



MELTON PARISH COUNCIL

MPC(17)M02

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 29 March 2017 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 N Brown Cllr Mr A G Corston	Cllr Mrs E J G Hilson Cllr Mrs A Stevens Cllr Mr C W Taylor Cllr Mr M L Webb Cllr Mr J West
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Absent:

Cllr Mrs C Gradwell Cllr Ms J Harrison	Cllr Mr M Hearn Cllr Miss K S Martin
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In Attendance:

Mr W J Grosvenor Clerk to Melton Parish Council	County Councillor Michael Bond District Councillor Jim Bidwell Two members of the public
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	PART ONE – OPEN TO THE PUBLIC
17.16	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Harrison, Hearn and Martin.
17.17	DECLARATIONS OF INTEREST
17.17.01	To receive Amendments to the Register There were no amendments to the Register.
17.17.02	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.
17.17.03	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.

17.17.04	<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>
17.18	<p>PUBLIC PARTICIPATION SESSION</p>
17.18.01	<p>To receive the reports from County and District Councillors <i>To receive a report from County Councillor Michael Bond</i></p> <p>Cllr Bond delivered his final report before the election:</p> <ul style="list-style-type: none"> • He was disappointed that he will not have been able to satisfactorily conclude his interventions in relation to highways matters, particularly in relation to Melton Road. He funded a survey in 2014. Work on this was never completed and he settled for a more limited focus addressing parking issues. His dissatisfaction with Highways' performance is profound. Despite there being a new Head of Highways, improvements are slow in coming. He was pleased to report however that the local drainage problems are being addressed. • In terms of traffic mitigation issues in Station Road, Cllr Bond had recently commissioned a paper as a starting point for future discussion. He is in favour of protecting the old part of Melton village and forcing the Riduna Park tenants and visitors to use the main road. Cllr Porter commented that the centreline had not been replaced for some months outside the fish shop, and complaints are not responded to. Cllr Corston promised to chase up. Cllr Barrington recorded thanks to Cllr Bond for commissioning such a helpful document in relation to the Station Road issues, and updated all present in terms of how Planning & Transport Committee is taking the matter forward in conjunction with local residents. <p>Cllr Porter thanked Cllr Bond on behalf of the Parish Council for all the help and support he has given to Melton over the years.</p> <p><i>To receive a report from District Councillor Jim Bidwell</i></p> <p>Cllr Bidwell reported as follows:</p> <ul style="list-style-type: none"> • East Suffolk House at Riduna Park is now fully operational. The overall workforce has been reduced in size. • The formal merger between Suffolk Coastal and Waveney Councils is in process, subject to confirmation by the Secretary of State. As and when implemented, East Suffolk will be the largest district council in the country. • The budget for 2017/18 is £12m, of which £7.7m comes from Council Tax. Government grants will cease by 2020. • Suffolk Coastal's site allocations and area specific policies were adopted on 17 January 2017. These support the core Strategy document adopted in 2013. • Discussions are taking place between the police and the District Council about transfer of parking enforcement functions from the Constabulary to the Council. • Exemplar programme – grants available via the Exemplar Team for projects up to £10k supported by local councillors. • Woodbridge library now the local focus for Council services in the Woodbridge area. • Residents are being strongly encouraged to switch to Direct Debit for Council Tax payments.

	<ul style="list-style-type: none"> • The Council's Environmental Protection team has launched a noise nuisance service (24 hours). • The weekend of 24 / 25 June – Armed Forces Weekend – will be celebrated this year in Felixstowe (350th anniversary of the attack by the Dutch). <p>A member of the public expressed thanks to the person who had planted flowers at the foot of the village sign. In a brief discussion about the future of the site and the Parish Council's proposals to safeguard it from illegal parking, Cllr Bidwell offered to contribute towards the cost from his Locality Budget.</p>
17.18.02	<p>Public meeting with Chief Constable / Police and Crime Commissioner</p> <p>The Clerk reported on the proposed Chief Constable / Police and Crime Commissioner public meeting programme for 2017. The meeting in Woodbridge will take place on Thursday 2 November at 6.30pm. The venue to be announced in due course.</p>
17.18.03	<p>To receive village matters raised by Members of the Public or Councillors</p> <p>The following points were raised by Councillors:</p> <ul style="list-style-type: none"> • Cllr Bale observed that Google still records the Melton Parish Office as being located at the now defunct Lindos Centre. It was explained that only Google can make the necessary changes. He also complained at receiving spam emails on his Melton email account. The Clerk said he would raise the matter with the host provider, Chris Balmer. Cllr Bale also enquired as to whether adult exercise equipment could be provided on the playing field. Recreation Committee to consider this. • Cllr West was concerned that if responsibility for parking enforcement is to be transferred from the police to the District Council, then he hoped it will be accompanied by proper and effective training, not only on all the enforcement duties, but also on effective public engagement. • Cllr Hilson also reported receiving spam. The Clerk to raise with Chris Balmer. • The Clerk reported receipt of an email from Police Sergeant Scott Cullum on the matter of a Community Emergency Plan. Currently Melton is not progressing such a plan. Cllr Stevens enquired as to whether it would be possible to produce something fairly quickly. Cllr Taylor felt not, although agreeing the matter was important. Cllr Stevens suggested that perhaps after the Neighbourhood Plan was adopted, then resources could be applied to producing an Emergency Plan.
17.19	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 11 JANUARY 2017</p> <p>It was RESOLVED that minutes MPC(17)M01 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p>Proposed by: Cllr Corston Seconded by: Cllr West</p>
17.20	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES</p>
17.20.01	<p>Finance, Employment and Risk Management Committee 8 February 2017</p> <p>Minutes FRM(17)M01 (Draft) previously distributed were received and noted.</p>

17.20.02	<p>Recreation Committee 1 February 2017 Minutes REC(17)M01 (Draft) previously distributed were received and noted.</p>
17.20.03	<p>Planning and Transport Committee 18 January 2017 Minutes PLA(17)M01 previously distributed were received and noted.</p>
17.20.04	<p>Planning and Transport Committee 22 February 2017 Minutes PLA(17)M02 (Draft) previously distributed were received and noted.</p>
17.21	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
17.21.01	<p>To receive and consider the Financial Management Reports for the period 1 April 2016 to 28 February 2017 Papers MPC(17)21.01 and MPC(17)21.01(a-e) previously distributed were received. The Clerk went through the key points in the reports. In periods 1 to 11, 108.8% of budgeted income was received, whereas only 55.2% of budgeted expenditure was incurred. Allowing for unrepresented cheques, the total balance on the Council's bank accounts as at 28 February was £101,070.57. Overall there were no matters of concern and the reports were NOTED.</p>
17.21.02	<p>To consider updated Outturn Forecast for 2016/17 and updated Budget figures for 2017/18 Paper MPC(17)21.02 previously distributed was received. The Clerk referred Members to page 5, and the annual summaries of approved Budget, actual year to date and projected year end. In 2016/17 the Council budgeted for income of £84.6k and to date had received income of £91.9k, and projected a year end income position of £92.3k. In terms of expenditure, budget forecast was originally set at £117.3k, year to date expenditure was £61.8k, with a projected year end figure of £84.7k. It was now likely that income would substantially exceed expenditure within the year, and a deficit budget for 2017/18 might therefore be avoided. It was AGREED that a meeting of Budget Working Group will be convened for May 2017, to review the budgetary allocations for 2017/18 in the light of the actual outturn for 2016/17, updated information on commitments and consider revised spending proposals for the year ahead.</p>
17.21.03	<p>To review the Internal Control Policy for year ending 31 March 2017 Paper MPC(17)21.03 previously distributed was received. The Clerk went through the document, which following agreement, would need to be signed off by the Chairman. Following discussion it was RESOLVED to AGREE the document as a Statement which the Chairman will sign. Proposed by: Cllr Stevens Seconded by: Cllr West</p>
17.21.04	<p>To consider approach to meeting arrangements in 2017/18 and key Statutory dates for 2017 audit Paper MPC(17)21.04 previously distributed was received and the Clerk went through the matters covered and the recommendations. Following discussion, it was AGREED that:</p> <ul style="list-style-type: none"> • In relation to the meeting arrangements for 2017/18, the existing pattern and frequency will be maintained. • The July Full Council will be brought forward to 28 June in order that the annual return can be approved before the deadline of 30 June and to avoid the need for a Special Meeting. • In terms of interim arrangements, the dates for June meetings of Finance, Employment and Risk Management Committee and

	<p>Planning and Transport Committee would be 14 June and 21 June respectively.</p> <ul style="list-style-type: none"> • The level of Fidelity Guarantee cover at £150k is considered adequate to meet the Council's needs at present. • In the light of the Council's increasing level of income, and the reduction of the level of cover under the Bank Compensation Scheme to £75k, the Council will review its banking and investment arrangements. The Clerk to bring proposals to FERM Committee on 14 June and to Full Council on 28 June 2017 • Full Council will review standing Orders and Financial Regulations on 31 May.
17.22	TO CONSIDER PLANNING AND TRANSPORT MATTERS
17.22.01	<p>To receive an update on the Neighbourhood Plan</p> <p>Cllr Barrington reported that the submission stage invitation to comment now ends on 13 April 2017. She outlined the chronology; it is likely that the referendum will now be delayed until the autumn, depending on how long the examination stage takes. No response has yet been received to Cllr Porter's complaint to the Head of Planning at Suffolk Coastal over the delays in the handling of the various stages of the Neighbourhood Plan. This is being chased, although the importance of continuing to have a good working relationship with Suffolk Coastal at the present time is recognised.</p>
17.22.02	<p>To receive an update on parking / traffic mitigation measures consequent upon the Riduna Park development</p> <p>Paper MPC(17)22.02 previously distributed was received. On balance the report by Ben Chester of Suffolk County Council was considered very helpful. It was felt that an explanation as to <i>why</i> ideas not supported by the Highways engineers would not work would be an advantage, and it was also suggested that plans / illustrations of the ideas being discussed would also be useful. Mrs Claire McBurney of Station Road will be coordinating residents' views on the report, with a view to a meeting being convened by the Parish Council to be attended by all interested parties.</p>
17.23	<p>TO CONSIDER THE APPOINTMENT OF A PART TIME ASSISTANT CLERK</p> <p>Papers MPC(17)23, MPC(17)23a and MPC(17)23b previously distributed were received. The Clerk went through the report, and attached draft job description and person specification. Initial comments were received on both the job description and person specification. Following discussion it was RESOLVED to AGREE that:</p> <ul style="list-style-type: none"> • The report will be taken to FERM Committee for more detailed consideration • The Council should look to implement such an appointment as soon as practicable • Budget Working Group to look at revising the staffing budget for 2017/18 to make suitable provision as outlined in the report. <p>Proposed by: Cllr West Seconded by: Cllr Porter</p>
17.24	<p>TO RECEIVE AN UPDATE ON THE NEW VILLAGE HALL PROJECT</p> <p>Paper MPC(17)24 previously distributed was received. This set out a comprehensive briefing on the position following on from the Workshop held on 21 March. Following a discussion led by Cllr Porter, it was AGREED that:</p> <ul style="list-style-type: none"> • Cllrs Brown and Hearn will revisit and refine the programme up to the point at which the decision will be made on whether to go ahead.

	<p>It was acknowledged that the timeline is to a significant extent dependant on the timing of the Neighbourhood Plan referendum.</p> <ul style="list-style-type: none"> • Cllr Stevens will engage with the school with the aim of getting the views of young families who don't go to evening meetings. • The Clerk will seek estimates from Hoopers for (1) carrying out a geotechnical survey of soil conditions around the pavilion and (2) engaging with Suffolk Coastal on a pre-planning enquiry as to whether they would support a proposal to build on the pavilion site.
17.25	<p>TO CONSIDER A RECIPIENT FOR THE MELTON AWARD 2017 Following discussion it was AGREED to nominate County Councillor Michael Bond for the award, in view of his commitment and support to Melton over a long period. Cllr Porter to make the necessary arrangements.</p>
17.26	<p>TO CONSIDER RISK ISSUES Paper MPC(17)26 previously distributed was received and NOTED, Members being satisfied that all high level risks were being properly managed. Detailed discussion of each risk was deferred to the FERM Committee meeting on 5 April.</p>
17.27	<p>REPORT ON HANDYPERSON ACTIVITIES The Clerk reported that Phil Donoghue had very recently attended a course on inspecting play equipment. He now has accreditation as a qualified inspector for three years. Unfortunately there was a recent incident of fly-tipping building rubble on the Playing Field, which Phil had to remove.</p>
17.28	<p>COUNCILLOR TRAINING Paper MPC(17)28 previously distributed was received and NOTED. Cllr Stevens requested to attend the Grants and Funding Opportunities course on 28 July 2017 and the Business Planning course on 12 March 2018. The Clerk to make the necessary arrangements.</p>
17.29	<p>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</p>
17.29.01	<p>Burness Parish Rooms Management Committee Nothing to report.</p>
17.29.02	<p>Melton Trust Cllr Stevens reported that the Trust is supporting Melton Primary School by providing additional funding for special needs.</p>
17.29.03	<p>East Suffolk Rail Partnership Papers MPC(17)29.03 and MPC(17)29.03a were received and NOTED. Councillors thanked Mr Butterwick for his helpful information.</p>
17.29.04	<p>Melton Primary School Nothing to report.</p>
17.29.05	<p>Melton Messenger Cllr Porter asked that anyone who wanted something raised in the <i>MM</i>, should speak to him.</p>
17.29.06	<p>SNT Tasking Group Cllr Taylor reported that a brick had been thrown through the window of McColls shop in The Street; otherwise nothing to report.</p>
17.29.07	<p>Sizewell C and EDF Community Forum Nothing to report.</p>
17.29.08	<p>Suffolk Association of Local Councils Nothing to report.</p>

17.29.09	Greenprint Forum Nothing to report.
17.30	TO CONSIDER ITEMS FOR THE MELTON MESSENGER Councillors Porter and Brown will be producing something for the next issue.
17.31	CHAIRMAN'S URGENT BUSINESS Cllr Porter announced receipt of the resignation of Cllr Bevilacqua, who was moving to South Africa in the summer.
17.32	DATE OF NEXT MEETINGS The next ordinary meeting of Full Council (the Annual General Meeting) will take place on Wednesday 31 May 2017 at the Burness Parish Rooms, The Street, Melton IP12 1PW, commencing at 19:30. There being no further business the meeting closed at 21.45.