



# MELTON PARISH COUNCIL



**Minutes** of an Ordinary Meeting of Melton Parish Council on Thursday 14<sup>th</sup> July 2011 commencing at 1900 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr GK Butterwick  
Cllr Mr AG Corston  
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 ML Webb

**Absent:**

Cllr Ms C Shepherd  
Cllr Mr MW Sherwen  
Cllr Mr A Thompson

**In Attendance:**

PC156 Karen Clabburn	Woodbridge & District SNT [until 1935]
Cllr Mr MN Bond	District and County Councillor [from 1920 until 1935]
Mr PJ Brockett	Resident [until 1935]
Mr MJ Green	Clerk to Melton Parish Council

**11.136 TO RECEIVE APOLOGIES FOR AND CONSIDER CONSENTING TO ANY ABSENCE**

**11.136.01 Cllr Mr MW Sherwen – Holiday**

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

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin.

**11.136.02 Cllr Mr A Thompson – Holiday**

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

**Proposed by:** Cllr Porter

**Seconded by:** Cllr Martin.

**11.137 PUBLIC PARTICIPATION SESSION**

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

**11.137.01 To receive the Safer Neighbourhood Team Report**

The Chairman welcomed PC156 Karen Clabburn to her first meeting of Melton Parish Council. PC Clabburn told the meeting that she had recently taken over from PC Karle Howard and comes to Woodbridge with over 20 years experience working in Ipswich. Paper MPC(11)P137.01 tabled was received and noted.

The reported crimes between 08/06/2011 and 13<sup>th</sup> July in Melton were:

Burglaries 3  
Criminal Damage 2  
Theft of a pedal cycle 2  
Theft other 2  
Theft from motor vehicle 1  
Common Assault 1  
Harassment 1

Concern was expressed that the recent spate of graffiti at the playing field was not recorded as a crime. PC Clabburn advised councillors to report it direct to the SNT at Woodbridge to ensure that this was recorded in future.

The Clerk was asked to review the statistics over the past 6 months to see if there is a particular trend developing.

Council was pleased to learn that PCSO Marie Smith was back at work on light duties following medical absence and asked PC Clabburn to pass on the good wishes of councillors to her.

**11.137.02 To Receive the County Councillors Report**

Paper MPC(11)P137.02 was received and noted.

Cllr Bond reported that Suffolk County Council Full Council were meeting on 14<sup>th</sup> July to consider the future of Libraries in the County and were considering a 35,000 signature petition in support of retaining the libraries.

**11.137.03 To Receive the District Councillors Report**

Paper MPC(11)P137.03 was received and noted.

(a) Melton Primary School

It was reported that a temporary head teacher had been appointed to Melton Primary School as the Head was off on medical leave. The school is in special measures with reducing numbers and the lack of a feeder nursery school contributing to the problem. Cllr Bond encouraged the community to support the school in any way it could.

(b) Grants

List of grants awarded by the District Council was included in the report and Cllr Bond advised that funds were available for local projects and that applications from local organisations were considered by a committee set up for that purpose.

(c) Girdlestones

Cllr Bond advised that it was not possible for planning officers to supervise daily adherence to conditions attached to planning consent and that there was no penalty for non compliance of conditions. The Clerk was requested to contact the planning officer to ask him to seek a formal undertaking from the site owner and developer that they will advise their contractors about the conditions attached to tree preservation orders applicable on the site

**11.137.04 To Discuss Village Matters Raised by Members of the Public or Councillors**

The following matters were raised:

(a) Weeds were damaging the pavement in Orchard Close – suggest refer the matter to Suffolk Coastal District Council

(b) Local Development Framework

Noted that Suffolk Coastal District Council Cabinet met on 8<sup>th</sup> July and that Suffolk Coastal District Council Full Council will meet on 27<sup>th</sup> July at Trinity Park to consider the Local Development Framework.

(c) Lack of enforcement of double yellow lines on the corner of Station Road and Yarmouth Road by people using the Fish & Chip Shop at key times between 5 p.m. & 7 p.m..

(d) Concern regarding the impact of Traffic Regulation Order on parking for the disabled outside St Andrew's Church

(e) The benefit of the extended footpath outside the former Horse & Groom Public House was being felt by pedestrians and drivers alike

(f) It was reported that the authorities are looking for a change to the system of barriers at Melton Rail Station Crossing and this was welcomed, although concern was expressed that Dr Therese Coffey MP had not communicated with the Parish Council about her campaign for Melton.

*It was RESOLVED to reinstate standing orders*

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

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

**11.139 TO RECEIVE REPRESENTATIONS FROM COUNCILLORS WHO HAVE DECLARED A PREJUDICIAL INTEREST AT ITEM 11.138**

There were no representations from councillors as none had declared a prejudicial interest at item 11.138.

**11.140 TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE PUBLIC IN RESPECT OF ITEMS ON THE AGENDA ONLY**

**11.140.01 Item 11.144 Proposal from the Communications Working Groups on the future of the Collaboration between the Council and St Andrew's PCC**

Mr PJ Brockett [resident] expressed his concern that he had still not received the July edition of the Melton Messenger and that any proposals should ensure prompt and adhered to delivery schedules. The Melton Messenger is the only local newsletter that regularly fails to meet delivery times.

**11.141 STANDING ORDER 8 - WRITTEN QUESTIONS FROM COUNCILLORS**

To note that there have been no written questions received.

**11.142 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 9<sup>TH</sup> JUNE 2011**

**11.142.01 Item #11.121.02 Traffic Regulation Order**

Should read 'at a future meeting' not 'the next meeting'

With this one amendment it was **RESOLVED** that Minutes MPC(11)M06 previously circulated be received, noted and signed as a correct record by the Chairman.

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

**11.143 TO RECEIVE REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**

**11.143.01 Planning and Transport Committee 27<sup>th</sup> June 2011**

Minutes PLA(11)M06 tabled were received and noted.

The Chairman of Planning and Transport Committee confirmed that that minute 11.75 should be to *respond positively* to the request.

The Clerk was requested to contact Cllr Bond and seek a written update on the following:

- (a) St Audry's House Nuisance
- (b) St Audry's Church
- (c) St Audry's Churchyard
- (d) St Audry's Bowls Club

**11.143.02 Recreation Committee 27<sup>th</sup> June 2011**

Minutes REC(11)M08 would be circulated as soon as they were available.

The following items were reported by the Vice Chairman:

- (a) The Community Fun Day planned for 30<sup>th</sup> July had been cancelled.
- (b) The Circus Tyanna Wild West Show would be visiting Melton 17- 24 July
- (c) Montessori Nursery Sports Day – complaint from one resident about the large advertising notices and inconsiderate parking.
- (d) The damaged manhole cover outside the pavilion was now a danger and SCL Ltd been instructed to repair it as soon as possible
- (e) Woodbridge Town Youths Football Club Hire Agreement – concerns expressed by the football club about the increased costs and their inability to meet the new charges. An extraordinary meeting of the Recreation Committee scheduled for Monday 25<sup>th</sup> July 2011 at 1800 in the Parish Council Office to discuss the matter

**11.144 TO CONSIDER PROPOSALS FROM THE COMMUNICATIONS WORKING GROUP ON THE FUTURE OF THE COLLABORATION BETWEEN THE COUNCIL AND ST ANDREW'S PAROCHIAL CHURCH COUNCIL**

Paper MPC(11)P144 previously circulated was received and noted.

The meeting had been positive and a joint approach had been agreed with a follow up meeting to take place in the autumn; a schedule for the October production had been

agreed with a deadline of 9 a.m. 9<sup>th</sup> September; Councillors were encouraged and invited to write non-news articles for the newsletter.

**It was resolved** that this joint approach continues and progress reported to council at a future meeting.

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

**11.145 TO CONSIDER PROPOSALS FROM THE PLANNING AND TRANSPORT COMMITTEE ON TRAFFIC ISSUES IN THE VILLAGE**  
Deferred to a future meeting.

**11.146 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

**11.146.01 Burness Parish Room Management Committee**

No report.

The Clerk to follow up with the Burness the lack of contact with the MPC Representative.

**11.146.02 Deben Estuary Partnership**

No report.

**11.146.03 Melton Trust**

No report.

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

The next meeting of the SNT Community Panel is in August

It was agreed that the following items be put to that meeting:

(a) Parking enforcement

(b) Graffiti especially on the playing field play equipment

**11.146.05 Suffolk Association of Local Councils**

The SALC representative reported that at the Area Committee on 13<sup>th</sup> June issues with Flagship Heritage Housing and their lack of treatment of tenants and properties left empty for over 12 months was highlighted. A senior representative of Flagship Heritage Housing and the Suffolk Coastal District Council Housing Officer has been requested to attend the next area meeting to discuss these issues.

**11.147 TO RECEIVE REPORTS FROM WORKING GROUPS**

**11.147.01 Affordable Housing Working Group**

See item 11.153

**11.147.02 Communications Working Group**

Nothing further to report – see 11.144

**11.147.03 Pavilion Working Group**

It was reported that tenders have been issued for the refurbishment of the toilets in the pavilion and these are due for return on 1<sup>st</sup> August 2011. It was confirmed that an application for funding of these works will be made to the Suffolk Coastal District Council Play Space and Sports Fund.

**11.147.04 Suffolk County Council New Strategic Direction Working Group**

Nothing to report but matters are developing following changes in management at Suffolk County Council.

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

There were no matters arising.

**11.149 TO ADOPT RESOLUTIONS OR RECOMMENDATIONS IN THE ORDER THAT THEY HAVE BEEN RECEIVED UNDER STANDING ORDER 4**

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

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

Paper MPC(11)P150 previously circulated was received and noted.

- 11.151 TO RECEIVE THE MONTHLY FINANCE REPORT**  
 Paper MPC(11)P151 previously circulated was received and noted.  
 The Chairman of the Finance, Employment and Risk Management Committee commented that any underspend simply reflected lack of receipt of invoices but general picture is that we are currently within budget.  
 The Manhole repairs will be shown in future reports as unbudgeted expenditure circa £400. The income from Circus Tyanna after refund of deposits will be £200.  
 The budgeted income from Woodbridge Town Youths Football Club for the hire of the pitches is £120 per month not the increased £145 per month.
- 11.152 TO REVIEW AND MAKE ARRANGEMENTS TO REAFFIRM ELIGIBILITY TO EXERCISE THE POWER OF WELL-BEING UNDER STANDING ORDER 25**
- 11.152.01 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
  - (b) A minimum of 2/3<sup>rd</sup> [9 councillors] of vacancies on the council filled at the last ordinary elections
  - (c) 80% [11 councillors] of councillors trained in the use of the well-being power
  - (d) Published a statement of intent as to community engagement
- To note that once determined eligibility remains in place until the day before the annual meeting after the next ordinary elections.  
**It was resolved** that Melton Parish Council meets the eligibility criteria and has therefore determined its eligibility.  
**Proposed by:** Cllr Abbott **Seconded by:** Cllr Martin
- 11.153 TO CONSIDER INCLUDING UNITS FOR SALE OR JOINT OWNERSHIP IN AFFORDABLE HOUSING SCHEME**  
 Following a meeting with representatives from Suffolk Acre on 23<sup>rd</sup> June, it has become apparent that any development of affordable housing is now likely to involve some units for sale in addition to the rental units. This changes both the character and size of any proposed development and would require a decision from the full council to proceed.  
 It is proposed therefore that council considers a proposal for the Parish to continue to progress the Affordable Housing initiative but to increase the size of the development from the 14 units recommended in the results of the Housing Needs Survey to 21, which will include 7 units for sale or joint ownership.  
 Paper MPC(11)P153 previously circulated was received and noted.  
 The next steps in the process would be to find suitable sites and a housing enabler partner.  
**It was RESOLVED** that Melton Parish Council commits to progressing this project on the understanding that no further cost will be incurred by the Parish Council and that the Affordable Housing Working Group is requested to provide assistance in identifying possible locations for a development of 14 units of affordable housing for rent together with 7 units for sale on the open market.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Martin
- 11.154 TO RECEIVE NOMINATION FOR THE PAVILION WORKING GROUP**  
 The existing Pavilion Working Group is currently engaged in overseeing the minor refurbishment to the cloakroom facilities in the pavilion.  
 A replacement working group is required to investigate, fund and project manage the long term major refurbishment of the pavilion.  
 Nominations:  
 Cllr Needham

Cllr Corston  
Cllr Kennedy

It was noted that being a working group it is possible to co-opt non-councillors as appropriate.

**It was RESOLVED** that the above form the new Pavilion Working Group.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin

**11.155 CHAIRMAN'S URGENT BUSINESS**

The Chairman and Chairman of Planning and Transport Committee had attended the AGM of Suffolk ACRE.

**11.156 TO AGREE WHICH ITEMS SHOULD BE INCLUDED IN THE MELTON MESSENGER REPORT**

- Affordable Housing
- Pavilion – invitation to individuals or organisations to join working group to look to the future development/replacement of the pavilion
- New PC replacing Karle Howard
- Graffiti
- Warnings to lock sheds/garages/cars to prevent burglaries
- Girdlestons

**11.157 DATE OF NEXT MEETING**

Parish Council Meeting Thursday 11<sup>h</sup> August 2011 in the Lindos Centre commencing at 1900

There being no further business the meeting closed at 2110

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

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