



# MELTON PARISH COUNCIL

MPC(20)M05

## Melton Parish Council

**Minutes** of the Meeting of Melton Parish Council held via Zoom on Wednesday 18 November 2020 commencing at 19:00.

**Present:**

Cllr Mr A H Porter (Chair) Cllr Mrs B Abbott Cllr Mr B Banks 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:**

There were no absences	
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**In Attendance:**

District Councillor Rachel Smith-Lyte Five members of the public	Mr W J Grosvenor <b><i>Clerk and Executive Officer to Melton Parish Council</i></b> Mrs P Alder <b><i>Assistant Clerk and Management Officer, Melton Parish Council</i></b>
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Item No	Item under discussion
	<b>PART ONE – OPEN TO THE PUBLIC</b>
<b>20.82</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Apologies for absence were received from County Cllr Nicoll.
<b>20.83</b>	<b>DECLARATIONS OF INTEREST</b>
<b>20.83.01</b>	<b>To receive Amendments to the Register</b> There were no amendments to the Register.
<b>20.83.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b> There were no declarations of Pecuniary Interest in respect of Items on the Agenda.

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20.83.03	<p><b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b></p> <p>There were no declarations of Non Pecuniary Interest in respect of Items on the Agenda.</p>
20.83.04	<p><b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b></p> <p>It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
20.84	<p><b>PUBLIC PARTICIPATION SESSION</b></p>
20.84.01	<p><b>To receive a report from District Councillor Rachel Smith-Lyte</b></p> <p>Cllr Smith-Lyte gave a report summarised as follows:</p> <ul style="list-style-type: none"> <li>• She referred to her recent Parish Report for October 2020, and would be pleased to speak on any matters relating to it.</li> <li>• East Suffolk Council has recently launched consultations relating to active travel, community involvement in planning and on mitigating impacts on nature. [The Clerk advised that these consultations were considered by Melton Parish Council's Planning and Transport Committee at its meeting on 4 November.]</li> <li>• Representations from her political group relating to Sizewell C have been made to the Secretary of State for Business Energy and Industrial Strategy.</li> <li>• The site of the former Suffolk Coastal DC offices at Melton Hill will be put out to tender again.</li> <li>• Cllr Smith-Lyte was aware of the concerns being raised about the re-activated container depot adjacent to Riduna Park.</li> <li>• In relation to planning application DC/20/1831/OUT (Land off St Andrews Place and Waterhead Lane) a holding objection has now been submitted by Suffolk County Council on the grounds that the developer's flood risk assessment is inadequate.</li> </ul>

Item No	Item under discussion
20.84.02	<p><b>To receive village matters raised by Members of the Public or Councillors</b></p> <p>A member of the public and Woods Lane resident raised concerns about speeding traffic on Woods Lane, particularly heavy agricultural vehicles. He felt that the Council's Speed Indicator Device (SID) had not worked properly – it over-read and then under-read. Cllr Porter explained that there had been initial difficulties getting it to operate correctly, but that the main problem now was the fact that the traffic levels on Woods Lane are so great that the battery life is just a few days. A second battery is being purchased and meanwhile the SID is being deployed in Yarmouth Road. Cllr Brown reported on an exchange of letters with County Councillor Nicoll which focused on the increasing levels of traffic using Woods Lane and the need to raise awareness about the corresponding problems this creates for local communities. In response to a request for more repeater 30mph signs, the Clerk explained that Highways cannot install these as current regulations make clear that where there is a 30mph sign followed by regular lighting columns that should be sufficient to remind motorists that a 30mph restriction is in place. Following further discussion <b>it was AGREED:</b></p> <ul style="list-style-type: none"> <li>○ To liaise with the police to see if speed checks can be carried out along Woods Lane</li> <li>○ To make enquiries about the cost of purchasing a speed gun, and also the need for training and safety equipment.</li> </ul>
20.85	<p><b>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 16 SEPTEMBER 2020</b></p> <p><b>It was RESOLVED</b> that minutes MPC(20)M04 and MPC(20)M04 CONFIDENTIAL previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><b>Proposed by:</b> Cllr Gradwell                      <b>Seconded by:</b> Cllr Martin</p>
20.86	<p><b>TO CONSIDER CO-OPTIONS TO THE COUNCIL</b></p> <p>The Chair introduced candidates for the two vacancies on the Council. <b>It was RESOLVED</b> that both Charmaine Biggle and Jo Rowles be appointed to serve on Melton Parish Council.</p> <p><b>Proposed by:</b> Cllr Porter                      <b>Seconded by:</b> Cllr Harvey-Smith</p>
20.87	<p><b>TO APPOINT CLLR DARBY TO REPRESENT MELTON PARISH COUNCIL ON THE SUFFOLK COASTAL DISABILITY FORUM</b></p> <p><b>It was RESOLVED</b> that Cllr Darby be appointed to represent Melton Parish Council on the Suffolk Coastal Disability Forum.</p> <p><b>Proposed by:</b> Cllr Porter                      <b>Seconded by:</b> Cllr Gradwell</p>
20.88	<p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</b></p>
20.88.01	<p><b>Recreation Committee 11 November 2020</b></p> <p>Minutes REC(20)M04 (Draft) previously distributed were received and <b>NOTED.</b></p>
20.88.02	<p><b>Planning and Transport Committee 23 September 2020</b></p> <p>Minutes PLA(20)M03 previously distributed were received and <b>NOTED.</b></p>
20.88.03	<p><b>Planning and Transport Committee 4 November 2020</b></p> <p>Minutes PLA(20)M04 (Draft) previously distributed were received and <b>NOTED.</b></p>

Item No	Item under discussion
20.88.04	<p><b>Finance Employment and Risk Management (FERM) Committee 14 October 2020</b> Minutes FRM(20)M02 and FRM(20)M02 CONFIDENTIAL (Draft) previously distributed were received and <b>NOTED</b>.</p>
20.89	<p><b>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</b></p>
20.89.01	<p><b>To receive and consider the financial management reports for the period 1 April 2020 to 31 October 2020</b> Papers MPC(20)89.01 and MPC(20)89.01(a-g) previously distributed were received and considered. As at 31 October 2020/21, income received (less Community Infrastructure Levy monies (CIL)) was £113,307. CIL receipts (April and October payments) total £183,667. Expenditure at £70,014 was about 52% of the annual revised budget of £133,200. Cash reserves totalled £605,300, to which is added the refundable VAT due of £235, less the contingent liability of the rent deposit of £5,120, which gave a figure for total liquid assets of £600,415. £497,044 of that total related to CIL, £699 was still held in reserve for WWI Heritage Fund /Behind the Name and £500 for the WW2 war memorial, thus giving a general reserve of £102,672. The report was <b>NOTED</b>.</p>
20.89.02	<p><b>To receive and consider the detailed Budget report.</b> Paper MPC(20)89.02 previously distributed was received. The Clerk introduced both the narrative report and the accompanying budget sheet. The figures now shown reflected those presented to and endorsed by Budget and Projects Working Group on 10 November. The narrative report sets out comments in terms of individual budget heads in respect of both years. In terms of the current year, the outturn now projected shows an in-year deficit of £6,159. However the budgets have been calculated on a fairly generous basis, and barring any serious problems, it is anticipated that at year end the position should either achieve break even or be slightly in surplus for the year. In terms of 2021/22, the first attempt at a budget shows a year end deficit of £1,200. This can easily be offset by appropriate use of CIL monies. The precept of £93,455 has been based on the same tax charge for Band D as in the current year, with the increased tax base which yields £88,229.15. To that has been added a 2% uplift for salary costs and 0.7% to other costs (CPI rate of inflation at September 2020) together with £4k to reflect the additional costs of managing the divested land. The increase as calculated will mean an increase of 23p a month for a Band D dwelling. These figures are provisional and depend on the final local government settlement for 2021/22 and the final figures on the tax base awaited from East Suffolk Council. A further meeting of Budget and Projects Working Group has provisionally been fixed for 7 January and the precept and budget for next year will need to be finally agreed at the meeting of Full Council on 13 January 2021. The report was <b>NOTED</b>.</p>
20.89.03	<p><b>To receive and consider a report on projects funded by Community Infrastructure Levy</b> Paper MPC(20)89.03 previously distributed was received. The Clerk summarised the current position in respect of both CIL resources and projects. In response to concerns expressed about flood prevention in Old Church Road, the office will check on both the current situation and if necessary, report a continuing problem to Highways. <b>It was AGREED to NOTE</b> the report.</p>

Item No	Item under discussion
20.89.04	<p><b>To approve and accept the audited Annual Governance and Accountability Return (AGAR) for year ended 31 March 2020</b></p> <p>Paper MPC(20)89.04 previously distributed was received. The External Auditor signed off the 2019/20 Annual Return on 6 November and the full set of documents distributed as Paper MPC(20)89.04 have to be published by 30 November, including on the Council's website. The auditor's report was clear and without qualification. Accordingly <b>it was RESOLVED</b> to approve and accept the audited Annual Governance and Accountability Return for the year ended 31 March 2020.</p> <p><b>Proposed by:</b> Cllr Banks                      <b>Seconded by:</b> Cllr Gradwell</p>
20.89.05	<p><b>To consider recommendations from FERM Committee in relation to grant giving in 2020/21</b></p> <p>At its meeting held on 14 October 2020, FERM Committee made the following recommendations to Full Council:</p> <ul style="list-style-type: none"> <li>• To make a payment of only £400 to support the <i>Melton Messenger</i> in 2020/21 instead of the originally approved and budgeted for £1,150, because of the suspension of the printed version due to Covid-19</li> <li>• To use £500 from the balance saved to offer small grants instead. Applications would need to be made by 31 December 2020.</li> </ul> <p>Following discussion <b>it was RESOLVED</b> to agree these recommendations. It was felt that whilst the <i>Melton Messenger</i> was not incurring printing costs, it will have lost advertising revenue and it is important to keep the relationship between the Parish Council and the PCC alive.</p> <p><b>Proposed by:</b> Cllr Banks                      <b>Seconded by:</b> Cllr Brown</p>
20.89.06	<p><b>To consider risk issues</b></p> <p>Paper MPC(20)89.06 previously distributed was received. Following discussion <b>it was AGREED to NOTE</b> the updated Register. No further changes were required.</p>

Item No	Item under discussion
20.90	<p data-bbox="440 161 1473 264"><b>TO RECEIVE A REPORT ON THE PAVILION PROJECT, CONSIDER ANY FINAL CHANGES TO THE DETAILED PLANS AND AGREE ARRANGEMENTS FOR A FINAL ROUND OF CONSULTATION</b></p> <p data-bbox="440 273 1473 633">The Clerk referred to the information on the Council's website, including the latest architect's plans and 3D sketches. There was a need to firstly finalise the internal layout and facilities to be provided, and then to further discuss the construction materials and overall appearance, in respect of which some Members have previously expressed concerns. Indicative costs are in the region of £200k to £220k, although the final costs will be determined by competitive tendering. They were considered too high by some Councillors, and the Clerk additionally explained that access arrangements, i.e. widening the path from the car park to the pavilion to permit light vehicle access were not included in those figures.</p> <p data-bbox="440 642 1473 1108"><b>Internal layout and facilities</b> – Members discussed the use of the internal space. It was felt that the best way of describing it was as a “flexible communal space” or “community (mini) hub”. It was not intended for formal meetings, only informal gatherings. There would be a hiring potential. Comments received from a resident (previously distributed) were discussed, together with the Assistant Clerk's responses. It was also suggested that the new building could be sited adjacent to the car park on the site of the existing tennis courts, and new courts built near to the site of the existing pavilion. The Chair felt that whilst this was an interesting idea, it was too late now to change plans, and one important rationale for replacing the building on the same footprint is that it will be between the play area and football pitches. Following further discussion the plans will be amended to:</p> <ul data-bbox="517 1117 1473 1220" style="list-style-type: none"><li>• Remove the roof storage facility</li><li>• Replace the north elevation (kitchen) window with a service hatch / window arrangement.</li></ul> <p data-bbox="440 1229 1473 1552"><b>Construction materials / appearance and cost</b> – In response to the views expressed by a number of Councillors about both the indicative cost of the project and the materials to be used, the Clerk was requested to obtain a cost from the architect of using artificial weatherboarding (composite hardiplank type material) rather than brick to produce a Suffolk barn type of building. In terms of security, the building will need to be vandal proof and the police crime prevention officer consulted. The CCTV installation will need to be enhanced and other anti-social behaviour deterrents will need to be examined.</p> <p data-bbox="440 1561 1473 1736"><b>Access</b> – This was discussed. Some Members felt that limited vehicle access to the new building is not required. However access for servicing and by hirers and users, particularly those with equipment to carry, remains an issue. The Clerk / Assistant Clerk will look at this further and report back.</p> <p data-bbox="440 1744 1473 1955">Following further discussion <b>it was RESOLVED</b> to hold a special meeting of Full Council at 6pm on 16 December (before Planning and Transport Committee) to consider and finalise the outstanding matters. Once that has been done then there will be a need to conduct a limited public consultation exercise on the final proposals before they are submitted for planning approval by East Suffolk Council.</p> <p data-bbox="440 1964 1473 1995"><b>Proposed by:</b> Cllr Porter <span style="float: right;"><b>Seconded by:</b> Cllr Taylor</span></p>

Item No	Item under discussion
20.91	<p><b>TO CONSIDER REVISED / UPDATED GRIEVANCE AND DISCIPLINARY PROCEDURES (Referral from FERM COMMITTEE (Minute 20.16.02))</b></p> <p>Paper MPC(20)91 previously distributed was received. The Clerk explained the background to this paper which has already been agreed by FERM Committee on 14 October 2020 and recommended for adoption subject to a number of minor amendments which have been incorporated. Following discussion <b>it was RESOLVED</b> to recommend the new procedures for adoption with immediate effect.</p> <p><b>Proposed by:</b> Cllr Banks <b>Seconded by:</b> Cllr Porter</p>
20.92	<p><b>TO CONSIDER REVISED / UPDATED CODE OF PRACTICE FOR HANDLING COMPLAINTS (Referral from FERM Committee (Minute 20.19))</b></p> <p>Paper MPC(20)92 previously distributed was received. This revised Code of Practice updates an earlier document which was last reviewed and re-adopted in 2014. It has been considered by FERM Committee at its meeting on 14 October 2020 and, subject to amendments which have been incorporated, recommended for adoption by Full Council.</p> <p>Following discussion <b>it was RESOLVED</b> to adopt and implement this Code of Practice with immediate effect (subject to correction of a typing error on the first line of page 2).</p> <p><b>Proposed by:</b> Cllr Banks <b>Seconded by:</b> Cllr Porter</p>
20.93	<p><b>TO RECEIVE AN UPDATE ON SIZEWELL C AND TO CONSIDER THE COUNCIL'S RESPONSE TO THE NEW ROUND OF CONSULTATION FROM EDF WHICH RUNS FROM 18 NOVEMBER TO 18 DECEMBER</b></p> <p>Paper MPC(20)93 previously distributed was received. This set out with links to other documents:</p> <ul style="list-style-type: none"> <li>• The Council's pre-examination submission</li> <li>• The briefing by EDF in respect of the new consultation</li> <li>• The support programme offered by Planning Aid England in respect of the new consultation.</li> </ul> <p>As the consultation closes on 18 December <b>it was RESOLVED</b> to delegate to Planning and Transport Committee at its meeting on 16 December to sign off any new response drafted by Councillors.</p> <p><b>Proposed by:</b> Cllr Porter <b>Seconded by:</b> Cllr Brown</p>
20.94	<p><b>LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW OF SUFFOLK COUNTY COUNCIL</b></p> <p>Paper MPC(20)94 previously distributed was received. The proposals, which are intended for implementation at the 2025 election of County Councillors, will mean that Melton moves from the current Wickham Division to a new Wilford Division. The proposals were <b>NOTED</b>.</p>
20.95	<p><b>TO CONSIDER MELTON BECOMING A DEMENTIA FRIENDLY COUNCIL</b></p> <p>Cllr Darby introduced this proposal which is seen as a positive initiative in terms of the wider community. She spoke of the effects of dementia and the impact that it has on families. By changing the way that the community views dementia it can make a positive difference to all those affected by the disease. <b>It was RESOLVED</b> that Melton will work towards accreditation as a dementia friendly Council.</p> <p><b>Proposed by:</b> Cllr Brown <b>Seconded by:</b> Cllr Harvey-Smith</p>

Item No	Item under discussion
<b>20.96</b>	<b>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</b>
<b>20.96.01</b>	<b>Burness Parish Room Management Committee</b> Cllr Gradwell reported that the Committee met recently. They received the £10k grant from Government and although improvements are needed funds are in place. Councillors asked Cllr Gradwell to convey their thanks to the Manager for keeping things going in the current crisis.
<b>20.96.02</b>	<b>Melton Trust</b> For the benefit of new Councillors, an explanation was given on the work of the Trust. Cllr Martin reported that it has been active of late, helping people adversely affected by Covid-19.
<b>20.96.03</b>	<b>East Suffolk Rail Partnership</b> Nothing to report.
<b>20.96.04</b>	<b>Melton Primary School</b> In her report Cllr Martin referred to the video which was available via a link on the agenda and confirmed that the children were generally very positive. However working under pandemic conditions is very stressful for the staff.
<b>20.96.05</b>	<b>Melton Messenger</b> Cllr Porter reported that his next article which will appear as well in "In Touch", is ready to go. Mindful of the fact that not all dwellings in Melton receive it, copies will be delivered to the office for distribution to outlying homes.
<b>20.96.06</b>	<b>ASB Meetings</b> Cllr Holmes commented that anti-social behaviour is not only perpetrated by young people. Otherwise he had nothing to report; the previous incidents having been resolved.
<b>20.96.07</b>	<b>Sizewell C</b> See Minute 20.93 above.
<b>20.96.08</b>	<b>Suffolk Association of Local Councils</b> Nothing to report.
<b>20.97</b>	<b>TO CONSIDER ITEMS FOR THE MELTON MESSENGER</b> Cllr Porter thanked all those who have provided contributions. In the February 2021 article he will include some text about Melton becoming a dementia friendly Council.
<b>20.98</b>	<b>CHAIRMAN'S URGENT BUSINESS</b> Nothing to report.
<b>20.99</b>	<b>DATE OF NEXT MEETING</b> There will be a Special Meeting on 16 December at 18:00 via Zoom to consider aspects of the pavilion project. The next Ordinary Meeting of Full Council will take place on Wednesday 13 January 2021 at 7pm via Zoom. There being no further business the meeting closed at 21.05.