



# MELTON PARISH COUNCIL



**Minutes** of an Ordinary Meeting of Melton Parish Council on Thursday 8<sup>th</sup> November 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 Mrs EJJ Hilson  
Cllr Mr MJ Kennedy

Cllr Miss KS Martin [Vice Chairman]  
Cllr Mr HM Needham  
Cllr Mr AH Porter  
Cllr Mr CW Taylor  
Cllr Mr A Thompson  
Cllr Mr ML Webb

**Absent:**

Cllr Mrs JEJ Eckersley  
Cllr Mr AG Corston

Cllr Mr MW Sherwen

**In Attendance:**

Cllr Mr MN Bond  
Cllr Mr J Bidwell  
PC K Clabburn  
Mr MJ Green

County/District Councillor [until 1915]  
District Councillor [until 1930]  
Woodbridge SNT [until 1930]  
Clerk to Melton Parish Council

The Chairman opened the meeting by commenting on the trial of holding full council meetings bi-monthly and that this was the first meeting since September as there was no meeting in October. There would be no meeting in December but she hoped that it would still be possible to complete the business on the agenda by 2100.

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

**12.182.01 Cllr Mr AG Corston - working**

**12.182.02 Cllr Mrs JEJ Eckersley – prior engagement**

**12.182.03 Cllr Mr MW Sherwen – 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

**12.183 DECLARATIONS OF INTEREST**

It was noted that although the SCDC website contains all the Register of Interest details of Melton Parish Councillors some were not entered by councillors. Any amendments to the register of interests should therefore continue to be declared, recorded in minutes of council and committee meetings and revised hard copies prepared, signed and sent to SCDC.

**12.183.01 To Receive Amendments to the Register**

There were no amendments to the register.

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

There were no declarations of pecuniary interest in respect of items on the agenda.

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

There were no declarations of non pecuniary interest in respect of items on the agenda.

**12.183.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared**  
It was noted that the clerk has not received any written requests for dispensations.

**12.183.05 SCDC Procedure for Dealing with Complaints against Councillors**  
Paper MPC(12)P183.05 was received and noted.  
A list of the 'Independent Persons' was provided by Cllr Butterwick that included:

**Roger Bailey** – retired Chief Executive of East Hertfordshire District Council  
**Arnold Barrow** – ex Chief Probation Officer of Suffolk and member of Mid Suffolk Standards Committee  
**Andrew George** – member of Audit & Healthcare Subcommittees of Ipswich Hospital Trust and member of Babergh Standards Committee  
**Carey Godfrey** – former SCC Drug & Alcohol Team Co-ordinator, former member of Suffolk Police Authority and member of County Performance [Adoption] Panel  
**Phillip Key** – Magistrate since 1997, former member of Suffolk Probation Board and Member of SCC Standards Committee.  
**Graham Moss** – retired from Suffolk Constabulary, member of SCC Standard's Committee  
**Andrew Peck** – semi-retired solicitor, ex member of Audit Committee at Milton Keynes Council.  
**Kevin Williams** – former Headteacher of Westbourne High School and member of SCDC Standard's Committee.

Council welcomed the transparency of this procedure. It was confirmed that this applies to complaints against parish councillors under the Suffolk Code of Conduct.

**12.184 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

**12.185 PUBLIC PARTICIPATION SESSION**

**12.185.01 To receive the Safer Neighbourhood Team Report**  
Paper MPC(12)P185.01 previously circulated was received and noted.  
The following items were discussed:

- (a) Spar Shop – Melton Road  
It was noted that the outlet closes at 2000, has a high level of security cameras on the site and there would appear to be no current issues arising from the store opening
- (b) Community Panel Meeting  
It was noted that the next Community Panel meeting will be held on Wednesday 14<sup>th</sup> November 2012.

The Chairman thanked PC Karen Clabburn for giving of her time to attend the meeting.

**12.185.02 To Receive the County Councillors/District Councillors Report**

- (a) Report for October  
Paper MPC(12)P185.02(a) previously circulated was received and noted.
- (b) Report for November  
Paper MPC(12)P185.02(b) previously circulated was received and noted.  
The following further comments were noted:
  - (i) St Audry's House  
The owner is petitioning for permission to appeal to the High Court – until the hearing commercial activities can continue. Residents are encouraged to continue to report any further cases of nuisance.
  - (ii) Melton Railway Crossing  
Concerns about the standard of lighting at the crossing

(iii) Station House Campsea Ashe  
It is notable what can be achieved by local citizens as exemplified by the taking into local ownership of Station House

(iv) Walberswick Parish Council  
The PC is to be re-constituted at a meeting of SCDC on 12<sup>th</sup> November 2012.

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

(a) Orchard Close Wall  
Concern that this has not been repaired or replaced – Clerk to review minutes and clarify with Cllr Bond what if any action was agreed.

(b) Speed Limit on Saddlemakers Lane  
Concerns that Container Trucks are using Saddlemakers Lane. Noted that this is on the Planning and Transport Committee agenda for November.

(c) Speed Limit Signs on St Audry's Park Road  
These have been damaged – clerk to report to appropriate authorities to have repaired.

(d) Horse & Groom Pub Sign  
This is stored in the Pavilion. Cllr Porter reported that the Burness Parish Room were interested in having it erected in their building. Cllr Porter to arrange collection with them.

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

**12.186 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 13<sup>TH</sup> SEPTEMBER 2012.**

**12.186.01 Amendment #1 12.180.04(d) Special Events Working Group - add Cllr Kennedy**  
**It was RESOLVED** that with this one amendment Minutes MPC(12)M09 previously circulated be received, noted and signed as a correct record by the Chairman

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

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

**12.187.01 Committees**

(a) Recreation Committee 17<sup>th</sup> September 2012  
Minutes REC(12)M05 previously circulated were received and noted.

(i) Painting of rear windows in Pavilion  
This has yet to be completed satisfactorily. Clerk/Assistant Clerk to follow up with SCL Ltd

(ii) Ash Trees  
Only one small tree has been located in Burkes Wood and as yet this is showing no sign of disease. The situation is being carefully monitored.

(b) Planning and Transport Committee

(i) 24th September 2012  
Minutes PLA(12)M09 previously circulated were received and noted.

(ii) 22<sup>nd</sup> October 2012  
Minutes PLA(12)M10 tabled were received and noted.

➤ Coach House/Part Rear Garden of Tower End House – this application had been considered by PLA following on-site discussion with applicant who indicated that he had consulted with neighbours before submitting the application. Subsequently a neighbour has formally objected to the application to SCDC.

➤ Affordable Housing – contact with Suffolk ACRE confirmed that no further comments had been received from the land owner

➤ Neighbourhood Plan – Meeting with SCDC 9/11/12 to formally lodge Melton Parish Council Application

- Archway House – Application submitted and request for extension of consultation period for MPC declined by SCDC. ‘Holding’ objection sent in anticipation of decision by PLA on 26<sup>th</sup> November 2012.
- (c) Finance, Employment and Risk Management Committee 15<sup>th</sup> October 2012  
Minutes FRM(12)M05 previously circulated were received and noted.
- (i) Christmas Office Closure Dates  
Office will be closed at 12 noon on Thursday 20<sup>th</sup> December 2012 and re-open on Tuesday 8<sup>th</sup> January 2013.
- (ii) Meeting Space for Full Council  
Risk considered that reduction in bookings due to bi-monthly meetings may result in loss of facility altogether if the building that is currently on the market was leased out.
- (iii) Office Accommodation  
Consideration to be given to long term issue of the council office and committee meeting space in the current location due to possibility of extension of lease not being possible
- (iv) Play Equipment Safety Report  
Emergency repairs identified in the ½ yearly safety report authorised and carried out.

#### **12.187.02 Outside Bodies**

- (a) Burness Parish Room Management Committee  
Paper MPC(12)P187.02(a) previously circulated was received and noted.  
A representative of Melton Parish Council to act as a trustee of the Burness Parish Room was discussed as Cllr Needham, the current representative, no longer lives in the village.  
**It was RESOLVED** that Cllr Porter replaces Cllr Needham as the Parish Council Representative.  
The Clerk to advise the Burness Parish Room accordingly.
- (b) Deben Estuary Partnership  
It was reported that there had been a significant change in the situation as the Environment Agency no longer has the budget to carry out the Estuary Management Plan. The DEP is now working to complete the work and SCDC will produce an LDF Policy for the estuary.  
Cllr Butterwick will join Cllr Sherwen as a representative of Melton Parish Council to assist with the inevitable increase in workload.
- (c) Melton Trust  
It was reported that despite the current economic climate no application for grant aid had been received since July. The Trust Deed allows grants to be given to other organisations such as the CAB who in turn give help to individuals. It was reported that 80 Melton Residents had used the services of the CAB in the last 12 months. This course of action is being further investigated.
- (d) ParishLinks  
Nothing to report – next meeting 21<sup>st</sup> November 2012.
- (e) Safer Neighbourhood Team (SNT) Tasking Group
- (i) Tasking Group Meeting  
14<sup>th</sup> November 2012 – Cllr Taylor to attend on behalf of Melton Parish Council. Items for consideration to be emailed to Cllr Taylor.
- (ii) Speeding in Melton Park  
Andy Buck will check this area when the SNT are next carrying out checks in Melton
- (iii) Cycling Priority  
No further action as response had been disappointing
- (iv) Future Meeting  
Woodbridge SNT had requested if Melton Parish Council would resource a venue for the panel meeting in February. Cllr Martin and the Clerk to facilitate.

- (f) Suffolk Association of Local Councils  
The Chairman offered her congratulations to Cllr Butterwick on his election to the SALC Board.

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

There were no matters arising.

**12.189 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.

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

Paper MPC(12)P190 previously circulated was received and noted.

The possibility of a re-siting of the gateway entrance and the delivery schedule of the Melton Messenger to be raised by the Clerk with the Rector.

**12.191 TO RECEIVE THE FINANCE REPORT**

Paper MPC(12)P191 previously circulated was received and noted.

The following comments were made by the Chairman of Finance, Employment and Risk Management Committee

- (a) Underspend was a result of a combination of budgets spread evenly over 12 months and the late receipt of some invoices
- (b) The emergency repairs to the play equipment will require approximately £1,000 from the contingency budget in addition to the existing recreation committee budget for play equipment
- (c) £4,000 will be used to replenish reserves to a level as advised by the auditor
- (d) £1,000 still available in grants budget but unlikely to be called upon in this financial year
- (e) £1,500 available in Parish Poll budget but unlikely to be called upon in this financial year
- (f) Communications budget – only £1,000 of £2,000 committed in this financial year
- (g) Tennis Court Income – significant increase over previous years

All of these items will lead to a year end surplus that can be added to reserves for the future. A reserve is required as unlike most businesses parish councils do not depreciate assets and therefore need to provide for eventual replacement by the use of reserves.

**12.192 DRAFT PRELIMINARY BUDGET**

Paper MPC(12)P192 previously circulated was received and noted.

The Chairman explained the background to the two options available.

A balance budget will enable the anticipated year end level of reserves to be at a level that is in accord with the audit report i.e. 50% of budget.

A deficit budget will require council to draw on reserves thereby reducing them to a level below that required by the auditor and therefore greater contribution to reserves to build them up again would be required in future years.

Specific additional items in this initial budget included:

- £5,000 contribution towards likely cost of £10,000 to replace car park surface
- £6,000 contribution towards the cost of the Neighbourhood Plan

Inflation is currently running around 3% which could be considered an achievable target for precept increase.

The Chancellor will make his 'Autumn' statement on 5<sup>th</sup> December 2012 and the policy briefing from NALC states that no precept should be formally approved until after publication of the Draft Local Government Finance Report is issued in early December. Councils should also wait until the Tax Base Figures have been issued by the Billing Authorities on 1<sup>st</sup> December 2012.

- 12.192.01 To Consider Adopting a Balanced or Deficit Budget as a Matter of Policy**  
**It was RESOLVED** to adopt a balanced budget as a matter of policy.  
*Proposed by:* Cllr Needham *Seconded by:* Cllr Thompson
- 12.192.02 To Consider the Level of Balanced/Deficit Budget as Recommended by the Finance, Employment and Risk Management Committee based on the Policy adopted in 12.192.01**  
**It was RESOLVED** to adopt an increase in line with or lower than inflation based on the policy adopted in 12.192.01  
*Proposed by:* Cllr Needham *Seconded by:* Cllr Thompson
- 12.193 TO ADOPT THE PARISHLINKS CONSTITUTION AND AGREE THE ANNUAL SUBSCRIPTION OF £50**  
 Paper MPC(12)P193 previously circulated was received and noted.  
**It was RESOLVED** to adopt the ParishLinks Constitution and agree the annual subscription of £50.  
*Proposed by:* Cllr Abbott *Seconded by:* Cllr Martin.
- 12.194 MEETING DATES FOR 2013-2014**
- 12.194.01 To Amend Standing Order 2 xv11 page 91**  
 Paper MPC(12)P194.01 was received and noted.  
**It was RESOLVED** to adopt the proposed amendment 'Confirm the dates, times and place of ordinary meetings of the Full Council and Committees for the year ahead as agreed at the final meeting of the Full Council in the previous year'  
*Proposed by:* Cllr Abbott *Seconded by:* Cllr Martin
- 12.194.02 To Adopt the Dates for the Meeting of Full Council and Committees for the Year 1<sup>st</sup> May 2013 to 30 April 2014**  
 MPC(12)P194.02 previously circulated was received and noted.
- The following amendments were proposed by Cllr Butterwick:
- (a) Full Council should be 14<sup>th</sup> November 2013 not 7<sup>th</sup> November 2013.
  - (b) For clarification the Annual Meeting is the Annual Parish Meeting
  - (c) Recreation Committee should be 16<sup>th</sup> May 2013 not 23<sup>rd</sup> May 2013
  - (d) Recreation Committee should be 16<sup>th</sup> January 2014 not 23<sup>rd</sup> January 2014
  - (e) Planning and Transport Committee dates to become 3<sup>rd</sup> Monday not 4<sup>th</sup> Monday
- i.e.  
 20/05/2013  
 17/06/2013  
 15/07/2013  
 19/08/2013  
 16/09/2013  
 21/10/2013  
 18/11/2013  
 16/12/2013  
 20/01/2014  
 17/02/2014 [Half term]  
 17/03/2014  
 28/04/2014 [cannot be 3<sup>rd</sup> Monday as this Easter Monday Bank Holiday]  
**It was RESOLVED** to adopt the dates contained in paper MPC(12)P194,02 with the above amendments.  
*Proposed by:* Cllr Abbott *Seconded by:* Cllr Martin  
 As this amendment was adopted the original proposal falls.

It was noted that in the event that the review of bi-monthly meetings to take place in March 2013 reverts back to monthly meetings of Full Council then the following would be the additional dates for the missing months on the schedule.

13<sup>th</sup> June 2013

8<sup>th</sup> August 2013

10<sup>th</sup> October 2013

12<sup>th</sup> December 2013

13<sup>th</sup> February 2014

10<sup>th</sup> April 2014

**12.195 CHAIRMAN'S BUSINESS**

**12.195.01 To receive a report on urgent business not otherwise on the agenda**

(a) Remembrance Sunday

There will be a service at the Memorial in St Andrew's Churchyard on Sunday 11<sup>th</sup> November 2012 commencing at 10.45 a.m. to which councillors are cordially invited to attend. A Poppy Wreath has been purchased that will be laid on behalf of the parish by Cllr Butterwick.

(b) Suffolk Strategic Forum

A report on the special events in Melton in 2012 has been written by the Chairman at the behest of Cheryl Holder for distribution at the forum on Friday 9<sup>th</sup> November 2012 in Trinity Park. It will not be possible for the Chairman to present the report in person as she will be attending the lodging of the Neighbourhood Plan Application at SCDC.

(c) Fit Villages

Sport Suffolk are proposing various sporting activities in 2013 and seeking expressions of interest from local parish council and community groups. This will be referred to the Recreation Committee for further consideration.

**12.195.02 Melton Parish Council Emergency Mobile Telephone rota**

**12.195.03 Monthly Handover**

Cllr Needham to arrange the handover to Cllr Taylor/Cllr Thompson.

**12.195.04 To Consider the Process for the Parish Council Emergency Mobile Telephone**

Paper MPC(12)P195.04 previously circulated was received and noted.

**It was RESOLVED** to adopt the process for the Parish Council Mobile Telephone contained in paper MPC(12)P195.04.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin

**12.195.05 To Note the Training Session**

It was noted that the training session with Jane Cole Deputy CEO at SALC will take place on 22<sup>nd</sup> November 2012 in the Orwell Room at Ufford Park Hotel, Golf & Spa Yarmouth Road Melton IP12 1QW. The session will commence with refreshments at 2.00 p.m. on arrival and will conclude with a buffet at 5.00 p.m.

It was also noted that apologies had been received from the following councillors:

Cllr Barrington

Cllr Eckersley

Cllr Needham

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

The following items were considered suitable for the Melton Messenger article:

- Neighbourhood Planning and Transport Committee
- Christmas bus services
- Challenge of preparing a budget in current economic climate

The Chairman agreed to provide material for Cllr Eckersley.

**12.195.07 To Receive Items for Future Meetings**

There were no specific items that could not be dealt with under the reports from committees.

**12.196**

**DATE OF NEXT MEETING**

Thursday 10<sup>th</sup> January 2013 in the Lindos Centre Seminar Room commencing at 1900.

There being no further business the meeting closed at 2055

Signed:

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[Chairman]

Date:

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