



MELTON PARISH COUNCIL

MPC(19)M06

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 13 November 2019 commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT.

Present:

Cllr Mr A H Porter (Chairman) Cllr Mrs B Abbott Cllr Mr S Ashworth Cllr Mr B Banks Cllr Miss E A Barrington Cllr Mr N Brown Cllr Mrs C Gradwell	Cllr Mrs E J G Hilson Cllr Mr M Holmes Cllr Ms J Hosking Cllr Mr P James Cllr Miss K S Martin Cllr Mr C W Taylor
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Absent:

Cllr Mr P Groom	
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In Attendance:

District Councillor Rachel Smith-Lyte Mr W J Grosvenor Clerk and Executive Officer to Melton Parish Council	Mrs P Alder Assistant Clerk and Management Officer, Melton Parish Council Six members of the public
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	PART ONE – OPEN TO THE PUBLIC
19.89	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor Groom. Apologies were also received from County Councillor Alexander Nicoll.
19.90	DECLARATIONS OF INTEREST
19.90.01	To receive Amendments to the Register There were no amendments to the Register.
19.90.02	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.

19.90.03	<p>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</p> <p>Cllr Gradwell and Cllr Taylor declared Non Pecuniary interests in respect of Agenda Item 19.97.04, the giving of grants to local organisations; Cllr Gradwell as a Trustee of the Burness Parish Rooms and Cllr Taylor as a member of the Melton WWI Heritage Group.</p>
19.90.04	<p>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
19.91	<p>PUBLIC PARTICIPATION SESSION</p>
19.91.01	<p>To receive a report from District Councillor Rachel Smith-Lyte</p> <p>Cllr Smith-Lyte gave a report summarised as follows:</p> <ul style="list-style-type: none"> • An East Suffolk Council Environmental Task Force has been established. The priority will be to achieve improvements in terms of carbon emissions from its own buildings and vehicle fleet. • A Community Partnership has been set up with its first priority to look at transport issues – including bus cuts. In that connection Cllr Porter reported back on the activities of the newly formed Woodbridge and Surrounding Parishes Bus Action Group (WASPBAG). The Group felt that at their meeting with the bus company, First Bus were listening, and that has resulted in the reinstatement of route 71. • Cllr Smith-Lyte will be attending the meeting with representatives of Hopkins Homes on 20 November to discuss the future of the former bowling green site at Melton Park.
	<p><i>It was RESOLVED to take the following Item out of order</i></p>
19.99	<p>TO RECEIVE A REPORT ON PROPOSALS FOR JUDICIAL REVIEW IN RESPECT OF THE MELTON HILL DEVELOPMENT APPROVAL</p> <p>Cllr Barrington reported back on an informal meeting held at the Shire Hall, Woodbridge on 4 November, attended by some residents and a Woodbridge Town Councillor. A group of residents are seeking counsel's opinion on whether or not there is a strong case for bringing judicial review proceedings in respect of the decision by East Suffolk Planning Committee to grant approval for the Melton Hill development (the "Cheese wedges"). If the advice is positive, then Melton PC may be asked to contribute an element of funding. In discussion it was recognised that such a decision can only be made by Full Council and also that the Council's revenue budget (which is likely to be in deficit at year end) has no provision for such expenditure. If necessary however any request can be taken to Full Council at its meeting on 15 January 2020.</p>
	<p><i>It was RESOLVED to revert to the order of the Agenda</i></p>

19.97	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
19.97.01	<p>To receive and consider the financial management reports for the period 1 April 2019 to 31 October 2019</p> <p>Papers MPC(19)97.01 and MPC(19)97.01(a-i) previously distributed were received and the Clerk took Members through the main points. At the end of October 2019 income received (less Community Infrastructure Levy monies (CIL)) was 99.7% of the annual budget of £110,720, and expenditure approximately 58.2% of the annual budget of £136,912, which itself is currently subject to review. Cash reserves totalled £429,308, which together with VAT outstanding of £4,228, gave a figure for total liquid assets of £433,536. £323,026 of that total related to CIL, and £9,300 as earmarked reserves, thus giving a general reserve of £101,210. The report was NOTED.</p> <p>A discussion took place about the distribution of the Council's monies in its various bank accounts, and it was AGREED to transfer £50k from the Barclays Mixed Payments Account to the Ipswich Building Society Deposit Account.</p>
19.97.02	<p>To receive a report on the budgetary performance for 2019/20 and 1st draft of budget for 2020/21 following recommendations from Budget and Projects Working Group</p> <p>Papers MPC(19)97.02 and MPC(19)97.02a previously distributed were received. The Clerk summarised the main points as set out in the covering report, which reflected the recommendations of Budget and Projects Working Group which met on 11 November. The year end projection is now for an in-year deficit of £20,451 (which the Clerk emphasised is a worst-case scenario) but the general reserves will be adequate to cover such a situation. Because the budgets are constructed generously, the more likely scenario will be a smaller deficit – say between £12-£15k.</p> <p>In terms of 2020/21, the Clerk explained the basis of the provisional budget calculation. The income reflects a proposed precept of £86,948 (same tax charge as for 2019/20 @ £44.71 per Band D property plus (1) a 5% increase to reflect the additional costs involved in taking over the divested land and (2) an increase to reflect inflation at the current CPI level). CIL receipts are likely to be around £170k and it is assumed that rental for the 1st floor offices at Riduna Park will continue throughout the year at the current rate.</p> <p>Budgeted expenditure reflects the inclusion of:</p> <ul style="list-style-type: none"> • Salary costs incorporating both any anticipated pay increases and incremental progression, together with revised hours for all staff. • The fixed loan repayments • Provision for management, maintenance and improvement of the Council's greenspaces, including the new parcels of land to be divested from April 2020. It was acknowledged that further work will need to be done on this, including possibly the setting up of a sinking fund to cover expenditure and investment on the new areas, until such time as the precept has increased sufficiently. <p>The report and spreadsheet were discussed. It was AGREED to adopt the draft budget provisionally, subject to further work to be carried out to refine the projections prior to the formal Precept and Budget setting at the Full Council meeting on 15 January 2020.</p>

19.97.03	<p>To approve and accept the audited Annual Governance and Accountability Return for the year ended 31 March 2019</p> <p>Paper MPC(19)97.03 previously distributed was received. The External Auditor signed off the 2018/19 Annual Return on 17 September and the full set of documents distributed as Paper MPC(19)97.03 have been published as required. The auditor's report was clear and without qualification. Accordingly it was RESOLVED to approve and accept the audited Annual Governance and Accountability Return for the year ended 31 March 2019.</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Porter</p>
19.97.04	<p>To consider recommendations from FERM Committee re Grant giving 2019/20</p> <p>Paper MPC(19)97.04 previously distributed was received. Following discussion it was RESOLVED to make grants as follows:</p> <ul style="list-style-type: none"> • £100.00 to the Melton Village Produce Association • £500.00 to the Burness Parish Rooms • £400.00 to the Melton WWI Heritage Group. <p><i>Additionally, it was RESOLVED</i> to release before Christmas the annual grant to St Andrew's PCC to support the <i>Melton Messenger</i> in the sum of £1,100.00.</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Martin</p>
19.97.05	<p>To ratify the decision made by FERM Committee re the renewal of the Council's insurances</p> <p>Paper MPC(19)97.05 previously distributed was received. The Clerk explained that Full Council approved the renewal of the Council's insurances at its September meeting in the sum of £2,820.87. In the light of the 1st floor tenancy of 17 Riduna Park starting immediately after that date, a revised quotation of £2,858.95 to include cover for loss of rent receivable was provided, recommended for acceptance by Members of FERM Committee and duly paid. Full Council was now required to ratify the increase in the premium paid.</p> <p>It was RESOLVED to confirm agreement to the renewal of the Council's insurances in the sum of £2,858.95.</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Martin</p>
19.97.06	<p>To receive a report on the migration of the hosting of the Council's domain and emails to NetWise</p> <p>Paper MPC(19)97.06 previously distributed was received. The Asst. Clerk reported that the new website went live as planned but with a slight delay. Although new provider NetWise hosts the website, the domain and the email hosting are still undertaken by C W Balmer. To reduce the number of parties involved it is proposed that NetWise assume responsibility for hosting the domain and emails as well. The proposal is to carry out the transfer overnight (probably at the weekend) in December near to the holiday period when Council activity is low. Costs so far identified are £380.00 and there may be additional costs as well.</p> <p>It was RESOLVED to agree to migrate the hosting of the Council's domain and emails to NetWise as proposed.</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Banks</p>

19.104.04	Melton Primary School Cllr Martin reported back on the very successful visit to years 1 and 2 by Cllr Porter and herself, in which they talked to the children about the work of the Council. The school is still awaiting an Ofsted inspection.
19.104.05	Melton Messenger The deadline for the next edition is 22 November. It may be possible to include something about the TNS open evening.
19.104.06	ASB Meetings Nothing to report.
19.104.07	Sizewell C and EDF Community Forum The Clerk reported that he was still awaiting confirmation as to whether the briefing session with EDF will go ahead on 27 November. Cllr Banks introduced draft letters (which had been previously distributed) addressed (1) to the CEO of EDF Energy and (2) to the Office of Nuclear Regulation concerning a recent French news article reporting on a special audit report which strongly criticises the lack of a quality culture at EDF. The texts of the letters were discussed and it was AGREED that they would be sent to the respective addressees signed by the Chairman of the Council.
19.104.08	Suffolk Association of Local Councils SALC are reorganising their area meeting to bring together the former Waveney and Suffolk Coastal areas. Cllr Porter feels however that the former Suffolk Coastal area is much stronger than Waveney.
19.105	TO CONSIDER ITEMS FOR THE MELTON MESSENGER See Minute 19.104.05 above.
19.106	CHAIRMAN'S URGENT BUSINESS Nothing to report.
19.107	DATE OF NEXT MEETING The next meeting of Full Council will take place on Wednesday 15 January 2020 at 17 Riduna Park, Station Road, Melton IP12 1QT, commencing at 19:00. There being no further business the meeting closed at 21.40.
	PART TWO - CONFIDENTIAL
	Exempt / Confidential Items It was RESOLVED that the public be excluded from the meeting for the remaining item of business on the grounds of its confidential nature.