



MELTON PARISH COUNCIL

MPC(23)A05

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 14th June 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
8th June 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
23.64	To receive apologies for absence
23.65	Declarations of Interest
23.65.01	To receive Declarations of Interest in Respect of Items on the Agenda
23.65.02	To consider any applications for dispensations
Members are reminded that they are responsible for ensuring their Register of Interests is up to date	
23.66	Public Participation Session
23.66.01	To receive a Report from the District Councillor
23.66.02	To receive a report from the County Councillor
23.66.03	To consider village matters raised by Members of the Public or Councillors
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.	
23.67	To consider co-option to the Council in respect of applications received for the vacancy
23.68	To approve the Minutes of Full Council
23.68.01	Minutes of Full Council from 10th May 2023 - MPC(23)M04
23.69	Planning & Transport – Chair of P&T to lead assisted by the Clerk
23.69.01	Planning Applications - to review new applications received DC/23/1782/ADN Land At Junction Of Melton Hill And Old Maltings Approach

[DC/23/1852/FUL The Hermitage](#)

[DC/23/2042/FUL 1 The Brooks](#)

23.69.02 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

23.69.03 Public Consultations

23.69.04 Planning Notices – review Planning Notices received

23.69.05 Planning Appeals – review position on existing Planning Appeals

23.69.06 Planning Enforcement

ENF/23/0027/COND – Deben Meadows ([DC/23/0120/DRC](#))

ENF/21/0086/DEV – Bye Engineering

23.69.07 Local Highways Matters – Paper MPC(23)69.07 and verbal report from Cllr Brown

23.69.08 Love Woodbridge and Melton – update and appointment of Councillor to Project Board

23.69.09 East Suffolk Planning Alliance

23.69.10 Transport East – Call for Evidence

<https://smartsurvey.co.uk/s/RuralStratCfE>

23.69.11 Rural Transport Survey

<https://www.smartsurvey.co.uk/s/D03AE6/>

23.70 Recreation – Chair of Recreation to lead assisted by the Assistant Clerk

Paper MPC(23)70

23.70.01 TPOs

[DC/23/1941/TPO Saxons Reach](#)

23.71 To consider, approve and adopt the Annual Accounting Statements and other Financial Reports for 2022/23

23.71.01 To receive and consider the Internal Audit Report

Papers MPC(23)71.01 and MPC(23)71.01a

23.71.02 To receive, consider and approve by resolution the Statutory Accounting Statements for 2022/23

Paper MPC(23)71.02

23.71.03 To consider the statement of Variances

Paper MPC(23)71.03 and MPC(23)71.03a

23.71.04 Arrangements for submission of the Statutory Annual Governance and Accountability Return for 2022/23 and for the exercise of public rights

Clerk to report

23.72 To consider Financial and Internal Control Matters – Clerk to report and advice to Council from Deputy Chair of FERM

23.72.01 To receive the financial management and budget reports for the period 1 April to 31 May 2023

Papers MPC(23)72.01 and MPC(23)72.01a-g

23.72.02 To consider the annual review of Risk Management arrangements

Paper MPC(23)72.02

23.72.03 To confirm a small amendment to the Council's Standing Orders and Financial Regs

Paper MPC(23)72.03

23.72.04 To consider any changes to the Terms of Reference for Working Groups

23.72.05 To consider risk issues - <https://melton-suffolk-pc.gov.uk/documents-base/risk-register/>

23.72.06 Councillor Training

Cllr Gradwell to report

23.73 Melton Fete

Cllrs Darby and Gradwell to report

23.74 Sizewell C

23.75 To receive and consider reports from Representatives to Outside Bodies

23.75.01 Burness Parish Room Management Committee - Cllr Gradwell to report

23.75.02 Melton Trust - Cllr Martin to report

23.75.03 Melton Primary School - Clerk to report

23.75.04 Melton Messenger - Cllr Brown to report

23.75.05 Suffolk Association of Local Councils (SALC)

23.75.06 Suffolk Disability Forum - Cllr Darby to report

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

23.75.08 Woodbridge and Melton Society – Cllr Bann to report

23.76 To consider Items for the Melton Messenger

23.77 Chair's urgent business

23.78 Date of next meeting

The next meeting of Full Council will take place on Wednesday 19th July 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.