

MELTON PARISH COUNCIL

MPC(18)M01

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 10 January 2018 commencing at 19:30 at the Burness Parish Rooms, The Street, Melton IP12 1PW.

Present:

Cllr Mrs B Abbott	Cllr Mrs E J G Hilson
Cllr Mr J E Bale	Cllr Miss K S Martin
Cllr Miss E A Barrington	Cllr Mr A H Porter (Chairman)
Cllr Mr N Brown	Cllr Mr C W Taylor
Cllr Mr A G Corston	Cllr Mr M L Webb
Cllr Mrs C Gradwell	Cllr Mr J West

Absent:

Cllr Mr M Holmes	
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In Attendance:

Prospective Cllr Mr S Ellis	District Councillor Mr J Bidwell
Mr W J Grosvenor <i>Clerk to Melton</i>	One member of the public
Parish Council	

	PART ONE – OPEN TO THE PUBLIC
18.01	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor Holmes. Apologies were also received from County Councillor Alexander Nicoll.
18.02	DECLARATIONS OF INTEREST
18.02.01	To receive Amendments to the Register There were no amendments to the Register.
18.02.02	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.
18.02.03	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.

18.02.04	To Consider Full / Partial Dispensations for Pecuniary Interests
	Declared
	It was noted that there had been no requests for dispensation for Pecuniary Interests declared.
18.03	PUBLIC PARTICIPATION SESSION
18.03.01	To receive the reports from County and District Councillors To receive a report from County Councillor Alexander Nicoll In the absence of Cllr Nicoll, the Clerk passed on his request that his December 2017 Parish Newsletter, previously distributed to Councillors, be accepted as his report. Additionally the Clerk referred to Cllr Nicoll's email relating to a meeting that morning on Woods Lane closure issues which was
	also distributed prior to the meeting. It was AGREED TO NOTE the information received from Cllr Nicoll.
	To receive a report from District Councillor Jim Bidwell Cllr Bidwell gave a brief report:
	 The parking problems in central Woodbridge are being addressed. Consultation will end in April for Suffolk Coastal DC to take over parking regulation from 2019.
	 Warm Homes grants are available from a £4.3m pot to give heating assistance to qualifying residents.
	The local Council Tax reduction scheme is under review.
	 Consultation on the merger between Suffolk Coastal DC and Waveney DC ended two days ago and the proposal is now with the Secretary of State.
	 From April 2018 the charge for garden waste collection (the brown bin scheme) will be £43.00. Cllr Corston asked Cllr Bidwell what analysis has been done in terms of the savings that will be made. Cllr Bidwell asked for the question to be put to him by email and he will follow up. On the same principle, Cllr Barrington asked how the District Council can justify spending £10k on a work of art to display in the Council offices. Again Cllr Bidwell requested that the matter be put to him via email, and he will seek a response from the appropriate officer.
40.00.00	Fly tipping is expected to increase; fines will be imposed. The problem of the Political and the
18.03.02	To receive village matters raised by Members of the Public or Councillors In response to an invitation to speak from the Chairman, the member of the public present indicated that he just wished to observe the meeting and had no specific questions to ask. The following matters were raised:
	 Cllr Hilson reported that one of the laybys in Orchard Close is in a poor state.
	 Cllr Abbott wished to thank all concerned for the improvements carried out to the amenity land around the village sign (the provision of the oak posts to prevent illegal parking). It would be good if improvements could be undertaken to the parking / amenity area in front of Winifred Fison House. On this the Clerk reported that he was still trying to have discussions with appropriate staff at the District Council which owned the land.
	 Concerns were expressed by several Councillors about the inadequate and late response by Suffolk Highways and its contractor in respect of the Woods Lane closure arrangements, and in particular the protections for Saddlemaker's Lane. Although the working hours

	are set to increase, following a rather haphazard consultation exercise, there is as yet no reduction announced in respect of the length of the closure. Concerns were also expressed about the policing of the Saddlemaker's Lane restrictions. Cllr Barrington was in touch with both the police and the East Anglian Daily Times. Members of the public should NOT directly engage with offending motorists but can report problems to the police via 101. The advice will be published in the <i>Melton Messenger</i> . • Cllr Gradwell asked if the Council's E-News conveyed flood warnings. The Clerk advised that these were not received, and also that they only applied to a very small part of the Parish. However the Parish Office is advised of severe weather warnings and, where possible, these are passed on to subscribers via E-News. • Cllr Bale reported that Mrs Bale had aired her views on the brown bin charges on Radio Suffolk. • Cllr west offered his apologies for his late arrival for the meeting.
18.04	TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 8 NOVEMBER 2017 It was RESOLVED that minutes MPC(17)M06, previously distributed, be received, noted and signed as a correct record by the Chairman.
18.05	Proposed by: Cllr Martin Seconded by: Cllr West TO CONSIDER CO-OPTION TO THE COUNCIL Paper MPC(18)05 previously distributed was received. Mr Stuart Ellis offered himself for co-option onto the Parish Council. Following questions put to Mr Ellis about his background summarised in the Paper and his responses, it was RESOLVED that he would be welcomed as a co-optee to the Council. Proposed by: Cllr Parrington
18.06	Proposed by: Cllr Porter Seconded by: Cllr Barrington TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES
18.06 18.06.01	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES Finance, Employment and Risk Management Committee 13 December 2017
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18.06.01	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES Finance, Employment and Risk Management Committee 13 December 2017 Minutes FRM(17)M06 (Draft) previously distributed were received and noted. Planning and Transport Committee 22 November 2017

18.07	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
18.07.01	To receive and consider the Financial Management Reports for the
	period 1 April 2017 to 31 December 2017
	Papers MPC(18)07.01 and MPC(18)07.01(a-g) previously distributed were received.
	In periods 1 to 9, 107.1% of income was received, and 78.8% of budgeted
	expenditure was incurred. Of the total amount of £175,363.54 in the
	Council's three bank accounts at the end of December (after allowing for
	unpresented cheques) £79,892.36 related to CIL monies. As matters stand,
	assuming that expenditure in the 4 th quarter is to budget, there is likely to be
	a deficit at the end of the financial year of about £13k, which can be contained within the general unrestricted reserves. There were no issues of
	concern and it was AGREED to NOTE the report.
18.07.02	To consider and agree the Budget proposals for 2018/19
	Paper MPC(18)07.02 previously distributed was received.
	The draft budget was originally put together by Budget Working Group on 7
	November 2017, and subsequently reviewed by all three Committees. The
	budget for 2018/19 now presented for adoption was finalised at a further meeting of Budget Working Group on 9 January 2018. It assumes an income
	of £77.3k and expenditure of £97.8k, requiring the use of £20.5k from
	Reserves. It is anticipated that this planned deficit will be reduced by the
	appropriate use of CIL monies. In that connection the Clerk will redistribute
	the Suffolk Coastal DC leaflet on the uses that CIL monies may be put to,
	first issued in 2015. It was RESOLVED to AGREE the budget proposals for 2018/19.
	Proposed by: Clir Porter Seconded by: Clir West
18.07.03	To agree the Precept request for 2018/19
	Paper MPC(18)07.03 previously distributed was received.
	The report set out options for consideration and decision in relation to the
	precept requirement which has to be notified to Suffolk Coastal DC by 19 January 2018.
	Members were invited to consider and agree one of the following options:
	1. To retain the current precept requirement of £71,416.61 with the
	consequent reduction in cost for Band D properties of 0.82% due to
	the increase in the parish tax base
	2. To retain the Band D charge exactly as it is in 2017/18 (£42.93) which
	will give a precept of £71,998.33 and show as a 0% change on the 2019/19 Council Tax Bill
	3. To increase the current Band D charge by 1.9%; this will increase the
	Band D charge by approximately 81p and give a precept of
	£73,366.30
	4. To increase the current Band D charge by 2%; this will increase the
	Band D charge by approximately 85p and give a precept of £73,438.29.
	Following discussion it was RESOLVED to AGREE to Option 3. The Clerk
	to submit the precept request for £73,366.30 accordingly.
	Proposed by: Cllr Porter Seconded by: Cllr Martin
18.07.04	To receive a report on changes to Data Protection legislation
	Paper MPC(18)07.04 previously distributed was received. The Clark set out both the background to the report and the issues. Whilst
	The Clerk set out both the background to the report and the issues. Whilst the legislation is still progressing through Parliament and therefore is not yet
	finalised, based on the interim advice received from NALC via SALC, the
	Council will need to appoint a Data Protection Officer who is neither the Clerk

18.07.05	nor a Councillor. Meanwhile the Clerk will need to review the administrative and data systems to ensure compliance; and decisions will need to be made on how in future the Council will process personal data and manage any conflicts of interest. The Council's contractors will have to be compliant with the new rules. Councillors will also have to access training on the new rules once finalised. Following discussion it was RESOLVED to NOTE the report, and AGREE to take further reports and remit to Finance Employment and Risk Management Committee detailed consideration of the issues. Proposed by: Cllr Martin Seconded by: Cllr Brown To consider delegation to Planning and Transport Committee the decision to support Judicial Review proceedings in respect of the Melton Hill planning application
	Paper MPC(18)07.05 previously distributed was received and discussed. This report was considered necessary because of the two monthly meeting cycle for Full Council, and the need to be able to respond on a very timely basis for any request for financial assistance in respect of a possible Judicial Review action. Following discussion it was RESOLVED to AGREE to delegate the decision to Planning and Transport Committee, with the proviso that the Chairman of the Council shall be present at the Planning and Transport Committee meeting where such a decision is made. Proposed by: Cllr Corston Seconded by: Cllr Barrington
18.07.06	To consider request from Woodbridge Rugby Union Football Club that Melton PC support their application for grant aid from the Suffolk Coastal DC Sports Pot / Play Pot Paper MPC(18)07.06 previously distributed was received. This request for grant assistance of £5k from Suffolk Coastal DC Sports Pot / Play Pot relates to the need to spend £18.25k to fit new luminairs to replace time expired pitch lighting. Melton PC is requested to support the bid as the s106 Sports Pot funds are shared between the two parishes. Following discussion it was RESOLVED to AGREE the request to support the application. Proposed by: Cllr Martin Seconded by: Cllr Corston
18.08	TO RECEIVE A REPORT ON NEIGHBOURHOOD PLAN MATTERS Cllr Barrington reported that final corrections to the Plan are being done before the "made" Plan is printed and Suffolk Coastal DC formally adopt it as part of the Local Plan for the parish of Melton. A copy of the Plan, the Independent Examiner's report and the accompanying character assessment document should be lodged with the Suffolk Records Office.
18.09	TO RECEIVE AN UPDATE REPORT ON PLANS FOR THE MELTON VILLAGE FETE Cllr Gradwell wished to thank all those who attended the Melton Christmas Party on 15 December 2017.
18.10	TO REVIEW THE NEW VILLAGE HALL PROJECT The Chairman reported that he had been in touch with the developer of the GAH site in terms of the potential purchase of an office / meeting room. Following discussion it was AGREED to convene a meeting of the Working Group to review all the options in terms of taking forward the Village Hall project.
18.11	TO CONSIDER RISK ISSUES Paper MPC(18)11 previously distributed was received and noted. The Clerk took Members through all the high level risks, now reduced in number. Further detailed discussion was remitted to FERM Committee.

18.12	REPORT ON HANDYPERSON ACTIVITIES There has been a problem with flooding during recent wet weather on the concrete apron in front of the Pavilion. Phil has attempted to clear the soakaways but with only limited success. The problem will be monitored, and reviewed after the drainage works have been completed. Phil continues to carry out his regular inspection and cleansing duties; however since Christmas there has been an increase in litter – particularly in the form of empty alcohol bottles.
18.13	COUNCILLOR TRAINING Cllr Corston reported back on his attendance at the recent Finance for Councillors training session at the SALC offices. He flagged up the complexity of the VAT position regarding village halls, and this will need to be further investigated as part of any village hall development plan.
18.14	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
18.14.01	Burness Parish Rooms Management Committee Nothing to report.
18.14.02	Melton Trust Cllr West reported that he was unable to attend the last meeting of Trustees but substantial grants were made prior to Christmas. The date of the next meeting is awaited.
18.14.03	East Suffolk Rail Partnership Paper PLA(17)198 previously distributed was received and NOTED.
18.14.04	Melton Primary School Cllr Martin reported that Headteacher Mark Girling and his wife Vanessa have just celebrated the birth of a baby boy. Last year's SATS results were disappointing; whilst the school is very inclusive in its approach to taking pupils of all aptitudes, the number of underachieving pupils is causing concern.
18.14.05	Melton Messenger The next issue of the Melton Messenger will include an advertisement for a new volunteer Tree Warden. Deadline for copy is 12 January.
18.14.06	SNT Tasking Group Nothing to report.
18.14.07	Sizewell C and EDF Community Forum Cllr Porter reported that the park and ride facility is certainly to be located at Wickham Market.
18.14.08	Suffolk Association of Local Councils Cllr Porter reported that the meeting on 11 December 2017 was cancelled due to bad weather. A new date is awaited.
18.15	TO CONSIDER ITEMS FOR THE MELTON MESSENGER In addition to the advertisement for a new Tree Warden (see Minute 18.14.05 above) any additional contributions need to be with Cllr Porter before the deadline of 12 January 2018
18.16	CHAIRMAN'S URGENT BUSINESS The Clerk reported an invitation from SALC to put forward the name of a past Chairman of the Parish Council to be put into a draw for an invitation to a Royal Garden Party on 31 May 2018. SALC has been allocated 3 invitations. It was AGREED to put forward Cllr Abbott for inclusion in the draw.

18.17	DATE OF NEXT MEETING The next ordinary meeting of Full Council will take place on Wednesday 14 March 2018 at the Burness Parish Rooms, The Street, Melton IP12 1PW,
	commencing at 19:30. There being no further business the meeting closed at 21.35.
	There being he farmer basiness the friedling closed at 21.00.