



# MELTON PARISH COUNCIL



**Minutes** of an Ordinary Meeting of Melton Parish Council on Thursday 13<sup>th</sup> September 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 [from 1950]  
Cllr Mrs JEJ Eckersley

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

**Absent:**

Cllr Mr MJ Kennedy  
Cllr Mr HM Needham  
Cllr Mr MW Sherwen

Cllr Mr A Thompson  
Cllr Mr J Bidwell

**In Attendance:**

Cllr Mr MN Bond  
Mr MJ Green

County/District Councillor [until 1930]  
Clerk to Melton Parish Council

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

**12.166.01 Cllr Mr MJ Kennedy – Holiday**

**12.166.02 Cllr Mr HM Needham – Holiday**

**12.166.03 Cllr Mr MW Sherwen - Working**

**12.166.04 Cllr Mr A Thompson - Working**

Council considered these apologies and **it was RESOLVED** to receive the apologies and consent to the absence.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin

**12.166.05 Cllr Mr J Bidwell – Out of Country**

Council received and noted this apology.

**12.167 DECLARATIONS OF INTEREST**

It was noted that all Melton Parish Councillors have provided a Register of Interest Form that has been duly countersigned by the Clerk, a copy retained in the MPC records, a copy delivered to SCDC Monitoring Officer and a copy duly published on the Melton Parish Council website i.e. not a link to the SCDC Website.

**12.167.01 To Receive Amendments to the Register**

There were no amendments to the register.

**12.167.02 To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda**

There were no declarations of pecuniary interest

**12.167.03 To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda**

There were no declarations of non-pecuniary interest

**12.167.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared**

It was noted that the clerk has not received any written requests for dispensations.

**12.167.05 To adopt the Policy on Disclosable Personal Interests – The Circumstances in which a Dispensation will be Granted**

Paper MPC(12)P167.05 previously circulated was received and noted..

(a) Delegated Authority

**It was RESOLVED** to approve the delegation of authority for granting a dispensation to the Clerk to Melton Parish Council (or in his absence/or as delegated, to the Assistant Clerk) in consultation with the Chairman of Melton Parish Council (or Vice Chairman in the absence of the Chairman or if the Chairman is applying for a dispensation).

**Proposed by:** Cllr Barrington **by:** Cllr Porter.

(b) Grounds for Granting a Dispensation

**It was RESOLVED** to adopt the following guidelines for granting a dispensation

(i) Without a dispensation the number of councillors prohibited from participating would be more than one half of the councillors who would be entitled to vote at a meeting of the Council/committee/sub-committee transacting the business

(ii) The granting of a dispensation is in the interests of persons living in the Council's area

(iii) It would otherwise be appropriate

**Proposed by:** Cllr Barrington **by:** Cllr Porter.

(c) Application for Dispensation

**It was RESOLVED** to adopt the form attached as appendix 1 to Paper MPC(12)P167.05 as the only means of applying for a dispensation.

**Proposed by:** Cllr Barrington **by:** Cllr Martin  
The Clerk to make forms available on the website.

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

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

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

**12.169 PUBLIC PARTICIPATION SESSION**

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

Paper MPC(12)P169.01 previously circulated was received and noted.

**12.169.02 To Receive the County Councillors Report**

Paper MPC(12)P169.02 previously circulated was received and noted.

(a) Crime Commissioner Elections

Cllr Bond to obtain further information about the process and circulate it to councillors.

(b) District/County Councils

Cllr Bond advised the meeting that due to the many implications of the Localism Act councils at both levels were experiencing a difficult time. Benefit change legislation is likely to be introduced in 2013 but although responsibility is being divested from the centre a funding reduction is likely.

(c) Melton Primary School

The new head teacher has now taken up their post at the start of the September term.

**12.169.03 To Receive the District Councillors Report**

There was nothing further to report.

**12.169.04 To Receive Village Matters Raised by Members of the Public or Councillors**

(a) Temporary event advertising signs

Concern was expressed about the proliferation of event adverts around the village that were still in place after the event had finished. Continue to monitor the situation.

(b) Friendship Link with South Norway

Visitors from Fjell Kirke in Drammen will be visiting St Andrew's Church for a Friendship Visit on 15<sup>th</sup> & 16<sup>th</sup> September.

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

**12.170 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 9<sup>TH</sup> AUGUST 2012.**  
It was **RESOLVED** that Minutes MPC(12)M08 previously circulated be received, noted and signed as a correct record by the Chairman

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Hilson.

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

**12.171.01 Committees**

- (a) Planning and Transport Committee 20<sup>th</sup> August 2012  
Minutes PLA(12)M08 previously circulated were received and noted.
- (i) Affordable Housing  
The Chairman reported that as there had been no progress with the Affordable Housing project he was arranging a meeting with Suffolk ACRE.
- (ii) 1 Pear Tree Cottage  
The Chairman also reported that the conditions on the development at 1 Pear Tree Cottage suggested by MPC Planning and Transport Committee had been accepted by the Development Control Sub-Committee.
- (iii) LDF  
The Chairman was in the process of enlisting the support of seven local councils who are objecting to the LDF to include Melton Parish Council in their objection.
- (b) Finance, Employment and Risk Management Committee 23<sup>rd</sup> August 2012  
Minutes FRM(12)M04 previously circulated were received and noted.  
It was reported that discussion included
  - (i) Consideration of new computer equipment for the office
  - (ii) Neighbourhood plan funding
  - (iii) Monthly staff movements schedule
  - (iv) Return of Park Warden to full duties

**12.171.02 Outside Bodies**

- (a) Burness Parish Room Management Committee  
Nothing to report.
- (b) Deben Estuary Partnership  
Nothing to report.
- (c) Melton Trust  
Nothing to report.
- (d) ParishLinks  
The next meeting would be on 19<sup>th</sup> September but none of the current council representatives could attend. Equally no other councillors were able to act in their place. The Vice Chairman to advise the Parish Links Secretary that no MPC representative would be attending the meeting.
- (e) Safer Neighbourhood Team (SNT) Tasking Group  
Confidential report MPC(12)P171.02(e) circulated to councillors only was received and noted.
- (f) Suffolk Association of Local Councils  
Paper MPC(12)P171.02(f) and MPC(12)P171.02(f) v2 tabled were received and noted.  
It was noted that due to other commitments no representative of Melton Parish Council would be able to attend.

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

There were no matters arising.

**12.173 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.

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

Paper MPC(12)P174 previous circulated was received and noted.

The Clerk reported that the following items had now been actioned but no response yet received:

- 12.07.03(b)
- 12.88.09
- 12.96.01
- 12.155.04(d)

**12.175 TO RECEIVE THE MONTHLY FINANCE REPORT**

Paper MPC(12)P175 previously circulated was received and noted.

**12.176 TO CONSIDER REDUCING FULL COUNCIL MEETING TO BI-MONTHLY**

It was noted that this item was deferred from the August Meeting to enable all councillors to comment.

Councillors acknowledged the importance of the need to communicate the work and decisions of the council, its committees and working groups with residents and are currently reviewing the procedures to enable this to happen effectively. The need for transparency in council matters is an essential part of the corporate governance responsibility of councillors. It was considered essential that if the proposal was implemented then the need to communicate effectively what the committees were doing was of paramount importance.

Proposed that Full Council Meetings be reduced to bi-monthly i.e. May, July, September, November, January, and March commencing in November 2012.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin

**12.176.01 Amendment #1**

Add 'for a trial period lasting until 30 April 2013' and replace 'commencing in November 2012' with 'with immediate effect'

**It was RESOLVED** that Full Council Meetings be reduced to bi-monthly i.e. May, July, September, November, January, and March for a trial period lasting until 30 April 2013 with immediate effect.

**Proposed by:** Cllr Corston

**Seconded by:** Cllr Hilson.

Voting:

For	7
Against	3
Abstain	1

The amendment having been passed the original motion falls.

**12.177 TO ADOPT THE PARISHLINKS CONSTITUTION AND AGREE THE ANNUAL SUBSCRIPTION**

It was noted that the constitution is still not available.

**12.178 TO CONSIDER ENTERING INTO DISCUSSION WITH BARRATT DEVELOPMENTS REGARDING THE DIVESTMENT OF TWO PARCELS OF LAND IN ORCHARD CLOSE**

Copy of relevant emails - paper MPC(12)P178 previously circulated were received and noted.

Council carefully considered the proposal but concluded that it was not yet in a position to make a decision recommending that a site visit be arranged and the matter referred to the Divestment Working Group.

A suitable response would be made to the developer.

**12.179 TO APPROVE AND ACCEPT THE AUDITED ANNUAL RETURN FOR YEAR ENDED 31<sup>ST</sup> MARCH 2012**

Copy of Management Letter from BDO [external auditors], Notes for RFO, Notice of Conclusion of Audit and Audited Return - paper MPC(12)P179 previously circulated were received and noted.

**It was RESOLVED** to approve and accept the audited annual return for the year ended 31<sup>st</sup> March 2012.

**Proposed by:** Cllr Corston

**Seconded by:** Cllr Porter.

**12.180 CHAIRMAN'S BUSINESS**

**12.180.01 To Consider Councillor Training Session**

The Clerk advised that the SALC Deputy CEO had agreed to provide a bespoke update on current issues and host a question and answer session for councillors on Thursday 22<sup>nd</sup> November 2012 commencing at 1430.

**It was RESOLVED** to confirm the training and make a booking at Ufford Park Golf & Spa for the session to end with a buffet tea.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin.

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

There was nothing to report.

**12.180.03 Membership of Working Groups**

This matter was deferred from the August Meeting.

Paper MPC(12)P180.03 previously circulated was received and noted.

The membership of the working groups was confirmed as:

- (a) Finance, Employment and Risk Management Committee
- (i) Accommodation  
Membership  
Cllr. Abbott  
Cllr. Butterwick  
Cllr Eckersley
- (ii) Communications  
Membership.  
Cllr Butterwick  
Cllr Thompson  
Cllr Taylor  
Cllr Webb
- (iii) Divestment  
Membership:  
Cllr Needham  
Cllr Abbott  
Cllr Martin
- (b) Recreation Committee
- (i) Woodland Management  
Membership:  
Cllr Eckersley  
Cllr Porter  
Vacancy
- (ii) Young People  
Membership:  
Cllrs Martin,

Cllr Kennedy  
Cllr Taylor  
Revd M Hatchett  
Mr S Thompson

- (c) Planning and Transport Committee
  - (i) Affordable Housing  
Membership:  
Cllr Needham.  
Cllr Martin  
Vacancy
  - (ii) Neighbourhood Plan  
Membership:  
Cllrs. Barrington, Butterwick, Corston, Hilson & Webb  
Residents: Mrs S Bale, Ms M Bye, Ms K Colbear, Mr A Craddock, Ms M George, Ms S Sampson, Mrs F White, and Mr D & Mrs E Whittingham.
  - (iii) Traffic & Transport  
Membership  
Cllr Bale  
Cllr Corston  
Mr D Steptoe

**12.180.04 Fete 2013**

Deferred from the August Meeting  
Paper MPC(12)P180.04 previously circulated was received and noted.

- (a) To review the two successful village events in 2012  
The two events were considered to be a huge success bringing together the many organisations in the village.
- (b) To determine whether full council agrees to hold a fete in 2013  
The following issues were raised:
  - (i) Facilities on the playing field should be at no charge [e.g. tennis courts]
  - (ii) Hands on practical support was required from councillors and residents
  - (iii) Consider the possibility of incorporating some sports elements to follow the 'Olympic legacy'
  - (iv) Need to seek out sponsorship
  - (v) Probable minimum budget of £700 may be required to provide for infrastructure costs

**It was RESOLVED** that council should hold a fete on Saturday 6<sup>th</sup> July 2013.

**Proposed by:** Cllr Eckersley

**Seconded by:** Cllr Martin.

- (c) To delegate the organisation of the Fete to the Recreation Committee Special Events Working Group

**It was RESOLVED** to delegate the organisation of the Fete to the Recreation Committee Special Events Working Group.

**Proposed by:** Cllr Eckersley

**Seconded by:** Cllr Martin.

- (d) To consider council representation on the Special Events Working Group.  
The following councillors agreed to join the Special Events Working Group:  
Cllr Abbott  
Cllr Barrington  
Cllr Corston  
Cllr Eckersley  
Cllr Martin

**12.180.05 To Consider Appointing Vice Chairman of the Finance, Employment and Risk Management Committee and Recreation Committee**

(a) Finance, Employment and Risk Management Committee

**It was RESOLVED** that Cllr Thompson be appointed as vice chairman of the Finance, Employment and Risk Management Committee.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin.

(b) Recreation Committee

**It was RESOLVED** that Cllr Martin be appointed as vice chairman of the Recreation Committee.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Eckersley.

It was noted that Cllr Barrington had previously been appointed as the Vice Chairman of the Planning and Transport Committee.

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

To monthly handover was noted from Cllr Sherwen to Cllr Porter.

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

The following items were agreed to be included:

- Bi monthly meetings
- Fete 2013
- Safe Cycling
- Welcome back Keith
- Committee Meeting details
- Seek resident involvement in working groups

**12.180.08 To Receive Items for Future Meetings**

There were no items received.

**12.181 DATE OF NEXT MEETING**

Thursday 8<sup>th</sup> November 2012 in the Lindos Centre Seminar Room commencing at 1900.

There being no further business the meeting closed at 2100

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

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