



MELTON PARISH COUNCIL



Minutes of an Ordinary Meeting of Melton Parish Council on Thursday 10th January 2013 commencing at 1900 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

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 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 BK Abbott [Chairman]
Cllr Mr J Bidwell

Cllr Mr MW Sherwen

In Attendance:

Cllr Mr MN Bond
Mr MJ Green

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

In the absence of the Chairman the Vice-Chairman chaired the meeting.

Cllr Martin welcomed everyone to the meeting and wished all a Happy New Year.

Council expressed their sincere condolences to the Chairman for her recent loss.

13.01 TO RECEIVE APOLOGIES FOR AND CONSIDER CONSENTING TO ANY ABSENCE

13.01.01 Cllr Mrs BK Abbott – family matters

13.01.02 Cllr Mr MW Sherwen – working late

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

Proposed by: Cllr Martin

Seconded by: Cllr Butterwick.

13.01.03 Cllr Mr J Bidwell – out of the country

Council received and noted this apology.

13.02 DECLARATIONS OF INTEREST

13.02.01 To Receive Amendments to the Register

It was noted that Cllr Thompson had amended his register of interest to include his home under item 5.

This was received by the Clerk who confirmed that the SCDC Monitoring Officer will be provided with a revised copy of the register in due course.

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

The following councillors declared a pecuniary interest in respect of item 13.13 – the budget and precept for 2013/2014 as they were all council tax payers in Melton:

Cllr Mr JE Bale
Cllr Miss EA Barrington
Cllr Mr GK Butterwick
Cllr Mr AG Corston
Cllr Mrs JEJ Eckersley
Cllr Mrs EJG Hilson

Cllr Mr MJ Kennedy
Cllr Miss KS Martin
Cllr Mr AH Porter
Cllr Mr CW Taylor
Cllr Mr A Thompson
Cllr Mr ML Webb

13.02.03 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.

13.02.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared

Written applications for Full Dispensations for Pecuniary Interests Declared from the following councillors were considered and authorised by the Clerk under the delegated authority of the Disclosable Personal Interest Policy.

Cllr Mr JE Bale

Item: 2013/14 Budget & Precept
Meetings: Full Council 10/1/2013
Finance, Employment and Risk Management Committee 21/1/2013
Period: maximum allowed i.e. 4 years

Cllr Miss EA Barrington

Item: 2013/14 Budget & Precept
Meetings: Full Council 10/1/2013
Period: maximum allowed i.e. 4 years

Cllr Mr GK Butterwick

Item: 2013/14 Budget & Precept
Meetings: Full Council 10/1/2013
Finance, Employment and Risk Management Committee 21/1/2013
Period: maximum allowed i.e. 4 years

Cllr Mr MJ Kennedy

Item: 2013/14 Budget & Precept
Meetings: Full Council 10/1/2013
Recreation Committee 14/1/2013
Period: maximum allowed i.e. 4 years

Cllr Miss KS Martin

Item: Budget & Precept
Meetings: Full Council 10/1/2013
Any future meetings.
Period: maximum allowed i.e. 4 years

Cllr Mr AH Porter

Item: 2013/14 Budget & Precept
Meetings: Full Council 10/1/2013
Recreation Committee 14/1/2013
Period: maximum allowed i.e. 4 years

Cllr Mr ML Webb

Item: 2013/14 Budget & Precept
Meetings: Full Council 10/1/2013
Finance, Employment and Risk Management Committee 21/1/2013
Period: maximum allowed i.e. 4 years

The reason given in each case was that 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

13.03 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.

13.04 PUBLIC PARTICIPATION SESSION

13.04.01 To receive the Safer Neighbourhood Team Report

Paper MPC(13)P04.01 was received and noted.

13.04.02 To Receive the County Councillors/District Councillors Report

(a) *Report for December 2012*

Paper MPC(13)P04.02 was received and noted.

(b) *Report for January 2013*

Paper MPC(13)P04.03 was received and noted.

The following items were highlighted:

(i) Primary school education - Recent tables showing attainment at the age of 11 with varying results across the county

(ii) Budgets - A conference on 9th January indicated that the county was facing a bleak time over the next two years

(iii) The Locality Budget was being closed shortly. A possible application from Melton Old Church to provide a display of 1st World War Crosses was anticipated but had not yet been received. Cllr Martin to follow up.

(iv) Melton Primary School Community Room was being revamped and may offer opportunities for council meeting space

(v) Parked Cars For Sale on Grass Verges

(vi) A draft policy was coming to fruition which would deal with this nuisance

(vii) Disabled Facility - After much battling for over 12 months facilities have been provided for a local resident.

(viii) Woods Lane Development - This was being monitored but it is likely that some small development will be allowed despite the area being outside the village envelope

(ix) Leeks Hill Footpath - A possible alternative approach is being considered

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

(a) *Air quality at Melton Cross Roads by the School*

(b) *Station Road Water Leak – Anglian Water quick response appreciated*

(c) *Parking on Land Outside of Fison House – will be taken up by TTWG*

It was RESOLVED to reinstate standing orders.

13.05 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 8TH NOVEMBER 2012.

It was RESOLVED that Minutes MPC(12)M10 previously circulated be received, noted and signed as a correct record by the Chairman

Proposed by: Cllr Martin

Seconded by: Cllr Corston

13.06 TO RECEIVE REPORTS AND MINUTES OF COMMITTEES AND OUTSIDE BODIES

13.06.01 Committees

(a) *Recreation Committee 12th November 2012*

Minutes REC(12)M06 previously circulated were received and noted.

The Chairman reported that the only Ash Tree on the land owned by Melton Parish Council was healthy and currently free from any disease.

- (b) *Planning and Transport Committee*
- (i) 26th November 2012
Minutes PLA(12)M11 previously circulated were received and noted.
- (ii) 17th December 2012
Minutes PLA(12)M12 previously circulated were received and noted.

It was noted that changes to dates for the meetings in 2013/14 in June and September 2013 to avoid a clash with SALC Area Meetings were agreed. The dates are now:
Monday 24 June 2013 [not 17th June 2013]
Monday 23 September 2013 [not 16 September 2013].

It was also noted that there will be an open meeting to receive a presentation of the proposed development at Sizewell C from EDF on Monday 28th January 2013 at 6.30 p.m. in the Lindos Centre Seminar Room immediately prior to the meeting of the Melton Parish Council Planning and Transport Committee. This will be circulated by e-news and on the parish council notice boards. The formal response to the consultation due by 6th February 2013 will be considered at the meeting of the Planning and Transport Committee.

- (c) *Finance, Employment and Risk Management Committee 3rd December 2012*
Minutes FRM(12)M06 previously circulated were received and noted.
In response to a question the Chairman of the Finance, Employment and Risk Management Committee stated that the potential cost of resurfacing of the car park at Melton Playing Fields had been left out of the proposed budget due to the significant increase that this would result in. A risk assessment was to be undertaken by the Assistant Clerk and the results of that assessment will be considered from the Risk Management perspective at the next meeting of the Finance, Employment and Risk Management Committee

13.06.02 Outside Bodies

- (a) *Burness Parish Room Management Committee*
It was reported that the Deben Players were investigating the possibility of replacing the existing storage units at the rear of the Burness Rooms.
- (b) *Deben Estuary Partnership*
Nothing to report.
- (c) *Melton Trust*
The distribution of the Christmas gifts had taken place in December and the next meeting will be in February.
- (d) *ParishLinks*
The following items had been discussed at the meeting on 21 November attended by the Chairman and Vice-Chairman:
 - (i) Gypsy/traveller liaison
 - (ii) Grit bins/gritting of roads etc.
 - (iii) Quiet Lanes

The next meeting is on 20 February 2013.
- (e) *Safer Neighbourhood Team (SNT) Tasking Group*
The note from Andy Buck was tabled, received and noted.
Concern was expressed about the perceived reduction in SNT staff 'on the ground'. The Vice Chairman agreed to write to the Police Commissioner expressing the concerns of council and seeking reassurance that the SNT has a real future.

It was noted that the next public panel meeting will be held on 6th February 2013 in the Seminar Room, The Lindos Centre, Saddlemakers Lane, Melton. IP12 1PP, commencing at 1900. All were encouraged to attend.

- (f) *Suffolk Association of Local Councils*
Cllr Butterwick reported that concerns had been raised by members following a recent meeting at which the future impact of the Neighbourhood Plans was questioned by officials of SCDC. This would be vigorously followed up by the SALC Planning Working Group.

- (g) *Greenprint Forum*
Cllr Eckersley reported on the excellent Hedgerow Survey undertaken by Guy Ackers. It was agreed to add a report of the activities of the Greenprint Forum on each agenda and Cllr Eckersley agreed to provide the report.

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

Cllr Butterwick requested a copy of the recent letter from the Rector setting out how the contribution by Melton Parish Council to the Melton Messenger had been used.

13.08 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

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

Paper MPC(13)P09 previously circulated was received and noted.

The following outstanding items were considered a priority to be followed up:

- Grants Task Committee - Follow up letter to Karen Cook and seek assistance of Cllr Bidwell if no response
- Gateway and Melton Messenger - The Chairman to write a letter
- Pavilion Window Painting - Refer matter to the Recreation Committee
- St Audry's Speed Sign - Cllr Corston will follow up with SCC Highways.

13.10 TO RECEIVE THE FINANCE REPORT

Paper MPC(13)P10 previously circulated was received and noted.

The following points were highlighted:

- There is likely to be a net surplus at the end of the financial year – currently forecast at £5.5k
- The budget included provision for building up reserves by £4k to comply with audit requirements
- Deteriorating assets – no provision made for depreciation as this is not allowed under LGA rules
- High expenditure on play equipment in the past has been funded by grants as it is unlikely that council would ever be able to generate reserves sufficient to replace equipment

13.11 TO CONSIDER THE PROPOSAL FROM THE CHAIRMAN OF THE FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE TO UPGRADE THE OFFICE SOFTWARE AND COMPUTERS

The Chairman of Finance, Employment and Risk Management Committee gave the following update on the objectives:

- To provide properly licensed up to date software
- To provide capacity for the clerk and assistant clerk to work concurrently in the office
- To replace existing equipment that is 6 years old
- To upgrade existing equipment to provide second PC

- To maintain off –site data back up facility

The cost of providing the replacement system is likely to be circa £2k of which the hardware cost is in the region of £500 with the remainder being for properly licensed software.

It was RESOLVED to upgrade the office computer system at an estimated cost of £2k.

Proposed by: Cllr Porter

Seconded by: Cllr Barrington

13.12 TO ADOPT A REVISED TERMS OF REFERENCE FOR COUNCIL COMMITTEES AS RECOMMENDED BY THE FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE.

As part of the budget consideration The Chairman of the Planning and Transport Committee requested that responsibility for the management of the bus shelters in the village became part of the remit for the Planning and Transport Committee. This was considered and agreed by the Finance, Employment and Risk Management Committee and a revised Committee Terms of Reference was therefore recommended for adoption by Full Council

Paper MPC(13)P12 - revised Committee Terms of Reference previously circulated was received and noted.

It was RESOLVED to adopt the revised terms of reference for council committees as contained in paper MPC(13)P12.

Proposed by: Cllr Martin

Seconded by: Cllr Corston.

13.13 BUDGET AND PRECEPT 2013/14

It was RESOLVED to lift standing orders.

The Chairman of Finance, Employment and Risk Management Committee outlined the changes that had been imposed on the council by National and Local Government following their agreeing the balanced budget in November subject to increases being within Cost of Living Rises.

- The number of properties in the calculation for determining the parish council tax had been reduced by 136 properties
- The indications are that in 2014/15 there will be a cap on the level of parish council precept at the level adopted for the 2013/14 year
- For 2013/14 the impact of the reduction in the number of properties will be off-set by a once and only Local Council Tax Reduction Scheme grant that will, provided Melton Parish Council applies for it, meet the shortfall of £3,976.25
- A number of technical reforms will be introduced that will impact on council tax benefits so that in the longer term everyone will pay at least 8.5% of their council tax bill
- The budget has been prepared after carefully reviewing all expenditure and reducing expenditure wherever possible. If Melton Parish Council is to be capped in 2014/15 then it is essential that provision is made to ensure that the precept received by Melton Parish Council in 2014/15 is the same as that required in 2013/14. The only way to do this is to increase the budget for 2013/14 by the level of the grant i.e. £3,976.25 and place this in the appropriate reserves and contingencies.
- The impact on the band D property will be to increase the annual parish council tax from £38.09 per year in 2012/13 to £41.78 per year in 2013/14 in order for it to remain at this level in 2014/15

It was RESOLVED to reinstate standing orders.

The following councillors withdrew from any further involvement in the matter.

Cllr Mr AG Corston
Cllr Mrs JEJ Eckersley
Cllr Mrs EJM Hilson
Cllr Mr CW Taylor
Cllr Mr A Thompson

It was noted that although Cllr Needham had not declared a pecuniary interest or sought a dispensation he was able to participate as he was no longer a council tax payer in Melton. This allowed a total of 8 councillors to participate in the budget and precept deliberations.

Paper MPC(13)P13 previously circulated was received and noted.

13.13.01 To adopt the 2013/14 budget of £69,331 as recommended by the Finance, Employment and Risk Management Committee

(a) *Amendment to item 13.13.01*

To adopt the 2013/14 budget of £73,307 as recommended by the Finance, Employment and Risk Management Committee.

It was RESOLVED to adopt the budget of £73,307 as recommended by the Finance, Employment and Risk Management Committee

Proposed by: Cllr Needham

Seconded by: Cllr Martin

Voting:

In Favour:	8
Against:	0
Abstentions:	0

This amendment having been adopted – the original motion falls.

13.13.02 To Adopt the Precept for 2013/14 of £65,796 as recommended by the Finance, Employment & Risk Management Committee

(a) *Amendment to item 13.13.02*

To adopt the Precept for 2013/14 of £69,772 to include the Local Council Tax Reduction Scheme Grant from Suffolk Coastal District Council of £3,976.36 which is to be applied for as recommended by the Finance, Employment & Risk Management Committee.

It was RESOLVED to adopt the Precept for 2013/14 of £69,772 to include the Local Council Tax Reduction Scheme Grant from Suffolk Coastal District Council of £3,976.36 which is to be applied for as recommended by the Finance, Employment & Risk Management Committee.

Proposed by: Cllr Needham

Seconded by: Cllr Martin

Voting:

In Favour:	8
Against:	0
Abstentions:	0

This amendment having been adopted – the original motion falls.

As both the budget and precept were adopted by council the provisional extra-ordinary meeting of the Full Council to consider any revisions to the budget and/or precept scheduled for Thursday 24th January 2013 commencing at 1900 is cancelled.

13.14 TO APPOINT REPRESENTATIVE OF MELTON PARISH COUNCIL TO ATTEND BOUNDARY COMMISSION PRESENTATION ON WEDNESDAY 6TH FEBRUARY 2013 AT SCDC OFFICES

It was **RESOLVED** that Cllr Butterwick represents Melton Parish Council at the Boundary Commission Presentation on Wednesday 6th February 2013 at 6.00 p.m.

Proposed by: Cllr Martin

Seconded by: Cllr Barrington.

13.15 CHAIRMAN'S BUSINESS

13.15.01 To receive a report on urgent business not otherwise on the agenda

There was no urgent business.

13.15.02 Melton Parish Council Emergency Mobile Telephone rota

(a) *Monthly Handover*

The handover from Cllr Thompson to Cllr Webb/Cllr Bale was noted.

13.15.03 To Agree Items to be included in the Melton Messenger.

The following items were agreed for inclusion in the Melton Messenger:

- Anglia Water & contact phone number
- Healthy Ash Tree
- SNT Panel Meeting 6th February 2013
- Parking outside Fison House

13.15.04 To Receive Items for Future Meetings

There were no items requested.

13.16 DATE OF NEXT MEETING

Thursday 14th March 2013 in the Lindos Centre Seminar Room commencing at 1900.

To note that at this meeting the trial of bi-monthly meetings will be considered and the future frequency of meetings decided.

There being no further business the meeting closed at 2125

Signed: _____

[Chairman]

Date: _____