



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 B Abbott Cllr Mr B Banks Cllr Miss E A Barrington Cllr Mr N Brown Cllr Mr A G Corston	Cllr Mrs C Gradwell Cllr Mr P Groom 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 S Ashworth	
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In Attendance:

Mr W J Grosvenor <i>Clerk to Melton Parish Council</i>	2 members of the public
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	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	<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>
19.20	<p>PUBLIC PARTICIPATION SESSION</p>
19.20.01	<p>To receive the reports from County and District Councillors</p> <p>No report was received from County Councillor Alexander Nicoll. District Councillor Bidwell previously supplied a report which was read out by the Clerk:</p> <ul style="list-style-type: none"> • 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. <p>Cllr Bidwell also provided his telephone number for Parish Councillors wishing to contact him.</p>
19.20.02	<p>To receive village matters raised by Members of the Public or Councillors</p> <ul style="list-style-type: none"> • Cllr 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. Cllr Porter will post a message on <i>Next Door</i> and the Clerk will send an e-message. • Cllr Porter reported that the lid has blown off the grit bin in Orchard Close. Recreation Committee will be asked to consider a replacement. • Cllr 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, Cllr Abbott will liaise accordingly and the Clerk will add it to the Agenda. • Cllr 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. • Cllr 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. • 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.

	<ul style="list-style-type: none"> 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. <i>Proposed by:</i> Cllr Gradwell <i>Seconded by:</i> Cllr Porter
19.21	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 9 JANUARY 2019</p> <p>It was RESOLVED that minutes MPC(19)M01 previously distributed, be received, noted and signed as a correct record by the Chairman. <i>Proposed by:</i> Cllr Brown <i>Seconded by:</i> Cllr Martin</p>
19.22	<p>TO RECEIVE A REPORT ON THE LOCAL ELECTIONS TIMETABLE AND ARRANGEMENTS</p> <p>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.</p>
19.23	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</p>
19.23.01	<p>Finance, Employment and Risk Management Committee 6 February 2019</p> <p>Minutes FRM(19)M01 (Draft) previously distributed were received and NOTED.</p>
19.23.02	<p>Planning and Transport Committee 30 January 2019</p> <p>Minutes PLA(19)M01 previously distributed were received and NOTED.</p>
19.23.03	<p>Planning and Transport Committee 20 February 2019</p> <p>Minutes PLA(19)M02 (Draft) previously distributed were received and NOTED.</p>
19.23.04	<p>Recreation Committee 16 January 2019</p> <p>Minutes REC(19)M01 (Draft) previously distributed were received and NOTED.</p>
19.24	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
19.24.01	<p>To receive and consider the Financial Management reports for the period 1 April 2018 to 28 February 2019</p> <p>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 unrepresented 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.</p>

19.24.07	<p>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 NOTED. 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. <i>Proposed by:</i> Cllr Banks <i>Seconded by:</i> Cllr Gradwell</p>
19.25	<p>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:</p> <ul style="list-style-type: none"> • 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 1st floor WC. • Additional to the need for water sub-meters, a separate water heater should also be provided for the upstairs office.
19.26	<p>TO RECEIVE AN UPDATE ON STAFFING MATTERS 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.</p>
19.27	<p>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 1st floor office quickly enough to achieve the budgeted income in 2019/20 was a new risk that should be added. This was AGREED.</p>
19.28	<p>TO CONSIDER ENVIRONMENTAL MATTERS</p>
19.28.01	<p>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. <i>Proposed by:</i> Cllr Porter <i>Seconded by:</i> 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 accordingly.</p>
19.28.02	<p>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.</p>

