



MELTON PARISH COUNCIL



Chairman: Councillor GK Butterwick

MPC(08)M11

Minutes of a meeting of the parish council on Thursday 13th November 2008 commencing at 19:00 in the Lindos Centre Main Hall Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott

Cllr Mrs ME Addington

Cllr Mr GK Butterwick [Chairman]

Cllr Mr PJ Brockett

Cllr Miss DE Dann

Cllr Mrs JE Eckersley

Cllr Mr AG Dunford

Cllr Mrs PD Ferguson

Cllr EJG Hilson

Cllr Miss LS Leonard

Cllr Miss KS Martin

Cllr Mr MW Sherwen

In Attendance:

Cllr Mrs CE Aitchison [County Councillor]

Mrs Oriel Laws [until 19:10]

Mr M Whitaker [Resident] 19:30 to 19:45 only

Mr Clive Schlee [until 19:10]

Mr MJ Green [Clerk]

The meeting commenced with a presentation of a cheque in memory of Mrs Rosemary Schlee by her family to be used towards the cost of the refurbishment of the tennis courts.

08.207 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

08.207.01 Cllr Mr MN Bond – SCDC Scrutiny Committee Meeting

Council considered this apology and it was **RESOLVED** to receive this apology and consent to the absence

Proposed by: Cllr Butterwick.

Seconded by: Cllr Brockett.

08.207.02 District Cllr Mr J Bidwell

Council noted this apology.

08.208 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were no declarations of interest.

08.209 STANDING ORDER 24 - WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions received.

08.210 PUBLIC PARTICIPATION SESSION

08.210.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.208

There were no representations.

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

There were no representations.

It was **RESOLVED** to lift standing orders.

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

There were no members of public present for this item but see item 08.219.01

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

The following matters were raised by councillors.

08.212.01 Tennis Courts

Noted that Mr Robin Schlee will provide the memorial plaque for the tennis courts and that this will be affixed when the coloured surface is installed in the spring-time of 2009.

08.212.02 Dock Lane – Street Lights

Concern noted that the light from a street lamp by the school is not being used to its most efficient due to being obscured by an overhanging tree.

08.212.03 Dock Lane - Drain

It was noted that Anglian Water had identified that the leak was from a spring and not the fresh water supply. The occupier of the bungalow where the water emerges is investigating if the stream can be diverted along a different path.

08.212.04 Leaves

Council noted the potential danger caused by fallen leaves both in front of the primary school and on Yarmouth Road. The appropriate authorities to be asked to clear the danger.

08.213 TO RECEIVE THE COUNTY COUNCILLORS REPORT

County Councillor Aitchison reported the following:

08.213.01 SCC Funded Food Outlet

A food outlet on Wilford Bridge Spur staffed by people with learning difficulties and producing snacks etc will open on 16th November 2008 at noon.

08.213.02 Special Constables

An information evening for those interested in becoming special constables will be held at Martlesham Police HQ on Monday 17/11/08.

08.213.03 SCC/Evening Star Promote the Suffolk Peoples Award

A joint promotion recognising people who have done something special for their local community, including volunteers, carers, neighbours etc.

08.213.04 SCC Safety Engineer

Luke Barber will be attending a meeting with MPC representatives on 10/12/08 to discuss various highways and safety issues.

08.214 TO RECEIVE THE DISTRICT COUNCILLORS REPORT

There was no report.

It was **RESOLVED** to reinstate standing orders.

08.215 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

08.215.01 Minutes of meeting on 9th October 2008

It was **RESOLVED** that minutes MPC(08)M10 of the meeting held on 9th October 2008 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Butterwick. **Seconded by:** Cllr Hilson.

08.215.02 Confidential Minute from meeting on 9th October 2008

It was **RESOLVED** that confidential Minute MPC(08)M10_Confidential from the meeting held on 9th October 2008 previously circulated to Councillors only, be received, noted and signed as a correct record by the Chairman. It was noted that several councillors had not received the copy sent to them by email.

Proposed by: Cllr Butterwick. **Seconded by:** Cllr Brockett.

Voting: In favour: 3 Against: 0 Abstain: 9

08.216 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES

08.216.01 Employment Committee 9th October 2008

The chairman of the Employment Committee advised council that the advert for the Assistant Clerk had been circulated on various websites and will appear in the December issue of the Melton Messenger and Ufford Punch.

It was **RESOLVED** that minutes EMP(08)M3 previously circulated be received and noted.

Proposed by: Cllr Leonard. **Seconded by:** Cllr Butterwick.

08.216.02 Finance & Risk Management Committee 13th October 2008

It was **RESOLVED** that minutes FRM(08)M5 previously circulated be received and noted.

Proposed by: Cllr Dunford. **Seconded by:** Cllr Butterwick.

08.216.03 Planning Committee 27th October 2008

The chairman of the Planning Committee highlighted the following points:

- (a) Horse & Groom extended licence application withdrawn.
- (b) Work on the land to the east of Wilford Bridge was continuing in contravention of planning but disappointed that no enforcement action was forthcoming from SCDC. Noted also that the on-line enforcement website does not appear to be functioning correctly.

It was RESOLVED that minutes PLA(08)M12 previously circulated be received and noted.

Proposed by: Cllr Sherwen.

Seconded by: Cllr Butterwick.

08.216.04 Recreation Committee 13th November 2008

The chairman of the Recreation Committee noted the following items from the meeting held immediately prior to the full council meeting:

- (a) Working group set up to investigate the future of the pavilion
- (b) The working group will consist of the Chairman of Recreation Committee and the Chairman and Vice Chairman of Council. Thoughts and ideas from councillors would be welcomed. A report for consideration by full council would follow in due course.
- (c) Tennis courts – initial consideration given to formal opening at Easter 2009. Minutes REC(08)M4 to follow.

08.217 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

08.217.01 Burness Parish Room Management Committee

Council was advised that fund-raising continues to enable some windows to have secondary double glazing installed and to replace the seating provision.

08.217.02 Greenprint Environmental Forum

Noted that a meeting had taken place on October 27th but as no representative of MPC had been present there was no report.

08.217.03 Melton Community Youth Project

The Rector continues to organise the small group who may look to the refurbished pavilion as a meeting place.

08.217.04 Safer Neighbourhood Team Liaison Group

There had been no further meeting since that reported at the October Council meeting. Concern expressed that no statistics are available on the outcome from reported crimes and SCDC's Community Safety Officer [Guy Richardson] was to be approached to request that this matter be given further thought.

08.217.05 Suffolk Association of Local Councils

(a) Minutes of meeting held on 15th September 2008 previously circulated were received and noted.

(b) Report from SALC CEO previously circulated was received and noted.

(c) Agenda for the meeting on 17th November 2008 previously circulated was received and noted.

A report will be given at the next full council meeting

08.217.06 Transport

There was no report.

08.217.07 Woodbridge & Melton Riverside Action Group

(a) AGM on 24th November 2008 at Woodbridge British Legion – no representative available to attend due to planning committee meeting.

(b) Riverside Trust – Chairman of council agreed to make an information on the Riverside Trust and its relationship with WAMRAG

08.218 TO RECEIVE AND CONSIDER REPORT FROM WORKING GROUPS

08.218.01 Melton Youth Forum Working Group

An informal meeting of working group will take place on 14th November 2008 to discuss the way forward with this initiative.

08.218.02 Local Government Review Working Group

Paper MPC(08)P218.02 previously circulated was received and noted.

It was RESOLVED that a letter in the terms set out in Appendix 2 of paper MPC(08)P218.02 be sent to the chief executives of Suffolk County Council and Suffolk Coastal District Council.

Proposed by: Cllr Butterwick

Seconded by: Cllr Brockett

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

08.219.01 Girdlestones Design Brief

As a member of the public was present and wished to speak **it was RESOLVED** to suspend standing orders to allow this item to be dealt with out of sequence at 19:30. The following points were noted:

- (a) District Councillor Smith had offered 20th November 2008 as a date for the Extraordinary Parish Meeting but this was proving difficult to find a venue – the Chairman to decide on 14th November whether to accept this date of change to an alternative in December.
- (b) Mr Whittaker confirmed that it was crucial to have adequate notice as the Action Group were keen to use a leaflet drop to advise residents of the meeting.
- (c) The Chairman confirmed that Mr Richard Smith [Director – Suffolk Preservation Society] was willing to attend to give his support but that a date in December would be more acceptable to him.
- (d) Council was advised that the Action Group had received some responses to their letters requesting information under the FOI Act and that they were preparing a summary of the answers before deciding on a course of action – their next meeting was scheduled for 19th November 2008.
- (e) Traffic counts were currently in progress at the instigation and cost of the developer

It was RESOLVED to reinstate standing orders and return to the agenda sequence at 19:45

08.219.02 Review of Parking Restriction

Paper MPC(08)P219.02 previously circulated was received and noted. The matter would be fully discussed at MPC Planning Committee on 24th November 2008 and a report provided at the next full council meeting in December. An extension to the consultation period had been granted until after that date. Councillors expressed concern about the apparent shortcomings of the consultation process.

08.219.03 Draft Fire Plan Consultation

The Chairman to circulate to all councillors asking for comments to enable a response to be made.

08.219.04 Code of Conduct Consultation

The Chairman to respond by 24th December.

08.219.05 Market Town Survey

Noted that this had been completed by the Clerk.

08.219.06 Outstanding Highways Issues

Noted that these had been raised with Luke Barber in preparation for the meeting on 10th December.

08.220 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA

Nothing to report.

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

Noted that there have been no resolutions received.

08.222 TO CONSIDER THE PROPOSED BUDGET AND PRECEPT FOR 2009/10 AS RECOMMENDED BY THE FINANCE & RISK MANAGEMENT COMMITTEE

Paper MPC(08)P222 previously circulated was received and noted.

The Chairman of the Finance & Risk Management Committee introduced the paper and made the following comments:

- (a) This was an indicative budget and no decision was being required at the meeting.

- (b) Only items already discussed previously by the committees had been included in the budget
- (c) The budget assumes the precept stays the same
- (d) Administration and the Playing Field provide the major source of expenditure
- (e) A deficit budget is not the way forward in a year when council had hoped to achieve stability
- (f) Further consideration to identify areas where either increased income can be generated or economies in expenditure can be made.
- (g) Comments to the FRM Chairman or Clerk by 11th December to allow consideration by FRM on 15th.
- (h) A final draft budget would be presented to full council at the 8th January 2009 meeting.

08.223 TO ADOPT THE PROPOSED S137 GRANTS FOR 2008/9 AS RECOMMENDED BY THE FINANCE & RISK MANAGEMENT COMMITTEE

It was RESOLVED that grants be made to Burness Parish Room [£1,000.00], Melton Messenger [£1,000.00] and Disability Advice Service [£513.00]

Proposed by: Cllr Dunford. **Seconded by:** Cllr Butterwick.

08.224 TO CONSIDER THE REVISED LAYOUT OF AGENDAS, MINUTES AND PAPERS AS SUGGESTED BY THE CHAIRMAN

The Clerk reported that, as a result of concerns raised with the Chairman by councillors regarding the amount of paper needed to print agendas, minutes and papers, various economies were being trialled. This will impact on the font size, indentations and the amount of superfluous text placed in the various documents. Councillors were asked to make comment to the clerk on the various measures being taken – both positive and negative so that an informed decision about the longer term can be made.

08.225 CHAIRMAN'S URGENT BUSINESS

There was none

08.226 MELTON TRUST

It was RESOLVED under Standing Order 68 that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw and include the ensuing discussion is covered by a separate confidential minute.

Proposed by: Cllr Butterwick. **Seconded by:** Cllr Brockett.

08.227 DATE OF NEXT MEETING

Thursday 11th December 2008 in the Lindos Centre Main Hall commencing at 19:00
There being no further business the meeting closed at 21:35

Signed: _____ Date: _____

[Chairman]