



# MELTON PARISH COUNCIL



MPC(13)M06

**Minutes** of an Ordinary Meeting of Melton Parish Council on Thursday 14<sup>th</sup> November 2013 commencing at 19:00 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 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 CW Taylor  
Cllr Mr A Thompson  
Cllr Mr ML Webb

**Absent:**

Cllr Mr AG Corston  
Cllr Mr MW Sherwen

**In Attendance:**

Cllr Mr MN Bond	County/District Councillor [Item 13.100.02 & 13.100.03 only]
Mr MJ Green	Clerk to Melton Parish Council
Mrs C Tye	Temporary Assistant Clerk to Melton Parish Council

**13.98 TO RECEIVE APOLOGIES FOR AND CONSENT TO ANY ABSENCE**

**13.98.01 Cllr Corston – Family Matters**

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

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

**13.98.02 Cllr Bidwell**

Council noted this apology.

**13.99 DECLARATIONS OF INTEREST**

**13.99.01 To Receive Amendments to the Register**

There were no amendments to the Members' Register of Interest.

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

Following advice from the Suffolk Association of Local Councils, and the national association, the clerk advised that it was prudent for all councillors paying council tax on properties in Melton to declare this as a pecuniary interest and the following councillors declared a pecuniary interest in respect of item 13.113 Draft Proposed Budget for 2014/15:

Cllr Mrs BK Abbott	Cllr Mr MJ Kennedy
Cllr Mr JE Bale	Cllr Mrs KS Martin
Cllr Miss EA Barrington	Cllr Mr AH Porter
Cllr Mr GK Butterwick	Cllr Mr CW Taylor
Cllr Mrs JEJ Eckersley	Cllr Mr A Thompson
Cllr Mrs EJJ Hilson	Cllr Mr ML Webb

**13.99.03 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.

**13.99.04 To Revise Standing Orders as Recommended by the Finance, Employment and Risk Management Committee to Enable an Automatic Dispensation for Discussions on Budget and Precept.**

Finance, Employment and Risk Management Committee proposed the following new standing order to enable councillors to have an automatic dispensation in matters of budget and precept.

*'Councillors have an automatic dispensation for Disclosable Personal Interests for items on the agenda of Melton Parish Council and any of its committees or sub-committees that consider budget items or precept items and do not need to submit individual applications for dispensation'.*

However it was noted that SALC has reiterated the advice that councillors should follow the procedure laid down and seek a dispensation rather than a blanket standing order.

The Chairman of Finance, Employment and Risk Management Committee proposed that as a result of the advice from SALC the motion be withdrawn.

**It was RESOLVED** that the motion to add a new standing order to cover the automatic dispensation be withdrawn

**Proposed by:** Cllr Thompson                      **Seconded by:** Cllr Abbott

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

Under the delegated authority contained in the Disclosable Personal Interest Policy adopted by Melton Parish Council on 13<sup>th</sup> September 2012 that on the grounds 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 the Clerk received and approved applications from the following councillors:

Cllr Mrs BK Abbott  
Cllr Mr JE Bale  
Cllr Miss EA Barrington  
Cllr Mr GK Butterwick  
Cllr Mrs JEJ Eckersley  
Cllr Mrs EJG Hilson

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

The dispensation applies to any discussion on budget and precept by council and any committee/sub-committee for the duration of the current term of the council.

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

**13.100 PUBLIC PARTICIPATION SESSION**

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

Paper MPC(13)P100.01 previously circulated was received and noted.

It was confirmed that the crime statistics contained in the report and the attached summary relate to the period between reports i.e. bi-monthly to coincide with the meetings of council.

**13.100.02 To Receive the County Councillors/District Councillors Report for October**

Paper MPC(13)P100.02 previously circulated was received and noted.

**13.100.03 To Receive the County Councillors/District Councillors Report for November**

Paper MPC(13)P100.03 previously circulated was received and noted.

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

**(a) *Problems with BT Lines during recent inclement weather***

Concerns over the time taken to reinstate telephone and broadband connections in various parts of the village.

**(b) *Friends of Woodbridge Library - Music at Lunchtime 19/11/13***

12:45 p.m. in the library – Victoria Whitmore Harp. Admission Free- Donation to support the library.

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

### **13.101 NEIGHBOURHOOD PLAN**

#### **13.101.01 Report on Progress**

The Vice Chairman of the Planning and Transport Committee reported:

- The working group had attended a successful workshop with Planning Aid
- The Questionnaire will be distributed towards the end of January 2014
- The group is in a strong position to start looking at writing the Plan
- The impact of possible development at Woods Lane will be addressed in the plan and residents are encouraged to get involved with the Neighbourhood Plan to protect other sites in Melton
- Need to advise Cllr Barrington of local events where NP table/information boards could be set up
- Volunteers to join the working group are always needed and welcome

The Chairman of Council reported on a productive meeting that she and the Vice Chairman had held with the new cabinet member for planning Cllr Geof Holdcroft. Prime concerns of his were jobs/economy/aging population/demographics and affordable housing.

#### **13.101.02 SCDC's Proposed Changes to the Melton Neighbourhood Plan Area Designation**

The Vice Chairman of the Planning and Transport Committee reported:

- SCDC had approved without change the areas to be covered by Neighbourhood Plans for Framlingham, Gt. Bealings, Leiston and Rendlesham, understood to be the entire parish in all cases. However, they had required changes to the areas to be covered by Melton's Neighbourhood Plan. In order to move forward it was necessary to agree to changes to the proposed neighbourhood plan boundary for Melton to exclude SCDC offices and Cedar House, although not strictly necessary.
- This is not a change to the physical parish boundary simply a change for NP
- SCDC do not technically need the consent of Melton Parish Council but in the spirit of wishing to work collaboratively the change was appropriate
- Should Woodbridge Town Council have a NP then they will need to work co-operatively with MPC should there be any development to sites adjoining the boundary.
- The joint meeting between Woodbridge Town Council, Martlesham Parish Council, Melton Parish Council and SCDC had been postponed and a further meeting was now planned for 4<sup>th</sup> December

**It was RESOLVED** that Melton Parish Council agrees to the proposed changes to the Neighbourhood Plan Area Designation to exclude the SCDC Offices and Cedar House.

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr Barrington.

**Voting:**

For: 10

Against: 2

Abstain: 1

#### **13.102 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 12<sup>TH</sup> SEPTEMBER 2013**

**It was RESOLVED** that Minutes MPC(13)M05 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin.

#### **13.103 STANDING ORDER 4 - WRITTEN QUESTIONS FROM COUNCILLORS**

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

#### **13.104 TO APPROVE EXPENDITURE FROM RESERVES TO MEET THE COST OF INSTALLING WOODEN BOLLARDS ON THE PLOT OF LAND IN THE STREET WHERE THE VILLAGE SIGN AND BENCH ARE LOCATED.**

**It was RESOLVED** to approve the expenditure of £680 [plus any increase due to time delay] for the provision of wooden bollards to be installed on the perimeter of this plot of land containing the Village Sign and Bench to prevent vehicles from parking on the land, provided that the land should be divested by SCDC to Melton Parish Council.

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr Porter.

**13.105 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**

**13.105.01 Planning and Transport Committee 23<sup>rd</sup> September 2013**

Minutes PLA(13)M09 previously circulated was received and noted.

**13.105.02 Planning and Transport Committee 21<sup>st</sup> October 2013**

Minutes PLA(13)M10 previously circulated was received and noted.

Thanks were expressed to the Chairman of Planning and Transport for the production of the local transport guide.

**13.105.03 Finance, Employment and Risk Management Committee 7<sup>th</sup> October 2013**

Minutes FRM(13)M05 previously circulated was received and noted.

**13.105.04 Finance, Employment and Risk Management Committee 14<sup>th</sup> November 2013**

The minutes would be distributed in due course but all items were covered later in this agenda.

**13.105.05 Recreation Committee 31<sup>st</sup> October 2013**

Minutes REC(13)M06 tabled.

The Chairman reported:

- that they were extending an invitation to the Chairman of Finance, Employment and Risk Management Committee to attend the next Recreation Committee meeting to help them better understand what the recreation budget is being spent on.
- The group was working with Suffolk Wildlife Trust on the joint perimeter hedge
- It may be possible to obtain a grant to cover the cost of the drainage works on the playing field
- The SCC officer was recommending approval for the Leeks Hill Footpath

**13.106 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

**13.106.01 Burness Parish Room Management Committee**

Nothing to report.

**13.106.02 Greenprint Forum**

Nothing to report.

**13.106.03 Melton Trust**

Cllr Thompson reported that:

- The trust now has a number of new trustees some with charitable experience
- A number of small grants had been made
- Trustees were committed to spending the income on those in need

**13.106.04 Parish Links**

Nothing to report

**13.106.05 Safer Neighbourhood Team (SNT) Tasking Group**

It was noted that the next meeting is on 20<sup>th</sup> November 2013.

**13.106.06 Suffolk Association of Local Councils**

Paper MP(13)P106.06 previously circulated was received and noted.

Cllr Butterwick reported on his attendance at meetings on 16<sup>th</sup> September (Area Committee), 15<sup>th</sup> October (Planning Work Group) and 12<sup>th</sup> November (AGM).

- There would be an area committee meeting on 9<sup>th</sup> December 2013 at which there will be a presentation on the SCC budget and a debate on Nuclear Power and Renewable Energy
- The Planning Group was active with a specific issue over the Community Infrastructure Levy
- There is to be a joint SCC/SALC Transport Seminar
- In addition to Local Authority Information Service papers 1358 and 1359, one had recently been issued on precepts
- The key message from the CEO's report to the AGM was very clear from the Secretary of State that town and parish councils faced the real prospect of automatic referenda being called should they increase their precepts by more than a level the

government approves and if they lost then a new budget would have to be set.

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

There were no matters arising.

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

Paper MPC(13)P108 previously circulated was received and noted.

**13.109 MELTON PARISH COUNCIL EMERGENCY CONTACT ROTA**

**13.109.01 To note the Mobile Telephone Contacts**

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

**13.109.02 To note the Email Contacts**

November 2013	Cllr Thompson	August 2014	Cllr Taylor
December 2013	Cllr Martin	September 2014	Cllr Thompson
January 2014	Cllr Abbott	October 2014	Cllr Martin
February 2014	Cllr Butterwick	November 2014	Cllr Abbott
March 2014	Cllr Taylor	December 2014	Cllr Butterwick
April 2014	Cllr Thompson	January 2015	Cllr Taylor
May 2014	Cllr Martin	February 2015	Cllr Thompson
June 2014	Cllr Abbott	March 2015	Cllr Martin
July 2014	Cllr Butterwick	April 2015	Cllr Abbott

The above Telephone and Email Contacts were noted.

**13.110 TO AGREE THE DATES OF MEETINGS OF COUNCIL AND ITS COMMITTEES FROM MAY 2014 TO APRIL 2015 IN ACCORDANCE WITH STANDING ORDER 2 K XV11**

Paper MPC(13)P110 previously circulated was received and noted.

**It was RESOLVED** to adopt the dates contained in the paper MPC(13)P110 for the calendar year 2014 in accordance with standing order 2 K vii.

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

**13.111 TO REAPPOINT HEELIS & LODGE AS INTERNAL AUDITORS FOR 2013/14 AND 2014/15**

**13.111.01 Terms of reference for the engagement of Heelis and Lodge as Internal Auditors**

Paper MPC(13)P111.01 previously circulated was received and noted.

**13.111.02 Audit Planning**

Paper MPC(13)P111.02 previously circulated was received and noted.

**13.111.03 Information required to assist with the audit**

Paper MPC(13)P111.03 previously circulated was received and noted.

**It was RESOLVED** to appoint Heelis & Lodge as Internal Auditors for the financial years 2013/14 and 2014/15.

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

**13.112 TO RECEIVE THE FINANCE REPORT**

Paper MPC(13)P112 previously circulated was received and noted.

It was noted that the current forecast for the year end would be that approximately £14k would be transferred into general reserves.

- 13.113 TO CONSIDER THE DRAFT PROVISIONAL BUDGET FOR 2014/2015**  
 Paper MPC(13)P113 previously circulated was received and noted.  
 The following comments were noted during the ensuing discussion
- Business rate redistribution would be available at a reduced level
  - SCDC has to pay the precept requested
  - Capping was at a district level
  - Parish councils are currently exempt
  - Clear message from SALC that should a parish council be spending what they like then the Secretary of State will make compulsory an automatic referendum
  - Not to breach the reserves policy of having a general reserve of less than 50% of precept
  - Not to raise the precept above the 2013/14 level
  - To have a balanced budget
- It was RESOLVED** that the policy direction council wishes to adopt to enable Finance, Employment and Risk Management Committee to prepare the final budget for adoption in January 2014 is
- Not to breach the reserves policy of having a general reserve of less than 50% of precept
  - Not to raise the precept above the 2013/14 level
  - To have a balanced budget
- Proposed by:** Cllr Thompson                      **Seconded by:** Cllr Abbott.
- It was RESOLVED** that the Finance, Employment and Risk Management Committee prepares the 2014/15 budget and precept for adoption by Full Council in January based on the above policy.  
**Proposed by:** Cllr Thompson                      **Seconded by:** Cllr Abbott.
- 13.114 TO ADOPT THE REVISED FINANCIAL REGULATIONS AS RECOMMENDED BY THE FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE**  
 Copy of the amended Financial Regulations previously circulated as paper MPC(13)P114 was received and noted.  
**It was RESOLVED** to adopt the revised financial regulations.  
**Proposed by:** Cllr Thompson                      **Seconded by:** Cllr Abbott.
- 13.115 COUNCILLORS TO CONSIDER TAKING ON THE ROLE OF EDITOR OF PARISH COUNCIL ITEMS FOR THE MELTON MESSENGER**  
 The Chairman expressed the gratitude of council to Cllr Eckersley for her contribution over many years and asked that if any councillor would wish to take on this role from May 2014 to contact Cllr Eckersley direct.
- 13.116 TO AGREE TO MAKE A GRANT FROM RESERVES OF £500 TO THE CITIZENS ADVICE BUREAU AS RECOMMENDED BY THE FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE**  
 MPC(13)P116 previously circulated was received and noted.  
**It was RESOLVED** to make a grant from reserves of £500 to the Citizens Advice Bureau.  
**Proposed by:** Cllr Abbott                      **Seconded by:** Cllr Thompson.
- 13.117 COMMUNICATIONS**  
 Paper MPC(13)P117 previously circulated was received and noted.  
**It was RESOLVED** that the draft Communications Policy set out in Appendix 1 to the report be adopted and implemented within the timescales indicated therein.  
**Proposed by:** Cllr Butterwick                      **Seconded by:** Cllr Abbott.
- 13.118 DIVESTMENT OF LAND IN ORCHARD CLOSE**  
 It was noted that the final arrangements are now in hand for the divestment of these pieces of land from Barratts to Melton Parish Council.  
 When the divestment is complete a sign is to be erected on the wall to identify Melton Parish Council as the owners.
- 13.119 TO CONSIDER ITEMS FOR THE MELTON MESSENGER**
- Orchard Close Divestment
  - Hedge laying in the playing field

- Neighbourhood Plan
- Woods Lane Development
- Transport Guide
- Village Rounders

**13.120 CHAIRMAN'S URGENT BUSINESS**

**13.120.01 Boundary Commission Letter**

The contents of the letter were noted.

**13.120.02 Changes in the Membership of Melton Parish Council**

**(a) *Cllr Needham***

As he was no longer a resident in Melton Cllr Needham tendered his resignation with effect from 10<sup>th</sup> December 2013 – his last meeting being that of the Finance, Employment and Risk Management Committee on 9<sup>th</sup> December 2013.

The Chairman expressed the thanks of all the councillors and residents for the fantastic contribution that he had made to the life of the council.

Cllr Needham thanked councillors for their warm comments and said that he had thoroughly enjoyed his time as a parish councillor.

A copy of his resignation letter was tabled for all councillors.

**(b) *Chairmanship***

The Chairman indicated to the meeting that it was her intention to resign as Chairman in May 2014. Councillors expressed their thanks for the pre-warning to enable consideration to be given to her successor.

**13.120.03 Temporary Assistant Clerk**

The Chairman formally welcomed and introduced Cheryl Tye to the meeting wishing her every happiness in her new role.

**13.120.04 Items for Future Meetings**

The agenda for March 2014 to include the consideration of bi-monthly meetings for full council and meetings of committees.

**13.121 DATE OF NEXT MEETING**

Parish Council Meeting Thursday 9<sup>th</sup> January 2014 in the Lindos Centre Seminar Room commencing at 19:00.

**13.122 CONFIDENTIAL BUSINESS**

As there were no press and public present it was not necessary to exclude the press and public during items 13.123 and 13.124 due to the confidential nature of the items to be discussed in accordance with Standing Order 1(c)

**13.123 TO APPROVE THE PROPOSED PROVISION OF ALTERNATIVE OFFICE ACCOMMODATION FROM THE FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE**

The Chairman of the Finance, Employment and Risk Management Committee reported on the deliberations of the committee at the meeting immediately preceding the meeting of full council. The proposal for consideration by the landlord for the future lease of office and meeting room space was adopted in accordance with the task delegated by the Full Council at their last meeting and required early agreement with the landlord.

**13.124 TO RECEIVE A PROGRESS REPORT ON THE CLERK AND ASSISTANT CLERK STAFFING ISSUES**

The Chairman of Finance, Employment and Risk Management Committee reported that we now had a draft Job Description and initial schedule of work under consideration.

There being no further business the meeting closed at 20:55

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

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