



MELTON PARISH COUNCIL



MPC(14)M02

Minutes of an Ordinary Meeting of Melton Parish Council on Thursday 13th March 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 JEJ Eckersley

Cllr Mrs EJJ Hilson
Cllr Mr MJ Kennedy
Cllr Mrs KS Martin
Cllr Mr AH Porter
Cllr Mr CW Taylor

Absent:

Cllr Mr J Bidwell
Cllr Mr MW Sherwen

Cllr Mr A Thompson
Cllr Mr ML Webb

In Attendance:

Cllr Mr MN Bond
Mrs E Ashford
Mr J West
Mr MJ Green

County/District Councillor [Item 14.20 only]
[Until 20:25]

Clerk to Melton Parish Council

14.18 TO RECEIVE APOLOGIES FOR AND CONSENT TO ANY ABSENCE

14.18.01 Cllr Mr J Bidwell - Illness
Council noted this apology.

14.18.02 Cllr Mr MW Sherwen – representing MPC PLA at Bentwaters Update Meeting

14.18.03 Cllr Mr A Thompson – family holiday

14.18.04 Cllr Mr ML Webb – work commitment

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

14.19 DECLARATIONS OF INTEREST

14.19.01 To Receive Amendments to the Register
There were no amendments to the Register.

14.19.02 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.

14.19.03 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.

14.19.04 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.

14.20 PUBLIC PARTICIPATION SESSION

The Chairman welcomed Mrs Ashford and Mr West [prospective councillors] to the meeting and invited both to say a few words about why they wished to become parish councillors.

The Clerk explained that at the current moment in time there was a vacancy for one councillor. It was therefore suggested and accepted that Mrs Ashford be invited to be co-opted as a member of the Recreation Committee and Mr West as a member of the Finance, Employment and Risk Management Committee.

A formal co-option to council would be made at the May annual meeting of the parish council.

14.20.01 To receive the Safer Neighbourhood Team Report

Paper MPC(14)P20.01 previously circulated was received and noted. Disappointment was expressed that PCSO Marie Smith, who had sent her apologies, had been unable to attend the meeting due to work commitments.

14.20.02 To Receive the County Councillors/District Councillors Report for February 2014

Paper MPC(14)P20.02 previously circulated was received and noted.

14.20.03 To Receive the County Councillors/District Councillors Report for March 2014

Paper MPC(14)P20.03 will be circulated to councillors in due course.

(a) *CEO Salaries*

Cllr Bond highlighted that the March report concentrated on the high levels of salaries paid to local government chief executive officers.

(b) *Burness Parish Rooms*

The Chairman offered the warm thanks of council to Cllr Bond for his contribution from the locality budget for the works at the Burness Parish Rooms

(c) *SCC Highways*

It was reported that issues concerning the work of the highways department had been raised with the Chief Executive, Leader and Cabinet Member of SCC

(d) *Landmark House*

SCC new Headquarters was now operational and with the use of GPS technology more efficient use of the road teams was being achieved

(e) *Parking Issues*

Concerns were expressed about the ongoing parking issues surrounding the piecemeal development at Old Maltings Approach. Cllr Bond commented that additional yellow lines was not the answer but a more joined up approach to future planning and infrastructure was required.

(f) *Locality Budget*

Cllr Bidwell had advised council by email that SCDC has released funds from his locality budget to Achilles – St Audry's Croquet Club Junior Section, to enable them to respond to increased demand for coaching and playing matches.

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

(a) *Woods Lane Footpath*

A complaint from a resident about the state of the footpath had been circulated and Cllr Bond advised that a meeting is to be convened with SCC Highways to assess the dancers of the state of the footpath and to agree a way forward.

(b) *'20s Plenty – Melton Primary School'*

The Chairman reported that she had received communication from the Head Teacher regarding the provision for a '20s plenty' zone outside the school. This is to be forwarded to the Traffic & Transport Working Group to follow up with SCC Highways.

- (c) ***Leeks Hill Footpath***
The issue of the footpath that has been installed by a resident that is not in accordance with what SCC had agreed. Cllr Bond needs to know what MPC intends to do so he can assist. The matter was referred to Planning and Transport Committee who meet on 24th March 2014.
- (d) ***E-news System***
The new service using MailChimp was welcomed but a request to 'badge' the emails with MPCE-NEWS was noted.
- (e) ***Fete 2014***
Cllr Barrington asked for volunteers to help with the Fete and requested anyone with a Gazebo to lend or shelving that could be used for the broken crockery stall to contact her
- (f) ***Former Girdlestone Site***
Concern over the state of the site was expressed and the Chairman of Planning and Transport Committee agreed to follow up the problem.
- (g) ***Air Quality***
Cllr Eckersley raised concerns over the air quality near John Grose garage and requested that this be retested
- (h) ***Hedges in Saddlemakers Lane replaced by Fencing***
Cllr Eckersley raised concerns over the clearing of hedging to land in Saddlemakers Lane. It was noted that this was SWT land and Cllr Eckersley agreed to refer the matter to SWT.
- (i) ***Amenity Land by Jenners Close***
Concern was expressed about the reason why the amenity land had been cleared. It was confirmed that as yet no planning application had been received.
- (j) ***Toads in Saddlemakers Lane***
Concerns about Toads in Saddlemakers Lane were expressed and it was agreed that the question of warnings signs be raised as part of the neighbourhood plan.
- (k) ***Overhanging Bushes by Traffic Lights at Corner of The Street and Woods Lane***
Concerns were noted about the overhanging bushes – use of the SCC website to report such instances was encouraged.
- (l) ***Quality of Road Works in Melton***
It was agreed to invite David Chenery to a future meeting to discuss potholes in Melton and the quality of the temporary repairs.
- (m) ***Playing Field***
Request for the gaps that have appeared in the hedges along the Melton Road side of the playing field to be reinforced was referred to the Recreation Committee.

It was RESOLVED to reinstate standing orders

- 14.21 TO APPROVE THE MINUTES OF PREVIOUS MEETING HELD ON 9TH JANUARY 2014**
It was RESOLVED that Minutes MPC(14)M01 previously circulated be received, noted and signed as a correct record by the Chairman.
Proposed by: Cllr Abbott **Seconded by:** Cllr Martin.
- 14.22 STANDING ORDER 4 - WRITTEN QUESTIONS FROM COUNCILLORS**
It was noted that there had been no written questions received.
- 14.23 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB COMMITTEES**
- 14.23.01 Planning and Transport Committee 20th January 2014**
Minutes PLA(14)M01 previously circulated was received and noted.
- 14.23.02 Planning and Transport Committee 17th February 2014**
Minutes PLA(14)M02 to be circulated in due course.
The following items were highlighted by the Chairman of Planning and Transport Committee:

- (a) ***Variations to conditions of Play House***
Issues had been raised by residents who had objected
- (b) ***Deben Estuary Plan***
Baseline survey for boats moored on river
- (c) ***Neighbourhood Plan***
- 20% response from households and 17% response from businesses
 - Walking Survey and further open days planned
 - Consultation with SNT proposed
 - Agreed that NP should become a standing item on all future full council agendas
- 14.23.03 Finance, Employment and Risk Management Committee 13th January 2014**
Minutes FRM(14)M01 previously circulated was received and noted.
- 14.23.04 Finance, Employment and Risk Management Committee 6th February 2014**
Minutes FRM(14)M02 previously circulated was received and noted.
- 14.23.05 Finance, Employment and Risk Management Committee 3rd March 2014**
Minutes FRM(14)M03 previously circulated was received and noted.
In the absence of Cllr Thompson the Chairman reported:
- The budget and precept had been agreed but the budget had not been adopted by Full Council due to issues of accommodation
 - Terms of reference for committees includes responsibility for managing committee budgets being delegated to the committee
 - Capital expenditure of committees will be subject to successful grant applications
 - MPC Grant application procedure agreed and adopted
 - Whilst there was sadness at leaving the Lindos Centre the seminar room would continue to be used for full council and committee meetings
 - Clear objectives for a replacement office had been agreed
 - An objective assessment of the options available had been made
 - SCDC option will meet our needs and benefit in reducing budget
 - The emergency plan working group TOR had been agreed
 - Succession Planning for councillors agreed
- 14.23.06 Recreation Committee 27th February 2014**
Minutes REC(14)M01 to be distributed in due course.
The Chairman of Recreation Committee highlighted the following points from the meeting:
- The committee had concluded that it was not necessary to close the playing field in adverse weather conditions.
 - Young Peoples Working Group – needs to involve non-councillors to move the projects forward as limited response to questionnaire
 - Struggling for quotes for works on playing field to enable grant applications to be made
 - Floodlights to be allowed to be used for coaching session for young people
- (a) ***Allotment Working Group***
It was agreed to defer the setting up of the working group to await the full analysis of the neighbourhood plan questionnaire to be completed but in the meanwhile all councillors were encouraged to look for land availability.
- (b) ***Special Events Working Group***
The Chairman reported:
- Melton Old Church, Melton Primary School, St Andrew's Church and Melton Parish Council all actively engaged in seeking to commemorate the start of WW1
 - MPC holding grant of £1,200 given by SCDC towards the cost of the commemorations
 - Special events will be planned for 4th August, 9th November and Armistice Day
 - A 'Living Links' group was being formed
 - The parish recorder had been invited to address the Annual Parish Meeting about Melton's role in WW1
 - The Garrod Memorial was being researched to determine exactly what it is
 - Next meeting 31/3/2014

14.24 TO APPROVE INSTALLATION OF HEIGHT BARRIER ON PLAYING FIELD ENTRANCE UTILISING SURPLUS RECREATION COMMITTEE BUDGET

It was **RESOLVED** to use surplus Recreation Committee budget to fund the installation of a height barrier at the entrance to the playing field car park.

Proposed by: Cllr Eckersley

Seconded by: Cllr Martin.

14.25 TO ADOPT THE BUDGET FOR 2014/15 AS RECOMMENDED BY THE FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Paper MPC(14)P25 previously circulated was received and noted.

The following notes were provided by the Chairman of Finance, Employment and Risk Management Committee:

- **The Challenge** was to set a balanced budget, with no increase in precept and to deliver objectives for 2014/15
- **Main Changes** from previous draft are in the budget for accommodation at SCDC rather than Lindos, restoring grants and contingency budgets to original levels, increase the communications budget and to fully budget for impact in staff benchmarking with the overall reduction in the amount required to be transferred from reserve
- **Challenges** – need to make sure we keep with budget by making committees responsible for their own budgets and not spending on capital projects until they have the grant, to aim to achieve the target reserves and plan for major expenditure in the future

In summary we have:

- Set a balanced budget
- Maintained the precept
- Budgeted for what we want to do
- To ensure we address the challenges

It was **RESOLVED** to adopt the budget for 2014/15 as recommended by the Finance, Employment and Risk Management Committee.

Proposed by: Cllr Corston

Seconded by: Cllr Corston.

14.26 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

14.26.01 Burness Parish Room Management Committee

Cllr Porter reported that funding was being obtained for the improvement works to the rear area.

14.26.02 Greenprint Forum

Nothing to report.

14.26.03 Melton Primary School

It was noted that in accordance with the decision taken in June 2013 [Minute 13.76] Cllr Martin has been accepted as the Melton Parish Council nominated school governor.

14.26.04 Melton Trust

Cllr Thompson provided the following written summary:

- Bank mandate finally sorted – took almost a year for the bank to action
- 2013 Account reviewed
- Christmas grants distributed
- Long discussion on how we can help families who have agreements with creditors – it is not at all straightforward but there is a clear need out there so we are doing further research and discussing with CAB

14.26.05 Safer Neighbourhood Team (SNT) Tasking Group

(a) Latest Meeting

Cllr Martin reported that 17 crimes had been reported over a two month period and that she would ask PCSO Smith if it was possible to attend the next meeting.

The Chairman thanked Cllr Martin for her involvement with and reporting from the SNT meetings.

- (b) **To Appoint Cllr Taylor as the Representative of MPC to attend the SNT Meetings**
It was **RESOLVED** that Cllr Taylor be appointed as representative of Melton Parish Council at SNT Tasking Meetings.
Proposed by: Cllr Abbott **Seconded by:** Cllr Martin.

It was **RESOLVED** that MPC would fund the provision of meeting rooms for a future SNT Meeting.

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

14.26.06 Sizewell C & EDF Community Forum

Cllr Abbott reported that both she and the Chairman of Planning and Transport Committee would be attending the forum on 27th March 2014.

14.26.07 Suffolk Association of Local Councils

Paper MPC(14)P26.07 previously circulated was received and noted.

It was noted that there was to be a change to one of the guest speakers at the next SALC meeting on 17th March 2014 – the subject being the New Role of Local Authority in Public Health.

Councillors were encourage to provide any feedback on mobile phone coverage to Cllr Butterwick.

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

Concerns were expressed about the LAIS1363 – filming of council meetings and Cllr Butterwick agreed to raise this matter at the SALC information exchange.

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

Paper MPC(14)P28 previously circulated was received and noted.

14.29 TO RECEIVE THE FINANCE REPORTS

14.29.01 January 2014

MPC(14)P29.01 Management Accounts January 2014 previously circulated was received and noted:

14.29.02 February 2014

MPC(14)P29.02 Management Accounts February 2014 previously circulated was received and noted.

14.30 TO RECEIVE AN UPDATE ON THE PLANNED OFFICE MOVE

The Clerk reported:

- Agreement had been reached with SCDC to lease room 275 with effect from 1/4/14
- Telephone numbers, email addresses and PO Box address would all remain as current
- Mail would be redirected to the PO Box No which in turn would have a new delivery address associated with it
- Insurance cover had been changed and will include goods in transit
- The Telephone and Broadband connections will be moved to the new office on 25th March 2014
- SCS Ltd are being contracted to move the property of MPC from the Lindos Centre to SCDC on Tuesday 25th March 2014
- Setting up of the office in Melton Hill will take place in Thursday 27th March 2014
- Operation of MPC from Melton Hill will commence on Tuesday 1st April 2014
- Some disruption to communications and service to residents from 25th March to 31st March 2014 is inevitable but will be kept to a minimum
- Meetings of the Full Council, Parish Meeting and Committee Meetings will take place in the Lindos Centre Seminar Room for the foreseeable future
- Various notices for the notice boards, website, e-news and Melton Messenger have been prepared
- Councillors holding keys to the Lindos Centre Office and desk are requested to return them to the Clerk by the morning of 25th March 2014 at the latest

- As part of the benchmarking process it has been agreed that there will be core hours of 10.00 a.m. to 12.00 noon and 2.00 p.m. to 4.00 p.m. when the office will normally be manned – visitors to the office will be by appointment only during those core hours
- Access to the MPC Office by staff and Council Chairman, Council Vice Chairman, and Chairman of Committees [who will all be given keypad codes for access] will be between 07.30 a.m. and 7.00 p.m. Monday to Friday except bank and public holidays.

14.31 TO CONSIDER DATES AND POSSIBLE CONTENT FOR BESPOKE TRAINING SESSION FOR COUNCILLORS.

It was agreed to plan for a councillor training session at Ufford Park Hotel on a Thursday afternoon in the autumn when there is no other council meeting ending with a buffet tea. The subject matter will include:

- Divestment
- Applying for funding

Councillors were urged to forward their thoughts on other items to be covered to the Clerk

14.32 SUCCESSION PLANNING

14.32.01 Elections

Paper MPC(14)P32 previously circulated was received and noted.

It was RESOLVED that the recommendation from Finance, Employment and Risk Management Committee to introduce a system whereby expressions of interest for the posts of chairman and vice chairman of council and of committees are invited to be submitted to the Clerk in writing with a deadline prior to the publishing of the agenda for the meeting at which the election is due.

Proposed by: Cllr Butterwick

Seconded by: Cllr Abbott.

14.32.02 Replacement of Cllr Martin by Cllr Kennedy on Finance, Employment and Risk Management Committee

It was RESOLVED that Cllr Kennedy be nominated to replace Cllr Martin on the Finance Employment and Risk Management Committee.

Proposed by: Cllr Abbott

Seconded by: Cllr Martin.

14.33 TO CONSIDER RESPONSES TO THE VAT CONSULTATION

LAIS 1364 previously circulated was received and noted.

It was agreed to delegate the response to the Finance, Employment and Risk Management Committee who meet on 7th April 2014. A briefing paper will be produced following that meeting that will be circulated to councillors, MPs MEP, SLC and NALC

14.34 TO CONSIDER ITEMS FOR THE MELTON MESSENGER

- Attendance of residents at SNT Open Meetings
- Emergency Plan Working Group [a copy of the TOR is to be placed on the website]
- Height Barrier
- Neighbourhood Plan
- Fete

14.35 TO CONSIDER ITEMS FOR FUTURE MEETINGS

No specific items.

14.36 CHAIRMAN'S URGENT BUSINESS

14.36.01 Sutton Hoo Preview Evening for Parish Councillors

4.30 to 6.00 p.m. on Friday 14th March 2014 – all councillors and partners welcome

14.36.02 Leiston Town Council

The Chairman had been invited to attend a reception on Friday evening 14th March 2014.

14.36.03 Chairman's Badge of Office

The Chairman proposes to use her allowance to purchase a 'badge of office' for the Chairman of Melton Parish Council

14.36.04 Street Lighting Consultation

This will be covered by the Planning and Transport Committee.

14.36.05 Enabling Communities Strategy

It was noted that the Chairman and Vice-Chairman had received an invitation to attend.

14.36.06 Chairman of Melton Parish Council

The Chairman reminded councillors that she was not standing for chairman at the next meeting of council on 8th May 2014.

The Clerk confirmed that if there was no-one willing to stand then the council would not be properly constituted and therefore the meeting will have to be adjourned.

Councillors were encouraged to give their nomination urgent consideration and contact the Chairman, Vice-Chairman or Clerk as soon as possible.

14.37 DATE OF NEXT MEETING

14.37.01 Parish Meeting

Thursday 24th April 2014 commencing at 19:00 in the Lindos Centre Seminar Room.

14.37.02 Parish Council

Thursday 8th May 2014 commencing at 19:00 in the Lindos Centre Seminar Room.

There being no further business the meeting closed at 21:15

Signed:

[Chairman]

Date:
