



MELTON PARISH COUNCIL

MPC(22)M01

Minutes of the Meeting of Melton Parish Council held on Wednesday 19th January 2022 commencing at 19:00 at 17 Riduna Park, Station Road, Melton IP12 1QT.

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 Ms F Harvey-Smith
Cllr Mr P James
Cllr Miss K S Martin
Cllr Mr C W Taylor
Cllr Mrs J Hilson
Cllr Mr M Holmes
Cllr Mr M Packard

In Attendance:

District Cllr Ms R Smith-Lyte
Woodbridge TC Cllr Eamonn O'Nolan
P Alder ***Clerk and Executive Officer to Melton Parish Council***
F Waters ***Assistant Clerk to Melton Parish Council***
Cllr Mrs C Gradwell (via Zoom)

Agenda - Part 1/1 – Open to the Public

Item No	Item to be discussed
22.01	To receive apologies for absence
Cllr Gradwell attended via Zoom	
22.02	Declarations of Interest
22.02.01	To receive Amendments to the Register
There were none	
22.02.02	To receive Declarations of Pecuniary Interest in Respect of Items on the Agenda

There were none

22.02.03 To receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda

There were none

22.02.04 To consider Full / Partial Dispensations for Pecuniary Interests Declared

There were none

22.03 Public Participation Session

22.03.01 To receive a Report from the District Councillor

Cllr Smith-Lyte gave a verbal report. As a political group they are undertaking audit type activities including looking at receipts for Right to Buy properties and savings from a reduction in Council expenses due to Covid. Planning is very quiet this month and there is no news on the old Council offices. Cllr Smith-Lyte will seek an update.

22.03.02 To receive a report from the County Councillor

Cllr Nicoll sent his apologies and there was no report. It was **NOTED** that he has helped to fund the bus shelter refurbishment at Bredfield Road and had been approached to fund remedial work to footpath 22.

22.03.03 To consider village matters raised by Members of the Public or Councillors

Cllr Abbott attended the meeting of the Village Produce Association; it was well attended with new faces. They will be at the Fete and their Village Show will be in July.

The Clerk explained that there was a flooding issue at the end of Smithfields. Investigations are ongoing but it is being referred to ESC Planning as there could be an enforcement issue with the surface water management plan associated with Deben Meadows.

22.03.04 To receive a presentation on the Deben Climate Focus Area from Cllr O’Nolan from Woodbridge Town Council

Cllr O’Nolan gave a short presentation about this initiative to test water samples from the Deben for nitrates and E-coli. The advice was not to swim at Wickham, Easton or Debenham where E-coli was present and that there were high nitrate levels at all sample sites. They are working with Suffolk University and have purchased an incubator so they can carry out regular testing. Should any ‘hotspots’ be identified then Suffolk University will carry out further tests. It was **AGREED** that Melton Parish Council would get involved and join in with the initiative.

Proposed by: Cllr Porter

Seconded by: Cllr Martin

22.04 To approve the Minutes of the Ordinary Meeting of Full Council held on 17th November 2021

It was **RESOLVED** that minutes MPC(21)M07 previously distributed, be received, noted and signed as a correct record by the Chair.

Proposed by: Cllr Martin

Seconded by: Cllr Taylor

22.05 To consider co-option to the Council in respect of the vacancy

The prospective Councillor did not attend so no co-option took place.

22.06 To receive and consider Minutes of Committees

22.06.01 Finance Employment and Risk Management (FERM) Committee 8th December 2021

Minutes FRM(21)M05 (Draft) and FRM(21)M05 CONFIDENTIAL (Draft) were received and **NOTED**

22.06.02 Planning and Transport Committee 1st December 2021

Minutes PLA(21)M08 (Draft) were received and **NOTED**

22.06.03 Recreation Committee 12th January 2022

Minutes REC(22)M01 (Draft) were received and **NOTED**

22.07 To consider financial and internal control matters

22.07.01 To receive and consider the financial management reports for the period 1 April 2021 to 31 December 2021

Papers MPC(22)07.01 and MPC(22)07.01a-k previously distributed were received and considered. As at 31st December 2021, income received in the year (less Community Infrastructure Levy monies (CIL)) was £114,099. CIL income received in the year was £106,600. Expenditure so far is £152,817, of which £62,847 has been paid out of CIL and grants. Otherwise expenditure amounted to £89,970 which is 72% of the budgeted expenditure for the year. Cash reserves as at 31st December totalled £627,036. Adding the VAT refund due of £1,148 and deducting the contingent liability for the rent deposit of £5,120 produces a figure for the total liquid assets of £623,064. Of that sum £534,994 relates to CIL monies held as a restrictive reserve, thus giving a general reserve of £88,070. Bank statements were presented, and the Chair verified that the accounts and statements tallied. Councillors were asked to consider how to treat the interest received on the rent deposit account. The Clerk will check the lease agreement and if it is not referenced it was **AGREED** that the interest should be passed to the tenant.

Proposed by: Cllr Banks

Seconded by: Cllr Packard

22.07.02 To consider the budget spreadsheet

Paper MPC(22).07.02 previously distributed was received. It was **AGREED to NOTE** the report.

22.07.03 To consider and adopt the final budget for 2022/23

Paper MPC(22).07.03 previously distributed was received. It was **RESOLVED** to adopt the Council's budget for 2022/23.

Proposed by: Cllr Banks

Seconded by: Cllr Porter

22.07.04 To approve the Precept request for 2022/23

Paper MPC(22)07.04 previously distributed was received. It was **RESOLVED to AGREE** the Precept requirement for 2022/23 of £104,536. Cllr Porter will include a piece about the Precept in the March Melton Messenger.

Proposed by: Cllr Brown

Seconded by: Cllr Banks

22.07.05 To consider risk issues

The [Risk Register](#) was considered and it was **AGREED** to update the Staffing item to reflect the recent staffing changes and the Governance and Accountability item to reflect that the Clerk now holds the CiLCA qualification. No risk ratings were changed.

22.07.06 To consider update report on Community Infrastructure Levy (CIL) funded projects

Paper MPC(22)07.06 previously distributed was received. Councillors were asked for feedback on the paper's format for future meetings. The reference to a general contingency reserve was felt to be slightly confusing. The report was **NOTED**.

22.07.07 To approve adding additional Councillors as signatories to the Suffolk Building Society Accounts

The Clerk reported that at the Full Council meeting on the 5th May it was agreed that Cllrs Porter, Gradwell, Martin and Taylor should be the named signatories on these accounts. The Clerk will facilitate ensuring these individuals are on both accounts.

22.07.08 To note the urgent decisions made by the Emergency Decision Making Body (as agreed at the meeting of Full Council on 5th May 2021)

Paper MPC(22)07.08 previously distributed was received. The report was **NOTED**.

22.07.09 Use of the Debit Card

Paper MPC(22)07.09 previously distributed was received. Cllrs **RESOLVED** to retrospectively **AGREE** the purchase of the hedge trimmer and to increase the purchase limit on the Debit Card to £1k and to amend Financial Reg 6.16 accordingly.

22.07.10 To approve requests from Recreation Committee arising from Recreation Meeting on 12th January 2022

Paper MPC(22)07.10 previously distributed was received. Members **APPROVED** the proposals from Recreation and **AGREED** that the sign could be purchased at the increased cost and that the Hall Farm Road Sports enhancements should go ahead.

Proposed by: Cllr Martin

Seconded by: Cllr James

22.08 To receive a report on the appointment of the new Assistant Clerk

Cllr Gradwell reported that there was a lot of interest in the position, and after a robust and comprehensive recruitment process the Assistant Clerk position had been filled and the successful candidate took up the post on the 10th January. The Asst Clerk then introduced herself to the Council and Councillors welcomed her to Melton Parish Council.

22.09 To receive an update on the Pavilion Project

Paper MPC(22.09) previously distributed was received. The Clerk/Cllr Gradwell took Councillors through the proposed options. After discussion it was unanimously **AGREED** that Option 2 (short term, ad-hoc lettings) was the preference. It was also **AGREED** that there would be no charge levied for the public toilet but that it would be locked/open at set times. However, the toilet set up should be done to allow for future charging if feasible. The Clerk also reported that the tenders have gone out to five contractors and responses are due mid February. The provision of external seating is not part of the tender as this is likely to attract ASB.

It was **RESOLVED** to set up a Working Group of Cllrs Porter, Gradwell, James, Darby, Holmes and Biggle to manage the Pavilion Project going forward. Any decisions that need Council approval before a meeting of Full Council takes place can be done by the Emergency Decision Making Body as agreed at the 5th May 2021.

<https://melton-suffolk-pc.gov.uk/recreation/pavilion-project/>

Proposed by: Cllr Porter

Seconded by: Cllr Harvey-Smith

22.10 The Queen's Platinum Jubilee event – June 2022

Cllrs Abbott and Porter reported that St Audry's is hosting an event on Friday 3rd June and a resident on The Street is looking to organise a Street Party on the Sunday. Cllr Porter was asked to include a piece in the next Melton Messenger encouraging residents to organise Street Parties and that Suffolk County Council will not be charging for road closures. On Thursday 2nd June the flag should be raised at 1pm (Cllr Abbott will write a speech for Cllr Porter) and the Beacon lighting event is at 9.11pm. An oak tree is being donated by East Suffolk Council and a suitable site will be found at the Melton Road Playing Field. A plaque will also be purchased to commemorate the event.

22.11 Jubilee Fete event – June 2022

Paper MPC(22)11 previously distributed was received. Cllr Biggle reported that several stallholders and participants had confirmed although some regular participants had declined. There will be no donkey/pony rides and the crockery smashing stall is not a good idea because of the mess it creates. Cllr Porter is investigating music providers as Melton Folk cannot attend. It was **AGREED** that a second food offering (pizza) should be sought and 3 portaloos should be hired (1 accessible). Cllr Banks will investigate the profits that remained from the previous fete so these can be used this year. There is £300 allocated to events in the 22/23 budget. It was **RESOLVED** to **AGREE** that a working group will be set up to assist Cllr Biggle with the organisation and running of the fete consisting of Cllrs Gradwell, Porter, Taylor, Darby and Cllr Darby's husband. It is likely that the BBQ will be run by some of the Councillors.

Proposed by: Cllr Porter

Seconded by: Cllr Martin

22.12 Statement of Intent to Protect Environment

Paper MPC(22)12 previously distributed was received. It was **RESOLVED** to **AGREE** that the Statement should be adopted and the following should be added to all agendas "*The Committee shall consider the environmental impacts of all the decisions which it makes in accordance with these terms of reference.*" Cllr Smith-Lyte also asked if the Council was aware of the proposed cycling and walking strategy that had a key route passing through Burkes Wood and the Playing Field. The Clerk will investigate further as concerns were raised about a cycle route passing through the woods.

Proposed by: Cllr James

Seconded by: Cllr Martin

22.13 To receive and consider reports from representatives to Outside Bodies

22.13.01 Burness Parish Room Management Committee

There is a meeting on 20th January that Cllr Porter is attending. It was **NOTED** that the Burness is thriving despite the pandemic.

22.13.02 Melton Trust

Cllr Martin asked that Cllr Porter writes a letter of appreciation to Tony when he steps down. It was **AGREED** that Janet Perry will become the Council's nominated Trustee when Tony leaves.

Proposed by: Cllr Taylor

Seconded by: Cllr Harvey-Smith

22.13.03 Melton Primary School

The Clerk reported that the school is doing well and the new nursery that opened in September is proving to be successful. They are looking to build a permanent nursery building and may be looking to the council for CIL to help fund this.

22.13.04 Melton Messenger

The February article has been written but a mention of the fete will be added by Cllr Porter.

22.13.05 ASB Co-ordination meetings

Cllr Gradwell reported that the next meeting was taking place on the 20th January.

22.13.06 Sizewell C update

Cllrs Porter and Packard will be attending the BEIS event on the 4th February. The Planning Inspectorate has been given an additional 6 weeks to consider the application.

22.13.07 Suffolk Association of Local Councils (SALC)

Nothing to report

22.14 To consider Items for the Melton Messenger

March edition to include information about the Precept (Cllr Banks to provide), a bigger article about the fete (Cllr Biggle to provide) and details about the planned SWT events.

22.15 Chairman's urgent business

Cllr Darby asked to join the Recreation Committee. It was **AGREED** this was acceptable if there was space and the Clerk would check the Terms of Reference.

22.16 Date of next meeting

The next meeting of Full Council will take place on Wednesday 23rd March 2022, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT. An additional special meeting to discuss the Pavilion tenders is likely to be arranged for late February 2022. There being no further business the meeting closed at 21:15.