

(Draft II) MINUTES OF AN EXTRAORDINARY MEETING OF MELTON PARISH COUNCIL HELD ON WEDNESDAY DECEMBER 6th 2006 AT 7.00 P.M. IN THE BURNES PARISH ROOM, THE STREET, MELTON.

Present: Councillors Mrs P Warburg (chairman), M Bond, G Butterwick, J Chalmers, Miss M Davis, A Dunford, Mrs P Ferguson, Mrs J Hilson, J Lineker, G Pratley, K Tester. **In attendance:** District Councillor J Perry, temporary (assistant) clerk Mrs C Williamson, clerk Malcolm Green and groundsman K Stebbings.

1. Apologies for absence: Councillors G Laight, M Sherwen, County Councillor Mrs C Aitchison.

2. The council welcomed **Malcolm Green** who had been appointed as clerk as from December 1st 2006.

3. Open Forum: *7.06 p.m. standing orders suspended to receive comments from members of the public.*

District Councillor Perry advised the council that the previous night SCDC Cabinet had discussed the draft Local Development Framework. He kindly offered to lend the relevant booklet to this council for circulation and this was accepted with thanks. A slightly amended version would be released in January or February 2007 for consultation. Parish plans such as Melton's were being used to draw up the Local Plan, Development Control being of primary consideration. Options within the draft would be developed in more detail for comment and councils were invited to provide their own options and ideas. The next consultation period after that would be during next summer. He was asked if an accumulated traffic survey might be included and he replied no – but perhaps this council should propose it and see if there was any opposition to the idea. He suggested that the LDF was sufficiently important to require a special meeting of the council, by the end of February.

7.15 p.m. standing orders resumed. Cllr Perry left the meeting.

4. Declarations of interest and additions to register: none

5. Update on stock held

5.1 The temporary assistant clerk reported that the stock had been given to the parish council by a benefactor on condition that it be invested, the capital not touched and the interest used for parish council purposes. Details were also held by solicitors Margary and Miller. The Clerk would make further inquiries and report back.

5.2 It was agreed that dividends should be paid directly into one of the deposit accounts.

6. To finalise payment on Trevor Brown's gratuity: the temporary assistant clerk reported that she could see no reason why the sum of £6614.00, being the gratuity attracted by Mr Brown's salary up to March 31st 2006, could not now be paid to him. He had said that he was willing to forego any further gratuity / pension payment from April 1st onwards, which normally would have been £117.00. It was therefore unanimously agreed that Mr Brown be paid his gratuity of £6614.00 forthwith.

7. To consider insurance, disposal and use of assets formerly held by Trevor Brown: computer, printer, copier and desk.

- 7.1 A schedule of items insured (entitled 'asset register' when prepared by Mr Brown) was received. At present the first three items were now in the clerk's possession but he did not have any use for them. They were insured with Waveney Insurance Brokers Ltd. (see Item 13.1, Accounts for Payment) and it was agreed that the figures quoted and cover needed to be investigated urgently. Waveney Insurance would reimburse the council if necessary.
- 7.2 The desk, still at Mr Brown's home, would be awkward to move and he would like to keep it for his own use. Councillor Dunford proposed and was seconded by Cllr Davis, that (in view of Mr Brown foregoing £117 of his gratuity) the desk be offered to Mr Brown for the nominal sum of £5.00, all agreed.
- 7.3 The computer, printer and copier had been removed to Mr Green's house and it was agreed that they could remain council property for now, at least until the issue of renting an office had been resolved.

8. To discuss auditor's report for 2005/6. A brief report prepared by the temporary assistant clerk was received. By telephone the auditor said that he had been sympathetic to the council because there was a property issue (the possible rental of offices) afoot and thus had not commented on the precept increase for 2005/6.

9. To receive statement of accounts for 1 April 2006 – 9 November 2006.

- 9.1 This was received. Councillor Bond commented that the amount carried forward (£54534.98) was £20.00 less than the amount stated in the bank reconciliation prepared by Mr Brown for the annual 2005/6 audit [later identified as petty cash held by Mr Brown and recovered].
- 9.2 The council was reminded that the VAT refund (in the region of £9000) was money raised for the playing fields and should be allocated specifically to the playing fields.
- 9.3 Cllr Butterwick estimated that the likely working balance at 31 March 2007 would be in the region of £77,000.

10. Forecast of receipts and payments to 31 March 2007.

- 10.1 This was received and considered. Cllr Ferguson emphasised the urgency of improving security for the new goalposts as soon as possible and to check that the football club had insured them.
- 10.2 The tennis courts, or at least the outer boundary of the courts, needed resurfacing – Cllr Chalmers was seeking three quotations.

11. To receive grant applications for 2006/7.

- 11.1 Details, including a schedule of grant payments since 2003/3 by Cllr Butterwick, were received. An announcement had been put in the Melton Messenger inviting grant applications but so far none had been received, the only ones so far being: Disability Advice Service, East Suffolk MIND, (Annual Review – no formal request), Vitalise, Ipswich and East Suffolk Headway.

11.2 Cllr Pratley said that as a rule, it was not council policy to donate to clubs. The possibility of donating to the East Anglian Air Ambulance and/or Suffolk Accident Rescue Serviced was considered.

11.3 It had been agreed at the November 8th meeting that decisions on donations would be made at the January 10th meeting.

12. To receive budget proposals for 2007/8. No budget proposals were received apart from Councillor Butterwick who proposed that there be no increase in the precept for 2007/8 and that the Clerk be instructed to draw up a draft budget accordingly. It was agreed that *at present* the precept increase should be zero and the Clerk was asked to draw up a draft budget for the next financial year with this in mind.

13. Accounts for payment:

13.1 It was agreed that the following accounts be paid:

a) Waveney Insurance:	£597.32
b) N and A Engineering, making up gate and panel for playing field:	£323.13
c) S A and T J Nunn (concrete bases for two seats on playing fields)	£100.00
d) Lubbock Fine, audit fee for 2005/6:	£411.25
e) SLCC Membership for Mr Green:	£105.00
f) P F Dixon: repair to football pitch floodlights	£86.58
g) SALC: cllr's course, M Bond £82.25 and book on finance £14.95	£97.20
h) K Stebbings one month's wages:	£80.00
i) Donation for hire of St Andrews Hall on October 16 th and November 15:	£60.00
j) T Brown, gratuity:	£6614.00

13.2 Cllr Ferguson mentioned that Mr Nunn had had to do the concrete bases for the seats twice as they had been ripped up within a day of being installed – a letter of thanks to accompany his payment.

13.3 It was explained that the repair to the football pitch lights was being paid on behalf of the Melton Football Club. Cllr Ferguson had requested that the work be done urgently so that they could continue their programme of games. It was agreed that Melton Football Club should be asked to refund the council.

14. To consider temporary assistant clerk's recommendation that the precept is paid into the deposit account in future: unanimously agreed.

15. To consider setting up a finance and risk management committee.

15.1 Councillors Butterwick's report was received, outlining the impact of the recently adopted Financial Regulations, considerations for drawing up a budget, effective financial management, risk management and its importance, and finally, his recommendations. He felt that the council needed to alter the way it had traditionally worked, with members of council becoming involved in the annual budget preparation, drawing up a system of financial management, monitoring the council's income and expenditure, drawing up a risk management system and monitoring it.

15.2 The Clerk was invited to comment and he agreed that such a committee would be an advantage. A discussion took place on whether it should be a committee or

a working group. Having listened to the debate, Councillor Butterwick proposed an amendment to his written recommendation, which was seconded by Cllr Dunford. The proposal thus became: that the Council sets up a Finance and Risk Management Working Group, comprising no more than three councillors, working closely with the clerk, with terms of reference which include:

- a) preparation of the annual draft budget, for submission to the full Council for approval;
- b) drawing up a system of financial management, for submission to the full Council for approval;
- c) undertaking regular monitoring of the Council's income and expenditure throughout each year, and submitting regular reports on this to the full Council;
- d) drawing up a system of risk management for both financial and non-financial risks, for submission to the full Council for approval;
- e) undertaking regular monitoring of the implementation of the adopted Risk Management Policy throughout each year, and submitting regular reports on this to the full Council.

15.3 This was approved, on a vote of 9:0 in agreement with one abstention.

(8.50 p.m. Cllr Chalmers left the meeting)

16. Planning applications.

16.1 Applications received:

1834/FUL Education Centre, Foxburrow Farm, Foxburrow Hall Road IP12 1NA: Alterations in connection with refurbishment and improvement of education centre. Agreed that this was historical, response already given

2049/FUL Technicraft Anglia Ltd, Deben Way, IP12 1RB: Erection of extensions to north east and south east elevations: agreed that this was historical, response already given.

2083/FUL Deben Mill, Melton Hill IP12 1AX: Erection of sheltered housing (31 flats) and associated parking, landscaping, and external work together with Variation of Condition 1 to extend until 18 February 2009 the period allowed for the submission of reserved matters in respect of offices/ business units approved by outline permission C03/1200. A letter from a resident of Old Maltings Court was received, the council agreeing with all his comments. An objection had already been sent to SCDC.

1951/FUL: 37 Bury Close, IP12 1LE: Erection of new conservatory extension: approved.

1997/FUL: 57 Hall Farm Road IP12 1RW: erection of rear conservatory extension: approved.

16.2 Planning correspondence: Re The Angel Theatre, Rendlesham: agreed that this council supports Rendlesham Parish Council's opinion that the theatre should be retained.

16.3 Approval received :

1873/FUL: Vodaphone site, Water Tower, Bredfield Road IP12 1JE: extra dishes.

17. Chair's urgent business / any other business:

17.1 Melton Trust: Cllr Davis reported that the Trust had given three hundred households £20.00 each.

17.2 Damage to Flood Defences: Cllr Pratley provided photographs showing the damage recently caused by an Environment Agency vehicle which had been driven along the top of the earth bank between Mr Skeet's boatyard and the sluice gates, making deep furrows. He considered that it should have been taken along the hard foot of the bank. It was agreed that the Environment Agency should be asked take necessary measures as soon as possible.

17.3 Bredfield Road Bus Shelter: this was now looking very scruffy as it bore lots of graffiti – agreed that a firm be contacted to clean it.

17.4 Village Pump Area: this was regularly flooded now and it was felt that the problem was not only caused by leaves – the drainage network in the area needed to be investigated urgently – SCC Environment and Transport Department to be contacted.

17.5 Rural Housing Seminar: Cllr Tester had attended this on December 4th and found it very informative. He understood that building could take place outside village envelopes if it was for low-cost housing.

18. Date of next meeting: January 10th 2007.

There being no further business to be transacted, the meeting finished at 9.20 p.m.

.....Chair

.....Date

