

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 M Holmes Cllr Miss K S Martin Cllr Mr C W Taylor

Absent:

Cllr Miss E A Barrington	Cllr Mrs E J G Hilson
Cllr Mrs C Gradwell	Cllr Mr M L Webb

In Attendance:

Mr W J Grosvenor Clerk to Melton	District Councillor Mr J Bidwell
Parish Council	7 members of the public

	PART ONE – OPEN TO THE PUBLIC
	MELTON COMMUNITY AWARD PRESENTATION 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	ELECTION OF THE CHAIRMAN OF THE COUNCILIt was RESOLVED that Cllr Porter be elected Chairman of the Council. <i>Proposed by:</i> Cllr AbbottSeconded by: Cllr MartinCllr Porter completed the Chairman's Declaration of Acceptance of Officewhich was duly received by the Clerk.
18.41	ELECTION OF THE VICE-CHAIRMAN OF THE COUNCILIt was RESOLVED that Cllr Taylor be elected Vice-Chairman of the Council.Proposed by: Cllr AbbottSeconded by: Cllr Martin

18.42	STATEMENT BY THE CHAIRMAN ON THE CO-OPTION TO FILL CASUAL VACANCIES 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. TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Barrington, Gradwell and Hilson. Apologies were also received from County Councillor Alexander Nicoll.
18.44	DECLARATIONS OF INTEREST
18.44.01	To receive Amendments to the Register There were no amendments to the Register.
18.44.02	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.
18.44.03	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.
18.44.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensation for Pecuniary Interests declared.
18.45	PUBLIC PARTICIPATION SESSION
18.45.01	 To receive the reports from County and District Councillors To receive a report from District Councillor Jim Bidwell Cllr Bidwell wished to congratulate Melton Parish Council on the making of the Neighbourhood Plan. Resources are now being put into increasing Broadband speeds in this part of Suffolk. The Deben Leisure Centre will reopen in a few weeks' time following completion of a £3.5m redevelopment project. A total of 26,973 households in Suffolk Coastal District have now signed up to the new garden waste disposal scheme. 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. The merger between Suffolk Coastal and Waveney Councils has now been agreed by the Secretary of State. Suffolk County Council has invested £70k in a review of the structure and organisation of local government in Suffolk. 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. From 2019 Melton will become its own District Council ward with one Councillor.

	Deputy Cabinet Member for Transport in the new administration formed under the new Leader CIIr Matthew Hicks.
18.45.02	To receive village matters raised by Members of the Public or Councillors
	• A member of the public raised the longstanding matter of the boundary hedge between St Andrews Close and Riduna Park which still requires thickening up. Despite it being a planning requirement for the Riduna Park scheme, nothing has been done, notwithstanding the efforts and assurances of Suffolk Coastal Planners and chasing by the Parish Council. Cllr Bidwell offered to liaise with the relevant Planning Team Leader if the resident forwards him all the relevant emails.
	 Another resident raised concerns about the impact of the rerouting of the 800 bus route on the elderly and those with limited mobility living around Station Road and The Street. Representations by the Parish Council have failed to obtain a positive response, and it was suggested that residents should either write to Cllr Alexander Nicoll in his capacity as Deputy Cabinet Member for Transport or directly to the Network Manager at the bus company to put pressure on the company to change its mind. Concerns were expressed about more residents burning their garden waste since the introduction of the brown bin charge.
18.45.03	Notice of public meeting with the Police and Crime Commissioner for Suffolk and the Chief Constable The Clerk reported that the meeting for the Suffolk Coastal District will be held at Felixstowe Town Hall on Thursday 7 June, starting at 7pm.
18.45.04	To consider a Grant application from Deben Community Farm CICPaper MPC(18)45.04 previously distributed was received.Following discussion it was RESOLVED to make a grant of £500.00 to theDeben Community Farm CIC.Proposed by: Cllr CorstonSeconded by: Cllr Taylor
18.46	TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 14 MARCH 2018It was RESOLVED that minutes MPC(18)M02 and minutes MPC(18)M02CONFIDENTIAL previously distributed, be received, noted and signed as a correct record by the Chairman.Proposed by: Cllr TaylorSeconded by: Cllr Martin
18.47	 TO REVIEW TERMS OF REFERENCE FOR COMMITTEES Paper MPC(18)47 previously distributed was received. Following discussion it was AGREED that: Full Council did not itself wish to make any changes to the Terms of Reference for Committees. All Committees will however review their Terms of Reference at their next meeting immediately after appointing a Chairman, and report back with any proposals for changes to the first subsequent meeting of Full Council.
18.48	TO RECEIVE NOMINATIONS TO COMMITTEES Paper MPC(18)48 previously distributed was received and discussed. Nominations are set out below.
18.48.01	Planning and Transport Committee Members Cllr Barrington

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	Paper MPC(18)49 previously distributed was received. Following discussion it was AGREED 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.
18.50	TO REVIEW AND APPOINT REPRESENTATIVES ON OR TO WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK
	 Burness Parish Rooms Management Committee – Cllr Gradwell Melton Trust – Cllr Martin East Suffolk Rail Partnership - Mr Butterwick has been invited to continue in this role 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 <i>Melton Messenger</i> Editorial Committee – Cllr Brown ASB Co-ordination meetings – Cllr Holmes Sizewell C and EDF Community Forum – Cllr Porter / Cllr Gradwell Suffolk Association of Local Councils – Cllr Porter It was RESOLVED that the above named Councillors are appointed to the above-named bodies.
18.51	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES
18.51.01	Planning and Transport Committee 21 March 2018 Minutes PLA(18)M03 previously distributed were received and NOTED.
18.51.02	Planning and Transport Committee 18 April 2018 Minutes PLA(18)M04 (Draft) previously distributed were received and NOTED.
18.51.03	Recreation Committee 7 March 2018 Minutes REC(18)M02 previously distributed were received and NOTED.
18.51.04	Recreation Committee 25 April 2018 Minutes REC(18)M02 (Draft) previously distributed were received and NOTED.
18.52	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
18.52.01	Arrangements for the approval of accounts / Statutory Annual Return 2018 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.
18.52.02	Approval of the Annual Governance Statement 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. It was RESOLVED to approve the Annual Governance Statement contained within the Annual Return and to authorise the Chairman to sign it accordingly.

	Proposed by: Cllr Brown Seconded by: Cllr Martin
18.52.03	Review of the Council's Standing Orders - update 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). It was AGREED that the proposals for further changes to Melton's Standing Orders will first be considered by FERM Committee and
18.52.04	then brought back to Full Council. To agree / confirm signatories to the Melton Parish Council Bank Accounts It was RESOLVED that the bank signatories on the Melton Parish Council bank accounts are: • Chairman of the Council – Cllr Porter • Vice-chairman of the Council • Cllr Martin • Cllr Gradwell As the new Vice-Chairman Cllr Taylor should be a signatory for both the Barclays and Ipswich Building Society accounts. Proposed by: Cllr Porter
18.52.05	To confirm the basis of valuation of the Council's Asset RegisterPaper MPC(18)52.05 previously distributed was received.Full Council is now required to consider the method of asset valuationadopted, confirm by resolution its policy and record the methodology used inthe Asset Register.Following discussion it was RESOLVED to continue to use the acquisitioncost as a basis for recording values in the Council's Asset Register.Proposed by: Cllr BrownSeconded by: Cllr Martin
18.52.06	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.
18.52.07	To review the Council's subscriptions to other bodies Paper MPC(17)52.07 previously distributed was received and discussed. It was AGREED to make the following subscriptions (<i>owning Committee in italics</i>): • Community Action Suffolk (FREE since 1 April 2016) (<i>Finance, Employment & Risk Management Committee</i>) • Suffolk Association of Local Councils (£959.41) (<i>Finance, Employment & Risk Management Committee</i>) • Suffolk Preservation Society (£30.00) (<i>Planning & Transport Committee</i>).

18.52.08	To consider the purchase of a portable speed indicator sign (referral from Planning and Transport Committee on 21 March 2018)Following discussion it was RESOLVED to agree in principle to acquire such a device, funded either by grant (preferably) or via use of CIL. Detailed arrangements to be delegated to Planning and Transport Committee.Proposed by:Cllr CorstonSeconded by:Cllr Taylor
18.52.09	To receive an update report on the General Data Protection Regulation The Clerk reported that the new legislation came into force on 25 May. Steps have been put in place to make both the existing website and e-news system compliant with the new legislation. Next Full Council meeting will be asked to consider a new Data Protection Policy and further steps will be taken, including a compliance audit, to ensure that the Council works towards and achieves full compliance with the new requirements.
18.52.10	Data Protection Fee arrangements under the new legislation No changes in registration with the Information Commissioner's Office are required by the new legislation, and the new fee will be payable on renewal of the existing registration. However for Melton, the fee will rise from £35.00 to £40.00 per year.
18.53	 PARISH COUNCIL NOTICE BOARDS The following list of Councillors / residents was confirmed as volunteering to post notices on the Parish Notice boards at: The playing field on Melton Road (Cllr Martin) Burness Parish Rooms (Mrs C McBurney) Bus shelter in Bredfield Road (Cllr Hilson) Woodbridge Primary School (Cllr Holmes) St Audry's Park Road (Cllr Brown / Cllr Abbott). The Clerk reported that no response has been received to the request to Bloor Homes for a notice board to be sited on their new estate of Woods Lane. He will chase.
18.54	PROPOSAL FOR A PARISH LITTER PICK Following discussion it was AGREED to delegate this to Planning and Transport Committee to consider further.
18.55	TO CONSIDER SITING ARRANGEMENTS FOR THE WWI MEMORIAL BENCH This was brought to Full Council because District Cllr Bidwell wished the bench to be located on the amenity land adjacent to the village sign, rather than on the Melton Playing Field. Following discussion, as the amenity land in question is owned by Suffolk Coastal, it was AGREED that the Clerk ask Cllr Bidwell if he will kindly facilitate permission from his Council and agree an exact location where the 2.4m long bench can best be located.
18.56	PAVILION REFURBISHMENT PROPOSALPaper MPC(18)56 previously distributed was received.Following a brief discussion it was AGREED to remit further considerationof the proposal to a Pavilion Working Group which the Clerk will convene.Additionally the suggestion was made that some sort of modest facelift mightbe given to the existing building in advance of the July Village Fete.

18.57	TO AGREE DELEGATION TO RECREATION COMMITTEE TO PURCHASE NEW PLAY EQUIPMENT AS PROPOSED IN THE COUNCIL'S BUSINESS PLAN AND WITHIN THE SCOPE OF FUNDING AVAILABLE FROM THE SPORTS POT / PLAY POTCllr Porter asked that this proposal be supported so that Recreation Committee could utilise funding available and progress the acquisition this summer. Following discussion it was RESOLVED that the proposal be AGREED and the matter delegated to Recreation Committee to progress accordingly.Proposed by: Cllr BrownSeconded by: Cllr Corston
18.58	LOCAL GOVERNMENT BOUNDARY COMMISSION – REVIEW OF WARD BOUNDARIES IN SUFFOLK COASTAL / WAVENEY The Clerk reported that a presentation will be given by the Boundary Commission for England, to set out and explain proposals for conducting a district warding review exercise, ahead of the Suffolk Coastal / Waveney merger, including the formal consultation process which the Commission will commence on 3 July, at east Suffolk House, Riduna Park, Melton on 22 June from 5-7pm. Further information will be made available nearer the date.
18.59	TO CONSIDER RISK ISSUES Paper MPC(18)59 previously distributed was received. The Clerk took Members through all the risks and Members AGREED to remove the risks relating to the Playing Field (drainage scheme now completed) and the use of drones (notice now displayed).
18.60	REPORT ON HANDYPERSON ACTIVITIES The Clerk reported that Phil Donoghue had recently repaired the picnic benches on the Playing Field and also repaired the car park potholes.
18.61	COUNCILLOR TRAINING Nothing to report.
18.62	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
18.62.01	Burness Parish Rooms Management Committee Nothing to report.
18.62.02	Melton Trust Nothing to report.
18.62.03	East Suffolk Rail Partnership Nothing to report.
18.62.04	Melton Primary School Nothing to report.
18.62.05	Melton Messenger The next issue of the <i>MM</i> is due shortly and will contain a plea to residents to write to the bus company about the rerouting of the 800 bus.
18.62.06	ASB Meetings Paper MPC(18)62.06 previously distributed was received and NOTED.
18.62.07	Sizewell C and EDF Community Forum Nothing to report.
18.62.08	Suffolk Association of Local Councils The next SALC area meeting is on 4 June and Cllr Porter will attend.
18.63	TO CONSIDER ITEMS FOR THE MELTON MESSENGER Copy for the next issue now supplied.

18.64	CHAIRMAN'S URGENT BUSINESS 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.
18.65	DATE OF NEXT MEETINGS 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.