



MELTON PARISH COUNCIL

MPC(16)M02

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 9 March 2016 commencing at 19:00 in the Hall at Melton Primary School, Melton Road, Melton IP12 1PG.

Present:

Cllr Mr A H Porter [Chairman] Cllr Mr J E Bale Cllr Miss E A Barrington Cllr Mrs M Bevilacqua Cllr Mr N Brown Cllr Mr A G Corston	Cllr Mr M Hearn Cllr Mrs C V McBurney Cllr Miss K S Martin Cllr Mrs A Stevens Cllr Mr C W Taylor Cllr Mr J West
---	--

Absent:

Cllr Mrs E J G Hilson	Cllr Mr M L Webb
-----------------------	------------------

In Attendance:

Mr W J Grosvenor <i>Clerk to Melton Parish Council</i>	
--	--

	PART ONE – OPEN TO THE PUBLIC
16.19	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE Apologies for absence were received from Cllr Hilson and it was RESOLVED to consent to the absence. <i>Proposed by:</i> Cllr Porter <i>Seconded by:</i> Cllr Martin Apologies for absence were also received from County Councillor Bond and District Councillors Bidwell and Day.
16.20	DECLARATIONS OF INTEREST
16.20.01	To receive Amendments to the Register There were no amendments to the Register.
16.20.02	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.

16.20.03	<p>To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</p> <p>There were no declarations of Non-Pecuniary Interest in respect of Items on the Agenda.</p>
16.20.04	<p>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
<p><i>It was RESOLVED to lift Standing Orders</i></p>	
16.21	<p>PUBLIC PARTICIPATION SESSION</p>
16.21.01	<p>To receive Reports from the County and District Councillors</p> <ol style="list-style-type: none"> 1. Although unable to be present, Cllr Bond advised that he has approved the expenditure of £1,500 from his localities budget for the purpose of installing a water supply to the planned Melton Community Farm. 2. In the absence of Cllr Bidwell, the Clerk read the report supplied by him. The items in the report may be summarised as follows: <ul style="list-style-type: none"> • Increase in Council Tax of just under 2% • Removal of Revenue Support Grant and possible reduction in New Homes Bonus will further constrain Suffolk Coastal's finances • £1.68m invested in more affordable homes • The move to the new headquarters building will save c£500k a year in running costs • Re-appraisal of conservation areas ongoing • The boating lake in Felixstowe is being refurbished • More joint working with Waveney DC – formal merging of the two councils being discussed • Customer services improvements are being undertaken at Woodbridge library – should be completed by end March • Suffolk Coastal Norse can provide equipment for any "Clean for the Queen" initiatives • A guide is available for the organisation of street parties for Her Majesty's official birthday in June.
16.21.02	<p>To receive Village Matters raised by Members of the Public or Councillors</p> <p>The following matters were raised:</p> <ul style="list-style-type: none"> • Cllr Corston expressed concern at the lack of response from the District Council to communications from Melton Parish Council. • Cllr Bevilacqua expressed concern at the noise and disruption being caused to local residents by the construction works on the Cedar House site. • Cllr Martin was disappointed at the lack of clarity on the availability of District Councillor's locality budgets. Generally all Members were concerned at the low profile of Melton's representatives on the District Council. Cllr Porter was requested to engage with Cllr Ray Herring on the matter. • Reported that local conceptual artist, Ryan Gander, is to be featured on a BBC2 Arts Programme at 11:10pm on 18 March. • Cllr Martin reported that she had successfully used the Suffolk County Council online reporting tool to report a hole in the pavement outside the "Coach and Horses" in Melton Road.

	<i>It was RESOLVED to reinstate Standing Orders</i>
16.22	<p>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 13 JANUARY 2016</p> <p>It was RESOLVED that Minutes MPC(16)M01 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p>Proposed by: Cllr Porter Secoded by: Cllr West</p>
16.23	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES
16.23.01	<p>Planning and Transport Committee 20 January 2016</p> <p>Minutes PLA(16)M01 previously distributed were received and noted.</p>
16.23.02	<p>Planning and Transport Committee 17 February 2016</p> <p>Minutes PLA(15)M02 (Draft) previously distributed were received and noted.</p>
16.23.03	<p>Finance, Employment and Risk Management Committee 10 February 2016</p> <p>Minutes FRM(16)M01 (Draft) previously distributed were received and noted.</p>
16.23.04	<p>Recreation Committee 24 February 2016</p> <p>Minutes REC(16)M01 (Draft) previously distributed were received and noted.</p>
16.24	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
16.24.01	<p>To receive and consider the Financial Management Reports for the period 1 April 2015 to 29 February 2016</p> <p>Papers MPC(16)24.01 and MPC(16)24.01(a - e) previously distributed were received. Following discussion and review it was RESOLVED that all payments made and the financial reports as submitted be approved.</p> <p>Proposed by: Cllr Porter Secoded by: Cllr Martin</p>
16.24.02	<p>To agree the Budget proposals for 2016/17</p> <p>Paper MPC(16)24.02 previously distributed was received. The budget was based on an income next year of £85.6 and expenditure of £117.3k, requiring use of £31.7k from Reserves.</p> <p>Following discussion the Clerk was requested to try to produce an indicative budget for 2017/18 for FERM Committee to look at. Meanwhile Councillors Stevens, Brown and Porter asked for an electronic copy of the excel spreadsheet upon which the budget document was based. This would be supplied on the basis that it would only be used for purposes of unofficial private study.</p> <p>Members RESOLVED to AGREE as follows:</p> <ul style="list-style-type: none"> • The revised budget for 2016/17 • That the budget complies with statutory powers and is based on the same areas of expenditure as in previous years. <p>Proposed by: Cllr Brown Secoded by: Cllr Bevilacqua</p>
16.24.03	<p>To review the Terms of Reference for Internal Audit</p> <p>Paper MPC(16)24.03 previously distributed was received. The Clerk went through the report which was in effect, a Statement of the Council's Internal Control Policy. Following agreement, it would need to be signed off by the Chairman.</p> <p>Subject to the correction of a typographical error in paragraph 6, and the requirement that the "minor error" referred to be set out in an appendix, it was RESOLVED to AGREE the Statement which the Chairman will sign.</p>

	<p>It was further RESOLVED to AGREE that the Clerk would approach Heelis & Lodge to see if they could carry out the internal audit for 2015/16.</p> <p>Proposed by: Cllr West Seconded by: Cllr Corston</p>
16.24.04	<p>To consider future External Audit arrangements</p> <p>Paper MPC(16)24.04 previously distributed was received. The Clerk went through the report, summarising the options available to the Council in terms of the arrangements for External Audit from 1 April 2017. The Council has to decide by 31 March 2016 whether it wishes to remain within the Government appointed arrangements for the audit of all smaller authorities or decide to make its own arrangements, and in that case set up an independent audit panel. The recommendation was to remain within the Government appointed arrangements and following discussion, it was RESOLVED to AGREE to do so.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Martin</p>
16.25	<p>TO (1) CONSIDER AND AGREE APPROACH TO MEETING CYCLES IN 2016/17 (2) NOTE KEY STATUTORY DATES TO BE OBSERVED AND (3) CONSIDER AND AGREE TO CHANGED FORMAT IN AGENDAS TO REFLECT ADVICE RECEIVED</p> <p>Paper MPC(16)25 previously distributed was received and the Clerk went through the matters covered and the recommendations.</p> <p>Accordingly it was RESOLVED as follows:</p> <ul style="list-style-type: none"> • In relation to the meeting dates in 2016/17, the existing pattern and frequency will be maintained • The July Full Council meeting will be brought forward to 29 June in order that the annual return can be approved before the deadline of 30 June • Full Council would be reviewing the risk management spreadsheet at Item 16.28 • To confirm that, at £150k, the Council's Fidelity Guarantee cover is more than adequate at present to meet the Council's needs • To note that the Council's Standing Orders and Financial Regulations are being rewritten to bring them up to date, and to confirm that the existing ones, amended to reflect latest advice are in use in 2015/16. <p>Proposed by: Cllr Brown Seconded by: Cllr Porter</p>
16.26	<p>TO RECEIVE A REPORT ON THE PROGRESS WITH THE NEIGHBOURHOOD PLAN</p> <p>Cllr Barrington updated Members on the arrangements made for the three Neighbourhood Plan open days and thanked all who have / are assisting, in particular Councillors Hearn and Stevens.</p> <p>Policies will be displayed on the Notice Boards. Mr Winship would attend to explain the concept of "Quiet Lanes" and Ms Heelis to talk about Pitstop.</p> <p>Cllr Barrington introduced and explained the new proposals for the Warburg / Carter / Riduna site. In discussion on these ideas Members expressed concerns about potential increase in both residential and commercial traffic.</p>
16.27	<p>TO RECEIVE AN UPDATE ON THE NEW VILLAGE HALL PROJECT</p> <p>The Clerk reported that the Councillor Working Group last met on 23 February. Having now visited village halls at Bruisyard, Hacheston and Lavenham, it was felt that no further visits need to be arranged. The Working Group considered the costs involved in taking out fixed rate loans from the Public Works Loan Board. It was considered that the next stage</p>

	<p>should be to put the existing brief to at least three architectural practices and seek informal meetings with those that respond and show interest. The Clerk would draft a letter, which he will circulate to Members of the Steering Group for comment before sending.</p>
16.28	<p>TO CONSIDER RISK ISSUES Paper MPC(16)28 previously distributed was received. The Clerk drew Members' attention to those High Level risks where actions are in hand to mitigate the risks. Following discussion Members asked that the risk from Project / Work overload should be elevated from Medium to High.</p>
16.29	<p>TO CONSIDER AWARD OF MELTON MEDAL FOR 2016 The Chairman initiated a discussion on the 2016 award. It was AGREED to Award a <i>Melton Certificate</i> to Headteacher Mark Girling of Melton Primary School in view of his efforts to raise standards at the school, which have also been recognised in the latest Ofsted report.</p>
16.30	<p>TO CONSIDER OFFER OF ELIZABETH MEDAL The Clerk explained the background to this and showed members the sample medal provided. No decision was made in terms of any funding by the Parish Council that might be made available for any bulk purchase and distribution. However Cllr Martin took the medal and will discuss any possible initiative with Headteacher Mark Girling and the Rector of St Andrews.</p>
16.31	<p>TO CONSIDER THE RECOMMENDATIONS FROM FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE IN RELATION TO GRANT APPLICATIONS RECEIVED (2nd ROUND OF 2015/16) Paper MPC(16)31 previously distributed was received and considered. It set out the recommendations of FERM Committee, which at its meeting on 10 February 2016, recommended that the Council make the following grants:</p> <ul style="list-style-type: none"> • Disability Advice (East Suffolk) £500 • Headway Suffolk £250 • East Anglian Air Ambulance £250 <p>Following discussion, it was RESOLVED to AGREE the recommendations of FERM Committee. Proposed by: Cllr Porter Seconded by: Cllr Martin</p>
16.32	COUNCILLOR TRAINING
16.32.01	<p>SALC Training Programme 2016/17 Paper MPC(16)32.01 previously distributed was received and noted.</p>
16.32.02	<p>Councillor Training reports Councillor Hearn reported positively on his recent Councillor training sessions at the SALC offices.</p>
16.33	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
16.33.01	<p>Burness Parish Rooms Management Committee Paper MPC(16)33.01 previously distributed was received and noted.</p>
16.33.02	<p>Deben Estuary Partnership Nothing to report. This should be omitted as a Standing Item on future agendas.</p>
16.33.03	<p>Melton Trust Nothing to report. The next meeting will be on 16 March 2016.</p>
16.33.04	East Suffolk Rail Partnership

	Nothing to report.
16.33.05	Melton Primary School Cllr Martin reported that the Cycle Shed project would be officially opened on 18 March. Staff and Governors were currently busy with setting the budget for next year.
16.33.06	Melton Messenger Copy for the next issue is being drafted. The deadline for copy is 16 March. The issue would also need to cover the Neighbourhood Planning event. There was a discussion on the focus and direction of the <i>Melton Messenger</i> . Concern was expressed that it was losing some of its broader community based focus, which was the justification for Parish Council funding. The Chairman would take up the matter.
16.33.07	SNT Tasking Group Nothing to report.
16.33.08	Sizewell C and EDF Community Forum Nothing specific to report.
16.33.09	Suffolk Association of Local Councils Cllr Porter reported that he would be unable to attend the meeting to be held on 14 March. He asked for anyone who could attend in his place to let him know.
16.33.10	Greenprint Forum Paper MPC(16)33.10 previously distributed was received and noted. Cllr Martin confirmed that Mrs Eckersley is still the Council's Tree Warden.
16.34	TO CONSIDER ITEMS FOR THE MELTON MESSENGER Please see Minute 16.33.06 above.
16.35	CHAIRMAN'S URGENT BUSINESS <ul style="list-style-type: none"> • There was a remaining invitation to attend Tricia Skirrow's retirement party at the Lindos Centre. Cllr Bevilacqua was pleased to accept.
16.36	DATE OF NEXT MEETINGS The next meeting of Full Council (the Annual General Meeting of the Council) will take place on Wednesday 11 May 2016 commencing at 19:00 in the Hall at Melton Primary School. The Annual Parish Meeting will take place on Wednesday 4 May 2016 commencing at 19.00 in the Hall at Melton Primary School. There being no further business the meeting closed at 21.30.

