



# MELTON PARISH COUNCIL

REC(17)M02

## RECREATION COMMITTEE

**Minutes** of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 12 April 2017 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

**Present:**

Cllr Mrs M Bevilacqua  
Cllr Mrs C Gradwell  
Cllr Miss K S Martin (Chairman)  
Cllr Mr A Porter (*ex officio*)  
Cllr Mr C W Taylor  
Cllr Mr J West  
Mrs C McBurney (Co-optee)

**Absent:**

Mrs E Ashford (Co-optee)

**In Attendance:**

Cllr Mrs A Stevens  
Mr W J Grosvenor *Clerk to Melton Parish Council*  
One member of the public

	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>17.12</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Mrs Ashford.
<b>17.13</b>	<b>DECLARATIONS OF INTEREST</b>
<b>17.13.01</b>	<b>To receive amendments to the Register</b> There were none.
<b>17.13.02</b>	<b>To receive Declarations of Pecuniary Interest in respect of Items on the Agenda</b> There were none.
<b>17.13.03</b>	<b>To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda</b> There were none.

17.13.04	<p><b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b>  It was noted that there had been no requests for dispensations.</p>
17.14	<p><b>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</b>  The one member of the public present, together with Councillor Stevens, wished to discuss matters relating to the “Beacons of Light” project and the 2017 fete, and it was proposed to bring these items forward and invite those attending to take part.</p>
	<p><b><i>It was RESOLVED to take Items 17.16.05, 17.19 and 17.20 out of order on the Agenda</i></b></p>
17.16.05	<p><b>To consider quotation for new play equipment</b>  Paper REC(17)16.05 previously distributed was received and discussed. <b>It was AGREED</b> to defer consideration of this expenditure until (1) after the budgets for 2017/18 have been revised, and (2) it is clear what the cost of the drainage project is likely to be, and the extent to which that work can be covered by Section 106 monies from the Suffolk Coastal DC Sports and Play Pots.</p>
17.19	<p><b>TO CONSIDER UPDATE ON “BEACONS OF LIGHT” PROJECT</b>  Cllr Taylor tabled a paper which set out the technical drawings and specifications for a beacon brazier, also raising some practical questions. Clerk to clarify with Suffolk Coastal planners whether or not planning permission will be required. Organisers will need to submit a Temporary Event Notice.  It was <b>AGREED</b> that the beacon will be permanent and close to the pavilion / village sign.  It was also <b>AGREED</b> that the organisers will try to locate relatives of Melton men who died in the 1914-18 war by way of an article in the <i>Melton Messenger</i>.</p>
17.20	<p><b>TO CONSIDER PLANS FOR THE 2017 FETE</b>  Arrangements for the 2017 fete were discussed. Concerns were expressed about arrangements for the collection and banking of the monies. Following discussion it was decided that Cllrs Porter, Taylor and West would offer to count the money and pay it in. In terms of organisation and beneficiaries, it was <b>AGREED</b> that there would be no change in 2017. However, for 2018, there would need to be early discussions with the church (no later than the summer of 2017) about both organisation and distribution of proceeds in future events.</p>



	<ul style="list-style-type: none"> <li>○ The Council not assuming any responsibility for the event, and this will be made clear in the terms of the hire agreement.</li> <li>● <i>Request by Mr William Stocks of K &amp; W Amusements for a commercial hire – a children’s amusement wristband event (purchase of a £3.99 wristband giving access to all attractions for a 4 hour session) for one week during the first two weeks of August 2017:</i> <ul style="list-style-type: none"> <li>This was AGREED subject to: <ul style="list-style-type: none"> <li>● Payment of a hire fee of £100.00</li> <li>● The drawing up and signing of a suitable hire agreement</li> <li>● Suitable provision being made for toilet facilities at no cost to the Council</li> <li>● The Hirer to be responsible for all clearing up after the hire</li> <li>● Receipt by the Council of appropriate risk assessment documentation and a certificate evidencing appropriate public liability insurance cover <ul style="list-style-type: none"> <li>● The Council not assuming any responsibility for the event, and this will be made clear in the terms of the hire agreement.</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>The Clerk to make the necessary arrangements accordingly.</p>
<p><b>17.16.04</b></p>	<p><b>To receive an update on drainage proposals</b></p> <p>Paper REC(17)16.04 previously distributed was received and considered. Members discussed the three options as set out in the report and <b>AGREED</b> as follows:</p> <ul style="list-style-type: none"> <li>● To authorise the Clerk to engage a suitably experienced and qualified contractor to undertake up to a day’s work carrying out trial excavations to assess soil conditions along the proposed route of any proposed land drain</li> <li>● To authorise the Clerk to seek prices for the jetting of the existing west – east land drains as a preliminary project</li> <li>● To authorise the Clerk to engage with Jenners Close residents and the owner of the private road to see whether they are amenable to allow access via the private road for construction vehicles engaged on the main drainage project</li> <li>● In terms of coming to a decision as to which of the options proposed should be pursued, this decision should be remitted to Full Council.</li> </ul>

<b>17.17</b>	<b>MELTON WOODS</b>
<b>17.17.01</b>	<p><b>To receive an update on the Tree Safety Report</b></p> <p>The Clerk reported that a TPO application to carry out the safety works recommended in the Tree Safety Report was made on 23 February 2017. A decision is awaited.</p> <p>A price for the work has been received from SCL. Another quotation has been sought.</p>
<b>17.17.02</b>	<p><b>To consider update on follow up actions re work plan for the first year following the adoption of the Burkes Wood Management Plan</b></p> <p>At the previous meeting of Recreation Committee on 1 February 2017, Members agreed the price of £720 plus VAT quoted by SCL for felling approximately one-third of the sycamores situated to the right hand side of the entrance to the woodland by the bench and removing ivy from the remainder to create a “halo” effect to aid woodland regeneration. Because the group of trees concerned is included as “W5 Woodland Group” within TPO 25, a fact not initially appreciated, a TPO application was submitted on 12 April, and a decision is awaited.</p>
<b>17.18</b>	<b>TO CONSIDER FINANCIAL AND BUSINESS MATTERS</b>
<b>17.18.01</b>	<p><b>To consider the Management Accounts – 1 April 2016 to 31 March 2017</b></p> <p>Papers FRM(17)19.01 and FRM(17)19.01a-e previously distributed were received and the financial position at year end, both overall and in relation to the budgets controlled by Recreation Committee, was considered. Overall the position was healthy. As at 31 March, after allowing for unrepresented cheques, cash in the Council’s bank accounts totalled £87,135.77. There was over £10k more in the reserves than at year end on 31 March 2016. There were no matters of concern to report and the reports were <b>NOTED</b>.</p>
<b>17.18.02</b>	<p><b>To consider the 2016/17 Outturn against Budgetary provision</b></p> <p>Paper FRM(17)19.02 previously distributed was received and reviewed by the Clerk. In terms of the budgets controlled by the Recreation Committee, the actual income for the 2016/17 year totalled £13.7k against budgeted income of £11.2k. This was represented by higher receipts for the tennis courts, fete profits and the willow harvest. In terms of expenditure, budgeted expenditure was £32.3k, whereas actual expenditure was only £12.2k. The reduced level of actual expenditure reflects a substantial reduction in the</p>

	<p>cost of greenspace management, together with the fact that provision was made for spend on field drainage and purchase of play equipment that was not actually made.</p> <p>Following discussion the report was <b>NOTED</b>.</p>
<b>17.18.03</b>	<p><b>To consider the introduction of a Business Plan to aid governance of the Council</b></p> <p>Paper FRM(17)05.04 previously distributed was received and discussed. The report and the proposals within it were broadly welcomed and accepted. The report will now need to be taken to Full Council, together with a Business Plan framework for consideration.</p>
<b>17.18.04</b>	<p><b>To consider “Wish List” of Recreation projects for inclusion in the Business Plan</b></p> <p>Paper REC(17)18.04 previously distributed was received. Cllr Martin introduced the paper, and, following discussion, the proposals were <b>AGREED</b> for inclusion in the emerging business plan, with an additional proposal included, which is, subject to the village hall project not going ahead, to resurface the car park.</p>
<b>17.21</b>	<p><b>TO CONSIDER TPO APPLICATIONS</b></p> <p>In discussing the following applications, Members expressed a wish to better understand the approach that the Suffolk Coastal District Council’s Arboricultural Officer takes in relation to considering TPO and TCA requests. The Clerk will contact Nicholas Newton, inviting him to talk to Melton councillors, possibly at a Full Council meeting.</p>
<b>17.21.01</b>	<p><b>To consider TPO Application DC/17/1245/TPO – Eddisbury House, Lodge Farm Lane, Melton</b></p> <p>Paper REC(17)21.01 previously distributed was received and discussed. <b>It was AGREED to make no comment on this application.</b></p>
<b>17.21.02</b>	<p><b>To consider TPO Application DC/17/1450/TPO – 1 Norman Close, Melton</b></p> <p>Paper REC(17)21.02 previously distributed was received and discussed. <b>It was AGREED to recommend this application for approval.</b></p>
<b>17.21.03</b>	<p><b>To consider TPO Application DC/17/1399/TPO – Oak House, 19 Cages Way, Melton</b></p> <p>Paper REC(17)21.03 previously distributed was received and discussed.</p>

	It was <b>AGREED</b> to recommend this application for approval.
<b>17.22</b>	<b>COMMITTEE CHAIRMAN'S URGENT BUSINESS</b>
<b>17.22.01</b>	<p><b>To receive a report on urgent business not otherwise on the Agenda</b>  The following items were reported:</p> <ul style="list-style-type: none"> <li>• Cllr Martin announced that she will stand down as Chairman of Recreation Committee at the Council's AGM. Cllr Taylor was willing to be nominated to the vacancy</li> <li>• Stage 6 of The Tour of Britain Cycle Race will pass through Melton on Friday 8 September 2017</li> <li>• A request by the East Anglian Air Ambulance to consider a suitable site for one of the charity's clothing banks was declined, as the only site available to the Council is the playing field, and access arrangements would be difficult.</li> </ul>
<b>17.22.02</b>	<p><b>To agree items for inclusion in <i>Melton Messenger</i></b>  Any ideas for items for inclusion to be emailed to Cllr Porter or Cllr Brown.</p>
<b>17.23</b>	<p><b>DATE OF NEXT MEETING</b>  To be set at the Council's AGM on 31 May 2017. There being no further business the meeting closed at 21:30.</p>