



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

MPC(07)M6

Minutes of a meeting of the parish council on Wednesday 13th June 2007 commencing at 19:00 in The Burness Parish Room Melton Woodbridge.

Present:

Cllr Mrs ME Addington
Cllr Mr MN Bond
Cllr Mr GK Butterwick [Chairman]
Cllr Mr PJ Brockett [from 19:20]
Cllr Miss DE Dann
Cllr Mr AG Dunford [Vice Chairman]

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

In Attendance:

Cllr Mrs CE Aitchison [County Councillor]
[till 19:52]

Mr MJ Green [Clerk]

07.89 APOLOGIES AND CONSENT TO ABSENCE

07.89.01 Cllr BK Abbott – Work Commitments

07.89.02 Cllr JE Eckersley – Work Commitments

Council received these apologies and consented to their absence

07.89.03 Cllr J Bidwell – District Councillor

Council noted this apology

07.90 TO RECEIVE DECLARATIONS AND ADDITIONS TO REGISTER

Council noted that all the declarations of acceptance of office had been received by the due date.

Council also noted that all the Register of Members' Interests Forms had been received and signed by the due date.

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

The Chairman proposed the lifting of standing orders. **It was agreed [19:04]**

07.91.01 Questions from Members of the Public

There were no questions as there were no members of the public present

07.91.02 Village Matters/Questions

(a) Water Leakage on Dock Lane

The Chairman reported on the continuing water leakage in Dock Lane. Despite having reported this on a number of occasions to the water

authority no action had been taken. **It was agreed** that the Clerk should write to the water authority to enquire what they proposed to do about the situation.

(b) Notice of Meetings

Following a suggestion by a councillor **it was agreed** to place a copy of the notice of council meetings in various places, other than the council notice board, such as the school and church as a means of encouraging greater participation by members of the public.

(c) Cycling on the Footpath

Concern was expressed by a number of councillors about secondary age schoolchildren cycling on the footpaths especially on The Street and Woods Lane. Whilst it was appreciated that this was to avoid heavy traffic the dangers to pedestrians was evident. **It was agreed** that the issue would be discussed at the footpaths meeting on 18th June and that the clerk should write to the Headteacher at Farlingaye asking for her support in asking pupils not to cycle on the footpaths.

(d) Melton School Fete 13th July 17:30 to 19:30

Councillors were asked if they were able to support the school fete by offering to run stalls etc. **It was agreed** that if individual councillors were able to help then they would contact the school direct.

07.91.03 County Councillors Report

Paper MPC(07)P91.03 previously circulated was received and noted.

Concerns were expressed by councillors about the state of the Love Lane to Pytches Road Footpath and potential hazards turning right from Woods Lane into Bredfield Road caused by lorries passing on the inside lane but pulling out to pass cyclists. **It was agreed** to bring these matters to the footpaths meeting on 18th June.

The District Councillor agreed to refer the matter to SCDC of them charging for the disposal of white spirit waste [SCDC being the only district council to charge for this service in Suffolk].

07.91.04 District Councillors Report

(a) Alcohol Designation Order

It was reported that recent support from the District Council had enabled four local councils [Framlingham, Kesgrave, Martlesham and Rushmere St Andrew] to obtain Alcohol Designation Orders for areas that had experienced problems with inappropriate behaviour.

Council were reminded of the criteria for obtaining such an order as presented by the District Council Safety Officer at the Annual Parish Meeting.

It was agreed that the Park Warden be asked to maintain a diary of occasions where significant damage and drinking had taken place to provide council with information to assist them in their deliberations over this type of order. Residents would also be encouraged to report any such incidents to the council

(b) Suffolk's Environment Monitoring Report

Copies of the above brochure were provided to all councillors

The Chairman proposed the reinstatement of standing orders at 19:52. **It was agreed.**

07.92 MINUTES OF PREVIOUS MEETING

Copy of the draft minutes MPC(07)M5 of the meeting held on 9th May 2007 previously circulated were received.

The following amendments were noted.

07.92.01 Attendees

Cllr Leonard's title should be Miss

07.92.02 07.79.09 Loss of Dwelling at Melton Park

Should read Loss of Dwellings at Melton Park

07.92.03 07.83.03 Annual Accounts for the Year Ended 31st March 2007

To add: Council noted a potential anomaly in the comparatives and it was agreed that this should be investigated and if necessary a revised paper should be distributed.

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

Proposed by Cllr Brockett

Seconded by Cllr Ferguson

It was agreed unanimously

07.93 CLERKS REPORT ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA

07.93.01 07.79.09 [07.23.13] Loss of Dwellings at Melton Park

- (a) SALC had been consulted who advised that boundary changes should be addressed through the District Council
- (b) A meeting is being arranged [date to be confirmed] between the Council Chairman and the Chairman of the Melton Park Management Company to discuss this issue
- (c) The response from SCDC had been received [13.06.07 – copy tabled] confirming that the boundary had not been changed. However, due to an administrative error in the planning process, it had been believed that the whole of the site fell within the Melton boundary. It had subsequently been found that the properties were in fact in the parish of Ufford.

To enable a review to take place an appropriate resolution of the full District Council would be required. It would assist in this process if such a boundary review would have the support of both Melton and Ufford Parish Councils. The Chairman undertook to discuss this matter informally with the Chairman of Ufford Parish Council.

It was agreed to include this item on the agenda of a future meeting of the council.

07.93.02 07.43.01 Woods Lane Crossing

The Clerk reported that he had received a response from SCC Environment and Transport advising that funding for implementing Local Safety Schemes, is from the Road Safety Engineering budget, and is directly related to the number and severity of injury and accidents and any specific location. This site is not listed on the programme for 2007-8 and

the recorded injury database shows no accidents being reported on this section of road involving pedestrians. They confirmed that they do not carry out the type of risk assessment requested by council.

Acknowledging the real concern of residents and councillors he has referred the matter to the Integrated Transport [East] and School Safety teams to consider a project for this area.

07.93.03 07.43.05 Grass Verges in Hall Farm Road

The Clerk advised council that the Chairman had agreed to this matter being discussed by the Village Plan Group as part of the longer term footpaths and footways project.

07.93.04 07.81.02 Helicopter Activity

The Safer Neighbourhood Team responded that there was no reported activity on the date stated by the police helicopter. They added that training exercises were not carried out at night and if the helicopter was being used then it was in response to a real need. Councillors expressed their surprise at this response as they were adamant that helicopter activity had taken place. **It was agreed** to monitor any future activity and report times and dates to the clerk.

07.93.05 07.81.03 Mile Post

The Clerk confirmed that a letter of thanks had been sent

07.93.06 07.82.01 Police Report

The Clerk reported on his attendance at a meeting of the Woodbridge and Melton Safer Neighbourhood Team Liaison Group on 22nd May. This was chaired by Guy Richardson [Safety Officer SCDC] and there were representatives from the Police, local business, Woodbridge Town Council, the local church and Woodbridge Town Centre Management Committee. This was the first of what it is hoped will become in due course bi-monthly meetings to which council is encouraged to send a representative. The next meeting is on 21st June at 14:00 in the Shire Hall. Whilst most of the emphasis of the meeting was about Woodbridge reassurance was given that issues that council wished to raise concerning Melton would be fully considered. Two specific issues were raised at the meeting on behalf of council as follows:

(a) Land at corner of Bury Hill and Bredfield Road

SNT were aware of the difficulties of anti-social behaviour in this area and had been taking action to prevent this getting out of hand by making regular spot checks on the area.

(b) Sutton Rave

The 'rave' had been reported to the police who attended to discover it was a 'wake' attended by approximately 40 people. The police adopt a 'low key' approach to such events to prevent matters escalating out of hand. Requests to restrict the noise to acceptable levels is usually taken by the party goers and responded to positively. The Police were clear that they had taken the action that they deemed appropriate in the circumstances but in all instances such as this lessons, had been learned that would help if such events happened in the future.

07.93.07 07.86 Retiring Councillors

The Chairman confirmed that he had written letters of thanks to the retiring councillors. A reply from Mr Prately had been received and the contents shared with council.

07.93.08 9.1.3 Trees at Jenners Close

The clerk advised that this matter was in the process of being resolved and a site meeting with the owners and SCDC officers would take place on Monday 18th June 2007.

07.93.09 07.80 Correspondence

The clerk advised council that, following discussions with the Chairman, in future he would email a list of correspondence received on a weekly basis to all councillors who could then, by arrangement with the Clerk or Chairman, inspect the original correspondence at the parish office.

07.94 CORRESPONDENCE

Paper MPC(07)P94 previously circulated was received and noted.

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

07.95.01 Proposed Committee Structure

Paper MPC(07)P83.04 previously circulated and discussed at the meeting on 9th May 2007.

This matter had been discussed at each of the working group meetings with the following comments being recorded:

- Working groups have no delegated powers
- Committees have delegated powers within their remit
- Finance group in agreement but with the addition of 'to make recommendations of expenditure from reserves'
- Planning group split over change
- Recreation group in favour especially the vast improvement in bringing together responsibility for different areas on the playing fields under one group
- Village Plan Group in agreement
- Benefits included greater transparency and fulfilling the requirements placed on council especially in the area of planning
- Concerns include additional administrative work

Proposed that council adopt the following committee structure

(a) EMPLOYMENT

(i) Purpose

- To be responsible for the employment of council staff
- To provide contracts and other such documents as required by employment legislation
- To provide a staff appraisal system
- To agree salary levels for council employees

- To provide a Disciplinary Panel
- To provide an Appeals Panel
- (ii) Composition
 - Five members
 - The Disciplinary Panel should consist of three members of the Employment Committee
 - The Appeals Panel should consist of one member from the Employment Committee and two other councillors who are *not* members of the Employment Committee
- (iii) Meeting frequency
 - *Ad hoc* as necessary
- (b) FINANCE AND RISK MANAGEMENT
 - (i) Purpose
 - Oversight of the internal financial controls
 - Authorisation of all payments within budget
 - Preparation of the budget for approval by full council
 - Provision of financial information to the full council
 - To be the authorised bank signatories for the council
 - To make whatever banking and investment arrangements are appropriate
 - To enter into and review contracts for the provision of services to the council
 - To oversee the provision of office accommodation
 - To make recommendations of expenditure from reserves
 - (ii) Composition
 - Five Members
 - (iii) Meeting frequency
 - Bi-Monthly
- (c) PLANNING
 - (i) Purpose
 - To consider all planning applications affecting Melton submitted to the district council
 - To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton
 - To decide if a particular application, due to its impact on the village, requires consideration by the full council
 - To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council

- (ii) Composition
 - Five members
- (iii) Meeting frequency
 - Monthly
- (d) RECREATION
 - (i) Purpose
 - To manage and promote the playing fields
 - To manage and promote Burkes Wood
 - To manage and promote the footpaths and rights of way
 - To manage and promote the pavilion
 - To manage and promote the play equipment on the playing field
 - To manage and promote the tennis courts
 - To act for the council on matters of Trees – *i.e. advice on Tree Preservation Orders etc.*
 - (ii) Composition
 - Five members
 - (iii) Meeting frequency
 - Bi-Monthly
- (e) VILLAGE PLAN
 - (i) Purpose
 - To monitor and promote the implementation of the Village Plan
 - (ii) Composition
 - Five members
 - (iii) Meeting frequency
 - Bi-Monthly

Proposed by the Chairman

Seconded by the Vice Chairman

For: 10

Against: 1

It was agreed by majority vote

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

07.96.01 Employment

Noted that there has been no meeting of the group since the last council meeting

07.96.02 Finance and Risk Management

- (a) Minutes of Meeting held on 23rd May 2007
Minutes FRM(07)M1 previously circulated were received and noted.
- (b) Finance Report to date
Paper MPC(07)P96.02 (b) previously circulated was received and noted
- (c) Authorise Signing of Orders for Payment
Paper MPC(07)P96.02 (c) previously circulated was received.

PV No.	Payment		Reason	Amount
	Method			
PV08/19	101685	Stationery		£ 155.71
PV08/20	101688	Salary		£ 880.46
	101686	Wages		£ 80.00
	101689	PAYE/NI		£ 271.36
PV08/21	STO	Office Accomodation		£ 323.13
PV08/22	101690	Conference Room Hire		£ 136.30
PV08/23	DirDeb	Monthly Broadband Account		£ 24.99
PV08/24	101691	Repairs to Gates to Playing Fields		£ 45.12
				£ 1,917.07

Proposed that the orders for payment be authorised

Proposed by: Cllr Brockett

Seconded by: Cllr Ferguson

It was agreed unanimously

07.96.03 Planning

Minutes PLA(07)M1 and copy of register MPC(07)P96.03 both previously circulated were received and noted

- (a) C07/0782/LBC Tower End House Melton
Acceptable
- (b) C07/00070/TPO Cedar House Pytches Road Melton
Acceptable
- (c) C07/0888/FUL 75 Bredfield Road Melton
Unacceptable

We object on the grounds as given by the inspector on the planning appeal decision C/05/0829 and C/05/1320 and we draw attention to local plan policy AP41 Housing Density.

Objection to the added additional traffic to Bredfield Road and also its location at the Bury Hill and Beresford Drive junctions.

- (d) C07/0877/FUL Part Side Garden 52 Hall Farm Road Melton
Unacceptable

Appears to be a gross over-development of a very small plot with adverse impact on occupants of both Woodroyd Cottage and 52 Hall Farm Road. Visually out of keeping with the symmetrical appearance

of the crescent formed by 46-52 Hall Farm Road. Additional vehicular access to Woods Lane unlikely to be acceptable to highways authority. Possibly contrary to LDP policy AP19 [Design] AP39(iv)[Residential Amenity] and AP41 [Housing Density].

Proposed that the recommendations of the working group be adopted by the council.

Proposed by: Cllr Sherwen

Seconded by: Cllr Butterwick

It was agreed unanimously

07.96.04 Recreation

Minutes REC(07)M1 previously circulated was received and noted

07.96.05 Village Plan

Minutes VPL(07)M1 and copy of Action Plan both previously circulated were received and noted.

Cllr Tester reluctantly resigned both as chairman and a member of the working group due to work commitments.

The chairman thanked Cllr Tester for all his hard work on the village plan

The appointment of a replacement member of the group would be placed on the agenda of the next meeting of the council

07.97 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

07.97.01 Burness Parish Room Management Committee

Paper MPC(07)P97.01 previously circulated was received and noted

07.97.02 Greenprint Environmental Forum

Noted that the next meeting would be on 25th June 2007 at SCDC from 19:00 to 20:00. The meeting would be a discussion about the Community Carbon Footprint. Cllr Ferguson would attend.

07.97.03 Melton Trust

The Clerk confirmed that he had written to the trust with the names of the council nominees.

07.97.04 Suffolk Association of Local Councils

Paper MPC(07)P97.04 previously circulated was received and noted

07.97.05 Suffolk Coastal Rural Communities Development Partnership

No report

07.97.06 Transport

Paper P97.06 previously circulated was received and noted.

The Chairman highlighted the need for a 'Station Adopter' for Melton and **it was agreed** that a note should be placed in the Melton Messenger asking for a volunteer.

07.97.07 Woodbridge & Melton Riverside Action Group

No report

07.98 CHAIRMAN'S URGENT BUSINESS

07.98.01 Appointment of Representative on the Safer Neighbourhood Team Group

Cllr Dann

07.98.02 Standing Orders

Noted that revisions to Council Standing Orders will be considered at a future meeting to incorporate changes as a result of the adoption of the revised code of conduct when the revised model from NALC is received.

07.98.03 Young Persons Drop-In Centre

The Chairman reported that a project Management Committee was being set up and a representative from the council had been requested.

Cllr Ferguson agreed to be the council representative.

07.99 DATES OF FUTURE MEETINGS

Paper MPC(07)P99 previously circulated was received and noted.

The Chairman reported that he had discussed the question of holding meetings of the full council on a different day with councillors. The night favoured by most [91%] was a Thursday. **It was agreed** that venue availability would be investigated and proposals brought to council in July or August. In the meanwhile **it was agreed** that the dates contained in the paper would be adopted.

Signed: _____ Date: _____
[Chair]