



# MELTON PARISH COUNCIL



**MPC(10)M08**

**Minutes** of an ordinary meeting of Melton Parish Council on Thursday 12<sup>th</sup> August 2010 commencing at 19:00 in The Lindos Centre Main Hall Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs ME Addington

Cllr Mrs BK Abbott [Vice – Chairman]

Cllr Mr MN Bond

Cllr Mr PJ Brockett

Cllr Mr GK Butterwick

Cllr Mrs JEJ Eckersley

Cllr Mrs EJJ Hilson

Cllr Miss KS Martin [Chairman]

Cllr Miss EA Barrington

Cllr Mr NM Needham

Cllr Mr A Thompson

**In Attendance:**

Mrs DE Linsley [Assistant Clerk to Melton Parish Council]

Cllr Eckersley departed 20:35

Cllr Barrington departed 21:07

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

**10.156.01 Cllr Mrs ME Addington – retrospective apology for meeting held on 8<sup>th</sup> July – holiday**

**10.156.02 Cllr Mr NW Sherman – working late (apology given prior to meeting but not received by Assistant Clerk )**

**10.156.03 Cllr Miss LS Leonard – family matters**

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

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott

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

**10.157.01 Cllr HM Needham - Community Voice on Planning**

Member - Code of Conduct Clause 4

The Assistant Clerk received and noted these changes to the Register and confirmed that official notification would be forwarded to the Monitoring Officer at SCDC

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

It was noted that there had been no written questions received.

**10.159 PUBLIC PARTICIPATION SESSION**

**10.159.01 To receive representations from Councillors who have declared a prejudicial interest**

There were no representations from Councillors.

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

There were no representations from members of the public

**It was RESOLVED** to lift standing orders

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

- 10.160.01 Dog bin in Leeks Hill**  
The Assistant Clerk agreed to contact Suffolk Coastal District Council regarding the dog bin that has not yet been installed.
- 10.160.02 Boundary Wall**  
The wall between Bury Hill and Orchard Close continues to deteriorate and look unsightly.
- 10.160.03 Tyana Circus**  
Cllr Eckersley commented on how clean and tidy the circus had left the playing fields.
- 10.160.04 Collision at the Melton crossroads**  
It was brought to the attention of the meeting that another collision had taken place at the crossroads which had resulted in those injured being taken to hospital.
- 10.161 TO RECEIVE THE COUNTY COUNCILLORS REPORT**  
Paper MPC(10)P161 previously circulated was received and noted.
- 10.162 TO RECEIVE THE DISTRICT COUNCILLORS REPORT**  
Paper MPC(10)P162 previously circulated was received and noted.

Cllr Bond reported that from the 17<sup>th</sup> August 2010 the new speed limit of 30 mph on St Audrey's Park Road would come into effect.

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

- 10.163 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 8<sup>TH</sup> JULY 2010**  
Minutes MPC(10)M07 previously circulated.
- 10.163.01 Amendment #1 – Apologies**  
Add Cllr Mrs ME Addington – Holiday.  
With this one amendment **it was RESOLVED** that Minutes MPC(10)M06 previously circulated were received, noted and signed as a correct record by the Chairman..  
**Proposed by:** Cllr Martin **Seconded by:** Cllr Abbott.
- 10.164 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**
- 10.164.01 Finance & Risk Management Committee - 12<sup>th</sup> July 2010**  
**It was RESOLVED** that Minutes FRM(10)M02 previously circulated be received and noted.  
**Proposed by:** Cllr Martin **Seconded by:** Cllr Butterwick.
- 10.164.02 Planning Committee 26<sup>th</sup> July 2010**  
**It was RESOLVED** that Minutes PLA(10)M07 previously circulated be received and noted.  
**Proposed by:** Cllr Abbott **Seconded by:** Cllr Needham .  
The Chairman of the Planning Committee made the following observations from the meeting:
- (a) The Knacker's Yard application had been granted an extension by SCDC.
  - (b) Consultation under the LDF process on changes to the Physical Limits Boundary ends on the 8<sup>th</sup> October. Councillors are encouraged to make their views known.
  - (c) Objections from local residents to the proposed convenience store at Grose's garage will be discussed at the August meeting of the committee.
  - (d) There was no new information regarding the status of The Horse and Groom pub.
- 10.165 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- 10.165.01 Burness Parish Room Management Committee**
- (a) Trustee Meeting 26<sup>th</sup> May 2010 – Minutes  
Copy of minutes previously circulated as paper MPC(10)P165.01(a) was received and noted.

- (b) Agenda for Management Committee Meeting 30<sup>th</sup> July 2010  
Copy of agenda previously circulated as paper MPC(10)P165.01(b) was received and noted.
- (c) Minutes of Management Committee Meeting 26<sup>th</sup> May 2010  
Copy of minutes previously circulated as paper MPC(10)P165.01(c) was received and noted.
- (d) Minutes of AGM 26<sup>th</sup> May 2010  
Copy of minutes previously circulated as paper MPC(10)P165.01(d) was received and noted.
- (e) Agenda for Management Committee Meeting 29 September 2010  
Copy of agenda previously circulated as paper MPC(10)P165.01(e) was received and noted.
- (f) Minutes of Management Committee 30<sup>th</sup> July 2010  
Copy of minutes previously circulated as paper MPC(10)P165.01(f) was received and noted.

**10.165.02 Melton Trust**

- (a) Minutes of meeting of Trustees 07/10/2009  
Copy of minutes previously circulated as paper MPC(10)P165.02(a) was received and noted.
- (b) Annual Report and Financial Statements year ended 31<sup>st</sup> December 2008  
Copy of report and financial statements previously circulated as paper MPC(10)P165.02(b) was received and noted.

A meeting was held on the 22<sup>nd</sup> July which reviewed the roles of the Trustees, the marketing of the Trust and the spending of money accumulated. A response to Melton Parish Council's letter regarding the educational grant was discussed. The 2009 accounts will be signed off at the next meeting.

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

A confidential report of the proceedings of the Tasking Meeting was tabled, noted and received.  
Non confidential Report from SNT was previously circulated as paper MPC (10) P165.03.

**10.165.04 Suffolk Association of Local Councils**

Cllr Butterwick and Tony Fryatt from Save Our Rural Roads met the Chief Executive of SALC and Portfolio Holder John Williams on 10<sup>th</sup> August to discuss planning issues. SALC will be asking the National Association to be more active with regards the possible devolution of powers to parish councils. Cllr Butterwick will keep the Council informed of any developments in this matter. Councillors were reminded of the bespoke training session on the 23<sup>rd</sup> September.

**10.165.05 Transport**

The Local Transport Representative reported that all the times for the bus services are changing with effect from 31<sup>st</sup> August. A new edition of the transport guide would be out shortly. There was concern expressed over the changes to the train time tables and the lack of information available for users. There will be no through trains from the East Suffolk Line to London with effect from 12<sup>th</sup> December.

**10.165.06 Community Voice on Planning [CVOP]**

- (a) To Appoint Representatives of Melton Parish Council to serve on the CVOP Committee  
Nominations: Cllrs Barrington, Butterwick & Needham.  
Paper MPC(10)P165.06(a) previously circulated was received and noted.

It was **RESOLVED** that Cllrs Barrington, Butterwick and Needham be appointed representatives of Melton Parish Council on the Community Voice on Planning Committee.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Abbott

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

**10.166.01 Affordable Housing Working Group**

Cllr Needham, Chairman of AHWG, informed the meeting that the modified questionnaire and covering letter would be emailed to all Councillors and that over 2000 questionnaires would be distributed by September 27<sup>th</sup>. The return date for completed forms is October 11<sup>th</sup> and the collation of the information into envelopes would be undertaken by MPC. Distribution of the surveys by Royal Mail had been investigated, however, the use of distribution centres to undertake this task would also be explored. The cost for the project remains within the budget of £2,000. Suffolk ACRE will analyse the data returned and produce a report in February 2011. Suffolk Acre has approved this timetable. Cllr Eckersley agreed to write an article for The Melton Messenger informing residents of the questionnaire and encouraging their participation in the survey. The promotion of Enews will be dealt with separately.

**10.166.02 Pavilion Working Group**

- (a) To consider the proposal to rescind proposal 09.240.02(b) and replace with ***'To seek a loan of up to £70,000 to cover the cost of the refurbishment of the pavilion'***  
Copy of final business case previously circulated was received and noted.

The proposal as stated above was postponed to allow discussion on the increased costs of the project.

Cllr Martin informed the meeting that planning permission for the pavilion refurbishments had been granted on the 9<sup>th</sup> August 2010 and that the budget for the project had increase by £17,000 to £77,000. Ways of meeting the increased cost were discussed. As well as the possibility of accessing £7,000 from SCDC's sports fund it was agreed that other sources of funding would be investigated including gaining sponsorship and fundraising. Concern was expressed about the increase in the budget and committing the Council to a large bank loan. It was agreed that the business plan would be revised to reflect the increased costs and that the Council could go ahead with the tendering process at a cost of £1,500 to enable accurate costings for the project to be made.

**10.167 TO CONSIDER THE PARISH COUNCIL COMMUNICATIONS STRATEGY**

Matter carried over from previous meeting. Paper MPC(10)P149 previously issued for July Meeting.

Cllr Martin to circulate information from Janet Snell. The Parish Council remains committed to using the Melton Messenger and will work with the church to get the best results from it. A volunteer will be sought to help in producing the Melton Messenger. E-news is proving useful to both residents and users but needs to be promoted. The news page on the Council's web site is another valuable communication tool requiring an individual to commit to the job of providing and updating the information. Cllr Thompson agreed to work with Cllr Martin on analysing the ways we communicate.

**10.168 TO CONSIDER THE MONTHLY FINANCE UPDATE REPORT**

Paper MPC(10)P168 previously circulated was received and noted.

The finance representative reported that comments had been added to the finance report for the first time detailing expenditure. Concern was expressed about the overspend on stationary and whether this could be due to the cost of laminating. It was suggested that posters should not be sent to Councillors in the post, especially if there is a meeting imminent.

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

**10.169.01 Local Association of Information Services – Council Tax Referendum**

The Chairman and Vice-Chairman of Council and the Chairmen of Finance and Risk Management and Planning will draft a response to the consultation document by 10<sup>th</sup> September.

**10.169.02 LIAS 1299**

Cllr Butterwick recommended that all Councillors read LIAS's email regarding Structural Reform Plans.

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

Paper MPC(10)P170 previously circulated was received and noted.

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

It was noted that there have been no resolutions or recommendations made.

**10.172 TO CONSIDER INVITATION TO THE PARISH COUNCIL TO GIVE FURTHER EVIDENCE TO SCDC CORPORATE SERVICES SCRUTINY COMMITTEE**

Paper MPC(10)P172 previously circulated was received and noted.

Confirmation required by 20<sup>th</sup> August 2010 that Council is willing to provide their evidence to the meeting on 17<sup>th</sup> September.

It was noted that this item had been added to the Full Council agenda rather than the Planning Committee as that committee does not meet until after the deadline of 20<sup>th</sup> August.

**It was RESOLVED** that (a) Melton Parish Council accepts the invitation to give further evidence to the SCDC Corporate Services Scrutiny Committee on 18<sup>th</sup> September (b) Cllrs Butterwick and Needham be appointed to attend the meeting and present the evidence (c) Cllrs Butterwick and Needham be delegated to prepare the evidence to be presented.

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Barrington

**Abstention by:** Cllr Bond

**10.173 TO CONSIDER EXTENDING THE PROPOSED CYCLE PATH NORTHWARDS FROM THE PLAYING FIELD CAR PARK TO EXIT ONTO MELTON ROAD BY THE ENTRANCE TO HUTCHINSON'S MEADOW**

It was agreed to defer this proposal to the next Full Council Meeting on Thursday 9<sup>th</sup> September.

**10.174 TO CONSIDER CANCELLING ORDINARY MEETINGS OF FULL COUNCIL AND COMMITTEES IN AUGUST AND DECEMBER FORTHWITH**

Comments are invited from councillors regarding the possibility of reducing the number of meetings in a year by removing meeting from the schedule in August and December in common with many other councils

It was agreed to leave the timetable of meetings as is currently practiced.

**10.175 CHAIRMAN'S URGENT BUSINESS**

There was no urgent business.

**10.176 DATE OF NEXT MEETING**

Parish Council Meeting Thursday 9<sup>th</sup> September 2010 in the Lindos Centre Main Hall commencing at 1900

There being no further business the meeting closed at 21:30

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

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