



MELTON PARISH COUNCIL



MPC(13)M03

Minutes of the Statutory Annual Meeting of Melton Parish Council on Thursday 9th May 2013 commencing at 1900 in The Lindos Centre Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott
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 Mrs KS Martin
Cllr Mr HM Needham
Cllr Mr AH Porter
Cllr Mr A Thompson
Cllr Mr ML Webb

Absent:

Cllr Mr MW Sherwen
Cllr Mr CW Taylor

In Attendance:

| | |
|-------------------|---|
| PCSO M Smith | Woodbridge & District SNT [until 1925] |
| Cllr Mr MN Bond | District & County Councillor [until 1940] |
| Cllr Mr J Bidwell | District Councillor [until 1940] |
| Mr MJ Green | Clerk to Melton Parish Council |

The Chairman opened the meeting by thanking councillors for their support at the recent Annual Parish Meeting. She congratulated Cllr Bond on his successful re-election as County Councillor and also offered her best wishes to the unsuccessful candidates.

13.32 ELECTION OF THE CHAIRMAN OF THE COUNCIL

Nomination: Cllr Abbott

It was RESOLVED that Cllr Abbott be elected Chairman of the Council.

Proposed by Cllr Martin

Seconded by: Cllr Eckersley.

13.33 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Abbott completed the Chairman's Declaration of Acceptance of Office which was duly received by the Clerk.

13.34 ELECTION OF THE VICE CHAIRMAN

Nomination: Cllr Martin

It was RESOLVED that Cllr Martin be elected Vice Chairman of the Council.

Proposed by Cllr Abbott

Seconded by: Cllr Hilson.

13.35 TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Martin completed the Vice Chairman's Declaration of Acceptance of Office which was duly received by the Clerk.

13.36 APOLOGIES FOR ABSENCE

13.36.01 Cllr Mr CW Taylor - 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

13.37 DECLARATIONS OF INTEREST

13.37.01 To Receive Amendments to the Register

There were no amendments to the Register.

- 13.37.02 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.
- 13.37.03 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.
- 13.37.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared**
It was noted that there had been no requests for dispensation for pecuniary interests declared.

It was **RESOLVED** to lift standing orders

13.38 PUBLIC PARTICIPATION SESSION

13.38.01 To receive the Safer Neighbourhood Team Report

Papers MPC(13)P38.01 and MPC(13)P38.01 (b) tabled were received and noted.

The following comments were highlighted:

- There had been a delay in reporting and removing the graffiti on the pavilion over the Easter holiday and it was agreed to give the emergency councillor mobile number to the SNT so that similar incidents could be reported more quickly and action taken by the council
- As the SNT crime report related to two months to coincide with the bi-monthly meetings the comparison with other local areas was more favourable than at first seemed
- S.I.D was been used more regularly as Woodbridge SNT now had their own however for it to be used in Woods Lane would need for it to be recalibrated for the 40 mph stretch
- The mobile police station had been withdrawn but future possible uses were still being considered
- The SNT continue to visit local nurseries and schools

The Chairman thanked PCSO Smith for giving of her valuable time to attend and report.

13.38.02 To Receive the County Councillors/District Councillors Report

(a) *April 2013*

Paper MPC(13)P38.02(a) previously circulated was received and noted. It was reported that Melton Primary School had received a cheque from SCC for £2,095 towards the cost of converting a classroom into a community room

(b) *May 2013*

It was reported that a recent meeting of the SCDC Licencing Sub Committee the public house in Warwick Avenue had been ordered to close for two weeks following considerable disorder.

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

The following items were reported to council:

- (a) *Concern over builder parking heavy machinery in the playing field car park***
- (b) *Concern over the length of time that the scaffolding had been in place in The Street restricting traffic flow – Cllr Corston was following this up with SCC Highways***
- (c) *Concerns over the state of the public footpath alongside of St Andrew's Church - Cllr Eckersley offered to report the matter to SCC***
- (d) *Concern over the state of the retaining wall at the junction of Pytches Road and Grant Rise – Cllr Bale offered to email further details to Cllr Corston to enable him to follow up the matter with SCC Highways***

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

13.39 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 14TH MARCH 2013
It was **RESOLVED** that Minutes MPC(13)M02 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Martin

Seconded by: Cllr Corston.

13.40 TO REVIEW TERMS OF REFERENCE AND MEMBERSHIP OF PARISH COUNCIL WORKING GROUPS

It was **Resolved** that the council will have the following working groups:

Accommodation – Finance, Employment and Risk Management Committee

Affordable Housing – Finance, Employment and Risk Management Committee

Communications – Finance, Employment and Risk Management Committee

Divestment - Finance, Employment and Risk Management Committee

Friends of Melton Wood - Recreation Committee

Neighbourhood Plan - Planning and Transport Committee

Special Events - Recreation Committee

Traffic and Transport - Planning and Transport Committee

Woodland Management - Recreation Committee

Young People - Recreation Committee

The modus operandi for these pieces of work has been determined by the individual committees who will also receive the reporting back. The individual committee minutes will be the vehicle by which council is kept up to date with progress and developments.

Proposed by: Cllr Abbott

Seconded by: Cllr Martin.

13.41 TO REVIEW AND CONFIRM TERMS OF REFERENCE FOR COMMITTEES

13.41.01 Planning and Transport Committee

(a) Purpose

(i) To consider all planning applications affecting Melton submitted to the district council

(ii) To decide if a particular application, due to its impact on the village, requires consideration by the full council

(iii) To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton

(iv) To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council

(v) To consider all matters relating to Public Transport and Highways

(vi) To consider all aspects of a Neighbourhood Plan

(vii) To consider all aspects of Affordable Housing

(viii) To consider all aspects of Traffic & Transport

(ix) To consider all matters relating to Bus Shelters in the village including those owned by the Council and also those provided by Suffolk County Council

(x) Management of the budget allocated to the Planning and Transport Committee

(xi) To manage the committee communications within the Council Communications Strategy

(xii) To manage relevant items from the Village Plan

(b) Composition

Seven members

(c) Meeting frequency

Monthly

It was **RESOLVED** to confirm the above Terms of Reference for the Planning and Transport Committee

Proposed by: Cllr Butterwick

Seconded by: Cllr Corston.

13.41.02 Finance, Employment and Risk Management Committee

(a) Purpose

(i) To be responsible for the employment of council staff

(ii) To provide contracts and other such documents as required by employment legislation

(iii) To provide a staff appraisal system

(iv) To agree salary levels for council employees

(v) To provide a Disciplinary Panel consisting of three members of the Finance, Employment

- and Risk Management Committee
- (vi) To provide an Appeals Panel consisting of one member from the Finance, Employment and Risk Management Committee not on the Disciplinary Committee and two other councillors who are *not* members of the Finance, Employment and Risk Management Committee
 - (vii) Oversight of the internal financial controls
 - (viii) Authorisation of all payments within budget
 - (ix) Preparation of the budget for approval by full council
 - (x) Provision of financial information to the full council
 - (xi) To make whatever banking and investment arrangements are appropriate
 - (xii) To enter into and review contracts for the provision of services to the council
 - (xiii) To enter into and review contracts for the provision of insurance services to the council
 - (xiv) To oversee the provision of council accommodation
 - (xv) To make recommendations of expenditure from reserves
 - (xvi) To oversee the risk management of all council operations
 - (xvii) Raising of funds
 - (xviii) To consider all aspects of divestment/transformation
 - (xix) To manage the council communications strategy
 - (xx) Management of the budget allocated to the Finance, Employment and Risk Management Committee
 - (xxi) To consider applications for grants and to recommend allocations to full council
 - (xxii) To manage the committee communications within the Council Communications Strategy
 - (xxiii) To manage relevant items from the Village Plan

(b) *Composition*
Five Members

(c) *Meeting frequency*
6 times a year

It was RESOLVED to confirm the above Terms of Reference for the Finance, Employment and Risk Management Committee

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

13.41.03 Recreation Committee

(a) *Purpose*

- (i) To manage and promote the playing fields
- (ii) To manage and promote Melton Woods including The Friends of Melton Wood
- (iii) To manager and promote the management of the woodland
- (iv) To manage and promote the footpaths and rights of way
- (v) To manage and promote the pavilion
- (vi) To manage and promote the play equipment on the playing field
- (vii) To manage and promote the tennis courts
- (viii) To manage relevant items from the Village Plan
- (ix) To act for the council on planning matters of Trees & Tree Orders
- (x) To consider and manage the ongoing development of the pavilion on Melton Recreation Ground
- (xi) To organise special events on the Recreation Ground
- (xii) To consider facilities for young people
- (xiii) To consider and manage the provision of litter/dog waste/grit bins in the village
- (xiv) Management of the budget allocated to the Recreation Committee
- (xv) To manage the committee communications within the Council Communications Strategy

(b) *Composition*
Five members

(c) *Meeting frequency*
6 times a year

It was RESOLVED to confirm the above Terms of Reference for the Recreation Committee

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

13.42 TO RECEIVE NOMINATIONS TO EXISTING COMMITTEES

13.42.01 Planning and Transport Committee [7 members]

(a) *Members*

Nominees:

Cllr Mr JE Bale

Cllr Mrs EJM Hilson

Cllr Miss EA Barrington

Cllr Mr MW Sherwen

Cllr Mr GK Butterwick

Cllr Mr ML Webb

Cllr Mr AG Corston

It was RESOLVED that the above named councillors form the membership of the Planning and Transport Committee

Proposed by: Cllr Abbott

Seconded by: Cllr Martin.

(b) *Chairman*

Nominee: Cllr Mr GK Butterwick

It was RESOLVED that Cllr Butterwick be elected chairman of the Planning and Transport Committee

Proposed by: Cllr Abbott

Seconded by: Cllr Martin.

(c) *Vice-Chairman*

Nominee: Cllr Miss EA Barrington

It was RESOLVED that Cllr Barrington be elected vice-chairman of the Planning and Transport Committee

Proposed by: Cllr Abbott

Seconded by: Cllr Martin.

13.42.02 Finance, Employment and Risk Management Committee [5 members]

(a) *Members*

Nominees:

Cllr Mrs BK Abbott

Cllr Mr A Thompson

Cllr Mr GK Butterwick

Cllr Mr CW Taylor

Cllr Mr HM Needham

It was RESOLVED that the above named councillors form the membership of the Finance, Employment and Risk Management Committee.

Proposed by: Cllr Eckersley

Seconded by: Cllr Martin.

(b) *Chairman*

Nominee: Cllr Mr A Thompson

It was RESOLVED that Cllr Thompson be elected chairman of the Finance, Employment and Risk Management Committee

Proposed by: Cllr Eckersley

Seconded by: Cllr Martin.

(c) *Vice-Chairman*

Nominee: Cllr Abbott

It was RESOLVED that Cllr Abbott be elected vice-chairman of the Finance, Employment and Risk Management Committee

Proposed by: Cllr Eckersley

Seconded by: Cllr Martin.

13.42.03 Disciplinary Panel [3 Members of Finance, Employment and Risk Management Committee]

(a) *Members*

Cllr Mrs BK Abbott

Cllr Mr CW Taylor

Cllr Mr HM Needham

It was RESOLVED that the above named councillors form the membership of the Disciplinary Panel

Proposed by: Cllr Martin

Seconded by: Cllr Eckersley.

(b) *Chairman*

Nominee: Cllr Mrs BK Abbott

It was RESOLVED that Cllr Abbott be elected chairman of the Disciplinary Panel.

Proposed by: Cllr Martin

Seconded by: Cllr Eckersley.

- (c) ***Vice-Chairman***
 Nominee: Cllr Needham
It was RESOLVED that Cllr Needham be elected vice-chairman of the Disciplinary Panel.
Proposed by: Cllr Martin **Seconded by:** Cllr Eckersley.
- 13.42.04 **Appeals Panel [1 member from the Finance, Employment and Risk Management Committee not on the Disciplinary Panel plus two other councillors not on the Finance, Employment and Risk Management Committee]**
- (a) ***Members***
 Nominees:
 Cllr Mr GK Butterwick Cllr Mrs EJJ Hilson
 Cllr Miss KS Martin
It was RESOLVED that the above named councillors form the membership of the Appeals Panel.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Porter.
- (b) ***Chairman***
 Nominee: Cllr Miss KS Martin
It was RESOLVED that Cllr Martin be elected chairman of the Appeals Panel.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Porter.
- (c) ***Vice-Chairman***
 Nominee: Cllr Butterwick
It was RESOLVED that Cllr Butterwick be elected vice-chairman of the Appeals Panel.
Proposed by: Cllr Eckersley **Seconded by:** Cllr Porter.
- 13.42.05 **Recreation Committee [5 members]**
- (a) ***Members***
 Nominees:
 Cllr Mrs JEJ Eckersley Cllr Mr AH Porter
 Cllr Mr MJ Kennedy Cllr Mr CW Taylor
 Cllr Miss KS Martin
It was RESOLVED that the above named councillors form the membership of the Recreation Committee
Proposed by: Cllr Needham **Seconded by:** Cllr Thompson.
- (b) ***Chairman***
 Nominee: Cllr Mrs JEJ Eckersley
It was RESOLVED that Cllr Eckersley be elected chairman of the Recreation Committee.
Proposed by: Cllr Needham **Seconded by:** Cllr Thompson.
- (c) ***Vice-Chairman***
 Nominee: Cllr Martin
It was RESOLVED that Cllr Martin be elected vice-chairman of the Recreation Committee.
Proposed by: Cllr Needham **Seconded by:** Cllr Thompson.
- 13.43 **REVIEW AND ADOPT REGULATIONS/PROTOCOLS**
 Copies of all regulations and protocols previously circulated in the Councillor Regulations, Policies and Protocols Folder.
- 13.43.01 **Code of Conduct for Handling Complaints**
- 13.43.02 **Dates for Meetings of the Full Council and Committees**
- 13.43.03 **Finance**
- (a) ***Budget 2013-2014***
- (b) ***Financial Regulations***
- 13.43.04 **Freedom of Information Act**
- (a) ***Information available from Melton Parish Council***
- (b) ***Model Publication Scheme***

- 13.43.05 **Local Government Act**
 - (a) *Code of Conduct*
 - (b) *Member and Officer Protocol*
 - (c) *Disclosable Personal Interests*
- 13.43.06 **Other Policies and Protocols**
 - (a) *Data Protection Policy*
 - (b) *Protocols for Public Participation in Meetings*
 - (c) *Emergency Plan*
- 13.43.07 **Staffing**
 - (a) *Grievance and Discipline – Dispute Resolution*
 - (b) *Members of Staff*
- 13.43.08 **Standing Orders**
- 13.43.09 **Statement of Intent as to Community Involvement**
- 13.43.10 **Terms of Reference for Council Committees**

It was **RESOLVED** to adopt the above Regulations and Protocols.
Proposed by: Cllr Martin **Seconded by:** Cllr Porter.

13.44 TO REVIEW AND APPOINT REPRESENTATIVES ON OR TO WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

13.44.01 Burness Parish Room Trustee

Nominee: Cllr Mr AH Porter

It was RESOLVED that Cllr Porter represents the parish council as a Trustee of the Burness Parish Rooms.

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

13.44.02 Deben Estuary Partnership

Nominee: Cllr Mr MW Sherwen

It was RESOLVED that Cllr Sherwen represents the parish council on the Deben Estuary Partnership.

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

13.44.03 Greenprint Forum

Nominee: Cllr Mrs JEJ Eckersley

It was RESOLVED that Cllr Eckersley represents the parish council on the Greenprint Forum.

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

13.44.04 Melton Trust

It was noted that Mrs Mary Addington and Cllr Mr A Thompson are the representatives of Melton Parish Council until the end of the current electoral term

13.44.05 Parish Links

Nominee: Cllr Mrs BK Abbott

It was RESOLVED that Cllr Abbott represents the parish council on the Parish Links Group

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

13.44.06 Safer Neighbourhood Team

Nominee: Cllr Miss KS Martin

It was RESOLVED that Cllr Martin represents the parish council at the Safer Neighbourhood Team Meetings with Cllr Taylor as her deputy.

Proposed by: Cllr Hilson **Seconded by:** Cllr Thompson.

- 13.44.07 Suffolk Association of Local Councils**
 Nominee: Cllr Butterwick
It was RESOLVED that Cllr Butterwick represents the parish council at the four SALC Area Meetings each year
Proposed by: Cllr Abbott *Seconded by:* Cllr Martin.
- 13.45 TO REVIEW INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**
 It was noted that copies of all the documents were available at the meeting.
- 13.45.01 Asset Register dated 31/03/2013**
- 13.45.02 Trust Deed Garrod memorial Recreation Ground dated 13/01/1950**
- 13.45.03 Melton Playing Field Conveyance 13/01/1950**
- 13.45.04 Burkes Wood conveyance dated 31/07/1954**
- 13.45.05 Freehold Land situate in the Parish of Melton dated 16/12/1952**
- 13.45.06 Deed of Gift of land in The Street Melton for the erection of a bus shelter dated 01/12/1962**
- 13.45.07 Lease of a piece of land at Melton Road Melton to The Eastern Electricity Board [now Eastern Power Networks plc] for use as an electricity sub-station dated 15/07/1966**
- 13.45.08 Licence from SCDC for the use of land adjacent to Bredfield Road Melton for the erection and maintenance of a bus shelter dated 18/09/2000**
- 13.45.09 Licence from SCDC relating to land in The Street Melton for the locating of the village sign and seat dated 25/03/1998**
- 13.45.10 Lease for Parish Council Office at the Lindos Centre 01/04/2011 to 31/03/2014 dated 17/05/2012**
 The above documents were received, reviewed and noted.
- 13.46 TO REVIEW AND CONFIRM THE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**
 It was noted that the responsibility for the arrangement of insurance cover is delegated to the Finance, Employment and Risk Management Committee and that this was reviewed during 2011 and insurance arranged through Came & Company Parish Council Insurance with Aviva for 3 years commencing June 2011.
- 13.47 TO ADOPT THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2012**
- 13.47.01 Annual Return**
 Paper MPC(13)P47.01 previously circulated was received and noted.
It was RESOLVED to approve the accounts contained in the annual return and to authorise the Chairman to sign it to that effect.
Proposed by: Cllr Needham *Seconded by:* Cllr Martin.
- 13.47.02 Annual Governance Statement**
 Paper MPC(13)P47.02 previously circulated was received and noted.
It was RESOLVED to approve the annual governance statement contained in the annual return and to authorise the Chairman to sign it to that effect.
Proposed by: Cllr Needham *Seconded by:* Cllr Martin.
- 13.47.03 Bank Reconciliation**
 Paper MPC(13)P47.03 previously circulated was received and noted.
It was RESOLVED to approve the bank reconciliation statement and to authorise the Chairman to sign it to that effect.
Proposed by: Cllr Needham *Seconded by:* Cllr Martin.
- 13.47.04 Management Accounts**
 Paper MPC(13)P47.04 previously circulated was received and noted.
- 13.47.05 Asset Register**
 Paper MPC(13)P47.05 previously circulated was received and noted.

- 13.47.06 Variances Report**
Paper MPC(13)P47.06 previously circulated was received and noted.
- 13.47.07 Internal Audit Report**
Paper MPC(12)P47.04 previously circulated was received and noted.
- 13.48 TO CONFIRM SIGNATORIES TO MELTON PARISH COUNCIL BANK ACCOUNTS**
It was RESOLVED that the bank signatories on Melton Parish Council Bank Accounts are the Chairman and Vice Chairman of Council and the Chairman of the Finance, Employment and Risk Management Committee
Proposed by: Cllr Thompson **Seconded by:** Cllr Martin.
- 13.49 TO REVIEW THE COUNCIL'S AND OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES**
- 13.49.01 Save Our Rural Roads SORR [£25]**
- 13.49.02 Society of Local Council Clerks [£217]**
- 13.49.03 Community Action Suffolk [£30]**
- 13.49.04 Suffolk Association of Local Councils [£820]**
- 13.49.05 Suffolk Preservation Society [£25]**
- 13.49.06 ParishLinks [£50]**
- It was RESOLVED** to pay the subscriptions detailed above.
Proposed by: Cllr Needham **Seconded by:** Cllr Martin.
- 13.50 TO REVIEW COUNCIL'S COMPLAINTS PROCEDURE**
Copy of the Code of Practice for Handling Complaints previously circulated in the Councillor Regulations, Policies and Protocols Folder.
It was RESOLVED to review and adopt the Council's Complaint's Procedure as previously circulated.
Proposed by: Cllr Abbott **Seconded by:** Cllr Martin.
- 13.51 PARISH COUNCIL NOTICE BOARDS**
To confirm list of councillor volunteers for posting notices in the parish council notice boards at:
- The Playing Field on Melton Road near to Jenners Close [Cllr Martin]
 - Burness Parish Room in The Street [Cllr Porter]
 - Bus Shelter in Bredfield Road [Cllr Hilson]
 - Woodbridge Primary School Wilkinson Way [Cllr Eckersley]
 - St Audry's Park Road [Cllr Kennedy]
- 13.52 TO NOTE THE DATES AND VENUES OF THE COUNCIL MEETING DATES FOR 2013/2014 AS AGREED AT FULL COUNCIL IN 2012 AND AMENDED FOLLOWING THE DECISION REGARDING BI-MONTHLY MEETINGS AND REVISIONS REQUESTED BY RECREATION COMMITTEE**
Paper MPC(13)P52 previously circulated was received and noted.
It was RESOLVED to adopt the dates contained in paper MPC(13)P52as amended.
Proposed by: Cllr Abbott **Seconded by:** Cllr Martin.
- 13.53 STANDING ORDER 4 - WRITTEN QUESTIONS FROM COUNCILLORS**
It was noted that there had been no written questions received.
- 13.54 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**
- 13.54.01 Finance, Employment and Risk Management Committee 15th April 2013**
Minutes FRM(13)M02 previously circulated was received and noted.
- 13.54.02 Planning and Transport Committee 25th March 2013**
Minutes PLA(13)M03 previously circulated was received and noted.
As a result of the change in responsibility for TPO's from Planning and Transport Committee to Recreation Committee copies of the outstanding TPO's to be forwarded by the Clerk to the Chairman and Vice Chairman of Recreation Committee.

- 13.54.03 Planning and Transport Committee 22nd April 2013**
 Minutes PLA(13)M04 to be circulated in due course.
 The following items from the meeting were reported:
- (a) *Neighbourhood Plan***
 (i) SCD are now advertising formal submission
 (ii) The consultation eight week period ends in June
 (iii) SCDC now had budget approval for additional staff to deal with NP
 (iv) NP website is up and running with links from the MPC Website
 (v) Leaflets had been distributed with Melton Messenger
 (vi) Saturday 29th June 2013 - first Public Meeting at the Lindos Centre from 9.30 a.m. to 12.30 p.m.
 (vii) Letters to businesses in Melton to be distributed by 17th May
 (viii) An application for £7k of funding was to be submitted
 (ix) Target date for referendum was end of 2014
- (b) *Park Properties***
 A pre-submission discussion had taken place between the Planning and Transport Committee and Park Properties over the proposed changes to the next phase of the proposed development at Old Maltings Approach
- (c) *Sizewell C – no feedback from phase 1 consultation***
- (d) *Census figures recently released for Melton appear incorrect – referred to Office for National Statistics by the Chairman***
- 13.55 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- 13.55.01 Burness Parish Room Management Committee**
 It was reported that the AGM would be held within the next two weeks and that the old Horse and Groom Pub Sign had now been erected inside the parish room.
- 13.55.02 Deben Estuary Partnership**
 Nothing to report.
- 13.55.03 Greenprint Forum**
 Nothing to report.
- 13.55.04 Melton Trust**
 It was reported that there are now three vacancies for trustees – these are to be circulated on e-news and in the Melton Messenger.
- 13.55.05 Parish Links**
 Nothing to report.
- 13.55.06 Safer Neighbourhood Team (SNT) Tasking Group**
 A copy of the confidential report from the meeting on 8th May 2013 will be circulated to councillors only in due course. As there were no new issues the existing priorities were retained.
- 13.55.07 Suffolk Association of Local Councils**
 Council had received a request from SALC to receive the Local Councillor newsletter by email in the future. The Clerk was instructed to advise SALC that this would be acceptable.
- 13.56 TO CONSIDER ANY MATTERS ARISING FROM CORRESPONDENCE CONTAINED IN THE WEEKLY REPORTS CIRCULATED TO COUNCILLORS**
 There were no matters arising.
- 13.57 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA**
 Paper MPC(13)P57 previously circulated was received and noted.

13.58 TO CONSIDER PAYMENT TO MELTON MESSENGER

It was RESOLVED to accept the Finance, Employment and Risk Management Committee recommendation that Full Council makes a payment of £1,000 from reserves for the calendar year ended 31st December 2013 payable in December 2013 to the Melton Messenger as a transitional arrangement whilst a communications policy is being developed.

Proposed by: Cllr Needham

Seconded by: Cllr Martin.

13.59 MELTON PARISH COUNCIL EMERGENCY MOBILE TELEPHONE ROTA - HANDOVER

Difficulties had been experienced using the mobile phone – when resolved by the Clerk the following rota was agreed.

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

13.60 TO CONSIDER ITEMS FOR THE MELTON MESSENGER

The following items were agreed for inclusion:

- Resignation of Assistant Clerk
- Friends of Melton Woods
- The Car Boot Sales and that Melton Parish Council makes no charge for the hire of the field for these events
- Phone number for SCC Highways issues
- Neighbourhood Plan
- Annual Report

13.61 CHAIRMAN'S URGENT BUSINESS

13.61.01 Assistant Clerk

The Chairman reported that Diane Linsley would be leaving the council on 23rd May to take up a position as Deputy Clerk to Martlesham Parish Council. The Chairman wished to record the gratitude of the whole council for the invaluable input that Diane had given to the management of the Woods and Playing Field. She had developed good working relationships with contractors, councillors and volunteers carrying out an enormous amount of work in spite of the limited hours available to her each week.

13.61.02 Boundary Review

The current consultation on the number of councillors for the district council has an end date of 3rd June 2013.

It was RESOLVED to delegate the responsibility for producing a response on behalf of Melton Parish Council to a working group consisting of the Vice Chairman, Chairman and Vice Chairman of Planning and Transport Committee.

Proposed by: Cllr Abbott

Seconded by: Cllr Hilson.

13.62 DATE OF NEXT MEETING

Parish Council Meeting Thursday 11th July 2013 in the Lindos Centre Main Hall commencing at 19:00

There being no further business the meeting closed at 2055

Signed: _____
[Chairman]

Date: _____