



MELTON PARISH COUNCIL

MPC(19)M03

Melton Parish Council

Minutes of the Statutory Annual Meeting of Melton Parish Council held on Wednesday 8 May 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 Mr R Gander OBE Cllr Mr P Groom Cllr M Holmes Cllr Miss K S Martin Cllr Mr C W Taylor
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Absent:

Cllr Mrs C Gradwell Cllr Mrs E J G Hilson	Cllr Ms J Hosking
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In Attendance:

District Cllr Rachel Smith-Lyte Mr W J Grosvenor Clerk to Melton Parish Council	Mrs P Alder Finance & Information Management Officer, Melton Parish Council One member of the public
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	PART ONE – OPEN TO THE PUBLIC
19.34	ELECTION OF CHAIRMAN OF THE COUNCIL It was RESOLVED that Cllr Porter be elected Chairman of the Council. Proposed by: Cllr Martin Seconded by: Cllr Barrington Cllr Porter completed the Chairman’s Declaration of Acceptance of Office which was duly received by the Clerk.
19.35	ELECTION OF VICE-CHAIRMEN OF THE COUNCIL It was RESOLVED that Cllr Taylor and Cllr Gradwell be elected Vice-Chairmen of the Council. Proposed by: Cllr Porter Seconded by: Cllr Groom
19.36	STATEMENT BY THE CHAIRMAN ON THE FILLING OF THE VACANCY ON THE COUNCIL Cllr Porter reminded all present that, following the uncontested election, 14 out of 15 seats on the Council were filled and it is open to the Council to fill the remaining vacancy by co-option. If anyone knows someone who might

	be interested they should be encouraged to contact either the Chairman or the Clerk.
19.37	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Gradwell and Hosking. Apologies were also received from County Councillor Alexander Nicoll.
19.38	DECLARATIONS OF INTEREST
19.38.01	To receive Amendments to the Register There were no amendments to the Register.
19.38.02	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.
19.38.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were no declarations of Non Pecuniary Interest in respect of Items on the Agenda.
19.38.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensation for Pecuniary Interests declared.
19.39	PUBLIC PARTICIPATION SESSION
19.39.01	To receive the reports from County and District Councillors No report was received from County Councillor Alexander Nicoll. Newly elected District Councillor Rachel Smith-Lyte introduced herself and set out her principles and beliefs, together with those of the Green Party, in relation to local issues. She will talk to Cllr Barrington to better understand the Melton Neighbourhood Plan and local planning issues. In terms of local priorities for the Green Party, these may be summarised as: <ul style="list-style-type: none"> • Concern about air pollution levels at the Melton crossroads, with more traffic to / from the peninsular; also whether the traffic lights could be better configured, in particular for minimising pedestrian exposure to pollution from vehicles. • Concern about overdevelopment. • A desire to protect green spaces.

19.39.02	<p>To receive village matters raised by Members of the Public or Councillors</p> <ul style="list-style-type: none"> • The member of the public present expressed concern about the flytipping of a large amount of decaying waste on the public footpath alongside St Andrew's Church. The district council has said that it is the responsibility of Flagship to clear. However if it is not resolved in the next few days, and if it is reported to the Parish office, then the Parish Handyperson will be asked to assess the feasibility of dealing with it. • Cllr Martin reported that during recent heavy rain, Melton Road on the approach to Woodbridge, had experienced flooding. • Cllr Porter said that now the grass recently sown on the lower field was germinating, there were some bare patches. Perhaps some additional seeding is necessary? The Clerk promised to speak to the contractor. • Cllr Holmes raised the matter of the hire of the field by the circus. In terms of utility costs, the meters could be read before and after the visit to clarify the cost of the hirer's use of the Council's water and electricity. Also he pointed out that since the boundary between Jenners Close and the lower field has been tidied up and the hedge trimmed, vehicles could drive through the gap created. The Clerk will investigate and take action to protect the Council's interests. • Cllr Abbott drew Members' attention to the book launch on 16 May of the volume relating to the Poor Law and the Melton House of Industry. The involvement of the church also needs to be checked before taking forward the Good Neighbour scheme. • Cllr Barrington felt that the phasing at the Melton traffic lights was now worse since the recent adjustments. Also the gaps in the Riduna boundary hedge which former District Cllr Holdcroft promised to fill, were still there. There is also a need to improve litter control. • Cllr Ashworth also raised concerns about the traffic light phasing; in particular that the pedestrian phase was very long. The Clerk advised that this was requested by some people to enable diagonal crossing in one phase, rather than have to stand in polluted air for longer. Cllr Ashworth went on to express concerns re parking along Melton Road right up to both corners of Fayrefield Road, thus making it dangerous to pull out because of reduced visibility. Yellow lines are needed. The deployment of a mirror placed on Melton Council land opposite was considered.
19.40	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 13 MARCH 2019</p> <p>It was RESOLVED that minutes MPC(19)M02 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p>Proposed by: Cllr Taylor Seconded by: Cllr Brown</p>
19.41	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</p>
19.41.01	<p>Finance, Employment and Risk Management Committee 10 April 2019</p> <p>Minutes FRM(19)M02 (Draft) previously distributed were received and NOTED.</p>
19.41.02	<p>Planning and Transport Committee 20 March 2019</p> <p>Minutes PLA(19)M03 previously distributed were received and NOTED.</p>

19.41.03	<p>Planning and Transport Committee 17 April 2019 Minutes PLA(19)M04 (Draft) previously distributed were received and NOTED.</p>
19.41.04	<p>Recreation Committee 27 March 2019 Minutes REC(19)M02 (Draft) previously distributed were received and NOTED.</p>
19.42	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
19.42.01	<p>To receive and consider a summary financial management report for the year ended 31 March 2019 Papers MPC(19)42.01 and MPC(19)42.01(a) previously distributed were received. Detailed period 12 reports have already been considered by Finance, Employment and Risk Management Committee at their meeting on 10 April. This summary report reflects subsequent final adjustments to the year end figures. Overall income in the year was £526,747 and expenditure £539,673, producing a final in-year deficit of £12,927 (rounded figures). Year end cash resources totalled £155,601.41, to which can be added the sum of £2,537.46, representing VAT due for repayment, and £950.72 subtracted for accruals, which gives a final total of current assets less current liabilities of £157,188.15. Of that £157,188.15, £81,220.14 relates to the balance of Community Infrastructure Levy monies held as a restricted reserve, and £6,113.04 as earmarked reserves, thus giving a general reserve totalling £69,854.97. On the basis that is equivalent to almost 90% of the precept income for next year (£77,998.27), it is considered to be perfectly acceptable in terms of prudential governance. It was AGREED to NOTE the report. The Clerk advised Full Council that the Lloyds Bank Treasurer's Account as previously approved has now been set up, and sought authorisation to arrange the transfer of £25k from the Barclays current account to the new Lloyds account. It was RESOLVED accordingly to make this transfer. <i>Proposed by:</i> Cllr Taylor <i>Secinded by:</i> Cllr Abbott</p>
19.42.02	<p>To approve quotation for electricity supply for both gate security at the Playing Field and for the Fete The Clerk advised Members that a quotation of £1,431.00 was received from Bannister and Day in respect of the above works. This was on the basis that all the work in relation to excavating for the ducting and reinstatement would be carried out by the Council's Handyperson. It was RESOLVED that this price be accepted on that basis. <i>Proposed by:</i> Cllr Taylor <i>Secinded by:</i> Cllr Holmes The Clerk to liaise with Bannister & Day and the Handyperson to try to get the work completed by the date of the Fete – 29 June. Ideally there should be an additional duct in the trench for future use.</p>
19.42.03	<p>Arrangements for the approval of the Year End Accounts / Statutory Annual Return 2019 The Clerk advised Members that key dates are as follows:</p> <ul style="list-style-type: none"> • Internal audit visit 10 June • Deadline for submission of the Annual Governance and Accountability Return to the external auditors 1 July • Start date for the exercise of public rights 1 July. <p>Full Council will need to meet towards the end of June to approve all the documents to be sent to the external auditors. The Clerk also advised Members that as Melton PC's turnover is now over £200k, additional information relating to the way that the Council has reviewed risk management arrangements throughout 2018/19 will need to be supplied; this requirement was only advised after year end. Following discussion it was</p>

Planning and Transport Committee

Cllr Barrington
Cllr Brown
Cllr Groom
Cllr Hilson
Cllr Holmes
Cllr Hosking
Cllr Gradwell (*ex officio*)
Cllr Porter (*ex officio*)
Cllr Taylor (*ex officio*)

Finance, Employment & Risk Management Committee

Cllr Abbott
Cllr Banks
Cllr Brown
Cllr Gradwell
Cllr Taylor
Cllr Porter (*ex officio*)

Disciplinary Panel

Cllr Brown
Cllr Taylor
Cllr Abbott
Cllr Groom

Appeals Panel

Cllr Porter
Cllr Martin
Cllr Banks

Recreation Committee

Cllr Ashworth
Cllr Gradwell
Cllr Holmes
Cllr Martin
Cllr Taylor
Cllr Porter (*ex officio*)
Co-optee Mrs Liz Ashford
Co-optee Mrs Claire McBurney

It was RESOLVED that the above-named Councillors and Co-optees shall serve on the Committees and Panels listed above.

Proposed by: Cllr Martin ***Seconded by:*** Cllr Groom

19.43.06

To review and appoint representatives on or to work with External Bodies

- Burness Parish Rooms Management Committee – Cllr Gradwell
- Melton Trust – Cllr Martin and Mr A Thompson
- East Suffolk Rail Partnership – Mr G Butterwick
- Melton Primary School Governing Body – Cllr Martin
- *Melton Messenger* Editorial Committee – Cllr Brown
- ASB Co-ordination meetings – Cllr Holmes
- Sizewell C and EDF Community Forum – Cllr Porter and Cllr Gradwell
- Suffolk Association of Local Councils – Cllr Porter

19.47.05	<p>Melton Messenger Cllr Brown said that in relation to the proposed protocol between Melton Parish Council and St Andrews PCC, to cover the financial support given by the Council towards the publication of the <i>Messenger</i>, a draft agreement has been drawn up which is considered to cover the issues of importance to the Council, and will be signed in the near future.</p>
19.47.06	<p>ASB Meetings There was a short discussion about low level crime and ASB in Melton. Cllr Holmes said that he really needs specific information to take to these meetings if any effective action is going to be taken.</p>
19.47.07	<p>Sizewell C and EDF Community Forum Nothing to report.</p>
19.47.08	<p>Suffolk Association of Local Councils The next SALC area meeting takes place on 25 March.</p>
19.48	<p>TO CONSIDER ITEMS FOR THE MELTON MESSENGER Cllr Porter is about to prepare the draft for the June issue. Any contributions or suggestions are welcome.</p>
19.49	<p>CHAIRMAN'S URGENT BUSINESS</p> <ul style="list-style-type: none"> • SALC has arranged two hour briefing sessions on various dates at various locations for new councillors. Anyone interested should liaise with the Clerk who can arrange bookings. • The Clerk reported a request for fund raising by the East Suffolk Branch of the NSPCC on their 125th anniversary. This was NOTED.
19.50	<p>DATE OF NEXT MEETINGS The next meeting of Full Council will take place on Wednesday 19 June 2019 at 17 Riduna Park, Station Road, Melton IP12 1QT, commencing at 19:00. There being no further business the meeting closed at 21.00.</p>