

# MELTON PARISH COUNCIL

MPC(19)M02

## **Melton Parish Council**

**Minutes** of the Meeting of Melton Parish Council held on Wednesday 13 March 2019 commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT.

#### **Present:**

Cllr Mr A H Porter (Chairman)	Cllr Mrs C Gradwell
Cllr Mrs B Abbott	Cllr Mr P Groom
Cllr Mr B Banks	Cllr Mrs E J G Hilson
Cllr Miss E A Barrington	Cllr M Holmes
Cllr Mr N Brown	Cllr Miss K S Martin
Cllr Mr A G Corston	Cllr Mr C W Taylor

#### Absent:

Cllr Mr S Ashworth	
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### In Attendance:

Mr W J Grosvenor <i>Clerk to Melton</i>	2 members of the public
Parish Council	

	PART ONE – OPEN TO THE PUBLIC
19.18	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor Ashworth. Apologies were also received from County Councillor Nicoll and District Councillor Bidwell.
19.19	DECLARATIONS OF INTEREST
19.19.01	To receive Amendments to the Register There were no amendments to the Register.
19.19.02	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.
19.19.03	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.

19.19.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared
	It was noted that there had been no requests for dispensation for Pecuniary
19.20	Interests declared. PUBLIC PARTICIPATION SESSION
19.20.01	To receive the reports from County and District Councillors  No report was received from County Councillor Alexander Nicoll. District Councillor Bidwell previously supplied a report which was read out by the Clerk:  • The Ward boundaries for the District Council have changed; for the election on 2 May Melton will stand alone to be represented by one Councillor after having been joined with Bromeswell, Ufford and Sutton Heath for a number of years.  • The parish elections will also take place on the same day.  • The new car parking provision adjacent to the Woodbridge swimming pool is progressing – there will be an increase of about 60 spaces on the number previously available.  • The refurbishment of Leiston Leisure Centre has been delayed by some problems with the tiling in the walls of the pool.  • There are now post office facilities available in Melton at McColls in The Street.  Cllr Bidwell also provided his telephone number for Parish Councillors wishing to contact him.
19.20.02	<ul> <li>To receive village matters raised by Members of the Public or Councillors</li> <li>Clir Martin asked whether the public could be reminded that they still have an opportunity to respond personally to the Stage 3 consultation on Sizewell C, as the deadline is 29 March. Clir Porter will post a message on Next Door and the Clerk will send an emessage.</li> <li>Clir Porter reported that the lid has blown off the grit bin in Orchard Close. Recreation Committee will be asked to consider a replacement.</li> <li>Clir Abbott (who is a volunteer at Sutton Hoo) enquired whether it might be interesting to invite the manager, Allison Girling, to speak for 15 minutes at the Annual Parish Meeting on current developments at the National Trust site. This was AGREED, Clir Abbott will liaise accordingly and the Clerk will add it to the Agenda.</li> <li>Clir Gradwell reported that she was talking to members of St Andrew's church to get a Good Neighbour community scheme going as a stand alone organisation. She and others are working with Community Action Suffolk to see how best this might be done.</li> <li>Clir Brown enquired whether it is true that Suffolk Coastal / Waveney Councils are spending about £15k on an event to be held at Snape Maltings to celebrate the achievements of the two Councils in the period from 1974 to 2019. The Chairman confirmed that the event is to go ahead.</li> <li>The Clerk informed Members that it appears that Woodbridge TC are considering employing a fully funded PCSO. Would Melton in due course consider talking to Woodbridge about paying for the PCSO to visit Melton one day a week? This was discussed; it was felt that it would depend on the terms and conditions of the funding and how the PCSO's time is to be spent. The Clerk to make enquiries.</li> </ul>

19.21	<ul> <li>Concern was expressed by several Councillors about problems being caused by vehicles trying to negotiate Bridleway 011 off Yarmouth Road (Waterhead Lane). Following discussion it was RESOLVED that signage will be procured and put in place to make it clear that drivers should not take notice of satellite navigation systems and try to use the lane which should be for access to Greylands Cottage only.</li></ul>
	Proposed by: Cllr Brown Seconded by: Cllr Martin
19.22	TO RECEIVE A REPORT ON THE LOCAL ELECTIONS TIMETABLE AND ARRANGEMENTS  The Clerk informed Members of the timetable for the parish elections on 2 May. The Election Notice will be issued on 15 March and nomination papers have to be delivered to Electoral Services at East Suffolk House by no later than 4pm on Wednesday 3 April. Whilst the responsibility of completing and getting their nomination papers delivered in time rests with candidates, the Clerk offered to assist where required, both in terms of helping with the completion of the forms and providing information.
19.23	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES
19.23.01	Finance, Employment and Risk Management Committee 6 February 2019 Minutes FRM(19)M01 (Draft) previously distributed were received and NOTED.
19.23.02	Planning and Transport Committee 30 January 2019 Minutes PLA(19)M01 previously distributed were received and NOTED.
19.23.03	Planning and Transport Committee 20 February 2019 Minutes PLA(19)M02 (Draft) previously distributed were received and NOTED.
19.23.04	Recreation Committee 16 January 2019 Minutes REC(19)M01 (Draft) previously distributed were received and NOTED.
19.24	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
19.24.01	To receive and consider the Financial Management reports for the period 1 April 2018 to 28 February 2019  Papers MPC(19)24.01 and MPC(19)24.01(a-g) were received. The Clerk took Members through the financial position at the end of Period 11. As at 28 February, after allowing for unpresented cheques, cash at the Council's three bank accounts totalled £160,176.45. Of that sum however, £83,294.23 relates to CIL monies held as a restricted reserve, and £3,871.04 as earmarked reserves, thus giving a general reserve totalling £73,011.18. Given no major unforeseen expenditure up to year end, the general reserves as at 31 March should exceed 80% of the precept income for next year (£77,998.27) which will be quite acceptable in governance terms. It was AGREED to NOTE the report.

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19.24.02	<ul> <li>To consider budgetary matters</li> <li>Paper MPC(19)24.02 previously distributed was received, and the Clerk took Members through adjustments to the budget for 2019/20 proposed in respect of additional items of essential expenditure as follows: <ul> <li>A budget head for Office cleaning and sundries was introduced to cover both the cleaning contract and purchase of consumables in the sum of £1,600.</li> <li>The budget for software licences has been increased by £75 to £225 to cover the cost of a second user on the finance software (Alpha).</li> </ul> </li> <li>These adjustments were AGREED. However they increase the in-year budget deficit projected for 2019/20 to £16,537. Additionally the Clerk expressed concern that the telecommunication costs via Riduna Park's provider, Comms Unite, were appearing to be much higher than predicted. These will be monitored closely.</li> </ul>
19.24.03	To receive a report on arrangements to set up a Treasurer's Account
	with Lloyds Bank The Clerk reported that he had started the process to do this and expected to complete the arrangements fairly soon. Cheque signatories will initially be Cllr Porter and Cllr Gradwell, and the account will have a debit card, which, in accordance with the Council's Standing Orders, will be used by the office for routine purchases under £500.00 in accordance with Standing Order 6.16.
19.24.04	To consider changes to and review and confirm the council's Financial
	Regulations Paper MPC(19)24.04 previously distributed was received. These were last subject to revisions to comply with changes in the Model Financial Regulations in 2016; since then the only revision has been in November 2017, when the Clerk's discretionary power to authorise revenue expenditure within or outside of the budget in an emergency was increased from £1k to £2.5k. That amended version of these Regulations was subsequently confirmed at Full Council on 14 March 2018. It is considered that no further changes are required to allow the Council to make electronic payments in the future. Following discussion it was RESOLVED to confirm the current version of the Council's Financial Regulations.  Proposed by: Cllr Porter  Seconded by: Cllr Gradwell
19.24.05	To review and confirm the Council's Standing Orders
	Paper MPC(19)24.05 previously distributed was received. The Clerk advised that these were last revised in 2018 to take account of changes to the Model Rules consequent on legislative changes, and these changes were approved by Full Council at its meeting on 28 November 2018. It was RESOLVED to confirm the current version of the Council's Standing Orders.  Proposed by: Cllr Corston  Seconded by: Cllr Martin
19.24.06	To review the Internal Control Policy for year ending 31 March 2019
	Paper MPC(19)24.06 previously distributed was received. The Clerk went through the document, which, on adoption, would need to be signed off by the Chairman. Following discussion it was RESOLVED to AGREE the document as a Statement of the Council's Internal Control Policy which the Chairman will sign, subject to amending paragraph 5 to read: "No internal control issues were identified during the financial year to 31 March 2018, or to date in 2018/19."  Proposed by: Cllr Gradwell  Seconded by: Cllr Martin
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19.24.07	To review the Councille Accet Beginter
19.24.07	To review the Council's Asset Register  Paper MPC(19)24.07 previously distributed was received. The acquisitions
	during 2018/19 (shown in green) were <b>NOTED</b> . There were no disposals
	within the year. The Clerk asked that, because there would be further assets
	acquired before year end, Full Council delegate to Finance, Employment and
	Risk Management Committee at its meeting on 10 April, responsibility for
	signing off the Register as at 31 March.
	It was RESOLVED to AGREE to that course of action.
	Proposed by: Cllr Banks Seconded by: Cllr Gradwell
19.25	TO RECEIVE AN UPDATE ON MATTERS RELATING TO THE COUNCIL'S MEETING ROOM AND OFFICE ACCOMMODATION
	The Clerk reported on the outstanding snagging works to be carried out by
	the Riduna contractors, in respect of which he is chasing, as well as the
	outstanding items of furniture and equipment for the meeting room on which
	delivery is awaited. Additionally it was AGREED:
	That further to the decision by Finance, Employment and Risk
	Management Committee at its meeting on 6 February 2019 to
	purchase / install an electric hand dryer for the ground floor WC, a similar facility should be provided for the 1 <sup>st</sup> floor WC.
	<ul> <li>Additional to the need for water sub-meters, a separate water</li> </ul>
	heater should also be provided for the upstairs office.
19.26	TO RECEIVE AN UPDATE ON STAFFING MATTERS
10.20	Interviews for the part time (15 hours a week) post of Finance and Information
	Management Assistant will take place on 21 March. It was AGREED that the
	panel will consist of Cllr Gradwell, Cllr Banks and the Clerk.
19.27	TO CONSIDER RISK ISSUES
	Paper MPC(19)27 previously distributed was received, discussed and
	NOTED and remitted to Finance, Employment and Risk Management
	Committee for more detailed review. Cllr Groom suggested that the risk of
	not getting a suitable tenant for the 1 <sup>st</sup> floor office quickly enough to achieve the budgeted income in 2019/20 was a new risk that should be added. This
	was <b>AGREED.</b>
19.28	TO CONSIDER ENVIRONMENTAL MATTERS
19.28.01	To consider report back from the public meeting re Sizewell C and the
	MPC draft response to Stage 3 consultation
	Paper MPC(19)28.01 (version 3 of the draft MPC response) previously
	distributed was received. Cllr Brown explained that some further changes
	were to be made by Cllr Banks who will consult Planning Aid England as to
	any further recommended changes – particularly re presentation – and take to Planning and Transport Committee on 20 March. Following discussion it
	was RESOLVED to AGREE the draft response subject to the proposed
	tidying up arrangements, and to delegate final sign off to Planning and
	Transport Committee.
	Proposed by: Cllr Porter Seconded by: Cllr Martin
	It was suggested that an e-message be sent to subscribers, thanking all those
	who attended the public meeting on 7 March, and reminding residents that
	they can and should consider responding as individuals, and providing a link
	to the EDF Sizewell C stage 3 consultation website. Clerk to action
40.00.00	accordingly.
19.28.02	Litter pick / spring clean 2019 Dates for the Great British Spring Clean were NOTED. Cllr Martin said that
	she had a link to the Transition Woodbridge planned litter pick if any other
	Councillor is interested.
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19.28.03	Use of laminated posters on the MPC Notice Boards This was discussed following concerns about single use plastics. It was AGREED to experiment using unlaminated posters printed on more substantial paper – say 120gram. Only posters designed to be displayed for a long period – say for the Council year - will be laminated.
19.29	COUNCILLOR TRAINING Nothing to report.
19.30	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
19.30.01	Burness Parish Room Management Committee Cllr Gradwell reported that the Committee met recently. The Rooms are fully booked and in good shape.
19.30.02	Melton Trust  Cllr Martin reported that a meeting is likely to take place very soon. Changing the Trust's terms of reference is being considered.
19.30.03	East Suffolk Rail Partnership Nothing to report.
19.30.04	Melton Primary School Nothing to report.
19.30.05	Melton Messenger  Cllr Brown said that he was still trying to get agreement on the proposed protocol agreement between Melton Parish Council and St Andrews PCC. The idea of having a separate article in relation to preparing for the fete was discussed.
19.30.06	ASB Meetings Nothing to report.
19.30.07	Sizewell C and EDF Community Forum  Nothing to report other than that already covered in Minute 19.28.01 above.
19.30.08	Suffolk Association of Local Councils The next SALC area meeting takes place on 25 March. Cllr Porter will attend.
19.31	TO CONSIDER ITEMS FOR THE MELTON MESSENGER  The draft for the April issue has been prepared and circulated, and comments are being received.
19.32	<ul> <li>CHAIRMAN'S URGENT BUSINESS</li> <li>It was suggested that Councillors should reflect on the achievements of the present Council now that it is coming to an end.</li> <li>A vote of thanks for his contribution to the work of the Council was given to Cllr Corston who is not standing for re-election.  Proposed by: Cllr Porter Seconded by: Cllr Martin</li> <li>The Clerk drew Members' attention to a flyer promoting the NALC magazine. However at a subscription price of £13.50 each it was considered too expensive.</li> </ul>
19.33	DATE OF NEXT MEETINGS  The next meeting of Full Council (the Statutory Annual Meeting) will take place on Wednesday 8 May 2019 at 17 Riduna Park, Station Road, Melton IP12 1QT, commencing at 19:00. There being no further business the meeting closed at 21.05.