



MELTON PARISH COUNCIL

MPC(21)M05

Melton Parish Council

Minutes of the Meeting of Melton Parish Council held on Wednesday 16 June 2021 commencing at 19:00 at St Andrew's Church, Station Road, Melton IP12 1PX.

Present:

Cllr Mr A H Porter (Chair) Cllr Mrs B Abbott Cllr Mr B Banks Cllr Mr N Brown Cllr Mrs D Darby	Cllr Ms F Harvey-Smith Cllr Mr M Holmes Cllr Miss K S Martin Cllr Mr C W Taylor
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Absent:

Cllr Ms C Biggle Cllr Mrs C Gradwell	Cllr Mrs E J G Hilson Cllr Mr P James
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In Attendance:

County Cllr Mr A Nicoll Mr W Grosvenor Clerk and Executive Officer to Melton Parish Council	Three members of the public 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
21.66	TO RECEIVE APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Biggle, Gradwell, Hilson and James.
21.67	DECLARATIONS OF INTEREST
21.67.01	To receive Amendments to the Register There were no amendments to the Register.
21.67.02	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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21.67.03	<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>
21.67.04	<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>
21.68	PUBLIC PARTICIPATION SESSION
21.68.01	<p>To receive a report from District Councillor Rachel Smith-Lyte</p> <p>No report was received.</p>
21.68.02	<p>To receive a report from County Councillor Alexander Nicoll</p> <p>Cllr Nicoll began by referring to the planning application DC/20/1831/OUT for land off St Andrew's Place and Waterhead Lane. As Parish Councillors are aware, this application is to be reconsidered at a future meeting of the East Suffolk Council Planning Committee (South). Cllr Nicoll considers that a site visit must be made by members of the Committee before the application is reconsidered. This is also the strongly held view of both the Parish Council and local residents, and the Clerk confirmed that as soon as a date for the application to be reconsidered is announced, then strong representation will be made.</p> <p>In relation to Sizewell C, Cllr Nicoll is involved in site visits, including in respect of the proposed southern park and ride site. EDF has advised him that planning is advanced in terms of the new beach landing facility. However concerns exist in relation to the use of the east Suffolk line for freight transfers, particularly at night. He also stated that EDF are talking to the Government about funding.</p> <p>In terms of the latest re-consultation about changes to the County division boundary which could split Melton between Wilford and Woodbridge divisions, he considers this to be a non-starter. Melton has a separate identity from Woodbridge. Cllr Nicoll has made representations to the Boundary Commission on the proposal.</p> <p>Cllr Abbott observed that she is very disappointed in the way that Woodbridge has behaved, in making their proposals to annexe that part of the Wilford division which contains the southern part of Melton, into the Woodbridge division, without consulting Melton Council.</p>

Item No	Item under discussion
21.68.03	<p>To consider a request from a member of the public to hold an event in Melton Woods</p> <p>A resident put forward a proposal for an event, including live performances along a trail through Melton woods. The proposal was previously put to Recreation Committee. Dates suggested were 10 July or 11 September 2021, in the afternoon. Members expressed concerns about the availability of facilities, funding for the event, and possible overuse of the fragile woodland environment. Issues were also raised about numbers, possible ticketing and how to control entry etc. Recreation Committee had previously raised similar questions, including about security and insurance. That triggered a discussion about the primary purpose of the woodland – amenity v conservation, and how to balance the two uses. It was felt that more work needs to be done by the proposer, and a comprehensive proposal brought back to the Council for it to progress. However it is unlikely to be a viable proposition for this year.</p>
21.68.04	<p>To receive comments on village matters raised by Members of the Public or Councillors</p> <p>There were no comments.</p>
21.69	<p>TO APPROVE THE MINUTES OF THE STATUTORY ANNUAL MEETING OF FULL COUNCIL HELD ON 5 MAY 2021</p> <p>It was RESOLVED that minutes MPC(21)M04 previously distributed, be received, noted and signed as a correct record by the Chairman.</p> <p><i>Proposed by:</i> Cllr Brown <i>Seconded by:</i> Cllr Harvey-Smith</p>
21.70	<p>TO CONSIDER (1) CO-OPTION TO THE COUNCIL TO FILL THE REMAINING COUNCILLOR VACANCY AND (2) APPOINTMENT OF CO-OPTEE TO PLANNING AND TRANSPORT COMMITTEE</p> <p>Cllr Porter announced that there was at present no candidate to be considered for co-option as a Councillor, a previous candidate having withdrawn. There may be another potential co-optee, but they will need to be considered together with any other candidates at the September Full Council meeting.</p> <p>Cllr Darby asked whether a “buddy” system could be introduced whereby new Councillors are assigned an experienced Councillor as a “buddy” to offer support and mentoring. This was considered a good idea and it was AGREED to consider it further at the September meeting.</p> <p>It was then RESOLVED to appoint Andrew Corston as a non-Councillor co-optee to Planning and Transport Committee.</p> <p><i>Proposed by:</i> Cllr Porter <i>Seconded by:</i> Cllr Holmes</p>

Item No	Item under discussion
21.71	<p>TO CONSIDER PROPOSALS FOR THE REVISION OF TERMS OF REFERENCE FROM COMMITTEES</p> <p>Paper MPC(21)71 previously distributed was received. The Clerk went through the changes proposed by both Recreation and Planning and Transport Committees which were as follows:</p> <p style="padding-left: 20px;">Recreation Committee proposals (Meeting 26 May 2021 Minute 21.37)</p> <ol style="list-style-type: none"> 1. In (G) PURPOSE (i) to replace the words: “on Melton Recreation Ground” with the words: “on all Melton Parish Council land” 2. In (G) PURPOSE (ii) to replace: “To manage and promote the woodland and trees around the playing field and in Burkes Wood and to work with the Friends of Melton Woods to this end” with: “To manage and promote the woodland and trees on all Melton Parish Council land and to work with the Melton Tree Crew / Tree Warden to that end”. <p style="padding-left: 20px;">Planning and Transport Committee proposals (Meeting 9 June 2021 Minute 21.55)</p> <ol style="list-style-type: none"> 1. In (B) Composition to change the minimum number of Members to four and the maximum number of Members to eight. 2. In (C) Meeting frequency to replace “monthly” with “Six weekly or as required”. <p>Following discussion it was RESOLVED to agree all the proposed changes and adopt them in the Council’s Terms of Reference.</p> <p><i>Proposed by:</i> Cllr Martin <i>Secoded by:</i> Cllr Brown</p>
21.72	<p>TO RECEIVE NOMINATIONS TO THE DISCIPLINARY AND APPEALS PANELS</p> <p>This Item was to remedy an oversight at the statutory Annual Meeting on 5 May when these appointments were overlooked.</p> <p>It was RESOLVED to appoint Councillors Brown, Taylor and Abbott to be members of the Disciplinary Panel, and Councillors Porter, Martin and Harvey-Smith to be members of the Appeals Panel.</p> <p><i>Proposed by:</i> Cllr Porter <i>Secoded by:</i> Cllr Harvey-Smith</p>
21.73	<p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES</p>
21.73.01	<p>Recreation Committee 26 May 2021</p> <p>Minutes REC(21)M03 (Draft) previously distributed were received and NOTED.</p>
21.73.02	<p>Planning and Transport Committee 9 June 2021</p> <p>Minutes PLA(21)M04 (Draft) previously distributed were received and NOTED.</p>
21.74	<p>TO CONSIDER, APPROVE AND ADOPT THE ANNUAL ACCOUNTING STATEMENTS AND OTHER FINANCIAL REPORTS FOR 2020/21</p>
21.74.01	<p>To receive and consider the Internal Audit report</p> <p>Papers MPC(21)74.01 and MPC(21)74.01a previously distributed were received. Neither the summary report that goes to the external auditor nor the detailed report accompanying it disclosed any matters of concern, and overall the audit was clear and unqualified. Cllr Banks commented on the quality of the detailed report. The audit confirms that the Council continues to operate with both highly effective governance arrangements and a robust framework of financial administration and internal control. It was AGREED to NOTE the report.</p>

Item No	Item under discussion
21.74.02	<p>To receive, consider and approve by resolution the Statutory Accounting Statements for 2020/21</p> <p>Paper MPC(21)74.02 previously distributed was received. Following consideration of the Statutory Accounting Statements for 2020/21 Full Council RESOLVED to approve them and authorise the Chair to sign them accordingly.</p> <p><i>Proposed by:</i> Cllr Banks <i>Seconded by:</i> Cllr Martin</p>
21.74.03	<p>To consider and note the management accounts for 2020/21</p> <p>Paper MPC(21)74.03 previously distributed was received. The Balance Sheet as at 31 March 2021 and the Income and Expenditure Account for 2020/21 were NOTED.</p>
21.74.04	<p>To consider the statement of variances</p> <p>Paper MPC(21)74.04 previously distributed was received. It was AGREED to NOTE this paper, which is required to be submitted to the external auditor.</p>
21.74.05	<p>To consider the Community Infrastructure Levy (CIL) – draft Statutory Annual Report</p> <p>Paper MPC(21)74.05 previously distributed was received. The Clerk took members through the report which sets out CIL income brought forward, received and spent in the year, together with the balance remaining as at 31 March 2021. The report is in the format to be submitted to East Suffolk Council, which has to be done before 31 December 2021. It was RESOLVED to agree the report and authorise both the Clerk and Chair to sign it accordingly.</p> <p><i>Proposed by:</i> Cllr Banks <i>Seconded by:</i> Cllr Harvey-Smith</p>
21.74.06	<p>Arrangements for the submission of the Statutory Annual Governance and Accountability Return (AGAR) for 2020/21 and for the exercise of public rights</p> <p>The Clerk reported that the submission of the AGAR for 2020/21 has to be done by 2 July, and that following the approval of the Accounting Statements at the present meeting everything is in place for that to happen. The period for the exercise of public rights will commence on 1 July and end on 11 August 2021. Prior to 1 July the Council will publish the Internal Audit report, the Annual Governance Statement, the Accounting Statements together with the details of the arrangement for the exercise of public rights.</p>
21.75	TO CONSIDER FINANCIAL AND INTERNAL CONTROL MATTERS
21.75.01	<p>To receive and consider the financial management reports for the period 1 April 2021 to 30 May 2021</p> <p>Papers MPC(21)75.01 and MPC(21)75.01(a-g) previously distributed were received and considered. As at 31 May 2021, income received in the year (less Community Infrastructure Levy monies (CIL)) was £52,869, including the first instalment of the precept of £46,124. CIL income received in April was £77,646. Expenditure so far is £69,526. Of that nearly £42k was for the car park project which was funded through CIL reserves. Otherwise expenditure amounted to approximately £28k which is about 22% of the budgeted expenditure for the year. Cash reserves as at 31 May totalled £608,640. Taking into account the VAT refund due (£12,681) and deducting the contingent liability of the rent deposit of £5,120, produced a figure for total liquid assets of £616,201. £522,198 of that total related to CIL and a grant for the WW2 war memorial, thus giving a general reserve of £94,003. The report was NOTED.</p>

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21.75.02	<p>To receive and consider the budget report Paper MPC(21)75.02 previously distributed was received. It was AGREED to NOTE the report.</p>
21.75.03	<p>To consider the annual review of Risk Management arrangements Paper MPC(21)75.03 previously distributed was received. The Clerk took Members through the main points of the report, which is designed to demonstrate a culture of positive risk management across the Council, rather than evidence management of specific risks. Following discussion it was RESOLVED to confirm the current approach to the management of risk across the Council. Proposed by: Cllr Banks Seconded by: Cllr Taylor</p>
21.75.04	<p>To consider risk issues Paper MPC(21)75.04 previously distributed was received and discussed. The risk in respect of anti-social behaviour on the playing field was raised to High to reflect recent incidents. Demolition of the present structure is being brought forward because of this continuing problem. The presence of a group of young men with dogs near to the pavilion was reported; it was emphasised that any occurrences of that type should be reported to the police via 101 or online. Otherwise the risk updates were NOTED.</p>
21.75.05	<p>To consider report on the provision of bicycle racks at the playing field (referral from Recreation Committee) Paper MPC(21)75.05 previously distributed was received. The Assistant Clerk introduced the report. Recreation Committee at its meeting on 26 May 2021 recommended that two bicycle racks should be purchased, subject to the endorsement by Full Council. The indicative cost is c£150.00. Following discussion Full Council RESOLVED to purchase two racks (storage for 4 bicycles) using CIL monies which should be powder coated in Melton green. Proposed by: Cllr Harvey-Smith Seconded by: Cllr Martin</p>
21.75.06	<p>To consider purchase of Notice Board for the St Andrews estate (referral from Recreation Committee) The Assistant Clerk reported this proposal, which is to site a new notice board outside 42 St Andrews Place. It was RESOLVED to progress this proposal on the same basis as the new notice board for Old Maltings Approach. Proposed by: Cllr Porter Seconded by: Cllr Brown</p>
21.75.07	<p>To consider provision of signage for the newly acquired parcels of land (referral from Recreation Committee) Paper MPC(21)75.07 previously distributed was received. The Assistant Clerk introduced the report, which followed on from the recommendation made by Recreation Committee at its meeting on 24 March (Minute 21.21.01). Following discussion it was RESOLVED to purchase signs for Hall Farm Road sports ground, Leeks Hill woods, Winifred Fison House approach road, Beresford Drive play area and the footpath behind Saxon Way (one at each end). The design of the signs was agreed as proposed but without the QR code; the detail and the purchase delegated to the Assistant Clerk. The cost will be borne by CIL. Proposed by: Cllr Porter Seconded by: Cllr Harvey-Smith</p>

Item No	Item under discussion
21.79	<p>PETITION CALLING FOR GOVERNMENT TO LEGISLATE TO ENABLE COUNCILLORS TO BE DISQUALIFIED OR SUSPENDED FOR POOR CONDUCT</p> <p>The Clerk drew Member's attention to a link in the NALC Chief Executive's bulletin dated 4 June (distributed to Melton Councillors by email on 7 June) to a petition calling for the Government to legislate to enable councillors to be disqualified or suspended for poor conduct, which Members may want to consider supporting. The existing Code of Conduct is weak in respect of sanctions for misbehaviour. Melton did make comments in respect of consultation on a revised Code in the summer of 2020, but no revised proposals have yet been published.</p>
21.80	<p>TO RECEIVE AN UPDATE REPORT ON THE PAVILION PROJECT AND CAR PARK IMPROVEMENTS</p> <p>Below is a link to the latest information on the Council's website: https://melton-suffolk-pc.gov.uk/recreation/pavilion-project/</p> <p>The Clerk reported that the planning application for the construction of the new pavilion has been approved. He has advised the architect of the need to bring forward the demolition of the existing structure as well as the need for the replacement building to contain an optimum level of security features. A useful report has been received from the police designing out crime officer, and a copy of that has been forwarded to the architect as well as to Councillors. The car park enlargement and resurfacing project has been satisfactorily completed. The order has been placed for the new knee high galvanised steel and powder coated fencing to go round the car park, which meanwhile is surrounded by a temporary barrier. A date for commencement of the installation of the new fence is awaited.</p>
21.81	<p>TO RECEIVE AN UPDATE ON SIZEWELL C PLANNING APPLICATION</p> <p>Below is a link to the latest information on the Council's website: https://melton-suffolk-pc.gov.uk/sizewell-c/</p> <p>Paper MPC(21)81 previously distributed was received. Cllr Banks took Members through the key points in his report, which summarised work done by the Council since the last report to Full Council on 5 May and set out the Examining Authority's timetable. All information is available on the Sizewell page of the Council's website (link above). It is unfortunately likely that a combination of night trains on the East Suffolk line and road transport will be the default options; it is likely to be too late now to invest in rail upgrading even if the will was there. Cllr Brown volunteered to be available to cover the issue specific hearings on traffic and transport in July (see appendix to the report).</p>
21.82	<p>TO RECEIVE AN UPDATE ON NHS THANK YOU DAY 5 JULY 2021</p> <p>Cllr Abbott advised Councillors that in the light of the delayed timetable for release from lockdown, it will only be possible to have a maximum of 30 people present, with social distancing. The car park will be closed from 9am and the flag will be raised at 10am. There will be children from Melton Primary school in attendance, and some army cadets. The Rector will hold a 2 minute silence on the field to which members of the congregation of St Andrews have been invited. At 8pm bells will be rung at both Melton churches.</p>

Item No	Item under discussion
21.83	<p>TO RECEIVE AN UPDATE ON THE MELTON FETE IN 2022 The Clerk reported that an email from Cllr Biggle updating on actions was distributed to Councillors earlier in the day.</p>
21.84	<p>TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES</p>
21.84.01	<p>Burness Parish Room Management Committee Nothing to report.</p>
21.84.02	<p>Melton Trust Cllr Martin reported that the Trust was busy dealing with applications.</p>
21.84.03	<p>East Suffolk Rail Partnership Nothing to report.</p>
21.84.04	<p>Melton Primary School Cllr Martin reported that when her appointment ends, it is unlikely that there will be another councillor governor ready to replace her. However the Assistant Clerk is a governor and could act as a link between the school and the Council until a councillor governor can be appointed.</p>
21.84.05	<p>Melton Messenger Paper copies will return in September. A distribution network will need to be created again; Cllr James is trying to organise something. Councillor volunteers will be welcome.</p>
21.84.06	<p>ASB Co-ordination Meetings Nothing to report.</p>
21.84.07	<p>Suffolk Association of Local Councils Nothing to report.</p>
21.84.08	<p>Dementia Friendly Communities Cllr Darby reported that she has two possible dates for training by a representative of the Alzheimer's Society. They are 12 July at 7pm or 15 July at 2pm. The sessions could either be via Zoom or face to face. Could those interested indicate which date they would prefer.</p>
21.85	<p>TO CONSIDER ITEMS FOR THE MELTON MESSENGER Cllr Porter stated that any contributions for the July edition would be very welcome.</p>
21.86	<p>CHAIRMAN'S URGENT BUSINESS There was none.</p>
21.87	<p>DATE OF NEXT MEETING The next Meeting of Full Council will take place on Wednesday 22 September 2021 at 7pm. There being no further business the meeting closed at 20.53.</p>