



# MELTON PARISH COUNCIL

MPC(17)M05

## Melton Parish Council

**Minutes** of the Meeting of Melton Parish Council held on Wednesday 13 September 2017 commencing at 19:30 at the Burness Parish Rooms, The Street, Melton IP12 1PW.

**Present:**

Cllr Mrs B Abbott Cllr Mr J E Bale Cllr Miss E A Barrington (in the Chair) Cllr Mr N Brown Cllr Mr A G Corston Cllr Mr M Hearn Cllr Mrs E J G Hilson	Cllr Mr M Holmes Cllr Miss K S Martin Cllr Mr A H Porter Cllr Mr C W Taylor Cllr Mr M L Webb Cllr Mr J West
--	--

**Absent:**

Cllr Mrs C Gradwell	
---------------------	--

**In Attendance:**

County Councillor Mr A Nicoll Mr W J Grosvenor <i>Clerk to Melton Parish Council</i>	Six members of the public
---	---------------------------

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>17.77</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Councillor Gradwell. Apologies were also received from District Councillor Jim Bidwell.
<b>17.78</b>	<b>DECLARATIONS OF INTEREST</b>
<b>17.78.01</b>	<b>To receive Amendments to the Register</b> There were no amendments to the Register.
<b>17.78.02</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>17.78.03</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.

17.78.04	<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>
17.79	<p><b>PUBLIC PARTICIPATION SESSION</b></p>
17.79.01	<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>  County Councillor Alexander Nicoll gave a brief report.  He is receiving correspondence on the Melton Neighbourhood Plan, encompassing a range of views. He spoke of wider development pressures and emphasised the need for development that is sustainable, not just housing estates bolted on to existing settlements, and the need to ensure adequate infrastructure is provided as well. He also spoke of the need to look after the high quality environment that exists in the Suffolk Coastal area.  In terms of his role on Suffolk County Council, he has been appointed to the Joint Working Group re Sizewell C, as well as his existing roles in relation to Highways and Development Control. He mentioned that Wickham Market could well be affected by the Sizewell Park and Ride scheme.  The Chairman asked Cllr Nicoll about traffic capacity at the Melton traffic lights, and the possibility of a filter system. Cllr Nicoll suggested that he forward details in an email.  <b><i>To receive a report from District Councillor Jim Bidwell</i></b>  No report was received.</p>
17.79.02	<p><b>To receive village matters raised by Members of the Public or Councillors</b></p> <p>A question was raised about vehicular access to the proposed Carter Warburg site development. Cllr Barrington explained that the intention is for access to be via the Riduna site, and not via the St Andrew's estate. Cllr Barrington explained the role and purpose of a Neighbourhood Plan and how it will help shape the future of Melton, and also protect it from unwelcome development. The Suffolk Coastal Local Plan is under review. The recent call for sites by Suffolk Coastal generated interest in developing greenfield sites off Saddlemaker's Lane, additional sites off Woods Lane, as well as off Yarmouth Road. Having a Neighbourhood Plan in place will help protect the community from speculative, unplanned development, and also enable the Parish Council to receive a much higher level of income via Community Infrastructure Levy when development does take place. Cllr Barrington also explained the proposals for highways mitigation works as a consequence of the Carter Warburg development.</p> <p>Cllr Nicoll expressed caution about promoting development. The latest Suffolk Coastal housing land supply figures now seemed to be 3.5 years, rather than the 5 – 7 years claimed by SCDC. There are risks that Woodbridge, Melton and Ufford could merge within the next few years. Bentwaters is likely to receive further consents, so the A1152 will have additional traffic coming down from the peninsular.</p> <p>A member of the public asked about Melton Parish Council's budgetary position. The Clerk responded that the Council made a surplus in 2016/17, and that, whilst a deficit is projected in 2017/18, the level of reserves will still be within Government guidelines for a Council with Melton's level of precept. Cllr Martin raised a point of concern regarding the Suffolk Highways reporting tool; she had reported a blocked gully. Although it was in the event cleared, the immediate response was that it was not important enough for any action. This should be raised at the next meeting with Highways.</p>

	<p>Cllr Abbott felt that local rail use could be promoted. There could be a sign at Melton Station saying it was the nearest station to Sutton Hoo. However concerns were expressed at the adequacy, safety and availability of an easy walking route. Cllr Nicoll also mentioned the difficulty in getting signs erected.</p>
<b>17.80</b>	<p><b>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 28 JUNE 2017</b></p> <p>It was <b>RESOLVED</b> that minutes MPC(17)M04 previously distributed, be received, noted and signed as a correct record by the Chairman, subject to the correction that Mr A Thompson is also a Melton Parish Council representative on the Melton Trust (Minute 17.63.07).  <b>Proposed by:</b> Cllr Taylor                      <b>Seconded by:</b> Cllr Porter</p>
<b>17.81</b>	<p><b>TO CONSIDER THE RE-ADOPTION OF THE SUFFOLK CODE OF CONDUCT</b></p> <p>Paper MPC(17)81 previously distributed was received. The Clerk reminded Councillors that the original Code was adopted by Melton Parish Council in July 2012, when the composition of the Council was different from the present. Also the Code was slightly revised in 2014. Councillors will be receiving training from SALC on the Code on 29 November, but meanwhile the Council should reaffirm its adherence to the Code of Conduct which applies to all elected Members.  <b>It was RESOLVED</b> that Melton Parish Council should re-adopt the Suffolk Code of Conduct.  <b>Proposed by:</b> Cllr Martin                      <b>Seconded by:</b> Cllr Barrington</p>
<b>17.82</b>	<p><b>MOTION TO READMIT CLLR HEARN TO FINANCE, EMPLOYMENT &amp; RISK MANAGEMENT COMMITTEE</b></p> <p>As no Councillor proposed or seconded this motion, it did not proceed.</p>
<b>17.83</b>	<p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES</b></p>
<b>17.83.01</b>	<p><b>Finance, Employment and Risk Management Committee 9 August 2017</b></p> <p>Minutes FRM(17)M04 (Draft) previously distributed were received and noted.</p>
<b>17.83.02</b>	<p><b>Planning and Transport Committee 21 June 2017</b></p> <p>Minutes PLA(17)M06 previously distributed were received and noted.</p>
<b>17.83.03</b>	<p><b>Planning and Transport Committee 26 July 2017</b></p> <p>Minutes PLA(17)M07 previously distributed were received and noted.</p>
<b>17.83.04</b>	<p><b>Planning and Transport Committee 30 August 2017</b></p> <p>Minutes PLA(17)M08 (Draft) previously distributed were received and noted.</p>
<b>17.83.05</b>	<p><b>Recreation Committee 5 July 2017</b></p> <p>Minutes REC(17)M03 previously distributed were received and noted.</p>
<b>17.83.06</b>	<p><b>Recreation Committee 6 September 2017</b></p> <p>Minutes REC(17)M04 (Draft) previously distributed were received and noted.</p>
<b>17.84</b>	<p><b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b></p>
<b>17.84.01</b>	<p><b>To receive and consider the Financial Management Reports for the period 1 April 2017 to 31 August 2017</b></p> <p>Papers MPC(17)84.01 and MPC(17)84.01(a-e) were received. The Clerk went through the financial position at the end of period 5 and answered questions from Councillors. 57.5% of budgeted income was received in periods 1 to 5, but only 31.4% of budgeted expenditure was incurred. As at</p>

	<p>31 August, after allowing for un-presented cheques, cash in the Council's two bank accounts totalled £103,249.28. The report was noted.</p>
<b>17.84.02</b>	<p><b>External Audit 2017 – update</b>  The Clerk reported that the Annual Return for 2016/17 was submitted to BDO LLP before the deadline of 24 July. Queries were raised by the Auditor on 9 August which related to matters below the normal threshold for enquiry and responded to on 17 August. However the audit had still not been signed off, so approval and acceptance of the audited accounts would have to wait until the November meeting of Full Council.</p>
<b>17.84.03</b>	<p><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 renewal premium is £1,963.28, an increase of £72.87, taking into consideration the Council's long term agreement which expires in September 2018.  Accordingly <b>it was RESOLVED</b> to pay the premium of £1,963.28.  <b>Proposed by:</b> Cllr Taylor                                        <b>Seconded by:</b> Cllr Martin</p>
<b>17.84.04</b>	<p><b>To consider a report on the need for a supplementary budget allocation in relation to Amenity Land protection in The Street</b>  Paper MPC(17)84.04 previously distributed was received. This report was required because the budget set for the project (£1k) to install under licence already received from Suffolk Highways, 16 oak posts to prevent parking around the village sign, was inadequate. Because of the prescriptive nature of Highways' specifications, sourcing of the posts can only be via a small number of specialist suppliers and the prices are inflated (approximately £90 per post). Overall cost of the posts will be around £1,440. Additional cost of sundries and fixing (by the Handyperson) can be contained within existing budgets.  Accordingly <b>it was RESOLVED</b> to allocate an additional £500.00 to the project from Reserves.  <b>Proposed by:</b> Cllr Corston                                        <b>Seconded by:</b> Cllr West</p>
<b>17.84.05</b>	<p><b>To receive and consider a report on essential repairs to the Bus Shelter in The Street and ratify expenditure and actions taken</b>  Paper MPC(17)84.05 previously distributed was received. The report set out the background to the need to carry out substantial unbudgeted expenditure to the southbound Bus Shelter in The Street due to the potential collapse of the roof and the need to remove an asbestos panel beneath it. With the prior support of the Chairman and Vice-Chairman of the Council and Committee Chairs for the works to be carried out as a matter of urgency, Planning and Transport Committee on 26 July considered quotations and agreed to appoint a contractor, subject to ratification by Full Council. The main roof renewal works were carried out on 6 September. [Considered in the Confidential part of the Agenda (and minuted as Item MPC(17)97) are prices for the asbestos removal and disposal.]  Accordingly <b>it was RESOLVED</b> to (1) ratify all actions taken in this matter to date and (2) increase the bus shelter maintenance budget by a sum of £2,500 from Reserves to fully cover all the essential refurbishment costs. Additionally, Full Council recommended that FERM Committee review the level of discretion allowed to the Clerk in terms of authorising expenditure on urgent health and safety matters (currently up to £1k).  <b>Proposed by:</b> Cllr West                                        <b>Seconded by:</b> Cllr Brown</p>

<p><b>17.85</b></p>	<p><b>TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN</b>  Paper MPC(17)85 previously distributed was received. This report by the Independent Examiner on the Melton Neighbourhood Plan recommended that, subject to minor modifications, the Plan should go forward to referendum. The suggested date to hold the referendum is 7 December 2017. Cllr Barrington will make that known on the Neighbourhood Plan website and it will also be advertised on the main Parish Council website. Wider publicity for the referendum was discussed. A working group of Councillors will develop publicity materials and strategy. Cllrs Corston, Taylor, Brown, Martin, Porter and Hilson volunteered to work with Cllr Barrington.  A vote of thanks was given to both Cllr Barrington and consultant Chris Bowden for guiding the Neighbourhood Plan work through to this advanced stage.  <b>Proposed by:</b> Cllr West                      <b>Seconded by:</b> Cllr Martin</p>
<p><b>17.86</b></p>	<p><b>TO CONSIDER A REPORT ON THE FUTURE OPTIONS FOR THE MELTON VILLAGE FETE</b>  Paper MPC(17)86 previously distributed was received. Following discussion of the three options set out in Cllr Abbott's original paper <b>it was AGREED</b> to go for Option 2 – i.e. see whether a project manager comes forward as a result of the call for volunteers in the <i>Melton Messenger</i> and if not allocate the £500.00 budget elsewhere in 2018/19. The matter will be reviewed at the November meeting of Full Council.</p>
<p><b>17.87</b></p>	<p><b>TO CONSIDER A REPORT AND RECOMMENDATION FROM FINANCE, EMPLOYMENT &amp; RISK MANAGEMENT COMMITTEE ON A PUBLIC ACCESS DEFIBRILLATOR FOR MELTON</b>  Paper MPC(17)87 previously distributed was received. Following consideration of the report <b>it was RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• Melton Parish Council will make a grant of £500.00 towards the Melton WI for the defibrillator campaign. [Melton WI will then complete their fundraising to secure sufficient resources to pay for the defibrillator, and then pass the required sum to the Parish Council to order the equipment.]</li> <li>• The Grants budget for 2017/18 will be reduced by £500.00 to £1,000.00 (to include the grant to the Melton WI thus leaving only £500.00 for grant applications from other organisations)</li> <li>• Thanks should be recorded to all donors to the campaign, including the Deben Rotary Club, the Masons, and individual WI members, especially Mr &amp; Mrs Hargreaves.</li> </ul> <p><b>Proposed by:</b> Cllr Brown                      <b>Seconded by:</b> Cllr Corston</p>
<p><b>17.88</b></p>	<p><b>TO CONSIDER A REPORT ON STREET NAMING AND NUMBERING FOR THE BLOOR DEVELOPMENT OFF WOODS LANE</b>  Paper MPC(17)88 previously distributed was received. Following consideration of the report <b>it was AGREED</b> to select names to be submitted to the developer from the names of the fallen included on the Melton war memorial. Additionally Councillors felt that they would like to have a road named after a woman of WWI to commemorate a century of women's suffrage. Following further discussion the proposed names are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Beadon</b></li> <li>• <b>Simpkin</b></li> <li>• <b>Adams</b></li> <li>• <b>Lloyd.</b></li> </ul>

	<p>In terms of a female name, that of <b>Charlotte Gaffney</b> was proposed. Charlotte was from a local family and served as a nurse at the military hospital at Foxborough Hall.</p> <p>The Clerk to submit the names with background and contextual information to Bloor via the Suffolk Coastal DC Gazetteer officer.</p>
<b>17.89</b>	<p><b>TO CONSIDER A CONSULTATION FROM SUFFOLK COASTAL DC ON PUBLIC SPACE PROTECTION ORDERS</b></p> <p>The Clerk reported consultation by Suffolk Coastal DC on amending controls on dogs via the introduction of further Public Space Protection Orders. The proposals include making the presence of dogs within fenced off play areas and dog fouling on public access land (like the Melton Playing Field) offences. They also include a suggestion that all dogs be kept on a lead in defined public places and / or be kept on a lead in the vicinity of sporting activities e.g. football matches. Following discussion <b>it was AGREED</b> that whilst Melton Councillors supported the proposals re play areas and dog fouling, it was felt that the proposals to require dogs to be kept on a lead either in defined public places or in the vicinity of sporting activities are unnecessary in Melton, and disproportionate to any occasional problems that might arise.</p> <p>The Clerk to respond to the consultation accordingly.</p>
<b>17.90</b>	<p><b>TO RECEIVE AN UPDATE ON THE NEW VILLAGE HALL PROJECT</b></p> <p>The Clerk reported that the geotechnical survey work was carried out in July and the report received in August. The site surveys focused on the original proposed site for the new village hall and the pavilion site. Whilst both development options are feasible, the northern site would be the simpler and most cost effective of the two sites to develop.</p>
<b>17.91</b>	<p><b>TO CONSIDER RISK ISSUES</b></p> <p>Paper MPC(17)91 previously distributed was received and noted. The Clerk took Members through all the high level risks; further detailed discussion was remitted to FERM Committee.</p>
<b>17.92</b>	<p><b>REPORT ON HANDYPERSON ACTIVITIES</b></p> <p>A detailed report on these had previously been given to Recreation Committee on 6 September and can be found in the Minutes - REC(17)M04 at Minute 17.45.02 - available on the Council's website.</p>
<b>17.93</b>	<p><b>COUNCILLOR TRAINING</b></p> <p>Cllr Abbott reported that she had attended a two part SALC training course on the role and responsibilities of a local councillor in August and found it both informative and enjoyable.</p>
<b>17.94</b>	<p><b>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</b></p>
<b>17.94.01</b>	<p><b>Burness Parish Rooms Management Committee</b></p> <p>Nothing to report.</p>
<b>17.94.02</b>	<p><b>Melton Trust</b></p> <p>Cllr West reported that he had attended a meeting on 8 August. The Annual Report for 2016 has been published, showing that the Trust made more distributions than in previous years. He will distribute a copy of the Report to Councillors.</p>
<b>17.94.03</b>	<p><b>East Suffolk Rail Partnership</b></p> <p>Nothing to report.</p>
<b>17.94.04</b>	<p><b>Melton Primary School</b></p> <p>Cllr Martin reported that she will be meeting County Councillor Nicoll at the school in the forthcoming week.</p>

<b>17.94.05</b>	<b>Melton Messenger</b> The copy for the October issue has been submitted.
<b>17.94.06</b>	<b>SNT Tasking Group</b> Cllr Taylor reported that the last Woodbridge & District Tasking Meeting was on 20 July and the last SNT report also in July.
<b>17.94.07</b>	<b>Sizewell C and EDF Community Forum</b> Nothing to report.
<b>17.94.08</b>	<b>Suffolk Association of Local Councils</b> Nothing to report.
<b>17.94.09</b>	<b>Greenprint Forum</b> Nothing to report. A replacement will be needed for Mrs Eckersley now she is moving to Woodbridge.
<b>17.95</b>	<b>TO CONSIDER ITEMS FOR THE MELTON MESSENGER</b> These will need to include something on the Neighbourhood Plan referendum.
<b>17.96</b>	<b>CHAIRMAN'S URGENT BUSINESS</b> <ul style="list-style-type: none"> <li>• Bloor Homes have offered either 21 or 28 September @ 6.30pm for an informal meeting with Parish Councillors. Agreed to accept 6.30pm on 28 September at the Parish Office.</li> <li>• The Clerk reported on a briefing note received from NALC on the Government's Litter Strategy. He will forward a copy to Cllr Corston.</li> <li>• The SALC AGM will take place on 7 November at the Blackbourne Community Centre, Elmswell at 7pm.</li> </ul>
	<b>PART TWO</b>
	<b>Exempt / Confidential Item</b> <b>It was RESOLVED that</b> , under section 100(a)(4) Local Government Act 1972 (as amended), the public be excluded from the meeting for the remaining item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.
<b>17.98</b>	<b>DATE OF NEXT MEETINGS</b> The next ordinary meeting of Full Council will take place on Wednesday 8 November 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.