



# MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

**MPC(07)M11**

**Minutes** of a meeting of the parish council on Thursday 8<sup>th</sup> November 2007 commencing at 19:00 in The Lindos Centre Main Hall Saddlemakers Lane Melton Woodbridge IP12 1PP.

Present:

Cllr Mr GK Butterwick [Chairman]  
Cllr Mr PJ Brockett  
Cllr Mr AG Dunford [Vice Chairman]  
Cllr Mrs J Eckersley

Cllr Mrs PD Ferguson  
Cllr Mrs EJG Hilson  
Cllr Mr MW Sherwen  
Cllr Mr KR Tester

In Attendance:

Cllr Mrs CE Aitchison – County Councillor  
Mrs B Guy – Elector

Mr MJ Green – Clerk to the Council

The Clerk advised the meeting that Keith Stebbings [Park Warden] would be going into hospital week commencing 11<sup>th</sup> November and would be absent from work until Christmas. Council recorded their best wishes to Keith and wished him a speedy recovery.

## **07.160 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE**

**07.160.01 Cllr Mrs BK Abbott – Work Commitment**

**07.160.02 Cllr MN Bond – Language Course**

**07.160.03 Cllr Miss DE Dann – Holiday**

Council received these apologies and **consented** to the absences.

**07.160.04 Cllr Mr J Bidwell – Business Commitment**

Council received this apology

**07.160.05 Cllr Miss LS Leonard**

Absence noted

## **07.161 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER**

**07.161.01 Cllr Mrs PD Ferguson**

Council received and noted a change to clause 11 of the register of interest as a result of change of address.

There were no declarations of interest.

## **07.162 STANDING ORDER 24 - WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC**

To note that there have been no questions received.

**07.163 PUBLIC PARTICIPATION SESSION [RESULTING FROM THE ADOPTION OF CHANGES TO THE CODE OF CONDUCT]**

**07.163.01 To receive representations from Councillors who have declared a prejudicial interest under item 07.161.**

There were none

**07.163.02 To receive representations from members of the public in respect of items on the agenda only**

There were none

It was **RESOLVED** to lift standing orders at 19:18

**07.164 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**

**07.164.01 Resurfacing of Melton Grange Road**

Concern was expressed about the quality of the resurfacing. This was a matter for SCC Highways but council agreed to monitor the condition of the surface and report the matter should it deteriorate.

**07.164.02 Grit Bin**

The Clerk reported that finance was available and that the order would be placed shortly.

**07.164.03 Sequence of Lights at Melton Crossroads**

Noted that this matter was being investigated by the SNT

**07.165 TO DISCUSS VILLAGE MATTERS RAISED BY MEMBERS OF THE PUBLIC OR COUNCILLORS**

**07.165.01 Keep Clear Box outside Melton Hall**

The resident of Melton Hall has requested that council provides a 'keep clear box' on the road outside the driveway to the hall to enable cars to exit safely. It was noted that there are such boxes on the Woods Lane & The Street approaches to traffic signals and agreed that SCC Highways be asked to consider this request.

**07.165.02 Melton Messenger**

Concern was expressed about both the content and timeliness of the report of council business in the Melton Messenger. The Chairman advised council that he had agreed with the Rector that if council provided 2 \* A5 pages of formatted text electronically by the middle of the month it would normally be included in the edition issued at the end of the month.

Cllr Eckersley agreed to draft an article for the next few editions to ensure that the deadlines are met and that the content is meaningful to the reader.

**07.165.03 Melton PC Website**

The Clerk reported on the first year of the Website that had seen the monthly number of visits to the Website increase from 188 in January 2007 to 816 in October 2007.

The site is now under the control of the Clerk who regularly updates it with details of the meetings but also includes 'Stop Press' items of general interest to the public.

Minutes and papers are retained in the archive section for the previous and current council years.

## **07.166 TO RECEIVE THE COUNTY COUNCILLORS REPORT**

### **07.166.01 Love Lane Footpath**

The resurfacing of the Love Lane Footpath from Wilkinson Way to the School Entrance had been raised at a previous meeting of Council. The county councillor had obtained initial estimates from highways regarding the cost, approximately £10,000.

Further investigation has revealed that Rights of Way would recommend a 'stone' surface rather than tarmac to protect wildlife and the tree roots.

Views both for and against the resurfacing had been given to councillors by concerned residents.

The county councillor agreed to obtain further information on the type of surface being promoted, the cost and what, if any, funding was available. When this information was available council agreed to place an item on a future agenda to enable electors to be present to air their views.

### **07.166.02 Budget**

County Council were engaged in the budget review process based on having to make savings of £15-18m. The council tax increase was being targeted by government to be no more than 5% [2007: 4.5%].

Currently further investigations are taking place with both the Pathfinder Proposal and Ipswich Borough Council unitary status being imponderables.

17<sup>th</sup> December is the target date for agreeing the final figures

### **07.166.03 Flood warning**

A severe flood warning had been issued 8<sup>th</sup> November for the East Anglian Coastline. High tides combined with tidal wave surges could result in severe flooding on 9<sup>th</sup> November. Some schools had been closed as a precaution and action plans were being implemented to protect property and people.

### **07.166.04 Graffiti**

It was noted that graffiti was not being cleared from bridges on the A12 and other places. The county councillor agreed to contact the appropriate department and obtain a progress report.

Cllr Aitchison left the meeting at 20:06

## **07.167 TO RECEIVE THE DISTRICT COUNCILLORS REPORT**

The Clerk reported that he had received an email from Councillor Bidwell raising the proposal by Councillor Doreen Savage, Portfolio Holder for Customers & Partners, whose responsibilities include social inclusion and young people. that we should try to devise a way that the youth/young people of the parish might become involved in the activities of the parish council for all the well rehearsed reasons. She has offered to attend a future meeting of the parish council to expand on this.

Recommended that Councillor Savage be invited to the Village Plan Committee meeting on 21<sup>st</sup> January 2008.

**It was RESOLVED** to reinstate standing orders at 20:10:

**07.168 TO APPROVE THE MINUTES OF MEETING HELD ON 11<sup>TH</sup> OCTOBER 2007**

Minutes MPC(07)M10 of the meeting held on 11<sup>th</sup> October 2007 previously circulated were received and noted

Proposed that the minutes be signed by the Chairman as a correct record:

Proposed by: Cllr Dunford

Seconded by: Cllr Hilson

**It was RESOLVED** that the Chairman sign the minutes as a correct record.

**07.169 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES**

**07.169.01 Finance & Risk Assessment Committee 17<sup>th</sup> October 2007**

Proposed that minutes FRM(07)M3 previously circulated were received and noted.

Proposed by: Cllr Dunford

Seconded by: Cllr Ferguson

**It was RESOLVED** to receive and note the minutes FRM(07)M3

**07.169.02 Employment Committee 18<sup>th</sup> October 2007**

Proposed that minutes EMP(07)M1 previously circulated were received and noted.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

**It was RESOLVED** to receive and note the minutes EMP(07)M1

**07.169.03 Planning Committee 29<sup>th</sup> October 2007**

Minutes PLA(07)M5 previously circulated were received and noted

The chairman of the planning committee highlighted two major developments the committee had objected to: 12 & 14 The Street and the Waterworks site in Bredfield Road. Additional time had been requested to consider the application for 87 Bredfield Road.

Proposed that minutes PLA(07)M5 were received and noted.

Proposed by: Cllr Sherwen

Seconded by: Cllr Brockett

**It was RESOLVED** to receive and note the minutes PLA(07)M5

**07.170 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

**07.170.01 Burness Parish Room Management Committee**

It was reported that a variety show in aid of funds was to be held on 10<sup>th</sup> November. Two groups had extended their booking for a further six months.

**07.170.02 Greenprint Environmental Forum**

The meeting on 22<sup>nd</sup> October 2007 received a presentation 'Suffolk

should become a greener county' which was an initiative promoted by the Suffolk Strategic Partnership. Details on website [www.greensuffolk.org](http://www.greensuffolk.org)

Next meeting on 28<sup>th</sup> January 2008 includes a presentation on Climate Change by Mr Notcutt.

**07.170.03 Melton Trust**

The Clerk reported that Cllr Dann has spoken with Mr Petley and is still awaiting an update. She will follow this up again on her return from holiday

**07.170.04 Safer Neighbourhood Team Liaison Group**

The Clerk reported that Cllr Dann had given the following answers to issues raised at the last council meeting:

- The SNT's speed camera again available following repair
- The SNT will investigate the safety and reliability of the traffic signals at the bottom of Woods Lane

The minutes of the meeting on 3<sup>rd</sup> October 2007 MPC(07)P170.04 previously circulated were received and noted.

It was noted that, although there was a breakdown of crimes for each of the 4 Woodbridge wards, there was none for Melton & Ufford Ward, also that fixed penalty notices for speeding had been in Melton. It was agreed to ask for figures for Melton & Ufford Ward to be reported in future and also for further details on the surgeries at Costa Coffee and Farlingaye High School.

Cllr Ferguson reported that she had attended the meeting on 7<sup>th</sup> November, in Cllr Dann's absence.

**07.170.05 Suffolk Association of Local Councils**

Copy of minutes of the meeting held on 17<sup>th</sup> September 2007 enclosed as paper MPC(07)P170.05 was received and noted

The Chairman reported that he would be attending the SALC 'Visioning' Event on 21<sup>st</sup> November

**07.170.06 Suffolk Coastal Rural Communities Development Partnership**

There had been no recent meeting.

**07.170.07 Transport**

Paper MPC(07)P170.07 previously circulated was received and noted

**07.170.08 Woodbridge & Melton Riverside Action Group**

There had been no recent meeting.

**07.171 TO CONSIDER ANY MATTERS ARISING FROM CORRESPONDENCE CONTAINED IN THE WEEKLY REPORTS CIRCULATED TO COUNCILLORS**

**07.171.01 Liaison Meeting at Butley Village Hall**

Representatives of MPC who attended the meeting found it well presented by district council officers and very helpful. They were however disappointed with the poor attendance by other parish councils. Agreed that the clerk should contact the organisers expressing these points and asking if minutes could reflect attendees

from parishes as well as officers.

**07.172 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS**

**07.172.01 07.132.02(b) – The Slaughterhouse Valley Farm Road**

Copy of response received from environmental health officer previously circulated was received and noted.

**07.172.02 07.132.02(d) Sign at John Grose**

Noted: SCDC Planning response that if the total area of advertising exceeds 4.6 square metres advertising consent may be required. The option for the business is either to remove the sign or apply for advertising consent. It is also noted that the sign has now been removed.

**07.172.03 07.132.02 Bus Service**

A letter had been received from SCC Passenger Transport explaining the reasons for the withdrawal of the 23:55 bus from Ipswich. It was noted with concern that the letter made no reference to SCC's commitment, in its statutory Bus Strategy, to consultation with stakeholders when reviewing services and agreed to write to SCC accordingly.

The issues over the bus stops and shelters had been referred to another section for response.

**07.172.04 07.91.04(a) Litter on the Playing Field**

The Park Warden had been monitoring the levels of litter on the playing field and although there was litter it was not of an unduly high level.

**07.172.05 REC(07)29.01 YMCA**

Agreed to arrange meeting with YMCA to determine what work they could undertake on behalf of council under the scheme and if necessary to provide reasonable levels of equipment for them to use.

**07.173 TO RECEIVE AND CONSIDER RESOLUTIONS OR RECOMMENDATIONS IN THE ORDER THAT THEY HAVE BEEN RECEIVED**

There have been none.

**07.174 TO APPROVE FINANCE & RISK MANAGEMENT COMMITTEE  
RECOMMENDATIONS FOR EXPENDITURE FROM RESERVES**

Committee	Reason	Amount 2007/8	Amount 2008/9
<b>Recreation</b>	New ladder for play equipment	£ 920	
	Chain restrictors for swings	£ 310	
	New wet pour surface for play equipment	£ 7,984	
	**** Tennis court refurbishment	£ 12,500	
	Woodland survey	£ 2,499	
<b>Village Plan</b>	New dog waste bins	£ 500	
	Melton Messenger pages for young people	£ 500	
	Additional litter bins	£ 600	
	Melton Station Car Park Project	£ -	£ 10,000
		<b>£ 25,813</b>	<b>£ 10,000</b>

\*\*\*\*NOTE This is an additional amount to cover shortfall in grants.  
It is subject to a loan being obtained from the Public Works Loan Board

Proposed that £25,813 be expended from reserves in the current financial year and a further £10,000 in the financial year 2008/9.

Proposed by: Cllr Dunford

Seconded by: Cllr Ferguson

**It was RESOLVED** that £25,813 be expended from reserves in the current financial year and a further £10,000 in the financial year 2008/9.

**07.175 TO CONSIDER THE DRAFT INDICATIVE BUDGET 2008/2009**

Papers MPC(07)P175.01 and MPC(07)P175.02 previously circulated were received and noted.

The chairman introduced this item and during the course of debate, made the following comments:

- This is not a request to approve the budget
- The process is starting early to enable reflection and debate. Final draft budget will be presented to full council at 10<sup>th</sup> January 2008 meeting
- Precept request had to be submitted to SCDC by 31<sup>st</sup> January 2008
- Budget itself is only for 2008/9, but Finance & Risk Management Committee considered it prudent to look at the effect of their proposals, particularly on reserves, over the following 3 years as well
- If these proposals are adopted, reserves should be reduced from the inherited level of almost £70,000 to a more reasonable level, equivalent to one years precept, by 2010/11
- In order to maintain the assets of the council in a proactive rather than reactive manner, expenditure required each year is currently approximately £8,000 more than income

- Options are to increase charges or to increase precept. To increase charges sufficiently to meet the shortfall would inevitably lead to under utilisation of the facilities
- The average parish council tax for a Band D property in SCDC is £23.25 pa – in 2007/8, the suggested increase in precept of £10,000 would bring Melton figure to £24 pa for 2008/9, an increase of £6.50 pa over the 2007/8 charge
- Further refinement of the budget to be considered by Finance & Risk Management Committee in December prior to January full Council meeting

Cllr Brockett left the meeting at 21:35

#### **07.176 TO APPOINT A MEMBER TO FILL THE VACANCY ON THE APPEALS PANEL**

Cllr Dann has recently been appointed as a full member of the Employment Committee. Consequently it is necessary to appoint another councillor who is not a member of the employment committee to join Cllr Tester on the Appeals Panel that is chaired by the vice chairman of the council.

Proposed that Cllr Eckersley be appointed to the Appeals Panel.

Proposed by: Cllr Butterwick

Seconded by: Cllr Ferguson

**It was RESOLVED** that Cllr Eckersley be appointed to the Appeals Panel

#### **07.177 TO APPROVE THE S137 GRANT ALLOCATIONS RECOMMENDED BY THE FINANCE & RISK MANAGEMENT COMMITTEE**

Applicant	Proposed Grant for 2007/8
Friends of Melton School	£ 500.00
<b>Total Ad Hoc</b>	<b>£ 500.00</b>
Burness Parish Room	£ 1,000.00
Melton Messenger	£ 1,000.00
<b>Total Annual</b>	<b>£ 2,000.00</b>
<b>Grant Total of all Grants</b>	<b>£ 2,500.00</b>

Proposed that the sum of £2,500 be expended on S137 expenditure as contained in the table above.

Proposed by: Cllr Dunford

Seconded by: Cllr Eckersley

**It was RESOLVED** that the sum of £2,500 be expended on S137 expenditure as contained in the table above.



**07.178 TO ADOPT CHANGES TO STANDING ORDERS RECOMMENDED BY THE FINANCE & RISK MANAGEMENT COMMITTEE**

**07.178.01** 50, 70(a) & 70(b) as a result of adopting clause 12(2) of the revised code of conduct

**07.178.02** 43 to enable either the Chairman or the vice Chairman to be ex-officio of each committee

Revised copy of the standing orders previously circulated was received and noted.

Proposed that the revised standing orders be adopted:

Proposed by: Cllr Ferguson

Seconded by: Cllr Sherwen

**It was RESOLVED** that the revised standing orders be adopted.

**07.179 TO ADOPT THE CODE OF PRACTICE FOR HANDLING COMPLAINTS AS RECOMMENDED BY THE FINANCE & RISK MANAGEMENT COMMITTEE**

Paper MPC(07)P179 previously circulated was received and noted.

Proposed that the procedure for handling complaints be adopted:

Proposed by: Cllr Dunford

Seconded by: Cllr Sherwen

**It was RESOLVED** that the procedure for handling complaints be adopted:

**07.180 CHAIRMAN'S URGENT BUSINESS**

There was none

**07.181 DATE OF NEXT MEETING**

Thursday 13<sup>th</sup> December 2007 19:00 in the Lindos Centre Main Hall

There being no further business the meeting closed at 21.40

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
[Chairman]