



MELTON PARISH COUNCIL

MPC(19)M01

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 9 January 2019 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 S Ashworth Cllr Mr B Banks Cllr Miss E A Barrington Cllr Mr N Brown	Cllr Mr A G Corston Cllr Mr P Groom Cllr Mrs E J G Hilson Cllr M Holmes Cllr Miss K S Martin
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Absent:

Cllr Mrs C Gradwell Cllr Mr C W Taylor	Cllr Ms J Whitworth
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In Attendance:

County Cllr Mr Alexander Nicoll Mr W J Grosvenor Clerk to Melton Parish Council	2 members of the public
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	PART ONE – OPEN TO THE PUBLIC
19.01	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Gradwell, Taylor and Whitworth. The Chairman, Cllr Porter, announced that, prior to the meeting, he had also received the resignation of Cllr Whitworth, for personal reasons. Councillors joined the Chairman in thanking Cllr Whitworth for her work on the Council and passed on their best wishes for the future.
19.02	DECLARATIONS OF INTEREST
19.02.01	To receive Amendments to the Register There were no amendments to the Register.
19.02.02	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.

19.02.03	<p>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</p> <p>There were no declarations of Non Pecuniary Interest in respect of Items on the Agenda.</p>
19.02.04	<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>
19.03	<p>PUBLIC PARTICIPATION SESSION</p>
19.03.01	<p>To receive the reports from County and District Councillors</p> <p>No report was received from District Councillor Jim Bidwell.</p> <p>County Councillor Alexander Nicoll reported as follows:</p> <ul style="list-style-type: none"> • He acknowledged that matters relating to SCC school transport and buses are on the meeting agenda. He had discussions recently with the Transport Officer. However margins for bus companies are very low and the powers to direct them are not in place. He is very happy to facilitate a session on highways / transport matters with Melton Parish Councillors which could be hosted at a Highways depot. Cllr Corston asked if service level agreements are in place with bus companies. Cllr Nicoll responded that they are. However it is for practical reasons very difficult to dictate to very small companies with small margins. Cllr Nicoll would like to establish an annual operators' meeting but in the current climate this would be difficult. Cross party discussions are about to take place on measuring the performance of bus companies, to establish an evidence base which can be used in discussions when rerouting proposals are made, for example, and which will better enable companies to be held to account. He is happy to provide the terms of reference for such discussions. However the bottom line at the moment is that SCC cannot direct bus companies in terms of their operational activities, notwithstanding that County contributes to funding in support of rural services. • Cllr Barrington observed that decline in public transport was only one issue affecting older people. Cllr Nicoll said that SCC's statutory services caring for adults, children and young people consumes the majority of funds available and is growing. • On the Stage 3 consultation arrangements for Sizewell C, Cllr Nicoll referred to the importance of the consultation event involving Suffolk Coastal DC, SCC and towns and parishes, scheduled for 22 January at High Lodge, Darsham. The event will help town and parish councils to shape their own responses to the current round of consultation through learning the views of both County and District Councils. Cllr Nicoll expressed concern that there will now be no seabound deliveries, and that all incoming materials will need to travel by road and rail. A rail-led approach would see the need for a passing loop or stretch of double track north of Melton. The questions do need to be asked: <ul style="list-style-type: none"> ○ What compensatory community benefits will be offered? ○ Do the local communities want this development? • In response to questions raised about the new 30mph speed limit along Woods Lane, Cllr Nicol stated that: <ul style="list-style-type: none"> ○ Given there is no 30mph signage apart from the initial sign, he would be prepared to contribute from his Locality Budget towards the cost of one or two repeater signs.

	<ul style="list-style-type: none"> ○ In terms of resurfacing, when this is to be carried out will be assessed by engineers according to technical criteria.
19.03.02	<p>To receive village matters raised by Members of the Public or Councillors</p> <ul style="list-style-type: none"> • Cllr Ashworth complained that sometimes on the East Suffolk line the trains only consist of one coach, and it is difficult to board and get a seat. • A resident raised the matter of air quality in Melton which she said was getting worse. However Councillors pointed out that such a statement is not borne out by the latest Annual report from Suffolk Coastal's Environmental Protection Team. Nevertheless it was AGREED that Planning and Transport Committee will take another look at the latest findings. • Cllr Martin asked whether the opening times of the Parish Council office were being reviewed with the move. The Clerk responded that they were going to remain the same for the time being, but will be reviewed in the light of evolving demand. • Cllr Abbott asked about the arrangements for gritting in the event of severe weather outside Winifred Fison House. Cllr Holmes responded that this was mostly a matter for Flagship and the Clerk added that, when necessary, the Village Handyman will assist with gritting at that location. • Cllr Nicoll's offer to facilitate a meeting on Highways / Transport matters was further discussed. It was AGREED to delegate to Planning and Transport Committee to suggest dates.
19.04	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 28 NOVEMBER 2018</p> <p>It was RESOLVED that minutes MPC(18)M07 previously distributed, be received, noted and signed as a correct record by the Chairman. Proposed by: Cllr Brown Seconded by: Cllr Hilson</p>
19.05	<p>TO CONSIDER APPOINTMENT OF CLLR ASHWORTH TO RECREATION COMMITTEE</p> <p>It was RESOLVED to appoint Cllr Ashworth to the vacancy on Melton Parish Council's Recreation Committee. Proposed by: Cllr Porter Seconded by: Cllr Martin</p>
19.06	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</p>
19.06.01	<p>Finance, Employment and Risk Management Committee 12 December 2018</p> <p>Minutes FRM(18)M04 (Draft) previously distributed were received. In response to a question about concerns voiced at that meeting in relation to pre-emption rights re the purchase of Unit 17 at Riduna Park, the Clerk confirmed that all Councillors' concerns were met and revised terms agreed with the Developer. The minutes were NOTED.</p>
19.06.02	<p>Planning and Transport Committee 21 November 2018</p> <p>Minutes PLA(18)M09 previously distributed were received and NOTED.</p>
19.06.03	<p>Planning and Transport Committee 19 December 2018</p> <p>Minutes PLA(18)M10 (Draft) previously distributed were received and NOTED. Councillors then considered the draft letter prepared by Cllr Brown in accordance with Minute 18.148.07 of that meeting, relating to the change of policy by County in relation to school buses serving Farlingaye school.</p>

	<p>It was RESOLVED to AGREE the text of the letter as drafted to be sent by Cllr Brown as Chair of Planning and Transport Committee to Suffolk County Council, copy to Ufford Parish Council.</p> <p><i>Proposed by:</i> Cllr Porter <i>Seconded by:</i> Cllr Martin</p>
19.07	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
19.07.01	<p>To receive and consider the Financial Management reports for the period 1 April 2018 to 31 December 2018</p> <p>Papers MPC(19)07.01 and MPC(19)07.01(a-g) were received. The Clerk took Members through the financial position at the end of December 2018. The cashflow position at the end of the third quarter was seriously distorted by the receipt of the Treasury loan for the purchase of Unit 17 Riduna Park on 4 December, and the subsequent completion of the purchase on 17 December. As at 31 December, after allowing for unrepresented cheques, cash at the Council's three bank accounts totalled £90,501.77. A claim for a VAT refund of £85,999.56 has been made. Once this has been received the Council's overall reserves will be restored to the value of circa £176k. Actual budgeted expenditure as at 31 December was only about £57k of the original budget of £89.5k, so given prudent budget management for the final quarter, and notwithstanding unforeseen expenditure like the Stamp Duty on the purchase, it should be possible to end the year with general reserves somewhere near the level of the annual precept income. It was AGREED to NOTE the report.</p>
19.07.02	<p>To consider and agree amendments to the Budget for 2018/19 and the Budget proposals for 2019/20</p> <p>Papers MPC(19)07.02 and MPC(19)07.02(a) previously distributed were received, and the Clerk outlined the issues as follows:</p> <ul style="list-style-type: none"> • 2018/19 – As a consequence of the purchase of the new premises additional provision has to be made for insurance (£414) and additional payment of rent (£1,797) under the terms of the existing lease from 25 December to 4 February (when the new tenants move in). To offset those additional commitments, the £2k budgeted for the Speed Indicator Device can be rolled forward to be spent in 2019/20. If those budgetary changes are approved then the net increase in budgeted expenditure for 2018/19 will be £211. • 2019/20 – the following additional provision needs to be made: <ul style="list-style-type: none"> ○ Increase of £850 for the Clerk's salary budget to reflect the 2019/20 NJC pay rates ○ Increase of £250 for the Handyperson's salary budget to reflect the 2019/20 NJC pay rates ○ Increase of £140 for the Finance Assistant's salary budget to reflect the 2019/20 NJC pay rates ○ Increase of £2,500 for the Finance Assistant's salary budget to cover potential pension costs if required ○ Increase of £100 for the new telephone / broadband contract ○ Increase of £239 for additional insurance premium costs ○ Increase of £2k for the Speed Indicator Device expenditure carried forward from 2018/19. <p>If adopted these additional provisions will increase budgeted expenditure in 2019/20 by £3,579 from £103,055 to £106,634 without the pension provision, and to £109,134 with the pension provision, against anticipated income of £91,772.</p> <p>Following discussion it was RESOLVED to AGREE the changes set out above, with the exception that provision will not be made at this stage for the</p>

	<p>Finance Assistant's pension, and therefore revised budgeted expenditure for 2019/20 will be set at £106,634.</p> <p>Proposed by: Cllr Porter Secoded by: Cllr Corston</p> <p>In the budgetary context, a letter received from the Suffolk Records Society, seeking a grant of £200 towards the cost of producing the next volume in the Society's records series, focusing on the Melton House of Industry (St Audry's), was mentioned and discussed.</p> <p>In that connection it was RESOLVED (1) to forward copies of the letter to the Melton Heritage Group, Melton Local History Society and the Melton Park Management Company (via Cllr Abbott) and (2) to award a grant of £200 outside the normal arrangements for grant giving.</p> <p>Proposed by: Cllr Martin Secoded by: Cllr Abbott</p>
19.07.03	<p>To agree the Precept request for 2019/20</p> <p>Paper MPC(19)07.03 previously distributed was received.</p> <p>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 25 January 2019.</p> <p>Members were invited to consider and agree one of the following options:</p> <ol style="list-style-type: none"> 1. To retain the current precept requirement of £73,366.30 with the consequent reduction in cost for Band D properties of 3.86% due to the increase in the parish tax base, with a resulting Band D charge of £42.06. 2. To retain the Band D charge as it is in 2018/19 (£43.75) which will give a precept of £76,319.25 and show as 0% change on the 2019/20 Council Tax Bill. 3. Using Option 2 above as a base, apply a 2.2% uplift to reflect the prevailing rate of CPI inflation. This will result in a precept of £77,998.27 and increase the Band D charge by approximately 96p to £44.71. <p>Following discussion it was RESOLVED to AGREE to Option 3. The Clerk to submit the precept request for £77,998.27 accordingly.</p> <p>Proposed by: Cllr Porter Secoded by: Cllr Brown</p>
19.07.04	<p>To consider and agree Staffing proposals</p> <p>Papers MPC(19)07.04, MPC(19)07.04(a) and MPC(19)07.04(b) previously distributed were received.</p> <p>Following discussion it was RESOLVED to progress the recruitment of the part time post of Finance and Information Management Assistant on the basis of the recommendations made by Finance, Employment and Risk Management Committee, and set out in the Papers distributed.</p> <p>Proposed by: Cllr Groom Secoded by: Cllr Banks</p>
19.08	<p>TO RECEIVE AN UPDATE ON THE ACQUISITION OF A MEETING ROOM / PARISH OFFICE AT RIDUNA PARK, MOVING ARRANGEMENTS AND TO AGREE PROVISIONS FOR THE NEW BUILDING</p> <p>Paper MPC(19)08 previously distributed was received.</p> <p>The Clerk summarised the present position and then went through the sections of the report dealing with setting up the meeting room and office. In respect of the meeting room it was RESOLVED:</p> <ul style="list-style-type: none"> • To purchase the items of furniture as set out in the report at a total maximum cost of £2,149.05 less any discount that can be secured. If the same items can be procured more cheaply than already identified, then that will be further investigated. • To procure transfers to make safe the glass partitions and improve privacy.

	<ul style="list-style-type: none"> As all provisions for the meeting room are considered to meet the criteria for use of Community Infrastructure Levy (CIL) funds, the costs should be charged to CIL monies accordingly. <p>Proposed by: Cllr Banks Seconded by: Cllr Barrington</p> <p>In respect of the office provision, following discussion, it was RESOLVED:</p> <ul style="list-style-type: none"> To purchase the two existing desks (on loan from the landlord) at a total sum of £175.00 In respect of further items of furniture and equipment for the office, to delegate to the Clerk authority to spend within the budget limit in accordance with the requirements of the Openness of Local Government Bodies Regulations 2014 (to be reported back to meetings of Finance, Employment and Risk Management Committee. <p>Proposed by: Cllr Brown Seconded by: Cllr Banks</p>
19.09	<p>TO CONSIDER RISK ISSUES</p> <p>Paper MPC(19)09 previously distributed was received. It was AGREED to remove the risk in relation to meeting and office accommodation. Other key risks were NOTED and remitted to Finance, Employment and Risk Management Committee for more detailed review.</p>
19.10	<p>REPORT ON HANDYPERSON ACTIVITIES</p> <p>The Clerk reported that Phil will be undertaking practical training on the use of commercial petrol-driven equipment for strimming / brushcutting on 28 January.</p>
19.11	<p>COUNCILLOR TRAINING</p> <p>The need to consider training for new Councillors after the election was flagged up.</p>
19.12	<p>INVITATIONS TO ROYAL GARDEN PARTY 2019</p> <p>Following discussion it was AGREED to nominate Cllr Abbott. Clerk to forward the nomination form to SALC accordingly.</p>
19.13	<p>TO CONSIDER AND AGREE CHANGE TO DATE OF ANNUAL PARISH MEETING AND OTHER CHANGES IN 2019</p> <p>Paper MPC(19)13 previously distributed was received. Following discussion it was RESOLVED to make changes to the meeting schedule for the period up to the end of May 2019. The revised full meeting schedule for the period March to May 2019 will now be:</p> <ul style="list-style-type: none"> 13 March Full Council 20 March Planning and Transport Committee 27 March Recreation Committee 10 April Finance, Employment and Risk Management Committee 17 April Planning and Transport Committee 24 April Annual Parish Meeting 22 May Statutory Annual Meeting of Full Council 29 May Planning and Transport Committee. <p>Proposed by: Cllr Martin Seconded by: Cllr Hilson</p>
19.14	<p>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</p>
19.14.01	<p>Burness Parish Room Management Committee</p> <p>Nothing to report.</p>
19.14.02	<p>Melton Trust</p> <p>Cllr Martin reported that the distribution of the Hardship Fund monies took place before Christmas.</p>
19.14.03	<p>East Suffolk Rail Partnership</p> <p>Nothing to report.</p>

19.14.04	Melton Primary School Nothing to report.
19.14.05	Melton Messenger The deadline for the February edition is 10 January. The PCC will consider the proposed protocol agreement between Melton Parish Council and St Andrews PCC at their meeting on 19 February.
19.14.06	ASB Meetings Cllr Holmes reported that the next meeting will take place on 10 January at Woodbridge Police Station.
19.14.07	Sizewell C and EDF Community Forum In relation to the 3 rd stage consultation period which runs from 4 January to 29 March, there will be a consultation event to be held at Darsham for towns / parishes on 22 January. Cllrs Porter and Gradwell to attend. Additionally Planning Aid England will be offering a series of workshops with individual parish councils; the Clerk to try to make suitable arrangements for Melton.
19.14.08	Suffolk Association of Local Councils Nothing to report.
19.15	TO CONSIDER ITEMS FOR THE MELTON MESSENGER It was AGREED that a paragraph would be inserted about the recruitment of the Finance and Information Management Assistant in the February edition, which will appear about the same time as the main advertisement.
19.16	CHAIRMAN'S URGENT BUSINESS Cllr Corston drew attention to the recent publicity in the local press about the world's strongest woman being a Melton resident. It was suggested that Recreation Committee might wish to invite her to officially open any adult exercise equipment that might be installed on the Melton Playing Field.
19.17	DATE OF NEXT MEETINGS The next ordinary meeting of Full Council will take place on Wednesday 13 March 2019 at 17 Riduna Park, Station Road, Melton IP12 1QT, commencing at 19:00. There being no further business the meeting closed at 21.50.