



MELTON PARISH COUNCIL



Minutes of an Ordinary Meeting of Melton Parish Council on Thursday 14th June 2012 commencing at 1900 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott [Chairman]
Cllr Mr JE Bale
Cllr Miss EA Barrington
Cllr Mr GK Butterwick
Cllr Mr AG Corston
Cllr Mrs JEJ Eckersley

Cllr Mrs EJJ Hilson
Cllr Miss KS Martin
Cllr Mr HM Needham
Cllr Mr AH Porter
Cllr Mr CW Taylor
Cllr Mr ML Webb

Absent:

Cllr Mr J Bidwell
Cllr Mr MN Bond
Cllr Mr MJ Kennedy

Cllr Mr MW Sherwen
Cllr Mr A Thompson

In Attendance:

Mr & Mrs Whittingham
Mr MJ Green

Residents [until 1910]
Clerk to Melton Parish Council

12.119 TO RECEIVE APOLOGIES FOR AND CONSIDER CONSENTING TO ANY ABSENCE

12.119.01 Cllr Mr MJ Kennedy – Holiday

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

12.119.02 Cllr Mr A Thompson – 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

12.119.03 Cllr Mr J Bidwell - other public function

12.119.04 Cllr Mr MN Bond - other public function

12.119.05 SNT Representatives – work commitments

Council received and noted these apologies.

12.120 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.

12.121 TO RECEIVE REPRESENTATIONS FROM COUNCILLORS WHO HAVE DECLARED A PREJUDICIAL INTEREST

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

12.122 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.

12.123 STANDING ORDER 8 - WRITTEN QUESTIONS FROM COUNCILLORS

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

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

12.124 PUBLIC PARTICIPATION SESSION

12.124.01 To receive the Safer Neighbourhood Team Report

Paper MPC(12)P124.01 was received and noted.

12.124.02 To Receive the County Councillors Report

Paper MPC(12)P124.02 was received and noted.

12.124.03 To Receive the District Councillors Report

There was no report.

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

(a) **BMX Trail**

Mr & Mrs Whittingham explained the reason for their attendance was to be able to provide an alternative view should there have been supporters of the BMX Trail present.

(b) **Extra-ordinary Parish Meeting**

The Chairman of Planning and Transport Committee reported that an extra ordinary parish meeting had been called by the Chairman and Vice Chairman of Planning and Transport Committee to seek the views of residents to the proposed development of the land in Woods Lane by Park Properties.

Under the new localism act developers were to engage with residents at the pre-application stage. Park Properties had attended the meeting of the Planning and Transport Committee on 25th May 2012 to share their vision for the site. Committee resolved to call the extra ordinary meeting as part of their commitment to this pre-application process. The Chairman stressed that this was a one item agenda for residents only and that no other council business will be considered or discussed at the extra ordinary meeting.

(c) **Jubilee Fete**

The Chairman reported to council that the Melton Jubilee Fete took place on Monday 4th June as part of the celebrations locally and the sun shone for us after some very rainy days. The field looked very festive with all the stalls and bunting and it was wonderful to see everyone enjoying themselves with picnics and music courtesy of Melton Folk.

Thanks go to the parish council, especially Councillor Barrington for her project managing skills and Councillor Corston for the publicity. Councillor Martin worked hard behind the scenes during and after the fete.

Thanks also to Melton Primary School, Pitstop and under 5's, Colin Birkbeck from the Burness Parish Rooms for help with the car park and providing tables for the stalls, Hazel Glasstock, Melton Book Group for their fund raising, especially Diane Comish and Janet Phipps and last but by no means least Pam Ferguson for booking the dream team of belly dancers who put on a colourful show to entertain us on the day.

The Chairman also reported with much pleasure that Therese Coffey MP had attended the Melton Jubilee Fete

(d) **Olympic Torch Relay**

The Chairman of the Steering Group reported that plans were well advanced for the torch relay but that there was much work still to be done especially on the day of the relay. The village event will take place on the playing field when the torch has passed and will last for two hours. The final meeting of the steering group will be on 27th June when jobs for the day will be allocated. All councillors, with the exception of Cllrs Hilson and Webb who had work commitments, offered their help on the day It was anticipated that there would be difficulties for vehicles in the area before, during and after the torch relay due to parking restrictions.

- (e) Council/Committee Meeting Days
Comments were received regarding the day of the week on which meetings were held. Councillors who have alternative suggestions for days of the week on which to meet were requested to forward their thought to the Clerk for consideration at a future meeting.
- (f) Parking on Melton Road during Car Boot Sales
Some adverse comments had been made by residents regarding the inconsiderate parking on Melton Road during Car Boot Sales preventing resident's access to their driveways. The Clerk to raise the matter with the organisers to see what can be done to alleviate residents concerns.

It was RESOLVED to reinstate standing orders.

12.125 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 10TH MAY 2012.
It was RESOLVED that Minutes MPC(12)M05 previously circulated be received, noted and signed as a correct record by the Chairman
Proposed by: Cllr Abbott **Seconded by:** Cllr Martin.

12.126 TO RECEIVE REPORTS AND MINUTES OF COMMITTEES AND OUTSIDE BODIES

12.126.01 Committees

- (a) Planning and Transport Committee 28th May 2012
Minutes PLA(12)M05 previously circulated were received and noted.
The following additional comments were made:
 - (i) Neighbourhood Plan
This would become a priority for council as it offers statutory input by the parish council to planning applications.
 - (ii) Pre-submission Core Strategy
Council was advised that Planning and Transport Committee had taken up the issue of the refusal by SCD to consider the comments of MPC due to the lateness of the response [12 minutes over time]. The Chairman advised that he had now received an invitation from the inspectorate to meet to discuss the issue.

12.126.02 Outside Bodies

- (a) Burness Parish Room Management Committee
Paper MPC(12)P126.02(a) previously circulated was received and noted.
- (b) Deben Estuary Partnership
There was no report.
- (c) Melton Trust
There was no report.
- (d) ParishLinks
It was noted that the scheduled meeting had been cancelled.
- (e) Safer Neighbourhood Team (SNT) Tasking Group
Copy of confidential report MPC(12)P126.02(e)_Confidential previously circulated to Councillors only was received and noted.
- (f) Suffolk Association of Local Councils
Paper MPC(12)P129.06(f) previously circulated was received and noted.
The Chairman of Planning and Transport Committee confirmed that he would attend the Area Meeting on 18th June 2012

12.127 TO CONSIDER ANY MATTERS ARISING FROM CORRESPONDENCE CONTAINED IN THE WEEKLY REPORTS CIRCULATED TO COUNCILLORS
There were no matters arising.

12.128 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.

- 12.129 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA**
Paper MPC(12)P129 previously circulated was received and noted.
- 12.130 TO RECEIVE THE MONTHLY FINANCE REPORT**
Paper MPC(12)P130 previously circulated was received and noted.
Finance, Employment and Risk Management Committee would consider the implications of the funding of the Jubilee Fete at its next meeting and report to council on the outcome.
- 12.131 PROCESS FOR SETTING UP THE WORKING GROUPS**
The suggested process for setting up working groups adopted by the Planning and Transport Committee was considered and agreed as follows:
- 12.131.01 Membership.**
- (a) 3 was the minimum number for an effective Working Group
 - (b) It is not necessary for the Committee Chairman to be a member of 'their' Working Groups
 - (c) At the next Full Council committee chairman are to report on the number of vacancies that exist for each Working Group and seek nominations from other councillors and where appropriate non-councillors
- 12.131.02 Terms of Reference.**
- (a) It was agreed to keep these very simple, e.g. 'To consider all matters relating to the provision of affordable housing in Melton and to submit reports to Planning and Transport Committee
- 12.131.03 Modus Operandi.**
- (a) Working Groups are not empowered to make decisions affecting the spending of money, or on matters of policy. These remain the preserve of the 'parent committee' and/or Full Council
 - (b) Generally Working Groups should conduct their business by eMail rather than physical meetings however, this may not always be appropriate when collaborating with others
 - (c) The Chairman of the 'parent committee' should be copied in to all relevant eMail's, acknowledging that it may only become apparent later on in some discussions that the matter has become 'relevant';
 - (d) A 'convener' for each Working Group will emerge early in the process however for potentially contentious issues such as the BMX Trail an independent convenor may be appropriate
 - (e) Working Group 'convenors' should ensure that regular reports are presented to the 'parent' Working Group; there should be standing items on Committee agendas for 'reports from Working Groups' to act as a prompt to all concerned;
 - (f) Reports which require a decision by the 'parent committee' should be in writing.
- 12.132 CHAIRMAN'S URGENT BUSINESS**
- 12.132.01 Jubilee Service at St Andrew's Church**
The Chairman reported that she had represented Melton Parish Council at the church service on 3rd June.
- 12.132.02 Agenda Items for Future Meetings**
The Chairman advised that in future each council agenda would have an item to enable councillors to suggest items for consideration at the following meeting.
- 12.133 ITEMS FOR MELTON MESSENGER**
As the July edition has already gone to the printers to meet the Torch Relay deadlines no items are required. There will be no issue in August so there will be a substantive report from Melton Parish Council in the September issue.

