



# MELTON PARISH COUNCIL



**MPC(09)M11**

**Minutes** of an ordinary meeting of the Melton Parish Council on Thursday 8<sup>th</sup> October 2009 commencing at 19:00 in The Lindos Centre Main Hall Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Miss EA Barrington  
Cllr Mrs BK Abbott  
Cllr Mrs ME Addington  
Cllr Mr MN Bond  
Cllr Mr PJ Brockett (Chairman)  
Cllr Mr GK Butterwick

Cllr Mr AG Dunford  
Cllr Mrs JEJ Eckersley  
Cllr Mrs EJG Hilson  
Cllr Miss KS Martin  
Cllr Mr HM Needham  
Cllr MR MW Sherwen

**In Attendance:**

PC Karle Howard [Woodbridge SNT] – item 09.216 only  
Mr MJ Green [Clerk to Melton Parish Council]

**09.212 TO RECEIVE APOLOGIES FOR AND CONSENT TO ANY ABSENCE**

**09.212.01 Cllr Miss LS Leonard - Medical**

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

**Proposed by:** Cllr Brockett

**Seconded by:** Cllr Martin

**09.212.02 Cllr Mr J Bidwell - Medical**

Council noted this absence and wished Cllr Bidwell good continued recovery from his operation.

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

There were no declarations or additions to the register.

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

Noted that there have been no written questions received.

**09.215 PUBLIC PARTICIPATION SESSION**

**09.215.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.213**

There were no representations

**09.215.02 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.

**09.216 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS AND TO DISCUSS VILLAGE MATTERS RAISED BY MEMBERS OF THE PUBLIC OR COUNCILLORS**

**09.216.01 Woodbridge SNT**

PC Karle Howard was welcomed by the chairman to the meeting and thanked for giving of his valuable time.

PC Howard listed various crime statistics for Melton which as they were un-audited were not yet available for publication. However, information on priorities for the Woodbridge SNT and audited crime statistics were available on the SNT website at:

<http://www.onesuffolk.co.uk/SaferSuffolk/WoodbridgeandDistrict/>

PC Howard highlighted the effect on reducing crime that the Woodbridge Pastors Scheme was having at weekends. Details of who they are and what they do are on the Woodbridge Town Pastor's website at:

<http://www.townpastorswoodbridge.org.uk/>

The police have been engaged with residents on a number of fronts not least the recent Football in the Community programme which was setting out to break down barriers between the police and residents.

**09.216.02 Overhanging Vegetation Yarmouth Road**

Concern expressed regarding overhanging vegetation outside Melton Lodge on the Yarmouth Road footpath. Matter to be raised with SCC Highways to request owner to clear.

**09.217 TO RECEIVE THE COUNTY COUNCILLORS REPORT**

Paper MPC(09)P217 previously circulated was received and noted.

**09.218 TO RECEIVE THE DISTRICT COUNCILLORS REPORT**

Cllr Bond informed council that as a result of SCDC's economic performance over a long period a £150k 'windfall' was available for projects with an economic connotation.

The fund was a possible use for the Melton Station Car Park but council was advised that the project seemed to be on hold due to the cost of circa £250k. Cllr Bond to contact SCC Rail Officer to obtain further information on progress with the project.

Council was also informed that SCDC and Waveney District Council were seeking ways of collaborative working to share costs.

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

**09.219 TO APPROVE THE MINUTES OF PREVIOUS MEETING**

**09.219.01 Minutes MPC(09)M10 – 10<sup>th</sup> September 2009**

It was **RESOLVED** that minutes MPC(09)M10 of the parish council meeting held on 10<sup>th</sup> September 2009 previously circulated be received, noted and signed as a correct record by the Chairman.

*Proposed by:* Cllr Martin

*Seconded by:* Cllr Hilson

**09.220 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**

**09.220.01 Planning Committee 21<sup>st</sup> September 2009**

It was **RESOLVED** that minutes PLA(09)M9 previously circulated be received and noted.

*Proposed by:* Cllr Bond

*Seconded by:* Cllr Eckersley

**09.220.02 Recreation Committee 28<sup>th</sup> September 2009**

It was **RESOLVED** that minutes REC(09)M4 previously circulated be received and noted.

*Proposed by:* Cllr Martin

*Seconded by:* Cllr Barrington

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

**09.221.01 Burness Parish Room**

To appoint a trustee to the Burness Parish Room Charity in accordance with Paragraphs 2 and 3 of the Revised Scheme dated 31/07/09

Copy of the revised scheme previously circulated as paper MPC(09)P221.01(a) was received and noted.

The meeting was advised that the matter had been deferred pending Charity Commission clarification.

**09.221.02 Melton Trust**

Council was advised that the trust had met on 7<sup>th</sup> October and that Mr Anthony Thompson had been appointed as a trustee nominated by Melton Parish Council following the resignation of Cllr Brockett from the trust.

Publicity had been given to the wide variety of possible causes for financial support, not just at Christmas but throughout the year.

The trust had agreed to independent examination of the accounts even though this was not a charity commission requirement.

**09.221.03 Safer Neighbourhood Team (SNT) Tasking Group**

Notes of the previous meeting on the SNT tabled were received and noted.

**09.221.04 Suffolk Association of Local Councils**

Paper MPC(09)P221.04 previously circulated was received and noted.

**09.221.05 Transport**

It was noted that the possible changes to the rail services on the East Suffolk line including that to the through rail services to London, included in the operating company's recent consultation, may be affected if any change in ownership materialise.

**09.222 TO RECEIVE AND CONSIDER REPORTS FROM WORKING GROUPS**

**09.222.01 Local Government Review Working Group**

Noted that the Court of Appeal are likely to rule later this month and that the Conservative Party have indicated that should they be returned to government next year then they will revoke any measures undertaken by the current government in the three counties affected by the review.

**09.222.02 Melton Ufford Boundary Review**

The Chairman of the Planning Committee gave an oral report of the meeting of the working group held on 4th October. The following is a summary of the report:

- In total 227 consultation letters were sent out by SCDC
- 131 responses were received a rate of 57.7% which was considered a good rate
- Ufford PC has lodged a formal complaint about the way in which the consultation had been carried out that is being considered by SCDC senior management.
- Ufford PC also felt that as Melton Park had been designated as Other Village in the LDF then a 4<sup>th</sup> option that Melton Park should form a new parish should have been considered
- It was confirmed that failure to complete the review within 12 months did not invalidate the exercise
- Next meeting of working group is on 6<sup>th</sup> November
- Summary of results follows:

	Number supporting each option	% from total letters sent	% from forms returned	No. of forms from Melton Properties	No. of forms from Ufford Properties	No. of forms returned from Other consultees
Option 1 <i>Whole site to Melton</i>	<b>80</b>	35.24	61.07	50	27	3
Option 2 <i>Whole site to Ufford</i>	<b>22</b>	9.69	16.79	21	1	0
Option 3 <i>Leave the boundary unchanged</i>	<b>25</b>	11.01	19.08	18	6	1
Other	<b>4</b>	1.76	3	1	2	1

Comments made by councillors included:

- This is a consultation not a vote – the district council will decide
  - SCDC has conducted a faultless, fair, correct and comprehensive review in an even handed way
  - The review is about people and communities not just places
- Cllrs Butterwick and Abbott agreed to continue to represent MPC on the working group.

**09.222.03 New Development Working Group**

The following is a summary of the oral report given by the Chairman of Planning Committee:

- (a) The application is not listed for determination at the SCDC Development Control (South) Sub-Committee meeting on 15<sup>th</sup> October. The earliest date for consideration is now 12<sup>th</sup>

November 2009.

- (b) There has still been no response from SCDC on the two issues arising from the Development Control site visit on 8<sup>th</sup> June 2009. These were:-
- (i) specific questions of fact which our representative (Lisa Foster, of Richard Buxton Environmental & Public Law) was not permitted to ask but was told to submit in writing; and
  - (ii) a complaint about the overbearing and bullying conduct of both the Development Control Chairman and the Head of Planning Services.
- It is now four months since the site visit, and over three months since the formal letter from Richard Buxton.
- (c) Following extensive discussion, it is likely that the Richard Buxton practice will now issue a second 'Pre-Action Protocol' letter to SCDC, requiring a response within 14 days. This is expected to be sent by next Monday (12<sup>th</sup> October) and to address the following issues:-
- (i) Inadequacy of the revised (17<sup>th</sup> August) Environmental Impact Assessment Screening Opinion;
  - (ii) Predetermination as evidenced by the failure to answer specific questions of fact and the overbearing and bullying conduct at the site visit.
- (d) Legal costs incurred to date remain within the ceiling authorised by Council.

**09.222.04 Pavilion Working Group**

Nothing further to report than that contained in Recreation Minutes item 09.220.02

**09.223 ASSISTANT CLERK**

**09.223.01 To consider and adopt the proposal that this Council employs an Assistant Clerk based on the enclosed job description for 7 hours per week**

Paper MPC(09)P223.01 previously circulated was received and noted.

A motion moved under SO23(d) to change the order of business to deal with item 09.227 – Monthly Finance Report before item 09.223.01

This motion was defeated.

Concern was expressed about the expenditure both in monetary terms and loss of time if the new assistant clerk required training – it was suggested that any formal training be staggered over a period of time.

After further discussion the original motion was moved.

**It was RESOLVED** to employ an Assistant Clerk based on the job description previously circulated.

**Proposed by:** Cllr Addington

**Seconded by:** Cllr Eckersley

**09.223.02 To consider and adopt the proposal that this Council delegates the appointment of the Assistant Clerk to the Chairman of the Employment Committee working in conjunction with the Clerk**

Under SO29(e) an amendment to the proposal was made to add after 'Employment Committee' the words 'and the Chairman of the Council'

**It was RESOLVED** to delegate the appointment of the Assistant Clerk to the Chairman of the Employment Committee and the Chairman of the Council working in conjunction with the Clerk.

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr Abbott

This amendment having been carried the original motion falls.

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

The following items were highlighted:

**09.224.01 SCDC Consultation Meeting 4/11/09 at Riverside Centre Stratford St Andrew**

**09.224.02 Suffolk Coastal Local Strategic Partnership 18/11/09 at Snape**

**09.224.03 Damage to football pitches on playing field**

**09.225 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA**  
Paper MPC(09)P225 previously circulated was received and noted.

**09.226 TO RECEIVE AND CONSIDER RESOLUTIONS OR RECOMMENDATIONS IN THE ORDER THAT THEY HAVE BEEN RECEIVED**  
Noted that there have been no resolutions or recommendations made.

**09.227 TO CONSIDER THE MONTHLY FINANCE REPORT**  
Paper MPC(09)P227 and MPC(09)P227.01 both previously circulated were received and noted.

There then followed a wide ranging debate during which a number of issues were raised including:

- Level of reserves
- Reduction in reserves over the period 2006-2009
- Increase in precept in same period
- Level of outstanding work that was necessary in period 2006-2009 and paid for from reserves
- Need to consider budgets in the context of the financial environment we are living in
- Need to give consideration as to whether the work of the council needs streamlining
- Level of service provided to residents has risen dramatically over the period 2006-2009
- Council should not borrow to fund projects
- Income from tennis courts has grown significantly since refurbishment

**It was RESOLVED** under SO23(e) to move to the next business as the discussion was pre-empting the budget discussion to take place at Finance & Risk Management Committee meeting on 12<sup>th</sup> October 2009

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr Dunford

**09.228 TO CONSIDER AND ADOPT PROPOSALS ON COMMUNICATION WITH RESIDENTS**  
Paper MPC(09)P228 previously circulated was received and noted.

Comments made included:

- The Melton Messenger distribution system works well
- Quality of magazine far exceeds similar publications
- Advertisers are reimbursed when monthly issues are not forthcoming
- Cllrs Addington & Eckersley are taking an active role in the production of the Melton Messenger especially in light of the forthcoming sabbatical leave by the Rector
- Melton Messenger is a more economic option than other publications
- Suggestion that publication dates and 'submit articles by date' become a contractual obligation

**It was RESOLVED** that council:

**09.228.01 should maximize our information to residents as much as possible using the avenues open to us.**

**09.228.02 should review if we wish to continue using the 'Messenger'**

**09.228.03 seek to formalise the situation with St Andrews PCC that where their magazine is not published or is delivered later than the first five days of any month (allowance made for public holidays) we should receive a pro-rata refund**

**09.228.04 requests that the Melton Messenger should indicate on its cover that it also carries news of Melton Parish Council.**

**09.228.05 nominates Cllrs Addington and Eckersley to produce notes for all written publications but for interviews with Deben Radio the councillor/s who can objectively speak on our behalf be nominated at the time by the Chair**

**Proposed by:** Cllr Barrington

**Seconded by:** Cllr Butterwick

**09.229**

**WOODBIDGE RIVERSIDE TRUST**

MPC(09)P229 previously circulated was received and noted.

The AGM of WAMRAG of which the council is a member is to be held 7.30 p.m. November 11<sup>th</sup> 2009 at which this matter will be discussed.

**09.230**

**CHAIRMAN'S URGENT BUSINESS**

**09.230.01 Bespoke Councillor Training Course**

Confirmed as:

Date: Thursday 19<sup>th</sup> November 2009

Time: 19:00

Venue: Lindos Centre Conference Room

**09.231**

**DATE OF NEXT MEETING**

Parish Council Meeting Thursday 12<sup>th</sup> November 2009 in the Lindos Centre Main Hall commencing at 19:00

There being no further business the meeting closed at 21:35

Signed: \_\_\_\_\_

Date: \_\_\_\_\_