



MELTON PARISH COUNCIL



Minutes of The Annual Meeting of the Melton Parish Council on Thursday 28th May 2009 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 Miss EA Barrington
Cllr Mr PJ Brockett

Cllr Mr GK Butterwick
Cllr Mr AG Dunford
Cllr Mrs JEJ Eckersley
Cllr Mrs EJG Hilson

Cllr Miss LS Leonard
Cllr Miss KS Martin
Cllr Mr HM Needham
Cllr Mr MW Sherwen

In Attendance:

Mrs P Ferguson
Mrs B Guy
Mr MJ Green [Clerk to Melton Parish Council]
Mrs H Palmer [Assistant Clerk to Melton Parish Council]

Cllr Butterwick [retiring Chairman] in the chair for items 09.97, 09.98 and 09.99 only.

09.97 TO WELCOME NEWLY ELECTED COUNCILLORS AND TO RECEIVE APOLOGIES FOR AND CONSENT TO ANY ABSENCE

Cllr Butterwick warmly welcomed Cllrs Barrington, Martin and Needham to the meeting and congratulated them on their election.

Cllr Butterwick read out a personal statement of his time in office thanking all his fellow councillors for their support and encouragement during the past two years. He highlighted his major achievements as moving the council from a group who met bi-monthly with no committee structure to a highly professional and respected council that:

- has a fully elected membership
- meets monthly
- engages with the community and has had attendances of between 100 and 200 at a number of important meetings
- provides open forums at all meetings for members of the public to take an active part
- has four committees all taking an active part in the life of the village
- achieved quality parish council status in 2008
- has an office open to the public Monday to Friday 10.00 a.m. to 12.00 noon.

09.97.01 Cllr Mr MN Bond – SCDC Meeting

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

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

09.97.02 Cllr Mr J Bidwell – SCDC Meeting

Council received and noted this apology

09.98 ELECTION OF THE CHAIRMAN OF THE COUNCIL

Nomination received for Cllr Brockett.

It as RESOLVED that Cllr Brockett be elected Chairman of the Council.

Proposed by Cllr Dunford **Seconded by:** Cllr Eckersley

Cllr Butterwick congratulated the new chairman on his election and offered him the full support of the council throughout his term of office.

Cllr Brockett thanked his fellow councillors for their confidence in electing him chairman and looked forward to his time as chairman of a team that works together for the benefit of the community.

He also expressed his sincere and very warm thanks to Cllr Butterwick for all his hard work over the two years, not only at meetings and in public, but especially for all his 'behind the scenes' work.

- 09.99 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
Cllr Brockett completed the Chairman's Declaration of Acceptance of Office which was duly received by the Clerk.
Cllr Brockett took the Chair.
- 09.100 TO RECEIVE THE NEW MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE**
- 09.100.01 Cllr Miss EA Barrington**
The Clerk advised council that this was received by the Clerk on 22nd May 2009.
- 09.100.02 Cllr Miss KS Martin**
The Clerk advised council that this was received by the Clerk on 20th May 2009
- 09.100.03 Cllr Mr HM Needham**
The Clerk advised council that this was received by the Clerk on 21st May 2009
- The Clerk confirmed that training was available to new councillors through SALC and in addition to public courses at Claydon the council is working towards bespoke in-house courses. The 'power of well being' courses are being arranged in conjunction with Woodbridge Town Council in order to minimise costs.
- 09.101 TO DETERMINE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED**
The Clerk advised that as all the declarations had been received there was no reason to consider this item.
- 09.102 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.
- 09.103 STANDING ORDER 24 - WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC**
It was noted that there had been no written questions received.
- 09.104 PUBLIC PARTICIPATION SESSION**
- 09.104.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.102**
There were no representations.
- 09.104.02 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.*
- 09.105 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**
Mrs Pam Ferguson [ex-councillor] expressed the thanks and good wishes of many residents of Melton to Cllr Butterwick for his chairmanship of the council during this major period of change.
- 09.106 TO DISCUSS VILLAGE MATTERS RAISED BY MEMBERS OF THE PUBLIC OR COUNCILLORS**
- 09.106.01 Girdlestone Development**
Mrs Brenda Guy, a governor of Melton Primary School, advised the meeting that the governors has responded to SCDC regarding the proposed development at Girdlestons objecting on the following grounds:
- Detrimental to the environment
 - Safety concerns caused by increased traffic
 - Increased noise and air pollution
 - Preference for housing rather than industrial
- The school advised that should the application be successful they would seek compensation towards the cost of implementing measures to reduce the noise and air pollution. Mrs Guy offered to provide council with a copy of the letter.
- 09.106.02 Low Flying Aircraft and Helicopters**

Concern was expressed by a number of councillors regarding the recent increase in low flying aircraft especially during night time hours.

Cllr Bond has provided information on how to make a complaint to the Ministry of Defence who were responsible for controlling the aircraft.

Councillors [and residents] were encouraged to use the following internet link to register their complaints,

www.mod.uk/DefenceInternet/ContactUs/LowFlyingComplaints.htm

09.107 TO RECEIVE THE COUNTY COUNCILLORS REPORT

There was no report.

09.108 TO RECEIVE THE DISTRICT COUNCILLORS REPORT

Paper MPC(09)P108 previously circulated was received and noted.

The report referred to the Deben Estuary Partnership.

Cllr Sherwen confirmed that he had offered to be the representative of Melton Parish Council.

It was RESOLVED to reinstate standing orders.

09.109 ELECTION OF THE VICE CHAIRMAN

Nomination received for Cllr Martin

It as RESOLVED that Cllr Martin be elected Vice Chairman of the Council.

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

Cllr Brockett congratulated the new vice-chairman on her election and looked forward to working together during her term of office.

Cllr Martin thanked her fellow councillors for their confidence in electing her vice-chairman.

09.110 APPOINTMENT OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

09.110.01 Employment

(a) 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

(b) Five members

Cllr Abbott Cllr Eckersley
Cllr Brockett Cllr Leonard
Cllr Dunford

(c) Disciplinary Panel

Three members from the Employment Panel
Cllr Brockett Cllr Eckersley
Cllr Dunford

(d) Appeals Panel

One member from the Employment Panel not on the Disciplinary Panel
Two members of the council not on the Employment Panel
Cllr Barrington Cllr Needham
Cllr Leonard

It was RESOLVED that the above named councillors form the membership of the Employment Committee, Disciplinary Panel, and Appeals Panel

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

(e) Chairman

Nomination received for Cllr Leonard:

It was RESOLVED that Cllr Leonard be elected chairman of the Employment Committee

Proposed by: Cllr Brockett **Seconded by:** Cllr Eckersley

09.110.02 Finance and Risk Assessment

- (a) 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
 - To oversee the risk management of all council operations
 - Raising of funds [***this was added during the discussion***]
- (b) Five members
- | | |
|---------------|--------------|
| Cllr Abbott | Cllr Martin |
| Cllr Brockett | Cllr Needham |
| Cllr Dunford | |

It was RESOLVED that the above named councillors form the membership of the Finance & Risk Management Committee

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

- (c) Chairman
Nomination received for Cllr Dunford
- It was RESOLVED** that Cllr Dunford be elected chairman of the Employment Committee
- Proposed by:** Cllr Brockett **Seconded by:** Cllr Abbott

09.110.03 Planning

- (a) 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
 - To act for the council on matters of trees – i.e. Advice on tree preservation orders etc.
- (b) Five members [***this was changed to six members during the discussions***]
- | | |
|-----------------|----------------|
| Cllr Barrington | Cllr Eckersley |
| Cllr Brockett | Cllr Hilson |
| Cllr Butterwick | Cllr Sherwen |

It was RESOLVED that the above named councillors form the membership of the Planning Committee

Proposed by: Cllr Sherwen **Seconded by:** Cllr Butterwick

- (c) Chairman
Nomination received for Cllr Butterwick
- It was RESOLVED** that Cllr Butterwick be elected chairman of the Planning Committee
- Proposed by:** Cllr Brockett **Seconded by:** Cllr Eckersley

09.110.04 Recreation

- (a) 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 manage items delegated from the village plan implementation committee
- Village identity
- Access to training
- Jobs and local economy
- Local schools
- Energy
- Built and natural environment – information boards
- Recycling
- Facilities for young people
- Cultural and sporting facilities
- Facilities for older people
- Natural environment
- Community safety including dog fouling and anti social behaviour

- (b) Five members
 Cllr Barrington
 Cllr Eckersley
 Cllr Butterwick

Cllr Hilson
 Cllr Martin

It was RESOLVED that the above named councillors form the membership of the Recreation Committee

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

- (c) Chairman

Nomination received for Cllr Eckersley

It was RESOLVED that Cllr Eckersley be elected chairman of the Recreation Committee

Proposed by: Cllr Martin **Seconded by:** Cllr Hilson

09.111 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

09.111.01 Burness Parish Room Management Committee [2]

Paper MPC(09)P111.02 previously circulated was received and noted.

It was RESOLVED that Cllr Dunford and Mrs Ferguson represent the parish council on the Burness Parish Room Management Committee.

Proposed by: Cllr Brockett **Seconded by:** Cllr Addington

09.111.02 Melton Trust [2]

It was RESOLVED that Cllr Addington represents the parish council on the Melton Trust for the remaining term of this council and that councillors advise the Clerk of residents who they think might be interested in filling the remaining place.

Proposed by: Cllr Brockett **Seconded by:** Cllr Eckersley

09.111.03 Safer Neighbourhood Team Tasking Meeting Representative [1]

Nomination received for Cllr Brockett.

It was RESOLVED that Cllr Brockett represents the parish council at the SNT Tasking Meetings

Proposed by: Cllr Dunford **Seconded by:** Cllr Eckersley

Cllr Addington indicated her willingness to deputise for Cllr Brockett at the SNT meetings as necessary.

09.111.04 Suffolk Association of Local Councils [1]

Nomination received for Cllr Brockett

It was RESOLVED that Cllr Brockett represents the parish council at the Suffolk Association of Local Councils meetings

Proposed by: Cllr Dunford **Seconded by:** Cllr Eckersley

- 09.111.05 Transport [1]**
Nomination received for Cllr Butterwick
It was RESOLVED that Cllr Butterwick is the Transport Representative for the parish council
Proposed by: Cllr Brockett **Seconded by:** Cllr Sherwen
- 09.112 TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY**
- 09.112.01 Society of Local Council Clerks [£208]**
- 09.112.02 Suffolk ACRE [£25]**
- 09.112.03 Suffolk Association of Local Councils [£753]**
- 09.112.04 Suffolk Preservation Society [£25]**
It was RESOLVED to pay the subscriptions detailed above.
Proposed by: Cllr Brockett **Seconded by:** Cllr Addington
- 09.113 TO INSPECT ANY DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL**
- 09.113.01 Freehold Land situate in the Parish of Melton dated 16/12/1952**
- 09.113.02 Burkes Wood conveyance dated 31/07/1954**
- 09.113.03 Melton Playing Field Conveyance dated 13/01/1950**
- 09.113.04 Deed of Gift of land in The Street Melton for the erection of a bus shelter dated 01/12/1962**
- 09.113.05 Lease of a piece of land at Melton Road Melton to The Eastern Electricity Board [now EDF] for use as an electricity sub-station dated 15/07/1966**
- 09.113.06 Licence from SCDC relating to land in The Street Melton for the locating of the village sign and seat dated 25/03/1998**
- 09.113.07 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**
- 09.113.08 Lease for Parish Council Office at the Lindos Centre dated 15/01/2008**
It was noted that the above documents were available at the meetings. The Clerk agreed to confirm the whereabouts of the original documents.
- 09.114 TO APPROVE THE MINUTES OF PREVIOUS MEETING**
- 09.114.01 Minutes of meeting on 7th May 2009**
- 09.114.02 Amendment #1 Cllr Eckersley initials are JEJ not JE**
It was RESOLVED that, with this amendment, minutes MPC(09)M5 of the extraordinary meeting held on 7th May 2009 previously circulated be received, noted and signed as a correct record by the Chairman.
Proposed by: Cllr Brockett **Seconded by:** Cllr Hilson
- 09.115 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**
- 09.115.01 Planning Committee 18th May 2009**
Cllr Sherwen gave an oral report on the meeting. The main items covered being:
- Nursery in Old Church Road
 - South Lodge
 - Girdlestons
- A copy of the minutes will be circulated as soon as available.

09.116 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

09.116.01 Burness Parish Room Management Committee

The meeting was advised of the proposed changes to the constitution of the Burness Management Committee contained in paper MPC(09)P111.02 that will, if adopted, reduce the number of representatives required from the parish council and other bodies,

09.116.02 Melton Trust

The Chairman gave an update on the balances currently owned by the Trust:

09.116.03 Safer Neighbourhood Team (SNT) Tasking Group

A report on the last tasking team meeting prepared by Cllr Addington, MPC(09)P116.03, previously circulated was received and noted.

The next meeting will be held on 10th June 2009 at Ufford Church Hall.

09.116.04 Suffolk Association of Local Councils

It was noted that the agenda and papers for the next meeting on 8th June had been circulated to all councillors for information. The Chairman encouraged councillors to advise him of any issues that they wished him to raise at the meeting.

Cllr Hilson left the meeting at 20:35

09.116.05 Transport

The Transport representative advised councillors that bus services to and from the Peninsular will change on 6th July – a new guide will be available shortly and will posted on the council website.

A letter had been received regarding the station car park suggesting that a grant of £100,000 from the Local Authority Business Incentive Scheme would be available.

The Chairman advised the meeting that East Suffolk Railway 150 Anniversary Exhibition was taking place at Woodbridge Library from 25 May to 6 June.

There were also various other activities taking place to celebrate the anniversary – details of which are available on the East Suffolk Travel Website

www.eastsuffolktravel.org.uk

09.117 TO RECEIVE AND CONSIDER REPORTS FROM WORKING GROUPS

09.117.01 Local Government Review Working Group – Boundary Review Response

Paper MPC(09)P117.01, response of Melton Parish Council to the Boundary Committee Consultation, previously circulated was received and noted.

09.117.02 Local Government Review Working Group – Report and Recommended Response to Sustainability Communities Act Consultation

Paper MPC(09)P117.02 previously circulated was received and noted.

It was RESOLVED that a letter be written to SCDC:

- (a) reminding the district council that our communication of last year is still awaiting reply.
- (b) pointing out that, assuming the date of the letter is correct, their communication took 17 days to reach our office.
- (c) pointing out that the Government invited Councils to resolve to opt-in to the Act in October last year and that it is rather dilatory of them to write out some nearly eight month later.
- (d) pointing out the Government's latest 'Code of Practice on Consultation' issued in July 2008 states that under normal circumstances, and it does not appear to be any justification for these being abnormal circumstances, says:- "*consultations should last for a minimum of 12 weeks. This should be factored into project plans for policy development work. Allowing at least 12 weeks will help enhance the quality of the responses. This is because many organisations will want to consult the people they represent or work with before drafting a response to Government and to do so takes time*", and asking whether SCDC is indicating that they are going to ignore this Code. With the impending next round of consultation on the Local Development Framework, this is a matter of some significance.

- (e) stating that the parish council cannot respond in the time-frame indicated given point d) above, and that when we do that we expect it to receive proper consideration.
- (f) asking how SCDC intends to go about setting up a "panel of local representatives", as outlined in the Act.

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

09.118 MELTON VILLAGE PLAN – PROGRESS TOWARDS IMPLEMENTATION

Cllr Abbott gave an oral report on the progress being made to the outstanding issues from the Village Plan.

It was agreed that an update of the action plan be produced for the July meeting of council to enable decisions to be made regarding publicising the items implemented and action required on the remainder.

09.119 MELTON UFFORD BOUNDARY REVIEW

Cllr Butterwick advised councillors that the meeting planned for 19/6/09 of the working group expects that the consultation documentation and timescale will be confirmed.

The consultation will go to every household [not elector] in the Local Plan Policy Area affected.

A target date for the conclusion of the review remains as October 2009.

09.120 DEVELOPMENT OF FORMER GIRDLESTONE FACTORY

Paper MPC(09)P120 tabled at the meeting was received and noted.

Cllr Butterwick gave an overview of the paper with the major points highlighted as :

- Key area of challenge being investigated by lawyer is the extent to which the application complies with the Town & County Planning [Environmental Impact Assessment] [England & Wales] Regulations 1999 [as amended]. A further meeting is planned for 30/5/09
- The application consists of a number of documents which the working group are building evidence to object to using a series of 'critiques' the drafts of which are contained in the appendices to paper MPC(09)P120.
- The Landscape Partnership has been commissioned by the action group to undertake a Phase 1 Ecological Assessment to address a perceived gap in the applicants supporting documents
- The intention is to produce a 4 page narrative objection including an executive summary in time for the deadline of 3rd June 2009.
- As of Thursday p.m. the application had received 302 objections and 2 letters of support

Councillors suggested that the action group gives consideration to publicity about the proposal and objection being circulated to the parts of Melton not surrounding the development.

The Development Control Sub Committee meets on 29th May 2009 to consider a report by the officer that will recommend a site visit. It is anticipated that the application will be considered at the meeting on 23rd June 2009.

It was RESOLVED that Melton Parish Council adopts the approach to the objection contained in paper MPC(09)P120.

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

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

There were no matters arising.

09.122 TO AGREE ADDITIONAL COMMUNICATION FACILITY TO RESIDENTS

Deferred from previous meeting, Paper MPC(09)P77 previously circulated was received and noted.

The following comments were made during the discussion:

- Publicity needs to be given to residents on the process for getting information displayed on the council notice boards
- Copies of minutes should be sent to Woodbridge Library
- Copies of the Melton Messenger should also be sent to Woodbridge Library
- An investigation in to the cost of using the post delivery service to distribute information be carried out

09.128 DATE OF NEXT MEETING

Parish Council Meeting Thursday 11th June 2009 in the Lindos Centre Main Hall commencing at 19:00

There being no further business the meeting closed at 21:45

Signed: _____ Date: _____