



MELTON PARISH COUNCIL

MPC(21)M03

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held via Zoom on Wednesday 17 March 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
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Absent:

Cllr Ms J Rowles	
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In Attendance:

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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Item No	Item under discussion
	PART ONE – OPEN TO THE PUBLIC
21.24	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Rowles and also from District Councillor Smith-Lyte.
21.25	DECLARATIONS OF INTEREST
21.25.01	To receive Amendments to the Register There were no amendments to the Register.
21.25.02	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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21.25.03	<p>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</p> <p>There were no declarations of Non Pecuniary Interest in respect of Items on the Agenda.</p>
21.25.04	<p>To Consider Full / Partial Dispensations for Pecuniary Interests Declared</p> <p>It was noted that there had been no requests for dispensation for Pecuniary Interests declared.</p>
21.26	PUBLIC PARTICIPATION SESSION
21.26.01	<p>Statement by the Chair of the Parish Council on the Annual Melton Chairman's Award</p> <p>Cllr Porter proposed three names of local residents as worthy recipients of the 2021 Melton Award and gave details of their contributions to the local community. Whilst normally only one award would be made, it was felt that given the special circumstances over the past twelve months, it merited a greater acknowledgement of those in the community who have striven to provide help and support to others in difficult times. Each award would be in the form of a £25 Tesco voucher. The recipients will need to give their permission for publicity before the names and images can be made public. It was RESOLVED to support the Chair's proposals in relation to these awards.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Gradwell</p>
21.26.02	<p>To receive a report from District Councillor Rachel Smith-Lyte</p> <p>Cllr Smith-Lyte previously distributed her report which can be found on the Melton PC website at:</p> <p>https://melton-suffolk-pc.gov.uk/wp-content/uploads/2021/03/MPC_21_26_02_district_report.pdf</p> <p>The report was NOTED.</p>
21.26.03	<p>To receive village matters raised by Members of the Public or Councillors</p> <p>There were no members of the public present and no matters were raised by Councillors.</p>
21.27	<p>TO APPROVE THE MINUTES OF THE ORDINARY MEETING OF FULL COUNCIL HELD ON 13 JANUARY 2021</p> <p>It was RESOLVED that minutes MPC(21)M01 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p>Proposed by: Cllr Brown Seconded by: Cllr Gradwell</p>
21.28	<p>TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF FULL COUNCIL HELD ON 17 FEBRUARY 2021</p> <p>It was RESOLVED that minutes MPC(21)M02 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p>Proposed by: Cllr Gradwell Seconded by: Cllr Martin</p>
21.29	TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES
21.29.01	<p>Finance Employment and Risk Management (FERM) Committee 10 February 2021</p> <p>Minutes FRM(21)M01 (Draft) previously distributed were received and NOTED.</p>

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21.29.02	<p>Planning and Transport Committee 27 January 2021 Minutes PLA(21)M01 previously distributed were received and NOTED.</p>
21.29.03	<p>Planning and Transport Committee 10 March 2021 Minutes PLA(21)M02 (Draft) previously distributed were received and NOTED.</p>
21.30	<p>TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS</p>
21.30.01	<p>To receive and consider the financial management reports for the period 1 April 2020 to 28 February 2021 Papers MPC(21)30.01 and MPC(21)30.01(a-g) previously distributed were received and considered. As at 28 February 2021, income received in the year (less Community Infrastructure Levy monies (CIL)) was £118,985. CIL receipts (April and October payments) total £183,667. Expenditure at £109,714 was about 83% of the annual revised budget of £132,300. Cash reserves totalled £571,520, less the VAT owed (£8) and the contingent liability of the rent deposit of £5,120, which gave a figure for total liquid assets of £566,392. £494,809 of that total related to CIL and £500 for the WW2 war memorial, thus giving a general reserve of £71,083. The report was NOTED.</p>
21.30.02	<p>To receive and consider the budget report Paper MPC(21)30.02 previously distributed was received. It was AGREED to NOTE the report.</p>
21.30.03	<p>To receive and consider an update report on projects funded by Community Infrastructure Levy (CIL) Paper MPC(21)30.03 previously distributed was received. The Clerk took Members through the report in detail. In discussion on the report it was AGREED:</p> <ul style="list-style-type: none"> • To remove the £2k flood prevention project from the list of projects committed in Section 4, continue to monitor for future problems and reinstate if necessary. • To acquire a 2nd speed indicator device (SID) to be battery / solar powered and permanently situated on Woods Lane. The device will need to be suitable for use on a busy highway. A budget of up to £4k will be allowed for this and within that budget ceiling the procurement will be delegated to Planning and Transport Committee to manage and sign-off. The Assistant Clerk has already started research on this and will take a report to the next meeting of the Committee. <p>Otherwise the report was NOTED.</p>

Item No	Item under discussion
21.33	<p>TO CONSIDER ARRANGEMENTS FOR MEETINGS FOR THE REMAINDER OF THE 2020/21 COUNCIL YEAR</p> <p>Paper MPC(21)33 previously distributed was received. The Clerk introduced the report by explaining that the proposed changes to the calendar were occasioned by the potential need to return to face to face meetings, or some form of hybrid arrangement, after 6 May, in the light of the fact that Government seems disinclined to extend the emergency legislation that permits virtual meetings. Following a discussion it was AGREED that:</p> <ul style="list-style-type: none"> • The Annual Parish Meeting will be held on 28 April (unchanged - as already in the calendar) via Zoom. • The Council's annual General meeting (or Commissioning Meeting) will be rescheduled to 5 May and held via Zoom. • Recreation Committee will be rescheduled to 26 May and possibly conducted as a hybrid meeting. • A report will be brought to Full Council on 5 May for ways in which risk might be reduced after 6 May – this could include proposals for live streaming the proceedings, and also inviting members of the public to submit queries in advance via email or telephone to enable public participation without the risks attendant on physical presence. • A report will be brought to FERM Committee on 14 April to consider what arrangements might be necessary for the discharge of the duty of care and compliance with the Covid regulations at the Council's offices, including risk assessments, for the provision of face-to-face meetings.
21.34	<p>TO CONSIDER ARRANGEMENTS FOR THE ANNUAL PARISH MEETING 2021</p> <p>This was already confirmed as taking place virtually on 28 April (see Minute 21.33 above). Cllr Porter stated that his annual report this year to a virtual audience will be based on his article for the May editions of the <i>Melton Messenger</i> and <i>In Touch</i>, and will include a review of the year.</p>
21.35	<p>NHS THANK YOU DAY 5 JULY 2021</p> <p>Paper MPC(21)35 previously distributed was received. Cllr Abbott introduced her report and took Members through the proposed agenda for the day. Following discussion it was RESOLVED to endorse the proposal for Melton to actively participate in the events of this national day of celebration. In particular:</p> <ul style="list-style-type: none"> • Melton Primary School will be invited to participate after the Easter holidays. • Cllr Abbott and fellow organisers will register the event on the NHS website. • The Council will purchase a flagpole and flag from CIL monies. • Recreation Committee will be invited to decide exactly where to locate the flagpole. <p>Proposed by: Cllr Harvey-Smith Seconded by: Cllr Darby</p>

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21.36	<p>TO CONSIDER ARRANGEMENTS FOR THE MELTON FETE IN 2022 Cllr Biggle reported back on a previous meeting held with Councillors Gradwell and Harvey-Smith, together with the Assistant Clerk. The proposal is for a fete on a traditional format, from 11am to 3pm, to take place on the Saturday during the Jubilee weekend in May 2022. Potential key people and organisations will be approached. St Andrews Church has not yet however committed to that date. There were concerns that such a date might not be realistic because of the likelihood of other events taking place in the area. Also it coincides with schools' half-term holiday. It was AGREED that if enough key players commit to holding the fete on the jubilee weekend, then that date will be chosen; otherwise the following Saturday will be considered.</p>
21.37	<p>THE CLIMATE AND ECOLOGICAL EMERGENCY BILL – REQUEST FOR MOTION OF SUPPORT The Clerk explained that this Item was added to the Agenda following an email request to support the reintroduction of the above Bill and backing from several Councillors. Woodbridge Town Council passed a motion to back the Bill in December 2020. The previous Bill has now fallen and it will have to be re-introduced in the next session of Parliament. It was RESOLVED to express concern at Parliament's failure to progress the Bill and support its re-introduction in the next Parliamentary session. Proposed by: Cllr James Seconded by: Cllr Gradwell</p>
21.38	<p>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</p>
21.38.01	<p>Burness Parish Room Management Committee Nothing to report except for its work during Covid-19 being mentioned in the new Domesday Book.</p>
21.38.02	<p>Melton Trust See discussion in Confidential Minute MPC(21)42 below.</p>
21.38.03	<p>East Suffolk Rail Partnership Paper PLA(21)30.01 previously distributed was received and NOTED.</p>
21.38.04	<p>Melton Primary School Cllr Martin reported that pupils are back in school with good attendance. Projected numbers next year are lower because of a possible dip in the birth rate. That affects the school's budgets. Volunteers will be taking over the provision of food parcel distribution for 19 families over the school holiday period; arrangements for the summer holiday period to be considered.</p>
21.38.05	<p>Melton Messenger Cllr Porter is working on copy for his next article for both the <i>Melton Messenger</i> and <i>In Touch</i>. No news as yet on the return of the paper version of the <i>Melton Messenger</i>.</p>
21.38.06	<p>ASB Co-ordination Meetings Cllr Gradwell reported that she has not yet attended a meeting.</p>
21.38.07	<p>Sizewell C Cllr Banks reported on the timetable for the Examination Stage. There are 2 preliminary meetings to deal with procedural matters, on 23 March and 14 April, which he will attend. The Examination Stage should be completed by mid-October and the recommendation should reach the Secretary of State by January 2022, with a decision by April 2022.</p>

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21.38.08	Suffolk Association of Local Councils There will be a meeting of the Suffolk Coastal Area Forum on 25 March.
21.38.09	Dementia Friendly Communities Cllr Darby reported that she is still waiting for information on disability training for Councillors. The next meeting of Suffolk Coastal Disability Forum will be on 13 April.
21.39	TO CONSIDER ITEMS FOR THE MELTON MESSENGER Cllr Porter asked for any contributions to be sent to him.
21.40	CHAIRMAN'S URGENT BUSINESS There was none.
21.41	DATE OF NEXT MEETING The next Meeting of Full Council (the Council's AGM) will take place on Wednesday 5 May 2021 at 7pm via Zoom. Following consideration of the Items of Business on the Confidential Agenda the meeting closed at 21.25.
	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.