



# MELTON PARISH COUNCIL



**Minutes** of the Statutory Annual Meeting of Melton Parish Council on Thursday 8<sup>th</sup> May 2014 commencing at 19:00 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr JE Bale  
Cllr Miss EA Barrington  
Cllr Mr GK Butterwick  
Cllr Mr AG Corston  
Cllr Mrs JEJ Eckersley  
Cllr Mrs EJG Hilson  
Cllr Mr MJ Kennedy

Cllr Mrs KS Martin  
Cllr Mr AH Porter  
Cllr Mr MW Sherwen  
Cllr Mr CW Taylor  
Cllr Mr A Thompson  
Cllr Mr ML Webb  
Cllr Mr J West

**Absent:**

**In Attendance:**

Cllr Mr MN Bond  
Cllr Mr J Bidwell  
PC 450 Jerry Abigail  
Mr MJ Green

County/District Councillor [until 19:45]  
District Councillor [until 19:45]  
Suffolk Police [until 19:45]  
Clerk to Melton Parish Council

The retiring Chairman, Cllr Abbott, was in the Chair until the election of the Chairman for the year 8 May 2014 to May 7<sup>th</sup> 2015. Thanks were expressed by councillors to Bryony Abbott [Chairman] and Malcolm Green [Clerk] on their respective retirements.

**14.38 ELECTION OF THE CHAIRMAN OF THE COUNCIL**

It was **RESOLVED** that Cllr Porter be elected Chairman of the Council.

**Proposed by** Cllr Barrington

**Seconded by:** Cllr Abbott.

**14.39 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Porter completed the Chairman's Declaration of Acceptance of Office which was duly received by the Clerk.

**Cllr Porter took the Chair.**

**14.40 ELECTION OF THE VICE CHAIRMAN**

**14.40.01 Vice Chairman Nominations**

It was **RESOLVED** that Cllr Martin be elected Vice Chairman of the Council.

**Proposed by** Cllr Porter

**Seconded by:** Cllr Abbott

**14.40.02 To receive the Vice - Chairman's Declaration of Acceptance of Office**

Cllr Martin completed the Vice Chairman's Declaration of Acceptance of Office which was duly received by the Clerk.

#### **14.41 ELECTION TO FILL CASUAL VACANCY**

##### **14.41.01 Co-option Nominations**

It was **RESOLVED** that John West be co-opted to fill the casual vacancy on Melton Parish Council.

**Proposed by** Cllr Taylor

**Seconded by:** Cllr Hilson

##### **14.41.02 To Receive the Co-opted Councillor's Declaration of Acceptance of Office**

Cllr West completed the declaration of acceptance of office which was formally received by the Clerk.

##### **14.41.03 New Members Register of Members Interest Form**

It was **RESOLVED** that the date for the completion of the register of interest form be set at 30th May 2014.

**Proposed by** Cllr Taylor

**Seconded by:** Cllr Hilson

#### **14.42 TO RECEIVE APOLOGIES FOR AND CONSENT TO ANY ABSENCE**

##### **14.42.01 Cllr Mr A Thompson - illness**

Council considered this apology and it was **RESOLVED** to receive the apology and consent to the absence.

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

#### **14.43 DECLARATIONS OF INTEREST**

##### **14.43.01 To Receive Amendments to the Register**

###### **(a) Cllr Martin**

It was noted that Cllr Martin has amended her register of interests to include membership of Melton Women's Institute and Governorship of Melton Primary School.

The amendment was duly received by the Clerk on 28/4/2014 and entered on the SCDC On-line Register of Interest Database.

###### **(b) Cllr Abbott**

Cllr Abbot presented a revised register of interest form that included her appointment as President of the Melton Women's Institute.

This was duly received by the Clerk who will update the SCDC On-line Register of Interest Database.

##### **14.43.02 To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda**

There were no declarations of Pecuniary Interest in respect of items on the agenda.

##### **14.43.03 To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda**

There were no declarations of Non Pecuniary Interest in respect of items on the agenda.

##### **14.43.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared**

It was noted that there had been no requests for dispensation for pecuniary interests declared.

*It was RESOLVED to lift standing orders*

#### **14.44 PUBLIC PARTICIPATION SESSION**

##### **14.44.01 To receive the Safer Neighbourhood Team Report**

The Chairman welcomed PC Jerry Abigail to the meeting.

He reported that:

- His was a temporary appointment
- He apologised for the lack of a written report
- The number of crimes since the last report was 16
- The priorities continued at the tasking meeting included:
  - ASB – Rendlesham
  - Speeding – Ufford
  - ASB – Otley
- The Police were aware of the parking issues near the shops in Melton but without 24/7 surveillance it is not possible to resolve the issue

- Parking on Melton Road near Deben Mill was an issue but due to the lack of visible no parking yellow lines enforcement was difficult
- The Speed Detection Recording on Woods Lane had confirmed the problems with speeding in both directions
- Cyclists experiencing problems with motorists should report incidents but they should also protect themselves by wearing hi-viz jackets, helmets and adequate lighting after dark

**14.44.02 To Receive the County Councillors/District Councillors Report**

**(a) *March 2014***

Paper MPC(14)P44.02(a) previously circulated was received and noted.

**(b) *April 2014***

There was no written report for April.

Issues reported included:

- Inadequacies of the SCC School Improvement Service
- Difficulty encouraging quality young teachers into Suffolk
- Local Primary Schools have an excellent reputation
- Farlingaye High School received their second outstanding rating from Ofsted
- The new Assistant Director of Education has a background in Education to complement the Director whose background is in Safeguarding
- Archaeological surveying of the Woods Lane site is currently being undertaken on behalf of the developer
- A meeting will be convened of local parish councils to discuss the Woods Lane project
- The Physical Limits Boundary is in place for Melton
- The NANT judicial review is now with the court of appeal
- Yarmouth Road Site – speculation that there will be a 400+ homes development proposed
- Work had commenced on the former GAH site to decontaminate the site in readiness for the construction of the care home
- The enabling fund is a worthy scheme for applications for funding

**14.44.03 To Receive Village Matters Raised by Members of the Public or Councillors**

**(a) *Bentwaters***

Cllr Sherwen reported that the Bentwaters Campaign Group had been reformed and a newsletter issued concentrating on the no of aviation movements being proposed as part of the master plan

**(b) *Quiet Lanes***

It was noted that a new quiet lane had been installed in Eyke that was not part of the original pilot. It was recalled that Melton was not able to be part of the original pilot as a sufficient number of lanes were already included in the pilot.

**(c) *2014 Fete***

Cllr Barrington appealed for councillors to put their names forward to help on the day.

*It was RESOLVED to reinstate standing orders.*

**14.45 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 13<sup>TH</sup> MARCH 2014**

**It was RESOLVED** that Minutes MPC(14)M02 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**14.46 TO APPROVE AMENDMENTS TO STANDING ORDERS AS RECOMMENDED BY FINANCE EMPLOYMENT AND RISK MANAGEMENT COMMITTEE**  
Paper MPC(14)P46 previously circulated was received and noted.

**14.46.01 Proposed Amendments to the Revised Standing Orders**

**(a) *Item 3 (i) Chairman to allow a person to sit when speaking***

To remove the item

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Porter

**(b) *Item 4 (v) Substitute Members***

To insert '2' into the brackets in the penultimate line to read 'Proper Officer [2] days before the meeting

The Clerk confirmed that two days would be two clear days not including the day of the issue, the day of the meeting, weekends, bank and public holidays.

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr Martin

**It was RESOLVED** to adopt the revised standing orders as recommended by the Finance, Employment and Risk Management Committee as amended above.

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**14.47 TO REVIEW AND CONFIRM PARISH COUNCIL WORKING GROUPS AND THEIR REPORTING COMMITTEES**

**It was Resolved** that the council will have the following working groups:

Accommodation – Finance, Employment and Risk Management Committee

Communications – Finance, Employment and Risk Management Committee

Divestment - Finance, Employment and Risk Management Committee

Emergency Plan - Finance, Employment and Risk Management Committee

Employment Working Group - Finance, Employment and Risk Management Committee

Friends of Melton Wood - Recreation Committee

Neighbourhood Plan incorporating Affordable Housing- Planning and Transport Committee

Special Events - Recreation Committee

Traffic and Transport - Planning and Transport Committee

Woodland Management - Recreation Committee

Young People - Recreation Committee

The modus operandi for these pieces of work has been determined by the individual committees who will also receive the reporting back. The individual committee minutes will be the vehicle by which council is kept up to date with progress and developments.

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**14.48 TO REVIEW AND CONFIRM TERMS OF REFERENCE FOR COMMITTEES**

**14.48.01 Planning and Transport Committee**

**(a) *Purpose***

(i) To consider all planning applications affecting Melton submitted to the district council

(ii) To decide if a particular application, due to its impact on the village, requires consideration by the full council

(iii) To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton

(iv) To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council

(v) To consider all matters relating to Public Transport and Highways

- (vi) To consider all aspects of a Neighbourhood Plan
- (vii) To consider all aspects of Affordable Housing
- (viii) To consider all aspects of Traffic & Transport
- (ix) To consider all matters relating to Bus Shelters in the village including those owned by the Council and also those provided by Suffolk County Council
- (x) Management of the budget allocated to the Planning and Transport Committee
- (xi) To manage the committee communications within the Council Communications Strategy
- (xii) To manage relevant items from the Village Plan

(b) ***Composition***  
Seven members

(c) ***Meeting frequency***  
Monthly

**It was RESOLVED** to confirm the above Terms of Reference for the Planning and Transport Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

#### 14.48.02 **Finance, Employment and Risk Management Committee**

(a) ***Purpose***

- (i) To be responsible for the employment of council staff
- (ii) To provide contracts and other such documents as required by employment legislation
- (iii) To provide a staff appraisal system
- (iv) To agree salary levels for council employees
- (v) To provide a Disciplinary Panel consisting of three members of the Finance, Employment and Risk Management Committee
- (vi) To provide an Appeals Panel consisting of one member from the Finance, Employment and Risk Management Committee not on the Disciplinary Committee and two other councillors who are *not* members of the Finance, Employment and Risk Management Committee
- (vii) Oversight of the internal financial controls
- (viii) Authorisation of all payments within budget
- (ix) Preparation of the budget for approval by full council
- (x) Provision of financial information to the full council
- (xi) To make whatever banking and investment arrangements are appropriate
- (xii) To enter into and review contracts for the provision of services to the council
- (xiii) To enter into and review contracts for the provision of insurance services to the council
- (xiv) To oversee the provision of council accommodation
- (xv) To make recommendations of expenditure from reserves
- (xvi) To oversee the risk management of all council operations
- (xvii) Raising of funds
- (xviii) To consider all aspects of divestment/transformation
- (xix) To manage all aspects of council communications
- (xx) To manage the council communications strategy
- (xxi) Management of the budget allocated to the Finance, Employment and Risk Management Committee
- (xxii) To consider applications for grants and to recommend allocations to full council
- (xxiii) To manage the committee communications within the Council Communications Strategy
- (xxiv) To manage relevant items from the Village Plan

(b) ***Composition***  
Five Members

(c) ***Meeting frequency***  
6 times a year

**It was RESOLVED** to confirm the above Terms of Reference for the Finance, Employment and Risk Management Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

#### 14.48.03 Recreation Committee

(a) **Purpose**

- (i) To manage and promote the playing fields
- (ii) To manage and promote Melton Woods including The Friends of Melton Wood
- (iii) To manage and promote the management of the woodland
- (iv) To manage and promote the footpaths and rights of way
- (v) To manage and promote the pavilion
- (vi) To manage and promote the play equipment on the playing field
- (vii) To manage and promote the tennis courts
- (viii) To manage relevant items from the Village Plan
- (ix) To act for the council on planning matters of Trees & Tree Orders
- (x) To consider and manage the ongoing development of the pavilion on Melton Recreation Ground
- (xi) To organise special events on the Recreation Ground
- (xii) To consider facilities for young people
- (xiii) To consider and manage the provision of litter/dog waste/grit bins in the village
- (xiv) Management of the budget allocated to the Recreation Committee
- (xv) To manage the committee communications within the Council Communications Strategy

(b) **Composition**

Five members

(c) **Meeting frequency**

6 times a year

**It was RESOLVED** to confirm the above Terms of Reference for the Recreation Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Abbott

#### 14.49 TO RECEIVE NOMINATIONS TO EXISTING COMMITTEES

##### 14.49.01 Planning and Transport Committee [7 members]

(a) **Members**

Nominees:

Mr JE Bale

Cllr Mrs EJG Hilson

Miss EA Barrington

Cllr Mr MW Sherwen

Cllr Mr GK Butterwick

Cllr Mr ML Webb

Cllr Mr AG Corston

**It was RESOLVED** that the above named councillors form the membership of the Planning and Transport Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

(b) **Chairman**

Nominees: Cllr Mr GK Butterwick

**It was RESOLVED** that Cllr Butterwick be elected Chairman of the Planning and Transport Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

(c) **Vice-Chairman**

Nominees: Cllr Miss EA Barrington

**It was RESOLVED** that Cllr Barrington be elected Vice-Chairman of the Planning and Transport Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin.

**14.49.02 Finance, Employment and Risk Management Committee [5 members]**

**(a) *Members***

Nominees:

Cllr Mrs BK Abbott

Cllr Mr GK Butterwick

Cllr Mr CW Taylor

Cllr Mr A Thompson

Cllr Mr JA West

**It was RESOLVED** that the above named councillors form the membership of the Finance, Employment and Risk Management Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**(b) *Chairman***

Nominees: Cllr Mr A Thompson

**It was RESOLVED** that Cllr Thompson be elected Chairman of the Finance, Employment and Risk Management Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**(c) *Vice-Chairman***

Nominees: Cllr Mrs BK Abbott

**It was RESOLVED** that Cllr Abbott be elected Vice-Chairman of the Finance, Employment and Risk Management Committee

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**14.49.03 Disciplinary Panel [3 Members of Finance, Employment and Risk Management Committee]**

**(a) *Members***

Cllr Mrs BK Abbott

Cllr Mr CW Taylor

Cllr Mr JA West

**It was RESOLVED** that the above named councillors form the membership of the Disciplinary Panel

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**(b) *Chairman***

Nominees: Cllr Mr CW Taylor

**It was RESOLVED** that Cllr Taylor be elected Chairman of the Disciplinary Panel.

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**(c) *Vice-Chairman***

Nominees: Cllr Mrs BK Abbott.

**It was RESOLVED** that Cllr Abbott be elected Vice-Chairman of the Disciplinary Panel.

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

**14.49.04 Appeals Panel [1 member from the Finance, Employment and Risk Management Committee not on the Disciplinary Panel plus two other councillors not on the Finance, Employment and Risk Management Committee]**

**(a) *Members***

Nominees:

Cllr Mr GK Butterwick

Cllr Mrs EJG Hilson

Cllr Miss KS Martin

**It was RESOLVED** that the above named councillors form the membership of the Appeals Panel.

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Barrington

- (b) **Chairman**  
Nominees: Cllr Miss KS Martin
- It was RESOLVED** that Cllr Martin be elected Chairman of the Appeals Panel.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Barrington
- (c) **Vice-Chairman**  
Nominees: Cllr Mr GK Butterwick
- It was RESOLVED** that Cllr Butterwick be elected Vice-Chairman of the Appeals Panel.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Barrington
- 14.49.05 Recreation Committee [5 members]**
- (a) **Members**  
Nominees:  
Cllr Mrs JEJ Eckersley Cllr Miss KS Martin  
Cllr Mr MJ Kennedy Mr CW Taylor
- It was RESOLVED** that the above named councillors form the membership of the Recreation Committee.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Hilson
- (b) **Chairman**  
Nominees: Cllr Mrs JEJ Eckersley
- It was RESOLVED** that Cllr Eckersley be elected Chairman of the Recreation Committee.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Hilson
- (c) **Vice-Chairman**  
Nominees: Cllr Miss KS Martin
- It was RESOLVED** that Cllr Martin be elected Vice-Chairman of the Recreation Committee.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Hilson
- (d) **Non-Councillor Co-opted Member**  
Nominees: Mrs E Ashford
- It was RESOLVED** to co-opt Mrs Ashford as a non-councillor member of the Recreation Committee.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Hilson
- 14.50 TO REVIEW COUNCIL'S COMPLAINTS PROCEDURE**  
MPC(14)P50 - Code of Practice for Handling Complaints previously circulated was received and noted.  
**It was RESOLVED** to review and adopt the Council's Complaint's Procedure as previously circulated.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Martin  
The procedure was written in 2007 and although this has been reviewed annually since **it was RESOLVED** that the Finance, Employment and Risk Management Committee conduct a full review of the procedure and bring any recommendations for revision to Full Council in the autumn.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Martin
- 14.51 REVIEW AND ADOPT REGULATIONS/PROTOCOLS**  
Copies of all regulations and protocols previously circulated in the Councillor Regulations, Policies and Protocols Folder.  
It was noted that where there a paper is noted in these minutes this is due to the paper being revised since the last AGM.



- 14.51.01 **Code of Conduct for Handling Complaints**
- 14.51.02 **Dates for Meetings of the Full Council and Committees**  
MPC(14)P51.02
- 14.51.03 **Finance**
  - (a) ***Budget 2014-2015***  
MPC(14)P51.03(a)
  - (b) ***Financial Regulations***
- 14.51.04 **Freedom of Information Act**
  - (a) ***Information available from Melton Parish Council***
  - (b) ***Model Publication Scheme***
- 14.51.05 **Local Government Act**
  - (a) ***Code of Conduct***
  - (b) ***Member and Officer Protocol***
  - (c) ***Disclosable Personal Interests***
- 14.51.06 **Other Policies and Protocols**
  - (a) ***Data Protection Policy***
  - (b) ***Protocols for Public Participation in Meetings***
  - (c) ***Emergency Plan***
  - (d) ***Policy for the use of Parish Council Facilities***
- 14.51.07 **Staffing**
  - (a) ***Grievance and Discipline – Dispute Resolution***
  - (b) ***Members of Staff***
- 14.51.08 **Standing Orders**
- 14.51.09 **Statement of Intent as to Community Involvement**
- 14.51.10 **Terms of Reference for Council Committees**  
MPC(14)P51.10

**It was RESOLVED** to adopt the above Regulations and Protocols.  
**Proposed by:** Cllr Porter                      **Seconded by:** Cllr Martin

**14.52 TO REVIEW AND APPOINT REPRESENTATIVES ON OR TO WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

- 14.52.01 **Burness Parish Room Trustee**  
Nominee: Cllr Mr MJ Kennedy

**It was RESOLVED** that Cllr Kennedy represents the parish council as a Trustee of the Burness Parish Rooms.  
**Proposed by:** Cllr Porter                      **Seconded by:** Cllr Martin

- 14.52.02 **Deben Estuary Partnership**  
Nominee: Cllr Mr MW Sherwen  
                  Cllr Mr GK Butterwick

**It was RESOLVED** that Cllr Sherwen and Cllr Butterwick represents the parish council on the Deben Estuary Partnership.  
**Proposed by:** Cllr Porter                      **Seconded by:** Cllr Martin

- 14.52.03 East Suffolk Lines Community Rail Partnership**  
**It was RESOLVED** that Cllr Butterwick represents the parish council on the East Suffolk Lines Community Rail Partnership.  
**Proposed by:** Cllr Abbott **Seconded by:** Cllr Martin
- 14.52.04 Greenprint Forum**  
 Nominee: Cllr Mrs JEJ Eckersley  
**It was RESOLVED** that Cllr Eckersley represents the parish council on the Greenprint Forum.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Martin
- 14.52.05 Melton Messenger – Editorial Committee**  
 Nominee:  
 As no member of council was willing to be nominated it was agreed to defer this to the next meeting.
- 14.52.06 Melton Primary School**  
 It was noted that Cllr Martin is appointed as parish council community governor until 2018
- 14.52.07 Melton Trust**  
 It was noted that Mrs Mary Addington and Cllr Mr A Thompson are the representatives of Melton Parish Council until the end of the current electoral term
- 14.52.08 Safer Neighbourhood Team**  
 Nominee: Cllr Mr CW Taylor  
**It was RESOLVED** that Cllr Taylor represents the parish council at the Safer Neighbourhood Team Meetings.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Martin
- 14.52.09 Sizewell C Community Forum**  
 Nominee: Cllr Mr AH Porter.  
**It was RESOLVED** that Cllr Porter represents the parish council at the Sizewell C Community Forum  
**Proposed by:** Cllr Abbott **Seconded by:** Cllr Martin
- 14.52.10 Suffolk Association of Local Councils**  
 Nominee: Cllr Butterwick  
**It was RESOLVED** that Cllr Butterwick represents the parish council at the SALC Area Meetings  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Martin
- 14.53 TO ADOPT THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2014**
- 14.53.01 Annual Return**  
 Paper MPC(14)P53.01 previously circulated was received and noted.  
**It was RESOLVED** to approve the accounts contained in the annual return and to authorise the Chairman to sign it to that effect.  
**Proposed by:** Cllr Barrington **Seconded by:** Cllr Martin
- 14.53.02 Annual Governance Statement**  
 Paper MPC(14)P53.02 previously circulated was received and noted.  
**It was RESOLVED** to approve the annual governance statement contained in the annual return and to authorise the Chairman to sign it to that effect.  
**Proposed by:** Cllr Barrington **Seconded by:** Cllr Martin

- 14.53.03 Bank Reconciliation**  
Paper MPC(14)P53.03 previously circulated was received and noted.  
**It was RESOLVED** to approve the bank reconciliation statement and to authorise the Chairman to sign it to that effect.  
**Proposed by:** Cllr Barrington **Seconded by:** Cllr Martin
- 14.53.04 Management Accounts**  
Paper MPC(14)P53.04 previously circulated was received and noted.
- 14.53.05 Asset Register**  
Paper MPC(14)P53.05 previously circulated was received and noted.
- 14.53.06 Variances Report**  
Paper MPC(14)P53.06 previously circulated was received and noted.
- 14.53.07 Internal Audit Report**  
Paper MPC(14)P53.07 previously circulated was received and noted.
- 14.54 TO REVIEW INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**  
Copies of all the documents were available at the meeting.
- 14.54.01 Asset Register dated 31/03/2014**
- 14.54.02 Trust Deed Garrod memorial Recreation Ground dated 13/01/1950**
- 14.54.03 Melton Playing Field Conveyance 13/01/1950**
- 14.54.04 Burkes Wood conveyance dated 31/07/1954**
- 14.54.05 Freehold Land situate in the Parish of Melton dated 16/12/1952**
- 14.54.06 Deed of Gift of land in The Street Melton for the erection of a bus shelter dated 01/12/1962**
- 14.54.07 Lease of a piece of land at Melton Road Melton to The Eastern Electricity Board [now Eastern Power Networks plc] for use as an electricity sub-station dated 15/07/1966**
- 14.54.08 Licence from SCDC for the use of land adjacent to Bredfield Road Melton for the erection and maintenance of a bus shelter dated 18/09/2000**
- 14.54.09 Licence from SCDC relating to land in The Street Melton for the locating of the village sign and seat dated 25/03/1998**
- 14.54.10 Lease for Parish Council Office at SCDC dated 25/3/2014**
- 14.54.11 Land in Orchard Close Divested from Barratt Homes**
- It was RESOLVED** to review of the Land and Assets and confirm the valuations contained therein.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Martin
- 14.55 TO REVIEW AND CONFIRM THE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**  
**It was RESOLVED** that the responsibility for the arrangement of insurance cover is delegated to the Finance, Employment and Risk Management Committee, that this was reviewed during 2011 and insurance arranged through Came & Company Parish Council Insurance with Aviva for 3 years commencing June 2011.  
**Proposed by:** Cllr Porter **Seconded by:** Cllr Martin
- 14.56 TO CONFIRM SIGNATORIES TO MELTON PARISH COUNCIL BANK ACCOUNTS**  
**It was RESOLVED** that the bank signatories on Melton Parish Council Bank Accounts are the Chairman and Vice Chairman of Council and the Chairman of the Finance, Employment and Risk Management Committee  
**Proposed by:** Cllr Barrington **Seconded by:** Cllr Abbott

The appropriate arrangement will be made to replace Cllr Abbott with Cllr Porter as an authorised signatory to the account.

- 14.57 TO REVIEW THE COUNCIL'S AND OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES**
- 14.57.01 Community Action Suffolk [£30]**
  - 14.57.02 East Suffolk Community Rail Partnership [TBA June 2014]**
  - 14.57.03 Save Our Rural Roads SORR [£25]**
  - 14.57.04 Society of Local Council Clerks [£217]**
  - 14.57.05 Suffolk Association of Local Councils [£834]**
  - 14.57.06 Suffolk Preservation Society [£30]**

**It was RESOLVED** to pay the subscriptions detailed above.

**Proposed by:** Cllr Abbott                      **Seconded by:** Cllr Hilson

**It was further RESOLVED** to allocate the ownership and responsibility for payment of the above subscriptions as follows:

- (a) **Community Action Suffolk [£30] - Finance, Employment and Risk Management Committee**
- (b) **East Suffolk Community Rail Partnership [TBA June 2014] - Planning and Transport Committee**
- (c) **Save Our Rural Roads SORR [£25] - Planning and Transport Committee**
- (d) **Society of Local Council Clerks [£217] - Finance, Employment and Risk Management Committee**
- (e) **Suffolk Association of Local Councils [£834] - Finance, Employment and Risk Management Committee**
- (f) **Suffolk Preservation Society [£30]**

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Hilson

- 14.58 TO NOTE THE DATES AND VENUES OF THE COUNCIL MEETING DATES FOR 2014/2015 AS AGREED AT FULL COUNCIL IN 2013**  
Copy of the dates as paper MPC(14)P51.02 previously circulated was received and noted.

**It was RESOLVED** to adopt the dates contained in paper MPC(14)P51.02

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

- 14.59 PARISH COUNCIL NOTICE BOARDS**

The following list of councillors was confirmed as volunteering to post notices in the parish council notice boards at:

- The Playing Field on Melton Road near to Jenners Close [Cllr Martin]
- Bus Shelter in The Street [Cllr Porter]
- Bus Shelter in Bredfield Road [Cllr Hilson]
- Woodbridge Primary School Wilkinson Way [Cllr Eckersley]
- St Audry's Park Road [Cllr Kennedy]
- 

**It was RESOLVED** to confirm the list of councillor volunteers for posting notices in the parish council notice boards as above.

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin

- 14.60 STANDING ORDER 4 - WRITTEN QUESTIONS FROM COUNCILLORS**

It was noted that there had been no written questions received.

**14.61 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**

**14.61.01 Finance, Employment and Risk Management Committee 7<sup>th</sup> April 2014**

Minutes FRM(14)M04 previously circulated was received and noted.

The Vice Chairman of Finance, Employment and Risk Management Committee reported that the difference of approximately £3k in the adopted budget papers and the final accounts was due to a timing difference in the production of the two reports and that the difference was a positive one for Melton Parish Council

**14.61.02 Planning and Transport Committee 24<sup>th</sup> March 2014**

Minutes PLA(14)M03 previously circulated was received and noted.

**14.61.03 Planning and Transport Committee 28<sup>th</sup> April 2014**

Minutes PLA(14)M04 previously circulated was received and noted.

It was noted that the developers will be hosting an open meeting on June 3<sup>rd</sup> from 3 p.m. to 7 p.m. on June 3<sup>rd</sup> in the Lindos Centre on the proposed development on Yarmouth Road.

**14.61.04 Recreation Committee 10<sup>th</sup> April 2014**

Minutes REC(14)M02 previously circulated was received and noted.

**14.62 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

**14.62.01 Burness Parish Room Management Committee**

Cllr Porter reported:

- A new treasurer had been appointed
- Company of Four have now moved out to a new location but that their booking slot had been taken over by another user.

**14.62.02 Deben Estuary Partnership**

Nothing to report.

**14.62.03 Greenprint Forum**

Cllr Eckersley reported that she will be attending a Hedges and Woodland Day on Saturday 10<sup>th</sup> May 2014.

**14.62.04 Melton Trust**

Nothing to report.

**14.62.05 Melton Primary School**

Cllr Martin reported:

- She had attended a Governors Meeting prior to the council meeting
- 19/5/2014 there will be a visit from a school in Hackney with the Mayor of Hackney accompanying the children. The Chairman of MPC will be invited to attend – details to follow to AHP
- School is currently advertising for two teachers but are experiencing problems getting quality applications

**14.62.06 Safer Neighbourhood Team (SNT) Tasking Group**

Cllr Taylor reported:

- Both he and Cllr Corston had attended the SNT Tasking meeting but that no priorities for Melton were adopted
- The tasking meeting will be held on 14<sup>th</sup> May 2014
- The next open meeting is being hosted by MPC in the Lindos Centre on 30<sup>th</sup> July 2014 with both councillors and residents encouraged to attend

**14.62.07 Sizewell C Community Forum**

Cllr Abbott reported:

- Both she and Cllr Butterwick had attended the Parishes Liaison Group meeting
- Further consultation will be undertaken in the autumn
- Wickham Market is still the favoured site for the park and ride
- The next Forum will be in November

**14.62.08 Suffolk Association of Local Councils**

Cllr Butterwick reported that the SALC TTWG would be meeting the following week to discuss issues with the implementation of the NPPF

**14.63 TO RECEIVE A REPORT ON THE PROGRESS WITH THE NEIGHBOURHOOD PLAN**

Cllr Barrington reported that the next working group meeting would be held on 27<sup>th</sup> May 2014 in the Lindos Centre Seminar Room at 7.30 p.m.

**14.64 TO CONSIDER ANY MATTERS ARISING FROM CORRESPONDENCE CONTAINED IN THE WEEKLY REPORTS CIRCULATED TO COUNCILLORS**

Nothing to consider.

**14.65 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA**

Paper MPC(14)P65 previously circulated was received and noted:

**14.66 TO APPROVE FINANCIAL ASSISTANCE TO PITSTOP TO ENABLE THEM TO RE-SUBMIT A PLANNING APPLICATION**

Cllr Barrington had submitted a motion calling on council to provide a contribution of Two Hundred Pounds [£200.00] to Pitstop to enable them to submit a revised planning application.

Comments during the discussion included:

- Pitstop was a valuable facility in the community
- SCC Development control had considered the previous application
- MPC Planning and Transport Committee had supported the application and the Vice Chairman had attended to verbally give that support at the hearing
- 30 + children with varying degrees of disability had been referred to Pitstop by CYP
- One resident had spoken against the proposal
- The proposal would amend the current planning permission to enable a quiet area to be substituted for a rough play areas next to the objecting residents property
- If Pitstop had to move to the primary school there would be increased costs which may result in the closure of the after school club
- Concerns that by supporting Pitstop there may be a potential reputational risk to the council

**It was RESOLVED** to contribute Two Hundred Pounds [£200.00] to Pitstop so that they are able to re-apply for permission to use the Play House.

**Proposed by:** Cllr Barrington.

**Seconded by:** Cllr Butterwick.

**Voting:**

For:	14
Against:	1
Abstentions:	0

The motion was carried.

**14.67 MELTON PARISH COUNCIL EMERGENCY MOBILE TELEPHONE ROTA - HANDOVER**

It was **RESOLVED** to adopt the following rota:

May 2014	Cllr Taylor
July 2014	Cllr Thompson
August 2014	Cllr Bale
October 2014	Cllr Corston
December 2014	Cllr Eckersley
February 2015	Cllr Kennedy
April 2015	Cllr Barrington

**Proposed by:** Cllr Porter

**Seconded by:** Taylor

**14.68 TO CONSIDER ITEMS FO THE MELTON MESSENGER**

- Yarmouth Road Exhibition
- Reporting potholes
- Neighbourhood Plan
- AGM & new councillor

**14.69 CHAIRMAN'S URGENT BUSINESS**

There was no chairman's urgent business.

**14.70 DATE OF NEXT MEETING.**

Thursday 10<sup>th</sup> July 2014 commencing at 19:00 in the Lindos Centre Seminar Room.  
To note that there will be a pre-meeting open forum commencing at 6.30 p.m. with David Chenery from SCC Highways.

There being no further business the meeting closed at 21:00

Signed: \_\_\_\_\_  
[Chairman]

Date: \_\_\_\_\_