



# MELTON PARISH COUNCIL

**MPC(21)A07**

To Members of Melton Parish Council:

Dear Councillor,

You are summoned to attend the Ordinary Meeting of Melton Parish Council to be held on **Wednesday 17 November 2021, commencing at 19:00, at the Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.**

*William Grosvenor*

Clerk and Executive Officer to the Council

8 November 2021

## ***Agenda - Part One – Open to the Public***

<b>Item No</b>	<b>Item to be discussed</b>
<b>21.111</b>	<b>To receive apologies for absence</b>
<b>21.112</b>	<b>Declarations of Interest</b>
<b>21.112.01</b>	<b>To receive Amendments to the Register</b>
<b>21.112.02</b>	<b>To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda</b>
<b>21.112.03</b>	<b>To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda</b>
<b>21.112.04</b>	<b>To consider Full / Partial Dispensations for Pecuniary Interests Declared</b>
<b>21.113</b>	<b>Public Participation Session</b>
<b>21.113.01</b>	<b>To receive a Report from the District Councillor</b>
<b>21.113.02</b>	<b>To receive a report from the County Councillor</b>
<b>21.113.03</b>	<b>To consider village matters raised by Members of the Public or Councillors</b> 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.
<b>21.113.04</b>	<b>To consider letter from Woodbridge Town Council relating to the Climate Emergency</b>
<b>21.113.05</b>	<b>To consider request for tree works on land owned by the Council adjacent to Hope Close (referral from Recreation Committee)</b> Paper MPC(21)113.05

**21.114**            **To approve the Minutes of the Ordinary Meeting of Full Council held on 22 September 2021**  
Minutes MPC(21)M06

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**21.115**            **To receive and consider Minutes of Committees**  
**21.115.01**        **Finance Employment and Risk Management (FERM) Committee 13 October 2021**  
Minutes FRM(21)M04 (Draft) and FRM(21)M04 CONFIDENTIAL (Draft)  
**21.115.02**        **Planning and Transport Committee 20 October 2021**  
Minutes PLA(21)M07 (Draft)  
**21.115.03**        **Recreation Committee 10 November 2021**  
Minutes REC(21)M06 (Draft)

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**21.116**            **To consider financial and internal control matters**  
**21.116.01**        **To receive and consider the financial management reports for the period 1 April 2021 to 31 October 2021**  
Papers MPC(21)116.01 and MPC(21)116.01a-g  
**21.116.02**        **To consider budget report**  
Paper MPC(21)116.02  
**21.116.03**        **To consider 1<sup>st</sup> draft budget for 2022/23**  
Papers MPC(21)116.03 and MPC(21)116.03a  
**21.116.04**        **To consider grant giving in 2021/22**  
Paper MPC(21)116.04  
**21.116.05**        **To consider risk issues**  
Paper MPC(21)116.05  
**21.116.06**        **To consider data protection risk issues**  
Paper MPC(21)116.06  
**21.116.07**        **To consider update report on Community Infrastructure Levy (CIL) funded projects**  
Paper MPC(21)116.07  
**21.116.08**        **To consider proposals for the improvement of car parking on the divested land in front of Winifred Fison House**  
Paper MPC(21)116.08  
**21.116.09**        **To consider proposals for improvements to the bus shelter in Bredfield Road**  
Assistant Clerk to report  
**21.116.10**        **To consider investment proposals from Recreation Committee for Hall Farm Road sports ground**  
Paper MPC(21)116.10  
**21.116.11**        **To consider request to lease land in Hall Farm Close (*referral from Recreation Committee*)**  
Paper MPC(21)116.11

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**21.117**            **To consider a report relating to Anti-social Behaviour**  
Paper MPC(21)117 and Cllr Gradwell to report

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<b>21.118</b>	<b>To receive a report on the appointment of a new Clerk and Executive Officer and a progress report on the recruitment of a new Assistant Clerk</b> Cllr Banks / Clerk and Executive Officer designate to report
<b>21.119</b>	<b>To receive and consider a Draft Lone Working policy (<i>referral from FERM Committee</i>)</b> Paper MPC(21)119
<b>21.120</b>	<b>To consider report on the Pavilion project and make decisions on temporary arrangements and on the final specification for the new build</b> Paper MPC(21)120 and Clerk to report Below is a link to the latest information on the Council's website <a href="https://melton-suffolk-pc.gov.uk/recreation/pavilion-project/">https://melton-suffolk-pc.gov.uk/recreation/pavilion-project/</a>
<b>21.121</b>	<b>The Queen's Platinum Jubilee event – June 2022</b> Cllr Abbott to report
<b>21.122</b>	<b>Jubilee Fete event – June 2022</b> Cllr Biggle to report
<b>21.123</b>	<b>Festival of Suffolk 2022</b> Cllrs Porter and Abbott to report
<b>21.124</b>	<b>To receive and consider reports from representatives to Outside Bodies</b>
<b>21.124.01</b>	<b>Burness Parish Room Management Committee</b> Cllr Gradwell to report
<b>21.124.02</b>	<b>Melton Trust</b> Cllr Martin to report
<b>21.124.03</b>	<b>Melton Primary School</b> Assistant Clerk to report
<b>21.124.04</b>	<b>Melton Messenger</b> Cllrs Porter and Brown to report
<b>21.124.05</b>	<b>ASB Co-ordination meetings</b> Cllr Gradwell to report
<b>21.124.06</b>	<b>Sizewell C update</b> Cllr Banks / Clerk to report
<b>21.124.07</b>	<b>Suffolk Association of Local Councils (SALC)</b> Cllr Porter to report
<b>21.125</b>	<b>To consider Items for the Melton Messenger</b>
<b>21.126</b>	<b>Chairman's urgent business</b>

**21.127**

**Date of next meeting**

The next meeting will take place on Wednesday 19 January 2022, commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT

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***Part Two – Confidential***

**Exempt / Confidential Items**

**It is recommended that the public be excluded from the meeting for the following items of business on the grounds that they relate to matters of commercial confidentiality.**

<b>Item No</b>	<b>Item to be discussed</b>
<b>21.128</b>	<b>To consider future leasing options for the 1<sup>st</sup> Floor at the Council's offices</b> Paper MPC(21)128
<b>21.129</b>	<b>To consider issues arising from the contract for the extension and resurfacing of the Playing Field car park and proposal for settling the contract with Garrod Construction Ltd</b> Paper MPC(21)129
<b>21.130</b>	<b>To review the position regarding the burial ground off South Close, Melton Park</b> Cllr Abbott to report

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**Please note that meetings may be filmed, photographed, recorded or reported about.**