



# 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 Mrs B Abbott Cllr Mr B Banks Cllr Ms C Biggle 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
--	---

**Absent:**

Cllr Ms J Rowles	
------------------	--

**In Attendance:**

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

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

Item No	Item under discussion
21.02.03	<p><b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b>  Cllr Martin and Cllr Darby both declared a non pecuniary interest in respect of Item 21.08.05 (Grants applications).</p>
21.02.04	<p><b>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</b>  It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
21.03	<p><b>PUBLIC PARTICIPATION SESSION</b></p>
21.03.01	<p><b>To receive a report from District Councillor Rachel Smith-Lyte</b>  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 December 2020 which has been distributed.</li> <li>• 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.</li> <li>• There have been continuing preparatory works on the Warburg land (although there is no date yet for determination of the planning application).</li> <li>• Cllr Smith-Lyte has received a complaint that the street lights were still on after midnight, and she will take up with Highways.</li> <li>• 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.</li> </ul>
21.03.02	<p><b>To receive village matters raised by Members of the Public or Councillors</b>  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 <b>it was AGREED</b> to keep the situation under review and discuss again at the next meeting of Recreation Committee on 24 March 2021.</p>

Item No	Item under discussion
21.03.03	<p><b>To consider invitation from Woodbridge Town Council to participate in the Local Food project</b></p> <p>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 <b>it was RESOLVED</b> to support the project in principle, with the details, including funding issues, remitted to Finance, Employment and Risk Management (FERM) Committee to discuss further.</p> <p><b>Proposed by:</b> Cllr Gradwell                      <b>Seconded by:</b> Cllr James</p>
21.04	<p><b>TO APPOINT A REPRESENTATIVE TO ATTEND THE ANTI SOCIAL BEHAVIOUR MEETINGS CHAIRED BY EAST SUFFOLK COUNCIL</b></p> <p><b>It was RESOLVED</b> that Cllr Gradwell be appointed to represent Melton Parish Council at these meetings. The Clerk to advise her of the next meeting date.</p> <p><b>Proposed by:</b> Cllr Porter                      <b>Seconded by:</b> Cllr Taylor</p>
21.05	<p><b>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 18 NOVEMBER 2020</b></p> <p><b>It was RESOLVED</b> that minutes MPC(20)M05 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><b>Proposed by:</b> Cllr Martin                      <b>Seconded by:</b> Cllr Brown</p>
21.06	<p><b>TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE PARISH COUNCIL HELD ON 16 DECEMBER 2020</b></p> <p><b>It was RESOLVED</b> that minutes MPC(20)M06 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><b>Proposed by:</b> Cllr Harvey-Smith                      <b>Seconded by:</b> Cllr Brown</p>
21.07	<p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</b></p>
21.07.01	<p><b>Finance Employment and Risk Management (FERM) Committee 9 December 2020</b></p> <p>Minutes FRM(20)M03 (Draft) previously distributed were received and <b>NOTED.</b></p>
21.07.02	<p><b>Planning and Transport Committee 16 December 2020</b></p> <p>Minutes PLA(20)M05 (Draft) previously distributed were received and <b>NOTED.</b></p>
21.07.03	<p><b>Recreation Committee 6 January 2021</b></p> <p>Minutes REC(21)M01 (Draft) previously distributed were received and <b>NOTED.</b></p>







Item No	Item under discussion
21.08.08	<p><b>To consider recommendation from Planning and Transport Committee to support the creation of “Quiet Lanes” in Melton and agree top up funding</b></p> <p>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 <b>it was AGREED:</b></p> <ul style="list-style-type: none"> <li>• That the Council supports the proposal to be part of the Quiet Lanes scheme in principle</li> <li>• To nominate the two Lanes proposed</li> <li>• 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.</li> </ul> <p>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. <b>It was further AGREED</b> 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.</p>
21.08.09	<p><b>To consider risk issues</b></p> <p>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. <b>It was AGREED to NOTE</b> the updated Register. No further changes were required.</p>

Item No	Item under discussion
21.09	<p><b>TO RECEIVE AN UPDATE REPORT ON THE PAVILION PROJECT</b>  Paper MPC(21)09 previously distributed was received. The report updated Members on developments since the discussion at the Special Meeting of Full Council on 16 December 2020 and sought decisions in relation to both work to the Playing Field car park and finalising the plans following the public consultation period. A long discussion also took place in relation to the idea of incorporating a “Changing Places” toilet as part of the build. These are facilities that incorporate an adult-sized changing bench, adequate space for the disabled person and up to 2 carers, a centrally placed toilet, together with other supporting facilities to cater for the needs of a severely disabled adult and carers safely and hygienically.</p> <p>Following extensive discussion <b>it was RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Cllr Darby will look further at the accessible toilet arrangements from the perspective of an Occupational Therapist and report back.</li> <li>• 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.</li> <li>• 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).</li> <li>• Prices will also be sought for the moving and reconstruction of the lower barrier following the car park refurbishment.</li> <li>• Following the conclusion of the public consultation period on 22 January, a comprehensive summary of responses to the points made will be put on the Council’s website.</li> <li>• As soon as all the above actions have been put in place, a Special Meeting of Melton Full Council will be convened to finalise all the plans and sign off the project so that the architect can proceed with the planning application.</li> </ul> <p><b>Proposed by:</b> Cllr Porter <span style="float: right;"><b>Seconded by:</b> Cllr Taylor</span></p>
21.10	<p><b>TO CONSIDER A REVISED FREEDOM OF INFORMATION ACT PUBLICATION SCHEME (Referral from FERM COMMITTEE (Minute 20.32))</b>  Paper MPC(21)10 previously distributed was received. FERM Committee at its meeting on 9 December 2020 considered a revised Model Publication Scheme issued by the Information Commissioner’s Office (ICO) which can be adopted without modification by any public authority without further approval, and resolved to recommend its adoption and publication by the Council. Full Council <b>RESOLVED</b> that the ICO Model Publication Scheme should be adopted and published by the Council as part of its suite of policies.</p> <p><b>Proposed by:</b> Cllr Banks <span style="float: right;"><b>Seconded by:</b> Cllr Gradwell</span></p>



Item No	Item under discussion
21.11	<p><b>TO CONSIDER THE FUTURE OF THE MELTON FETE</b></p> <p>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 <b>it was AGREED</b> to:</p> <ul style="list-style-type: none"> <li>• Abandon the idea of holding a fete in 2021</li> <li>• Aspire to hold a fete over the June Bank Holiday weekend in 2022 – assuming an organiser can be found</li> <li>• If possible tie in the event with a formal opening of the new pavilion</li> <li>• Agree a budget for the event in 2022 and refer that to FERM Committee to consider nearer the time</li> <li>• Update residents on developments via the Council Chair’s regular columns and the Council website.</li> </ul>
21.12	<p><b>TO RECEIVE AN UPDATE ON SIZEWELL C AND TO CONSIDER THE REQUEST FOR FURTHER INFORMATION FROM INTERESTED AND STATUTORY PARTIES</b></p> <p>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.</p>
21.13	<p><b>TO RECEIVE A REPORT ON DEMENTIA FRIENDLY COMMUNITIES</b></p> <p>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.</p> <p><b><i>A report on Dementia Friendly Communities will henceforth be a standard item on Full Council agendas.</i></b></p>
21.14	<p><b>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</b></p>
21.14.01	<p><b>Burness Parish Room Management Committee</b></p> <p>Cllr Gradwell reported that a new boiler has been installed in the premises.</p>
21.14.02	<p><b>Melton Trust</b></p> <p>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.</p>
21.14.03	<p><b>East Suffolk Rail Partnership</b></p> <p>Nothing to report.</p>

Item No	Item under discussion
21.14.04	<p><b>Melton Primary School</b>            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.</p>
21.14.05	<p><b>Melton Messenger</b>            Cllr Porter is seeking copy for his next article for both the <i>Melton Messenger</i> and <i>In Touch</i>.</p>
21.14.06	<p><b>ASB Meetings</b>            Please see Minute 21.04 above.</p>
21.14.07	<p><b>Sizewell C</b>            Please see Minute 21.12 above.</p>
21.14.08	<p><b>Suffolk Association of Local Councils</b>            Nothing to report.</p>
21.15	<p><b>TO CONSIDER ITEMS FOR THE MELTON MESSENGER</b>            Please see Minute 21.14.05.</p>
21.16	<p><b>CHAIRMAN'S URGENT BUSINESS</b>            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 <b>it was AGREED</b> 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.</p>
21.17	<p><b>DATE OF NEXT MEETING</b>            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.</p>