



MELTON PARISH COUNCIL

MPC(17)M03

Melton Parish Council

Minutes of the Statutory Annual Meeting of Melton Parish Council held on Wednesday 31 May 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 Mr A G Corston Cllr Mr M Hearn	Cllr Mrs A Stevens Cllr Mr C W Taylor Cllr Mr M L Webb Cllr Mr J West
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Absent:

Cllr Miss E A Barrington Cllr Mr N Brown Cllr Mrs C Gradwell	Cllr Mrs E J G Hilson Cllr Miss K S Martin
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In Attendance:

Mr W J Grosvenor <i>Clerk to Melton Parish Council</i>	County Councillor Alexander Nicoll Prospective Parish Councillors Bryony Abbott and Michael Holmes
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	PART ONE – OPEN TO THE PUBLIC
17.33	ELECTION OF THE CHAIRMAN OF THE COUNCIL It was RESOLVED that Cllr Porter be elected Chairman of the Council. Proposed by: Cllr Hearn Seconded by: Cllr Taylor Cllr Porter completed the Chairman’s Declaration of Acceptance of Office which was duly received by the Clerk.
17.34	ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL It was RESOLVED that Cllr West be elected Vice-Chairman of the Council. Proposed by: Cllr Stevens Seconded by: Cllr Hearn
17.35	CO-OPTION TO FILL CASUAL VACANCIES Mrs Bryony Abbott and Mr Michael Holmes offered themselves for co-option onto the Parish Council, and it was RESOLVED that both candidates would be welcomed as co-optees to the Council. Proposed by: Cllr Porter Seconded by: Cllr Stevens

17.36	<p>TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Barrington, Brown, Gradwell, Hilson and Martin. Apologies were also received from District Councillor Jim Bidwell and Mrs Liz Ashford.</p>
17.37	<p>DECLARATIONS OF INTEREST</p>
17.37.01	<p>To receive Amendments to the Register There were no amendments to the Register.</p>
17.37.02	<p>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.</p>
17.37.03	<p>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.</p>
17.37.04	<p>To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
17.38	<p>PUBLIC PARTICIPATION SESSION</p>
17.38.01	<p>To receive the reports from County and District Councillors <i>To receive a report from County Councillor Alexander Nicoll</i> County Councillor Alexander Nicoll introduced himself as the new Member for the Wickham Division and was welcomed to his first Melton Parish Council meeting by the Chairman. Cllr Nicoll set out his background, including his background in politics, having served as a councillor in Westminster, and having stood for Parliament in 2001. After living in Suffolk for five years, he decided to re-enter local government. He reported that he had been fully briefed by Michael Bond on the ongoing local issues. In particular, he will be liaising with the Cabinet member for Highways on Melton's road issues. In his role as a County Councillor, he sits on both the Development Control Committee and the Suffolk Pension Fund Committee. <i>In view of his absence on holiday, there was no report from District Councillor Jim Bidwell.</i></p>
17.38.02	<p>To receive village matters raised by Members of the Public or Councillors No specific matters were raised.</p>
17.39	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 29 MARCH 2017 It was RESOLVED that minutes MPC(17)M02 previously distributed, be received, noted and signed as a correct record by the Chairman. <i>Proposed by:</i> Cllr Stevens <i>Seconded by:</i> Cllr West</p>
17.40	<p>TO REVIEW TERMS OF REFERENCE FOR COMMITTEES Paper MPC(17)40 previously distributed was received. Following discussion it was AGREED that:</p> <ul style="list-style-type: none"> • The Terms of Reference for Finance, Employment and Risk Management Committee would be expanded to include: “(xxiv) <i>To manage the new Village Hall project</i>”. • All Committees will review their Terms of Reference at their next meeting immediately after appointing a Chairman, and report back

	with any proposals for changes to the first subsequent meeting of Full Council.
17.41	TO RECEIVE NOMINATIONS TO COMMITTEES Paper MPC(17)41 previously distributed was received and discussed. Nominations are set out below.
17.41.01	Planning and Transport Committee Members Cllr Bale Cllr Barrington Cllr Brown Cllr Corston Cllr Hilson Cllr Holmes Cllr Webb Cllr Porter (<i>ex officio</i>) Cllr West (<i>ex officio</i>) It was RESOLVED that the above named Councillors form the membership of the Planning and Transport Committee. Proposed by: Cllr Porter Seconded by: Cllr Corston
17.41.02	Finance, Employment and Risk Management Committee Members Cllr Brown Cllr Gradwell Cllr Hearn Cllr Stevens Cllr Taylor Cllr West Cllr Porter (<i>ex officio</i>) It was RESOLVED that the above named Councillors form the membership of the Finance, Employment and Risk Management Committee. Proposed by: Cllr West Seconded by: Cllr Hearn
17.41.03	Disciplinary Panel Members Cllr Brown Cllr Taylor Cllr West It was RESOLVED that the above named Councillors form the membership of the Disciplinary Panel. Proposed by: Cllr Porter Seconded by: Cllr Taylor
17.41.04	Appeals Panel Members Cllr Porter Cllr Martin Cllr Corston It was RESOLVED that the above named Councillors form the membership of the Appeals Panel. Proposed by: Cllr Stevens Seconded by: Cllr West
17.41.05	Recreation Committee Members Cllr Abbott Cllr Gradwell Cllr Holmes Cllr Martin

	<p>Cllr Taylor Cllr West Cllr Porter (<i>ex officio</i>) Co-optee Mrs Liz Ashford Co-optee Mrs Claire McBurney</p> <p>It was RESOLVED that the above named Councillors form the membership of the Recreation Committee.</p> <p>Proposed by: Cllr Taylor Seconded by: Cllr Stevens</p>
17.42	<p>TO CONFIRM DATES FOR MEETINGS OF FULL COUNCIL AND COMMITTEES 2017/18</p> <p>Paper MPC(17)42 previously distributed was received. Following discussion it was AGREED to adopt the meeting dates set out in the paper and the Clerk will publicise them accordingly. Cllr Porter will arrange for the schedule to be printed in the <i>Melton Messenger</i>, and the Clerk will also advise the Secretary of the Melton Local History Society in order that it might avoid a clash of dates, particularly with the Annual Parish Meeting in 2018.</p>
17.43	<p>TO REVIEW AND APPOINT REPRESENTATIVES ON OR TO WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK</p> <ul style="list-style-type: none"> • Burness Parish Rooms Management Committee – Cllr Stevens • Melton Trust – Cllr Stevens • East Suffolk Rail Partnership - Mr Butterwick • Melton Primary School – Cllr Martin (Parish Community Governor appointment until 2018) • <i>Melton Messenger</i> Editorial Committee – Cllr Brown • SNT Tasking Group – Cllr Taylor • Sizewell C and EDF Community Forum – Cllr Porter / Cllr Stevens / Cllr Abbott • Suffolk Association of Local Councils – Cllr Porter • Greenprint Forum – Mrs Eckersley <p>It was RESOLVED that the above named Councillors are appointed to the above-named bodies.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Webb</p>
17.44	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES</p>
17.44.01	<p>Finance, Employment and Risk Management Committee 5 April 2017 Minutes FRM(17)M02 (Draft) previously distributed were received and noted.</p>
17.44.02	<p>Recreation Committee 12 April 2017 Minutes REC(17)M02 (Draft) previously distributed were received and noted.</p>
17.44.03	<p>Planning and Transport Committee 22 March 2017 Minutes PLA(17)M03 previously distributed were received and noted.</p>
17.44.04	<p>Planning and Transport Committee 26 April 2017 Minutes PLA(17)M04 (Draft) previously distributed were received and noted. The Clerk reported a request from SCC Highways for Melton PC to fund the cost of new road markings at the junction of Melton Road and Old Maltings Approach. Former Cllr Bond had funded the design and legal work; however there was no funding in place to actually carry out the works. Following consideration Councillors decided that they will not pay the £570.00 that the works will cost. The Clerk to advise Highways accordingly.</p>

	The Clerk also reported that, in respect of the Melton Road parking investigation project, again although itself fully funded, there was no funding in place to actually carry out any works.
17.45	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
17.45.01	Timetable for the approval of accounts / Statutory Annual Return 2017 The Clerk summarised the timetable for the completion of the annual accounts for 2016/17 and the statutory return. The internal audit was conducted on 24 May by Heelis and Lodge. The audit was clear. Full council will be asked to approve the Statutory Annual Return on 28 June, and the deadline for the submission of the complete return to the external auditor is 24 July. This year the elector inspection period will run from 30 June to 10 August.
17.45.02	Approval of the Annual Governance Statement Paper MPC(17)45.02 previously distributed was received and the Clerk took Members through the Statements which were all answered in the affirmative. 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 West Seconded by: Cllr Taylor
17.45.03	To review and confirm the Council's Standing Orders Paper MPC(17)45.03 previously distributed was received. The Clerk advised Councillors that these had been revised in 2016 to take account of changes to the Model Rules consequent on legislative changes. The revised version was approved at the 2016 Statutory Annual Meeting, and there were no further changes since either in law or policy that necessitated further amendments. It was RESOLVED to confirm the current (2016) version of the Council's Standing Orders. Proposed by: Cllr Porter Seconded by: Cllr Webb
17.45.04	To review and confirm the Council's Financial Regulations Paper MPC(17)45.04 previously distributed was received. The Clerk advised Councillors that these had also been the subject of major revisions in 2016, and the revised version was likewise approved at the 2016 Statutory Annual Meeting. No further changes have been subsequently required. It was RESOLVED to confirm the current (2016) version of the Council's Financial Regulations. Proposed by: Cllr West Seconded by: Cllr Webb
17.45.05	To agree / confirm signatories to the Melton Parish Council Bank Accounts It was RESOLVED that the bank signatories on the Melton Parish Council bank accounts are: <ul style="list-style-type: none"> • Chairman of the Council – Cllr Porter • Vice-chairman of the Council – Cllr West • Cllr Martin • Cllr Corston. Proposed by: Cllr West Seconded by: Cllr Hearn
17.45.06	To review the arrangements for insurance cover in respect of all insured risks It was NOTED that the responsibility for the arrangement of insurance cover is delegated to the Finance, employment and Risk Management Committee.
17.45.07	To consider the Council's approach to Business Planning Paper MPC(17)45.07 and background paper FRM(17)05.04 previously distributed were received. Following initial discussion they were remitted to

	each Committee for further consideration in the context of the Committees' individual views and requirements. Following that the matter will be brought back to Full Council.
17.45.08	<p>To review the Council's subscriptions to other bodies</p> <p>Paper MPC(17)45.08 previously distributed was received and discussed. It was AGREED to make the following subscriptions (<i>owning Committee in italics</i>):</p> <ul style="list-style-type: none"> • Community Action Suffolk (FREE since 1 April 2016) (<i>Finance, Employment & Risk Management Committee</i>) • Suffolk Association of Local Councils (£957.01) (<i>Finance, Employment & Risk Management Committee</i>) • Suffolk Preservation Society (£30.00) (<i>Planning & Transport Committee</i>).
17.46	<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 (Mrs C McBurney) • Bus shelter in Bredfield Road (Cllr Hilson) • Woodbridge Primary School (Mrs J Eckersley) • St Audry's Park Road (Cllr Brown).
17.47	<p>TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN</p> <p>In the absence of Cllr Barrington the Chairman summarised the present position; the Neighbourhood Plan was with the independent Examiner, Mrs Rosemary Kidd. She had raised queries in respect of which Cllr Barrington was working with both Suffolk Coastal planners and the MPC consultant, Chris Bowden, to provide responses.</p>
17.48	<p>TO AGREE RESPONSE TO GOVERNMENT CONSULTATION ON CHARGING PARKRUN FOR THE USE OF LOCAL PARKS</p> <p>Paper MPC(17)48 previously distributed was received. The Clerk took Members through the principles behind the consultation, which is predicated on the basis that Government does not want local councils to charge Parkrun or Junior Parkrun for the use of parks, and also wants to restrict the basis upon which local councils can charge for other activities which are carried out in their parks.</p> <p>Members then considered the draft response prepared by Cllr Martin. The text as drafted was AGREED; the Clerk to send the formal response to the Department for Communities and Local Government on behalf of the Council.</p>
17.49	<p>TO CONSIDER REQUEST FROM ST ANDREW'S PCC TO PARTICIPATE IN A CELEBRATION OF 150 YEARS OF ST ANDREW'S CHURCH</p> <p>The Clerk reported an invitation from St Andrew's PCC to participate in their 150th anniversary celebration by undertaking a contribution to a new altar frontal for the nave altar. The idea is that each participating group will be given their piece of material to work on. Following discussion it was AGREED that the Parish Council is willing to offer <i>sponsorship</i> with the Melton WI participating. Cllr Abbott to talk to Mary Addington.</p>

17.50	<p>TO RECEIVE AN UPDATE ON THE NEW VILLAGE HALL PROJECT The Chairman reviewed the current position in relation to the actions agreed at the previous meeting (Minute MPC(17)24). Councillors Brown and Hearn were still to meet in relation to refining the programme up to the point at which the decision on whether to go ahead will be made, and Cllr Stevens had not yet arranged liaison with Melton Primary School. AGREED that these actions would be carried out as soon as possible. The Clerk reported that, via Hoopers, he had obtained a price for the geotechnical survey from Harrison Geotechnical. The price for this is £2,994.25, to include sampler boreholes both on the site of the proposed village hall, and also adjacent and around the pavilion site. On the basis that this work should be carried out as part of the feasibility study, and would be needed if any construction works on either site were to be undertaken, it was AGREED to commission this survey. The result of the survey will inform whether a pre-planning enquiry in relation to the pavilion site should be made.</p>
17.51	<p>TO CONSIDER RISK ISSUES Paper MPC(17)51 previously distributed was received and NOTED. The Clerk took Members through all the high level risks and Members were satisfied that they were being properly managed. Detailed discussion of each risk was deferred to the FERM Committee meeting on 14 June.</p>
17.52	<p>REPORT ON HANDYPERSON ACTIVITIES The Clerk reported that Phil Donoghue had recently repainted the front door of the pavilion, removed moss and algae from the surface of one of the tennis courts, and was looking to undertake refurbishment of the two bus shelters owned by the Council. He also recently had to ask teenagers to climb down from the roof of the pavilion. The Clerk will procure a suitable notice to be displayed stating that the roof coverings are fragile and access is prohibited.</p>
17.53	<p>COUNCILLOR TRAINING The Clerk reminded all Councillors of the SALC training programme. This was distributed as a paper for the previous meeting under reference MPC(17)28. He will forward copies to the new Councillors for their information.</p>
17.54	<p>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</p>
17.54.01	<p>Burness Parish Rooms Management Committee Cllr Stevens reported that the flooring repairs (grant aided by the Council) will be carried out in August.</p>
17.54.02	<p>Melton Trust Cllr Stevens reported that there had been no meetings of the Trust recently.</p>
17.54.03	<p>East Suffolk Rail Partnership Paper MPC(17)54.03 was received and NOTED with thanks to Mr Butterwick.</p>
17.54.04	<p>Melton Primary School In Cllr Martin's absence on holiday there was nothing to report.</p>
17.54.05	<p>Melton Messenger The current month's <i>MM</i> would contain the Melton PC Annual Report.</p>

17.54.06	<p>SNT Tasking Group Cllr Taylor reported that the April meeting was cancelled and he was unable to attend the May meeting. He reported both the SNT priorities for the current month and also the complaint by Woodbridge Town Council as to the absence of visible policing in the town. He also expressed concern at the out of date information on the SNT website.</p>
17.54.07	<p>Sizewell C and EDF Community Forum Cllr Porter reported that it appears that most construction materials will be delivered by sea.</p>
17.54.08	<p>Suffolk Association of Local Councils The next SALC area meeting is on 19 June.</p>
17.54.09	<p>Greenprint Forum Nothing to report.</p>
17.55	<p>TO CONSIDER ITEMS FOR THE MELTON MESSENGER Councillor Porter asked for ideas for copy to be forwarded to him.</p>
17.56	<p>CHAIRMAN'S URGENT BUSINESS</p> <ul style="list-style-type: none"> • A request had been received from Seafarers UK for the Council to support merchant Navy Day on 3 September by flying the Red Ensign. • The Melton WI are willing to fundraise for a defibrillator to be placed outside the Burness Parish Rooms.
17.57	<p>DATE OF NEXT MEETINGS The next ordinary meeting of Full Council will take place on Wednesday 28 June 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.</p>