



MELTON PARISH COUNCIL

MPC(16)M04

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 29 June 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 Mrs C Gradwell Cllr Ms J Harrison	Cllr Mr M Hearn Cllr Mrs E J G Hilson Cllr Miss K S Martin Cllr Mrs A Stevens Cllr Mr C W Taylor Cllr Mr M L Webb Cllr Mr J West
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Absent:

There were no absences	
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In Attendance:

Mr W J Grosvenor <i>Clerk to Melton Parish Council</i>	District Councillor Jim Bidwell
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	PART ONE – OPEN TO THE PUBLIC
16.60	TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE There were no absences.
16.61	DECLARATIONS OF INTEREST
16.61.01	To receive Amendments to the Register There were no amendments to the Register.
16.61.02	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.
16.61.03	To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda Cllr Barrington declared an interest in Item 16.67.03 as a local resident.

16.61.04	<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>
16.62	<p>PUBLIC PARTICIPATION SESSION</p>
16.62.01	<p>To receive a report from District Councillor Jim Bidwell</p> <p>Cllr Bidwell reported as follows:</p> <ul style="list-style-type: none"> • In relation to East Anglian devolution proposals, Suffolk Coastal DC met on 28 June and would be meeting again on 30 June. In what is becoming effectively a Norfolk / Suffolk deal, but with Great Yarmouth and some other Norfolk Councils declining to support, the offer from Government is £25m pa for the next 25 years to support economic growth; £130m over 5 years to help the delivery of new homes; and other economic measures including support for apprenticeships and adult skills training. The package will have to be agreed by Suffolk Coastal DC Cabinet on 12 July. In response to questions about where the funding for the new East Anglian “Mayor” that government will insist on as part of the deal will come from, Cllr Bidwell said it would be found from the annual £25m. • There is a new “East Suffolk” website shared with Waveney Council. • Cllr Bidwell mentioned the “Enabling Community” roadshows. These were aimed at capacity building and improving resilience within communities. Following discussion it was AGREED that the Clerk would circulate the flyer advertising the meetings to all Councillors. • Each District Councillor has a locality budget of £5.5k to support local initiatives which foster the good of the community. • Suffolk coastal DC has implemented the part night lighting scheme in relation to footway lighting (except where safety issues require lights to be left on throughout the night). • The deadline for nominating a local hero would expire at midnight on 30 June, if any nominations were still being considered.
16.62.02	<p>To receive village matters raised by Members of the Public or Councillors</p> <p>Cllr Stevens enquired as to whether the recent roadworks in Melton Road meant that the problems associated with the culvert under the highway from the playing field had been addressed. Unfortunately the answer was no – the works were to alleviate flooding to Victoria House.</p> <p>Cllr Barrington wished to say a big “thank you” to Cllr Martin for organising such a successful fete.</p> <p>The Chairman announced that on Friday 1 July, the anniversary of the first day of the Battle of the Somme, he would be laying a wreath at the Melton War Memorial at 7.30am.</p> <p>Cllr Hilson reported motor vehicles being displayed for sale on the verges of Bredfield Road. Cllr martin believed that Suffolk Highways (David Chenery) was on the case.</p> <p>In relation to the fete, Cllr Martin went through the main points of a paper she had circulated to Councillors before the meeting. Having had Council responsibility for it for 5 years, she felt unable to assume the responsibility again in 2017. She asked other Members to think about getting involved between now and January 2017, when preparation for the summer event would start. Cllr Stevens offered to give support as she had done this year</p>

	<p>and Cllr Harrison also offered assistance. The date for the 2017 fete was not yet settled. The Chair of the Fete Committee would remain the same; it is the Council involvement that is the critical factor.</p> <p>The Chairman took the opportunity to thank Cllr Martin for all her hard work on the fete over the years.</p>
16.63	<p>TO APPROVE THE MINUTES OF THE STATUTORY ANNUAL MEETING HELD ON 11 MAY 2016</p> <p>It was RESOLVED that minutes MPC(16)M03 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p>Proposed by: Cllr West Seconded by: Cllr Taylor</p>
16.64	<p>TO REVIEW AND CONSIDER PROPOSED AMENDMENTS TO TERMS OF REFERENCE FOR FINANCE, EMPLOYMENT & RISK MANAGEMENT COMMITTEE</p> <p>Paper MPC(16)64 previously distributed was received and the proposals by FERM Committee to amend the Terms of Reference as follows were discussed:</p> <p>Purpose (vii) Oversight of the internal financial controls amend to Oversight of the internal financial controls including receiving Internal Audit reports</p> <p>Composition Five Members amend to Minimum of Five Members maximum of Nine.</p> <p>The amendments were AGREED.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Stevens</p>
16.65	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES</p>
16.65.01	<p>Planning and Transport Committee 25 May 2016</p> <p>Minutes PLA(16)M05 previously distributed were received and noted.</p>
16.65.02	<p>Planning and Transport Committee 22 June 2016</p> <p>Minutes PLA(16)M06 (Draft) previously distributed were received and noted. Cllr Bale sought clarification on the Extra Care development proposed for Bredfield Road, which was provided.</p>
16.65.03	<p>Finance, Employment and Risk Management Committee 8 June 2016</p> <p>Minutes FRM(16)M03 (Draft) previously distributed were received and noted.</p>
16.66	<p>TO ADOPT THE ANNUAL ACCOUNTS AND APPROVE THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016</p>
16.66.01	<p>Annual Return</p> <p>Paper MPC(16)66.01 previously distributed was received and noted.</p> <p>It was RESOLVED to approve the accounts contained in the Annual Return and to authorise the Chairman to sign it accordingly.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Gradwell</p>
16.66.02	<p>Bank Reconciliation</p> <p>Paper MPC(16)66.02 previously distributed was received and noted.</p> <p>It was RESOLVED to approve the Bank reconciliation statement.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Gradwell</p>
16.66.03	<p>Management Accounts</p> <p>Paper MPC(16)66.03 previously distributed was received and noted.</p>
16.66.04	<p>Statement of Variances</p> <p>Paper MPC(16)66.04 previously distributed was received and noted.</p>
16.66.05	<p>Asset Register</p> <p>Paper MPC(16)66.05 previously distributed was received and noted.</p>
16.66.06	<p>Internal Audit Report</p> <p>Paper MPC(16)66.06 previously distributed was received and discussed.</p>

	The Clerk confirmed that the recommendations made by the Auditor had been implemented. In respect of the additional payroll information however, a response was awaited from SALC.
16.67	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
16.67.01	To appoint the Internal Auditor for 2016/17 It was RESOLVED to approve the appointment of Heelis and Lodge to provide the Parish Council's Internal Audit service for 2016/17. <i>Proposed by:</i> Cllr Porter <i>Secoded by:</i> Cllr West
16.67.02	To receive and consider the Financial Management Reports for the period 1 April 2016 to 31 May 2016 Papers MPC(16)67.02 and MPC(16)67.02(a-e) previously distributed were received. The Clerk went through the headline figures. There were no significant issues to raise at the moment and the reports were NOTED .
16.67.03	To consider a request from Planning & Transport Committee for Contributory Funding for the Saddlemaker's Lane signage scheme Cllr Corston set out the background and context for this request. The fee element of c£3k and £5k towards the construction costs of c£10k are being funded separately. For the scheme to progress the Council would therefore have to find c£5k from its own resources. That could rise to c£6k because of the additional costs of carrying out works on the A12. Following discussion, and the Clerk having identified potential savings from existing budgets that could be used, It was AGREED that: <ul style="list-style-type: none"> • The Council would find the additional funding required for this scheme to go ahead, up to a ceiling of £7k, and the Clerk should advise SCC Highways accordingly. • The Clerk to propose savings commensurate with the spend required and report back to Full Council. <i>Proposed by:</i> Cllr Porter <i>Secoded by:</i> Cllr West
	In view of the common financial issues involved in funding the Saddlemaker's Lane signage and funding the new Village Hall feasibility study, it was RESOLVED to consider Item 16.69 next out of order on the Agenda.
16.69	TO RECEIVE AN UPDATE ON THE NEW VILLAGE HALL PROJECT The Clerk reported back on the meeting between Craig Driver, Director of Hoopers, Architects, and the Village Hall Councillor Steering Group on 28 June. The upshot of the meeting was a general consensus to proceed with a feasibility study, which would include a sketch of what the building might look like based on the brief, its footprint, the necessary surveys and investigations and reports, and also the costs of the consultants and indicative building costs. An estimate for such a feasibility study would be received in the next few day, but was likely to be in the region of £5 - £7.5k. If the estimate was accepted, the study could be carried out in the autumn. It was AGREED following discussion that: <ul style="list-style-type: none"> • On receipt of the estimate the Clerk will write to District Councillors Bidwell and Day to ask if they are prepared to help fund the feasibility study from their locality budgets. • There will be a special Meeting of Full Council before the FERM Committee meeting on 10 August to (1) fully consider budget virements to facilitate both the Saddlemaker's Lane project and the Feasibility Study, and (2) to formally agree that the Feasibility study is undertaken by Hoopers.

	Meanwhile the Clerk will acknowledge the estimate and promise a further communication after 10 August.
	It was RESOLVED to revert to the order of the Agenda
16.68	<p>TO REVIEW PROGRESS WITH THE NEIGHBOURHOOD PLAN Cllr Barrington reminded everyone that the Pre-Submission Consultation starts on Friday 1 July and runs until 23 September. Hard copies of:</p> <ul style="list-style-type: none"> • The Melton Character Area Assessment • Sustainability Appraisal Scoping Report • Pre-submission consultation document <p>will be available at the Library, Coach and Horses PH, the Parish Church and the Fish and Chip shop. Posters are on all the Parish notice boards, there is a link on the website and regular reminders will be issued fortnightly via e-news. The <i>Melton Messenger</i> will carry news in its next (September) edition. Cllr Barrington asked for assistance in distributing further posters around the village.</p>
16.70	<p>TO RECEIVE AN UPDATE ON THE POSITION RELATING TO THE NEW PARISH OFFICE AT UNIT 2, ROBERTSON'S BOATYARD,, LIME KILN QUAY, WOODBRIDGE IP12 1BD The Clerk reported that, because of problems with Building Regulation approval for the creation of the two offices and common services, the completion of the works would be delayed. The dialogue between the two sets of lawyers on the lease was ongoing. However because completion is going to be delayed and the lead in time required by our telephone provider is at least three weeks, a moving date has not yet been set.</p>
16.71	<p>TO CONSIDER REQUEST FOR COMMENTS RE SUFFOLK COASTAL'S PROPOSED BI-ANNUAL ENGAGEMENT FORUMS Paper MPC(16)71 previously distributed was received and discussed. Comments to be sent by the Clerk to SCDC Head of Communities before the deadline of 20 July. Councillors Bevilacqua, Brown and Porter to represent Melton. There was consensus in terms of a local venue, early evening preferably, lasting no more than two hours, with a forum not too large to inhibit meaningful discussion.</p>
16.72	<p>TO CONSIDER RISK ISSUES Paper MPC(16)72 previously distributed was received and discussed. Cllr Martin requested that an item on Drainage be added to the agenda for Recreation Committee on 6 July.</p>
16.73	COUNCILLOR TRAINING
16.73.01	<p>SALC Training Programme 2016/17 The Clerk reminded Members again of the SALC training programme. It was considered as Paper MPC(16)32.01 at the March meeting. A copy will be forwarded to any Councillor who requests it.</p>
16.73.02	<p>Councillor Training reports Councillor Brown commended his recent Councillor training sessions at the SALC offices to other Members as being well worthwhile.</p>
16.74	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
16.74.01	<p>Burness Parish Rooms Management Committee Cllr Stevens will be writing something for the <i>Melton Messenger</i> regarding the new village hall project and how / why the project steering group is seeking advice from various quarters.</p>

16.74.02	Melton Trust Nothing to report.
16.74.03	East Suffolk Rail Partnership Paper MPC(16)74.03 previously distributed was received and noted, in particular paragraph 4 which related to the East Suffolk Lines Community Rail Partnership.
16.74.04	Melton Primary School Cllr Martin reported that there would be a meeting in July to consider the SATS results. There will be 20 pupils in the nursery class in September.
16.74.05	Melton Messenger Nothing to report.
16.74.06	SNT Tasking Group Cllr Taylor reported that crime figures were now on the constabulary's website.
16.74.07	Sizewell C and EDF Community Forum Nothing to report.
16.74.08	Suffolk Association of Local Councils The last meeting took place on 20 June.
16.74.09	Greenprint Forum Nothing to report.
16.75	TO CONSIDER ITEMS FOR THE MELTON MESSENGER The next issue will not appear until September 2016.
16.76	CHAIRMAN'S URGENT BUSINESS <ul style="list-style-type: none"> • The Clerk reported that at the Statutory Annual Meeting Council agreed to renew the annual subscription to the Suffolk Preservation Society, in the belief that it would remain at £25.00. A renewal notice had now been received requesting £30.00. AGREED to go ahead with the renewal. • An invitation to their AGM on 14 July had been received from Leiston, Saxmundham and District CAB. Apologies to be sent. • Cllr Porter reported that he had sent an email to SCDC Cllr Holdcroft, cc to Philip Ridley and Cllr Ray Herring, concerning the landscaping fiasco at Riduna Park that has upset a number of residents. A response is awaited.
16.77	DATE OF NEXT MEETINGS The next ordinary meeting of Full Council will take place on Wednesday 14 September 2016 commencing at 19:00. Venue to be confirmed. There being no further business the meeting closed at 21.10.