

LITTLE MELTON PARISH COUNCIL MEETING
at LITTLE MELTON PRIMARY SCHOOL, SCHOOL LANE,
LITTLE MELTON on TUESDAY 12 APRIL 2016 at 7.30 pm

PRESENT

John Heaser (Chair), Russell Cole, Tony Berry, Peter Graves and John Symonds.
In addition District Councillors Christopher Kemp and Garry Wheatley were in attendance.

APOLOGIES

An apology for absence was received from County Councillor Judith Virgo.

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 an interest in items 5.1.1. and 5.1.2. and Peter Graves declared an interest in item 5.1.3. on the agenda.

MINUTES

The minutes of the Parish Council meeting held on 23 February 2016 were – on a proposal by Peter Graves, 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

District Councillor Garry Wheatley reported that after 8 years of not increasing the District Council tax, SNC had increased the tax this financial year (encouraged by the Chancellor of the Exchequer) the sum varying from property to property but was roughly £5 per property.

District Councillor Christopher Kemp added that the central government was withdrawing all the Rate Support Grant – over a period of 4 years – so that by 20/21 SNC will have to raise the funding of its services by selling services, receiving (increased) rent from council owned properties and/or via the Council Tax, notwithstanding that it may be necessary for further reductions on expenditure.

Finally, in answer to a question from Tony Berry, Garry Wheatley confirmed that there was a delay on the (further) Watton Road improvements, which were now anticipated to start in April 2017.

TRAFFIC ISSUES

John Heaser – speaking with the aid of computer projection – confirmed that the Highways Authority had responded that the Parish Council's request for additional HGV signage on the A47/NSB (approaching the Watton Road roundabout from the west) was not warranted, as it was felt that there was adequate signage already!

Turning to the provision of a dedicated cycle path route along Hethersett Lane/Colney Lane (Hethersett) the Chair said he was unaware of any timescale for implementation despite having pressed for a plan of action for something like 5 years.

It was thought that the funding of the construction was split between (a) the NRP for the northern section (up to the bridge), (b) Hethersett PC for the southern section (crossroads to the bottom of Braymeadow Lane) and, (c) Norfolk County Council for the middle section (Braymeadow Lane to the bridge). However there is nothing in the public domain that confirms this information.

John Heaser has spoken to County Highway Authority Officers on this issue on a number of occasions, and it was noted that the District Councillors and the PC Chair would, again, speak to County Councillor Judith Virgo and ask her to press for clarification of the funding and timescale with Matt Tracey of NCC etc.

Other Highway matters mentioned were (1) the proposed Drive Through McDonalds on the Thickthorn Roundabout, and (2) the Chair's recent email to the District Council in respect of the substantial litter tipping along Burnthouse Lane, which it was noted was in the parish of Hethersett.

PLANNING

PARISH COUNCIL RECOMMENDATION

2015/2630/F Abel Homes seeking planning permission for 8 dwellings, car parking and amenity space including 2 affordable dwellings, on land S/E The Gardens, Mill Road, which form part of planning reference 2015/0253.

The Clerk reported that this proposal had been recommended for approval by SNC Officers but said he was unaware of the decision.

2016/0172 Mr T Abel seeking Variation of condition 1 from PP 2015/0253 (revised plans for plots 13 & 14) on Land south/east of The Gardens, Mill Road.

No decision was known for the proposed swapping round of the houses on plots 13 & 14.

2016/0712 Developing Solutions Ltd. seeking Variation of Condition 1 – approved plans of permission 2014/2431/D – Reserved Matters on Land south of Ringwood Close.

Noted.

2016/0622 Dr William John seeking permission for Orangery to replace conservatory at 1 Manor Farm Barns.

Noted.

RESULTS

2016/0400 Mr Keith Alexander proposed side and rear extensions (resubmission of 2015/2106) at Leylands, Great Melton Road.

Approved with conditions 18.3.16.

TO NOTE

2016/0140 Taylor Wimpey. Discharge of conditions 5 & 6, Phase A1-A on land N of Hethersett Village Centre.

Approved details 16.3.16.

PARISH AMENITIES

VPF INCLUDING POSSIBLE PRACTICE GOAL FOR FOOTBALL/TREE SURGERY

The commencement – in mid-March - of the 2016 maintenance contract was confirmed.

Some preliminary discussion took place of the potential sites for improved/new play equipment provision, including a practice goal for football, taking into account that disturbance to nearby residents should be minimised.

VILLAGE HALL REPAIR

John Symonds reported that Fosters had recently made a good job of the repairs, including the leak over the ladies toilet, to the Village Hall.

This work was very much appreciated and Peter Graves said he would ascertain precisely who the Parish Council should formally thank for undertaking the repairs.

Secondly it was agreed, w.e.f. 1.3.16., the Parish Council would make a regular payment to John Symonds (as caretaker) for one hours work per month, at a rate of £7.20 per hour, for emptying the litter bins on the village playing field/near the Village Hall. The invoice to be submitted on a two monthly basis.

PLAY EQUIPMENT MAINTENANCE - 2015 SAFETY INSPECTION

Nothing further was reported under this item other than it being noted that some minor defects required rectification and that the Clerk was continuing to undertake regular visual inspections.

SECTION 106 MONEY/SET-ASIDE – RECEIPT /USE

John Heaser said that in response to his email of 31 March to Abel Homes he had established that Abel Homes - with regard to the S106 money the Parish Council expect to receive from the Mill Road and the Ringwood Close developments - that should the Parish Council borrow some money, in advance of the receipt of the S106 money, such action would not prejudice the later receipt of the agreed S106 money. This potential situation was contemplated as it might prove necessary to completely replace the existing old children's play equipment with brand new provision prior to receipt of S106 monies.

John Heaser added that Chris Raines, SNC, was also looking into the legality of such action, i.e. starting the replacement of the equipment, with loan funding, before the receipt of S106 money.

Peter Graves said that in respect of the Ringwood Close development, 8 properties needed to be occupied before the £35,000 S106 funding can be accessed.

Russell Cole – who had consulted local school children on what new equipment they would like to see provided – said he anticipated that the approximate cost (excluding a football practice goal) would be I.R.O. £35,000 and that this would include wet pour safety flooring.

Concluding this discussion the Clerk emphasised that with this level of expenditure to be expended by the Parish Council on the new equipment, it would of course be necessary to ensure that at least 3 quotations were obtained.

DEFIBRILATOR

Nothing was reported under this item.

Following this item the two District Councillors left the meeting at approximately at 8.20 pm.

HIGHWAYS

REPORTING OF MAINTENANCE

The Clerk confirmed the repairing of several of the dangerous potholes on the carriageway of Green Lane, around and near the pond.

OVERGROWN HEDGING UPDATE

It was noted that a request for action by householders had been included in the April edition of the Parish Council Newsletter.

CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence as at 7 April, and sent to all Parish Councillors, was confirmed as were a couple of late additions.

DISTRICT, COUNTY AND REGIONAL DOCUMENTS

Firstly the Clerk confirmed the receipt on 18 March of an email from SNC Planning concerning Housing and Economic Land Availability Assessment (HELAA) Methodology. It was noted that this current consultation has the purpose of trying to establish how much suitable land there is in an area to test if land could be developed.

It was noted that the consultation runs from 21 March through to 3 May 2016.

Secondly, in respect of the Possible Requirements From The Transparency Code for Smaller Authorities, it was confirmed that the Parish Council had been successful in its bid for funding and had recently received the sum of £499.

Thirdly the Clerk confirmed the SNC email of 8 February stating that from 15 February the District Council was only posting a site notice on planning applications where there is a statutory requirement to do so.

FINANCIAL

INVOICES

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

CGM Group – one off cut VPF (football pitch) February 2016 (101415)	£ 27.72
Mr R Sinclair – Clerk's salary 1/1-31/3/16 (101418)	£1,409.06
Mr R Sinclair - refund expenses (50%) printer cartridges February 2016 (101423)	£ 3.99
Mr R Sinclair – refund official telephone 811432 & B/B 14/3-13/4/16 (101419)	£ 20.19
Canning Electrical Ltd. – signs VPF (provided January 2015) (101416) (Re-issue 3/15)	£ 149.10
Norfolk Association of Local Councils – Annual subscription 2016/17 (101420)	£ 178.04
SNC – Annual charge Dog waste bins emptying 2015/2016 (101421)	£ 303.07
LM Village Shop – Printing Newsletter (April) 425 copies (101422)	£ 21.25

One receipt amounting to £33.00 from HAFC for the hire of VPF football pitch by youth teams playing two matches during February, was confirmed.

MONITORING REPORT

Nothing was reported under this item.

INTERNAL VERIFICATION

The Clerk confirmed that on 10 March Tony Hedges had undertaken the Internal Verification for the 3 month period to the end of December 2015.

All transactions had been found to be in order.

AUDIT of PARISH COUNCIL A/Cs 2015/2016

The Clerk reported that the annual audit documentation had recently been received from Mazars and therefore he was working on the completion of the forms etc.

The Clerk added that once he had undertaken the necessary checks and calculations and completed the required forms, together with explanations, he would be passing the records to Sue Day, Ringwood Close, to carry out the required Internal Audit prior to reporting (hopefully) the successful completion of the Annual Audit to the next Parish Council Meeting – the Annual Parish Council Meeting – on Tuesday 24 May 2016.

The Clerk further pointed out that the Parish Council would need to agree and sign up to the Annual Governance Statement (9 questions) as part of the Annual Return. This it was anticipated would occur at the APCM on 24 May and to ensure that all Parish Councillors are aware of these requirements the Clerk was instructed to email a copy of the AGS to all the councillors by the end of April. It was noted that all completed forms and supporting documentation, including the signing up to of the AGS by the Parish Council, must be returned to Mazars by 6 July. The Parish Council, it was stipulated, had to approve the Annual Return by 30 June. The Clerk emphasised that, once the External Auditor had completed its work, certified annual returns will be returned to the Parish Council, for public display (including on the PC website) of Sections 1, 2 and 3 and that the PC must publish or display the Annual Return, including the External Auditor's report by 30 September .

ASSETS REGISTER

The Clerk confirmed the latest revised figures of the PC assets. The new total figure being £790,921, although it was noted that the figure supplied to the External Auditor was lower as it is based on (where applicable) the purchase price.

RISK ASSESSMENT

The Clerk confirmed the latest annual review of the Parish Council Risk Assessment. It was also agreed that a copy should be emailed to Peter Graves so that he could review this exercise.

SET-ASIDE

The latest figures including the allowances approved in the Parish Precept for 2016/2017, was confirmed as being £33,138 in total.

HETHERSETT & MELTONS SPORTS ASSOCIATION

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

PARISH COUNCIL VACANCIES

The Clerk drew attention the continuing shortage of two parish councillors on the Parish Council. It was appreciated that both the vacancies would be filled by co-option.

DATE OF NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting – the Annual Parish Council Meeting – was confirmed as being Tuesday 24 May 2016 beginning at 7.30 pm in Little Melton Primary School. It was appreciated that at this meeting the election of the PC Chair and Vice Chair for the forthcoming year would be the first items on the agenda. There being no further business the meeting closed at approximately 9.15 pm.

Chair.....

Date.....