



MELTON PARISH COUNCIL

MPC(20)M03

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held by video / audio conferencing on Wednesday 15 July 2020 commencing at 19:00.

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 Mrs D Darby Cllr Mr P Groom	Cllr Mrs E J G Hilson Cllr Mr M Holmes Cllr Ms J Hosking Cllr Mr P James Cllr Miss K S Martin Cllr Mr C W Taylor
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Absent:

Cllr Mrs C Gradwell	
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In Attendance:

District Councillor Rachel Smith-Lyte County Councillor Alexander Nicoll One member of the public	Mr W J Grosvenor Clerk and Executive Officer to Melton Parish Council Mrs P Alder Assistant Clerk and Management Officer, Melton Parish Council
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	PART ONE – OPEN TO THE PUBLIC
20.45	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Gradwell.
20.46	DECLARATIONS OF INTEREST
20.46.01	To receive Amendments to the Register There were no amendments to the Register.
20.46.02	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.

20.46.03	<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>
20.46.04	<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>
20.47	<p>PUBLIC PARTICIPATION SESSION</p>
20.47.01	<p>To receive a report from County Councillor Alexander Nicoll</p> <p>Cllr Nicoll gave a report summarised as follows:</p> <ul style="list-style-type: none"> • His top priority at the moment is Sizewell C. He had a meeting with Wickham Market TC the previous day and will be undertaking a virtual tour of Hinckley Point. • He is putting pressure on Highways managers to deliver on the infrastructure required (SID stalks) to enable Melton PC to deploy a speed indicator device along its main roads (see further below). • He has lodged objections to the Woodbridge Care Home proposal off Yarmouth Road and the application for 55 houses (without the accompanying community benefits) on the Carter / Warburg site, also strengthening the Highways' objections to the latter. • He is active in relation to problems with HGV movements around Bentwaters breaching permitted activities. • He is making two grants from his Locality Budget – one for the provision of social distancing equipment at Melton primary School and the other for cleaning the Melton War Memorial. • He has also been invited to become, on behalf of the Local Government Association, the national chair of the Public Transport Consortium. He is concerned to get public transport fully operational again in the wake of the pandemic. <p>Cllr Banks raised the contents of an email received from a senior SCC Officer, explaining why the Woods Lane highway resurfacing near Hall Farm Road / Valley Farm Road was less than effective due to HGV vehicle movement levels not having been anticipated. This was considered a less than satisfactory response and Cllr Nicoll was urged to follow this up.</p> <p>Also in relation to Woods Lane, the Assistant Clerk took the opportunity to advise Cllr Nicoll that she has received no update on the SID stalks since early June. Cllr Nicoll promised to follow that up as well if he is sent an email which he can forward.</p> <p>To receive a report from District Councillor Rachel Smith-Lyte</p> <p>Cllr Smith-Lyte gave a report summarised as follows:</p> <ul style="list-style-type: none"> • Saxmundham TC has just declared its official opposition to Sizewell C, just as Woodbridge TC has done. • She has lodged objections to both the Carter / Warburg development and the application for self-build homes off Woods Lane, Melton. • She has tried (but failed) to obtain funding to consider making Station Road, Melton, one-way.

20.47.02	<p>To receive village matters raised by Members of the Public or Councillors</p> <ul style="list-style-type: none"> • Cllr Abbott raised concerns about the level of ASB in Melton, with particular focus around the Playing Field, over recent weeks. [These should be reported to the police either online https://www.suffolk.police.uk/contact-us/report-something by dialling 101; or by contacting East Suffolk Council asbu@eastssuffolk.gov.uk.] <p>It was AGREED to publicise the need to report such incidents so they are recorded and may be investigated.</p> <ul style="list-style-type: none"> • The Clerk raised the public consultation currently underway in respect of the BT payphone in The Street outside Winifred Fison House. BT wish to remove this as it only has an average monthly usage of 7 calls. The consultation runs until 28 September but East Suffolk requires Melton PC's comments by 3 August. Following discussion, and in view of the state of the payphone, it was AGREED that no objection will be raised to its removal.
20.48	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 15 JANUARY 2020</p> <p>It was RESOLVED that minutes MPC(20)M01 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Martin</p>
20.49	<p>TO CONSIDER CO-OPTION TO THE COUNCIL TO FILL THE REMAINING VACANCY</p> <p>Cllr Porter introduced Ms Frankie Harvey-Smith who offered herself for co-option onto the Parish Council to fill the remaining vacancy. Ms Harvey-Smith's background and CV was previously made available to Councillors, and, following a brief discussion, it was RESOLVED to welcome her as a co-optee onto the Council and also to appoint her to sit on Recreation Committee.</p> <p>Proposed by: Cllr Porter Seconded by: Cllr Banks</p> <p>[In view of the fact that the meeting was virtual, new Cllr Harvey-Smith will attend the office to sign the Declaration of Acceptance of Office.]</p>
20.50	<p>TO FORMALLY RATIFY THE ARRANGEMENTS FOR THE SETTING UP OF INTERIM MANAGEMENT COMMITTEE (IMC)</p> <p>The Clerk explained that it was the intention to formally set up these emergency arrangements to manage the Council's business during the pandemic lockdown, at the Full Council meeting to be held on 18 March. However at the last minute the meeting was cancelled, and consequently, at the first meeting of IMC held on 8 April 2020, Members were invited to resolve, and did resolve: "To delegate responsibility for decision-making to the Clerk / Assistant Clerk, in conjunction with Members of the Interim Management / Finance, Employment and Risk Management (FERM) / Recreation / Planning and Transport Committees as appropriate."</p> <p>However constitutionally such a resolution should have been passed by Full Council, and although the Chairman did consult all members via email before taking the steps to set up IMC, the procedural irregularity was picked up and commented on by the Internal Auditor.</p> <p>This can be rectified (and this intention was explained to the auditor) by Full Council now formally ratifying the arrangements for setting up IMC. Accordingly it was RESOLVED to ratify the arrangements for setting up IMC and to ratify as well, all the decisions taken at the meetings held on 8 April, 29 April, 27 May and 17 June 2020.</p> <p>Proposed by: Cllr Martin Seconded by: Cllr Banks</p>

20.51	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES
20.51.01 – 20.51.08	<p>Planning and Transport Committee 22 January 2020 Minutes PLA(20)M01 previously distributed were received.</p> <p>Planning and Transport Committee 26 February 2020 Minutes PLA(20)M02 and PLA(20)M02 CONFIDENTIAL (Draft) previously distributed were received.</p> <p>Finance Employment and Risk Management (FERM) Committee 5 February 2020 Minutes FRM(20)M01 (Draft) previously distributed were received.</p> <p>Recreation Committee 11 March 2020 Minutes REC(20)M02 and REC(20)M02 CONFIDENTIAL (Draft) previously distributed were received.</p> <p>Interim Management Committee 8 April 2020 Minutes IMC(20)M01 previously distributed were received.</p> <p>Interim Management Committee 29 April 2020 Minutes IMC(20)M02 previously distributed were received.</p> <p>Interim Management Committee 27 May 2020 Minutes IMC(20)M03 previously distributed were received.</p> <p>Interim Management Committee 17 June 2020 Minutes IMC(20)M04 and IMC(20)M04 CONFIDENTIAL (Draft) previously distributed were received.</p> <p>No comments or questions were raised in respect of these minutes and it was RESOLVED that they should be accepted and NOTED. <i>Proposed by:</i> Cllr Banks <i>Seconded by:</i> Cllr Taylor</p>
20.52	TO CONSIDER, APPROVE AND ADOPT THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN, ACCOUNTING STATEMENTS AND OTHER FINANCIAL REPORTS FOR 2019/20
20.52.01	<p>Arrangements for approval and submission of the accounts / Statutory Annual Return 2020 The Clerk advised Members that this year's timetable for the above is as follows:</p> <ul style="list-style-type: none"> • All the accounting statements together with supporting documentation are to be considered and approved / noted at this meeting. • They will be forwarded electronically to the external auditor by 31 July. • The period for the statutory exercise of public rights will commence on 3 August and end on 11 September. • The deadline for the publication of audited accounts will be 30 November 2020. • All deadlines have been delayed / extended for this year because of Covid-19.
20.52.02	<p>Internal Audit report (summary that goes to the external auditor) Paper MPC(20)52.02 previously distributed was received. The internal audit was clear, and all internal audit objectives for the year were met. The report was NOTED.</p>
20.52.03	<p>Approval of the Annual Governance Statement Paper MPC(20)52.03 previously distributed was received. The Clerk took Members through the Assertions which were all answered in the affirmative. It was RESOLVED to approve the Annual Governance Statement and to authorise the Chairman to sign it accordingly. <i>Proposed by:</i> Cllr Banks <i>Seconded by:</i> Cllr Taylor</p>

<p>20.53.04</p>	<p>To consider amending Financial Regulation 2.5 and the Terms of Reference for Finance, Employment and Risk Management (FERM) Committee to delegate the appointment of the Internal Auditor to FERM Committee</p> <p>Paper MPC(20)53.04 previously distributed was received. The Clerk introduced the report and explained that it was brought to Full Council to consider clarifying both Financial Regulation 2.5 and FERM Term of Reference (vii) if the Council wishes to continue to delegate appointment of the Internal Auditor to FERM Committee in accordance with recent practice. This is in response to a comment made during the recent internal audit. Whilst the auditor considered that it should be a Full Council decision to appoint the internal auditor, that is not supported by the Practitioner’s Guide, which states that it is for the authority to determine how best to meet the statutory requirement for internal audit. Following discussion it was RESOLVED to adopt the recommendations to amend Financial Regulation 2.5 to read:</p> <p>“The internal auditor shall be appointed by FERM Committee and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.”</p> <p>and amend FERM Term of Reference (vii) to read:</p> <p>“Oversight of internal financial controls including Internal Audit arrangements, including the appointment of the Internal Auditor.”</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Porter</p>
<p>20.53.05</p>	<p>To consider the annual review of Risk Management arrangements</p> <p>Paper MPC(20)53.05 previously distributed was received.</p> <p>This report underpins Assertion 5 in the Annual Governance Statement and sets out how Melton PC manages all risks across all the areas of its activities. It is considered that the Council both identifies and assesses all risks which it faces, and takes appropriate steps to manage them, and also adopts a business strategy which aims to optimise income and tightly manage expenditure. Cllr Banks observed that the Council followed very good practice in reviewing risks monthly. It was RESOLVED to confirm the current approach to risk management as set out in the report.</p> <p>Proposed by: Cllr Banks Seconded by: Cllr Brown</p>
<p>20.53.06</p>	<p>To consider risk issues</p> <p>Paper MPC(20)53.06 previously distributed was received. It was AGREED to NOTE the report, and to remove the entry in respect of Business Rates, where the risk has now been resolved.</p>

20.56	<p>TO CONSIDER A DETAILED REPORT IN RELATION TO THE RE-OPENING OF THE PLAY AREA AND OTHER PLAY EQUIPMENT</p> <p>Papers MPC(20)56 and MPC(20)56.01 previously distributed were received. The report recommends the re-opening of the Council's play area and other play equipment on the Playing Field, in the light of the Government guidance that such facilities may re-open from 4 July subject to appropriate assessment of risk and any appropriate mitigations. A risk assessment has been undertaken with Councillor involvement and is provided at MPC(20)56.01. The report sets out a list of actions to be undertaken prior to opening, together with an extended note on the insurance position and a summary (at the bottom of page 3) of the legal position. Immediately prior to the meeting the Council received an email from its insurance broker confirming that if a claim is made under the public liability or employer's liability sections of the insurance policy, then provided the Council is found to be legally liable then the claim will be covered by the Council's insurer.</p> <p>Following discussion it was RESOLVED to re-open the play area and other play equipment, subject to the detailed actions and mitigations set out in the report, and to do so in time for the start of the school holidays at the end of the week.</p> <p>Proposed by: Cllr Martin Seconded by: Cllr Brown</p> <p>The Assistant Clerk took the opportunity to report to Members on the play equipment inspection undertaken on the morning of 15 July. The only risks which will be reported are either "low" or "very low" and ones which it is not going to be possible to improve on.</p>
20.57	<p>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</p>
20.57.01	<p>Burness Parish Room Management Committee</p> <p>The manager has taken the opportunity afforded by lockdown to undertake some redecoration.</p>
20.57.02	<p>Melton Trust</p> <p>The Trust has not been as busy as was anticipated. However as it cannot make grants from capital, only income, its resources are more limited at present anyway.</p>
20.57.03	<p>East Suffolk Rail Partnership</p> <p>Nothing to report.</p>
20.57.04	<p>Melton Primary School</p> <p>Cllr Martin reported that there are now more children back at school. There will be a full return in September. They will be organised in whole class bubbles.</p>
20.57.05	<p>Melton Messenger</p> <p>The June edition is now published virtually. Cllr Porter reported on his correspondence with the Rector about when it is likely that a print version will re-appear. Currently the PCC is saying that the Church of England will not allow paper distribution.</p>
20.57.06	<p>ASB Meetings</p> <p>Nothing to report.</p>

20.57.07	<p>Sizewell C and EDF Community Forum Cllr Banks spoke in relation to his email sent to all Councillors earlier in the day. Following discussion it was AGREED that the Council will register as an “interested party” by 30 September. He and Cllr Brown will draft a registration statement of up to 500 words which will be considered by IMC at the meeting on 12 August.</p>
20.57.08	<p>Suffolk Association of Local Councils Cllr Porter reported that the last meeting was focused on councils in the former Waveney area. The SALC AGM will be held virtually at 7pm on 30 July.</p>
20.58	<p>TO CONSIDER ITEMS FOR THE MELTON MESSENGER Nothing to report.</p>
20.59	<p>CHAIRMAN’S URGENT BUSINESS</p> <ul style="list-style-type: none"> • Cllr Darby asked if there was any further information on the email problems experienced in the previous week. The Assistant Clerk explained that she has spoken to Netwise, the Council’s domain manager. There is no malware on the server and the firewalls are in place. Councillors need to remain vigilant in respect of emails that are received in terms of whether they are genuine or not. • Delay in progressing the Melton Road crossings by Highways is due to the engineer being diverted to work on Covid-19 related schemes. • In relation to the Good Neighbour Scheme Cllr James reported that he is proposing to issue a leaflet about services that residents might require now we are moving out of lockdown. • Cllr Porter proposed a vote of thanks to all involved in the Good Neighbour Scheme for all they have done to support the community during lockdown. This was unanimously endorsed by all at the meeting.
20.60	<p>DATE OF NEXT MEETING The next meeting of Full Council is to be arranged. There will be a meeting of Interim Management Committee held via Zoom on 12 August at 2pm. There being no further business the meeting closed at 20.42.</p>