



# MELTON PARISH COUNCIL



**Minutes** of an Ordinary Meeting of Melton Parish Council on Thursday 12<sup>th</sup> July 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 AG Corston  
Cllr Mrs JEJ Eckersley  
Cllr Mrs EJG Hilson  
Cllr Mr MJ Kennedy

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

**Absent:**

Cllr Mr J Bidwell  
Cllr Mr GK Butterwick  
Cllr Mr MW Sherwen

**In Attendance:**

Cllr Mr MN Bond  
Mr MJ Green

District and County Councillor [until 1950]  
Clerk to Melton Parish Council

The Chairman opened the meeting by offering her warm and heartfelt thanks to the organising team of the all those who had contributed in any way to the Olympic Torch Relay and Village Event. It had been a huge success which was due to the commitment and effort of all those involved.

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

**12.136.01 Cllr Mr GK Butterwick – 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

**12.136.02 Cllr Mr MW Sherwen – Sons Graduation**

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

**12.136.03 Cllr Mr J Bidwell - other public function**

**12.136.04 SNT Representatives – recovering from injury received whilst performing her public duties.**

Council received and noted these apologies.

**12.137 THE NEW CODE OF CONDUCT**

**12.137.01 To Consider the Adoption of the New Code of Conduct With Effect From 1<sup>ST</sup> July 2012**

The Suffolk Code paper MPC(12)P137.01 previously circulated was received and noted. **It was unanimously RESOLVED** to adopt the Suffolk Code of Conduct.

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

**12.137.02 To Receive Members Register of Interest under the New Code**

The Suffolk Register of Interest Form previously circulated as paper MPC(12)P137.02 was received and noted.

The Clerk, as Proper Officer of the Council, received the following Members Register of Interest forms:

Cllr Miss EA Barrington	Cllr Mr HM Needham
Cllr Mr AG Corston	Cllr Mr AH Porter
Cllr Mrs JEJ Eckersley	Cllr Mr CW Taylor
Cllr Mr MJ Kennedy	Cllr Mr ML Webb
Cllr Miss KS Martin	

**12.137.03 To determine the date by which Councillors who have not provided their New Register of Members Interest must provide it as required by the legislation**

**It was RESOLVED** that forms for the following councillors be provided to the Clerk by 17<sup>th</sup> July 2012 at the latest.

Cllr Mrs BK Abbott	[Received 17/7/2012]
Cllr Mr AE Bale	[Received 17/7/2012]
Cllr Mr GK Butterwick	[Received 17/7/2012]
Cllr Mrs EJJ Hilson	[Received 17/7/2012]
Cllr Mr MW Sherwen	[Received 17/7/2012]
Cllr Mr A Thompson	[Received 17/7/2012]

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin

It was noted that four Code of Conduct Briefings have been arranged by SALC as follows:

Date	Venue	Time
24 <sup>th</sup> July	SALC Offices	10 00 a.m. to 12.00 noon
2 <sup>nd</sup> August	Wangford Community Centre Mill Fields Wangford NR34 8RG	7.00 p.m. to 9.00 p.m.
15 <sup>th</sup> August	Gt Barton Village Hall Elms Close Great Barton IP31 2NR	7.00 p.m. to 9.00 p.m.
22 <sup>nd</sup> August	SALC	7.00 p.m. to 9.00 p.m.

Bookings direct to [adminsalc@btconnect.com](mailto:adminsalc@btconnect.com) or call 01473 833713

**12.138 THE REPEAL OF THE POWER OF WELL-BEING [ENGLAND ONLY]**

**It was unanimously RESOLVED** that Melton Parish Council adopts the General Power of Competence.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin.

**12.139 TO RECEIVE COUNCILLORS DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER**

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

There had been no requests for dispensations.

**12.140 TO RECEIVE REPRESENTATIONS FROM COUNCILLORS WHO HAVE DECLARED A PECUNIARY/NON PECUNIARY INTEREST**

It was noted that under the new code of conduct councillors with a pecuniary interest are only allowed to address the meeting if they have submitted and received a full/partial dispensation. They must then leave the room for the duration of the item.

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

With the adoption of the Suffolk Code of Conduct this item is no longer required.

**12.142 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*

**12.143 PUBLIC PARTICIPATION SESSION**

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

Paper MPC(12)P143.01 was received and noted.

The reason for the absence of the SNT Representative due to injuries sustained whilst on duty was noted with concern and the best wishes of council were recorded.

**12.143.02 To Receive the County Councillors Report**

Paper MPC(12)P143.02 previously circulated was received and noted.

Cllr Bond highlighted three items from his report:

- (a) Free schools and the impact on free travel for pupils to all schools
- (b) St Audry's House nuisance – in the High Court week commencing 16<sup>th</sup> July
- (c) Turnpike Lane – no further action

**12.143.03 To Receive the District Councillors Report**

Councillors wished to formally record their thanks to SCDC for all the effort they put into ensuring that the Torch Relay was a success and a showcase for Woodbridge and Melton.

It was agreed that the Clerk should write to the Leader of the Council expressing the warm thanks of Melton Parish Council – Cllr Corston agreed to draft the letter.

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

The following matters were raised by councillors:

- (a) Local Pitch for Mobile Cappuccino Stall – Cllr Bond to ascertain who is responsible for agreeing pitches
- (b) Orchard Close – overgrowing weeds etc – Cllr Bond to refer the matter to SCC Highways
- (c) Damage to Play Equipment during Torch Relay Event – Cllr Barrington to provide evidence to enable Clerk to write to school expressing concern
- (d) Limited grass cutting and street cleaning – it was noted that due to adverse weather conditions the schedule had been severely disrupted
- (e) Pytches Close Broken Road Sign – the Clerk to refer the matter to the appropriate authority

*It was RESOLVED to reinstate standing orders.*

**12.144 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 14<sup>TH</sup> JUNE 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.

**12.145 TO RECEIVE REPORTS AND MINUTES OF COMMITTEES AND OUTSIDE BODIES**

**12.145.01 Committees**

- (a) Recreation Committee 18<sup>th</sup> June 2012  
Minutes REC(12)M04 will be circulated in due course.  
The Chairman of Recreation Committee reported that as nothing had been heard from Circus Tyanna, despite numerous attempts to contact the owner, it was presumed that they would not now be visiting Melton.  
The Friends of Melton Wood are having a guided walk on Thursday 19<sup>th</sup> July 2012 at 10.00 a.m.
- (b) Planning and Transport Committee 25<sup>th</sup> June 2012  
Minutes PLA(12)M06 will be circulated in due course.  
The Vice Chairman of the Planning and Transport Committee reported on the following:

- (i) Core Strategy Representations – this is ongoing and other councils who had their late responses dismissed are being contacted to seek their support for inclusion of their comments even though the deadline passed.
- (ii) Neighbourhood Plan – work will now commence as the 2012 celebrations are at an end. A meeting is being arranged with Rendlesham Parish Council to seek their advice in how to move forward. This is part of their commitment as a front runner council
- (iii) Extra-Ordinary Parish Meeting – as a result of this meeting 11 people had volunteered to join the Neighbourhood Plan working group – further requests would be made in the next edition of the Melton Messenger.
- (c) Finance, Employment and Risk Management Committee 2<sup>nd</sup> July 2012  
Minutes FRM(12)M03 previously circulated were received and noted.

#### **12.145.02 Outside Bodies**

- (a) Burness Parish Room Management Committee  
Agenda [30/7/2012], Minutes [25/5/2012] and Accounts [31/03/2012] tabled as paper MPC(12)P145.02(a) were received and noted.
- (b) Deben Estuary Partnership  
Nothing to report.
- (c) Melton Trust  
Cllr Thompson reported that the statutory returns were now all up to date but that the number of applications for hardship grants was very low. The Trust was investigating whether support could be provided to organisations in addition to individuals.
- (d) ParishLinks  
A meeting the previous week had received:
  - (i) Touching the Tide Presentation
  - (ii) Revised constitution and subscription proposals – these will come to a future meeting of Melton Parish Council for consideration adoption  
It was noted that as a result of the ParishLinks network the Chairman of Recreation Committee and the Assistant Clerk were working with Ufford PC on Woodland Management.
- (e) Safer Neighbourhood Team (SNT) Tasking Group  
The next meeting on setting priorities was on 22<sup>nd</sup> August 2012 and it was anticipated that the cycle priority would be carried over. The Vice Chairman urged councillors to email her with any issues they wanted taking to the meeting.
- (f) Suffolk Association of Local Councils  
Code of Conduct Briefings – see item 12.137.03

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

The Freedom of Information request from a resident relating to the deeds to Melton Recreation Ground was noted

#### **12.147 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.

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

Paper MPC(12)P148 previously circulated was received and noted.

#### **12.149 TO RECEIVE THE MONTHLY FINANCE REPORT**

The Chairman of Finance, Employment and Risk Management Committee reported that as the meeting on 2<sup>nd</sup> July 2012 had been brought to a premature end due to the deferring of the decision on adopting the Suffolk Code of Conduct to Full Council a number of routine matters needed dealing with by Full Council.

**12.149.01 Management Accounts**  
It was **RESOLVED** that the Management Accounts contained in paper FRM(12)P36 previously circulated were received and noted.  
**Proposed by:** Cllr Needham                      **Seconded by:** Cllr Martin.

**12.149.02 Bank Reconciliation**

<b>Bank Statement</b>	£48,261.77
Plus unreconciled receipts	£0.00
Less unreconciled payments	£0.00
<b>Balance as per Balance Sheet</b>	<b>£48,261.77</b>

<b>Bank Statement</b>	£6,125.25
Plus unreconciled receipts	
Less unreconciled payments	(£6,529.22)
<b>Balance as per Balance Sheet</b>	<b>(£403.97)</b>

It was **RESOLVED** to confirm the bank reconciliation contained in paper FRM(12)P37 previously circulated .

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

**12.149.03 Orders for Payment**

It was **RESOLVED** to authorise the signing of orders for payment contained in paper FRM(12)P38 previously circulated.

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

**12.149.04 Reappoint Heelis & Lodge as Internal Auditor for 2012/13**

The Chairman of Finance, Employment and Risk Management Committee explained that the following documents were background for the consideration of the reappointment of the internal auditor

(a) Terms of reference for the engagement of Heelis and Lodge as Internal Auditors  
Paper FRM(12)P41.01(a) previously circulated was received and noted.

(b) Audit Planning  
Paper FRM(12)P41.01(b) previously circulated was received and noted.

(c) Information required to assist with the audit  
Paper FRM(12)P41.01(c) previously circulated was received and noted.

It was **RESOLVED** to reappoint Heelis and Lodge as Internal Auditors for the year 2012/13

**Proposed by:** Cllr Needham                      **Seconded by:** Cllr Corston

**12.150 CHAIRMAN'S BUSINESS**

**12.150.01 Melton Parish Council Emergency Mobile Telephone rota - Handover**

The monthly handover from Cllr Martin to Cllr Kennedy was noted.

**12.150.02 To Agree Items to be included in the Melton Messenger.**

It was noted that there would be no issue in August.

The following items for the September issue [deadline 11<sup>th</sup> August 2012] were agreed:

(a) New code of conduct with reference to the 7 principles of public life

(b) Neighbourhood plan – appeal fro further volunteers

(c) Jubilee & Olympic Torch – Cllr Corston to draft article.

Cllr Corston agreed to write up the notes from the August meeting in the absence of Cllr Eckersley.

**12.150.03 To Receive a Report on Urgent Business Not Otherwise on the Agenda**

There was no further urgent business.

**12.150.04 To Receive Nominations to Fill Vacancies on Working Groups**

The Clerk to prepare a report showing the composition of all the working groups for the August meeting to enable any vacancies to be considered.

**12.150.05 To Receive Items for Future Meetings**

(a) Consideration of reducing the frequency of the Full Council Meeting to Bi-Monthly.

**12.150.06 Torch Relay – Thank you from the Chairman**

Three successful events took place on Thursday 5th July- namely the Olympic Torch Relay, the inaugural Woodbridge and Melton School Games took place at Farlingaye School on the morning and Melton sports and recreation event on the field was well attended and we had great feedback from Hollesley School who joined us to view the Torch in Melton. I thank all the councillors who attended on the day, Cllr Barrington for her excellent work project managing the event on the field. Also Church team and Burness organisation and Melton Primary School who all worked hard to make the day a success.

**A new village sign has been installed in commemoration of 2012 Diamond Jubilee and Olympic Torch Relay in Melton.**

**12.151 DATE OF NEXT MEETINGS**

Thursday 9<sup>th</sup> August 2012 in the Lindos Centre Seminar Room commencing at 1900.

There being no further business the meeting closed at 2050

Signed: \_\_\_\_\_  
[Chairman]

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