



# MELTON PARISH COUNCIL



MPC(14)M01

**Minutes** of an Ordinary Meeting of Melton Parish Council on Thursday 9<sup>th</sup> January 2014 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 Mr AG Corston  
Cllr Mrs EJJ Hilson

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

**Absent:**

Cllr Mrs JEJ Eckersley

Cllr Mr MW Sherwen

Cllr Mr A Thompson

**In Attendance:**

Cllr Mr J Bidwell  
Cllr Mr MN Bond  
Mr MJ Green

District Councillor [Item 14.04 only]  
County/District Councillor [Item 14.04 only]  
Clerk to Melton Parish Council

**14.01 TO RECEIVE APOLOGIES FOR ABSENCE AND CONSENT TO ANY ABSENCE.**

**14.01.01 Cllr Mrs JEJ Eckersley - Illness**

**14.01.02 Cllr Mr A Thompson - illness**

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

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin

**14.02 DECLARATIONS OF INTEREST**

**14.02.01 To Receive Amendments to the Register**

There were no amendments to the Register.

**14.02.02 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.

**14.02.03 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.

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

It was noted that there had been no requests for dispensation for pecuniary interests declared.

**14.03 RESIGNATION OF CLLR NEEDHAM**

**14.03.01 To Consider Filling Vacancy for Councillor on Melton Parish Council**

The Clerk confirmed that he had received formal notification from SCDC that a poll had not been claimed by 10 electors within the specified 14 days. Melton Parish Council should therefore fill the casual vacancy by co-option as soon as practicable as provided in Rule 8(3) of the Local Elections (Parishes and Communities) Rules 1986.

**It was RESOLVED** that the Finance, Employment and Risk Management Committee be delegated the task of devising a process for the co-option.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin

**14.03.02 To Consider Filling Vacancy on Finance, Employment and Risk Management Committee**

With the resignation of Mr Howard Needham there is a vacancy on the Finance, Employment and Risk Management Committee. This only leaves four members on the committee and it is highly desirable that a councillor fills the vacancy.

Cllr Martin was nominated to fill the vacancy.

**It was RESOLVED** to appoint Cllr Martin to fill the vacancy on the Finance, Employment and Risk Management Committee

**Proposed by:** Cllr Abbott

**Seconded by** Cllr Corston.

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

**14.04 PUBLIC PARTICIPATION SESSION**

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

Paper MPC(14)P04.01 previously circulated was received and noted.

**14.04.02 To Receive the County Councillors/District Councillors Report for December 2013**

Paper MPC(14)P04.02 previously circulated was received and noted.

Cllr Bond highlighted the return of two Bell-Ringing Books to St Mary of the Assumption Church at Ufford by a lady from the Midlands whose Mother had been in service to a former Vicar of Ufford and that her family had been active bell-ringers there.

**14.04.03 To Receive the County Councillors/District Councillors Report for January 2014**

Paper MPC(14)P04.03 previously circulated was received and noted.

Cllr Bond highlighted that although the budget had not yet been settled it was likely that SCC will spend circa £20m less in 2014/15.

It was reported that due to the commercially sensitive nature of the discussion on the future location of the SCDC offices the Press/Planning were excluded from the meeting considering the possible relocation.

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

**(a) *Leeks Hill Footpath***

Council was advised that the SCC Rights of Way Committee will meet on 15<sup>th</sup> January 2014 to consider amongst other matters the application by Melton Parish Council for a Claimed Footpath from Fernhill Close to Leeks Hill.

The Clerk reported that a resident of Leeks Hill had requested a meeting with the Clerk at which the resident showed the pathway that he had created at his expense. Pictures of the new pathway were available at the meeting for councillors.

Whilst the council was, as the applicant, in favour of the claimed footpath it was noted that pathway created by the resident was not in accord with the original application and it remains to be seen if the ROW Committee supports the previously claimed footpath or the one installed by the resident.

**(b) *Deben Mill Parking***

Concern was expressed about the parking on Melton Road now that the parking restrictions have been made in Deben Mill. This matter will be considered as an infrastructure issue as part of the Neighbourhood Plan.

**(c) *Fete 2014***

The Fete was being planned for Saturday 5<sup>th</sup> July 2014 and volunteers were required to help in the planning and on the day.

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

**14.05 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2013**

**It was RESOLVED** that Minutes MPC(13)M06 previously circulated be received, noted and signed as a correct record by the Chairman.

**Proposed by:** Cllr Abbott

**Seconded by:** Cllr Martin.

- 14.06 STANDING ORDER 4 - WRITTEN QUESTIONS FROM COUNCILLORS**  
It was noted that there had been no written questions received.
- 14.07 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**
- 14.07.01 Planning and Transport Committee 18<sup>th</sup> November 2013**  
Minutes PLA(13)M11 previously circulated was received and noted.  
The Chairman of Planning and Transport Committee reported that the application for construction of a new dormer window in Archway House had been approved as had the 'non material amendment' to Part Side Garden of 2 Saxon Way. This had resulted in a resident of Bredfield Road expressing their deep concern that the new dormer window would overlook her bungalow directly.
- 14.07.02 Planning and Transport Committee 16<sup>th</sup> December 2013**  
Minutes PLA(13)M12 previously circulated was received and noted.
- 14.07.03 Finance, Employment and Risk Management Committee 9<sup>th</sup> December 2013**  
Minutes FRM(13)M07 previously circulated was received and noted.
- 14.07.04 Recreation Committee 12<sup>th</sup> December 2013**  
Minutes REC(13)M07 previously circulated was received and noted.  
The Vice Chairman of Recreation Committee highlighted the following from the minutes:
- (a) ***Woods Maintenance Report***  
This had indicated the need for a plan for the woods with potential large expenditure in the future
- (b) ***Height Barrier***  
Consideration was being given to replacing the gated entrance with a Height Barrier that would allow access to low level vehicles whilst ensuring that travellers' caravans and builders' vehicles were excluded from the park.
- 14.08 BUDGET AND PRECEPT 2014/15**  
Paper MPC(14)P08 previously circulated was received and noted.
- 14.08.01 To adopt the 2014/15 budget of £105,012 as recommended by the Finance, Employment and Risk Management Committee**  
The Chairman explained that in accordance with the strategic objectives set by full council in November the budget had been prepared to:
- Keep to the policy of having a general reserve of 50% of precept
  - Keep the precept at the 2013/14 level
  - Have a balanced budget
- The draft budget included a number of capital expenditure items that would only be expended if grants were able to be obtained to cover this expenditure – hence the reason why the amounts were included on both the income and expenditure sides of the budget. Investigations were ongoing into the provision of office accommodation and although a figure for rental had been included in the budget this could not be finalised due to the lack of agreement with the current landlord. Similarly investigations were still ongoing into the benchmarking for the council.
- 14.08.02 An Alternative Budget Proposal**  
**It was RESOLVED** to defer the agreement of the budget and delegate to Finance, Employment and Risk Management Committee the provision of a proposed budget for consideration by full council at the next meeting in March 2014 incorporating up to date information on accommodation and benchmarking together with a review of the inclusion of grant income and capital expenditure.  
As this amended proposal was carried the original motion falls.  
**Proposed by:** Cllr Butterwick **Secoded by** Cllr Barrington.

- 14.08.03 To Adopt the Precept for 2014/15 of £65,796 as recommended by the Finance, Employment & Risk Management Committee**  
 It was **RESOLVED** to adopt the precept of £65,796 as recommended by the Finance, Employment and Risk Management Committee.  
*Proposed by:* Cllr Thompson *Seconded by* Cllr Abbott.
- 14.09 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- 14.09.01 Burness Parish Room Management Committee**  
 Nothing to report.
- 14.09.02 Greenprint Forum**  
 Nothing to report.
- 14.09.03 Melton Trust**  
 It was reported that a number of small grants had been made at Christmas for needy more elderly residents as a result of a more proactive approach by trustees.
- 14.09.04 Parish Links**  
 As the demise of the Parish Links appears complete it was agreed to remove this item from future agendas.
- 14.09.05 Safer Neighbourhood Team (SNT) Tasking Group**  
 It was noted that the next meeting of the panel was in February and councillors were encouraged to report any matters for consideration to the Vice Chairman of council.
- 14.09.06 Suffolk Association of Local Councils**  
 Paper MPC(14)P09.06 previously circulated was received and noted.  
 It was **RESOLVED** that a letter be sent to Suffolk Coastal District Council making representations for the Council Tax Support Funding Grant to be passed on to parishes in full.  
*Proposed by:* Cllr Abbott *Seconded by* Cllr Martin.
- 14.10 TO CONSIDER PROGRESS TOWARDS IMPLEMENTING THE COUNCIL'S COMMUNICATIONS STRATEGY**  
 Councillors were encouraged to send any comments to Cllr Butterwick regarding the Communications Strategy adopted at the last meeting of Full Council.
- 14.11 TO CONSIDER THE IMPLICATIONS OF SUFFOLK COASTAL DISTRICT COUNCIL'S DECISION ON THE NEIGHBOURHOOD PLAN AREA DESIGNATION APPLICATION**  
 The Vice Chairman of Planning and Transport Committee reported:
- SCDC have now formally approved the Area Designation Application including the Cedar House and SCDC sites.
  - There had been an excellent response from Melton Primary School to the Logo Competition and a winner had been chosen. Cllr Barrington would be attending at the school on 27<sup>th</sup> January 2014 to present the prizes.
  - The distribution of both the residential and business Neighbourhood Plan questionnaires was on track for the end of January.
- 14.12 TO CONSIDER ANY MATTERS ARISING FROM CORRESPONDENCE CONTAINED IN THE WEEKLY REPORTS CIRCULATED TO COUNCILLORS**  
 No matters arising.
- 14.13 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA**  
 Paper MPC(14)P13 previously circulated was received and noted.
- 14.14 TO RECEIVE THE FINANCE REPORTS**
- 14.14.01 November 2013**  
 Management Accounts November 2013 previously circulated was received and noted.
- 14.14.02 December 2013**  
 Management Accounts December 2013 previously circulated was received and noted.

**14.15 TO CONSIDER ITEMS FOR THE MELTON MESSENGER**

- Vacancy for Councillor
- Neighbourhood Plan Logo Competition winners
- Start-up of the Women' Institute Branch in Melton meeting on 3<sup>rd</sup> Monday's at 2 p.m. in the Burness Parish Room.
- Change of correspondence address for Melton Parish Council

**14.16 CHAIRMAN'S URGENT BUSINESS**

**14.16.01 Fete Christmas Thank You Party**

The Chairman expressed her delight at the success of the party in the Burness Rooms on 6<sup>th</sup> December. It had been a most enjoyable evening and many of those present expressed their support for an annual Fete.

**14.16.02 Item for Future Meetings**

Sizewell C/EDF Community Forum

**14.16.03 Change of Correspondence Address for Melton Parish Council**

The address with effect from 13<sup>th</sup> January is:

Melton Parish Council

PO Box 323

Woodbridge

IP12 9DQ

**14.17 DATE OF NEXT MEETING**

Parish Council Meeting Thursday 13<sup>th</sup> March 2014 in the Lindos Centre Seminar Room commencing at 19:00.

There being no further business the meeting closed at 20:45

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

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