

# **LITTLE MELTON ANNUAL PARISH COUNCIL MEETING at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE, LITTLE MELTON on TUESDAY 12 MAY 2015 at 7.30 pm**

## **PRESENT**

John Heaser (Chair), Tony Berry, Russell Cole, Harold Kerslake and John Symonds.  
District Councillors Christopher Kemp and Garry Wheatley were also present as was County Councillor Judith Virgo.

Two members of the public – namely Paul Canning and Peter Graves - were present.

In addition PCSO, Darren Sore, was present for the early part of the meeting.

## **SIGNING OF DECLARATIONS OF ACCEPTANCE FORMS**

As required, prior to the commencement of the meeting, the five “re-elected” Parish Councillors handed their signed and completed Declarations of Acceptance forms to the Clerk – who added his signature to each of these forms. These forms would be retained in the Parish Council records.

## **ELECTION OF CHAIR OF PARISH COUNCIL**

On a proposal by Harold Kerslake, which was seconded by John Symonds, John Heaser was put forward to be the Chair for the ensuing year, and with no other nominations put forward, John was unanimously elected Chair for the 2015/2016 year.

The Chair then completed and signed his Chair of the Parish Council Declaration of Acceptance form and handed this to the Clerk to add his signature.

## **ELECTION OF VICE-CHAIR OF PARISH COUNCIL**

On a proposal by John Heaser, which was seconded by John Symonds, Russell Cole was proposed and there being no other nominations, Russell was unanimously elected Vice-Chair for the forthcoming year.

The Vice-Chair then completed and signed his Vice-Chair of the Parish Council Declaration of Acceptance form and passed this to the Clerk to add his signature.

## **CO-OPTION**

On a proposal by John Heaser, which was seconded by Russell Cole, it was proposed that Peter Graves be co-opted onto the Parish Council, and with the proposal being unanimously agreed Peter was co-opted onto the Parish Council.

Peter immediately completed and signed a Declaration of Acceptance form, which the Clerk countersigned, and was warmly welcomed onto the Parish Council.

The Clerk added that he would shortly email Peter Graves the information concerning the necessity to complete and return (to SNC) a Registration of Interests form. This would initially be returned to the Clerk for him to copy before forwarding this form to SNC.

## **APOLOGY**

An apology for absence was received from PCSO Virginie Tribut.

## **DECLARATIONS OF INTEREST**

The Clerk asked if any members wished to declare an interest in any item/items on the agenda.

Tony Berry and John Symonds declared that they had an interest in item 7.1.2., and Peter Graves declared an interest in item 7.1.1. of the agenda (Ringwood Close development)..

## **MINUTES**

The minutes of the Parish Council meeting held on 31 March 2015 were – on a proposal by Tony Berry - 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**

PCSO Darren Sore, in the absence of Virginie Tribut, reported on the reported crime in the area of Little Melton for the period 31 March – 10 May 2015. Darren Sore said that there had been only one crime during this period – this being an attempted break-in within the village.

PCSO Sore also mentioned that there was, once again, some problems with motor bikes, and the like, using the Hethersett pits and that the Police were finding it difficult to apprehend the culprits, as the Police had to (eventually) approach the pits on foot and sometimes this was not conducive to catching the offenders.

In the past some parishioners in the south west area of Little Melton had experienced nuisance problems such as noise etc from this activity.

There being no other discussion under this item – apart from items on the agenda – PCSO Darren Sore was thanked for his attendance and left the meeting at approximately 7.55 pm.

## **PLANNING**

### **PARISH COUNCIL RECOMMENDATION**

2014/2431 – Peter Graves (Developing Solutions Ltd.), Reserved Matters (Amended Proposal) on land south/east of Ringwood Close for 20 properties.

The Parish Council had, on 10 March, commented to SNC that it had no views or comments.

In addition the Parish Council was aware that Mr & Mrs Hedges had sent an email to SNC concerning the latest detail.

It was noted that on 23 December 2014 the PC had responded to the original Reserved Matters planning application with comments on (a) the lack of amenity parking on the estate, and (b) the 7.5 tonne restriction on the short north section of Burnhouse Lane, being lifted while construction work occurred. Peter Graves then reported briefly on the public meeting in the Village Hall held on the evening of Monday 11 May.

Peter Graves said that he had not received any (outstanding) objections, that the Open Space could be used for off property parking, he was unaware of any overlooking issues to existing properties and that it could well be late in 2015 before construction commenced on site.

The Clerk reported that he had just received notification that the Amended Proposal had been approved by SNC on 8 May.

Concluding matters on this development District Councillor Garry Wheatley emphasised that the Parish Council would – at the appropriate time – be able to seek District Council grants, including Neighbourhood grants, from both Christopher Kemp and Garry Wheatley.

2015/0253 – Abel Developments seeking approval of Reserved Matters for appearance, landscaping, layout and scale – following approval of the O.P.P. 2013/0086 for residential development (20 properties) including access on land south/east of The Gardens, Mill Road.

The Chair said he had been in consultation with Chris Doggett, the Chair of the Allotments Trustees about a number of issues, particularly the many changes to the O.P.P. which included a revised drainage scheme with a reed bed.

District Councillor Garry Wheatley said that the District Council was currently looking at the implications – especially drainage - that had been raised in Chris Doggett's recent emails, and that he would enquire with the Planning Officers about the current state of play.

2014/0368 – Mr B Kemp seeking approval of Variation of Condition 6 of Planning Permission 2014/0368 to include car sales within permitted uses at Villa Farm, Watton Road, Bawburgh.

It was noted that Mr Kemp was still trading – despite the required planning permission.

District Councillor Garry Wheatley said that the whole issue was complex and that the applicant had now been instructed by SNC to remove the earth bunds/banks.

It was to be hoped that with the District Council agreeing to the appointment of a (new) Enforcement Officer this whole matter would be satisfactorily resolved.

The latest information was that SNC had granted an extension, of the proposals, to the applicant – this being June.

2015/0122 – Amended Proposal from CTL and Vodafone seeking approval for the installation of 17.5 metre high monopole supporting 3 antennas, the installation of 4 radio equipment cabinets and development works ancillary thereto at NCFC Colney Training Centre.

Following the Parish Council response to SNC that it had no comments to this proposal an amended application had been submitted (notification received 26 March) and, it had been unanimously agreed that the Parish Council had no objection.

2015/0785 – Mr Spencer Hood seeking approval of external alterations to house, new entrance gates and garage to the front of property at 35 Braymeadow Lane.

The Parish Council response to SNC, on 3 May, had commented that it had concerns in respect of the proposed garage and gates, and had doubts of the actual height of the (front) boundary hedge and questioned whether this application should be reviewed – in advance of a decision - by the Development Management Committee.

It was noted that the adjoining neighbour, at 37 Braymeadow Lane, Mr Tracey, had sent an email to SNC on 28 April expressing concerns including, of scale, a 30 foot length garage in the front of the property, the front gates were too tall and the proposed garage was in addition to the existing very large garage.

## TO NOTE

The Clerk reported that he had recently been notified by SNC that Mr & Mrs Cable's proposed improvement works to the rear of 8 Ringwood Close was an application for Household Permitted Development Prior Notification (single storey rear extension) and therefore the Parish Council had not been consulted, although the neighbours had been consulted.

## **GNDP - HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT**

Nothing further was reported under this item.

## **LDF – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON**

Under this heading the Chair asked if County Councillor, Judith Virgo, could make enquiries as to why a NRP Liaison Committee had not taken place in the past 12 months and Judith said she would make enquiries.

Nothing further – other than what was on the agenda elsewhere - was reported under this item.

## **SNLP CONSULTATION ON PROPOSED MODIFICATIONS (DEVELOPMENT MANAGEMENT POLICIES DOCUMENT)**

The Parish Council's response of 28 April, submitted by the Chair, by email to [lp@s-norfolk.gov.uk](mailto:lp@s-norfolk.gov.uk) was noted.

This – in answer to the question “Do you consider the Proposed Modifications/Sustainability Appraisal information is sound” stated that it was unsound because:-

- it has not been positively prepared,
- it is not justified,
- it is not effective, and
- it is not consistent with national policy, i.e. the NPPF.

The response also included reference to the LMPC concerns about the effects of the proposed changes to Strategic gap between Hethersett and Cringleford, and the effects of increased traffic from the proposed development north of Hethersett (HET 1) which have not been properly considered with regard to Little Melton.

Reference was also made to the latest understanding that the originally envisaged link road, from Hethersett Lane would not now be provided, and therefore this would 'encourage' (massive) increases in traffic from the development and the existing business park on Little Melton Road to rat run along Burnthouse Lane and through Little Melton.

At this point in the proceedings the District Councillors and the County Councillor were thanked for their attendance and left the meeting at approximately 8.30 pm.

## **PARISH AMENITIES**

### **REQUEST FOR FILLING DIP ACROSS LOWER PENALTY AREA**

It was reported that CGM had not provided a quotation despite repeated requests from the PC.

It was questioned whether this action was really necessary, bearing in mind the dip was slight and the timing for such work was critical (watering) and no further action was therefore thought necessary.

With regard to HAFC's hiring of the football pitch having ceased for the 2014/2015 season John Symonds agreed – with helpers – to move the “top” goal to its summer position in order to reduce wear to the goalmouth.

### **PLAY EQUIPMENT MAINTENANCE MATTERS**

It was confirmed that the replacement basketball support pole had now been delivered.

John Symonds said he would – with help – transport this to the VPF and then add the new backboard and ring/net, and erect.

It was agreed that this work would take place shortly – the exact date to be agreed by email – but John Symonds emphasised that he could not undertake this action, for another couple of weeks, or so, because of other commitments.

Finally under this heading it was agreed that the Clerk would ask the local school for information in respect of the suppliers of the school play equipment with a view to seeking competitive quotations for replacing items of the young children's play equipment on the VPF.

With a view to the longer term replacement of the young children's play equipment on the VPF the Chair said he was hoping that someone would take on responsibility for this - as a project – and therefore he would be grateful to be informed of anyone who would be interested in this role.

### **SECTION 106 MONEY – RECEIPT/USE**

Nothing further was reported under this item.

## DEFIBRILLATOR

It was noted that Jo Runeckles was still pursuing whether any maintenance was necessary.

## HIGHWAYS

### PROPOSED CYCLE PATH LINK FROM LITTLE MELTON TO HETHERSETT – UPDATE

The Clerk confirmed that he was pursuing the latest information/situation, with various interested parties.

### REPORTING OF MAINTENANCE MATTERS

Now that the AW/Balfour Beatty new water main project had been completed it was agreed that the Clerk would send an email to NCC Highways (South) requesting that the many potholes around the village be repaired.

### HGVs/COMMERCIAL TRAFFIC VEHICLES

No further action was noted for the present, although it was acknowledged that this – on occasions – was still a problem.

### JUNCTION IMPROVEMENTS – B1108/HETHERSETT LANE

It was reported that the closure of this junction had now taken place, and that the project would probably run until September, i.e. approximately five months. Concern was expressed that significantly more vehicular traffic would travel (rat run) through the village during this period.

### OVERGROWN HEDGING

Nothing further was reported under this item.

### ANGLIAN WATER INSTALLATION OF NEW WATER MAIN

It was noted that work on the installation of a new water main from Bawburgh/Little Melton to Hethersett water tower was - in respect of Little Melton – now finished.

## CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence as at 5 May, as given to all Parish Councillors, was confirmed, as was receipt of a few items since the issuing of the agenda.

## DISTRICT, COUNCIL AND REGIONAL DOCUMENTS

There was no correspondence discussed under this item.

## FINANCIAL

### INVOICES

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

Fenland Leisure Products Ltd - new basketball timber pole VPF (101366)	£ 144.00
CGM (Norwich) Ltd. VPF maintenance – March 2015 (101367)	£ 221.80
Abate Limited – Pest control (moles) 17/4-16/7/15 (101368)	£ 118.80
Mr R Sinclair – Refund official telephone 811432 & B/B 14/4-13/5/15 (101370)	£ 20.39
Mr R Sinclair – Refund printer cartridges official use (50%) Feb/Mar/Apr/May 2015 (101372)	£ 15.98
Little Melton PCC – 1 <sup>st</sup> 50%of annual grant 2015 - churchyard maintenance – (101369)	£ 750.00

### RECEIPTS

One receipt was reported – that of the first 50% of precept (£9,905) and the SNC grant (£1,081) i.e.a total of £10,986.

One receipt had been claimed, but had yet to be received, namely the refund of VAT, amounting to £1,778.18, paid by the PC during 2014/2015.

### INTERNAL VERIFICATION/MONITORING REPORT

Nothing was reported under this item.

### SET-A-SIDE, UPDATE

The latest update of the Set-a-Side sums was reported – this amounting to £21,482 as at 31 March 2015. It was confirmed that this funding was for five areas of PC provision required for replacement or repair in the near future.

## HETHERSETT & MELTONS SPORTS ASSOCIATION

Nothing further was reported under this item.

## PARISH COUNCIL ELECTIONS/LM PARISH COUNCIL VACANCIES

It was confirmed that only five candidates had put themselves forward for election, and therefore these were returned unopposed – hence there was no election for parish councillors in Little Melton.

With the co-option of Peter Graves to the PC there was currently one vacancy.

## CLERK'S ANNUAL REVIEW/CLERK'S "OFFICE" RISK ASSESSMENT

The Clerk's Annual Review was confirmed for 2015, and it was noted that neither the Parish Council nor

the Clerk had any issues with the current contract situation.  
With regard to the Clerk's "Office" Risk Assessment, undertaken by the Chair, John Heaser, on 20 April 2015 the outcome was (a) that the Clerk's current chair – which is old and not good for posture etc will be replaced with a new chair, which provides correct back support, including adjustment, and (b) the existing mat below the Clerk's chair will be removed as it is a trippable hazard and does not comply with health and safety regulations.

**DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting was confirmed as being Tuesday 9 June 2015 beginning at 7.30 pm in Little Melton Primary School.

There being no further business the meeting closed at approximately 9.15 pm.

**Chair**.....

**Date**.....