



MELTON PARISH COUNCIL

MPC(17)M06

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 8 November 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 Mr N Brown Cllr Mrs C Gradwell Cllr Mrs E J G Hilson	Cllr Mr M Holmes Cllr Miss K S Martin Cllr Mr A H Porter (Chairman) Cllr Mr C W Taylor Cllr Mr J West
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Absent:

Cllr Miss E A Barrington Cllr Mr A G Corston	Cllr Mr M Hearn Cllr Mr M L Webb
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In Attendance:

Mr W J Grosvenor <i>Clerk to Melton Parish Council</i>	One member of the public
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	PART ONE – OPEN TO THE PUBLIC
17.99	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Barrington, Corston and Webb. Apologies were also received from County Councillor Alexander Nicoll and District Councillor Jim Bidwell.
17.100	DECLARATIONS OF INTEREST
17.100.01	To receive Amendments to the Register There were no amendments to the Register.
17.100.02	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.
17.100.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda Cllr Gradwell declared an interest in Item 17.104.04 in respect of the dementia Café proposal.

17.100.04	<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>
17.101	<p>PUBLIC PARTICIPATION SESSION</p>
17.101.01	<p>To receive the reports from County and District Councillors <i>To receive a report from County Councillor Alexander Nicoll</i> No report was available. <i>To receive a report from District Councillor Jim Bidwell</i> In the absence of Cllr Bidwell, the Clerk read his brief report previously supplied:</p> <ul style="list-style-type: none"> • The District Council Planning Committee met on 13 October and by vote split 9/4 approved the contentious scheme to replace the former Council offices at Melton Hill. All local District Councillors urged rejection of what is proposed. The approval is subject to Secretary of State call in, or alternatively, if that fails a judicial review may well be sought. • Closure of Woods Lane will certainly cause chaos in the village and surrounding area; the prolonged period of closure is highly regrettable but please bear in mind that the Woods Lane scheme was rejected by Suffolk Coastal but allowed by a Government Inspector. • A consultation is ongoing re the four villages bypass on the A12, but given central Government constraints on expenditure may not happen soon. • Beach hut hire is being rationalised both at Southwold and Felixstowe. • Cllr Dr Jane Day is contactable if urgent business requires.
17.101.02	<p>To receive village matters raised by Members of the Public or Councillors</p> <p>The member of the public present wished firstly to compliment Cllr Barrington on the excellent presentation she made in a difficult environment at the Suffolk Coastal Planning Committee meeting on 13 October, arguing for the refusal of the Melton Hill application. He then asked about the publicity arrangements for the Neighbourhood Plan referendum on 7 December. The Chairman responded fully, setting out all the steps that were being taken to ensure a maximum turnout on the part of the electorate.</p> <p>Three specific questions were then raised:</p> <ul style="list-style-type: none"> • What provision was being made for the possible payment of business rates on the current parish office at Lime Kiln Quay? – the Clerk responded that whilst there was a possibility that the office would be below the threshold for payment, budgetary provision for the possibility that rates might be payable (less any District Council relief) was made in both 2017/18 and 2018/19 budgets. • How will the cost of the field drainage works be met? – The Clerk responded that it was anticipated that the cost will be met from the Play Pot / Sports Pot budgets funded from s106 monies held by the District Council. • The final question sought to identify the schemes which had given rise to the Community Infrastructure Levy (CIL) monies paid to the Council. This information was provided, together with a summary of the rules governing the use of CIL.

	<p>Councillors then discussed the implications of the temporary closure of Woods Lane. Although there was concern over the increased use of Saddlemakers Lane as an unofficial and unsuitable diversion, there was also a consensus from observation that commercial vehicles of all sizes were seemingly avoiding Melton completely.</p>
17.102	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 13 SEPTEMBER 2017 SUBJECT TO A CORRECTION</p> <p>It was RESOLVED that minutes MPC(17)M05 and MPC(17)M05 Confidential, previously distributed, be received, noted and signed as a correct record by the Chairman, subject to the correction that the penultimate sentence of Minute 17.79.02 should read: “although it was in the event cleared, the immediate response was that it was not important enough for any action.”</p> <p>Proposed by: Cllr Bale Seconded by: Cllr Brown</p>
17.103	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES</p>
17.103.01	<p>Finance, Employment and Risk Management Committee 11 October 2017</p> <p>Minutes FRM(17)M05 (Draft) previously distributed were received and noted.</p>
17.103.02	<p>Planning and Transport Committee 20 September 2017</p> <p>Minutes PLA(17)M09 previously distributed were received and noted.</p>
17.103.03	<p>Planning and Transport Committee 18 October 2017</p> <p>Minutes PLA(17)M10 (Draft) previously distributed were received and noted.</p>
17.104	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
17.104.01	<p>To receive and consider the Financial Management Reports for the period 1 April 2017 to 31 October 2017</p> <p>Papers MPC(17)104.01 and MPC(17)104.01(a-g) previously distributed were received. In periods 1 to 7, 107.2% of income was received, and 49.6% of budgeted expenditure was incurred. The Council now has £50k on deposit at the Ipswich Building Society in addition to the two Barclays accounts. Of the total amount of £197,351.07 in the Council’s three bank accounts at the end of October (after allowing for unpresented cheques) £79,892.36 related to CIL monies. It was AGREED to NOTE the report.</p>
17.104.02	<p>To approve and accept the audited Annual Return for the year ended 31 March 2017</p> <p>Paper MPC(17)104.02 previously distributed was received. The Clerk reported that the External Auditor had signed off the 2016/17 Annual Return on 26 September 2017, too late for it to be brought to the September meeting of Full Council, as was the normal practice. The audit was clear, with no matters giving cause for concern or needing to be draw to the attention of the Council.</p> <p>It was RESOLVED to approve and accept the audited Annual Return.</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Brown</p>
17.104.03	<p>To receive an update on the Draft Budget 2018/19</p> <p>Paper MPC(17)104.03 previously distributed was received. The Chairman reported back to Full Council on the Budget Working Group meeting held the previous day. The Group had reviewed the provision and spend pattern for the current year and revised the budget accordingly, as well as setting a provisional budget for 2018/19. On the basis of the revised figures, the deficit at the end of 2017/18 reduces from £25.3k to £13.6k, and the budget set for 2018/19 based on a provisional precept next year of £73,366 (same unit</p>

	<p>“A few communities in Suffolk have succeeded in getting Neighbourhood Plans ‘made’ and many are considering whether or not to do so. For a small community the effort is very significant and the time required from a few volunteers considerable. The Localism Act requires that such Plans are considered in relation to any planning application given that once ‘made’, they are a statutory part of the Local plan. SALC is concerned that this obligation is not being met by the relevant local planning authorities and urges NALC to make representations to Government to ensure that the legislative framework and related policy guidance are strengthened to ensure the intent of the requirement of the Act is reinforced.”</p> <ul style="list-style-type: none"> • In relation to the forthcoming referendum, the Parish Council would run / organise: <ul style="list-style-type: none"> ○ An article in the <i>Melton Messenger</i> ○ An article in <i>e-news</i> every week up to the Referendum ○ Leaflets delivered to every home in Melton ○ Cllr Barrington will speak twice at the Primary school and at the next WI meeting. • The Chairman has 2,250 leaflets and these will be distributed to Councillors after the meeting for delivery in areas as marked on the map of the parish.
17.105.02	<p>To consider arrangements for the conduct of the Neighbourhood Plan Referendum: the appointment of Observers</p> <p>The Clerk reported a request from the Suffolk Coastal DC Electoral Services Manager for the names of people willing to act as observers at the count, from 22.15 onwards on the day of the Referendum. Councillors Barrington, Porter, Brown, Holmes and Taylor offered their services accordingly. The Clerk to convey the names of the volunteers back to Electoral Services and ascertain the venue for the count.</p>
17.106	<p>TO FURTHER CONSIDER PLANS FOR THE MELTON VILLAGE FETE</p> <p>Cllr Gradwell reported that she had identified all the potential stakeholders for the fete and suggested 14 July 2018 as a date which avoided any potential clashes. Following a brief discussion it was RESOLVED to set the date for the 2018 Melton Village Fete as Saturday 14 July.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Bale</p> <p>Cllr Gradwell thanked all those who have helped so far and added that she will need a lot more helpers on the day. She intends to get as much booked and finalised as possible before the end of 2017, and will provide a list of known participants to Cllr Porter by the date of the Christmas Party. In terms of the division of profits, the view was emerging that any surplus should be divided up amongst those local charities that support the fete. It was AGREED to give discretion to the Fete Committee to decide on the distribution of the proceeds.</p> <p>A vote of thanks was given to Cllr Gradwell for undertaking this task.</p> <p>Proposed by: Cllr Martin Seconded by: Cllr Porter</p>
17.107	<p>TO CONSIDER UPDATE ON THE ACQUISITION OF A PUBLIC ACCESS DEFIBRILLATOR FOR MELTON</p> <p>The Clerk reported that the equipment was due to be delivered to Cllr Porter around 4 November. However it was delayed because of a shortage of casings and would now arrive in the next few days. As soon as it arrives Cllr Porter will deliver it to Colin Birkbeck at the Burness Parish Rooms.</p>

17.108	TO REVIEW THE NEW VILLAGE HALL PROJECT The Chairman reported that the project is parked until the Neighbourhood Plan Referendum takes place, after which the position will be reviewed.
17.109	REPORT ON HANDYPERSON ACTIVITIES The Clerk reported that Phil has completed the refurbishment of the bus shelter in The Street, and will be installing the oak posts around the village sign amenity area the following week, weather permitting. The Clerk undertook to ask Phil as to his availability for the day of the village fete in 2018 and report back to Cllr Gradwell.
17.110	TO CONSIDER RISK ISSUES Paper MPC(17)110 previously distributed was received and noted. The Clerk took Members through all the high level risks and highlighted a new addition; further detailed discussion was remitted to FERM Committee.
17.111	COUNCILLOR TRAINING Cllr Gradwell is to attend Finance for Councillors training on Tuesday 28 November at SALC offices.
17.112	EVENING TRAINING EVENT 29 NOVEMBER 2017 Arrangements have been made for the training session on the Code of Conduct, which will take place at the Parish Office starting at 7pm. The trainer will be Gordon Mussett, an experienced clerk on SALC's panel of trainers. Because the session on the Code will only last about 30 minutes, there is an opportunity for Gordon to cover other areas required by Councillors. In discussion it was suggested that a Question and Answer session would be helpful, and the Clerk will liaise with Gordon accordingly.
17.113	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
17.113.01	Burness Parish Rooms Management Committee Cllr Gradwell attended the last meeting. In terms of building refurbishment outside brickwork had been repointed and the car park resurfaced. The aim was to refurbish the front of the building next year.
17.113.02	Melton Trust Cllr West reported that the meeting due to take place on 31 October was cancelled. Trustees will now meet at the end of November.
17.113.03	East Suffolk Rail Partnership Paper PLA(17)161.02 previously distributed was received and NOTED .
17.113.04	Melton Primary School Cllr Martin reported receipt of an invitation from the Year 6 teacher for the Year 6 WW2 day on Friday 10 November at 1.45pm. There are now 163 children on the roll (maximum capacity 210).
17.113.05	Melton Messenger Cllr Brown reported that the next issue of the <i>Melton Messenger</i> will be coming out just before the Neighbourhood Plan Referendum.
17.113.06	SNT Tasking Group Paper MPC(17)113.06 previously distributed was received and NOTED . Cllr Taylor added that the last Woodbridge & District SNT Meeting was cancelled and he attended the Police and Crime Commissioner's meeting instead.
17.113.07	Sizewell C and EDF Community Forum Cllr Porter will attend the next meeting on 16 November 2017.
17.113.08	Suffolk Association of Local Councils Cllr Porter will attend the next meeting on 11 December 2017.

17.113.09	<p>Greenprint Forum Nothing to report. AGREED to remove this Standing Item from the Agenda unless Cllr Porter can identify a replacement as representative for Mrs Eckersley.</p>
17.114	<p>TO CONSIDER ITEMS FOR THE MELTON MESSENGER</p> <ul style="list-style-type: none"> • Date of next year's village fete • Referendum – a “don't forget to vote” message • Any update on Woods Lane. <p>All contributions need to be with Cllr Porter before the deadline of 17 November 2017.</p>
17.115	<p>CHAIRMAN'S URGENT BUSINESS None was reported.</p>
17.116	<p>DATE OF NEXT MEETINGS The next ordinary meeting of Full Council will take place on Wednesday 10 January 2018 at the Burness Parish Rooms, The Street, Melton IP12 1PW, commencing at 19:30. There being no further business the meeting closed at 21.30.</p>