



MELTON PARISH COUNCIL

IMC(20)M03

COVID-19 EMERGENCY: INTERIM MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Covid-19 Emergency Interim Management Committee (IMC) held on Wednesday 27 May 2020 via audio link commencing at 14:00.

Present:

Cllr Mr B Banks
Cllr Mr N Brown
Cllr Mrs C Gradwell
Cllr Mr A Porter
Cllr Mr C Taylor

Absent:

None

In Attendance:

Cllr Mrs B Abbott
Cllr Ms J Hosking
Cllr Miss K Martin
Mr W Grosvenor *Clerk and Executive Officer to Melton Parish Council*
Mrs P Alder *Assistant Clerk and Management Officer*

	PART ONE – OPEN AGENDA
20.21	TO RECEIVE APOLOGIES FOR ABSENCE There were no absences.
20.22	DECLARATIONS OF INTEREST
20.22.01	To receive Amendments to the Register There were none.
20.22.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
20.22.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.
20.22.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.

20.23	<p>TO APPROVE THE MINUTES OF THE PREVIOUS MEETING</p> <p>It was RESOLVED to agree the Minutes of the IMC meeting held via audio link on 29 April 2020 (Minutes IMC(20)M02 previously distributed).</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Brown</p>
20.24	<p>TO CONSIDER NEW PLANNING APPLICATION RECEIVED</p>
20.24.01	<p>DC/20/1521/FUL Woodbridge Care Village, Yarmouth Road, Melton</p> <p>Proposed Care Village, comprising an 80 bed Care Home together with 75 assisted care bungalows, café / clubhouse, bowling green, car parking, open space provision with associated infrastructure and access.</p> <p>Cllr Brown, as Chairman of the Planning and Transport Committee, took the chair for this item only.</p> <p>Cllr Brown introduced the discussion. He was supportive of the concept but felt that the proposed location failed on grounds of sustainability. Access to both Melton and Woodbridge except by car or bus is poor and, in places, dangerous. He was mindful as well that the site is not in conformity with the policies set out in the Melton Neighbourhood Plan. He then opened the conversation up to other Members and in the ensuing discussion the following issues were covered:</p> <ul style="list-style-type: none"> • Lack of sustainability is a key issue: the proposal does not meet either the sustainability requirements of paragraphs 108 and 110 of the National Planning Policy Framework. • The site is not earmarked for development in the Melton Neighbourhood Plan nor in the East Suffolk Final Draft Local Plan, which has just gone through independent examination. • In practical terms access by foot between the site and Melton village would require pedestrians to cross Yarmouth Road to access footways which are themselves inadequate in width. Public transport is only hourly and does not extend into the evenings. There is no bus service on a Sunday or Bank Holiday. Independent access by residents to and from the site would therefore be difficult except by private car. In practice staff working shifts would also have to travel to and from work by car. • The access arrangements for the development do not comply with Melton Neighbourhood Plan Policies MEL2 and MEL4. • Whilst the proposal discounts much in the way of additional traffic impact on the B1438, it is considered that most traffic movements from the site would be likely to be into Melton / Woodbridge and thus via the Melton crossroads, already acknowledged to be at full capacity. • Despite the fact that the applicants state there is a demonstrable need for this facility, there are concerns about the impact of the consequential growth on the ability of the local Primary Care Network to cope with the extra demand, as evidenced by the representations made by the Ipswich and East Suffolk Clinical Commissioning Group (CCG). There are already seven facilities providing care in the area and the CCG is concerned that surgeries already struggling to deal with overall demand might be forced to close their lists to other new patients. <p>Following a long discussion, it was RESOLVED to recommend refusal of this application for all the above reasons. The Clerk in conjunction with the Chair of Planning and Transport Committee will agree a detailed response to be sent to the East Suffolk Council.</p>

20.25	<p>TO CONSIDER THE APPOINTMENT OF CLLR DARBY TO PLANNING AND TRANSPORT COMMITTEE</p> <p>It was RESOLVED to appoint Cllr Darby to serve on the Council's Planning and Transport Committee.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Brown</p>
20.26	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
20.26.01	<p>To receive and consider the financial management reports for the period 1 April 2020 to 30 April 2020.</p> <p>(Papers IMC(20)26.01 and IMC(20)26.01a-i)</p> <p>These papers, previously distributed, set out the financial position at the end of Period 1 of 2020/21. Income received in the period totalled £131,988, which includes CIL funds transferred to an earmarked reserve of £84,916 and the first instalment of the precept for 2020/21 - £43,474. Without CIL the overall income was £47,072 (all figures rounded).</p> <p>Overall expenditure for April was £5,296 of the annual draft revised budget (subject to approval) of £134,824.</p> <p>Cash resources as at 30 April totalled £500,631, which together with VAT refund and prepayments gave a figure for total liquid assets of £505,267. Deducting restricted and earmarked reserves, and the rent deposit held in respect of the 1st floor lease of the Council's offices, gave a general reserve figure of £96,266.</p> <p>It was AGREED to NOTE the report.</p>
20.26.02	<p>To receive and consider the Budget report</p> <p>(Papers IMC(20)26.02 and IMC(20)26.02a)</p> <p>The Clerk introduced the budget revision proposals paper, together with the budget spreadsheet setting out the revised proposals (both documents previously distributed). He explained that the changes proposed would reduce the excess of expenditure over income in 2020/21 to £15,390. With appropriate use of CIL monies in support of revenue expenditure and extremely prudent management of budgets throughout the year, that excess could be reduced further, down to the point where the trading operation is in balance by the end of the fiscal year.</p> <p>Following discussion it was RESOLVED to adopt the revised proposed budget for 2020/21.</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Gradwell</p>
20.26.03	<p>To consider revised Terms of Reference for Finance Employment and Risk Management Committee</p> <p>(Paper IMC(20)26.03)</p> <p>The Clerk explained that this proposal to amend Term of Reference (D)(x) to read:</p> <p><i>"To consider or review the banking arrangements in conjunction with the RFO and make recommendations for the approval of Full Council"</i></p> <p>is to bring this Term of Reference into line with Financial Regulation 5.1, as amended by Interim Management Committee in April 2020 (Minute 20.05.04).</p> <p>It was RESOLVED to make this change accordingly.</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Porter</p>
20.26.04	<p>To review and confirm the Council's Standing Orders</p> <p>https://melton-suffolk-pc.gov.uk/wp-content/uploads/2019/11/Standing-Orders-v9-October-2018.pdf</p>

	<p>The Clerk explained that these are reviewed by the Council annually at the May commissioning meeting. Changes are usually driven by changes to either legislation or policies which necessitate changes to the Model Rules developed by NALC. The last revision was in 2018. Unless Councillors felt that there was a local need to make changes then these could be adopted as they stand for another year.</p> <p>It was RESOLVED to confirm in place the Council's current Standing Orders.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Taylor</p>
20.26.05	<p>To review and confirm authorised signatories to the Council's bank and building society accounts (Paper IMC(20)26.05)</p> <p>This paper, previously distributed, set out the current list of authorised signatories on the Melton Parish Council accounts with:</p> <ul style="list-style-type: none"> • Barclays Bank • Lloyds Bank • Ipswich Building Society <p>together with limits of delegation where authorisation is delegated to Officers. It was pointed out that Cllr Taylor is also a signatory on the Ipswich Building Society account with Councillors Porter, Gradwell and Martin, and, subject to making that amendment, it was RESOLVED to confirm the authorised signatories and levels of delegation for 2020/21.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Porter</p>
20.26.06	<p>To receive update report on the arrangements for the internal audit for year ended 31 March 2020</p> <p>The Clerk reported that this will now take place on Wednesday 10 June 2020, starting at 10am.</p>
20.27	<p>TO RECEIVE AND CONSIDER A PROGRESS REPORT ON SECURITY PROPOSALS FOR THE PLAYING FIELD (Paper IMC(20)27)</p> <p>The Assistant Clerk presented her report (previously distributed). She explained that quotes are being sought for CCTV to cover the car park and pavilion, to try to help deter antisocial behaviour. There has been a notable increase in this in recent weeks. Installing automatic gates may not be justified in terms of cost and effectiveness, and a CCTV system represent both better value and a better deterrent to such problems.</p> <p>Three quotes have been obtained so far and a fourth is due to be received in a week's time. However in order to record the footage some form of internet connection is required – either a fixed line or wireless connection. To obtain a fixed line installed, the Pavilion needs a postcode, but Royal Mail does not recognise it as a building that can be postcoded, as it is not a business address and does not have a letter box.</p> <p>Following discussion it was AGREED that a further report will be submitted to the next IMC meeting providing the detailed costings. The Assistant Clerk will also investigate the feasibility of adding a letter box to the Pavilion to enable it to be given a postcode, and contact BT about installing a fixed line.</p> <p>In the light of ongoing anti-social behaviour it was further AGREED to continue with the current arrangements for opening and closing the main barrier until the date of the next IMC meeting.</p>

20.28	<p>TO RECEIVE AN UPDATE ON THE SPEED INDICATOR DEVICE (SID) INFRASTRUCTURE INSTALLATION</p> <p>The Assistant Clerk reported that she is still pursuing this but so far without success. If necessary a request will need to be made to Cllr Nicoll to see if he can seek intervention at senior management level to get some movement.</p>
20.29	<p>TO RECEIVE AND CONSIDER DESIGN BRIEF FOR IMPROVEMENTS TO THE LAND SUBJECT TO DIVESTMENT OFF THE STREET, MELTON</p> <p>(Paper IMC(20)29)</p> <p>The Clerk introduced the above paper which was previously distributed. Following discussion the brief was AGREED and the Clerk invited to use his discretion in terms of selecting consultants to provide quotes.</p>
20.30	<p>IMC CHAIRMAN'S URGENT BUSINESS</p> <ul style="list-style-type: none"> • A request from a resident for the Parish Council to provide financial support to Melton Primary School, for measures to address the additional needs posed by Covid-19, was discussed. It was reported by Cllr Martin that the immediate needs were being met via a grant from Suffolk County Council, but the Clerk will respond to the resident advising that within its powers, the Council will look sympathetically at any future request for assistance. • East Suffolk Final Draft Local Plan – the Clerk reported an invitation from Woodbridge Town Council to discuss and possibly make representations with other local councils in respect of changes to Policy SCLP3.3 (change to the approach to applications to develop sites outside settlement boundaries) and Policy SCLP11.9 (removes policy to protect defined small areas that are important to local communities). Because Melton has a Neighbourhood Plan it is in a different position from Woodbridge and the Clerk will liaise with the Town Clerk accordingly. • Planning application DC/20/1636/OUT – outline application for up to 27 self / custom build dwellings off Woods Lane. It was AGREED to consider this at the next IMC meeting.
20.31	<p>DATE OF NEXT MEETING VIA CONFERENCE CALL</p> <p>The next meeting will take place on Wednesday 17 June 2020 commencing at 14:00. There being no further business the meeting closed at 15.35.</p>