



# MELTON PARISH COUNCIL



**Minutes** of an Ordinary Meeting of Melton Parish Council on Thursday 14<sup>th</sup> March 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 EJJ Hilson  
Cllr Mr MJ Kennedy  
Cllr Miss KS Martin [Vice Chairman]

Cllr Mr HM Needham  
Cllr Mr AH Porter  
Cllr Mr MW Sherwen  
Cllr Mr CW Taylor  
Cllr Mr A Thompson  
Cllr Mr ML Webb

**Absent:**

Cllr Mrs BK Abbott [Chairman]

Cllr Mrs JEJ Eckersley

**In Attendance:**

Cllr Mr MN Bond  
Cllr Mr J Bidwell  
Mr MJ Green

County/District Councillor [until 1935]  
District Councillor [until 1935]  
Clerk to Melton Parish Council

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

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

**13.17.01 Cllr Mrs BK Abbott – family matters**

**13.17.02 Cllr Mrs JEJ Eckersley - Medical**

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

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Porter.

**13.18 DECLARATIONS OF INTEREST**

To consider advice from Monitoring Officer regarding SCDC Online Register. MPC(13)P18 previously circulated was received and noted.

**It was RESOLVED to:**

- Maintain signed hard copy Register of Members' Interest forms in the parish council records
- Continue the practice of recording changes in the minutes of the meeting at which the change was advised
- Continue the practice of the Clerk receiving and signing the register [revised register] of members' interests
- The Clerk to be delegated to maintain/update the SCDC Online Register of Members' Interests on behalf of councillors
- Councillors will not update their own entry on the SCDC Online system
- A link be established on the Parish Council Website to the SCDC Online Register to enable members of the public to view the councillors register of interest

**Proposed by:** Cllr Martin

**Seconded by:** Cllr Porter.

- 13.18.01 To Receive Amendments to the Register**  
There were no amendments to the Register.
- 13.18.02 To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda**
- (a) *Budget Dispensations - Advice from Brandon Lewis MP – DCLG*  
Copy of letter enclosed MPC(13)P18.02(a) previously circulated was received and noted. As the advice was not legal advice **it was RESOLVED** to continue the current practice contained in the Melton Parish Council policy on Disclosable Personal Interests and for councillors to declare an interest in budget/precept discussions.  
**Proposed by:** Cllr Martin **Seconded by:** Cllr Porter.
- (b) *Declarations in Respect of Items on the Agenda.*  
There were no declarations of pecuniary interest in respect of items on the agenda.
- 13.18.03 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.
- 13.18.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared**  
It was noted that there had been no requests for dispensation for pecuniary interests declared.
- 13.19 STANDING ORDER 8 - WRITTEN QUESTIONS FROM COUNCILLORS**  
To note that there have been no written questions received.  
**It was RESOLVED** to lift standing orders.
- 13.20 PUBLIC PARTICIPATION SESSION**
- 13.20.01 To receive the Safer Neighbourhood Team Report**  
As no report had been received the chairman offered to contact the SNT for the report which will then be distributed to councillors and placed on the full council archive reports page on the website with the other papers from the meeting.  
[http://www.melton-suffolk-pc.gov.uk/archive\\_full\\_reports.html](http://www.melton-suffolk-pc.gov.uk/archive_full_reports.html)
- 13.20.02 To Receive the County Councillors/District Councillors Report**
- (a) *Report for February 2013*  
Paper MPC(13)P20.02(a) previously circulated was received and noted.
- (b) *Report for March 2013*  
Paper MPC(13)P20.02(b) previously circulated was received and noted..  
The following items were highlighted from the reports:
- (i) Cars for sale parked on Grass verges
- (ii) Locality budget
- (iii) St Audry's House
- (iv) B1078 and use by EDF Long Distance Suppliers
- (v) Council tax
- (vi) Travellers
- (vii) Boundary Commission
- 13.20.03 To Receive Village Matters Raised by Members of the Public or Councillors**
- (a) *The Street – Chicane*  
Cllr Corston offered to contact SCC Highways to obtain information on how long the chicane will be in place
- (b) *Damaged boats on Wilford Wall*  
Cllr Hilson raised concerns about parts of the damaged boats falling into the river. It was agreed that this was a matter for the Environment Agency – not something MPC could become involved with.

- (c) *Melton Fete 2013*  
Cllr Barrington shared the following:
  - (i) Planning had started in earnest with bookings being made for various stalls and infrastructure needs
  - (ii) Enthusiastic team but some had a conflict of loyalty with the Woodbridge Carnival now taking place on same day
  - (iii) Potential conflict of timing etc with the Woodbridge Carnival  
Full council restated their support for the fete on 6<sup>th</sup> July 2013 but referred any decision on its future to the Recreation Committee and the Special Events Working Group.

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

**13.21 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 10<sup>TH</sup> JANUARY 2013.**

**13.21.01 Amendment #1 - Item 13.15.02(a) Monthly Handover MPC Emergency Mobile Phone Rota**

The handover from Cllr Thompson to Cllr Webb/ Cllr Bale should read Cllr Taylor to Cllr Thompson.

**It was RESOLVED** that, with this one amendment, Minutes MPC(13)M01 previously circulated be received, noted and signed as a correct record by the Chairman

**Proposed by:** Cllr Martin                      **Seconded by:** Cllr Corston

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

**13.22.01 Committees**

- (a) *Recreation Committee 14 January 2013*  
Minutes REC(13)M01 previously circulated were received and noted.
- (b) *Recreation Committee 11 March 2013*  
It was noted that this meeting was cancelled due to adverse weather conditions.
- (c) *Finance, Employment and Risk Management Committee 21 January 2013*  
Minutes FRM(13)M01 previously circulated were received and noted.  
The Chairman of the Finance, Employment and Risk Management Committee confirmed that no further progress had been made with the divestment of the land in Orchard Close as we were awaiting a response from Barratts regarding reimbursement of costs.
- (d) *Planning and Transport Committee 28 January 2013*  
Minutes PLA(13)M01 previously circulated were received and noted.
- (e) *Planning and Transport Committee 25 February 2013*  
Minutes PLA(13)M02 previously circulated were received and noted.  
It was confirmed that finally SCDC had started to process the application from Melton Parish Council for a Neighbourhood Plan following letters to DCLG and the local MP.

**13.22.02 Outside Bodies**

- (a) *Burness Parish Room Management Committee*  
Paper MPC(13)P22.02(a) was received and noted.  
Cllr Porter added that the old Horse & Groom sign was to be installed in the Burness Rooms and a planning application for the replacement of the Deben Players Shed would come before the Planning and Transport Committee later in March.
- (b) *Deben Estuary Partnership*  
Cllr Sherwen confirmed that the annual meeting would be held at Waldringfield on Saturday 16<sup>th</sup> March and he would report on the event at the next meeting.
- (c) *Greenprint Forum*  
In the absence of Cllr Eckersley there was no report.

- (d) *Melton Trust*  
Cllr Thompson reported on the recent meeting that included:
- (i) Mary Addington was re-elected Chairman
  - (ii) Three trustees will be re-appointed in April but with two existing trustees not standing there would be vacancies.
  - (iii) The trust was looking to recruit younger trustees
  - (iv) There had not been a single application for a grant since July 2012 apart from the Christmas grants which leaves a rather large accumulated balance
  - (v) 2012 report and accounts will be field shortly with the Charity Commission
  - (vi) Trust looking at ways of working with external agencies to ensure available funding is spent on those who need it
- (e) *ParishLinks*  
It was noted that the scheduled for 20<sup>th</sup> February 2013 was cancelled.  
The Clerk had written to the Chairman following the resignation of the administrator seeking information about the future of the group but as yet no response had been forthcoming.
- (f) *Safer Neighbourhood Team (SNT) Tasking Group*  
MPC(13)P22.02(f)\_CONFIDENTIAL previously circulated to councillors only was received and noted.  
The Vice Chairman reported that she had written to the Police and Crime Commissioner about the future of the staffing of the Woodbridge SNT. The response had been affirmative but recent events where Andy Buck was now responsible for Kesgrave and Woodbridge SNT's would indicate differently The Vice Chairman to seek further clarification and asking if it is possible to receive a copy of the plan to which her referred in his letter.
- (g) *Suffolk Association of Local Councils*  
Paper MPC(13)P22.02(g) previously circulated was received and noted.

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

The Chairman of the Planning and Transport Committee requested a copy of the Lighting Divestment Letter. The clerk to follow up.

**13.24 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.

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

Paper MPC(13)P40 previously circulated was received and noted.

**13.26 TO RECEIVE THE FINANCE REPORT**

Paper MPC(13)P41 previously circulated was received and noted.

The Chairman of the Finance, Employment and Risk Management Committee highlighted the following:

- Underspend on Woodland as the coppicing of the trees surrounding Jenners Close had not yet materialised. A TPO application was being prepared but this will now be part of the 2013/14 commitment – it would not be a provision carried forward
- The cost of the office computer equipment would be a provision from 2012/13 as this work has been committed
- No budget has been spent on the Neighbourhood Plan due to the delays encountered with the acceptance of the submission by SCDC. No provision will be made in the 2012/13 accounts
- This results in there being a carried forward balance into the new financial year that will be incorporated into the reserves for future use.

**13.27 TO CONSIDER ALLOCATING THE 2013/14 GRANTS BUDGET OF £1,000 TO THE MELTON MESSENGER TO BE PAID IN DECEMBER 2013**

Paper MPC(13)P27 previously circulated was received and noted

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

Due to the absence of the proposer and seconder the Chairman had withdrawn this proposal until the next meeting when she would be present to put the proposal personally.

**13.28 TO CONSIDER THE TRIAL OF BI-MONTHLY MEETINGS AND AGREE THE FUTURE PATTERN OF MEETINGS OF FULL COUNCIL.**

**13.28.01 To Continue Bi-Monthly Meetings [6]**

(a) 2013  
9 May 12 September  
11 July 14 November

(b) 2014  
9 January 13 March

**13.28.02 To Revert to Monthly Meetings [12]**

(a) 2013  
9 May 12 September  
13 June 10 October  
11 July 14 November  
8 August 12 December

(b) 2014  
9 January 13 March  
13 February 10 April

**13.28.03 To Revert to Monthly but exclude August and December [10]**

(a) 2013  
9 May 12 September  
13 June 10 October  
11 July 14 November

(b) 2014  
9 January 13 March  
13 February 10 April

**It was RESOLVED** that future meetings of the Full Council should be bimonthly in accordance with the schedule in 13.43.01

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

**13.29 TO RECEIVE A REPORT ON THE BOUNDARY COMMISSION BRIEFING HELD ON 6<sup>TH</sup> FEBRUARY 2013**

Paper MPC(13)P29 previously circulated was received and noted.

It was reported that SCDC leadership wanted to reduce costs by having fewer councillors – this had led to concerns that the position of district councillor will be significantly harder if the proposal is passed.

A ten – twelve week consultation starts in April 2013.

**13.30 CHAIRMAN'S BUSINESS**

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

(a) *SCDC Scrutiny Committee*

Cllr Butterwick reported on the new IDOX system that will be introduced that will provide a much enhanced IT planning and communications system. The technicalities of all this is to be explained to clerks at the next Clerks liaison meeting [no date].

It was noted that Waveney have stopped issuing paper applications and plans but this has major resource implications for local councils. However, although Waveney and SCDC were working in partnership the current intention is that SCDC continues to provide hard copies of all applications and plans.

### **13.30.02 Melton Parish Council Emergency Mobile Telephone rota**

#### (a) *Monthly Handover*

With the adoption of bi-monthly meetings councillors will make their own arrangements to hand over the mobile phone at the end of their month in charge.

The following is the current schedule:

March 2013	Cllr Webb
April 2013	Cllr Bale
May 2013	Cllr Abbott
June 2013	Cllr Barrington
July 2013	Cllr Butterwick
August 2013	Cllr Corston
September 2013	Cllr Eckersley
October 2013	Cllr Hilson
November 2013	Cllr Kennedy
December 2013	Cllr Martin
January 2014	Cllr Needham
February 2014	Cllr Porter
March 2014	Cllr Sherwen
April 2014	Cllr Taylor
May 2014	Cllr Thompson
June 2014	Cllr Webb
July 2014	Cllr Abbott
August 2014	Cllr Bale
September 2014	Cllr Barrington
October 2014	Cllr Butterwick
November 2014	Cllr Corston
December 2014	Cllr Eckersley
January 2015	Cllr Hilson
February 2015	Cllr Kennedy
March 2015	Cllr Martin
April 2015	Cllr Needham

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

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

- Bi-monthly meetings
- Annual Parish Meeting

### **13.30.04 To Receive Items for Future Meetings**

There were no items noted.

### **13.31 DATE OF NEXT MEETING**

#### **13.31.01 Annual Parish Meeting**

Thursday 25<sup>th</sup> April 2013 commencing at 1900 in the Lindos Centre Seminar Room

#### **13.31.02 Annual Meeting of the Full Council**

Thursday 9<sup>th</sup> May 2013 in the Lindos Centre Seminar Room commencing at 1900.

There being no further business the meeting closed at 2100

Signed:

\_\_\_\_\_

[Chairman]

Date:

\_\_\_\_\_