



MELTON PARISH COUNCIL

MPC(18)M04

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 27 June 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 Miss E A Barrington Cllr Mr N Brown Cllr Mrs C Gradwell	Cllr Mrs E J G Hilson Cllr M Holmes Cllr Miss K S Martin Cllr Mr C W Taylor
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Absent:

Cllr Mr A G Corston	Cllr Mr M L Webb
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In Attendance:

Mr W J Grosvenor <i>Clerk to Melton Parish Council</i>	3 members of the public
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	PART ONE – OPEN TO THE PUBLIC
18.66	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Corston and Webb. Apologies were also received from County Councillor Alexander Nicoll and District Councillor Jim Bidwell.
18.67	DECLARATIONS OF INTEREST
18.67.01	To receive Amendments to the Register There were no amendments to the Register.
18.67.02	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.
18.67.03	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.

18.67.04	<p>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
18.68	PUBLIC PARTICIPATION SESSION
18.68.01	<p>To receive the reports from County and District Councillors</p> <p>In view of their absence, there were no reports from County Councillor Alexander Nicoll or District Councillor Jim Bidwell.</p>
18.68.02	<p>To receive village matters raised by Members of the Public or Councillors</p> <ul style="list-style-type: none"> • Cllr Abbott wished to express her pleasure at the improvement of the amenity area around the village sign through the installation of the oak posts to prohibit parking on the grass. • A discussion took place on the offer made by Bloor Homes to site a notice board on their new development close to the new bus shelter. This location was felt to be acceptable and the Clerk to advise Bloor accordingly. • Cllr Martin raised concerns about the village bottle bank overflowing due to failed collections. Norse have been made aware of the situation. • Cllr Barrington spoke about litter and the need to do something about the increasing problem, particularly in some of the rural lanes. She conceded that organising a litter pick now is not feasible but asked if the Parish Council could get a price from Norse to carry out one-off clearances at an agreed rate? The Clerk will ask for a price for Saddlemakers Lane. Residents will be asked via the <i>Melton Messenger</i> if there are any other particular hotspots that need attention. • The Annual Report received from the Member of Parliament, Dr Therese Coffey, was NOTED. • It was reported that Suffolk Police have written to all town and parish councils in Suffolk to ask if they would be interested in helping to fund a PCSO. The request was NOTED.
18.69	<p>TO APPROVE THE MINUTES OF THE STATUTORY ANNUAL MEETING OF FULL COUNCIL HELD ON 30 MAY 2018</p> <p>It was RESOLVED that minutes MPC(18)M03 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Gradwell</p>
18.70	<p>TO CONSIDER CO-OPTIONS TO THE COUNCIL TO FILL CASUAL VACANCIES AND APPOINTMENT TO COMMITTEES</p> <p>Ms Jan Whitworth and Mr Bill Banks offered themselves for co-option onto the Parish Council, and it was RESOLVED that both candidates would be welcomed as co-optees to the Council. Cllr Whitworth to serve on Recreation Committee and Cllr Banks on Finance, Employment & Risk Management Committee (FERM Committee).</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Taylor</p>
18.71	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES
18.71.01	<p>Planning and Transport Committee 23 May 2018</p> <p>Minutes PLA(18)M05 previously distributed were received and NOTED.</p>

18.71.02	<p>Planning and Transport Committee 13 June 2018</p> <p>Minutes PLA(18)M06 (Draft) previously distributed were received and NOTED. Cllr Barrington has now resigned as Chairman of Planning & Transport Committee and Councillors wished to express their thanks for all her efforts in that role.</p>
18.72	<p>TO ADOPT AND APPROVE THE ANNUAL ACCOUNTING STATEMENTS FOR 2017/18</p>
18.72.01	<p>To resolve to adopt and approve the Accounting Statements for 2017/18</p> <p>Paper MPC(18)72.01 previously distributed was received and discussed. It was RESOLVED to approve the Accounting Statements for 2017/18 and to authorise the Chairman to sign it accordingly.</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Brown</p>
18.72.02	<p>Bank reconciliation</p> <p>Paper MPC(18)72.02 previously distributed was received and NOTED.</p>
18.72.03	<p>Management Accounts</p> <p>Paper MPC(18)72.03 previously distributed was received and NOTED.</p>
18.72.04	<p>Statement of Variances</p> <p>Paper MPC(18)72.04 previously distributed was received. The Clerk explained that for 2017/18, the external auditor requires explanations where there is more than 15% variance in respect of individual income and expenditure heads from the previous year. The variances and explanations were NOTED.</p>
18.72.05	<p>Asset Register</p> <p>Paper MPC(18)72.05 previously distributed was received. The Clerk explained that although the Asset Register as at 31 March 2018 was already approved by Full Council, the external auditor subsequently required the Council to confirm by resolution its policy on the basis for recording values in the Register, and to include such a statement on the Register itself. That was done at Full Council on 30 May 2018 and with the resolution now stated on the Register, Full Council was being asked to re-approve the Register. It was RESOLVED to approve the Asset Register as at 31 March 2018.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Porter</p>
18.72.06	<p>Internal Audit report</p> <p>Paper MPC(18)72.06 previously distributed was received. The internal audit was clear, and all internal audit objectives for the year were met. The report was NOTED.</p>
18.72.07	<p>Community Infrastructure Levy – Statutory Annual Report (Draft)</p> <p>Paper MPC(18)72.07 previously distributed was received. The Clerk went through the headings of the report which has to be submitted to Suffolk Coastal DC by 31 December 2018. Following discussion it was AGREED to NOTE the report.</p>
18.73	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
18.73.01	<p>To confirm the appointment of the Internal Auditor for 2018/19</p> <p>It was RESOLVED to approve the appointment of Heelis and Lodge to provide the Parish Council's Internal Audit service for 2018/19.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Abbott</p> <p>In discussion it was further AGREED that consideration should be given to changing the internal audit arrangements for 2019/20, and the Clerk to discuss possibilities with FERM Committee in due course.</p>

18.73.02	<p>To receive and consider the Financial Management reports for the period 1 April 2018 to 31 May 2018</p> <p>Papers MPC(18)73.02 and MPC(18)73.02(a-g) were received. The Clerk took Members through the financial position at the end of the first two periods of 2018/19. At the end of Period 2, income was running at 67% of budget and expenditure at only 12.8% of budget. As at 31 May, after allowing for unpresented cheques, cash at the Council's three bank accounts totalled £210,871.66. There being no matters of concern to be considered, the report was NOTED.</p>
18.73.03	<p>To consider a grant application from St Audry's Sports and Social Club</p> <p>Paper MPC(18)73.03 previously distributed was received. Members discussed this application in some detail. However it was decided to defer a decision and it was AGREED that:</p> <ul style="list-style-type: none"> • The Clerk to notify the applicant that a decision on the application is deferred. The application will be reconsidered by FERM Committee in October, and FERM Committee will make recommendations for Full Council to consider in November 2018. • Meanwhile the applicant might wish to consider whether an insurance claim is possible, or seek grant aid from District Councillors' Locality Budgets.
18.73.04	<p>To receive a report on Data Protection matters</p> <p>This was deferred and delegated to FERM Committee to consider.</p>
18.74	<p>TO RECEIVE AN UPDATE REPORT ON THE WORK OF THE PAVILION WORKING PARTY</p> <p>Cllr Porter reported back on the deliberations of the Pavilion Working Group which met on 26 June. A note of the meeting, produced by Cllr Martin, set out the basic requirements that it is considered a new build pavilion should have, and the next stage is to put these out to consultation via the September edition of the <i>Melton Messenger</i>. It was emphasised that community expectations must be managed; i.e. this is not a village hall by the back door. It was also suggested that the access to the pavilion should be looked at, in terms of both the path and the lighting.</p>
18.75	<p>TO RECEIVE AN UPDATE REPORT ON PLANS FOR THE MELTON VILLAGE FETE</p> <p>Cllr Gradwell reported that arrangements were coming together. All participants had confirmed attendance, apart from the police. Volunteers were being arranged to put up posters. The kitchen in the pavilion has been repainted and notwithstanding the difficulties about getting people to recycle rubbish, it is hoped that arrangements will be in place to recycle a proportion of the rubbish generated on the day.</p>
18.76	<p>TO CONSIDER RISK ISSUES</p> <p>Paper MPC(18)76 previously distributed was received. The Clerk took Members through all the risks and the report was NOTED.</p>
18.77	<p>REPORT ON HANDYPERSON ACTIVITIES</p> <p>The Clerk reported that Phil Donoghue had been clearing nettles from footpaths, refurbishing the benches near Dock Lane and Wilford Bridge Road / Station Road, as well as the regular tasks of litter clearance and grass cutting in Orchard Close. He would shortly be installing the base for the new bench near to the village sign, as soon as the exact position has been agreed between Cllr Bidwell and the Clerk. He has asked for a petrol strimmer to be provided; this was AGREED subject to him receiving the necessary training.</p>

18.78	COUNCILLOR TRAINING Nothing to report. The Clerk will forward copies of the 2018/19 SALC training programme to Cllrs Banks and Whitworth.
18.79	SUFFOLK COASTAL DC QUALITY OF PLACE AWARDS 2018 This award scheme which runs up to 27 July 2018 was NOTED .
18.80	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
18.80.01	Burness Parish Room Management Committee Cllr Gradwell reported that window repairs were required to be carried out to the Parish Room.
18.80.02	Melton Trust Cllr Martin reported that she was in touch with the Trust but nothing was currently happening.
18.80.03	East Suffolk Rail Partnership The Clerk reported that Mr Butterwick has agreed to continue as Melton Parish Council's Local Transport Officer and its representative on the East Suffolk Rail Partnership.
18.80.04	Melton Primary School Cllr Martin reported that everything was running smoothly; County Councillor Alexander Nicoll is visiting and the school will be welcoming a new Headteacher in September.
18.80.05	Melton Messenger The need to arrange distribution of the <i>Melton Messenger</i> to the residents in the new Bloor development off Woods Lane was flagged up.
18.80.06	ASB Meetings Nothing to report. Cllr Taylor will advise Cllr Holmes as to the date of the next meeting.
18.80.07	Sizewell C and EDF Community Forum The next meeting will be held on 26 July. Cllr Gradwell to attend.
18.80.08	Suffolk Association of Local Councils The meeting on 4 June was attended by Cllrs Porter and Gradwell. Cllr Porter asked if other councils were experiencing the same level of TPO applications with unsatisfactory levels of supporting documentation, but that appeared not to be the case.
18.81	TO CONSIDER ITEMS FOR THE MELTON MESSENGER Any items for inclusion in the September issue should be forwarded to Cllr Porter.
18.82	CHAIRMAN'S URGENT BUSINESS Nothing to report.
	PART TWO - CONFIDENTIAL
	Exempt / Confidential Item It was RESOLVED that the public be excluded from the meeting for the remaining item of business on the grounds of its confidential nature.
18.84	DATE OF NEXT MEETINGS The next ordinary meeting of Full Council will take place on Wednesday 26 September 2018 at the Burness Parish Rooms, The Street, Melton IP12 1PW, commencing at 19:30. There being no further business the meeting closed at 22.10.