LITTLE MELTON PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE, LITTLE MELTON on TUESDAY 6 DECEMBER 2016 at 7.30 pm

PRESENT
John Heaser (Chair), Tony Berry, Russell Coles and John Symonds.

APOLOGY
Apologies for absence were received from Peter Graves, County Councillor Judith Virgo and District Councillors Christopher Kemp and Garry Wheatley.

DECLARATIONS OF INTEREST
John Symonds and Tony Berry declared an interest in item 5.1.2.

MINUTES
The minutes of the Parish Council meeting held on 15 November 2016 were - on a proposal by John Symonds, which was seconded by Russell Cole - 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
None.

TRAFFIC ISSUES
John Heaser reported that Paul McEvoy had offered to help with processing data from the VAS.
With regard to the traffic to and from the nearby Business Park the Chair had sent emails to the owner of the site.

PLANNING
PARISH COUNCIL RECOMMENDATION
The following two applications were noted:-

- 2016/2337 Mr Peter Graves Discharge of Condition 9 of PA 2014/2431D – maintenance company to manage drainage systems - land south of Ringwood Close.
- 2016/2617 Mr Paul Legrice Discharge of Conditions 3,4,5,8,9 and 13 from PP 2015/2630/F.

With regard to the notification recently received in respect of 2016/2598 Mr P Basey proposing annex to side of bungalow – Fourways, Mill Road, SNC had requested receipt of the Parish Council's views on this proposal (by 12 December) and it was confirmed that the Parish Council had no objection to this application and, the Clerk was instructed to respond accordingly.
RESULTS
There were no results reported.
C.I.L. RECEIPTS/REQUIREMENTS
Nothing further was reported under this item.
GNDP (to 2036) CALL FOR SITES INFORMATION - UPDATE
Nothing further was reported under this item.

PARISH AMENITIES
PROPOSED LEASE OF ADDITIONAL LAND FOR VILLAGE PLAYING FIELD – UPDATE
John Heaser said that he had now ascertained that the Parish Council could obtain approximately £20,000 in loans, from the Parochial Charity and the Village Hall Community Trust.
Russell Cole reported that he had received a reply, from Christopher Bond at Bidwells which informed the Parish Council that Bidwells were optimistic that land would be provided for the practice goal and hoped to confirm this soon.

It was confirmed that the proposals including the acquisition/lease of the additional land, the preparation and fencing/hedging of this land and, the provision of replacement (of existing) play equipment, and new equipment, with appropriate surfacing, zip wire and practice goal (with associated surfacing) and was estimated to cost, including VAT, I.R.O. £61,000 - £62,000.
TENNIS COURT – REPAIR/REPLACEMENT OF SURROUNDING FENCING
It was confirmed that, at last, CGM had satisfactorily undertaken the work and that the dangerous old chain link fencing had been removed.

HIGHWAYS

REPORTING OF MAINTENANCE

John Symonds reported that he had recently spent some more time, on trying, to remove the white paint that had been spilt (on the pavement and road) near the crossroads – and had been reasonably successful. In consequence John was thanked very much for his hard work, which had virtually removed all of the paint.

John Symonds had also spent some time working on the damaged Village Hall sign and post, near the S/E corner of the VPF on Mill Road, and had now sorted this although it was appreciated that the sign was not exactly upright. Once again John was thanked for all his hard work.

TRAFFIC CALMING/ADAPTATION OF VAS TO REGISTER INFORMATION

Nothing further was reported under this item.

TRAFFIC CALMING ISSUES.

Nothing further was reported under this item.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence as at 1 December and sent to all Parish Councillors, was confirmed as were a few late additions.

DISTRICT, COUNTY AND REGIONAL DOCUMENTS

The following letters/documents/emails, that had recently been received, were confirmed:-

- SNC Boundary review - LG Boundary Commission Review of District Ward Boundaries.
- Parliamentary Boundaries Review.

FINANCIAL

Precept

It is expected that there will be some savings on Clerical costs but that other costs will increase. It was agreed not to increase the total amount requested and once the amount of the Grant becomes known, to ensure that any increase in the Band D rate is no greater than 2% by making further reductions if required.

INVOICES

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

HM Revenue & Customs – Income Tax on the Clerk's salary 1/10-31/12/16 (101466)	£ 355.78
Mr R Sinclair – Clerk's salary 1/10-31/12/16 (101467)	£1,423.14
Mr K.J.Symonds – Repairs to VH sign on Mill Road (101468)	£ 30.00
Mr R Sinclair – Refund official printer cartridges December 2016 (101469)	£ 3.99

RECEIPTS

None.

MONITORING REPORT

Nothing was reported under this item.

INTERNAL VERIFICATION

Nothing further was reported under this item.

HETHERSETT & MELTONS SPORTS ASSOCIATION

Nothing further was reported under this item, following the resignation of Harold Kerslake.

PARISH COUNCIL VACANCIES

Nothing further was reported under this item.

CLERK OF THE COUNCIL'S RESIGNATION 31.12.16.

John Heaser referred to his email setting out the Strategy for the Parish Council for 2017 – following the impending resignation of the Clerk of the Parish Council. JH reported that volunteers have offered to manage the PC noticeboards but would need to be provided with printed material.

With regard to the Transparency Code requirements – especially putting a lot of data etc. on the Parish Council website – the Chair said he was having to upload considerable information at the request of Norfolk ALC (as a matter of urgency) and continued to respond, as required, in order to meet the PC's statutory requirements.

It was agreed (on a proposal by Tony Berry, which was seconded by Russell Cole) that either Ian Wheetman or Carole Jowlett would act as Locum Clerk and that Rebecca Heaser should provide clerical assistance until shared resource, long term arrangements can be made with Hethersett.

Concluding the Chair proposed a large vote of thanks go to the Clerk, Richard Sinclair, for all his work during the approximate 40 years that he had been in office, and this was unanimously agreed, and that this be recorded in the minutes of the meeting.

DATES OF PARISH COUNCIL MEETINGS FOR 2017 ETC.

A discussion ensued as to whether Parish Council meetings for 2017 should continue to be held in the local Primary School or whether it was preferable to return to hiring the Village Hall to hold PC meetings.

This discussion took into account the facilities available at the Village Hall, the nights of the week that it was available for the Parish Council Meetings, the suitability of the chairs for councillors etc. and, the use of IT such as projection/a computer/IPad and the reducing of the number of (formal) PC meetings during the year.

It was also agreed that the date of the first PC meeting of 2017 would be determined, via IT consultation/notification, although it was appreciated that this would have to occur prior to Friday 20 January in order to approve the Parish Precept requirements.

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

Chair……..

Date……