



# MELTON PARISH COUNCIL



**Minutes** of the Statutory Annual Meeting of Melton Parish Council on Thursday 10<sup>th</sup> May 2012 commencing at 1900 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

**Present:**

Cllr Mrs BK Abbott  
Cllr Mr JE Bale  
Cllr Miss EA Barrington  
Cllr Mr GK Butterwick  
Cllr Mrs JEJ Eckersley  
Cllr Mrs EJJ Hilson  
Cllr Mr MJ Kennedy

Cllr Mrs KS Martin  
Cllr Mr HM Needham  
Cllr Mr AH Porter  
Cllr CW Taylor  
Cllr Mr A Thompson  
Cllr Mr ML Webb

**Absent:**

Cllr Mr AG Corston  
Cllr Mr MW Sherwen

**In Attendance:**

Mr R Noble	Resident [Until 1930]
Cllr Mr MN Bond	District/County Councillor [Until 2000]
Mr MJ Green	Clerk to Melton Parish Council

**12.75 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 Butterwick.

**12.76 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.

**12.77 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 Hilson.

**12.78 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.

**12.79 TO FILL THE VACANCIES CREATED BY THE MELTON PARISH COUNCIL [COUNCILLORS] ORDER 2012 BY CO-OPTION**

(a) Miss Elizabeth A Barrington – The Retreat Saddlemakers Lane Melton IP12 1LZ Elector No: 2357

(b) Mr Jeremy E Bale – 1 Bentham Lane Melton IP12 1FH Elector No: 16

**It was RESOLVED** to co-opt the above named as councillors on Melton Parish Council

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

**12.80 TO RECEIVE THE NEW MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Clerk duly received Cllrs Bale and Barrington's declaration of acceptance of office.

- 12.81 TO DETERMINE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED**  
As both were present this was not required.
- 12.82 TO RECEIVE NEW MEMBERS REGISTER OF INTEREST FORMS**  
The Clerk duly received Cllrs Bale and Barrington's Register of Members' Interest forms that will be forwarded to the Monitoring Officer at SCDC.
- 12.83 TO RECEIVE APOLOGIES FOR AND CONSENT TO ANY ABSENCE**
- 12.83.01 Cllr Mr AG Corston – working**  
Council considered this apology and **it was RESOLVED** to receive the apology and consent to the absence.  
*Proposed by:* Cllr Abbott **Seconded by:** Cllr Martin
- 12.83.02 Cllr Mr MW Sherwen - working**  
Council considered this apology and **it was RESOLVED** to receive the apology and consent to the absence.  
*Proposed by:* Cllr Abbott **Seconded by:** Cllr Martin
- 12.83.03 Cllr Mr J Bidwell – Prior engagement**  
Council received and noted this apology.
- 12.84 TO RECEIVE COUNCILLORS DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER**
- 12.84.01 Cllr Mr HM Needham – Amendment to Register of Interests due to change of address.**  
The Clerk duly received the amendment to the Register of Interest that will be forwarded to the Monitoring Officer at SCDC.
- 12.85 PUBLIC PARTICIPATION SESSION**
- 12.85.01 To receive representations from Councillors who have declared a prejudicial interest**  
There were no representations from councillors as none had declared a prejudicial interest
- 12.85.02 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 in respect of items on the agenda.

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

- 12.86 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**
- 12.87 TO RECEIVE THE SAFER NEIGHBOURHOOD TEAM REPORT**  
Paper MPC(11)P87 previously circulated was received and noted.
- 12.88 TO RECEIVE THE COUNTY COUNCILLORS REPORT**  
Paper MPC(11)P88 previously circulated was received and noted.  
Cllr Bond also reported on the following:
- 12.88.01 Melton Primary School**
- 12.88.02 Campsea Ashe Station House**
- 12.88.03 Sale of Vehicles on Verges Adjacent to Highways**
- 12.88.04 Turnpike Lane Flooding**
- 12.88.05 Godfrey's Wood Unadopted Road**
- 12.88.06 Welfare Needs of Residents**
- 12.88.07 'A' Boards in Woodbridge**
- 12.88.08 Planning Application Archway House Pytches Road Melton**

**12.88.09 Footpath in Station Road Melton**

As a result of the report the Clerk will contact the Rector with regard to the provision of an alternative gateway into the churchyard

**12.89 TO RECEIVE THE DISTRICT COUNCILLORS REPORT**

See County Councillors Report.

**12.90 TO DISCUSS VILLAGE MATTERS RAISED BY MEMBERS OF THE PUBLIC OR COUNCILLORS**

**12.90.01 BMX Trail**

Richard Noble – a local resident and teacher at Farlingaye High School – advised council of the following:

- (i) The concerns of the local residents opposing the BMX Trail were understood
- (ii) A number of his students had offered their time in helping to ensure that the trail was running properly reporting any concerns directly to RN
- (iii) There was a online petition in support of the proposed BMX Trail that had been set up by parents at <http://www.change.org/petitions/melton-parish-council-in-support-of-the-construction-of-the-bmx-track-proposed-for-melton>
- (iv) A letter was presented to council from the pupils at Melton Primary School seeking council to allow the BMX Trail to be opened
- (v) The Rector had offered his support for the proposal

The Chairman thanked Mr Noble for his input and support advising him that following the Jubilee Celebrations and Olympic Torch Relay events the steering group that had been set up to look into the BMX Trail would meet to consider how the project might be moved forward. Mr Noble, the Rector and other interested people would be invited and encouraged to join the steering group at that time and the Clerk would contact them when the first meeting had been arranged.

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

**12.91 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 12<sup>TH</sup> APRIL 2012**

**It was RESOLVED** that Minutes MPC(12)M06 previously circulated be received, noted and signed as a correct record by the Chairman.

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

It was noted that as Cllr Bales was not a councillor at the time of the last meeting it was not necessary to record his absence.

**12.92 TO REVIEW TERMS OF REFERENCE AND MEMBERSHIP OF PARISH COUNCIL WORKING GROUPS**

**It was Resolved** that the work of each of the working groups is incorporated within the terms of reference of the various committees as follows:

Affordable Housing – Planning and Transport Committee  
Communications – Finance, Employment and Risk Management Committee  
Friends of Melton Wood - Recreation Committee  
Neighbourhood Plan - Planning and Transport Committee  
Pavilion - Recreation Committee  
Transformation - Finance, Employment and Risk Management Committee  
Special Events - Recreation Committee  
Traffic and Transport - Planning and Transport Committee  
Woodland Management - Recreation Committee  
Young People - Recreation Committee

The modus operandi for these pieces of work will be determined by the individual committees who will also receive the reporting back. The individual committee minutes will be the vehicle by which council is kept up to date with progress and developments. Major resolutions relating to the work of each working group will be presented by the appropriate committee for a decision by Full Council as necessary.

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

## 12.93 TO REVIEW AND CONFIRM TERMS OF REFERENCE FOR COMMITTEES

### 12.93.01 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
  - (vii) To consider all aspects of a Neighbourhood Plan
  - (viii) To consider all aspects of Affordable Housing
  - (ix) To consider all aspects of Traffic & Transport
- (b) Composition  
Seven members [Increased from five members due to the increasing workload on the Planning and Transport Committee]
- (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 Abbott.

### 12.93.02 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
  - (xviii) To consider all aspects of divestment/transformation
  - (xix) To consider all aspects of council communications
- (b) Composition  
Five Members
- (c) Meeting frequency  
6 times a year [an increase from 5]

**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.

### 12.93.03 Recreation Committee

- (a) Purpose
- (i) To manage and promote the playing fields
  - (ii) To manage and promote Melton Wood including The Friends of Melton Wood
  - (iii) To manage and promote the management of the woodland
  - (iv) To manage and promote the footpaths and rights of way
  - (v) To manage and promote the pavilion
  - (vi) To manage and promote the play equipment on the playing field
  - (vii) To manage and promote the tennis courts
  - (viii) To consider and manage the ongoing development of the pavilion on Melton Recreation Ground
  - (ix) To consider and manage the provision of litter/dog waste/grit bins in the village
  - (x) To organise special events on the Recreation Ground
  - (xi) To consider facilities for young people
- (b) Composition  
Five members
- (c) Meeting frequency  
6 times a year [an increase from 4]  
**It was RESOLVED** to confirm the above Terms of Reference for the Recreation Committee  
**Proposed by:** Cllr Eckersley                      **Seconded by:** Cllr Abbott.

### 12.94 TO RECEIVE NOMINATIONS TO EXISTING COMMITTEES

#### 12.94.01 Planning and Transport Committee [7 members]

- (a) Members  
Nominees:
- |                         |                     |
|-------------------------|---------------------|
| Cllr Mr JE Bale         | Cllr Mrs EJM Hilson |
| Cllr Miss EA Barrington | Cllr Mr MW Sherwen  |
| Cllr Mr GK Butterwick   | Cllr Mr ML Webb     |
| Cllr Mr AG Corston      |                     |
- It was RESOLVED** that the above named councillors form the membership of the Planning and Transport Committee  
**Proposed by:** Cllr Abbott                      **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.

#### 12.94.02 Finance, Employment and Risk Management Committee [5 members]

- (a) Members  
Nominees:
- |                       |                    |
|-----------------------|--------------------|
| Cllr Mrs BK Abbott    | Cllr Mr A Thompson |
| Cllr Mr GK Butterwick | Cllr Mr CW Taylor  |
| Cllr Mr HM Needham    |                    |
- 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 Martin.
- (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 Eckersley                      **Seconded by:** Cllr Martin.

- 12.94.03 Disciplinary Panel [3 Members of Finance, Employment and Risk Management Committee]**
- (a) Members  
 Cllr Mrs BK Abbott Cllr Mr A Thompson  
 Cllr Mr HM Needham  
**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.
- 12.94.04 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 CW Taylor  
 Cllr Mrs EJJ Hilson  
**It was RESOLVED** that the above named councillors form the membership of the Appeals Panel.  
**Proposed by:** Cllr Eckersley **Seconded by:** Cllr Porter.
- (b) Chairman  
 Nominees: Cllr Miss KS Martin  
**It was RESOLVED** that Cllr Martin be elected chairman of the Appeals Panel.  
**Proposed by:** Cllr Eckersley **Seconded by:** Cllr Porter.
- 12.94.05 Recreation Committee [5 members]**
- (a) Members  
 Nominees:  
 Cllr Mrs JEJ Eckersley Cllr Mr AH Porter  
 Cllr Mr MJ Kennedy Cllr Mr CW Taylor  
 Cllr Miss KS Martin  
**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 Needham **Seconded by:** Cllr Thompson.
- 12.95 REVIEW AND ADOPT REGULATIONS/PROTOCOLS**  
 Copies of all regulations and protocols previously circulated in the Councillor Regulations, Policies and Protocols Folder.
- 12.95.01 Code of Conduct for Handling Complaints**
- 12.95.02 Financial Regulations**
- 12.95.03 Freedom of Information Act – Information available from Melton Parish Council**
- 12.95.04 Freedom of Information Act – Model Publication Scheme**
- 12.95.05 Local Government Act – Code of Conduct**
- 12.95.06 Local Government Act – Member and Officer Protocol**
- 12.95.07 Data Protection Policy**
- 12.95.08 Protocols for Public Participation in Meetings**
- 12.95.09 Emergency Plan**

- 12.95.10 Statement of Intent as to Community Involvement**
- 12.95.11 Grievance and Discipline – Dispute Resolution**
- 12.95.12 Standing Orders**  
**It was RESOLVED** to adopt the above Regulations and Protocols.  
*Proposed by:* Cllr Abbott *Seconded by:* Cllr Martin.
- 12.96 TO REVIEW AND APPOINT REPRESENTATIVES ON OR TO WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**
- 12.96.01 Burness Parish Room Trustee**  
 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 Abbott *Seconded by:* Cllr Martin.  
 The Parish Council provides a trustee due to the historical links between the two bodies. The Clerk to contact the Chairman of the Burness Parish Rooms to clarify the exact requirement for a councillor to be involved.
- 12.96.02 Deben Estuary Partnership**  
 Nominee: Cllr Mr MW Sherwen  
**It was RESOLVED** that Cllr Sherwen represents the parish council on the Deben Estuary Partnership.  
*Proposed by:* Cllr Abbott *Seconded by:* Cllr Martin.
- 12.96.03 Melton Trust**  
 It was noted that Mrs Mary Addington and Cllr Mr A Thompson are the representatives of Melton Parish Council until the end of the current electoral term
- 12.96.04 Parish Links**  
**It was RESOLVED** that councillors be invited to attend specific meeting based on their individual interests.  
*Proposed by:* Cllr Abbott *Seconded by:* Cllr Martin.
- 12.96.05 Safer Neighbourhood Team**  
 Nominee: Cllr Miss KS Martin  
**It was RESOLVED** that Cllr Martin represents the parish council at the Safer Neighbourhood Team Meetings with Cllr Taylor as her deputy.  
*Proposed by:* Cllr Hilson *Seconded by:* Cllr Thompson.
- 12.96.06 Suffolk Association of Local Councils**  
**It was RESOLVED** that councillors be invited to attend one of the four SALC Area Meetings each year to represent parish council based on their availability and specific interests.  
*Proposed by:* Cllr Abbott *Seconded by:* Cllr Martin.
- 12.97 THE REPEAL OF THE POWER OF WELL-BEING [ENGLAND ONLY]**  
 It was noted that the Localism Act received royal assent on 15<sup>th</sup> November 2011 that introduced the general power of competence for local authorities.  
 The Localism Act 2011 [Commencement No 5 and Transitional Savings and Transitory Provisions] order made under s240 (2) and (7) of the 2011 Act came into force on 4<sup>th</sup> April. Article 2 of the Transitional Provisions order confirms that from 4<sup>th</sup> April 2012 and by virtue of Schedule 1 to the 2011 Act, the power of well being is no longer available to local authorities including eligible parish councils in England.  
 The new power will allow a council to do anything that any person can generally do. However in order to be able to exercise it the council must meet certain conditions:  
 > 2/3 elected councillors either at the last ordinary election or by-election  
 > Qualified Clerk  
 The clerk must complete the new module 7 of the CiLCA power, replacing Power of Well Being.  
 It was also noted that Melton Parish Council meets the first criteria and both the Clerk and Assistant Clerk are attending a training course of 11<sup>th</sup> May to work towards obtaining the new qualification. When this condition is met then Melton Parish Council can adopt the General Power of Competence.

- 12.98 **TO REVIEW INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**
- 12.98.01 **Asset Register**
- 12.98.02 **Burkes Wood conveyance dated 31/07/1954**
- 12.98.03 **Deed of Gift of land in The Street Melton for the erection of a bus shelter dated 01/12/1962**
- 12.98.04 **Freehold Land situate in the Parish of Melton dated 16/12/1952**
- 12.98.05 **Lease for Parish Council Office at the Lindos Centre**
- 12.98.06 **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**
- 12.98.07 **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**
- 12.98.08 **Licence from SCDC relating to land in The Street Melton for the locating of the village sign and seat dated 25/03/1998**
- 12.98.09 **Melton Playing Field Conveyance dated 13/01/1950**  
It was noted that copies of all the documents were available at the meeting.
- 12.99 **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.  
It was noted that this was reviewed during 2011 and insurance arranged through Came & Company Parish Council Insurance with Aviva for 3 years commencing June 2011.
- 12.100 **TO ADOPT THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2012**
- 12.100.01 **Annual Return**  
Paper MPC(12)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.
- 12.100.02 **Annual Governance Statement**  
Paper MPC(12)P100.02 previously circulated was received and noted.  
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.
- 12.100.03 **Bank Reconciliation**  
Paper MPC(12)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.
- 12.100.04 **Management Accounts**  
Paper MPC(12)P100.04 previously circulated was received and noted.
- 12.100.05 **Asset Register**  
Paper MPC(12)P100.05 previously circulated was received and noted.
- 12.100.06 **Variations Report**  
Paper MPC(12)P100.06 previously circulated was received and noted.
- 12.100.07 **Internal Audit Report**
- (a) Annual Internal Audit Report  
Paper MPC(12)P100.07(a) previously circulated was received and noted.



- (b) Heelis & Lodge Internal Audit Report  
Paper MPC(12)P100.07(b) previously circulated was received and noted.
- 12.101 TO CONFIRM SIGNATORIES TO MELTON PARISH COUNCIL BANK ACCOUNTS**  
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 Eckersley **Seconded by:** Cllr Porter.
- 12.102 TO REVIEW THE COUNCIL'S AND OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES**
- 12.102.01 Save Our Rural Roads SORR [£25]**
- 12.102.02 Society of Local Council Clerks [£212]**
- 12.102.03 Suffolk ACRE [£25]**
- 12.102.04 Suffolk Association of Local Councils [£820]**
- 12.102.05 Suffolk Preservation Society [£25]**
- It was **RESOLVED** to pay the subscriptions detailed above.  
**Proposed by:** Cllr Needham **Seconded by:** Cllr Martin.
- 12.103 TO REVIEW COUNCIL'S COMPLAINTS PROCEDURE**  
Copy of the Code of Practice for Handling Complaints previously circulated in the Councillor Regulations, Policies and Protocols Folder.  
It was **RESOLVED** to adopt the Council's Complaint's Procedure as previously circulated.  
**Proposed by:** Cllr Abbott **Seconded by:** Cllr Martin.
- 12.104 PARISH COUNCIL NOTICE BOARDS**  
To confirm list of councillor volunteers for posting notices in the parish council notice boards at:
- The Playing Field on Melton Road near to Jenners Close [Cllr Martin]
  - Burness Parish Room in The Street [Cllr Porter]
  - Bus Shelter in Bredfield Road [Cllr Hilson]
  - Woodbridge Primary School Wilkinson Way [Cllr Eckersley]
  - St Audry's Park Road [Cllr Kennedy]
- 12.105 TO NOTE THE DATES AND VENUES OF THE COUNCIL MEETING DATES FOR 2012/2013 AS AGREED AT FULL COUNCIL IN DECEMBER 2011**  
Copy of the dates previously circulated was received and noted.  
It was further noted that due to the increase in the number of meetings for the Finance, Employment and Risk Management Committee and the Recreation Committee additional dates will be agreed at the next meetings of those committee and details updated.
- 12.106 TO APPROVE EXPENDITURE FROM RESERVES OF UP TO £1,500 FOR THE 2012 CELEBRATIONS FOR THE QUEENS JUBILEE AND OLYMPIC TORCH RELAY IN ADDITION TO THE BUDGETED AMOUNT OF £655**  
The current level of expenditure on First Aid Cover and hire of portaloos already exceeds the budget. Quotation for further expenditure on the insurance for the hire of the portaloos is awaited.  
It was **RESOLVED** to approve expenditure from reserves of up to £1,500 for the 2012 celebrations for the Queens Jubilee and Olympic Torch Relay in addition to the budgeted amount of £655 with the Chairman and Vice Chairman approving the expenditure.  
**Proposed by:** Cllr Corston **Seconded by:** Cllr Barrington.
- 12.107 STANDING ORDER 8 - WRITTEN QUESTIONS FROM COUNCILLORS**  
It was noted that there had been no written questions received.
- 12.108 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES**
- 12.108.01 Finance, Employment and Risk Management Committee 16<sup>th</sup> April 2012**  
Minutes FRM(12)M02 previously circulated were received and noted.  
The Chairman of Finance, Employment and Risk Management Committee reported:

- (i) Revised Job descriptions had now agreed with the Clerk and Assistant Clerk
- (ii) Revised appraisal procedure had now been implemented
- (iii) Revised staffing hours in relation to the revised job descriptions would be considered at the next meeting of the committee in July with any change in budgets being brought to full council in due course
- (iv) The impact of any changes on the working practices of the staff will be considered at a future meeting of the Finance, Employment and Risk Management Committee
- (v) The lease for the parish council office for the period 1/4/2011 to 31/3/2014 has been formally agreed and will be signed by the clerk on behalf of the council on 17<sup>th</sup> May 2012

**12.108.02 Recreation Committee 23<sup>rd</sup> April 2012**

The minutes were not available but will be distributed as soon as they are available.

The Chairman of Recreation Committee reported the following:

- (i) Woodland management is progressing well with a number of local residents with expertise in these matters making a very positive contribution
- (ii) Completion of the painting of the outside of the pavilion has been delayed due to the adverse weather
- (iii) Volunteers required to assist with the planning and implementation of the painting of the interior of the pavilion

**12.108.03 Planning and Transport Committee 30<sup>th</sup> April 2012**

Minutes PLA(12)M04 previously circulated was received and noted.

The chairman of Planning and Transport Committee reported:

- (i) Committee had strongly objected to the proposed development at Archway House
- (ii) Consideration was being given to the divestment of footway lighting to the parish council
- (iii) Concerns over the planning services provided by SCDC were being considered
- (iv) Park Properties had requested a pre-application meeting with council regarding the development in Woods Lane

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

**12.109.01 Burness Parish Room Management Committee**

Nothing to report.

**12.109.02 Deben Estuary Partnership**

Nothing to report.

**12.109.03 Melton Trust**

Cllr Thompson reported:

- (i) Mary Addington had be re-elected as chair of the trust
- (ii) 2010 accounts had been filed with the 2011 accounts due to be filed shortly
- (iii) A grant had been made to Melton Primary School for equipment to support special educational needs

**12.109.04 Parish Links**

It was noted with regret that the Emergency Planning Workshop had been cancelled at short notice.

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

Cllr Martin reported that new priorities had been set including cycle safety awareness.

**12.109.06 Suffolk Association of Local Councils**

Cllr Butterwick reported that a new Local Information Sheet had been published and circulated with planning issues covered on every page.

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

**12.110.01 Affordable Housing Working Group**

Nothing to report.

**12.110.02 Communications Working Group**

Cllr Thompson reported that there was now a reluctant acceptance that the PCC will not be able to address the key concerns of Melton Parish Council in relation to the timeliness and regularity of the Melton Messenger which is the only publication that goes to every household in Melton. This will now enable Melton Parish Council to look at the wider

communications strategy including a possible change to the current use of the Melton Messenger.

**12.110.03 Pavilion Working Group**

Nothing to report.

**12.110.04 Suffolk County Council Transformation Working Group**

Paper MPC(12)P110.04 previously circulated was received and noted.

The list of open spaces had been circulated and Cllr Butterwick requested councillors to email him with any other pieces of open space not on the list.

**12.110.05 Special Events for 2012 Working Group**

The Chairman reported:

- (i) Monday 4<sup>th</sup> June – Fete on Melton Recreation Ground
- (ii) Cllr Barrington was preparing a list of items needing to be completed
- (iii) Volunteers required to help support the event and email offers of time to [2012@melton-suffolk-pc.gov.uk](mailto:2012@melton-suffolk-pc.gov.uk)
- (iv) Melton Primary School has prepared flyers for distribution advertising the event
- (v) Olympic Torch Relay – protocols causing difficulties in organising the event
- (vi) 5 Primary Schools are wanting to come to watch the relay
- (vii) Volunteers required between 4 p.m. and 6 p.m. on 5<sup>th</sup> July to help with the sports events taking place on the Recreation Ground

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

There were no matters arising.

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

Paper MPC(11)P112 previously circulated was received and noted.

**12.113 TO RECEIVE AND CONSIDER RESOLUTIONS OR RECOMMENDATIONS IN THE ORDER THAT THEY HAVE BEEN RECEIVED UNDER STANDING ORDER 4**

It was noted there had been no resolutions or recommendations received.

**12.114 TO RECEIVE THE MONTHLY FINANCE REPORT**

Paper MPC(12)P114 previously circulated was received and noted.

The Chairman of Finance, Employment and Risk Management Committee reported that this reflects one month so there is no clear picture emerging but any significant variances had been explained in the report.

**12.115 MELTON PARISH COUNCIL EMERGENCY MOBILE TELEPHONE ROTA - HANDOVER**

The monthly handover from Cllr Eckersley to Cllr Hilson was noted.

**12.116 TO CONSIDER ITEMS FOR THE MELTON MESSENGER**

The following items were considered worth of inclusion:

- Annual Parish Meeting
- Administration information from AGM
- 2 new councillors

**12.117 CHAIRMAN'S URGENT BUSINESS**

Council was advised that due to the process of clearing up after the Olympic Torch Relay on the morning of Friday 6<sup>th</sup> July it had not been possible to allow the Montessori School to have their sports day on the Recreation Ground as was the case in 2011.

**12.118 DATE OF NEXT MEETING**

Parish Council Meeting Thursday 14<sup>th</sup> June 2012 in the Lindos Centre Main Hall commencing at 1900

There being no further business the meeting closed at 2125

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

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