



MELTON PARISH COUNCIL



Minutes of the Statutory Annual Meeting of Melton Parish Council on Thursday 12th May 2011 commencing at 1900 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott
Cllr Mr GK Butterwick
Cllr Mrs JEJ Eckersley
Cllr Mrs EJG Hilson
Cllr Mr MJ Kennedy

Cllr Mrs KS Martin
Cllr Mr HM Needham
Cllr Mr AH Porter
Cllr Mr MW Sherwen
Cllr Mr A Thompson

In Attendance:

Mr MJ Green Clerk to Melton Parish Council
Mrs DE Linsley Assistant Clerk to Melton Parish Council

Cllr Martin in The Chair for item 11.78 & 11.79

The Chairman welcomed all councillors both new and old to the meeting and congratulated them all on their election.

11.78 ELECTION OF THE CHAIRMAN OF THE COUNCIL

Nomination: Cllr Abbott

It was RESOLVED that Cllr Abbott be elected Chairman of the Council.

Proposed by Cllr Martin

Seconded by: Cllr Eckersley.

11.79 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Abbott completed the Chairman's Declaration of Acceptance of Office which was duly received by the Clerk.

Cllr Abbott took the Chair.

11.80 ELECTION OF THE VICE CHAIRMAN

Nomination: Cllr Martin

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

Proposed by Cllr Abbott

Seconded by: Cllr Eckersley.

11.81 TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Martin completed the Vice Chairman's Declaration of Acceptance of Office which was duly received by the Clerk.

The Chairman thanked fellow councillors for their confidence in electing her as the new Chairman and looked forward to working with them in her new role. She also expressed the gratitude of all the council to Cllr Martin for her outstanding leadership over the last 12 months – an important time of change for the parish council.

11.82 TO RECEIVE THE MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE

The Clerk **RECEIVED** Members Declarations of Acceptance of Office from:

Cllr Mrs BK Abbott
Cllr Mr GK Butterwick
Cllr Mrs JEJ Eckersley
Cllr Mrs EJG Hilson
Cllr Mr MJ Kennedy

Cllr Mrs KS Martin
Cllr Mr HM Needham
Cllr Mr AH Porter
Cllr Mr MW Sherwen
Cllr Mr A Thompson

11.83 TO DETERMINE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED

It was **RESOLVED** that outstanding Declarations of Acceptance of Office from the following councillors should be received by 0900 Thursday 26th May 2011.

Cllr Corston
Cllr Shepherd.

Proposed by: Cllr Needham **Seconded by:** Cllr Martin.

11.84 TO RECEIVE MEMBERS REGISTER OF INTEREST FORMS

The Clerk **RECEIVED** Members Register of Interest Forms from

Cllr Mrs BK Abbott	Cllr Mrs KS Martin
Cllr Mr GK Butterwick	Cllr Mr HM Needham
Cllr Mrs JEJ Eckersley	Cllr Mr AH Porter
Cllr Mrs EJG Hilson	Cllr Mr MW Sherwen
Cllr Mr MJ Kennedy	Cllr Mr A Thompson

11.85 TO CONSIDER ANY VACANCIES LEFT UNFILLED AT THE ELECTION

11.85.01 Co-option of Councillor to fill vacancy

It was noted that Miss SL Haynes had withdrawn her nomination. In the absence of the second nominee Mr ML Webb and there being no other nominations it was **RESOLVED** to defer the co-option to another meeting.

Proposed by: Cllr Abbott **Seconded by:** Cllr Martin.

11.85.02 To Receive Co-opted Members Declaration of Acceptance of Office

As there was no cooption there was no Declaration of Acceptance to receive.

11.85.03 To Receive Co-opted Members Register of Interest Form

As there was no cooption there was no Members Register of Interest Form to receive.

11.86 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA

There were no declarations of interest with regard to items on the agenda.

11.87 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 14TH APRIL 2011

It was **RESOLVED** that Minutes MPC(11)M04 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Martin **Seconded by:** Cllr Needham.

11.88 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES

11.88.01 Planning and Transport Committee 18th April 2011

The Following matters were brought to the attention of the meeting:

(a) Martlesham Town Council had sought advice on the BMX Trail as they were considering a similar project. They advised that SCDC Planning had informed them that they did not need planning consent which was contrary to the information given to Melton Parish Council

(b) Discussions are taking place between various local councils with a view to a partial restoration of minimal evening bus services from Ipswich to Melton.

(c) National Express were not included in the list of train operators being considered for the new franchise in February 2012

It was **RESOLVED** that Minutes PLA(11)M04 previously circulated be received and noted.

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

11.89 TO REVIEW AND CONFIRM TERMS OF REFERENCE FOR COMMITTEES

11.89.01 Planning and Transport Committee

- (a) Purpose
 - (i) To consider all planning applications affecting Melton submitted to the district council
 - (ii) To decide if a particular application, due to its impact on the village, requires consideration by the full council
 - (iii) To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton
 - (iv) To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council
 - (v) To act for the council on planning matters of Trees – i.e. advice on Tree Preservation Orders etc.
 - (vi) To consider all matters relating to Public Transport and Highways
- (b) Composition
 - Five members
- (c) Meeting frequency
 - Monthly

It was RESOLVED to confirm the above Terms of Reference for the Planning and Transport Committee

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

11.89.02 Finance, Employment and Risk Management Committee

- (a) Purpose
 - (i) To be responsible for the employment of council staff
 - (ii) To provide contracts and other such documents as required by employment legislation
 - (iii) To provide a staff appraisal system
 - (iv) To agree salary levels for council employees
 - (v) To provide a Disciplinary Panel consisting of three members of the Finance, Employment and Risk Management Committee
 - (vi) To provide an Appeals Panel consisting of one member from the Finance, Employment and Risk Management Committee not on the Disciplinary Committee and two other councillors who are *not* members of the Finance, Employment and Risk Management Committee
 - (vii) Oversight of the internal financial controls
 - (viii) Authorisation of all payments within budget
 - (ix) Preparation of the budget for approval by full council
 - (x) Provision of financial information to the full council
 - (xi) To make whatever banking and investment arrangements are appropriate
 - (xii) To enter into and review contracts for the provision of services to the council
 - (xiii) To enter into and review contracts for the provision of insurance services to the council
 - (xiv) To oversee the provision of office accommodation
 - (xv) To make recommendations of expenditure from reserves
 - (xvi) To oversee the risk management of all council operations
 - (xvii) Raising of funds
- (b) Composition
 - Five Members
- (c) Meeting frequency
 - 6 times a year

It was RESOLVED to confirm the above Terms of Reference for the Finance, Employment and Risk Management Committee

Proposed by: Cllr Needham **Seconded by:** Cllr Martin.

11.89.03 Recreation Committee

- (a) Purpose
 - (i) To manage and promote the playing fields
 - (ii) To manage and promote Burkes Wood
 - (iii) To manage and promote the footpaths and rights of way
 - (iv) To manage and promote the pavilion
 - (v) To manage and promote the play equipment on the playing field
 - (vi) To manage and promote the tennis courts
 - (vii) 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) Composition
Five members
- (c) Meeting frequency
Quarterly

It was RESOLVED to confirm the above Terms of Reference for the Recreation Committee

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

11.90 TO RECEIVE NOMINATIONS TO EXISTING COMMITTEES

11.90.01 Planning and Transport Committee [5 members]

- (a) Members
Nominees:
Cllr Mr GK Butterwick
Cllr Mrs EJG Hilson
Cllr Mr MW Sherwen

Vacancy

Vacancy

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

Proposed by: Cllr Needham **Seconded by:** Cllr Martin.

- (b) Chairman
Nominees:
Cllr Mr GK Butterwick
It was RESOLVED that Cllr Butterwick be elected chairman of the Planning and Transport Committee

Proposed by: Cllr Abbott **Seconded by:** Cllr Martin.

11.90.02 Finance, Employment and Risk Management Committee [5 members]

- (a) Members
Nominees:
Cllr Mrs BK Abbott
Cllr Mr GK Butterwick
Cllr Miss KS Martin
Cllr Mr HM Needham
Cllr Mr A Thompson

It was RESOLVED that the above named councillors form the membership of the Finance, Employment and Risk Management Committee.

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

- (b) Chairman
Nominees:
Cllr Mr HM Needham
It was RESOLVED that Cllr Needham be elected chairman of the Finance, Employment and Risk Management Committee
Proposed by: Cllr Martin **Seconded by:** Cllr Eckersley.

11.90.03 Disciplinary Panel [3 Members of Finance, Employment and Risk Management Committee]

- (a) Members
Nominees:
Cllr Mrs BK Abbott
Cllr Mr HM Needham
Cllr Mr A Thompson
It was RESOLVED that the above named councillors form the membership of the Disciplinary Panel
Proposed by: Cllr Martin **Seconded by:** Cllr Eckersley.

- (b) Chairman
Nominees:
Cllr Mrs BK Abbott
It was RESOLVED that Cllr Abbott be elected chairman of the Disciplinary Panel.
Proposed by: Cllr Martin **Seconded by:** Cllr Eckersley.

11.90.04 Appeals Panel [1 member from the Finance, Employment and Risk Management Committee not on the Disciplinary Panel plus two other councillors not on the Finance, Employment and Risk Management Committee]

- (a) Members
Nominees:
Cllr Miss KS Martin
Cllr Mrs JEJ Eckersley
Cllr Mrs EJG Hilson
It was RESOLVED that the above named councillors form the membership of the Appeals Panel.
Proposed by: Cllr Needham **Seconded by:** Cllr Butterwick.

- (b) Chairman
Nominees:
Cllr Miss KS Martin
It was RESOLVED that Cllr Martin be elected chairman of the Appeals Panel.
Proposed by: Cllr Abbott **Seconded by:** Cllr Butterwick.

11.90.05 Recreation Committee [5 members]

- (a) Members
Nominees:
Cllr Mrs BK Abbott
Cllr Mrs JEJ Eckersley
Cllr Miss KS Martin
Cllr AH Porter
Cllr MJ Kennedy
It was RESOLVED that the above named councillors form the membership of the Recreation Committee
Proposed by: Cllr Needham **Seconded by:** Cllr Thompson.

- (b) Chairman
Nominees:
Cllr Mrs JEJ Eckersley

It was RESOLVED that Cllr Eckersley be elected chairman of the Recreation Committee.
Proposed by: Cllr Martin **Seconded by:** Cllr Thompson.

11.91 TO REVIEW TERMS OF REFERENCE AND MEMBERSHIP OF PARISH COUNCIL WORKING GROUPS

11.91.01 Affordable Housing Working Group [2 members]

- (a) Members
Nominees:
Cllr Mr HM Needham
Cllr Miss KS Martin

It was RESOLVED that the above named councillors form the membership of the Affordable Housing Working Group.

Proposed by: Cllr Abbott **Seconded by:** Cllr Eckersley

- (b) Chairman
Nominees:
Cllr Mr HM Needham

It was RESOLVED that Cllr Needham be elected chairman of the Affordable Housing Working Group..

Proposed by: Cllr Abbott **Seconded by:** Cllr Eckersley

11.91.02 Communications Working Group [3 members]

To note that a meeting with the PCC Communications Group to review the communications through the Melton Messenger and Joint Website has been provisionally booked for Monday 13th June at 1800 in the parish council office.

- (a) Members
Nominees:
Cllr Mrs BK Abbott
Cllr Miss KS Martin
Cllr Mr A Thompson

It was RESOLVED that the above named councillors form the membership of the Communications Working Group.

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

- (b) Chairman
Nominees:
Cllr Mr A Thompson

It was RESOLVED that Cllr Thompson be elected chairman of the Communications Working Group..

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

11.91.03 Pavilion Working Group [3 members]

- (a) Members
Nominees:
Cllr Mr GK Butterwick
Cllr Mrs JEJ Eckersley
Cllr Miss KS Martin

It was RESOLVED that the above named councillors form the membership of the Pavilion Working Group.

Proposed by: Cllr Needham **Seconded by:** Cllr Thompson.

- (b) Chairman
Nominees:
Cllr Miss KS Martin

It was RESOLVED that Cllr Martin be elected chairman of the Pavilion Working Group.

Proposed by: Cllr Needham **Seconded by:** Cllr Thompson.

11.91.04 Suffolk County Council New Strategic Direction Working Group

(a)

Members

Nominees:

Cllrs Mrs K Abbott

Cllr Mr GK Butterwick

Cllr Miss KS Martin

Cllr Mr HM Needham

It was RESOLVED that the above named councillors form the membership of the SCC New Strategic Direction Working Group.

Proposed by: Cllr Eckersley **Seconded by:** Cllr Porter,

(b)

Chairman

Nominees:

Cllr Mr GK Butterwick

It was RESOLVED that Cllr Butterwick be elected chairman of the SCC New Strategic Working Group.

Proposed by: Cllr Eckersley **Seconded by:** Cllr Porter,

11.92 REVIEW AND ADOPT REGULATIONS/PROTOCOLS

Copies of all regulations and protocols previously circulated in the Councillor Black Folder.

11.92.01 Code of Conduct

11.92.02 Data Protection Policy

11.92.03 Finance Regulations

11.92.04 Freedom of Information Act – Model Publication Scheme

11.92.05 Grievance and Discipline – Dispute Resolution

11.92.06 Guide to Information Available from Melton Parish Council

11.92.07 Member and Officer Protocol

11.92.08 Public Participation Protocol

11.92.09 Standing Orders

11.92.10 Statement of Intent as to Community Involvement

It was RESOLVED to adopt the above Regulations and Protocols.

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

11.93 TO REVIEW AND APPOINT REPRESENTATIVES ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

11.93.01 Burness Parish Room Management Committee

Nominee: Cllr Mr HM Needham.

It was RESOLVED that Cllr Needham represents the parish council as a Trustee of the Burness Parish Rooms.

Proposed by: Cllr Martin **Seconded by:** Cllr Porter.

11.93.02 Deben Estuary Partnership

Nominee: Cllr Mr MW Sherwen

It was RESOLVED that Cllr Sherwen represents the parish council at the Deben Estuary Partnership Meetings.

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

11.93.03 Melton Trust

Nominees:

Mrs ME Addington

Cllr Mr A Thompson

It was RESOLVED that Mrs ME Addington & Cllr Thompson represents the parish council on the Melton Trust Trustee Body

Proposed by: Cllr Martin

Seconded by: Cllr Eckersley.

11.93.04 Safer Neighbourhood Team

Nominee: Cllr Miss KS Martin.

It was RESOLVED that Cllr Martin represents the parish council at the Safer Neighbourhood Team Meetings.

Proposed by: Cllr Hilson

Seconded by: Cllr Thompson.

11.93.05 Suffolk Association of Local Councils

Nominee: Cllr Mr GK Butterwick

It was RESOLVED that Cllr Butterwick represents the parish council at the Suffolk Association of Local Councils Meetings.

Proposed by: Cllr Abbott

Seconded by: Cllr Martin.

11.93.06 Transport

Nominee: Cllr Mr GK Butterwick.

It was RESOLVED that Cllr Butterwick be appointed as the Transport Representative for Melton Parish Council.

Proposed by: Cllr Abbott

Seconded by: Cllr Martin.

11.94 TO REVIEW AND MAKE ARRANGEMENTS TO REAFFIRM ELIGIBILITY TO EXERCISE THE POWER OF WELL-BEING

11.94.01 To Determine Eligibility

A local council is eligible to use the power of well-being provided it determines its eligibility by referring to the Statutory Instrument 2008 No 3095: The Parish Councils [power to Promote Well-Being][Prescribed Conditions] Order 2008. The statutory instrument was required by s1(2) of the 2000 Act amended by s78(4) of the 2007 Act. The conditions which are set out in the Prescribed Conditions Order require the council to have:

- (a) A qualified clerk who has obtained the CiLCA qualification including the 2008 edition which includes a section on the power of well-being
It was confirmed that the Clerk to Melton Parish Council holds the CiLCA qualification including the 2008 Edition. It was noted also that the Assistant Clerk is awaiting the adjudication on her portfolio submitted for her CiLCA qualification.
- (b) A minimum of 2/3rd [9 councillors] of vacancies on the council filled at the last ordinary elections
It was confirmed that 12 of the vacancies were filled by election at the last ordinary election.
- (c) 80% [11 councillors] of councillors trained in the use of the well-being power
It was confirmed that only 9 Councillors had received training in the use of the well-being power.
- (d) Published a statement of intent as to community engagement
It was noted that this had been re-adopted under item 11.92.10.

It was noted that Thursday 12th May 2011 is the 'relevant day' on which conditions are met and once determined eligibility remains in place until the day before the annual meeting after the next ordinary elections.

The conditions set out in the Prescribed Conditions Order have not been met and Melton Parish Council therefore defers determination of eligibility for the Power of Well-Being

11.95 TO REVIEW INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

11.95.01 Asset Register

11.95.02 Burkes Wood conveyance dated 31/07/1954

11.95.03 Deed of Gift of land in The Street Melton for the erection of a bus shelter dated 01/12/1962

- 11.95.04 Freehold Land situate in the Parish of Melton dated 16/12/1952
- 11.95.05 Lease for Parish Council Office at the Lindos Centre dated
- 11.95.06 Lease of a piece of land at Melton Road Melton to The Eastern Electricity Board [now Eastern Power Networks plc] for use as an electricity sub-station dated 15/07/1966
- 11.95.07 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
- 11.95.08 Licence from SCDC relating to land in The Street Melton for the locating of the village sign and seat dated 25/03/1998
- 11.95.09 **Melton Playing Field Conveyance dated 13/01/1950**
It was noted that copies of all the documents were available at the meeting.
- 11.96 **TO REVIEW AND CONFIRM THE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**
The responsibility for the arrangement of insurance cover is delegated to the Finance, Employment and Risk Management Committee.
To note that this was reviewed during 2011 and insurance arranged through Came & Company Parish Council Insurance with Aviva for 3 years commencing June 2011.
It was RESOLVED to confirm the arrangements for insurance cover in respect of all insured risk as above.
Proposed by: Cllr Needham *Seconded by:* Cllr Martin
- 11.97 **TO REVIEW THE COUNCIL'S AND OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES**
- 11.97.01 **Save Our Rural Roads SORR [£25]**
- 11.97.02 **Society of Local Council Clerks [£207]**
- 11.97.03 **Suffolk ACRE [£25]**
- 11.97.04 **Suffolk Association of Local Councils [£801]**
- 11.97.05 **Suffolk Preservation Society [£25]**
It was RESOLVED to pay the subscriptions detailed above.
Proposed by: Cllr Needham *Seconded by:* Cllr Butterwick.
- 11.98 **TO REVIEW COUNCIL'S COMPLAINTS PROCEDURE**
Copy of the Code of Practice for Handling Complaints previously circulated in the Councillor Black Folder.
It was RESOLVED to adopt the Council's Complaint's Procedure as previously circulated.
Proposed by: Cllr Hilson *Seconded by:* Cllr Martin.
- 11.99 **TO RECEIVE APOLOGIES FOR AND CONSENT TO ANY ABSENCE**
- 11.99.01 **Cllr Mr AG Corston – prior engagement**
- 11.99.02 **Cllr Ms C Shepherd – child care**
Council considered these apologies and **it was RESOLVED** to receive the apologies and consent to the absence.
Proposed by: Cllr Hilson *Seconded by:* Cllr Martin.
- 11.100 **TO ADOPT THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2011**
- 11.100.01 **Annual Return**
Paper MPC(11)P100.01 previously circulated was received and noted.
It was RESOLVED to approve the accounts contained in the annual return and to authorise the Chairman to sign it to that effect.
Proposed by: Cllr Needham *Seconded by:* Cllr Martin.

- 11.100.02 Annual Governance Statement**
Paper MPC(11)P100.02 previously circulated was received and noted.
It was RESOLVED to approve the annual governance statement contained in the annual return and to authorise the Chairman to sign it to that effect.
Proposed by: Cllr Needham **Seconded by:** Cllr Martin.
- 11.100.03 Bank Reconciliation**
Paper MPC(11)P100.03 previously circulated was received and noted.
It was RESOLVED to approve the bank reconciliation statement and to authorise the Chairman to sign it to that effect.
Proposed by: Cllr Needham **Seconded by:** Cllr Martin.
- 11.100.04 Management Accounts**
Paper MPC(11)P100.04 previously circulated was received and noted.
- 11.100.05 Asset Register**
Paper MPC(11)P100.05 previously circulated was received and noted.
- 11.100.06 Variances Report**
Paper MPC(11)P100.06 previously circulated was received and noted.
- 11.100.07 Internal Audit Report**
Paper MPC(11)P100.07 previously circulated was received and noted.
- 11.101 STANDING ORDER 8 - WRITTEN QUESTIONS**
To note that there have been no written questions received.
- 11.102 PUBLIC PARTICIPATION SESSION**
- 11.102.01 To receive representations from Councillors who have declared a prejudicial interest [Item 11.86]**
There were no representations from Councillors as none had declared a prejudicial interest at item 11.86
- 11.102.02 To receive representations from members of the public in respect of items on the agenda only [Item 11.86]**
There were no representations from members of the public.
It was RESOLVED to lift standing orders
- 11.103 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**
There were no members of the public present.
- 11.104 TO DISCUSS VILLAGE MATTERS RAISED BY MEMBERS OF THE PUBLIC OR COUNCILLORS**
- 11.104.01 Parish Tree Wardens**
It was reported that a very useful meeting had taken place with parish council representatives from Suffolk Coastal area sharing ideas, resources and information on funding initiatives. It was proposed to arrange further networking days and to circulate a newsletter.
- 11.104.02 Digital Switch Over**
The digital switch over for this area is scheduled for July 6th and there will be a Roadshow in Woodbridge on 23rd May.
- 11.105 TO RECEIVE THE COUNTY COUNCILLORS REPORT**
There was no report from the county councillor.
- 11.106 TO RECEIVE THE DISTRICT COUNCILLORS REPORT**
There was no report from the district councillors.
- It was RESOLVED** to reinstate standing orders.

- 11.107 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- 11.107.01 Burness Parish Room Management Committee**
Nothing to report.
- 11.107.02 Deben Estuary Partnership**
Cllr Sherwen reported that there had been a presentation in April at the Burness Parish Rooms by the Marine Management Organisation with the main relevance for Melton being the issue of dredging licences.
- 11.107.03 Melton Trust**
Nothing to report.
- 11.107.04 Safer Neighbourhood Team (SNT) Tasking Group**
Paper MPC(11)P107.04 previously; circulated was received and noted.
- 11.107.05 Suffolk Association of Local Councils**
The following matters were reported:
- (a) June 13 – Coastal Area Meeting at Stratford St Andrew
 - (b) June 30 – Executive Committee
 - (c) July 27 – Planning Seminar
 - (d) Recent LAIS Update Report included:
 - (i) Surveillance Cameras
 - (e) Localism Bill
 - (f) NALC Conference & Exhibition
- 11.108 TO RECEIVE AND CONSIDER REPORTS FROM WORKING GROUPS**
- 11.108.01 Affordable Housing Working Group**
Nothing to report.
- 11.108.02 Communications Working Group**
Meeting with St Andrew’s Church Communications Group on 13th June 2011 at 6 p.m. in the council office.
- 11.108.03 Pavilion Working Group**
Nothing to report.
- 11.108.04 Suffolk County Council New Strategic Direction Working Group**
Nothing to report.
- 11.109 TO CONSIDER ANY MATTERS ARISING FROM CORRESPONDENCE CONTAINED IN THE WEEKLY REPORTS CIRCULATED TO COUNCILLORS**
There were no matters arising.
- 11.110 TO RECEIVE AND CONSIDER RESOLUTIONS OR RECOMMENDATIONS IN THE ORDER THAT THEY HAVE BEEN RECEIVED UNDER SO 4**
It was noted that there had been no resolutions or recommendations made.
- 11.111 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA**
Paper MPC(11)P111 previously circulated was received and noted.
- (a) St Audry’s Church & Churchyard
The meeting was advised that confirmation had been received that the church had been deconsecrated.
 - (b) Coach & Horses
It was reported that an advert had been placed by Enterprise Inns seeking a new tenant to run it as a pub with a 25 year lease.

11.112 PARISH COUNCIL NOTICE BOARDS

The following volunteered to update the posters in the parish council notice boards:

- The Playing Field on Melton Road near to Jenners Close [Cllr Miss KS Martin]
- Bus Shelter in The Street Cllr Mr AH Porter]
- Bus Shelter in Bredfield Road [Cllr Mrs EJG Hilson]
- Woodbridge Primary School Wilkinson Way [Cllr Mrs JEJ Eckersley]
- St Audry's Park Road [Cllr Mrs BK Abbott]

11.113 TO CONFIRM PARISH COUNCIL BANK SIGNATORIES

It was RESOLVED that the bank signatories on Melton Parish Council Bank Accounts are the Chairman and Vice Chairman of Council and the Chairman of the Finance, Employment and Risk Management Committee

Proposed by: Cllr Needham

Seconded by: Cllr Martin.

11.114 CHAIRMAN'S URGENT BUSINESS

11.114.01 Ufford Parish Council

The Chairman had received a letter seeking support from Melton Parish Council to attend a meeting to share ideas with other councils and SORR – the Chairman and Vice Chairman will attend on behalf of Melton Parish Council.

11.114.02 Room for Full Council Meetings

A request had been made by Lindos Centre to use the main hall on a Thursday evening for a dance class. Melton Parish Council was being asked to use the seminar room as an alternative venue. Council were willing to consider this request provided safeguards were given about long term use of the seminar room [12 months] and some adjustment was made to the hourly rate charged to reflect the risk to the council of not having a large venue for a meeting,

11.115 DATE OF NEXT MEETING

Parish Council Meeting Thursday 9th June 2011 in the Lindos Centre commencing at 19:00

There being no further business the meeting closed at 2100

Signed: _____

Date: _____