

MELTON PARISH COUNCIL

MPC(21)M01

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held via Zoom on Wednesday 13 January 2021 commencing at 19:00.

Present:

Cllr Mr A H Porter (Chair)	Cllr Ms F Harvey-Smith
Cllr Mrs B Abbott	Cllr Mrs E J G Hilson
Cllr Mr B Banks	Cllr Mr M Holmes
Cllr Ms C Biggle	Cllr Ms J Hosking
Cllr Mr N Brown	Cllr Mr P James
Cllr Mrs D Darby	Cllr Miss K S Martin
Cllr Mrs C Gradwell	Cllr Mr C W Taylor

Absent:

Cllr Ms J Rowles	

In Attendance:

District Councillor Rachel Smith-Lyte	Mr W J Grosvenor <i>Clerk and Executive</i>
Nine members of the public	Officer to Melton Parish Council
	Mrs P Alder <i>Assistant Clerk and</i>
	Management Officer, Melton Parish Council

Item No	Item under discussion
	PART ONE - OPEN TO THE PUBLIC
21.01	TO RECEIVE APOLOGIES FOR ABSENCE There were no apologies for absence.
21.02	DECLARATIONS OF INTEREST
21.02.01	To receive Amendments to the Register There were no amendments to the Register.
21.02.02	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.

Item No	Item under discussion
21.02.03	To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda Cllr Martin and Cllr Darby both declared a non pecuniary interest in respect of Item 21.08.05 (Grants applications).
21.02.04	To Consider Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensation for Pecuniary Interests declared.
21.03	PUBLIC PARTICIPATION SESSION
21.03.01	 To receive a report from District Councillor Rachel Smith-Lyte Cllr Smith-Lyte gave a report summarised as follows: She referred to her recent Parish Report for December 2020 which has been distributed. Flooding from run-off from fields near St Audry's Lane and Yarmouth Road has been mitigated by ploughing to increase drainage. She was involved in discussions between residents and the farmer. There have been continuing preparatory works on the Warburg land (although there is no date yet for determination of the planning application). Cllr Smith-Lyte has received a complaint that the street lights were still on after midnight, and she will take up with Highways. She offered her apologies in advance for not being available to attend Melton Parish Council's Planning and Transport Committee on 27 January. However she has been asked by the Clerk of Campsea Ashe PC to enquire if the Committee will consider afresh participating in the representations that Campsea Ashe and other parishes are seeking to make to both Suffolk CC and East Suffolk Council on road safety issues and development. Cllr Brown confirmed the Item will be on the Agenda and the Clerk confirmed that the Campsea Ashe Clerk can attend (the meeting will be held on Zoom in public) and speak at the discretion of the Chair.
21.03.02	To receive village matters raised by Members of the Public or Councillors In the light of a recent complaint from a local resident about noise coming from the Playing Field there was a renewed discussion about security. The police were called to the incident referred to which gave rise to the suggestion that the gates should again be locked at night and opened each morning. In discussion it was pointed out that the CCTV recordings showed people accessing the Field on bicycle or on foot, as well as by car, and closing the barrier would only mean that people would park in the road and enter through one of the pedestrian gates. The CCTV recording are checked regularly and it was AGREED to keep the situation under review and discuss again at the next meeting of Recreation Committee on 24 March 2021.

Item No	Item under discussion
21.03.03	To consider invitation from Woodbridge Town Council to participate in the Local Food project A representative from Transition Woodbridge introduced the project, which is to encourage the local economy and reduce food miles. The project is intending to produce a leaflet in 2021 and is inviting food producers within 21 miles of Woodbridge together with restaurants / retailers selling locally sourced food to be listed. Funding has been offered by Woodbridge Town Council to cover the cost of printing and distribution to every house in Woodbridge and Melton Parish Council is invited to participate and contribute in the same way. The cost of the leaflet production and distribution in Woodbridge is £650 plus VAT; a sum of £400 plus VAT would be requested from Melton. It was suggested by Councillors that it might be best to defer publication until the summer when the Coronavirus might be in retreat, but subject to that caveat, Members were supportive of the proposal. Accordingly it was RESOLVED to support the project in principle, with the details, including funding issues, remitted to Finance, Employment and Risk Management (FERM) Committee to discuss further.
21.04	Proposed by: Cllr Gradwell Seconded by: Cllr James TO APPOINT A REPRESENTATIVE TO ATTEND THE ANTI SOCIAL BEHAVIOUR MEETINGS CHAIRED BY EAST SUFFOLK COUNCIL It was RESOLVED that Cllr Gradwell be appointed to represent Melton Parish Council at these meetings. The Clerk to advise her of the next meeting date. Proposed by: Cllr Porter Seconded by: Cllr Taylor
21.05	TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 18 NOVEMBER 2020 It was RESOLVED that minutes MPC(20)M05 previously distributed, be received, noted and signed as a correct record by the Chairman. Proposed by: Cllr Martin Seconded by: Cllr Brown
21.06	TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE PARISH COUNCIL HELD ON 16 DECEMBER 2020 It was RESOLVED that minutes MPC(20)M06 previously distributed, be received, noted and signed as a correct record by the Chairman. Proposed by: Cllr Harvey-Smith Seconded by: Cllr Brown
21.07	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES
21.07.01	Finance Employment and Risk Management (FERM) Committee 9 December 2020 Minutes FRM(20)M03 (Draft) previously distributed were received and NOTED.
21.07.02	Planning and Transport Committee 16 December 2020 Minutes PLA(20)M05 (Draft) previously distributed were received and NOTED.
21.07.03	Recreation Committee 6 January 2021 Minutes REC(21)M01 (Draft) previously distributed were received and NOTED.

Item No	Item under discussion
21.08	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
21.08.01	To receive and consider the financial management reports for the period 1 April 2020 to 31 December 2020 Papers MPC(21)08.01 and MPC(21)08.01(a-g) previously distributed were received and considered. As at 31 December 2020/21, income received (less Community Infrastructure Levy monies (CIL)) was £115,055. CIL receipts (April and October payments) total £183,667. Expenditure at £95,361 was about 72% of the annual revised budget of £132,300. Cash reserves totalled £581,262, to which is added the refundable VAT due of £674, less the contingent liability of the rent deposit of £5,120, which gave a figure for total liquid assets of £576,816. £496,554 of that total related to CIL and £500 for the WW2 war memorial, thus giving a general reserve of £79,762. The report was NOTED .
21.08.02	To receive and consider the updated budget report for 2020/21 and to consider and agree the Council's budget for 2021/22 Papers MPC(21)08.02 and MPC(21)08.02a previously distributed were received. The Clerk reviewed the budgetary position for 2020/21. Whilst the revised figures project an in-year deficit of £3,408, the likelihood up to now has been that the Council would either break even or achieve a small surplus. However the latest Covid-19 lockdown might well adversely affect income, and mean that the outcome might not be as positive as hoped. Because of delays with phase 1 of the land transfers from East Suffolk, it is now proposed that both phases are transferred together, rather than await 31 March for the transfer of the phase 2 sites. In terms of 2021/22, Paper MPC(21)08.02a sets out in detail a proposed budget which includes a precept requirement of £93,706.34. The budget assumes that the current rental income from the 1st floor of the Council's offices will continue at least until 31 March 2022 and makes suitable provision for the Council's main outgoings - salaries and pension costs, and the Public Works Loan Board loan repayments – which are fixed for the duration of the loan. It also proposes adequate indicative budgets for the management of the Council's green spaces. Overall budgeted income will be £119,025 and expenditure £118,245. Following discussion it was RESOLVED to: Note the budgetary position and outturn forecast for 2020/21 Formally adopt the Council's budget for 2021/22 based on the figures set out in Paper (21)08.02a Complete the transfer arrangements from East Suffolk as quickly as possible. Proposed by: Clir Banks Seconded by: Clir Taylor

Item No	Item under discussion
21.08.03	To agree the Precept request for 2021/22 Paper MPC(21)08.03 previously distributed was received. Following the preceding discussion setting the budget for next year (see Minute 21.08.02 above) the Clerk outlined in detail how the figure for the precept reflected in the budget has been constructed. Because of the increase in the tax base from 2020/21, the same charge for a Band D property in 20/21 will yield an increased sum of £88,756.34 with 0% change in 2021/22. To this has been added (1) a 2% uplift to the salary costs in 2020/21 and (2) a sum of £4,000 to reflect the additional substantial cost of the management and maintenance of the 21 parcels of land now being conveyed to the Council. That produces an overall sum of £93,706.34 – an increase of 5.6% - about 5p a week for a Band D equivalent property. Following discussion it was RESOLVED to formally determine the Council's precept requirement for 2021/22 as £93,706.34. Prepaged by Clir Parter.
21.08.04	Proposed by: Cllr Porter Seconded by: Cllr Banks To receive and consider an update report on projects funded by
	Community Infrastructure Levy (CIL) Paper MPC(21)08.04 previously distributed was received. This report set out the current position in respect of both CIL resources and projects. The Clerk took Members through the key points in the report, which was primarily for noting and comment, but also highlighting areas where decisions needed to be made. In respect of those it was RESOLVED: • To reduce the allocation of CIL resources earmarked for revenue support and the creation of a sinking fund to £100k in total (removing the provision of £20k for unforeseen qualifying expenditure and leaving £70k for general contingency and £30k for the sinking fund). • In respect of the Old Church Road flood mitigation project Councillors will take photographs and send them to the Parish Office which will continue to press Highways to take action and involve Cllr Alexander Nicoll as well. Proposed by: Cllr Gradwell Seconded by: Cllr Taylor
21.08.05	To consider applications for grants received Paper MPC(21)08.05 previously distributed was received. Full Council agreed on 18 November 2020 to utilise £500 from the balance saved from the financial support to the <i>Melton Messenger</i> this year to fund small grants up to a total of £500. Two applications were received by the deadline (with specific request in brackets): • Melton primary School (contribution of £500 towards the cost of Covid-19 related expenditure of c£5k) • Patients Participation Group at Framfield House Surgery (contribution of £158.99 + VAT to cover 100% cost of a portable ECG machine). Following discussion it was RESOLVED to agree both these requests. [Although the total grant funding would exceed the proposed £500, the savings actually made on the grant to the <i>Melton Messenger</i> amount to £750.] Proposed by: Clir Porter Seconded by: Clir Taylor

Item No	Item under discussion
21.08.06	To consider recommendation from Recreation Committee on the appointment of a contractor to undertake the tree safety survey Recreation Committee at its meeting on 6 January 2021 considered three quotes for undertaking a tree safety survey of the Council's existing sites, together with the 21 parcels of land being divested from East Suffolk Council. The quotes were: 1. £3,400 2. £4,753 3. £4,800.
	Recreation Committee recommended the acceptance of quote 2, as Members felt that the level of detail provided demonstrated a greater level of research and understanding of what is required than the lowest quote. Full Council accordingly RESOLVED to appoint the provider of quote 2 to undertake the work. It is envisaged that it will be carried out in the next 2 months. **Proposed by: Cllr Brown** Seconded by: Cllr Martin**
21.08.07	To consider recommendation from Recreation Committee on quotes for the replacement of the tennis court fencing Recreation Committee at its meeting on 6 January 2021 considered quotes for replacing the existing tennis court chain link fencing. Three companies were originally approached to quote for replacing the existing chain link with more robust, vandal resistant panel fencing. Funding is being sought from the PlayPot, which is held by East Suffolk Council. Because two quotes were over the tender threshold of £25k (see Standing Order 18c) only quote 1 could be considered. Initial indications were that the costs would be well below £25k and so formal tendering was not considered. A fourth company was then approached for a quote. Recreation Committee considered the two quotes below £25k which were £19,640 and £18,457. The Committee felt that the level of detail and the specification contained in the slightly higher quote made it the preferred option. Full Council accordingly RESOLVED to appoint the provider of the quote of £19,640 to undertake the work. The appointment will be subject to East Suffolk agreeing the use of the funding from the PlayPot. Proposed by: Clir Brown Seconded by: Clir Harvey-Smith

Item No	Item under discussion
21.08.08	To consider recommendation from Planning and Transport Committee to support the creation of "Quiet Lanes" in Melton and agree top up funding Paper MPC(21)08.08 previously distributed was received. Cllr Abbott introduced the report which was a referral from Planning and Transport Committee because of budgetary implications. Melton is proposing both St Audry's Lane and Lodge Farm Lane for designation, which have both been accepted in principle for the Quiet Lanes scheme by the organisers. Following discussion it was AGREED: • That the Council supports the proposal to be part of the Quiet Lanes scheme in principle • To nominate the two Lanes proposed • To aim to go with a phase later in the Spring of 2021 which will give adequate time to carry out the necessary community consultation, both via a slot at Full Council and also by leaflet. In terms of costs, the Clerk advised that, based on a need for 4 posts and 4 "entry" and 4 "exit" signs (back to back), and using the Quiet Lanes spreadsheet, the overall cost after deducting the Suffolk County Council budgetary allowance (grant), comes to £560.00 plus the cost of printing the leaflets – likely to be around £400. A grant to cover those costs has been offered by District Councillor Rachel Smith-Lyte so no cost will fall on the Parish. It was further AGREED that the Clerk will seek quotations for the cost of printing and liaise with Cllr Smith-Lyte to agree the exact level of grant
	assistance required.
21.08.09	To consider risk issues Paper MPC(21)08.09 previously distributed was received. The Clerk drew attention to the fact that the risk of delay with the pavilion project has been added as a low risk. It was AGREED to NOTE the updated Register. No further changes were required.

Pape Men Full work cons of in facili the contract of the and Follows.	er MPC(21)09 previously distributed was received. The report updated of the solution of the Playing Field car park and finalising the plans following the public sultation period. A long discussion also took place in relation to the idea accorporating a "Changing Places" toilet as part of the build. These are ities that incorporate an adult-sized changing bench, adequate space for disabled person and up to 2 carers, a centrally placed toilet, together with
	er supporting facilities to cater for the needs of a severely disabled adult carers safely and hygienically. Diving extensive discussion it was RESOLVED that: The Clerk will request the architect to review the accessible toilet facilities to seek to incorporate as many Changing Places provisions as possible without changing the overall layout. Clir Darby will look further at the accessible toilet arrangements from the perspective of an Occupational Therapist and report back. In terms of the car park, the Council will adopt the proposal for a squared-off car park as shown on the sketch plan accompanying the report, incorporating 23 marked spaces including a disabled parking bay. The Clerk will seek revised quotes for the car park refurbishment in accordance with specifications based on the squared-off design, on the basis that work will proceed as soon as possible (i.e. in advance of the Pavilion project).
	posed by: Cllr Porter Seconded by: Cllr Taylor CONSIDER A REVISED FREEDOM OF INFORMATION ACT
PUE 20.3 Papits n School	BLICATION SCHEME (Referral from FERM COMMITTEE (Minute

Item No	Item under discussion
21.11	TO CONSIDER THE FUTURE OF THE MELTON FETE Paper MPC(21)11 previously distributed was received. Cllr Abbott introduced her paper which proposed not having a fete in 2021 but having one over the 4 day June bank holiday in 2022 – the occasion of the Queen's Platinum Jubilee - possibly combining it with a formal opening of the new pavilion. Following discussion it was AGREED to: • Abandon the idea of holding a fete in 2021 • Aspire to hold a fete over the June Bank Holiday weekend in 2022 – assuming an organiser can be found • If possible tie in the event with a formal opening of the new pavilion • Agree a budget for the event in 2022 and refer that to FERM Committee to consider nearer the time • Update residents on developments via the Council Chair's regular columns and the Council website.
21.12	TO RECEIVE AN UPDATE ON SIZEWELL C AND TO CONSIDER THE REQUEST FOR FURTHER INFORMATION FROM INTERESTED AND STATUTORY PARTIES Paper MPC(21)12 previously distributed was received. Cllr Banks outlined the context for the report, which is about the capacity of the Council to engage virtually with the Examination stage events as they occur. Cllr Banks felt that the duty of the Parish Council to represent its residents meant that at least 3 Councillors should register their willingness to participate at virtual events, and, following discussion, Councillors Banks, Brown and Gradwell undertook to do this by 18 January. Cllr Banks then suggested that Melton might wish to assemble evidence on the impact that night running Sizewell trains have on local residents, but conceded at the same time that gathering this information and evidence would have heavy resource implications.
21.13	TO RECEIVE A REPORT ON DEMENTIA FRIENDLY COMMUNITIES Cllr Darby introduced her report back from the Suffolk Coastal Disability Forum which was held via Zoom on 12 January. A copy of the written report was previously emailed to all Melton Councillors for their information. Secondly Cllr Darby reported on her training session in December to be a dementia friendly individual, and hoped that others will volunteer for the training. Cllrs Brown and Hosking volunteered to take part. A report on Dementia Friendly Communities will henceforth be a standard item on Full Council agendas.
21.14	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
21.14.01	Burness Parish Room Management Committee Cllr Gradwell reported that a new boiler has been installed in the premises.
21.14.02	Melton Trust Cllr Martin reported that the Trust was dealing with applications as quickly as possible. Two Trustees are leaving and an advertisement to recruit replacements has been drafted. A report will be submitted to the next meeting of Trustees setting out plans to get both the Church and the Parish Council more involved.
21.14.03	East Suffolk Rail Partnership Nothing to report.

Item No	Item under discussion
21.14.04	Melton Primary School Currently about 30% of pupils are attending. Where required caterers are preparing free school meal packs and volunteers are delivering. The school has teamed up with FairShare which has included a distribution of food and toys etc before Christmas. In the current week the school has distributed 22 boxes helping to feed 32 children. The Melton Good Neighbour Scheme is helping with deliveries. They have also sent out 20 free school meal packs. The school is additionally looking for internet enabled devices to assist with remote learning.
21.14.05	Melton Messenger Cllr Porter is seeking copy for his next article for both the Melton Messenger and In Touch.
21.14.06	ASB Meetings Please see Minute 21.04 above.
21.14.07	Sizewell C Please see Minute 21.12 above.
21.14.08	Suffolk Association of Local Councils Nothing to report.
21.15	TO CONSIDER ITEMS FOR THE MELTON MESSENGER Please see Minute 21.14.05.
21.16	CHAIRMAN'S URGENT BUSINESS It was reported that both children and adults were creating trails in Burkes Wood for mountain biking. Concerns were expressed about damage to the woodland floor as a result. Following discussion it was AGREED to ask the tree safety surveyor to look at the problem, make recommendations, and then remit the problem to Recreation Committee to consider further. In the meantime notices will be posted prohibiting use of mountain bikes in the woods on safety grounds.
21.17	DATE OF NEXT MEETING The next Ordinary Meeting of Full Council will take place on Wednesday 17 March 2021 at 7pm via Zoom. There being no further business the meeting closed at 21.29.