



MELTON PARISH COUNCIL

MPC(21)A04

To Members of Melton Parish Council:

Dear Councillor,

You are summoned to attend the Statutory Annual Meeting of Melton Parish Council to be held via Zoom on **Wednesday 5 May 2021, commencing at 19:00.**

To join online:

<https://us02web.zoom.us/j/83748054956?pwd=b1Zqb2lNV2ZoOXk3cmxpaWhubC9BUT09>

To join by phone: 0131 460 1196

Meeting ID: 837 4805 4956

Passcode: 644006

William Grosvenor

Clerk and Executive Officer to the Council

27 April 2021

AGENDA

	PART ONE – OPEN TO THE PUBLIC
21.44	ELECTION OF CHAIR OF THE COUNCIL Election of the Chair and completion of the statutory declaration of acceptance of office
21.45	ELECTION OF VICE-CHAIR / VICE-CHAIRS OF THE COUNCIL
21.46	TO RECEIVE APOLOGIES FOR ABSENCE
21.47	DECLARATIONS OF INTEREST
21.47.01	To receive Amendments to the Register
21.47.02	To receive Declarations of Pecuniary Interest in respect of Items on the Agenda
21.47.03	To receive Declarations of Non Pecuniary Interest in respect of Items on the Agenda
21.47.04	To consider Full / Partial Dispensations for Pecuniary Interests Declared
21.48	PUBLIC PARTICIPATION SESSION
21.48.01	To receive a Report from the District Councillor

21.48.02	<p>Open Forum to debate the proposed designation of St Audry's Lane and Lodge Farm Lane as "Quiet Lanes" and to make a decision as to whether or not to endorse the proposals</p> <p>Paper MPC(21)48.02</p>
21.48.03	<p>To receive village matters raised by Members of the Public or Councillors</p> <p>The opportunity for members of the public to put questions to their councillors and the opportunity for members of the public or councillors to raise matters of concern / interest in the village, including any matters relating to policing in the parish.</p>
21.49	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 17 MARCH 2021</p> <p>Minutes MPC(21)M03</p>
21.50	<p>TO RECEIVE AND CONSIDER REPORTS / MINUTES OF COMMITTEES</p>
21.50.01	<p>Finance Employment and Risk Management (FERM) Committee 14 April 2021</p> <p>Minutes FRM(21)M02 (Draft)</p>
21.50.02	<p>Recreation Committee 24 March 2021</p> <p>Minutes REC(21)M02 (Draft)</p>
21.50.03	<p>Planning and Transport Committee 22 April 2021</p> <p>Minutes PLA(21)M03 (Draft)</p>
21.51	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
21.51.01	<p>To receive and consider a summary financial management report for the year ending 31 March 2021</p> <p>Papers MPC(21)51.01 and MPC(21)51.01a-b</p>
21.51.02	<p>To consider updated budget report for 2021/22</p> <p>Papers MPC(21)51.02 and MPC(21)51.02a</p>
21.51.03	<p>Arrangements for approval of accounts / Statutory Annual Return 2021</p> <p>Clerk to report</p>
21.51.04	<p>To review the arrangements for insurance cover in respect of all insured risks and consider proposal for insurance cover for play equipment on the divested land and for other newly acquired items</p> <p>Clerk to report. [The responsibility for the arrangement of insurance cover is delegated to FERM Committee.]</p>
21.51.05	<p>To consider car park fencing renewal contract (referral from FERM Committee)</p> <p>Paper MPC(21)51.05</p>
21.51.06	<p>To consider purchase of Notice Board for Old Maltings Approach (referral from FERM Committee)</p> <p>Paper MPC(21)51.06</p>
21.51.07	<p>To consider revision to council's Standing Order 19c (referral from FERM Committee)</p> <p>Paper MPC(21)51.07</p>

21.51.08	To review signatories to Melton Parish Council Bank / Building Society Accounts Clerk to report
21.51.09	To review the Council's subscriptions to other bodies Clerk to report
21.51.10	To consider risk issues Paper MPC(21)51.10
21.52	TO CONSIDER GOVERNANCE MATTERS
21.52.01	To consider and affirm the Council's adherence to the Suffolk Code of Conduct Paper MPC(21)52.01
21.52.02	To approve the Annual Governance Statement Paper MPC(21)52.02
21.52.03	To review the Terms of Reference for Committees and Working Groups Paper MPC(21)52.03
21.52.04	To receive nominations to Committees Paper MPC(21)52.04
21.52.05	To review and appoint representatives on or to work with External Bodies <ul style="list-style-type: none"> • Burness Parish Rooms Management Committee • Melton Trust • East Suffolk Rail Partnership • Melton Primary School Governing Body • <i>Melton Messenger</i> Editorial Committee • ASB Co-ordination meetings • Suffolk Association of Local Councils
21.52.06	To agree to receive the summons to meetings electronically Clerk to report
21.52.07	To note and review the Council's Schedule of Policies Paper MPC(21)52.07
21.52.08	To consider the arrangements for meetings of Full Council and Committees after 6 May, including delegation arrangements Paper MPC(21)52.08
21.53	TO AGREE DATES FOR MEETINGS OF FULL COUNCIL AND COMMITTEES 2021/22 Paper MPC(21)53
21.54	PARISH COUNCIL NOTICE BOARDS To confirm the list of Councillors / volunteers for posting notices on the following Notice boards: <ul style="list-style-type: none"> • Melton Playing Field • Burness Parish Rooms • Bus shelter Bredfield Road • Woodbridge Primary School, Wilkinson Way • St Audry's Park Road • Woods Lane

21.55	TO RECEIVE AN UPDATE REPORT ON THE PAVILION PROJECT AND CAR PARK IMPROVEMENTS Clerk to report Below is a link to the latest information on the Council's website https://melton-suffolk-pc.gov.uk/recreation/pavilion-project/
21.56	TO RECEIVE UPDATE ON SIZEWELL C PLANNING APPLICATION Paper MPC(21)56 and Cllr Banks to report
21.57	TO RECEIVE UPDATE ON THE NEIGHBOURHOOD PLAN REFRESH Cllr Brown to report
21.58	TO RECEIVE REPORT ON THE JEWS LANE BURIAL GROUND Clerk to report
21.59	TO RECEIVE UPDATE ON NHS THANK YOU DAY 5 JULY 2021 Cllr Abbott to report
21.60	TO RECEIVE UPDATE ON THE MELTON FETE IN 2022 Cllr Biggle to report
21.61	DATA PROTECTION TRAINING FOR COUNCILLORS Assistant Clerk to report
21.62	TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
21.62.01	Burness Parish Room Management Committee Cllr Gradwell to report
21.62.02	Melton Trust Cllr Martin to report
21.62.03	East Suffolk Rail Partnership PLA(21)45.01
21.62.04	Melton Primary School Cllr Martin to report
21.62.05	Melton Messenger Cllrs Porter and Brown to report
21.62.06	ASB Co-ordination meetings Cllr Gradwell to report
21.62.07	Suffolk Association of Local Councils Cllr Porter to report
21.62.08	Dementia Friendly Communities Cllr Darby to report
21.63	TO CONSIDER ITEMS FOR THE MELTON MESSENGER
21.64	CHAIRMAN'S URGENT BUSINESS
21.65	DATE OF NEXT MEETING To be arranged (see Agenda Item 21.53 above)

PLEASE NOTE THAT MEETINGS MAY BE FILMED, PHOTOGRAPHED, RECORDED or REPORTED ABOUT