



# MELTON PARISH COUNCIL



Chairman: Councillor GK Butterwick

MPC(09)M4

**Minutes** of a meeting of the Parish Council on Thursday 9<sup>th</sup> April 2009 commencing at 19:00 in the Lindos Centre Main Hall Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr MN Bond  
Cllr Mr PJ Brockett

Cllr Mr GK Butterwick [Chairman]  
Cllr Miss DE Dann  
Cllr Mr AG Dunford

Cllr Mrs PD Ferguson  
Cllr Mrs EJG Hilson  
Cllr Miss KS Martin

]

**In Attendance:**

T/Sgt Peter Haig [Safer Neighbourhood Team Representative]  
Mrs H Palmer [Assistant Clerk to Melton Parish Council]

**09.58 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE**

**09.58.01 Cllr Mrs ME Addington – Previous Commitment**

**09.58.02 Cllr Mrs J Eckersley – Family Holiday**

**09.58.03 Cllr Miss LS Leonard – Prior Engagement**

Council considered these apologies and **it was RESOLVED** to receive the apologies and consent to the absence.

**Proposed by:** Cllr Butterwick.

**Seconded by:** Cllr Brockett

**09.58.04 Cllr Mrs CE Aitchison – Prior Engagement**

**09.58.05 Cllr Mr J Bidwell – SCDC Meeting**

Council noted these apologies.

**09.58.06 Cllr Mr M Sherwen – Working late**

Notification of this absence was left via a telephone message shortly before the meeting; however this was only received by the Clerk after the meeting.

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

No declarations

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

Noted that there have been no questions received.

**09.61 PUBLIC PARTICIPATION SESSION**

**09.61.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.39**

There were no declarations of interest from Councillors.

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

There were no members of public present.

**It was RESOLVED** to lift standing orders to allow for item 09.61.02 to be brought forward and conducted at 19:05.

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

There were no members of public present.

- 09.63 TO DISCUSS VILLAGE MATTERS RAISED BY MEMBERS OF THE PUBLIC OR COUNCILLORS**
- 09.63.01 Bredfield Drive/Beresford Drive**  
It was noted that there had been a recent fire of rubbish in this location and that this will be brought to the attention of the District and County Councils.
- 09.63.02 Footway Collapse**  
It was noted that the collapse of the footway opposite Tollgate Cottage had been reported to the Highways Department. A reference number has been received by CSD to use in future follow ups regarding this issue. The Chairman will follow up on any progress with this issue.
- 09.64 TO RECEIVE COUNTY COUNCILLORS REPORT**  
There was no County Councillors Report
- 09.65 TO RECEIVE THE DISTRICT COUNCILLORS REPORT**  
There was no District Councillor's report.  
**It was RESOLVED** to reinstate standing orders.
- 09.66 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS**
- 09.66.01 Minutes of meeting on 12<sup>th</sup> March 2009**  
**Amendment** – Delete reference to Employment Minutes EMP(09)M1 being tabled and note; an oral report of the meeting had been presented.  
**it was RESOLVED** that minutes MPC(09)M3 (with the above amendment) of the meeting held on 12<sup>th</sup> March 2009 previously circulated be received, noted and signed as a correct record by the Chairman.  
**Proposed by:** Cllr Butterwick. **Seconded by:** Cllr Ferguson .
- 09.67 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES**
- 09.67.01 Minutes of the Employment Committee 12<sup>th</sup> March 2009**  
The Chairman of Council gave an oral update on the Power of Wellbeing training. In consultation with the Mayor of Woodbridge, it had been agreed to hold two separate days 'bespoke' training, jointly with Woodbridge Town Council. Preferred dates are to be confirmed, after 12<sup>th</sup> May a choice of email dates will be circulated to Councillors.  
**It was RESOLVED** that minutes EMP(09)M1 previously circulated be received and noted.  
**Proposed by:** Cllr Butterwick **Seconded by:** Cllr Abbott  
It was noted that there were typographical errors in the minutes at 09.07.02 and 09.01.01 – it should read Chairman of Employment not Recreation. This will be dealt with by the Employment Committee when they next meet.
- 09.67.02 Minutes of the Planning Committee 23<sup>rd</sup> March 2009**  
It was noted that SCDC had received our letter and comments regarding the conservation area consultation. A draft paper is expected at the end of May for consultation. The Assistant Clerk will email all Councillors the response letter for information.  
**It was RESOLVED** that minutes PLA(09)M3 previously circulated be received and noted.  
**Proposed by:** Cllr Butterwick **Seconded by:** Cllr Brockett.
- 09.67.03 Minutes of the Recreation Committee 30<sup>th</sup> March 2009**  
An oral report was provided by the Chairman of the Recreation Committee on the success of the reopening of the Tennis Courts. The day went well with a good turn out and atmosphere and the courts and plaque looked great. The Chairman of the Recreation Committee wanted to thank all the supporters who came on the day and all the helpers who provided refreshments. A special thanks goes to the Woodbridge Town Tennis coaches who ran activities for the children on the day. Thank you for all the donations that were collected on the day which totalled £19.52.

It was also noted that there are now 35 chairs and 2 tables in Pavilion available for future use. Chairman of Council thanked the Trustees of the Burness Parish Room for donating them.

**It was RESOLVED** that minutes REC(09)M2 previously circulated be received and noted.

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr Brockett.

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

**09.68.01 Burness Parish Room Management Committee**

Volunteers have come forward to offer plants and their help to work on the shrubbery at the back of the rooms. Cllr Dunford has been asked to review the role of the Management Committee and Trustees for the Burness Rooms with a view to more effective management and a reduced number of trustees. The review will be presented at a future meeting for Council's consideration. Cllr Dunford is to advise the Clerk of further details.

**09.68.02 Greenprint Environmental Forum**

No update received.

**09.68.03 Melton Community Youth Project**

This was taken out of sequence and was discussed under 09.69.01.

**09.68.04 Melton Trust**

**It was RESOLVED** to defer considering a new trustee to replace Cllr Dann until the first Council meeting after the forthcoming election has taken place.

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr Abbott

**09.68.05 Safer Neighbourhood Team Tasking Group**

This matter was taken out of sequence at 19:05 whilst standing orders were lifted to allow T/Sgt Haig to talk to Council. A summary of the discussion as follows:

- It was acknowledge by all that communication had broken down between the SNT and the Parish Council but that now, both parties wished to work together to avoid this happening in the future. Therefore the SNT agreed to give 8 days notice where possible to their meetings and the Parish Council would select a volunteer to attend the meeting, put forward agenda items on behalf of the Council and report back to the Council.
- T/Sgt Haig gave an overview of his and his team's role in covering Melton and went though recent crime figures and initiatives for the area.
- T/Sgt Haig confirmed that Carl Howard would be our new contact in Melton.
- Assistant Clerk took away the action of circulating the website link for SNT information to all and providing T/Sgt Haig with our contact details.
- Cllr Brockett also provided an oral update from the recent SNT meeting he had attended.

**09.68.06 Suffolk Association of Local Councils**

This was covered under 09.67.01 with regards to the POW training.

**09.68.07 Transport**

No report, but in answer to a question the Local Transport Rep outlined the programme of closures which affect routes into London at weekends. Network Rail is upgrading the signalling between Colchester and Marks Tey; when completed in May it should allow a better service to be provided in the event of breakdowns on this busy stretch of line. Between Shenfield and London, the 60-year old overhead power lines (the oldest in the country) were being replaced; this is a lengthy job which will take several years to complete. The result is the replacement of trains by buses on Saturdays, Sundays and Bank Holidays over various different sections of the Ipswich – London line. Whilst far from ideal, it is the "least worst" way of ensuring a much more reliable service in future over one of the busiest commuter lines in the UK. Details are available on the National Rail ([http://www.nationalrail.co.uk/service\\_disruptions/currentAndFuture.html](http://www.nationalrail.co.uk/service_disruptions/currentAndFuture.html)) and National Express East Anglia

([http://www.nationalexpresseastanglia.com/train\\_times/train\\_service\\_alterations](http://www.nationalexpresseastanglia.com/train_times/train_service_alterations)) websites.

**09.68.08 Woodbridge & Melton Riverside Action Group**  
Nothing to report.

**09.69 TO RECEIVE AND CONSIDER REPORT FROM WORKING GROUPS**

**09.69.01 Melton Youth Forum Working Group**

MPC(09)P69.01 previously circulated was received and noted. The Chairman made an oral presentation of the paper. Issues covered included:

- The Working Group had been established in May 2008 and had undertaken research into similar youth forums in the area both those which had been successful and those which had not. The common theme to success had been when young people had established the forum themselves. Melton Parish Council feels strongly about supporting a similar initiative but also wants to be realistic and not impose a structure which in other Councils' has shown to fail. It is felt it would be more effective with a bottom up solution from young people in Melton themselves.
- **It was RESOLVED** that the working group would cease their activities on this subject but that the Council would remain receptive to future suggestions from young people in Melton about this type of important scheme. This item along with 09.68.03 would be removed from future agendas.

**Proposed by:** Cllr Brockett

**Seconded by:** Cllr Dunford

**09.69.02 Local Government Review Working Group**

Paper MPC(09)P69.02 previously circulated was received and noted. A discussion ensued regarding the Town and Parish Liaison meeting which had been attended by representatives from the Council. The outcome of the discussion indicated that the Council continues to support the option of a single Suffolk Unitary Authority over either the Boundary Committee for England's "North Haven + Rural Suffolk" alternative or Suffolk Coastal District Council's "Make Suffolk Three" proposal. It was agreed that the Working Group would meet prior to the 14<sup>th</sup> May deadline to agree the wording of a final response to the consultation.

**09.70 MELTON VILLAGE PLAN – PROGRESS TOWARDS IMPLEMENTATION**

Paper MPC(09)P70 previously circulated was received and noted.

**It was RESOLVED** that Cllr Abbott would review the Village Plan Actions and provide an updated list to be presented at the June Council meeting.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin

**09.71 MELTON UFFORD BOUNDARY REVIEW**

MPC(09)P71 was tabled at the meeting and received and noted. The Council's comments on the draft consultation response form were:

- para 3 should quote the actual number of dwellings / properties in each parish, not just in Ufford.
- para 4 needs rewording to tie in better with the map(s) and questionnaire.
- a single A4 map should be used, using 3 different coloured lines & 2 different coloured hatchings to clearly denote the 3 options.
- the questionnaire *should* include Option 3.
- Concern was raised on how the comments section would be interpreted, in the light of experience analysing the much smaller number of responses to the joint parish council survey last year.
- Consideration should be given to including Hospital Grove within Melton, as it is owned and managed by Melton Park Management Co. Ltd.

Cllr Butterwick took the action to table this feedback at the next Working Group meeting.

**09.72 DEVELOPMENT OF FORMER GIRDLESTONE FACTORY**

The Chairman gave an oral report on this topic and confirmed the following:

- The working group has been established and consists of 2 members of the Parish Council (Cllr Martin and Cllr Butterwick), 2 members from the Girdlestone Action Group (Mr Martin Whitaker and Mr Bob Sambrook) and the council's professional adviser (Mr Richard Ward).
- The Traffic Count reports have been received; Cllr Butterwick will summarise the results and circulate to all councillors.
- As of today (09/04/2009) there had not been a new Girdlestone's planning application.

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

**09.73.01 Sustainable Communities Act 2007.**

Concern was expressed that, to date, no letter had been received from SCDC confirming whether or not they were opting into the above.

**09.73.02 Greenprint Environmental Forum**

The date of the next meeting was 27<sup>th</sup> April 2009

**09.74 TO CONSIDER ARRANGEMENTS FOR FILLING THE VACANCIES FROM THE COUNCIL**

The Chairman provided an oral report on the subject and highlighted the following:

- Noted that Cllr Ferguson and Cllr Dann had resigned and that this was their last meeting. The Chairman extended his warm thanks to both Councillors for their contribution.
- SCDC Electoral Office has confirmed they have received a request for an election from 10 electors. SCDC will invite formal nominations after Easter. If more than 3 candidates come forward there will be a poll on 11<sup>th</sup> June. If there are 3 or fewer candidates the election is uncontested and this would be confirmed by 19<sup>th</sup> May.

In order to allow any new members to receive the legally required notice to attend if the election is uncontested, **it was RESOLVED** to move the Annual Parish Council meeting from 14<sup>th</sup> May to 28<sup>th</sup> May 2009.

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

**09.75 TO AGREE MEETING DATES 2009/2010**

Paper MPC(09)P75 previously circulated was noted and received.

**Amendment** – Change the Full Council meeting on 14<sup>th</sup> May to 28<sup>th</sup> May

**Amendment** – Under Recreation it should read Monday 29<sup>th</sup> June and Tuesday 28<sup>th</sup> September.

**Amendment** – Provisional date of 25<sup>th</sup> June to be inserted in addition to the 11<sup>th</sup> June in the event of the election being contested. In either eventuality, the Full Council meeting to start immediately after a brief meeting of each committee for the sole purpose of electing a chairmen of committees.

**It was RESOLVED** to accept the paper and new meeting dates with the above amends.

**Proposed by:** Cllr Butterwick **Seconded by:** Cllr Abbott

**09.76 TO CONSIDER PROPOSED CHANGES TO ADMINISTRATIVE PROVISION**

Paper MPC(09)P76 previously circulated was noted and received.

**Amendment** – Point 8, absence cover will be arranged by the Clerk & Assistant Clerk for meetings only.

**Amendment** – remove the suggestion of Councillors providing a rota of cover for periods of absence.

**It was RESOLVED** to agree to the proposal outlined in the paper with the above amends.

**Proposed by:** Cllr Butterwick **Seconded by:** Cllr Martin

**Vote:** *In favour – 7 not in favour – 1 Abstention - 1*

**09.77 TO AGREE ADDITIONAL COMMUNICATION FACILITY TO RESIDENTS**

Paper MPC(09)P77 previously circulated.

**It was RESOLVED** to carry this item over to the next Full Council meeting due to the late hour.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Butterwick

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

There were none.

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

Noted that there have been no resolutions or recommendations received.

**09.80 CHAIRMAN'S URGENT BUSINESS**

No urgent business.

**09.81 DATE OF NEXT MEETING**

Thursday 28<sup>th</sup> May 2009 in the Lindos Centre Main Hall commencing at 19:00

Councillors were also reminded that the Annual Parish Meeting would be held on Thursday 30<sup>th</sup> April 2009 in the Lindos Centre Main Hall commencing at 19:00. Not being a council meeting, attendance by councillors. Whilst desirable, was not compulsory.

There was no further business the meeting closed at 22:00.

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

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