



# MELTON PARISH COUNCIL

MPC(16)M06

## Melton Parish Council

**Minutes** of the Meeting of Melton Parish Council held on Wednesday 14 September 2016 commencing at 19:30 at the Burness Parish Rooms, The Street, Melton IP12 1PW.

**Present:**

Cllr Mr A H Porter [Chairman] Cllr Mr J E Bale Cllr Miss E A Barrington Cllr Mrs M Bevilacqua	Cllr Mr A G Corston Cllr Miss K S Martin Cllr Mrs A Stevens Cllr Mr C W Taylor
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**Absent:**

Cllr Mr N Brown Cllr Mrs C Gradwell Cllr Ms J Harrison Cllr Mr M Hearn	Cllr Mrs E J G Hilson Cllr Mr M L Webb Cllr Mr J West
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**In Attendance:**

Mr W J Grosvenor <i>Clerk to Melton Parish Council</i>	County Councillor Michael Bond Six members of the public
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	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>16.86</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Councillors Brown, Gradwell, Harrison, Hearn, Hilson, Webb and West.
<b>16.87</b>	<b>DECLARATIONS OF INTEREST</b>
<b>16.87.01</b>	<b>To receive Amendments to the Register</b> There were no amendments to the Register.
<b>16.87.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were no declarations of Pecuniary Interest in respect of Items on the Agenda.
<b>16.87.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b> There were no declarations of Non Pecuniary Interest in respect of Items on the Agenda.

16.87.04	<p><b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b></p> <p>It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
16.88	<p><b>PUBLIC PARTICIPATION SESSION</b></p>
16.88.01	<p><b>To receive the reports from County and District Councillors</b>  <b><i>To receive a report from County Councillor Michael Bond</i></b></p> <p>Cllr Bond focused his report primarily on highways matters. He has sent an email to the Leader of Suffolk County Council (SCC) about the performance of County Highways, citing specific instances where, despite his intervention with funding solutions, schemes have not progressed. He has sought clarity on the current level of work, how it is organised and how performance can be improved. He also wants timely answers to his emails.</p> <p>His request for the traffic survey of Melton Road was made two years ago and, despite chasing, and promises of progress that never materialised, the project will now have to be abandoned. SCC quoted £10k for the survey whereas Kier quoted £37k (plus data collection cost). He will now focus on specific problems, such as issues of entry and egress from roads, e.g. Fayrefield Road, which join the B1438, on a piecemeal basis. The survey was never primarily a finance issue, as he would have allocated the funding. Overall the failure to get this project off the ground is considered to be an SCC Highways organisational and management problem.</p> <p>The chairman of MPC expressed his thanks to Cllr Bond for all his hard work in trying to do something to alleviate traffic and parking problems in Melton. Cllr Bond concluded his report by suggesting that East Anglian devolution might not happen, as Norfolk might vote against it.</p> <p><b><i>To receive a report from District Councillor Jim Bidwell</i></b></p> <p>In the absence of Cllr Bidwell, the clerk read out his brief report which read as follows:</p> <p>“Planning – the development of the former Arkray site in Dock Lane is continuing to cause concern to the residents, school etc. A second submission is being prepared – the first having been seen off with advice from Planning and in particular Highways, who perceived problems of traffic, in particular because of turning long vehicles in a narrow, frequently congested lane. The next application will warrant careful scrutiny.</p> <p>The new SCDC offices are scheduled to be in use by the end of November, but more likely to be by the end of the year.</p> <p>Customer services at Woodbridge Library are up and running and well-staffed.”</p>
16.88.02	<p><b>To receive the Police report</b></p> <p>Paper MPC(16)88.02 (Minutes of the ASB Tasking Meeting 1 September 2016) previously distributed was received and noted. Cllr Taylor attended the meeting – now run by the Suffolk Coastal Anti-social behaviour officer. There are issues with ASB in both Woodbridge and Wickham Market. Although the police will monitor speeding / parking as far as resources allow, they will generally not dedicate much in the way of resources to them. They are unwilling to enforce double yellow line parking because the line markings are themselves in such a poor state.</p>

16.88.03	<p><b>Public meeting with Police and Crime Commissioner and Chief Constable</b></p> <p>The Clerk advised Members of the series of public meetings being held by the Police and Crime Commissioner and Chief Constable in the autumn of 2016. There will be a meeting at Woodbridge on Monday 7 November, to be held at Woodbridge Town Football Club, Fynn Road IP12 4DA, starting at 6.30pm.</p>
16.88.04	<p><b>To receive village matters raised by Members of the Public or Councillors</b></p> <p>Concerns were expressed about the number of recent road accidents (four in the last two months) which had taken place in Melton. There was a consensus that the approved development in The Street will exacerbate the position there, because of restricted access. It was mentioned that the Podiatrist, whose business premises are in The Street, had expressed a desire to keep a log of accidents. That was considered a good idea. It was suggested that the Council's new website might have an entry page for logging incidents.</p> <p>In the longer term, concern was expressed that the new Suffolk Coastal offices at Riduna Park are likely to generate more parking problems, which are likely to affect a wider part of the village.</p> <p>The meeting was informed that the new owner of the Lindos Centre, now renamed Solid House, has given notice to the Registrar's Office. No information as yet as to possible relocation.</p> <p>The presence of litter was reported on the Woods Lane roundabout, the bypass, and other local roads. A community litter pick was suggested. Where cars are parked advertised for sale on public (highway) land, SCC Highways will take enforcement action.</p> <p>Finally a question was asked – can adults ride bicycles on the pavement? The Highway Code is clear that they should not.</p>
16.89	<p><b>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 29 JUNE 2016</b></p> <p>It was <b>RESOLVED</b> that minutes MPC(16)M04 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><b>Proposed by:</b> Cllr Martin                      <b>Seconded by:</b> Cllr Stevens</p>
16.90	<p><b>TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF FULL COUNCIL HELD ON 10 AUGUST 2016</b></p> <p>It was <b>RESOLVED</b> that minutes MPC(16)M05 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><b>Proposed by:</b> Cllr Martin                      <b>Seconded by:</b> Cllr Stevens</p>
16.91	<p><b>TO REVIEW AND CONSIDER PROPOSED AMENDMENTS TO TERMS OF REFERENCE FOR RECREATION COMMITTEE</b></p> <p>Paper MPC(16)91 previously distributed was received and the proposals by Recreation Committee to adopt a new set of Terms of Reference as follows were discussed:</p> <ol style="list-style-type: none"> <li>1. To consider, manage, promote and develop facilities on Melton Recreation Ground including the playing fields, pavilion, play equipment and tennis courts</li> <li>2. To manage and promote the woodland and trees around the playing field and in Burkes Wood and to work with the Friends of Melton Woods to this end</li> <li>3. To manage and promote the footpaths and Rights of Way</li> <li>4. To act for the council on planning matters relating to trees and Tree Preservation Orders</li> <li>5. To manage any special events, for example the Melton Fete</li> <li>6. To consider recreational facilities for the community, especially young people</li> <li>7. To consider and manage the provision of litter, dog and grit bins in the village</li> </ol>

	<p>8. To manage the budget allocated to the Recreation Committee for the above</p> <p>9. To manage Committee communications in relation to all areas of Recreation.</p> <p><b>It was RESOLVED to AGREE</b> the proposed new Terms of Reference, subject to amending Term 5 from “To manage” to “To facilitate”. Composition and meeting frequency are unchanged.</p> <p><b>Proposed by:</b> Cllr Martin                      <b>Seconded by:</b> Cllr Stevens</p>
<b>16.92</b>	<b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES</b>
<b>16.92.01</b>	<b>Planning and Transport Committee 13 July 2016</b> Minutes PLA(16)M07 previously distributed were received and noted.
<b>16.92.02</b>	<b>Planning and Transport Committee 17 August 2016</b> Minutes PLA(16)M08 (Draft) previously distributed were received and noted.
<b>16.92.03</b>	<b>Finance, Employment and Risk Management Committee 10 August 2016</b> Minutes FRM(16)M04 (Draft) previously distributed were received and noted.
<b>16.92.04</b>	<b>Recreation Committee 7 September 2016</b> Minutes REC(16)M04 (Draft) previously distributed were received and noted.
<b>16.93</b>	<b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b>
<b>16.93.01</b>	<b>To receive and consider the Financial Management Reports for the period 1 April 2016 to 31 August 2016</b> Papers MPC(16)93.01 and MPC(16)93.01(a-e) previously distributed were received. The Clerk drew Members’ attention to the fact that in periods 1 to 5, only 19% of budgeted expenditure has so far been incurred. There were no specific issues and the reports were <b>NOTED</b> .
<b>16.93.02</b>	<b>To consider arrangements for the membership of Budget Working Group and the formulation of a draft budget for 2017/18</b> The Clerk informed Members that FERM Committee agreed at its August meeting, that in the light of the half year 2016/17 accounts, a Budget Working Group would be convened to look at preparing a draft budget for 2017/18. A daytime meeting would therefore be convened in mid / late October, and membership of the Group needed to be set. Following discussion it was <b>AGREED</b> that membership would consist of: <ul style="list-style-type: none"> <li>• Chairman of the Council</li> <li>• Vice-Chairmen of the Council</li> <li>• Chairman of FERM Committee</li> <li>• Vice-Chairman of Planning &amp; Transport Committee</li> <li>• Chairman of Recreation Committee.</li> </ul>
<b>16.93.03</b>	<b>External audit 2016 – update</b> The Clerk advised Members that, whilst he had not yet received back the audited accounts from BDO LLP, he was advised on the telephone that they were ready to be sent and the audit was clean and unqualified. The audited accounts will now be presented to the November Full Council meeting.
<b>16.93.04</b>	<b>To consider renewal proposals for the Council’s insurance policy</b> The Council’s insurance cover falls due for renewal on 1 October. The premium is £1,890.41, taking into consideration the Council’s long term agreement which expires in 2018. Cover is for a community of up to 10,000. Cover for office contents up to £5k is also now included.

	Accordingly it was <b>RESOLVED</b> to pay the premium of £1,890.41. <i>Proposed by:</i> Cllr Porter <i>Seconded by:</i> Cllr Taylor
<b>16.94</b>	<b>TO CONSIDER THE NEIGHBOURHOOD PLAN</b>
<b>16.94.01</b>	<b>To receive an update on the Neighbourhood plan</b> Cllr Barrington reminded everyone that the Pre-Submission Consultation period ends on 23 September. To date 20 email responses were received, 3 letters and 13 survey responses. So far only two of the statutory consultees have responded. Four respondents were not in favour of the proposed Carter / Warburg scheme, whilst five respondents were not in favour of the proposed village hall development.
<b>16.94.02</b>	<b>To reconsider the inclusion of the Carter / Warburg site in the Neighbourhood Plan in the light of the Woods Lane development</b> Following discussion Full Council unanimously <b>RESOLVED</b> to reaffirm its support for the inclusion of the Carter / Warburg site in the Neighbourhood Plan. <i>Proposed by:</i> Cllr Porter <i>Seconded by:</i> Cllr Martin
<b>16.95</b>	<b>TO RECEIVE AN UPDATE ON THE NEW VILLAGE HALL PROJECT</b> Following the formal agreement at the Special Meeting of Full Council on 10 August for Hoopers, architects, to go ahead with the feasibility study into the construction of a new village hall on the playing field site, the Clerk reported a recent conversation with Hoopers' director, Craig Driver. Hoopers will be starting the study in week commencing 3 October. Following the budget virements agreed at the Special Meeting, funds are in place to meet the cost of this project.
<b>16.96</b>	<b>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</b> The Clerk reported that completion of the lease was delayed because of Melton's solicitor's absence due to sickness, but he was hopeful that it would be achieved before the end of the month. A date of 27 September was set for the migration of the telephone / Broadband connections. Publicity around the move will be given by e-message, posters and on the website. Suffolk Coastal DC office receptionists will be able to redirect personal callers.
<b>16.97</b>	<b>TO CONSIDER RISK ISSUES</b> Paper MPC(16)97 previously distributed was received and all high level risks were discussed.
<b>16.98</b>	<b>REPORT ON HANDYPERSON ACTIVITIES</b> Paper MPC(16)98 previously distributed was received and noted. Councillors added their feelings of appreciation for the work done to those expressed in the report. The Clerk will ensure that any Council keys retained by the former Park Warden will be returned.
<b>16.99</b>	<b>DRUMMER BOY STATUE – UPDATE</b> The Clerk reported that the decision to leave the statue in place on Melton Hill appeared to have been overturned as a result of a survey carried out by Woodbridge Town Council. In discussion Members were unanimously of the view that it should stay where it is. It was <b>AGREED</b> : <ul style="list-style-type: none"> <li>To mention the development in the <i>Melton Messenger</i> with the comment that anyone who agrees it should stay where it is should email the Leader of Suffolk Coastal DC.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cllr Bevilacqua to draft a letter for Cllr Porter to send to District Councillors Herring and Holdcroft.</li> </ul>
<b>16.100</b>	<p><b>WILLOW HARVEST – UPDATE</b></p> <p>The Clerk advised that the willow tree harvest will be carried out in the first two weeks of October. Publicity will be given in the form of site notices, e-message and on the website.</p>
<b>16.101</b>	<p><b>EAST SUFFOLK PARTNERSHIP ANNUAL FORUM</b></p> <p>The fourth East Suffolk Partnership Annual Forum will take place at Trinity Park Conference Centre, Bucklesham, on Friday 11 November 2016 from 9am to 2pm. Cllr Porter will be attending.</p>
<b>16.102</b>	<p><b>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</b></p>
<b>16.102.01</b>	<p><b>Burness Parish Rooms Management Committee</b></p> <p>Cllr Stevens reported that she had emphasised to the Burness Trustees that the Parish Council greatly valued the facilities that Burness offered to parishioners, and hopefully any misunderstandings generated by the MPC Village Hall project had been resolved.</p> <p>The Trustees will be putting in a grant application to MPC for a contribution to the cost of improving the flooring.</p>
<b>16.102.02</b>	<p><b>Melton Trust</b></p> <p>Mr Tony Thompson provided a report. In summary, the Trustees continue to focus on promoting the Trust and making grants to individuals and families in need, and to organisations that can assist them.</p> <p>In 2015 the Trust had an income of £11,169 and made grants totalling £8,884. In 2016 grants have totalled £8,582 to date and a further £1,000 has been agreed in principle; also the trustees expect to make a Christmas grant. If any Councillors are aware of individuals who need help the contact details are included in each edition of the <i>Melton Messenger</i>.</p>
<b>16.102.03</b>	<p><b>East Suffolk Rail Partnership</b></p> <p>Nothing to report.</p>
<b>16.102.04</b>	<p><b>Melton Primary School</b></p> <p>Nothing to report due to the summer holiday.</p>
<b>16.102.05</b>	<p><b>Melton Messenger</b></p> <p>Nothing specific to report. Cllr Brown and Cllr Porter have organised the copy for the next issue.</p>
<b>16.102.06</b>	<p><b>SNT Tasking Group</b></p> <p>Cllr Taylor reported that he had looked at local crime figures on the constabulary's website. There were 16 investigations in the Melton area.</p>
<b>16.102.07</b>	<p><b>Sizewell C and EDF Community Forum</b></p> <p>Nothing to report.</p>
<b>16.102.08</b>	<p><b>Suffolk Association of Local Councils</b></p> <p>The next area meeting will take place on 19 September. Cllr Porter and Cllr Barrington to attend.</p>
<b>16.102.09</b>	<p><b>Greenprint Forum</b></p> <p>Nothing to report.</p>
<b>16.103</b>	<p><b>TO CONSIDER ITEMS FOR THE MELTON MESSENGER</b></p> <p>The Chairman asked that any contributions for the November issue should be sent either to Cllr Brown or himself.</p>
<b>16.104</b>	<p><b>CHAIRMAN'S URGENT BUSINESS</b></p> <p>SALC have issued a 31 point electronic survey covering broadband, policing, highways, parking and planning matters.</p>

	<p>Cllr Barrington undertook to complete it with input from other Councillors. The deadline is 30 November 2016.</p>
<b>16.105</b>	<p><b>DATE OF NEXT MEETINGS</b> The next ordinary meeting of Full Council will take place on Wednesday 30 November 2016 commencing at 19:00. Venue to be confirmed. There being no further business the meeting closed at 21.30.</p>