



# MELTON PARISH COUNCIL

MPC(20)M01

## Melton Parish Council

**Minutes** of the Meeting of Melton Parish Council held on Wednesday 15 January 2020 commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT.

**Present:**

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| Cllr Mr A H Porter (Chairman)<br>Cllr Mrs B Abbott<br>Cllr Mr S Ashworth<br>Cllr Mr B Banks<br>Cllr Miss E A Barrington<br>Cllr Mr N Brown | Cllr Mr P Groom<br>Cllr Mrs E J G Hilson<br>Cllr Mr P James<br>Cllr Miss K S Martin<br>Cllr Mr C W Taylor |
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**Absent:**

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| Cllr Mrs D Darby<br>Cllr Mrs C Gradwell | Cllr Mr M Holmes<br>Cllr Ms J Hosking |
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**In Attendance:**

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| District Councillor Rachel Smith-Lyte<br>County Councillor Alexander Nicoll<br>Cllr E O’Nolan, Woodbridge TC<br>One member of the public | Mr W J Grosvenor <b><i>Clerk and Executive Officer to Melton Parish Council</i></b><br>Mrs P Alder <b><i>Assistant Clerk and Management Officer, Melton Parish Council</i></b> |
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|                 | <b>PART ONE – OPEN TO THE PUBLIC</b>  |
| <b>20.01</b>    | <b>TO RECEIVE APOLOGIES FOR ABSENCE</b><br>Apologies for absence were received from Councillors Darby, Gradwell, Holmes and Hosking.  |
| <b>20.02</b>    | <b>DECLARATIONS OF INTEREST</b>   |
| <b>20.02.01</b> | <b>To receive Amendments to the Register</b><br>There were no amendments to the Register.   |
| <b>20.02.02</b> | <b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b><br>There were no declarations of Pecuniary Interest in respect of Items on the Agenda. |

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| 20.02.03 | <p><b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b><br/> There were no declarations of Non Pecuniary Interest in respect of Items on the Agenda.</p>  |
| 20.02.04 | <p><b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b><br/> It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>  |
|          | <p><b><i>It was RESOLVED to take the following Item out of order</i></b></p>  |
| 20.12    | <p><b>TO DISCUSS THE WOODBRIDGE TOWN COUNCIL “GREEN VEINING” INITIATIVE</b><br/> The Chairman agreed to take this item out of order.<br/> Cllr Eamonn O’Nolan introduced himself and announced two connected events which would be run under the auspices of Woodbridge Climate Emergency Committee:</p> <ul style="list-style-type: none"> <li>• 15 February 2020 2-5pm - Green Veining Event (replanting / rewilding / green veins through Woodbridge which link into Melton)</li> <li>• 16 February – All day seminar “Woodbridge Climate Summit”.</li> </ul> <p>Cllr O’Nolan stated he is hoping for an audience of c200 for the Summit, including people from neighbouring parishes.<br/> Further events on the same theme will run in May and September 2020.</p>   |
|          | <p><b><i>It was RESOLVED to revert to the order of the Agenda</i></b></p>   |
| 20.03    | <p><b>PUBLIC PARTICIPATION SESSION</b></p>  |
| 20.03.01 | <p><b>To receive a report from County Councillor Alexander Nicoll</b><br/> Cllr Nicoll gave a report summarised as follows:</p> <ul style="list-style-type: none"> <li>• He continued to deal with his Councillor casework during the election period, which included engagement with residents over the protection of a popular footpath at Melton Park.</li> <li>• He has continued to keep putting pressure on Highways to ensure that the necessary carriageway repairs to Woods Lane are completed, and these will now be done at night in week commencing 20 January.</li> <li>• He is aware of flooding issues locally and conscious of the need to accurately map flood prone areas. In particular there have been reports of raw sewage flooding gardens in Station Road and he will put pressure on Anglian Water to ensure both a timely emergency response in such cases and effective maintenance to ensure that infrastructure is fully up to standard.</li> <li>• He has been contacted over the flooding of the footpath between Daines Lane and Dock Lane; ownership issues are making this situation more difficult.</li> <li>• Cllr Nicoll advised that on 16 January he will be having a meeting with the Stop the Northern Bypass Campaign followed by a meeting on the same topic at Endeavour House in the afternoon.</li> </ul> |

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|                        | <p><b>To receive a report from District Councillor Rachel Smith-Lyte</b><br/> Cllr Smith-Lyte gave a report summarised as follows:</p> <ul style="list-style-type: none"> <li>• The CMIS document system is being introduced. [Information on this will be available at the Town and Parish Forum on 24 January 2020.]</li> <li>• Cllr Smith-Lyte is a member of the East Suffolk Council (ESC) Environmental Task Force. Early priorities are making ESC's buildings and fleet vehicles as energy efficient as possible.</li> <li>• There will be a Climate Change Summit held at Lowestoft on 3 February.</li> <li>• Cllr Smith-Lyte referred to the longstanding matter of the hedge between the St Andrews Estate and Riduna Park where a promise by ESC to fill gaps was never fulfilled. The Clerk advised that when it became clear that ESC were not going to do anything, Melton Parish Council did look into carrying out work. However the depositing of garden waste in the gaps by a local resident made any intervention at that stage impossible, and now ESC Environmental Protection have warned of possible enforcement action for alleged fly-tipping. If the waste material is removed then the Parish Council will swiftly look again at strengthening the hedgerow. Cllr Smith-Lyte promised to find out the current position in terms of any enforcement action.</li> </ul>  |
| <p><b>20.03.02</b></p> | <p><b>To receive village matters raised by Members of the Public or Councillors</b></p> <ul style="list-style-type: none"> <li>• Cllr Groom enquired of Cllr Smith-Lyte as to whether there were any developments in terms of the Forestry Commission restocking order for the Warburg land. She advised that she was not aware of any.</li> <li>• The Assistant Clerk asked if either County or District Councillor were involved in discussions over the recent Greater Anglia rail service problems. Neither were; although Cllr Nicoll has experienced the problems at first hand.</li> <li>• A member of the public asked whether the Riverside Walk could incorporate a cycleway. This was not considered practical, but Melton PC is involved in discussions with County Highways over the possible creation of a cycleway from the Station to Melton Hill. A feasibility study will be produced as a basis for consultation.</li> <li>• Cllr James reported that the Good Neighbour Scheme was progressing, with a committee now established.</li> <li>• Cllr Hilson wished to express her pleasure at the recent tree planting in Orchard Close.</li> <li>• Cllr Abbott was pleased to read in the Minutes of the January Recreation Committee meeting that netball is being supported; also that Bloor Homes are going to donate their site defibrillator once the construction phase is completed. In terms of the Item on the Agenda relating to improvements at Melton Station (MPC(20)07.04), she wanted to know whether there was a possibility of any money from District? Cllr Smith-Lyte promised to consider.</li> </ul> |

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| 20.04    | <p><b>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 13 NOVEMBER 2019</b></p> <p>It was <b>RESOLVED</b> that minutes MPC(19)M06 and MPC(19)M06 CONFIDENTIAL previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><b>Proposed by:</b> Cllr Ashworth                      <b>Seconded by:</b> Cllr Taylor</p>  |
| 20.05    | <p><b>TO CONSIDER DATA PROTECTION AWARENESS CHECKLIST FOR COUNCILLORS (Reference from Finance Employment &amp; Risk Management Committee Minute FRM(19)64.04)</b></p> <p>The Clerk reminded Members that in December 2019, the Assistant Clerk wrote to them, enclosing a checklist of measures that should be complied with in relation to using devices for Parish Council business. All those Councillors who have so far not responded with a completed checklist confirming compliance are requested to do so as soon as possible. The Clerk outlined the requirements; it is considered that councillor use of devices on Parish Council business represents the greatest potential weakness in data protection compliance and protections need to be strengthened as far as possible. Where Councillors require advice and support to be compliant that can be provided.</p> |
| 20.06    | <p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</b></p>   |
| 20.06.01 | <p><b>Planning and Transport Committee 20 November 2019</b><br/>Minutes PLA(19)M11 previously distributed were received and <b>NOTED</b>.</p>   |
| 20.06.02 | <p><b>Planning and Transport Committee 18 December 2019</b><br/>Minutes PLA(19)M12 (Draft) previously distributed were received and <b>NOTED</b>. Cllr Barrington took the opportunity to update Members on the refresh of the Neighbourhood Plan. She has had a meeting with the Suffolk Wildlife Trust and the Trust is willing to undertake an ecology survey at short notice. <b>It was AGREED</b> that a grant from Locality will be sought to reduce the costs of the refresh which might otherwise fall on the Council's revenue budget. Open days (drop in sessions) for consultation on the refresh will be held on one Friday evening and following Saturday morning; dates and venue to be finalised.</p>  |
| 20.06.03 | <p><b>Finance Employment and Risk Management (FERM) Committee 11 December 2019</b><br/>Minutes FRM(19)M05 (Draft) previously distributed were received and <b>NOTED</b>.</p>  |
| 20.06.04 | <p><b>Recreation Committee 8 January 2020</b><br/>Minutes REC(20)M01 and REC(20)M01 CONFIDENTIAL previously distributed were received and <b>NOTED</b>.</p>   |

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| <b>20.07</b>    | <b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b>  |
| <b>20.07.01</b> | <p><b>To receive and consider the financial management reports for the period 1 April 2019 to 31 December 2019</b></p> <p>Papers MPC(20)07.01 and MPC(20)07.01(a-i) previously distributed were received and considered. At the end of December 2019 income received (less Community Infrastructure Levy monies (CIL)) was £116,996 slightly exceeding the revised annual budget of £111,318. Budgeted expenditure was about 80% of the annual revised budget of £131,769. Cash reserves totalled £402,696, which together with VAT outstanding of £539, gave a figure for total liquid assets of £403,235. £321,398 of that total related to CIL, and £2,067 as earmarked reserves, thus giving a general reserve of £79,770. The report was <b>NOTED</b>.</p>  |
| <b>20.07.02</b> | <p><b>To consider and agree the Budget proposals for 2020/21</b></p> <p>Papers MPC(20)07.02 and MPC(20)07.02a previously distributed were received. The Clerk reviewed the budgets for 2019/20 and concluded that the year end position is likely to be slightly better than the budgeted for deficit of £20,451 assuming no significant unforeseen liabilities in the last 10 weeks of the year.</p> <p>In terms of 2020/21, he explained in detail the assumptions on which the proposed budget for the year is based (as set out in Paper MPC(20)07.02a which included a precept requirement of £86,948.17, for which see Minute 20.07.03 below) The budget also includes generous provisional allocations for greenspace management costs (to include the additional land to be transferred from East Suffolk Council) which will need to be revised in the light of the new greenspace management contract which it is anticipated will be awarded in March 2020. Overall budgeted income will be £115,840 and budgeted expenditure £130,456. Following discussion <b>it was RESOLVED</b> to formally adopt the Council's budget for 2020/21 based on the figures set out in Paper MPC(20)07.02a</p> <p><b>Proposed by:</b> Cllr Taylor <b>Seconded by:</b> Cllr Porter</p> |
| <b>20.07.03</b> | <p><b>To agree the Precept request for 2020/21</b></p> <p>Paper MPC(20)07.03 previously distributed was received. In the light of the preceding discussion on the budget for next year (see Minute 20.07.02 above) <b>it was RESOLVED</b> to formally determine the Council's precept requirement for 2020/21 as £86,948.17.</p> <p><b>Proposed by:</b> Cllr Banks <b>Seconded by:</b> Cllr Brown</p> <p>Cllr Banks reported back on a conversation with East Suffolk Council's Interim Head of Finance in which the latter has acknowledged the impact of divestment of assets on local council finances and has promised to mention that in his 2020/21 Budget report.</p>   |
| <b>20.07.04</b> | <p><b>To consider recommendation from Planning and Transport Committee regarding the request for funding towards a safe footway from Melton Station to Riduna Park (Minute PLA(19)165.01)</b></p> <p>Paper MPC(20)07.04 previously distributed was received. The Clerk took Members through the background to the request that Melton PC makes the sum of £825.00 available to the Community Rail Partnership for the design stage of the project. However the request was unanimously recommended for refusal by Planning and Transport Committee at its meeting on 20 November. Following discussion <b>it was RESOLVED</b> to confirm the recommendation <i>not</i> to support this proposal; one Member adding the comment that the principle is sound but that a different approach is needed.</p> <p><b>Proposed by:</b> Cllr Brown <b>Seconded by:</b> Cllr Porter</p>  |

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| 20.07.05 | <p><b>To review and consider revised Financial Regulations as recommended for adoption by Finance Employment and Risk Management Committee (<i>Minute FRM(19)64.03</i>)</b></p> <p>Paper MPC(20)07.05 previously distributed was received.</p> <p>The Clerk explained the approach that has been taken with the latest set of model Financial Regulations issued by NALC, to make them both fit for purpose in the 21<sup>st</sup> century and to reflect the manner in which Melton PC operates. Main changes have been to section 5 (banking arrangements and authorisation of payments) and section 6 (instructions for the making of payments). Following discussion <b>it was RESOLVED</b> unanimously to adopt the revised set of Financial Regulations as proposed with immediate effect.</p> <p><b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr Banks</p>  |
| 20.08    | <p><b>TO CONSIDER STREET NAMING PROPOSALS FOR THE GAH SITE OFF MELTON ROAD</b></p> <p>The Clerk reported a proposal from the developer of the former factory site to name the road layout (the main access road and cul-de-sacs off) "Deben Meadows". Following discussion <b>this was AGREED</b>.</p>  |
| 20.09    | <p><b>TO CONSIDER ARRANGEMENTS FOR THE FETE IN 2020 AND THE COUNCIL'S LEVEL OF COMMITMENT</b></p> <p>Councillors expressed concern about the proposal to keep the fete open until 6pm and give the operation of the BBQ to a commercial operator. However there is a need for a dialogue on this and the Clerk was requested to invite the organiser to produce a short report and attend the meeting of Recreation Committee on 11 March for a discussion, which will include both late opening and why it has been suggested to move the BBQ to a commercial provider.</p>  |
| 20.10    | <p><b>TO RECEIVE AN UPDATE ON JUDICIAL REVIEW PROCEEDINGS IN RESPECT OF THE MELTON HILL DEVELOPMENT APPROVAL</b></p> <p>Cllr Barrington reported that a Judicial Review application re the decision to approve the Melton Hill planning application (the "Cheese Wedges") will be going ahead with the documents being lodged on 17 January. She added that Woodbridge TC have at the moment deferred any commitment to funding. The report was <b>NOTED</b>.</p>   |
| 20.11    | <p><b>TO CONSIDER UPDATE REPORT ON THE POSITION RELATING TO COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDED PROJECTS</b></p> <p>Paper MPC(20)11 previously distributed was received.</p> <p>The Clerk took Members through the contents of the report, section by section. Following extensive discussion <b>it was RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> the CIL funds available and expenditure to date</li> <li>• <b>AGREE</b> the proposals regarding the retention of CIL reserves</li> <li>• <b>NOTE</b> the current position on projects under way</li> <li>• <b>NOTE</b> the future refurbishment requirements for assets already within the Council's ownership</li> <li>• <b>AGREE TO CONSULT</b> on the projects set out in section 5 of the report via both the Neighbourhood Plan Open Days and via a pull-out section in the <i>Melton Messenger</i>.</li> </ul> <p><b>Proposed by:</b> Cllr Taylor <b>Seconded by:</b> Cllr Groom</p> |

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| 20.13    | <p><b>TOWN AND PARISH COUNCIL REPRESENTATION AT EAST SUFFOLK COMMUNITY PARTNERSHIP MEETINGS</b><br/> The Community Partnership Meeting for the Melton, Woodbridge and Deben Peninsular Community Partnership is to be held at 6pm on 27 February at East Suffolk House. The agenda will include:</p> <ul style="list-style-type: none"> <li>• Active and sustainable transport provision</li> <li>• Village Hub – bringing services to people</li> <li>• Youth engagement, opportunities and services.</li> </ul> <p>Cllr Porter will attend for Melton; the Clerk to advise East Suffolk Council accordingly.</p>   |
| 20.14    | <p><b>NOMINATION TO BUCKINGHAM PALACE GARDEN PARTY 2020</b><br/> Following discussion <b>it was AGREED</b> that Cllr Abbott’s name will again be put forward for the SALC draw.</p>  |
| 20.15    | <p><b>TO CONSIDER RISK ISSUES</b><br/> Paper MPC(20)15 previously distributed was received. In relation to the delays over the signing of the lease for the 1<sup>st</sup> floor tenancy at 17 Riduna Park the Clerk explained the 3 outstanding obstacles. He will have an early meeting with the tenant’s office manager to try to secure a way forward. Otherwise the risk position was <b>NOTED</b>.</p>   |
| 20.16    | <p><b>COUNCILLOR TRAINING</b><br/> Nothing to report.</p>  |
| 20.17    | <p><b>TO RATIFY DECISION MADE TO ADD MELTON PARISH COUNCIL AS A SIGNATORY TO A LETTER SENT FROM ANGLIAN ENERGY PLANNING ALLIANCE TO THE SECRETARY OF STATE FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY</b><br/> Paper MPC(20)17 previously distributed was received. The Clerk took Members through the short report which had the letter attached. He explained that 10 out of 15 Melton Councillors had indicated their support by email for Melton to be added as a signatory to the letter and accordingly he had indicated to the Alliance that Melton would wish to add its name. <b>It was RESOLVED</b> to ratify the decision made via email to support the sending of the letter.<br/> <i>Proposed by:</i> Cllr Banks <span style="float: right;"><i>Seconded by:</i> Cllr Hilson</span></p> |
| 20.18    | <p><b>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</b></p>   |
| 20.18.01 | <p><b>Burness Parish Room Management Committee</b><br/> Nothing to report.</p>   |
| 20.18.02 | <p><b>Melton Trust</b><br/> Nothing to report – no meeting has taken place.</p>  |
| 20.18.03 | <p><b>East Suffolk Rail Partnership</b><br/> Paper PLA(19)191.01 previously distributed was received. This was previously considered by Planning and Transport Committee at its December meeting and <b>NOTED</b>.</p>   |
| 20.18.04 | <p><b>Melton Primary School</b><br/> Cllr Martin reported that there are now a number of vacancies for school governors. The school is seeking people from the local community, especially those with a financial background.</p>  |
| 20.18.05 | <p><b>Melton Messenger</b><br/> Nothing to report. Cllr Porter advised that he has nearly completed the draft for the February issue.</p>  |

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| <b>20.18.06</b> | <b>ASB Meetings</b><br>Nothing to report.  |
| <b>20.18.07</b> | <b>Sizewell C and EDF Community Forum</b><br>Paper MPC(20)18.07 previously distributed was received.<br>Cllr Banks highlighted the main points in the report. In discussion <b>it was AGREED</b> to send a chasing letter to the CEO of EDF in view of his non-response to the Chairman's letter of 14 November. Cllr Banks has also drafted a letter to be sent to the Secretary of State for Business, Energy and Industrial Strategy to express both concern at the lack of a culture of quality at EDF, and to seek assurances that the failings identified at EDF are being addressed. <b>It was further AGREED</b> that the draft will be distributed to all Councillors for any quick comments, and then delegated to the Chairman and Clerk to finalise. |
| <b>20.18.08</b> | <b>Suffolk Association of Local Councils</b><br>Cllr Porter will attend the SALC Suffolk Coastal Area Meeting on 23 January.   |
| <b>20.19</b>    | <b>TO CONSIDER ITEMS FOR THE MELTON MESSENGER</b><br>See Minute 20.18.05 above.  |
| <b>20.20</b>    | <b>CHAIRMAN'S URGENT BUSINESS</b> <ul style="list-style-type: none"> <li>• The Clerk reported a flyer from East Suffolk Council which he has distributed to all Councillors about organising a litter pick. Cllr James agreed to look at the options that might be considered.</li> <li>• Cllr Porter advised that there will be a workshop with Woodbridge TC and other parishes which he will attend on 16 January to continue the discussion on future bus strategy.</li> </ul>   |
| <b>20.21</b>    | <b>DATE OF NEXT MEETING</b><br>The next meeting of Full Council will take place on Wednesday 18 March 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.   |