



MELTON PARISH COUNCIL

MPC(20)M04

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held via Zoom on Wednesday 16 September 2020 commencing at 19:00.

Present:

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| Cllr Mr A H Porter (Chairman) Cllr Mrs B Abbott Cllr Miss E A Barrington Cllr Mr N Brown Cllr Mrs D Darby Cllr Mrs C Gradwell Cllr Ms F Harvey-Smith | 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:

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| Cllr Mr B Banks | |
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In Attendance:

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| District Councillor Rachel Smith-Lyte Two members 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 |
| 20.61 | TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Banks. Apologies for absence were also received from County Cllr Nicoll. |
| 20.62 | DECLARATIONS OF INTEREST |
| 20.62.01 | To receive Amendments to the Register There were no amendments to the Register. |
| 20.62.02 | 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. |

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| 20.62.03 | <p>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.</p> |
| 20.62.04 | <p>To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p> |
| 20.63 | <p>PUBLIC PARTICIPATION SESSION</p> |
| 20.63.01 | <p>To receive a report from District Councillor Rachel Smith-Lyte Cllr Smith-Lyte gave a report summarised as follows:</p> <ul style="list-style-type: none"> • Cllr Smith-Lyte reported back on the Sizewell debate at East Suffolk Council on 3 September. The District Council is supporting the Sizewell C proposals but with <i>caveats</i>. It was noted that this position contrasts with that taken by Suffolk County Council which has come out against Sizewell C. Cllr Smith-Lyte is concerned about the traffic impacts on Melton if the proposals go ahead. • Cllr Smith-Lyte reported that she has managed to get some refunds paid to those motorists who were fined for parking on the grass after crossing the yellow lines in the approach road to Winifred Fison House. Making motorists avoid parking their cars there for fear of being ticketed has made the position worse in Station Road and other roads nearby. She enquired about the Parish Council's plans for the site. The Clerk explained that plans were ready to carry out remodelling to provide a mix of formal parking provision and landscaping once the site is divested to the Parish Council. |
| 20.63.02 | <p>To receive village matters raised by Members of the Public or Councillors</p> <ul style="list-style-type: none"> • Cllr Abbott reported receipt of a grant from Cllr Nicoll to fund cleaning and repairs to the war memorial. She is hoping as well to receive a grant from Cllr Smith-Lyte for work to the Beacon. She also wanted to thank the craftsman who is repairing / improving the recently vandalised roundel. • Cllr Porter reported that he has delivered the Melton Award for 2020 to its well-deserved recipient. • Cllr Gradwell thanked the Assistant Clerk for resolving the problem of the overflowing bins on the playing field. She also asked if the pond in Burkes Wood can be put on the agenda for the next meeting of Recreation Committee as there needs to be a discussion about its improvement. This was AGREED. • Following discussion it was AGREED to contact Cllr Nicoll to advise him of Melton's position on the Sizewell C park and ride following the meeting and in the light of the paper being submitted at Item 20.73 on the Agenda (see below). |
| 20.63.03 | <p>New premises licensing application – Deben café, HMS Vale The Clerk reported notice of this application. Deadline for comments is 24 September. The Parish Council can only make representations on this if requested to do so by residents at a meeting which is minuted. Following a brief discussion it was AGREED to put this Item on the Agenda for Planning and Transport Committee on 23 September.</p> |

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| 20.67.03 | <p>To consider amendments to the Council’s Financial Regulations and Standing Orders to comply with changes to EU Legislation.</p> <p>Paper MPC(20)67.03 previously distributed was received. The Clerk explained that changes to EU legislation required thresholds for the application of the EU Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016 in respect of public service and public works contracts, to be updated in both the Council’s standing Orders and Financial Regulations.</p> <p>It was RESOLVED accordingly to make these amendments.</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Porter</p> |
| 20.67.04 | <p>To consider renewal proposals for the Council’s insurances</p> <p>Papers MPC(20)67.04, MPC(20)67.04a, MPC(20)67.04b and MPC(20)67.04c previously distributed were received.</p> <p>The Clerk reported that the renewal premium due on 1 October is £3,164.65, and that will be the last period for which the Council is tied into the current long term agreement, which expires 30 September 2021. The revised premium includes an increase for employee fidelity cover but not any additional cover for the parcels of land which will be divested later in the current year.</p> <p>The Clerk drew the attention of Members to:</p> <ul style="list-style-type: none"> • The revised policy schedule - setting out the cover provided • The Statement of Demands and Needs – setting out the areas of insurance for which the Council has cover • The Statement of Fact – a new document which stipulates that cover is offered by the insurer on the basis that Councillors and the Clerk have not been convicted of any criminal offence, been declared bankrupt, been prosecuted under environmental or health and safety legislation, been the subject of a court judgment or been disqualified from being a company director. <p>He will advise the broker that demolition of the existing pavilion building is pending and will complete a separate fire risk assessment in respect of 17 Riduna Park.</p> <p>Following discussion it was RESOLVED that the current level of cover meets the Council’s present needs and the Clerk be authorised to pay the renewal premium before 1 October 2020.</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Brown</p> |
| 20.67.05 | <p>To consider risk issues</p> <p>Paper MPC(20)67.05 previously distributed was received. Following discussion it was AGREED to NOTE the updated Register subject to making the following amendments for future review:</p> <ul style="list-style-type: none"> • <i>Remove</i> the high level risk in relation to security on the playing field and <i>replace</i> with a medium level risk in respect of anti-social behaviour at medium level risk. • <i>Replace</i> the words “<i>still required</i>” with “<i>recommended</i>” in relation to the risk around Covid-19 and the holding of meetings virtually. |

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| 20.70 | <p>TO CONSIDER REVISED PROTOCOL FOR PUBLIC PARTICIPATION IN MEETINGS (Referral from FERM Committee (Minute 20.08.02)) Paper MPC(20)70 previously distributed was received. This revised protocols paper updates an earlier document first adopted in 2010. It has been considered by FERM Committee at its meeting on 5 February 2020 and recommended for adoption by Full Council. Following discussion it was RESOLVED to adopt and implement this protocols document Proposed by: Cllr Gradwell Seconded by: Cllr Porter</p> |
| 20.71 | <p>TO CONSIDER ADOPTION OF CCTV POLICY TO COMPLY WITH DATA PROTECTION REQUIREMENTS Paper MPC(20)71 previously distributed was received. The Clerk explained that now the Council has CCTV installed on the playing field it is required to have in place a Policy and Code of Conduct for its management and use. Following discussion it was RESOLVED to adopt and implement this policy document, subject to adding the following sentence to paragraph g in the section headed “Storage and retention of Images”: “Any routine checking of recorded data should also be logged.” On adoption a copy of the policy should be issued for retention to all staff and Councillors. Proposed by: Cllr Taylor Seconded by: Cllr Gradwell</p> |
| 20.72 | <p>TO CONSIDER MELTON PARISH COUNCIL’S RESPONSE TO THE CONSULTATION ON THE APPLICATION BY SIZEWELL B TO CHANGE ITS EXISTING RADIOACTIVE SUBSTANCES PERMIT Paper MPC(20)72 previously distributed was received. Councillors considered the background and framework around this consultation and, following discussion, it was RESOLVED to adopt the formula of words proposed in the report for a response to EDF. Proposed by: Cllr Brown Seconded by: Cllr Porter</p> |
| 20.73 | <p>TO CONSIDER THE COUNCIL’S SIZEWELL C PRE - EXAMINATION SUBMISSION Papers MPC(20)73 and MPC(20)73a previously distributed were received. Following discussion it was RESOLVED to make the following amendments following which the submission can be made:</p> <ul style="list-style-type: none"> • Substitute a more neutral approach in relation to the Wickham Market location for the southern park and ride • Include a reference to agricultural vehicles as well as HGVs as contributing to traffic congestion in the middle of Melton • Point out the lack of two-way access to the A12 at the southern Wickham Market junction. <p>Copies of the submission to be sent to Cllrs Nicoll and Smith-Lyte. Proposed by: Cllr Gradwell Seconded by: Cllr Martin</p> |
| 20.74 | <p>TO RECEIVE AN INTERIM REPORT ON THE PRODUCTION OF A LEAFLET ON MELTON’S FOOTPATHS AND RIGHTS OF WAY The Assistant Clerk reported that she has identified 3 circular walks, has taken photographs, and is clarifying historical facts. A draft leaflet will be available for consideration at the next meeting of Full Council.</p> |
| 20.75 | <p>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</p> |
| 20.75.01 | <p>Burness Parish Room Management Committee Nothing to report.</p> |

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| 20.75.02 | Melton Trust The Trust has had more applications recently than usual. |
| 20.75.03 | East Suffolk Rail Partnership Nothing to report. |
| 20.75.04 | Melton Primary School Cllr Martin reported that the school has now reopened. There are a few health concerns and issues around testing. |
| 20.75.05 | Melton Messenger There are still no plans to produce paper copies. Distribution might be a key issue. Could the Council help there? How long will advertisers continue to support a digital publication only? The idea of leaving printed copies at strategic locations in the parish was discussed but discounted because of Covid-19 implications. Cllr Brown will talk to the Rector again about the logistics of distributing hard copies and how volunteers might be able to assist. Cllr Smith-Lyte suggested that a distribution could be made with the District Council newsletter. |
| 20.75.06 | ASB Meetings Cllr Holmes reported a visit from the police following an incident with a dog-walker and also that a victim of crime has received compensation. There have been difficulties with the ASB meetings conducted via skype but they will now be on zoom so communication should be improved. |
| 20.75.07 | Sizewell C and EDF Community Forum See Minute 20.73 above. |
| 20.75.08 | Suffolk Association of Local Councils Nothing to report. |
| 20.76 | TO CONSIDER ITEMS FOR THE MELTON MESSENGER Cllr Porter requested items for inclusion in his next article. |
| 20.77 | CHAIRMAN'S URGENT BUSINESS <ul style="list-style-type: none"> • Cllr Porter announced the recent resignation of Cllr Groom, and the forthcoming resignation of Cllr Barrington which will take effect at the end of the month. It was RESOLVED to pass a vote of thanks to both for their services, particularly to Cllr Barrington for her lead role in relation to the Neighbourhood Plan over a number of years. For steering the Plan to a successful adoption in 2018 she is owed a strong debt of gratitude by the Council. • Cllr Porter announced that following the resignation of Cllr Groom Cllr Abbott will be appointed to serve on Planning and Transport Committee until May 2021. |
| 20.78 | DATE OF NEXT MEETING The next meeting of Full Council will take place on Wednesday 18 November 2020 at 7pm via zoom. There being no further business for the Open part of the Agenda, and following consideration of the Confidential Items, the meeting closed at 21.00. |
| | 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. |