



# MELTON PARISH COUNCIL

MPC(17)M04

## Melton Parish Council

**Minutes** of the Meeting of Melton Parish Council held on Wednesday 28 June 2017 commencing at 19:30 at the Burness Parish Rooms, The Street, Melton IP12 1PW.

**Present:**

Cllr Mr J E Bale Cllr Miss E A Barrington (in the Chair) Cllr Mr N Brown Cllr Mr A G Corston Cllr Mrs C Gradwell	Cllr Mrs E J G Hilson Cllr Mr M Holmes Cllr Miss K S Martin Cllr Mr C W Taylor Cllr Mr J West
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**Absent:**

Cllr Mrs B Abbott Cllr Mr M Hearn	Cllr Mr A H Porter Cllr Mr M L Webb
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**In Attendance:**

Mr W J Grosvenor <b>Clerk to Melton Parish Council</b>	One member of the public
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	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>17.58</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Councillors Abbott, Hearn, Porter and Webb. Apologies were also received from District Councillor Jim Bidwell and County Councillor Alexander Nicoll.
<b>17.59</b>	<b>DECLARATIONS OF INTEREST</b>
<b>17.59.01</b>	<b>To receive Amendments to the Register</b> There were no amendments to the Register.
<b>17.59.02</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>17.59.03</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.

17.59.04	<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>
17.60	<p><b>PUBLIC PARTICIPATION SESSION</b></p>
17.60.01	<p><b>To receive the reports from County and District Councillors</b>  <b><i>To receive a report from County Councillor Alexander Nicoll</i></b></p> <p>In the absence of County Councillor Alexander Nicoll the Clerk read out the following report:</p> <p>“Appointments have now been made and two of mine could further help me to help tackle issues of concern to the PC. I have been appointed as a Member with Special Responsibility, essentially Deputy Cabinet Member for Highways and I start work on Friday with a meeting with the Cabinet Member, Cllr James Finch. I have also been appointed to the Development Control Committee which, while not the planning authority of direct concern to the PC, the District is, the role could give me contacts and briefings of use. As discussed at Ufford PC, which I attended last night, I and others have concerns about how Highways at SCC engages with planning matters to be determined by SCDC and I plan to engage with senior officers at SCC about this.</p> <p>Yellow lines at Old Maltings Approach were discussed at the last meeting. We agreed that to prepare plans which would not be implemented was daft and, following contact with the Business Centre on Maltings Approach, and reinforced by my view that in that specific location lines were needed, I have managed to get a firm undertaking from David Chenery that the lines will be put in. This is distinct from the wider discussion about lines in Melton Road which I and, as I recall, the PC had concerns about. I have managed to get the large hole in the road at the Melton Station crossing repaired and I hope it lasts longer than the previous repair!</p> <p>Melton has benefited from my first grant from my locality budget. I have given £1,200 to the Melton Old Church Society to fund the creation of information boards about the collection of World War 1 grave markers. The Boards will be in place for the centenary of the end of WW1 next year.</p> <p>I meant to say at the last meeting that if the PC is meeting on an occasion (rarely) when I cannot attend I am very happy to receive an email from you subsequently with any queries etc. which I might be able to help with.”</p> <p><b><i>To receive a report from District Councillor Jim Bidwell</i></b></p> <p>In the absence of District Councillor Jim Bidwell his report, previously distributed as Paper MPC(17)60.01 was received and <b>NOTED</b> with thanks.</p>
17.60.02	<p><b>To receive village matters raised by Members of the Public or Councillors</b></p> <p>The member of the public present raised questions about the position regarding the Melton Neighbourhood Plan. In particular, developers are claiming that the Plan is non-compliant with both the law and practical requirements and should be withdrawn.</p> <p>However Cllr Barrington explained that the views of both the Parish Council’s professional planning advisor and Suffolk Coastal District Council are that the Plan is sound. Also Suffolk Coastal District Council are now claiming that they have a 5.8 year land supply (with appropriate buffer). The Neighbourhood Plan is now with the Independent Examiner. She has raised a very large number of detailed questions which Melton PC and Suffolk Coastal DC hope to respond to in equal detail by the end of next week. That response will be posted onto the Neighbourhood Plan website <a href="http://www.meltonneighbourhoodplan.co.uk">http://www.meltonneighbourhoodplan.co.uk</a></p> <p>It is hoped that the Examiner will conclude her work by the middle of July. The Neighbourhood Plan can then proceed to Referendum – hopefully in September.</p> <p>Cllr Gradwell also raised the matter of Suffolk Coastal DC’s housing land supply; in relation to the recent refusal of the Yarmouth Road application it was claimed to stand at 5.8 years (as above). Cllr Gradwell also raised</p>

	<p>concerns about a large increase in crows around Melton. She will raise the matter with the RSPB.</p> <p>Cllr Bale was pleased to note that a google search of Melton PC now shows the correct address and contact details.</p> <p>Cllr Holmes raised the matter of the application to carry out works to trees in a conservation area relating to The Rectory, Station Road (DC/17/2575/TCA). This application was being considered by Recreation Committee Members with a deadline for comments of 3 July. Concern was expressed by Cllr Holmes and others that works had been carried out in advance of the application being approved, and in order to discourage flouting of the rules, the application should be recommended for refusal. This was <b>AGREED</b> unanimously.</p>
17.61	<p><b>TO APPROVE THE MINUTES OF THE STATUTORY ANNUAL MEETING OF FULL COUNCIL HELD ON 31 MAY 2017</b></p> <p>It was <b>RESOLVED</b> that minutes MPC(17)M03 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><b>Proposed by:</b> Cllr Corston                      <b>Seconded by:</b> Cllr Taylor</p>
17.62	<p><b>TO RECEIVE FEEDBACK RELATING TO COMPOSITION FROM FINANCE, EMPLOYMENT &amp; RISK MANAGEMENT COMMITTEE</b></p> <p>The Clerk reported that FERM Committee had requested that an additional Councillor be appointed to its membership who is <i>not</i> a member of the Village Hall Steering Group, to improve accountability. <b>AGREED</b> this will be taken on board in dealing with the next Item on the Agenda.</p>
17.63	<p><b>TO REVIEW NOMINATIONS TO COMMITTEES AND APPOINTMENT TO THE BURNES PARISH ROOMS COMMITTEE AND THE MELTON TRUST</b></p> <p>Paper MPC(17)63 previously distributed was received and discussed.</p> <p>To comply with best practice in terms of appointments to Committees and Panels, Councillors wishing to serve should declare as such, and then be voted on by their peers. Full Council therefore determined to review the membership of all its Committees and Panels and make fresh appointments.</p> <p>The number of Members allowed under the current Terms of Reference for each Committee and Panel is set out below in Minutes 17.63.01 to 17.63.05 against the relevant body. Under current arrangements, agreed in 2015, the Chairman and Vice-Chairman of the Council are Members of all Committees <i>ex officio</i>, and those arrangements are not affected by this process. Also co-optees to individual Committees are similarly unaffected.</p>
17.63.01	<p><b>Planning and Transport Committee (Five to seven Members)</b></p> <p><b>Members offering themselves for appointment:</b></p> <p>Cllr Bale (<i>proposed Cllr Barrington; seconded Cllr Brown</i>)  Cllr Barrington (<i>proposed Cllr West; seconded Cllr Bale</i>)  Cllr Brown (<i>proposed Cllr Corston; seconded Cllr Martin</i>)  Cllr Corston (<i>proposed Cllr Bale; seconded Cllr Barrington</i>)  Cllr Hilson (<i>proposed Cllr Corston; seconded Cllr Brown</i>)  Cllr Holmes (<i>proposed Cllr Corston; seconded Cllr Brown</i>)  Cllr Webb (<i>proposed Cllr Barrington; seconded Cllr Brown</i>)</p> <p>It was <b>RESOLVED</b> that Cllrs Bale, Barrington, Brown, Corston, Hilson, Holmes and Webb form the membership of the Planning and Transport Committee.</p>
17.63.02	<p><b>Recreation Committee (Minimum of five Members)</b></p> <p><b>Members offering themselves for appointment:</b></p> <p>Cllr Gradwell (<i>proposed Cllr Martin; seconded Cllr Taylor</i>)</p>

	<p>Cllr Holmes (<i>proposed Cllr Brown; seconded Cllr Martin</i>)  Cllr Martin (<i>proposed Cllr West; seconded Cllr Hilson</i>)  Cllr Taylor (<i>proposed Cllr Brown; seconded Cllr Barrington</i>)  Cllr West (<i>proposed Cllr Brown; seconded Cllr Corston</i>)  <b>It was RESOLVED</b> that Cllrs Gradwell, Holmes, Martin, Taylor and West form the membership of the Recreation Committee.</p>
17.63.03	<p><b>Finance, Employment and Risk Management Committee (Five to nine Members)</b>  <b>Members offering themselves for appointment:</b>  Cllr Abbott (<i>proposed Cllr Barrington; seconded Cllr Corston</i>)  Cllr Brown (<i>proposed Cllr West; seconded Cllr Barrington</i>)  Cllr Gradwell (<i>proposed Cllr Brown; seconded Cllr West</i>)  Cllr Hearn  Cllr Taylor (<i>proposed Cllr Martin; seconded Cllr Corston</i>)  Cllr West (<i>proposed Cllr Barrington; seconded Cllr Brown</i>)  <b>It was RESOLVED</b> that Cllrs Abbott, Brown, Gradwell, Taylor and West form the membership of the Finance, Employment and Risk Management Committee.</p>
17.63.04	<p><b>Disciplinary Panel (Three Members)</b>  <b>Members offering themselves for appointment:</b>  Cllr Brown (<i>proposed Cllr Barrington; seconded Cllr Martin</i>)  Cllr Taylor (<i>proposed Cllr Corston; seconded Cllr Brown</i>)  Cllr West (<i>proposed Cllr Holmes; seconded Cllr Hilson</i>)  <b>It was RESOLVED</b> that Cllrs Brown, Taylor and West form the membership of the Disciplinary Panel.</p>
17.63.05	<p><b>Appeals Panel (Three Members)</b>  <b>Members offering themselves for appointment:</b>  Cllr Porter (<i>proposed Cllr West; seconded Cllr Martin</i>)  Cllr Martin (<i>proposed Cllr Taylor; seconded Cllr Brown</i>)  Cllr Corston (<i>proposed Cllr Hilson; seconded Cllr Bale</i>)  <b>It was RESOLVED</b> that Cllrs Porter, Martin and Corston form the membership of the Appeals Panel.</p>
17.63.06	<p><b>Appointment to the Burness Parish Rooms Committee</b>  Following the resignation of Cllr Stevens <b>it was RESOLVED</b> that Cllr Gradwell be appointed to represent Melton Parish Council on the Burness Parish Rooms Committee.  <b>Proposed by:</b> Cllr Barrington                      <b>Seconded by:</b> Cllr Brown</p>
17.63.07	<p><b>Appointment to the Melton Trust</b>  Following the resignation of Cllr Stevens <b>it was RESOLVED</b> that Cllr West be appointed to represent Melton Parish Council on the Melton Trust.  <b>Proposed by:</b> Cllr Barrington                      <b>Seconded by:</b> Cllr Brown</p>
17.64	<p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES</b></p>
17.64.01	<p><b>Finance, Employment and Risk Management Committee 14 June 2017</b>  Minutes FRM(17)M03 (Draft) previously distributed were received and noted.</p>
17.64.02	<p><b>Planning and Transport Committee 24 May 2017</b>  Minutes PLA(17)M05 previously distributed were received and noted.</p>
17.65	<p><b>TO ADOPT THE ANNUAL ACCOUNTS AND APPROVE THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017</b></p>
17.65.01	<p><b>Annual Return</b>  Paper MPC(17)65.01 previously distributed was received and discussed.</p>

	<p><b>It was RESOLVED</b> to approve the accounts contained in the Annual Return and to authorise the Chairman to sign it accordingly.  <b>Proposed by:</b> Cllr Corston                      <b>Secoded by:</b> Cllr Hilson</p>
17.65.02	<p><b>Bank Reconciliation</b>  Paper MPC(17)65.02 previously distributed was received and noted.</p>
17.65.03	<p><b>Management Accounts</b>  Paper MPC(17)65.03 previously distributed was received and noted.</p>
17.65.04	<p><b>Statement of Variances</b>  Paper MPC(17)65.04 previously distributed was received. The Clerk explained that where there is over 10% change in income and / or expenditure from the previous year in any of the headings on the Annual Return, an explanation has to be provided to the External Auditor. He went through the significant variances to be reported. The paper was noted.</p>
17.65.05	<p><b>Asset Register</b>  Paper MPC(17)65.05 previously distributed was received. The Clerk explained the disposals and acquisitions during 2016/17 and the paper was noted.</p>
17.65.06	<p><b>Internal Audit Report</b>  Paper MPC(17)65.06 previously distributed was received. The internal audit was clear, and all internal audit objectives for the year were met. The report was noted.</p>
17.65.07	<p><b>Community Infrastructure Levy – Statutory Annual Report</b>  Paper MPC(17)65.07 previously distributed was received and noted. The Clerk explained that under the Community Infrastructure Levy Regulations the Parish Council has to make an annual report in a prescribed format, and that this was the first such report.</p>
17.66	<p><b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b></p>
17.66.01	<p><b>To appoint the Internal Auditor for 2017/18</b>  <b>It was RESOLVED</b> to approve the appointment of Heelis and Lodge to provide the Parish Council's Internal Audit service for 2017/18.  <b>Proposed by:</b> Cllr Taylor                      <b>Secoded by:</b> Cllr Barrington</p>
17.66.02	<p><b>To receive and consider the Financial Management Reports for the period 1 April 2017 to 31 May 2017</b>  Papers MPC(17)66.02 and MPC(17)66.02(a-e) were received. The Clerk went through the financial position at the end of period 2. At the end of period 2 49% of budgeted income was received but only 12.9% of budgeted expenditure was incurred. As at 31 May, after allowing for unpresented cheques, cash in the Council's two bank accounts totalled £115,904.22. The report was noted.</p>
17.66.03	<p><b>To consider and adopt a revised budget for 2017/18</b>  Paper MPC(17)66.03 previously distributed was received. The Clerk took Members through the key items in the revised budget, which was drafted by Budget Working Group on 20 June and commended to Full Council. The proposal is to set a deficit budget for 2017/18, requiring transfer from the General Reserve of £22.8k. This would still leave adequate General Reserves. Following discussion <b>it was RESOLVED</b> to adopt the revised budget as proposed.  <b>Proposed by:</b> Cllr West                      <b>Secoded by:</b> Cllr Corston</p>
17.66.04	<p><b>To consider and adopt an Investment Strategy</b>  Paper MPC(17)66.04 previously distributed was received and fully discussed.</p>

	<p>It was <b>RESOLVED</b> to open a Business Deposit Account with the Ipswich Building Society and transfer a balance of £50k from the Business Premium Account at Barclays Bank.</p> <p><b>Proposed by:</b> Cllr Brown                      <b>Seconded by:</b> Cllr West</p>
17.67	<p><b>TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN</b></p> <p>This was dealt with in the response to questions raised by a member of the public and is recorded under Minute 17.60.02 (above). Councillors however wished to take the opportunity to record their thanks to Cllr Barrington for all her hard work in driving the Neighbourhood plan through to the present position, and hopefully to referendum and adoption later in the year.</p>
17.68	<p><b>TO CONSIDER ACTIVITIES AND CARE FOR OLDER PEOPLE IN MELTON</b></p> <p>Cllr Barrington introduced a discussion on how Melton Parish Council can better support and promote local activities and care opportunities for older people in Melton. In order to initiate a way forward on this, <b>it was AGREED</b> to invite a representative from the Seckford Foundation to give a talk at the Burness Parish Rooms in the autumn. Melton PC to pay for the room hire and arrange publicity via the noticeboards, e-news and the <i>Melton Messenger</i>.</p>
17.69	<p><b>TO RECEIVE AN UPDATE ON THE NEW VILLAGE HALL PROJECT</b></p> <p>The opportunity was taken to review the current position. The geotechnical survey will take place on 5 July. The planned event with Melton Primary School took place on 16 June. Cllrs Brown and Hearn still to meet to revisit and refine the programme up to the point at which the decision will be made on whether to go ahead.</p> <p>There was a brief discussion on membership of the Village Hall Steering Group. It was felt that current membership does represent the interests of all Committees of the Council.</p>
17.70	<p><b>TO CONSIDER RISK ISSUES</b></p> <p>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. Cllr Barrington requested that the words: "Failure to identify developable sites" should be removed from the Neighbourhood Plan risk area. This was <b>AGREED</b>.</p>
17.71	<p><b>REPORT ON HANDYPERSON ACTIVITIES</b></p> <p>The Clerk reported that Phil Donoghue had recently removed the limb of a dangerous tree in Orchard Close. He would soon be refurbishing the Bredfield Road bus shelter, and also the bus shelter in The Street. Hopefully once the procurement of bollards to meet the exacting Suffolk Highways' specification is completed, he will also be fixing bollards to protect the amenity land in The Street from incursions by motor vehicles.</p>
17.72	<p><b>COUNCILLOR TRAINING</b></p> <p>Councillors Abbott and Holmes have arranged to go on SALC training courses in the next few months. The Clerk reminded all Councillors of the SALC training programme, and he is always pleased to receive training requests from Councillors. It was suggested that SALC be invited to provide a bespoke evening training course, focusing on updating on recent changes. The Clerk to discuss with SALC.</p>
17.73	<p><b>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</b></p>
17.73.01	<p><b>Burness Parish Rooms Management Committee</b> Nothing to report.</p>

<b>17.73.02</b>	<b>Melton Trust</b> Nothing to report.
<b>17.73.03</b>	<b>East Suffolk Rail Partnership</b> Paper PLA(17)97 was received and noted with thanks to Mr Butterwick.
<b>17.73.04</b>	<b>Melton Primary School</b> Cllr Martin reported that Suffolk County Council have advised that the number on roll could increase considerably as a result of new housing developments.
<b>17.73.05</b>	<b>Melton Messenger</b> The next issue will go out in September. Copy needs to be submitted by the end of August.
<b>17.73.06</b>	<b>SNT Tasking Group</b> Cllr Taylor reported that whilst he had not been to recent Tier 1 meetings, he has received the SNT report for June 2017. Of concern is the report of youths abusing a member of the public in Yarmouth Road late at night.
<b>17.73.07</b>	<b>Sizewell C and EDF Community Forum</b> Nothing to report.
<b>17.73.08</b>	<b>Suffolk Association of Local Councils</b> Nothing to report.
<b>17.73.09</b>	<b>Greenprint Forum</b> Nothing to report.
<b>17.74</b>	<b>TO CONSIDER ITEMS FOR THE MELTON MESSENGER</b> There will be an article on the Seckford Foundation and the proposed meeting at the Burness Parish Rooms (see Minute 17.68 above).
<b>17.75</b>	<b>CHAIRMAN'S URGENT BUSINESS</b> <ul style="list-style-type: none"> <li>• There is a request for the suggestion of two street names in respect of the Woods Lane development. Following discussion <b>AGREED</b> in the first instance to ask the Melton Local History Society for any ideas.</li> <li>• Noted that the Woodbridge Society will be objecting to the proposed Melton Hill development.</li> <li>• A homeless couple were reported to be living in a caravan at Riduna Park.</li> <li>• It was requested that the Clerk write to Cllrs Bidwell and Day to seek confirmation that all social housing in Melton has regular health and safety inspections and that all fire regulations are fully complied with.</li> </ul>
<b>17.76</b>	<b>DATE OF NEXT MEETINGS</b> The next ordinary meeting of Full Council will take place on Wednesday 13 September 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.

