



MELTON PARISH COUNCIL

MPC(23)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 on **Wednesday 10th May 2023, commencing at 7pm, at the Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.**

Pip Alder

Clerk and Executive Officer to the Council
4th May 2023

The Council shall consider the environmental impacts of all the decisions which it makes in accordance with these terms of reference.

Agenda - Part 1/1 – Open to the Public

Item No	Item to be discussed
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23.45	Election of the Chair of the Council
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Election of the Chair and completion of the statutory declaration of acceptance of office.

23.46	Election of Deputy Chair(s) of the Council
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23.47	To receive apologies for absence
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23.48	Declarations of Interest
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23.48.01	To receive Declarations of Interest in Respect of Items on the Agenda
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23.48.02	To consider any applications for dispensations
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Members are reminded that they are responsible for ensuring their [Register of Interests](#) is up to date and must be completed within 28 days of taking office.

23.49	Public Participation Session
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23.49.01	To receive a Report from the District Councillor
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23.49.02	To receive a report from the County Councillor
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23.49.03	To consider village matters raised by Members of the Public or Councillors
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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.

23.50	To consider co-option to the Council in respect of the vacancy
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Prospective Councillor to introduce themselves and answer any questions from Members

23.51	To consider adoption of the General Power of Competence
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Paper MPC(23)51 – Clerk to report

- 23.52 To approve the Minutes of Full Council**
23.52.01 Minutes of Full Council from 19th April 2023 - MPC(23)M03
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- 23.53 Planning & Transport – Chair of P&T to lead assisted by the Clerk**
23.53.01 Planning Applications - to review new applications received
[DC/23/1216/FUL The Garden House](#)
[DC/23/1506/FUL 21 Saxon Way](#)
[DC/23/0544/FUL Land at Quay Lane](#)
[DC/23/1410/FUL Smithfield](#)
- 23.53.02 Planning Applications – update on any existing Planning Applications**
DC/22/4775/FUL - Land South Of Primary School And East Of The Street Eyke
DC/20/1831/OUT - Land Off St Andrews Place and Waterhead Lane
- 23.53.03 Public Consultations**
- 23.53.04 Planning Notices – review Planning Notices received**
Cornerstone Base Station Installation Upgrade, Wilford Bridge Road
- 23.53.05 Planning Appeals – review position on existing Planning Appeals**
- 23.53.06 Planning Enforcement**
ENF/23/0027/COND – Deben Meadows ([DC/23/0120/DRC](#))
ENF/21/0086/DEV – Bye Engineering
- 23.53.07 Local Highways Matters – Paper MPC(23)53.07**
- 23.53.08 East Suffolk Planning Alliance**
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- 23.54 Recreation – Chair of Recreation to lead assisted by the Assistant Clerk**
Paper MPC(23)54
- 23.54.01 Pavilion – to approve increase in hire charges**
- 23.54.02 Tree Recommendation**
- 23.54.03 Beresford Drive Consultation**
- 23.54.04 Recreation Ground**
- 23.54.05 Jubilee Green Update**
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- 23.55 To consider Financial and Internal Control Matters – Clerk to report and advice to Council from Chair of FERM**
- 23.55.01 To approve the financial management report for the year ending 31 March 2023**
Papers MPC(23)55.01 and MPC(23)55.01a-b
- 23.55.02 To approve the draft CIL report for 2022-23**
Paper MPC(23)55.02
- 23.55.03 To approve the Asset Register as at 31st March 2023**
Paper MPC(23)55.03
- 23.55.04 To receive and consider the financial management and budget reports for the period 1 to 30 April 2023**
Papers MPC(23)55.04 and MPC(23)55.04a-g
- 23.55.05 To review the arrangements for insurance cover**
Clerk to report. (The responsibility for the arrangement of insurance cover is delegated to FERM)
- 23.55.06 To confirm the Council’s Standing Orders**
Paper MPC(23)55.06
- 23.55.07 To confirm the Council’s Financial Regs**
Paper MPC(23)55.07
- 23.55.08 To review signatories to Melton Parish Council Bank and Building Society Accounts**
Clerk to report
- 23.55.09 To review the Council’s subscriptions to other bodies**
Clerk to report
- 23.55.10 To consider risk issues - <https://melton-suffolk-pc.gov.uk/documents-base/risk-register/>**

23.55.11 To consider Data Protection Risk Register - <https://melton-suffolk-pc.gov.uk/data-protection-risk-register/>

23.56 To consider Governance Matters – Clerk to report

23.56.01 To consider and affirm the Council’s adherence to the National Code of Conduct

23.56.02 To approve the Annual Governance Statement and Arrangements for approval of accounts/Statutory Annual Return 2023

Paper MPC(23)56.02 - Clerk to report

23.56.03 To review the Terms of Reference for Working Groups

Paper MPC(23)56.03

23.56.04 To receive nominations to Panels and Working Groups

Paper MPC(23)56.04

23.56.05 To review and appoint representatives on or to work with External Bodies

Burness Parish Rooms Management Committee

Deben Community Partnership

Deben Estuary Partnership

Melton Trust

Melton Primary School Governing Body

Melton Messenger Editorial Committee

Suffolk Association of Local Councils

23.56.06 To agree to receive the summons to meetings electronically

23.56.07 To note and review the Council’s Schedule of Policies

Paper MPC(23)56.07

23.57 To consider arrangements for meetings for 2023/24

Paper MPC(23)57

23.58 Parish Council Noticeboards

To confirm the list of Councillors/Volunteers for posting notices on the 8 noticeboards

23.59 Sizewell C

23.60 To receive and consider reports from Representatives to Outside Bodies

23.60.01 Burness Parish Room Management Committee - Cllr Gradwell to report

23.60.02 Melton Trust - Cllr Martin to report

23.60.03 Melton Primary School - Clerk to report

23.60.04 Melton Messenger - Cllr Brown to report

23.60.05 Suffolk Association of Local Councils (SALC)

23.60.06 Suffolk Disability Forum - Cllr Darby to report

23.60.07 Melton, Woodbridge and Deben Community Partnership - Cllr Packard to report

23.61 To consider Items for the Melton Messenger

23.62 Chair’s urgent business

23.63 Date of next meeting

The next meeting of Full Council will take place on Wednesday 14th June 2023, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT.

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