



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

MPC(07)M5

Minutes of a meeting of the parish council held on Wednesday 9th May 2007 commencing at 7.00 p.m. in The Burness Parish Room the Street Melton Woodbridge.

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Present:

Cllr Mrs BK Abbott  
Cllr Mr M Bond  
Cllr Mr PJ Brockett  
Cllr Mr GK Butterwick [Chairman]  
Cllr Mr AG Dunford

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

In Attendance:

Cllr Mrs CE Aitchison [County Councillor]

Mr MJ Green [Clerk]

## **07.64 CHAIRMAN OF THE MEETING**

Cllr Ferguson opened the meeting as Chairman

## **07.65 ELECTION OF THE CHAIRMAN OF THE COUNCIL**

Cllr Butterwick:

Proposed by Cllr Bond

Seconded by Cllr Leonard

Cllr Butterwick agreed to stand as Chairman but indicated that he would intend this to be for no more than a two-year period.

There being no further nominations for Chairman the election of Cllr Butterwick **was agreed** unanimously.

## **07.66 TO RECEIVE THE CHAIRMAN OF THE COUNCIL'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Clerk **received** the Chairman's declaration of Acceptance of Office.

Cllr Ferguson stood down and allowed Cllr Butterwick to take office

## **07.67 TO RECEIVE THE MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Clerk **received** member's declarations of acceptance of office for all Councillors with the exception of Mrs J Eckersley.

## **07.68 TO DETERMINE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED**

**It was agreed** to set the date for receipt of all outstanding declarations as 12<sup>th</sup> June 2007.

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07.69 VACANCIES LEFT UNFILLED AT THE ELECTION

The Clerk advised the meeting that there was a single vacancy on the council and invited nominations for co-options.

Miss Deborah Dann:

Proposed by Cllr Ferguson

Seconded by Cllr Hilson

There being no further nominations **it was agreed** unanimously to co-opt Miss Dann.

The Clerk **received** declaration of acceptance of office from Cllr Dann.

07.70 APOLOGIES FOR AND CONSENT TO ABSENCE

The following apologies were received:

Cllr Mrs ME Addington – attendance at RSCM AGM [prior long standing engagement]

Cllr Mrs J Eckersley – charity trek for Christian Aid in India

Council unanimously **consented** to these absences.

07.71 ELECTION OF THE VICE CHAIRMAN

Cllr Dunford:

Proposed by Cllr Butterwick

Seconded by Cllr Ferguson

Cllr Dunford agreed to stand as Vice-Chairman but indicated that he would intend this to be for no more than a one-year period.

There being no further nominations for Vice-Chairman the election of Cllr Dunford **was agreed** unanimously.

07.72 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

07.72.01 Suffolk Association of Local Councils

Cllr Bond

07.72.02 Greenprint Environmental Forum

Cllr Sherwen [with Cllr Ferguson as the nominated deputy]

07.72.03 Burness Parish Room Management Committee

Cllrs Dunford and Ferguson

07.72.04 Melton Trust

Cllrs Dann and Tester

07.72.05 Transport

Cllr Butterwick

07.72.06 Suffolk Coastal Rural Communities Development Partnership

Cllr Butterwick

07.72.07 Woodbridge & Melton Riverside Action Group

Cllr Sherwen

07.73 APPOINTMENT OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

The Chairman and Vice Chairman are ex-officio members of all committees, sub-committees and working groups

07.73.01 Employment

- (a) Cllrs Abbott, Bond and Brockett
- (b) Disciplinary Panel
Cllrs Abbott, Bond and Butterwick
- (c) Appeals Panel
Cllrs Dann, Dunford and Tester

07.73.02 Finance and Risk Assessment

Cllrs Abbott, Bond and Brockett

07.73.03 Planning

Cllrs Addington, Hilson, Sherwen and Tester

07.73.04 Recreation

Cllrs Ferguson, Dann and Hilson

07.73.05 Village Plan

Cllrs Ferguson, Sherwen and Tester

07.74 TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY

07.74.01 Suffolk Association of Local Councils

In response to a question from council the clerk confirmed that subscriptions are based on a banding system of Local Government Electors

07.74.02 Society of Local Council Clerks

07.74.03 Suffolk ACRE

Proposed that the council subscribes to each of the above organisations for the year ending 31st March 2008:

Proposed by Cllr Dunford

Seconded by Cllr Tester

All agreed

07.75 TO INSPECT ANY DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL

Copies of the following documents were available at the meeting:

- Burkes wood conveyance dated 31/07/1954
- Melton Playing Field Conveyance dated 13/01/1956
- Deed of Gift of land in The Street Melton for the erection of a bus shelter dated 01/12/1962
- Lease of a piece of land at Melton Road Melton to The Eastern Electricity Board for use as an electricity sub-station dated 15/07/1966

- Licence fro SCDC relating to land in The Street Melton for the locating of the village sign and seat dated 28/03/1998
- Licence from SCDC for the use of land adjacent to Bredfield Road Melton for the erection and maintenance of a bus shelter dated 18/09/2000
- Stock Certificate for 15,000 5½ % Treasury Stock 2008-2012

07.76 TO ADOPT THE PARISH COUNCILS MODEL CODE OF CONDUCT

A copy of the new code of conduct previously circulated was received.

Proposed that the new code of conduct be adopted by the council:

Proposed by Cllr Butterwick

Seconded by Cllr Sherwen

All agreed unanimously.

The Clerk issued the Register of Members' Interests form to all councillors who noted that they will need to complete and sign the form and return it to the Clerk within 28 days of taking office [i.e. by 6th June 2007].

The clerk drew councillors' attention to three training sessions in the code, being provided by the Monitoring Officer at Suffolk Coastal District Council's offices on 6th June 2007 [10.00 a.m. to 12.00 noon or 6.30 p.m. to 8.30 p.m.] and 25th June 2007 [2.00 p.m. to 4.00 p.m.]. All councillors were strongly advised to attend one of these sessions.

07.77 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

07.78 MINUTES OF MEETING HELD ON 14TH MARCH 2007

Copy of draft minutes MPC(07)M3 previously circulated received.

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

Proposed by Cllr Dunford

Seconded by Cllr Ferguson

It was agreed unanimously

07.79 CLERKS REPORT ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA

The following matters arising were reported:

07.79.01 22.2 Parish Notice Board

To note that this has now been installed outside the Burness Parish Room.

Thanks were expressed to Cllr Tester for installing the notice board

07.79.02 22.3 Flooding in Melton Road

SCC Highways Department has reported that the drains are all clear and working properly. The flooding is caused by the private drainage, from the garage forecourt that cannot go into the main sewer due to the presence of petrol and oil, being unable to cope with large downpours. The garage owners have assured SCC that their drains are working properly and are regularly maintained. Should the problem persist in the winter SCC have agreed to a site meeting to determine what, if any, action can be taken.

07.79.03 22.4 Taxi Office - Dock Lane

SCDC Planning has responded that the Enforcement Officer has advised that the use of the facility is unacceptable and that the taxi firm should now have moved.

07.79.04 22.5 Hairdresser – Dock Lane

SCDC Planning has confirmed that the original planning consent was not restrictive on the number of hairdressers using the premises. SCC Highways offered no restriction on parking at the planning stage. Should there be an issue with parking in Dock Lane then this should be addressed to SCC Highways.

07.79.05 27.11 Fison House Litter Sign

Suffolk Coastal Services reported that the sign was beyond economic repair. However, they are reviewing all the signage at the site but cannot guarantee that if and when they will be replaced.

07.79.06 07.47.03 Cycle Path

To note that the information supplied by Cllr Aitchison has been circulated

07.79.07 07.56 Storage at Playing Fields

A quotation of £150 for the provision of secure posts to lock the goal posts to has been accepted. Work will commence shortly.

07.79.08 07.58 Foxhall Waste Site

It has been confirmed that the sign showing only 4% waste being recycled was incorrect as the sign has been vandalised, it should have read 44.9%

07.79.09 07.23.13 Loss of Dwelling at Melton Park

The Clerk confirmed that he had yet to receive a reply from SCDC Planning Department on this issue. **It was agreed that:**

- The Clerk should contact SALC to seek guidance on the process to move the boundary so that the houses can be returned to the parish of Melton
- The Chairman should make informal contact with the Chairman of the Melton Park Management Committee to ascertain their views on the matter
- The Clerk and District Councillor Bond to chase SCDC for a response

07.80 CORRESPONDENCE

Paper MPC(07)P80 previously circulated was received and noted.

It was agreed that the Chairman and Clerk would investigate ways of disseminating information about correspondence on a more regular basis

07.81 VILLAGE MATTERS/QUESTIONS

Councillors were encouraged to notify the Clerk in advance of the meeting of items they wished to raise under Village Matters so that issues could be investigated

07.81.01 Bredfield Road

Cllr Bond raised the issue over flooding of footpaths in Bredfield Road caused by road height being greater than the footpaths

07.81.02 Helicopter Activity Over Melton

Cllr Sherwen raised the issue of the noise caused by helicopter activity over Melton.

07.81.03 Mile Post

Cllr Ferguson asked if a letter of thanks could be sent to Mr Gibbs for securing the renovation of the milepost

Cllr Dann left the meeting at 9.05 p.m.

07.82 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

07.82.01 Police Report

The Clerk informed council that in future the Community Policeman would not be attending council meeting. It will be replaced by a bi-monthly liaison meeting, to which all clerks in the area covered by the Woodbridge Safer Neighbourhoods Police Team, would be invited. This will be the vehicle for reporting on issues previously discussed at council meetings by the Community Policeman. The first such meeting will be held on 22nd May 2007 chaired by Mr Guy Richardson SCDC Safety Office.

Council expressed their concern over this new way of working as they valued the part taken in council meetings by the Community Police. **The Clerk was asked** to request an advanced programme of meeting of the liaison group together with likely agenda items so that council could feed information to the Clerk prior to the meetings.

07.82.02 County Councillor's Report

Standing orders were suspended at 9.20 p.m.

Cllr Aitchison was warmly welcomed to the meeting by the Chairman. She gave the following feedback on items raised at previous meetings:

(a) Footpaths/Road

- Bredfield Road/Bury Hill Junction – work would commence in the next four weeks to install a new gully to alleviate the flooding problem
- Melton Road Crossroads – drains will be cleared in the next two weeks to alleviate the problem
- Old Church Road – JCB to clear debris after which the roads would be swept

(b) Riverside footpath

Work had been completed on the stretch from the Tide Mill to Sun Wharf. However, no further work was planned towards Melton as the pathway is considered to be acceptable. If there are issues with the River Wall then this needs to be addressed to the Environment Agency and not SCC

(c) Potholes On Melton Road

- These had been filled shortly after being reported

(d) Woodbridge Primary School

- Last minute issues with landscaping has caused concerns

- Site handed over on 3rd May
- Pupils will move after half term
- Open evening being planned for local residents
- Police will monitor traffic flows when school opens to pupils

(e) School Organisation Review

County Council had agreed on 22nd March to move to a two tier system of schooling throughout Suffolk. This will be a long process with much consultation

The Chairman thanked Cllr Aitchison for her report.

Cllr Aitchison left the meeting at 9.30 p.m.

07.82.03 District Councillor's Report

Cllr Bond was congratulated on his being elected as a District Councillor.

There was no formal report as both previous district councillors had not sought re-election.

Standing orders were reinstated at 9.32 p.m.

07.82.04 Transport Representative

Paper MPC(07)P82.04 previously circulated was received and noted.

07.82.05 Planning

Paper MPC(07)P82.05 previously circulated was received and noted.

Copies of the planning applications under consideration were available at the meeting.

07.82.06 Applications for Approval

- (a) C07/0424/FUL – 15 Manthorpe Close – Erection of two storey side extension
Acceptable
- (b) C07/0431/FUL – Holly Cottage Lodge Farm Road – Erection of two storey extension
Acceptable
- (c) C07/0557/FUL – 6 Burrows Road – Erection of rear conservatory
Acceptable
- (d) C07/0579/FUL – Potash Bungalow – Erection of boundary wall
Acceptable
- (e) C07/0576/FUL – Melton Grange Hotel – Alterations and extensions
Acceptable
- (f) C07/0598/FUL – 25 Bredfield Road – Erection of single storey extension
Acceptable
- (g) C07/0615/FUL – 43 St Andrews Place – Erection of 2 storey extension
Acceptable

- (h) C07/0636/FUL – Land to south of Beresford Drive – Erection of 2 dwellings and 14 flats
Unacceptable
- (i) C07/0674/FUL – 69 Orchard Close – Erection of conservatory
Acceptable
- (j) C07/0593/FUL – Bellhouse River Cottage – Erection of single storey extension
Acceptable

07.82.07 Applications Approved

- (a) C07/0242/LBC – 5 Clements Road
- (b) C07/00039/TPO – 10 Godfreys Wood

07.82.08 Applications Declined

- (a) C07/0294/FUL: - Decoy Farmhouse

07.83 TO RECEIVE AND CONSIDER RESOLUTIONS OR RECOMMENDATIONS IN THE ORDER THAT THEY HAVE BEEN NOTIFIED

07.83.01 Appointment of Internal Auditor

Proposed that Heelis & Lodge be appointed as internal auditors for the two years ended 31st March 2007 and 31st March 2008:

Proposed by Cllr Butterwick

Seconded by Cllr Bond

It was agreed unanimously

07.83.02 Internal Control Systems

Paper MPC(07)P83.02 previously circulated was received and noted..

Proposed that the internal controls contained in the paper be adopted:

Proposed by Cllr Butterwick

Seconded by Cllr Brockett

It was agreed unanimously

07.83.03 Annual Accounts for the Year Ended 31st March 2007

Paper MPC(07)P83.03 together with the annual report previously circulated.

Members noted that following adoption the internal audit is carried out on the accounts which are then followed by the external audit. The date set for the commencement of the external audit is 6th July 2007.

Proposed that the annual accounts for the year ended 31st March 2007 be approved:

Proposed by Cllr Butterwick

Seconded by Cllr Dunford

It was agreed unanimously

Cllr Abbott left the meeting at 9.40 p.m.

07.83.04 Proposed Committee Structure

Paper MPC(07)P83.04 previously circulated received and noted.

07.83.05 Bank Accounts Signatories

Proposed that the three signatories to the bank account should be:

- The Chairman of the Council
- The Vice Chairman of the Council
- One other member of the Finance and Risk Management Group – Cllr Bond

Proposed by Cllr Butterwick

Seconded by Cllr Dunford

It was agreed unanimously

07.84 TO CONSIDER THE CLERK'S REPORT ON ADDITIONAL HOURS

Paper MPC(07)P84 previously circulated was received and noted

07.85 AUTHORISE SIGNING OF ORDERS FOR PAYMENT

Paper MPC(07)P85 previously circulated was received and noted.

PV No.	Payment Method	Reason	Amount
PV106	101665	Postage Stamps	£ 24.32
PV107	101666	Practitioners Guide	£ 22.94
PV108	101667	Stationery	£ 135.46
PV109	101668	Election Training	£ 11.75
PV110	101669	Grant for ramp	£ 170.00
PV111	101670	Expenses	£ 171.00
PV08/01	101671	Subscription	£ 675.00
PV08/02	101672	Annual insurance	£ 488.98
PV08/03	101678	Licence Bredfield Rd Bus Shelter	£ 1.00
PV08/04	101678	Licence The Street Bus Shelter	£ 26.00
PV08/05	DirDeb	Annual Interest	£ 17.53
PV08/05	DirDeb	Annual repayment	£ 137.53
PV08/07	101674	Wages	£ 80.00
PV08/08	101675	Councillor Guide	£ 65.85
PV08/09	101676	Salary for April	£ 575.99
PV08/10	101677	NI/PAYE	£ 115.83
PV08/11	101679	Notice Board	£ 885.82
PV08/12	101680	Repairs to Pavillion Roof	£ 300.80
PV08/13	DirDeb	Office Telephone Account	£ 65.02
PV08/14	STO	Office Rental [April]	£ 323.13
PV08/15	101681	Year End Accounts Seminar	£ 29.38
PV08/16	101682	Petrol/Oil for mowers/Mobile Phone	£ 52.72
PV08/17	101683	Postcrete for Installation of Notice board	£ 23.94
PV08/18	DirDeb	Monthly Broadband Account	£ 24.99
			£ 4,424.98

Proposed that the orders for payment be approved:

Proposed by Cllr Butterwick

Seconded by Cllr Dunford

It was agreed unanimously

07.86 CHAIRMAN'S URGENT BUSINESS

It was agreed that the Chairman should write to the retiring councillors thanking them for their invaluable service to the council and community. **It was also agreed** that a suitable article be written for the Melton Messenger

The Chairman drew all councillors' attention to the training opportunities offered by the Suffolk Association of Local Councils, contained in a leaflet distributed with the agenda. He commended to new members the New Councillor Briefing Session at the Riverside Centre, Stratford St Andrew on Monday 4th June 2007 running from 7.00 p.m. to 9.00 p.m.

07.87 ANY OTHER BUSINESS

There was none

07.88 DATE OF FUTURE MEETINGS

07.88.01 Programme of Meetings May 2007 to April 2008

Paper MPC(07)P88.01 previously circulated was received and noted.

07.88.02 Meeting Regarding Footpaths

Monday 18th June 2007 in the committee room of SCDC commencing at 11.00 .a.m.

This meeting has been convened by the Village Plan Working Group, but all councillors are invited to attend. Please advise the clerk if you intend to be present. .

The meeting closed at 10.13 p.m.

Signed: _____

Date: _____

[Chairman]