meeting closed at 9.00 pm.

Chair.....

Date.....