



MELTON PARISH COUNCIL

REC(17)M05

RECREATION COMMITTEE

Minutes of the meeting of the Melton Parish Council Recreation Committee held on Wednesday 15 November 2017 commencing at 19:00 at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD.

Present:

Cllr Mr M Holmes
Cllr Miss K S Martin
Cllr Mr C W Taylor
Mrs E Ashford (Co-optee)
Mrs C McBurney (Co-optee)

Absent:

Cllr Mrs C Gradwell
Cllr Mr A Porter
Cllr Mr J West

In Attendance:

Mr W J Grosvenor *Clerk to Melton Parish Council*

	PART ONE – OPEN TO THE PUBLIC
17.53	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Gradwell, Cllr Porter and Cllr West.
17.54	DECLARATIONS OF INTEREST
17.54.01	To receive amendments to the Register There were none.
17.54.02	To receive Declarations of Pecuniary Interest in respect of Items on the Agenda There were none.
17.54.03	To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda There were none.

17.54.04	<p>To consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensations.</p>
17.55	<p>OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS</p> <p>There were no members of the public present.</p>
17.56	<p>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</p> <p>It was RESOLVED to agree the Minutes of the Recreation Committee held on 6 September 2017 (Minutes REC(17)M04 and REC(17)M04 <i>confidential</i> previously distributed).</p> <p>Proposed by: Cllr Holmes Seconded by: Cllr Taylor</p>
17.57	<p>TO CONSIDER FINANCIAL MATTERS</p>
17.57.01	<p>To receive and consider the Financial Management report (Income and Expenditure by budget heading) for the period 1 April 2017 to 31 October 2017</p> <p>Paper MPC(17)104.01d previously distributed was received and discussed. With reference to the income and expenditure account the Clerk highlighted the main items of income and expenditure in 2017/18, both to date and anticipated by year end. Recreation income overall to date is £7.7k and anticipated to slightly exceed £8k by year end, with expenditure to date of £6.6k and anticipated by year end to reach £19.2k. there were no specific issues to report. The report was NOTED.</p>
17.57.02	<p>To review the Recreation Committee budgetary position for 2017/18 as at 31 October 2017 and consider the draft budget for 2018/19</p> <p>Paper REC(17)57.02 previously distributed was received and considered. With budgeted expenditure of £17,577 this year, £6,666 has so far been spent, and against budgeted income of £3,725, £7.755 has actually been received. Expenditure plans for the rest of 2017/18 were discussed. The Committee then discussed the budget proposals for 2018/19 suggested by Budget Working Group – total Recreation income of £3,725 and expenditure of £15,237. These totals and the individual figures for each budget head were AGREED as proposed.</p>

17.58	MELTON PLAYING FIELD
17.58.01	<p>To receive a report on all matters relating to the Playing Field and Pavilion including the greenspace management contract</p> <p>Paper REC(17)58.01 previously distributed was received and discussed. Action items were as follows:</p> <ul style="list-style-type: none"> • Overhanging trees in the picnic area – confirmation received from Nicholas Newton (SCDC arboriculturalist) that the lower branches of the ornamental trees overhanging the picnic benches can be pruned without TPO consent. He is aware that some of the old TPOs are out of date (TPO 25 was made in 1953) and when funding is available they will be reviewed. AGREED that the Clerk can instruct SCL to go ahead with the pruning if the overall cost is under £300.00. • New Playing Field Information Board – Councillors had looked at the website suggested by the Clerk. AGREED that what is required is an <i>Information Board</i> rather than a <i>Notice Board</i>. Councillors to independently carry out further research and advise the Clerk accordingly. • Wording of Interim Notice re flying of drones – the suggested wording was AGREED. The clerk to arrange for the manufacture and installation of the Notice.
17.58.02	<p>Work of the Village Handyperson</p> <p>The Clerk summarised recent tasks undertaken by Phil. He had recently completed the refurbishment of the bus shelter in The Street, and was installing the oak posts around the village sign amenity area, at the same time maintaining his cleansing and maintenance routines.</p>
17.58.03	<p>To receive a report on all matters relating to the hiring of the Playing Field</p> <p>Paper REC(17)58.03 previously distributed was received.</p> <ul style="list-style-type: none"> • The proposed dates for the Car Boot sales in 2018 were AGREED; however the request for a key to the referee’s changing room was NOT AGREED. • The request by Circus Tyanna to visit the Playing Field between Sunday 15 July and Sunday 22 July 2018 was AGREED with the hire fee set as in 2016 at £200.00. The Clerk to remind the proprietor that circus notices posted on Council land must be removed before the circus departs.

	<ul style="list-style-type: none"> The date for the 2018 Melton Village Fete set by Full Council on 8 November as Saturday 14 July was NOTED.
17.59	MELTON WOODS
17.59.01	<p>To receive an update on the implementation of recommendations arising from the 2016 Tree Safety Report</p> <p>In relation to the tree safety works required, TPO approval was given by Suffolk Coastal DC on 25 April 2017, and works estimates obtained. Recreation Committee considered the appointment of a contractor to undertake the work at their meeting on 5 July 2017, and appointed SCL. The Clerk reported that SCL are now proposing to carry out the work in week commencing 4 December 2017. Warning notices will be displayed. Following the completion of the works the Clerk will commission the 2017 tree survey, for which there is provision in the 2017/18 budget.</p>
17.59.02	<p>To receive update report on actions previously agreed in relation to the Burkes Wood Management Plan</p> <p>In respect of the proposal to create a pilot enclosure, the estimate of the works received from SCL was agreed by Committee on 1 February 2017. Because some of the affected trees are covered by the W5 Woodland Group contained within TPO 25, a TPO application was required; approval was granted on 2 June 2017 and Recreation Committee agreed that this project should go ahead at their meeting on 5 July 2017. SCL will now carry out the necessary works on this project together with the tree safety works (see Minute 17.59.01 above) in week commencing 4 December 2017.</p>
17.59.03	<p>To consider appointment of a new Tree Warden</p> <p>Following the move of the existing Tree Warden to Woodbridge, the appointment of a successor was discussed. It was AGREED to advertise in the next edition of the <i>Melton Messenger</i>.</p>
17.59.04	<p>To consider report in relation to the woodland pond</p> <p>The Clerk reported an email received from a local resident complaining about the overgrown state of the woodland pond, and alleged “undercover drinking sessions” taking place there. A response had been sent, saying that the Council is aware of the state of the pond, but that any works are being put on hold whilst priority is being given to the field drainage works. Meanwhile Phil will include the pond area in his litter picking round.</p>

	Following discussion Mrs Ashford undertook to visit the pond area the following day and take some photographs, and also to check whether the “Danger – deep water” sign is still in place.
17.60	TO RECEIVE AN UPDATE REPORT ON THE BENCH NEAR THE VILLAGE SIGN IN THE STREET Following a further examination of the bench by Phil, it is now considered that it will last for some time yet, and replacement will be deferred to 2018.
17.61	TO CONSIDER UPDATE ON “BEACONS OF LIGHT” PROJECT Cllr Taylor reported that the project group had identified local companies able to supply either an oak or metal post. In terms of whether planning consent is required for the structure, Mrs McBurney to forward an independent opinion obtained from a local planning consultant and the Clerk to check with Suffolk Coastal planners.
17.62	TO CONSIDER ARBORICULTURAL MATTERS
17.62.01	TPO application DC/17/4622/TPO – The Coach House, Pytches Road, Melton Paper REC(17)62.01 previously distributed was received. Following discussion it was AGREED to recommend refusal on the grounds that it was not included in the original planning application, and really just needs a degree of management, which Councillors would be happy to agree to.
17.62.02	Follow up re application DC/17/4161/TPO – Land rear of Whitwell House, St Audry’s Park Road, Melton The Clerk reported his complaint to Suffolk Coastal District Council’s arboriculturalist over the inadequate information contained in this TPO application. No response was received.
17.63	COMMITTEE CHAIRMAN’S URGENT BUSINESS
17.63.01	To receive a report on urgent business not otherwise on the Agenda There was none.
17.63.02	To agree items for inclusion in <i>Melton Messenger</i> It was suggested that the next edition should carry an advertisement for a Tree Warden (see Minute 17.59.03 above).

	PART TWO
	<p>Exempt / Confidential Item It was RESOLVED that, under Section 100(a)(4) Local Government Act 1972 (as amended), the public be excluded from the meeting for the remaining item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.</p>
17.65	<p>DATE OF NEXT MEETING The next meeting will take place on Wednesday 17 January 2018, commencing at 19:00, at Riverside Office, Robertson's Boatyard, Lime Kiln Quay, Woodbridge IP12 1BD. There being no further business the meeting closed at 20:50.</p>