

MELTON PARISH COUNCIL

IMC(20)M05

COVID-19 EMERGENCY: INTERIM MANAGEMENT COMMITTEE

Minutes of the meeting of the Parish Council Covid-19 Emergency Interim Management Committee (IMC) held on Wednesday 12 August 2020 via audio link commencing at 14:00.

Present:

Cllr Mr B Banks Cllr Mr N Brown Cllr Mr A Porter Cllr Mr C Taylor

Absent:

Cllr Mrs C Gradwell

In Attendance:

Cllr Mrs B Abbott Cllr Mr M Holmes Cllr Ms J Hosking Cllr Miss K Martin

Mr W Grosvenor Clerk and Executive Officer to Melton Parish Council Mrs P Alder Assistant Clerk and Management Officer

	PART ONE – OPEN AGENDA
20.44	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Gradwell. Apologies were also received from Councillors Darby, Harvey-Smith and James.
20.45	DECLARATIONS OF INTEREST
20.45.01	To receive Amendments to the Register There were none.
20.45.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.
20.45.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.

20.45.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared
	It was noted that there had been no requests for dispensations.
20.46	TO APPROVE THE MINUTES OF THE PREVIOUS MEETING It was RESOLVED to agree the Minutes of the IMC meeting held via audio link on 17 June 2020 (Minutes IMC(20)M04 and IMC(20)M04 CONFIDENTIAL previously distributed). Proposed by: Cllr Brown Seconded by: Cllr Banks
20.47	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
20.47.01	To receive and consider the financial management reports for the period 1 April 2020 to 31 July 2020. (Papers IMC(20)47.01 and IMC(20)47.01a-i) These papers, previously distributed, set out the financial position at the end of Period 4 of 2020/21. Income received in the period totalled £136,058, which includes CIL funds transferred to an earmarked reserve of £84,916 and the first instalment of the precept for 2020/21 - £43,474. Without CIL the overall income was £51,142 (all figures rounded). The Assistant Clerk reported a very positive position in terms of tennis court income, where £1,800 has been received so far this year - £200 over budgeted income for the full year. Overall expenditure to 31 July was £38,563 – 28% of the annual revised budget of £134,824. Cash resources as at 31 July totalled £476,682. After deducting £5,732 for liabilities (VAT owed and the rent deposit) the total liquid assets amounted to £470,949. Deducting the CIL funds (£403,233) and the £698 held in reserve of WWI Heritage Fund / Behind the Name projects gave a general reserve figure of £67,018. It was AGREED to NOTE the report, subject to correcting a reference to the newly opened <i>Ipswich Building Society Rent Account</i> to read <i>Ipswich Building Society Rent Deposit Account</i> .
20.47.02	To receive and consider the Budget report (Paper IMC(20)47.02) This report, previously distributed, sets out the breakdown of the total expenditure referred to in Minute 20.47.01 against the budget by expenditure code. It was AGREED to NOTE the report.
20.47.03	To ratify a contract entered into with CGM (the Council's greenspace contractor) to carry out treatments to the grass in the Playing Field (Paper IMC(20)47.03) CGM were invited to make recommendations for improving the grass on the Playing Field. They proposed a scarifying and aeration treatment overall coupled with a selective weedkiller application to the lower field. The total cost of both treatments would be £1,050 plus VAT. Members of Recreation Committee have recommended that the works should be carried out, and it could be accommodated within the greenspace additional works budget, but could also be paid for out of CIL. IMC was invited to confirm that the works should go ahead, and if so, how they should be funded. Following discussion it was RESOLVED to go ahead with the works, funded from the greenspace additional works budget. Proposed by: Clir Taylor Seconded by: Clir Porter

20.47.04 To consider insurance matters

The Clerk reported that, following the comment made by the Internal Auditor on 10 June about the level of fidelity guarantee insurance in relation to the cash balances held, he obtained a quote from the insurance broker to increase cover from £250k to £450k. The additional cover would increase the annual premium by £285.00 in a full year. Following discussion it was AGREED that the fidelity guarantee cover should be increased. However the policy renewal date is 1 October, and by then it is likely that some of the parcels of land which are being divested to Melton PC by East Suffolk Council will have been conveyed, thus requiring additional cover as well in other respects. It was therefore further AGREED that the fidelity guarantee cover will be included in the changes to be made at that time, and meanwhile it will be flagged up as a low risk item on the Risk Register. The Clerk to advise the broker accordingly.

20.47.05 To consider further the purchase of a pdf version of the "Discover Suffolk" leaflet from Suffolk County Council (SCC)

The Clerk explained that this matter was brought to IMC because, after the decision was made at Full Council on 15 July to purchase the pdf version of a leaflet, SCC forwarded a template which disclosed that the onus is on Melton PC to do more work than was originally envisaged. This had led to concerns being expressed that the project might have to be abandoned or put in abeyance. The Assistant Clerk however has now volunteered to co-ordinate and contribute to the text required and will progress this during the autumn. This offer was gratefully accepted. A query was raised about the ownership of the copyright of the finished product, and this will be clarified with SCC as the project progresses.

20.47.06 To consider the request for additional dog bins (unbudgeted expenditure)

The Assistant Clerk reported a request from a Committee member of St Audry's Sports and Social Club for additional dog bins to be located (1) at the end of the bridleway to the left of the clubhouse, and (2) at the junction of Calder Road and Burrows Road. The Committee member was informed of the cost (around £400) and promised to have the matter considered at their next meeting in terms of whether they might offer a contribution. However no further information has been received and the Council has no budget for additional dog bins this year.

Following discussion **it was AGREED** to leave the matter in abeyance until a further communication is received from the Club.

20.47.07 To review the position on the grant to the *Melton Messenger*

Cllr Porter expressed his concern that now the *Melton Messenger* is only available online via the Council and Church websites, access is very low, and the concept of a true community magazine is not being achieved. Cllr Brown explained why the printed version is in abeyance and it is accepted that this is not due to any decisions taken locally by the Church authorities. At the moment the Council supports the magazine by a grant of (in 2020/21) £1,150, but Cllr Porter expressed reluctance to pay a contribution for the months missed by the print version. If back in print then an annual contribution of £1,200 could be considered. He will write to the Rector and the grant position will be reviewed by Full Council in November. However if there is no early resumption of the printed version, then other ways in which the Council can directly communicate with the community will have to be considered.

20.48 TO CONSIDER THE COUNCIL'S SIZEWELL C PRE-EXAMINATION SUBMISSION

(Paper IMC(20)48)

Cllr Brown introduced the paper, previously distributed, which primarily focuses on the main areas of concern for Melton and how they might be approached. In discussion **it was AGREED** to focus on these issues in terms of putting together a draft 500 word submission for consideration by Full Council on 16 September. The Council will then have until 30 September to register as an "Interested Party" by formally submitting that statement to the consultation process. The meeting expressed its thanks to Cllrs Banks and Brown for their work done to date.

Immediately prior to the meeting, an email was received from Woodbridge Deputy Town Clerk, setting out Woodbridge's concerns regarding the potential increase in traffic caused by (1) rat-running to Sizewell via Woodbridge / Melton, Rendlesham etc., avoiding the Park and Ride (2) possible use of the Bentwaters site for storage etc., and (3) HGV impact on traffic between Seven Hills (A14) and Woods Lane leading to ratrunning via Woodbridge.

Woodbridge are asking for a common sentence to be adopted in both submissions on these issues, and Cllrs Banks and Brown agreed to draft something to enable the Clerk to respond to Woodbridge accordingly.

20.49 TO CONSIDER THE LOCAL GOVERNMENT ASSOCIATION CONSULTATION ON A NEW MODEL MEMBER CODE OF CONDUCT

(Paper IMC(20)49)

The Clerk took Members of IMC through the report, previously distributed. It is considered that the proposed new Code sets out succinctly the principles of conduct that all should follow, and does it clearly and without ambiguity. However in the section dealing with breaches of the Code, where the procedure differs for local (i.e. town and parish) councils from that of principal authorities, the text could be improved to clarify the way in which the procedure is meant to work in relation to local councils. The Localism Act 2011 effectively removed any sanctions that could be imposed directly by local councils themselves and places the duty of investigation and decision on allegations of misconduct by local councillors on the principal authority. This has caused confusion in the past and the paragraph in the draft Code that refers to the need to have mechanisms in place to investigate allegations does not make the distinction clear. Whilst it can be seen why the draft Code adopts a "one size fits all" approach, it would be helpful if examples were to be given showing how the process can work in practice, and sanctions available for breaches.

In discussion Cllr Banks felt that although the proposed new Code is a welcome improvement on previous versions, the distinction in procedures between principal and local councils needs to be clarified, with worked examples. It would also be helpful if more detail was available in relation to sanctions and on the role of the independent person.

Following further discussion **it was RESOLVED** to agree the points made in the report and authorise the Clerk to submit them to the consultation as the Council's response.

Proposed by: Cllr Banks Seconded by: Cllr Brown

20.50 TO CONSIDER THE DRAFT CALENDAR OF MEETINGS FOR THE **REMAINDER OF THE COUNCIL YEAR 2020/21** (Paper IMC(20)50) Councillors were invited to consider the proposed Calendar of meetings, previously distributed. It has been prepared on the basis that, from September, the Council will revert to its pre-lockdown structure of meetings, albeit to be held via Zoom technology for the time being. Following clarification it was confirmed that the start time for all meetings will be 7pm. The Calendar of meetings was AGREED, and will be published both on the notice boards and website. 20.51 TO RECEIVE AN UPDATE REPORT ON CCTV INSTALLATION The Assistant Clerk reported that two cameras are in place covering the tennis courts and car park, and a third covering the pavilion. Footage currently shows little activity at night. In relation to the recent pavilion break-in, that particular door is not unfortunately in the sight of the camera. Also footage at night is not very distinct; if there are significant problems in the future it might be necessary to upgrade the camera. Notices advertising the presence of CCTV are being displayed. 20.52 TO REVIEW THE POSITION ON THE PAVILION PROJECT The Clerk reported receipt of the fee proposal from Mullins Dowse Architects, which had been forwarded to all Councillors on IMC. The fees proposed were considered reasonable in relation to the size of the project and it was RESOLVED to authorise the Clerk to agree the proposal and instruct Mullins Dowse to provide the services as set out in the proposal on behalf of the Council. Proposed by: Cllr Banks **Seconded by:** Cllr Porter The Clerk will also copy the proposal to all Melton Councillors. In relation to the issue of business rates and the proposed new building, the Clerk advised Members that even if the new pavilion might be small enough in itself to avoid liability, the principle of aggregation, where an organisation has more than one building that benefits from small business rate relief, might lead to unforeseen liability. He suggested that the Council should seek advice from a specialist rating surveyor in terms of what can be done to minimise liability. This was AGREED. Also another approach might be to grant a lease of the new building at a peppercorn rent to a duly constituted sports club to manage the building; that would be likely to give eligibility for substantial rate relief. 20.53 TO CONSIDER USING THE COUNCIL'S OFFICE ADDRESS FOR COMMUNICATIONS TO THE MELTON TRUST Cllr Porter, in response to a request from Cllr Martin, proposed that for ease of communication, the Council's office address be advertised as an accommodation address for communications to the Melton Trust. This would not involve the Council in any extra work, other than passing on letters etc. This was AGREED. 20.54 **IMC CHAIRMAN'S URGENT BUSINESS** Scraping back soil and vegetation from the footway along Melton Road adjacent to the Playing Field - The verge has in places overrun the footway by up to 2 feet and needs to be cut back so that the full width of the path is available for pedestrians. This is the Council's responsibility. One quote has been received at £3,200 plus £600 per skip load of soil and debris removed from site (plus VAT). It was AGREED to seek another

quotation and bring a report to Full Council on 16 September.

- Car boot sales The Clerk reported a communication from the organiser to the effect that, given the present situation and the age and health of members of the Committee, it would not be practical to hold any car boot sales this year. Next year will be the 40th year of holding these sales, and in that time over £40k has been raised for cancer relief. Dates for next year's events will be considered by Recreation Committee on 9 September. It was AGREED that there will be no car boot sales for the rest of this season, and Members asked the Clerk to convey their thanks to the Organiser and Committee for all that they have done over the last 40 years.
- Request from funfair to hire the Playing Field in September 2020 - The Assistant Clerk reported a request from a local funfair to hire the field. This was considered but having regard to both Covid-19 issues and existing hire commitments to the Youth Footballers, was considered both inadvisable and impractical. Assistant Clerk to advise the applicant accordingly.
- Speed Indicator Device (SID) the Assistant Clerk reported that the Vista Plus model has been ordered. This costs £2,050 plus VAT and will be funded £1k from grant and the balance from CIL. The model has a variety of visual modes as well as a traffic data collection facility. Delivery time is 3-6 weeks.

20.55 DATE OF NEXT MEETING

This was the last planned meeting of Interim Management Committee. From September 2020 the Council will revert to its pre-lockdown structure of meetings (see Minute 20.50 above).

There being no further business for the Open part of the Agenda, and following consideration of the Confidential Agenda Items, the meeting closed at 15.45.

PART TWO - CONFIDENTIAL

Exempt / Confidential Items

It was RESOLVED that the public be excluded from the meeting for the remaining items of business on the grounds of commercial and employee confidentiality.