



Melton Parish Council

Minutes of the Statutory Annual Meeting of Melton Parish Council held on Wednesday 13 May 2015 commencing at 19:00 in the Hall at Melton Primary School, Melton Road, Melton IP12 1PG.

Present:

<p>Cllr Mr A H Porter [Chairman] Cllr Mr J E Bale Cllr Miss E A Barrington Cllr Mr N Brown Cllr Mr A G Corston</p>	<p>Cllr Mrs E J G Hilson Cllr Miss K S Martin Cllr Mrs C V McBurney Cllr Mr C W Taylor Cllr Mr J West</p>
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Absent:

<p>Cllr Mr M L Webb</p>	
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In Attendance:

<p>County Councillor Michael Bond District Councillor Jim Bidwell Mr W J Grosvenor Clerk to Melton Parish Council</p>	<p>2 Members of the Public</p>
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	<p>PART ONE – OPEN TO THE PUBLIC</p>
<p>15.42</p>	<p>ELECTION OF THE CHAIRMAN OF THE COUNCIL It was RESOLVED that Cllr Porter be elected Chairman of the Council. Proposed by: Cllr Martin Seconded by: Cllr West Cllr Porter completed the Chairman’s Declaration of Acceptance of Office which was duly received by the Clerk.</p>
	<p>Cllr Porter took the Chair</p>
<p>15.43</p>	<p>ELECTION OF VICE-CHAIRMAN It was RESOLVED that Cllr Martin be elected Vice-Chairman of the Council. Proposed by: Cllr Brown Seconded by: Cllr West</p>
<p>15.44</p>	<p>CO-OPTION TO FILL CASUAL VACANCIES There were no nominations to be considered at the meeting. The Chairman encouraged Members to generate interest in the work of the Council by</p>

	promoting what it does and making people feel that they can be of service to the local community by joining it.
15.45	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE Apologies for absence from Cllr Webb were received and it was RESOLVED to consent to the absence. Apologies for absence were also offered by A/Sgt Karen Clabburn and PCSO Marie Smith. <i>Proposed by:</i> Cllr Martin <i>Seconded by:</i> Cllr Porter
15.46	DECLARATIONS OF INTEREST
15.46.01	To receive Amendments to the Register There were no amendments to the Register. The Clerk reminded Members that new Councillors needed to complete a Register of Interests Form and returning Councillors needed to revisit their Declaration for the new election term.
15.46.02	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.
15.46.03	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.
15.46.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensation for Pecuniary Interests declared.
	<i>It was RESOLVED to lift Standing Orders</i>
15.47	PUBLIC PARTICIPATION SESSION
15.47.01	Melton Community Award 2015 Pam Ferguson expressed her sincere thanks for the award which was given to her at the Annual Parish Meeting (which she was unable to attend) for outstanding community service to the people of Melton.
15.47.02	To receive the County / District Councillor's Report Cllr Bidwell started by providing some statistics relating to Suffolk Coastal District Council. It has a population of 124,000, 76 kilometres of coastline, and with some 5730 active businesses. Unemployment is 0.7%. Since the election on 7 May, the political composition of the Council is 37 Conservative, 2 Liberal Democrats, 2 independent and 1 Labour – 42 councillors in total, reduced in number from before. The Council Tax remained frozen for the fifth year, but there would be a budget gap between spend and grant income from Government of £2.7m over the next four years. He talked about the planned office move to the new site near Melton Station, and the joint working with Waveney Council, which, since 2010, has brought savings of £1.7m. Cllr Bidwell explained about the Community Enabling Budgets of £4k that Councillors have to spend in their wards. He reported that 175 affordable homes had been completed since 2010, and the success of recycling in the District – the best performance in Suffolk with 58.6% recycled. He finally referred to the ongoing Public Inquiry into the proposed development of 188 homes on land off Woods Lane, Melton, which was scheduled to conclude

	<p>It was RESOLVED that Cllr Porter be elected Chairman of the Appeals Panel and Cllr Martin Vice-Chairman. Proposed by: Cllr West Seconded by: Cllr Brown</p>
15.52.05	<p>Recreation Committee Members Cllr Martin Cllr McBurney Cllr Taylor It was RESOLVED that the above named Councillors form the membership of the Recreation Committee. Proposed by: Cllr Porter Seconded by: Cllr Brown</p> <p>Non-Councillor Co-opted Member It was RESOLVED to co-opt Mrs Ashford as a non-Councillor Member of Recreation Committee</p>
15.53	<p>TO CONFIRM DATES AND VENUES FOR MEETINGS OF THE FULL COUNCIL AND COMMITTEES 2015/16 Paper MPC(15)53 previously distributed was received and noted. The Clerk to publicise the agreed arrangements.</p>
15.54	<p>TO REVIEW AND APPOINT REPRESENTATIVES ON OR TO WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK</p>
15.54.01	<p>Burness Parish Rooms Trustee It was RESOLVED that Mr M J Kennedy represents the Parish Council as a Trustee of the Burness Parish Rooms. Proposed by: Cllr Porter Seconded by: Cllr Martin</p>
15.54.02	<p>Deben Estuary Partnership It was RESOLVED that Cllr Porter represents the Parish Council on the Deben Estuary Partnership. Proposed by: Cllr Brown Seconded by: Cllr Martin</p>
15.54.03	<p>East Suffolk Lines Community Rail Partnership It was RESOLVED that Mr G Butterwick represents the Parish Council on the East Suffolk Lines Community Rail Partnership. Proposed by: Cllr Porter Seconded by: Cllr Martin</p>
15.54.04	<p>Quiet Lanes Suffolk It was RESOLVED that Cllr Corston represents the Parish Council on the Quiet Lanes Suffolk organisation. Proposed by: Cllr Porter Seconded by: Cllr Martin</p>
15.54.05	<p>Melton Messenger Editorial Committee It was RESOLVED that Cllr Brown represents the Parish Council on the Melton Messenger Editorial Committee. Proposed by: Cllr Porter Seconded by: Cllr Martin</p>
15.54.06	<p>Melton Trust It was NOTED that Mr A Thompson and Mrs Mary Addington are the representatives of Melton Parish Council and they will continue for the four year term of the Council.</p>
15.54.07	<p>Safer Neighbourhood Team It was RESOLVED that Cllr Taylor represents the Parish Council at the Safer Neighbourhood Team Meetings. Proposed by: Cllr Porter Seconded by: Cllr West</p>

15.54.08	<p>Sizewell C Community Forum It was RESOLVED that Cllr Porter represents the Parish Council at the Sizewell C Community Forum. Proposed by: Cllr Martin Seconded by: Cllr Hilson</p>
15.54.09	<p>Suffolk Association of Local Councils It was RESOLVED that Cllr Porter represents the Parish Council at the SALC Area Meetings. Proposed by: Cllr Martin Seconded by: Cllr Brown</p>
15.54.10	<p>Melton Primary School It was NOTED that Cllr Martin is appointed as Parish Council Community Governor until 2018.</p>
15.55	<p>TO ADOPT THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014</p>
15.55.01	<p>Annual Return Paper MPC(15)55.01 previously distributed was received and noted. It was RESOLVED to approve the accounts contained in the Annual Return and to authorise the Chairman to sign it accordingly. Proposed by: Cllr Martin Seconded by: Cllr Brown</p>
15.55.02	<p>Annual Governance Statement Paper MPC(15)55.02 previously distributed was received and noted. It was RESOLVED to approve the Annual Governance Statement contained within the Annual Return and to authorise the Chairman to sign it accordingly. Proposed by: Cllr Martin Seconded by: Cllr Taylor</p>
15.55.03	<p>Bank Reconciliation Paper MPC(15)55.03 previously distributed was received and noted. It was RESOLVED to approve the Bank reconciliation statement and to authorise the Chairman to sign it accordingly. Proposed by: Cllr West Seconded by: Cllr Bale</p>
15.55.04	<p>Management Accounts and Variances Paper MPC(15)55.04 previously distributed was received and noted.</p>
15.55.05	<p>Asset Register Paper MPC(15)55.05 previously distributed was received and noted.</p>
15.55.06	<p>Internal Audit Report Paper MPC(15)55.06 previously distributed was received and noted.</p>
15.55.07	<p>Appointment of Internal Auditor for 2015/16 It was RESOLVED on the recommendation of Finance, Employment and Risk Management Committee to approve the appointment of Suffolk Association of Local Councils to provide the Parish Council's internal audit service for 2015/16 – initially for one year only and then to review again. Proposed by: Cllr Brown Seconded by: Cllr West</p>
15.56	<p>TO REVIEW INVENTORY OF LAND (REAL AND LEASEHOLD PROPERTY) HELD BY THE COUNCIL The Clerk informed Members that copies of all the legal documents held by the Council, together with an Inventory, were available for inspection after the meeting.</p>

15.57	<p>TO REVIEW THE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS</p> <p>It was RESOLVED that the responsibility for the arrangement of insurance cover is delegated to the Finance, Employment and Risk Management Committee. Furthermore, it was RESOLVED that on renewal, insurance cover should be taken out appropriate for a parish with a population of over 5,000, to ensure adequate provision is made for likely growth so that cover is adequate at all times.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr West</p>
15.58	<p>TO CONFIRM SIGNATORIES TO MELTON PARISH COUNCIL BANK ACCOUNTS</p> <p>It was RESOLVED that the bank signatories on the Melton Parish Council bank accounts are the Chairman and Vice-Chairman of the Council and the Chairman of the Finance, Employment and Risk Management Committee.</p> <p>Proposed by: Cllr West Seconded by: Cllr Brown</p>
15.59	<p>TO REVIEW THE COUNCIL'S SUBSCRIPTIONS TO OTHER BODIES</p> <p>Paper MPC(15)59 previously distributed was received and noted.</p> <p>It was RESOLVED to pay the following subscriptions (<i>owning Committee in italics</i>):</p> <ul style="list-style-type: none"> • Community Action Suffolk (£30) <i>Finance, Employment & Risk Management Committee</i> • Suffolk Association of Local Councils (£881) <i>Finance, Employment & Risk Management Committee</i> • Suffolk Preservation Society (£25) <i>Planning & Transport Committee</i> • Clerk's subscription to the Society of Local Council Clerks (£202) <i>Finance, Employment & Risk Management Committee</i> <p>Proposed by: Cllr Martin Seconded by: Cllr West</p>
15.60	<p>PARISH COUNCIL NOTICE BOARDS</p> <p>The following list of Councillors residents was confirmed as volunteering to post notices on the Parish Notice Boards at:</p> <ul style="list-style-type: none"> • The Playing Field on Melton Road (Cllr Martin) • Burness Parish Rooms (Cllr McBurney) • Bus Shelter in Bredfield Road (Cllr Hilson) • Woodbridge Primary School (Mrs J Eckersley) • St Audry's Park Road (Cllr Brown).
15.61	<p>STANDING ORDER 4 – WRITTEN QUESTIONS FROM COUNCILLORS</p> <p>It was noted that no written questions had been received. It was AGREED following discussion that this provision in the Standing Orders is considered obsolete and the Clerk was requested to remove it when revising the Standing Orders subject to it not being a statutory requirement.</p>
15.62	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES</p>
15.62.01	<p>Planning and Transport Committee 18 March 2015</p> <p>Minutes PLA(15)M03 previously distributed were received and noted.</p>
15.62.02	<p>Planning and Transport Committee 15 April 2015</p> <p>Minutes PLA(15)M04 (Draft) previously distributed were received and noted. There was a discussion about Melton's representation at the ongoing Public Inquiry into the proposed Woods Lane development. Cllr Barrington undertook to attend the Inquiry on the morning of 14 May and</p>

15.66.08	SNT Tasking Group Paper MPC(15)66.08 previously distributed was received and noted. Cllr Taylor reported that the next round of meetings would be in July.
15.66.09	Sizewell C and EDF Community Forum Nothing to report.
15.66.10	Suffolk Association of Local Councils Clerk to advise SALC that Cllr Porter will be the new representative from Melton.
15.67	TO CONSIDER ITEMS FOR THE MELTON MESSENGER Nothing to report.
15.68	CHAIRMAN'S URGENT BUSINESS Nothing to report.
	PART TWO - CONFIDENTIAL
15.69	EXEMPT / CONFIDENTIAL ITEM It was RESOLVED that , under Section 100(a)(4) Local Government Act 1972 (as amended), the public be excluded from the meeting for the remaining item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.
15.70	DATE OF NEXT MEETINGS The next meeting of Full Council will take place on Wednesday 8 July 2015 commencing at 19:00 in the Hall at Melton Primary School. There being no further business the meeting closed at 21:05.