



# MELTON PARISH COUNCIL

MPC(19)M04

## Melton Parish Council

**Minutes** of the Meeting of Melton Parish Council held on Wednesday 19 June 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 N Brown Cllr Mrs C Gradwell	Cllr Mr P Groom Cllr Mrs E J G Hilson Cllr M Holmes Cllr Ms J Hosking Cllr Mr C W Taylor
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**Absent:**

Cllr Mr B Banks Cllr Miss E A Barrington	Cllr Mr R Gander OBE Cllr Miss K S Martin
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**In Attendance:**

County Councillor Alexander Nicoll Mr W J Grosvenor <b>Clerk to Melton Parish Council</b>	Mrs P Alder <b>Finance &amp; Information Management Officer, Melton Parish Council</b> Four members of the public, including the Vice-chair of Woodbridge TC
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	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>19.51</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Councillors Banks, Barrington, Gander and Martin. Apologies were also received from District Councillor Rachel Smith-Lyte.
<b>19.52</b>	<b>DECLARATIONS OF INTEREST</b>
<b>19.52.01</b>	<b>To receive Amendments to the Register</b> There were no amendments to the Register.
<b>19.52.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were no declarations of Pecuniary Interest in respect of Items on the Agenda.
<b>19.52.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b>

	There were no declarations of Non Pecuniary Interest in respect of Items on the Agenda.
<b>19.52.04</b>	<p><b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b></p> <p>It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
<b>19.53</b>	<b>PUBLIC PARTICIPATION SESSION</b>
<b>19.53.01</b>	<p><b>To receive the reports from County and District Councillors</b></p> <p>No report was received from District Councillor Rachel Smith-Lyte. County Councillor Alexander Nicoll gave a short report summarised as follows:</p> <ul style="list-style-type: none"> <li>• Cllr Nicoll was pleased to be able to help sponsor the Melton village fete this year with the donation of £1k from his budget, and was looking forward to the event.</li> <li>• In relation to the Sizewell C project, in his view EDF has failed to make the case as to why East Suffolk should host the new nuclear plant. Both the County and District Councils were united in their robust response to the Stage 3 consultation exercise, and he will not be surprised if there is a Stage 4 consultation. There should be a collective NO to the EDF proposals; its offer of compensation is entirely inadequate to make up for the disruption and environmental damage to this part of Suffolk.</li> <li>• Suffolk County council has appointed a new, very pro-active, Director of Development – Mark Ash.</li> <li>• Ufford Parish Council has had a very positive discussion recently with County Councillor Mary Evans, Cabinet Member for Highways. Melton Parish Council might wish to follow suit.</li> </ul> <p>Cllr Abbott asked Cllr Nicoll as to when Woods Lane is likely to be resurfaced. Cllr Nicoll explained that the engineers would advise on the appropriate time after settlement of the initial backfill. However he will take up the matter again with officers.</p>
<b>19.53.02</b>	<p><b>To receive village matters raised by Members of the Public or Councillors</b></p> <ul style="list-style-type: none"> <li>• The Chairman welcomed the visiting Councillor from Woodbridge TC and asked if she had any matters to raise. She had none, and just wished to see Melton PC at work.</li> <li>• Cllr Hilson supported the need to carry out permanent reinstatement to Woods Lane as soon as possible.</li> <li>• Cllr Ashworth felt that there will not be a permanent solution to Melton’s traffic problems until a new link road to the A12 is provided. [Cllr Nicoll observed that funds were needed at the same time to sustain public transport.]</li> <li>• Cllr Groom raised issues relating to overgrown footpaths. The Clerk advised that as soon as the Handyperson is equipped with the necessary equipment (and he will be if the decision to purchase is made later in the meeting) he will start to resolve the problem.</li> <li>• Cllr Gradwell asked if the hedges at the entrance to the Playing Field can be cut back to improve visibility; the Clerk responded that they will be cut back prior to the fete. She also asked about the provision of benches for the Play Area. These are proposed to be funded via Community Infrastructure Levy monies and a decision on which projects to take forward will be made later in the meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cllr Holmes asked about the concrete base which has been laid adjacent to the tennis courts and expressed concerns about its obtrusiveness. The Clerk explained that it is for a memorial bench, privately funded, which it has been agreed will be located there. Delivery will be made shortly. Hopefully once the bench is installed the base will look less obtrusive.</li> <li>• Cllr Abbott drew attention to the <i>Good Neighbour</i> scheme being developed and promoted in Melton. The scheme will have a table at the fete, with survey forms which can be completed by people who wish to volunteer. It will also be important to identify local needs. Collection boxes for the survey forms will be placed at key locations (including at the fete).</li> </ul>
19.54	<p><b>TO APPROVE THE MINUTES OF THE STATUTORY ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 8 MAY 2019</b></p> <p>It was <b>RESOLVED</b> that minutes MPC(19)M03 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><b>Proposed by:</b> Cllr Taylor                      <b>Seconded by:</b> Cllr Groom</p>
19.55	<p><b>TO CONSIDER CO-OPTION TO THE COUNCIL TO FILL THE REMAINING VACANCY</b></p> <p>Cllr Porter introduced Mr Peter James who offered himself for co-option onto the Parish Council to fill the remaining vacancy. Mr James introduced himself and explained his background and what he hoped to bring to the work of the Parish Council.</p> <p>It was <b>RESOLVED</b> to welcome him as a co-optee onto the Council and he duly signed the Declaration of Acceptance of Office.</p> <p><b>Proposed by:</b> Cllr Porter                      <b>Seconded by:</b> Cllr Gradwell</p>
19.56	<p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</b></p>
19.56.01	<p><b>Planning and Transport Committee 15 May 2019</b></p> <p>Minutes PLA(19)M05 (Draft) previously distributed were received and <b>NOTED</b>.</p>
19.57	<p><b>TO APPROVE AND ADOPT THE ANNUAL ACCOUNTING STATEMENTS AND OTHER FINANCIAL REPORTS FOR 2018/19</b></p>
19.57.01	<p><b>Accounting statements for 2018/19</b></p> <p>Paper MPC(19)57.01 previously distributed was received and considered.</p> <p>It was <b>RESOLVED</b> to approve the Accounting Statements for 2018/19 and to authorise the Chairman to sign them accordingly.</p> <p><b>Proposed by:</b> Cllr Gradwell                      <b>Seconded by:</b> Cllr Brown</p>
19.57.02	<p><b>Bank reconciliation reports</b></p> <p>Paper MPC(19)57.02 previously distributed was received and <b>NOTED</b>.</p>
19.57.03	<p><b>Management accounts</b></p> <p>Paper MPC(19)57.03 previously distributed was received and <b>NOTED</b>.</p>
19.57.04	<p><b>Statement of variances</b></p> <p>Paper MPC(19)57.04 previously distributed was received. The Clerk explained that the external auditor requires explanations where there is more than 15% variance in respect of individual income and expenditure heads from the previous year. The variances and explanations were <b>NOTED</b>.</p>
19.57.05	<p><b>Internal Audit report</b></p> <p>Paper MPC(19)57.05 previously distributed was received. The internal audit was clear, and all internal audit objectives for the year were met. The report was <b>NOTED</b>.</p>

19.57.06	<p><b>Community Infrastructure Levy (CIL) – Statutory annual report (draft)</b>  Paper MPC(19)57.06 previously distributed was received. The Clerk went through the headings of the report which has to be submitted to East Suffolk DC by 31 December 2019.  <b>It was RESOLVED</b> to approve the report for the year ended 31 March 2019.  <b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr Taylor</p>
19.57.07	<p><b>Annual review of risk management arrangements</b>  Papers MPC(19)57.07 and MPC(19)57.07a previously distributed were received and discussed.  <b>It was RESOLVED</b> to agree the recommendation to continue with the Council’s comprehensive approach to risk management, but at the same time to expand in future the annual Internal Control Report to include:</p> <ul style="list-style-type: none"> <li>• A detailed annual review of risk issues and how they are being addressed</li> <li>• A summary of the insurance position for all Council Members to consider.</li> </ul> <p><b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr Gradwell</p>
19.58	<p><b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b></p>
19.58.01	<p><b>To agree to remit and delegate the decision on the appointment of the Internal Auditor for 2019/20 to Finance, Employment and Risk Management Committee</b>  The Clerk reminded Members that in 2018 it was decided by Full Council to appoint a new Internal Auditor for the financial year 2019/20.  <b>It was RESOLVED</b> to delegate this matter to Finance, Employment and Risk Management Committee accordingly.  <b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr Abbott</p>
19.58.02	<p><b>To receive and consider the financial management reports for the period 1 April 2019 to 30 April 2019</b>  Papers MPC(19)58.02 and MPC(19)58.02(a-g) previously distributed were received. At the end of April 2019 income received was 35.6% of the annual budgeted income, and expenditure only 3.2% of annual budgeted expenditure. Cash reserves totalled £192,044.35, of which £81,220.14 related to Community Infrastructure levy funds, and £6,113.04 as earmarked reserves, thus giving a general reserve of £104,711.17. The report was <b>NOTED</b>.</p>
19.58.03	<p><b>To receive and consider the revised budget for 2019/20</b>  Papers MPC(19)58.03 and MPC(19)58.03a previously distributed were received.  The Clerk went through the changes made to the budget spreadsheet to reflect:</p> <ul style="list-style-type: none"> <li>• The latest CIL income projections</li> <li>• Pension provision for the Finance and Information Management Officer</li> <li>• Grant monies received / receivable and commitments based thereon</li> <li>• Changes recommended by Budget &amp; Projects Working Group.</li> </ul> <p>These all resulted in additional net budgeted expenditure of £1,080, which takes budgeted expenditure for the year to an in-year deficit of £20,237.  <b>It was RESOLVED</b> to adopt this revised budget for 2019/20.  <b>Proposed by:</b> Cllr Groom <b>Seconded by:</b> Cllr Porter  Appropriate use of CIL monies on expenditure such as the speed indicator device, greenspace additional works and woodland work, could reduce that in-year deficit down to around £12.5k and <b>it was RESOLVED</b> to use CIL funds accordingly.</p>



<b>19.61</b>	<b>COUNCILLOR TRAINING</b> The Clerk reported that the Councillor briefing sessions run by SALC following the elections were now finished, but if any Councillor wanted training he would liaise with SALC to see what is available.
<b>19.62</b>	<b>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</b>
<b>19.62.01</b>	<b>Burness Parish Room Management Committee</b> Nothing to report apart from the receipt of a clean internal audit.
<b>19.62.02</b>	<b>Melton Trust</b> Nothing to report.
<b>19.62.03</b>	<b>East Suffolk Rail Partnership</b> Nothing to report.
<b>19.62.04</b>	<b>Melton Primary School</b> Nothing to report.
<b>19.62.05</b>	<b>Melton Messenger</b> It was <b>NOTED</b> that the deadline for copy is the following day.
<b>19.62.06</b>	<b>ASB Meetings</b> Cllr Holmes reminded Councillors that he really needs specific information to take to these meetings if any effective action is going to be taken.
<b>19.62.07</b>	<b>Sizewell C and EDF Community Forum</b> Nothing to report.
<b>19.62.08</b>	<b>Suffolk Association of Local Councils</b> The next SALC area meeting will include a talk on the advice and support that SALC can give local councils.
<b>19.63</b>	<b>TO CONSIDER ITEMS FOR THE MELTON MESSENGER</b> There is sufficient copy for the next issue.
<b>19.64</b>	<b>CHAIRMAN'S URGENT BUSINESS</b> <ul style="list-style-type: none"> <li>• Councillors should please respond to the request from the Finance and Information Management Officer as to photographs and profiles for the new website.</li> <li>• A request from Woodbridge TC for a contribution of CIL monies for a new zebra crossing in Burkitt Road, Woodbridge, was discussed. Evidence will be required of the impact on Melton children and the request was delegated to Planning and Transport Committee to consider and make a recommendation to Full Council.</li> <li>• Plastic Action Champions – East Suffolk DC are looking to train more volunteers. Clerk to send the information to Cllr Brown.</li> <li>• Air Quality and Clean Air Day – 20 June 2019. This was discussed, including the possibility of distributing the checklist for keeping your home healthy in a future edition of the <i>Melton Messenger</i>.</li> </ul>
<b>19.65</b>	<b>DATE OF NEXT MEETING</b> The next meeting of Full Council will take place on Wednesday 11 September 2019 at 17 Riduna Park, Station Road, Melton IP12 1QT, commencing at 19:00. There being no further business the meeting closed at 21.05.