



# MELTON PARISH COUNCIL

MPC(18)M03

## Melton Parish Council

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

**Present:**

Cllr Mr A H Porter (Chairman) Cllr Mrs B Abbott Cllr Mr N Brown Cllr Mr A G Corston	Cllr M Holmes Cllr Miss K S Martin Cllr Mr C W Taylor
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**Absent:**

Cllr Miss E A Barrington Cllr Mrs C Gradwell	Cllr Mrs E J G Hilson Cllr Mr M L Webb
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**In Attendance:**

Mr W J Grosvenor <b>Clerk to Melton Parish Council</b>	District Councillor Mr J Bidwell 7 members of the public
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	<b>PART ONE – OPEN TO THE PUBLIC</b>
	<b>MELTON COMMUNITY AWARD PRESENTATION</b> Before the commencement of the meeting Cllr Porter, on behalf of Melton Parish Council, presented resident Mrs Mary Addington with the 2018 Melton Community Award in recognition of her years of service to the people of Melton.
18.40	<b>ELECTION OF THE CHAIRMAN OF THE COUNCIL</b> <b>It was RESOLVED</b> that Cllr Porter be elected Chairman of the Council. <i>Proposed by:</i> Cllr Abbott <i>Seconded by:</i> Cllr Martin Cllr Porter completed the Chairman’s Declaration of Acceptance of Office which was duly received by the Clerk.
18.41	<b>ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL</b> <b>It was RESOLVED</b> that Cllr Taylor be elected Vice-Chairman of the Council. <i>Proposed by:</i> Cllr Abbott <i>Seconded by:</i> Cllr Martin

18.42	<p><b>STATEMENT BY THE CHAIRMAN ON THE CO-OPTION TO FILL CASUAL VACANCIES</b></p> <p>Cllr Porter announced that there were two candidates for co-option: Mr Bill Banks and Ms Jan Whitworth. He would distribute information provided by them about themselves to all Councillors, and at the next meeting of Full Council Members will have an opportunity to ask them questions and vote on co-option.</p>
18.43	<p><b>TO RECEIVE APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Councillors Barrington, Gradwell and Hilson. Apologies were also received from County Councillor Alexander Nicoll.</p>
18.44	<p><b>DECLARATIONS OF INTEREST</b></p>
18.44.01	<p><b>To receive Amendments to the Register</b></p> <p>There were no amendments to the Register.</p>
18.44.02	<p><b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b></p> <p>There were no declarations of Pecuniary Interest in respect of Items on the Agenda.</p>
18.44.03	<p><b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b></p> <p>There were no declarations of Non Pecuniary Interest in respect of Items on the Agenda.</p>
18.44.04	<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>
18.45	<p><b>PUBLIC PARTICIPATION SESSION</b></p>
18.45.01	<p><b>To receive the reports from County and District Councillors</b>  <b><i>To receive a report from District Councillor Jim Bidwell</i></b></p> <ul style="list-style-type: none"> <li>• Cllr Bidwell wished to congratulate Melton Parish Council on the making of the Neighbourhood Plan.</li> <li>• Resources are now being put into increasing Broadband speeds in this part of Suffolk.</li> <li>• The Deben Leisure Centre will reopen in a few weeks' time following completion of a £3.5m redevelopment project.</li> <li>• A total of 26,973 households in Suffolk Coastal District have now signed up to the new garden waste disposal scheme.</li> <li>• The Adastral Park planning application has been signed off and the s106 agreement finalised. The development will include 2,000 homes and infrastructure, together with 85 acres of public open space.</li> <li>• The merger between Suffolk Coastal and Waveney Councils has now been agreed by the Secretary of State.</li> <li>• Suffolk County Council has invested £70k in a review of the structure and organisation of local government in Suffolk.</li> <li>• Cllr Bidwell referred to a recent Ipswich case where a resident abandoned a car in a car park and was fined over £1k for, in effect, flytipping.</li> <li>• From 2019 Melton will become its own District Council ward with one Councillor.</li> </ul> <p><b><i>In view of his absence, there was no report from County Councillor Alexander Nicoll. However he has advised that he has been appointed</i></b></p>



	<p>Cllr Brown  Cllr Corston  Cllr Hilson  Cllr Holmes  Cllr Webb  Cllr Porter (<i>ex officio</i>)  Cllr Taylor (<i>ex officio</i>)</p> <p><b>It was RESOLVED</b> that the above named Councillors form the membership of the Planning and Transport Committee.  <b>Proposed by:</b> Cllr Brown                      <b>Seconded by:</b> Cllr Porter</p>
18.48.02	<p><b>Finance, Employment and Risk Management Committee</b>  <b>Members</b>  Cllr Abbott  Cllr Brown  Cllr Gradwell  Cllr Taylor  Cllr Porter (<i>ex officio</i>)</p> <p><b>It was RESOLVED</b> that the above named Councillors form the membership of the Finance, Employment and Risk Management Committee.  <b>Proposed by:</b> Cllr Abbott                      <b>Seconded by:</b> Cllr Corston</p>
18.48.03	<p><b>Disciplinary Panel</b>  <b>Members</b>  Cllr Brown  Cllr Taylor  Cllr Abbott</p> <p><b>It was RESOLVED</b> that the above named Councillors form the membership of the Disciplinary Panel.  <b>Proposed by:</b> Cllr Porter                      <b>Seconded by:</b> Cllr Brown</p>
18.48.04	<p><b>Appeals Panel</b>  <b>Members</b>  Cllr Porter  Cllr Martin  Cllr Corston</p> <p><b>It was RESOLVED</b> that the above named Councillors form the membership of the Appeals Panel.  <b>Proposed by:</b> Cllr Taylor                      <b>Seconded by:</b> Cllr Martin</p>
18.48.05	<p><b>Recreation Committee</b>  <b>Members</b>  Cllr Gradwell  Cllr Holmes  Cllr Martin  Cllr Taylor  Cllr Porter (<i>ex officio</i>)  Co-optee Mrs Liz Ashford  Co-optee Mrs Claire McBurney</p> <p><b>It was RESOLVED</b> that the above named Councillors and Co-optees form the membership of the Recreation Committee.  <b>Proposed by:</b> Cllr Martin                      <b>Seconded by:</b> Cllr Porter</p>
18.49	<p><b>TO CONFIRM DATES FOR MEETINGS OF FULL COUNCIL AND COMMITTEES 2018/19</b></p>

	<p>Paper MPC(18)49 previously distributed was received. Following discussion it was <b>AGREED</b> to adopt the meeting dates set out in the paper and the Clerk will publicise them accordingly on the Council's website and notice boards.</p>
<b>18.50</b>	<p><b>TO REVIEW AND APPOINT REPRESENTATIVES ON OR TO WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK</b></p> <ul style="list-style-type: none"> <li>• Burness Parish Rooms Management Committee – Cllr Gradwell</li> <li>• Melton Trust – Cllr Martin</li> <li>• East Suffolk Rail Partnership - Mr Butterwick has been invited to continue in this role</li> <li>• Melton Primary School (Parish Community Governor 4 year term appointment renewal) – Cllr Martin agreed to serve a further one to two years or until another Councillor volunteers</li> <li>• <i>Melton Messenger</i> Editorial Committee – Cllr Brown</li> <li>• ASB Co-ordination meetings – Cllr Holmes</li> <li>• Sizewell C and EDF Community Forum – Cllr Porter / Cllr Gradwell</li> <li>• Suffolk Association of Local Councils – Cllr Porter</li> </ul> <p><b>It was RESOLVED</b> that the above named Councillors are appointed to the above-named bodies.  <b>Proposed by:</b> Cllr Brown                      <b>Seconded by:</b> Cllr Porter</p>
<b>18.51</b>	<b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</b>
<b>18.51.01</b>	<p><b>Planning and Transport Committee 21 March 2018</b>  Minutes PLA(18)M03 previously distributed were received and <b>NOTED</b>.</p>
<b>18.51.02</b>	<p><b>Planning and Transport Committee 18 April 2018</b>  Minutes PLA(18)M04 (Draft) previously distributed were received and <b>NOTED</b>.</p>
<b>18.51.03</b>	<p><b>Recreation Committee 7 March 2018</b>  Minutes REC(18)M02 previously distributed were received and <b>NOTED</b>.</p>
<b>18.51.04</b>	<p><b>Recreation Committee 25 April 2018</b>  Minutes REC(18)M02 (Draft) previously distributed were received and <b>NOTED</b>.</p>
<b>18.52</b>	<b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b>
<b>18.52.01</b>	<p><b>Arrangements for the approval of accounts / Statutory Annual Return 2018</b></p> <p>The Clerk reported that the internal audit was conducted on 22 May by Heelis and Lodge. The audit was clear with no recommendations. Full council will be asked to approve the Statutory Annual Return on 27 June, and the deadline for the submission of the complete return to the external auditor is Monday 2 July. This year the elector inspection period will run from 2 July to 10 August 2018.</p>
<b>18.52.02</b>	<p><b>Approval of the Annual Governance Statement</b></p> <p>Paper MPC(18)52.02 previously distributed was received. The Clerk reminded Members that at the meeting of Full Council on 14 March 2018, the Council's internal control policy for the year ending 31 March 2018 was reviewed and agreed, and signed off by the Chairman. The Internal Audit report for 2017/18 completed by Heelis and Lodge confirmed that the internal control objectives were fully achieved in 2017/18. The Clerk then took Members through the Statements which were all answered in the affirmative. <b>It was RESOLVED</b> to approve the Annual Governance Statement contained within the Annual Return and to authorise the Chairman to sign it accordingly.</p>

	<b>Proposed by:</b> Cllr Brown	<b>Seconded by:</b> Cllr Martin
<b>18.52.03</b>	<p><b>Review of the Council's Standing Orders - update</b>  Full Council on 14 March 2018 reviewed both the Council's Standing Orders and Financial Regulations and confirmed that no changes were required at that time. The Clerk reported that subsequently he received a new version of the Model Standing Orders from NALC. These include a number of changes, including relating to the new GDPR legislation (which will need to be changed again as a result of last minute amendments to the legislation). <b>It was AGREED</b> that the proposals for further changes to Melton's Standing Orders will first be considered by FERM Committee and then brought back to Full Council.</p>	
<b>18.52.04</b>	<p><b>To agree / confirm signatories to the Melton Parish Council Bank Accounts</b>  <b>It was RESOLVED</b> that the bank signatories on the Melton Parish Council bank accounts are:</p> <ul style="list-style-type: none"> <li>• Chairman of the Council – Cllr Porter</li> <li>• Vice-chairman of the Council</li> <li>• Cllr Martin</li> <li>• Cllr Corston</li> <li>• Cllr Gradwell</li> </ul> <p>As the new Vice-Chairman Cllr Taylor should be a signatory for both the Barclays and Ipswich Building Society accounts.  <b>Proposed by:</b> Cllr Porter                      <b>Seconded by:</b> Cllr Abbott</p>	
<b>18.52.05</b>	<p><b>To confirm the basis of valuation of the Council's Asset Register</b>  Paper MPC(18)52.05 previously distributed was received.  Full Council is now required to consider the method of asset valuation adopted, confirm by resolution its policy and record the methodology used in the Asset Register.  Following discussion <b>it was RESOLVED</b> to continue to use the acquisition cost as a basis for recording values in the Council's Asset Register.  <b>Proposed by:</b> Cllr Brown                      <b>Seconded by:</b> Cllr Martin</p>	
<b>18.52.06</b>	<p>To review the arrangements for insurance cover in respect of all insured risks  It was NOTED that the responsibility for the arrangement of insurance cover is delegated to the Finance, employment and Risk Management Committee.</p>	
<b>18.52.07</b>	<p><b>To review the Council's subscriptions to other bodies</b>  Paper MPC(17)52.07 previously distributed was received and discussed.  <b>It was AGREED</b> to make the following subscriptions (<i>owning Committee in italics</i>):</p> <ul style="list-style-type: none"> <li>• <b>Community Action Suffolk (FREE since 1 April 2016)</b>  (<i>Finance, Employment &amp; Risk Management Committee</i>)</li> <li>• <b>Suffolk Association of Local Councils (£959.41)</b>  (<i>Finance, Employment &amp; Risk Management Committee</i>)</li> <li>• <b>Suffolk Preservation Society (£30.00)</b> (<i>Planning &amp; Transport Committee</i>).</li> </ul>	







<b>18.64</b>	<b>CHAIRMAN'S URGENT BUSINESS</b> It was reported that Suffolk Coastal Property Services are now engaging with Melton PC over divestment of the land in front of Winifred Fison House.
<b>18.65</b>	<b>DATE OF NEXT MEETINGS</b> The next ordinary meeting of Full Council will take place on Wednesday 27 June 2018 at the Burness Parish Rooms, The Street, Melton IP12 1PW, commencing at 19:30. There being no further business the meeting closed at 21.45.