



# MELTON PARISH COUNCIL

REC(16)M05

## RECREATION COMMITTEE

**Minutes** of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 16 November 2016 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

**Present:**

Cllr Miss K S Martin (Chairman)  
Cllr Mr C W Taylor  
Cllr Mr J West  
Mrs C McBurney (Co-optee)

**Absent:**

Cllr Mrs M Bevilacqua  
Cllr Mrs C Gradwell  
Cllr Mr A Porter (*ex officio*)  
Mrs E Ashford (Co-optee)

**In Attendance:**

Mr W J Grosvenor *Clerk to Melton Parish Council*

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>16.63</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Cllr Bevilacqua, Cllr Gradwell, Cllr Porter and Mrs Ashford.
<b>16.64</b>	<b>DECLARATIONS OF INTEREST</b>
<b>16.64.01</b>	<b>To receive amendments to the Register</b> There were none.
<b>16.64.02</b>	<b>To receive Declarations of Pecuniary Interest in respect of Items on the Agenda</b> There were none.
<b>16.64.03</b>	<b>To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda</b> There were none.

<b>16.64.04</b>	<b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b> It was noted that there had been no requests for dispensations.
<b>16.65</b>	<b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b> There were no members of the public present.
<b>16.66</b>	<b>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</b> It was <b>RESOLVED</b> to agree the Minutes of the Recreation Committee held on 7 September 2016 (Minutes REC(16)M04 previously distributed). <i>Proposed by:</i> Cllr Martin <i>Seconded by:</i> Cllr West
<b>16.67</b>	<b>FINANCIAL MATTERS</b>
<b>16.67.01</b>	<b>To consider the Management Accounts for 1 April to 31 October 2016</b> Papers MPC(16)111.01 and MPC(16)111.01a-e previously distributed were received. All Members present save for Mrs McBurney were members of Budget Working Group that had gone through the accounts in detail on 9 November, and the Clerk briefly summarised the overall financial position. There were no specific issues to highlight. It was <b>AGREED to NOTE</b> the report.
<b>16.67.02</b>	<b>To consider the Draft Budget for 2017/18</b> Paper REC(16)67.02 previously distributed was received. Again, as all Members present save for Mrs McBurney had been involved in constructing the draft budget on 9 November, and she was happy with the proposals, it was <b>AGREED</b> that the draft Recreation budget could go forward to FERM Committee and Full Council.
<b>16.67.03</b>	<b>To consider a new contract with E.ON for the supply of electricity to the pavilion</b> Paper REC(16)67.03 previously distributed was received. The Clerk went through the report. The current fixed price plan with E.ON, whereby the Council pays a net cost of £10.48 per month, ends on 25 February 2017. E.ON has invited the Council to sign up to another two year deal, under which the Council is likely to be paying around £11.73 net a month, i.e. less than £150 a year. If the new contract is not entered into, the Council will move to E.ON's variable pricing agreement, costing around £223.00 a year. Following discussion it was <b>AGREED</b> that: <ul style="list-style-type: none"><li>• The Clerk should commit the Council to the new two year fixed price deal offered by E.ON</li></ul>

	<ul style="list-style-type: none"> <li>The Council would review its energy provider arrangements at such time as the new Village Hall is brought into use and its electricity consumption increases.</li> </ul>
<b>16.67.04</b>	<p><b>To note the Final Accounts for the Melton Fete 25 June 2016</b></p> <p>Paper REC(16)67.04 previously distributed was received. The Clerk explained that the delay in finalising had been due to NORSE not invoicing for the rubbish collection, which they are not now going to do. The end result was that of the Fete budget of £700, only £272.74 was actually spent. It was <b>AGREED to NOTE</b> the accounts.</p>
<b>16.68</b>	<b>MELTON PLAYING FIELDS</b>
<b>16.68.01</b>	<p><b>To receive a report on all matters relating to the Playing Field and Pavilion including the greenspace management contract</b></p> <p>Paper REC(16)68.01 previously distributed was received and each item was fully discussed. In particular the Committee expressed their appreciation for the way in which Phil Donoghue had very effectively tackled the burst water supply pipe at the entrance to the Playing Field. Actions <b>AGREED</b> were as follows:</p> <ul style="list-style-type: none"> <li>Cllr McBurney to approach Mr Champkin with a view to retrieving the key to the pavilion; otherwise the Clerk to use the deposit to procure a key for Mr Tester.</li> <li>Cllr Martin to make contact with Caroline Rutherford to retrieve the key to the height barrier.</li> <li>Clerk to ensure that the new cradles for the refurbished swing are fitted as quickly as possible.</li> </ul> <p><b>NOTED</b> (1) that extra works undertaken under the Greenspace Management Contract, in particular, digging out the ditch line from the car park to the substation, and felling and clearing additional split trees at the entrance to the woodland, were now completed.</p> <p>(2) that the Clerk was having a site meeting with SCL on 17 November to consider what can be done to rectify the bare, weedy patch in the middle of the football pitch nearest to the pavilion, and also to identify a suitable location for a pilot “halo” project.</p>
<b>16.68.02</b>	<p><b>To consider request for an additional dog bin</b></p> <p>The Clerk reported a request from a member of the public for an additional bin to be sited at the entrance to the woodland area at the rear of the Playing Field.</p>

	Following discussion it was <b>AGREED</b> that the Clerk will liaise with Norse to see if the existing bin, some twenty yards to the south, can be repositioned.
<b>16.68.03</b>	<p><b>Work of the Village Handyperson</b></p> <p>The Clerk reported that the two village pumps, in Melton Road and Saddlemaker's Lane, had now been repainted.</p> <p>In relation to the longstanding problems with the locks to the notice boards, Phil had now managed to identify locking systems with identical keys for all noticeboards, which can be procured for all boards for under £100.00. This would give a much neater solution than if a hasp and padlock approach is used. This suggestion was <b>AGREED</b>.</p>
<b>16.68.04</b>	<p><b>To receive an update on drainage matters</b></p> <p>Paper REC(16)68.04 previously distributed was received and discussed. In terms of the strategy agreed at the previous meeting in relation to alleviating the flooding around the substation, the Clerk confirmed that the plan attached to the original lease of the site (to Eastern Electricity) showed clearly that all cables entered and left the substation on the side adjacent to the highway. A price has already been obtained from SCL for digging out a slip trench just around the substation only, discharging into the main culvert under the highway, of £260.00 ex VAT. It was <b>AGREED</b> to progress this work before the wetter weather makes access for plant and machinery difficult.</p>
<b>16.68.05</b>	<p><b>To receive a report on all matters relating to the hiring of the Playing Field</b></p> <p>Nothing to report.</p>
<b>16.69</b>	<b>MELTON WOODS</b>
<b>16.69.01</b>	<p><b>To receive an update on arrangements for the willow harvest</b></p> <p>Paper REC(16)69.01 previously distributed was received.</p> <p>Members <b>NOTED</b> the position in relation to the felling, which was at the time of the meeting, well under way.</p> <p>In relation to the new trees to be planted in early 2017, the options for arranging maintenance were outlined and considered. It was <b>AGREED</b> to enter into a formal written contract with J S Wright &amp; Sons Ltd for the appropriate annual work to be carried out. This is done free of charge, on the basis that a 15% deduction will be made from the eventual purchase price of the timber.</p>

<p><b>16.69.02</b></p>	<p><b>To consider follow up actions re work plan for the first year following the adoption of the Burkes Wood Management Plan</b></p> <p>Paper REC(16)69.02 previously distributed was received and discussed. The Clerk reported the current state of play with regard to the Tree Safety Assessment. The field work was complete, some work has been identified as being required, but nothing that is urgent. A full report and plans will be submitted in time for the next meeting of Recreation Committee on 7 December. In the event that the Recreation Committee meeting on 7 December is cancelled due to insufficient new business, it was <b>AGREED</b> to delegate to the Chairman and Clerk to satisfy themselves that the report was fully complete and fit for purpose before releasing payment. In the absence of any update, the Clerk to chase Peter Ross about organising a volunteer coppicing group.</p> <p>The report also included a section on actions required in respect of the pond, based on information supplied by the Suffolk Wildlife Trust. These are as follows:</p> <ul style="list-style-type: none"> <li>• Trees and shrubs on the pond edges will require coppicing, to leave about 90% of pond edges open and sunny.</li> <li>• Aquatic vegetation needs to be thinned out, so that only 25% of the pond surface is covered by plants.</li> <li>• Dominant pond edge vegetation also needs to be thinned.</li> <li>• Excess duckweed / algae also needs to be removed.</li> <li>• Access to the pond needs to be improved, with the surrounding brambles and undergrowth cut down.</li> </ul> <p>This approach was broadly <b>AGREED</b>, with the exception that Members felt that the pond edges should, to some extent, retain adjacent undergrowth, to ensure that wildlife can reach the water in safety. The Clerk to liaise with SCL to arrange a price for carrying out works along the above lines.</p>
<p><b>16.69.03</b></p>	<p><b>To consider matters relating to the pond</b></p> <p>Please see minute 16.69.03 above.</p>
<p><b>16.69.04</b></p>	<p><b>To receive a report from the Friends of Melton Woods Community Group</b></p> <p>Nothing to report.</p>

16.70	<p><b>TO CONSIDER TPO APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>• <b>TPO application 49 Fernhill Close:</b> crown oak tree in rear garden</li> <li>• <b>TPO application 9 Godfreys Wood:</b> lift crown to oak in garden</li> <li>• <b>TPO application 43 Fernhill Close:</b> reduce height of sweet chestnut by 4m to reduce risk of windthrow.</li> </ul> <p>These were considered and in each case <b>approval was recommended.</b></p>
16.71	<p><b>COMMITTEE CHAIRMAN'S URGENT BUSINESS</b></p>
16.71.01	<p><b>To receive a report on urgent business not otherwise on the Agenda</b> Nothing to report.</p>
16.71.02	<p><b>To agree items for inclusion in <i>Melton Messenger</i></b> No items to consider.</p>
16.72	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will take place on Wednesday 7 December, commencing at 19:00, at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD. Apologies in advance were offered by Councillor West.</p> <p>There being no further business the meeting closed at 20:00.</p>