



MELTON PARISH COUNCIL

MPC(24)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 15th May 2024, 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
9th May 2024

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
24.60	Election of the Chair of the Council Election of the Chair and completion of the statutory declaration of acceptance of office.
24.61	Election of Deputy Chair(s) of the Council
24.62	To receive apologies for absence
24.63	Declarations of Interest
24.63.01	To receive Declarations of Interest in Respect of Items on the Agenda
24.63.02	To consider any applications for dispensations Members are reminded that they are responsible for ensuring their Register of Interests is up to date
24.64	Public Participation Session
24.64.01	To receive a Report from the District Councillor – including potential glyphosate-free test site
24.64.02	To receive a report from the County Councillor
24.64.03	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.
24.65	To consider co-option to the Council in respect of the vacancy Prospective Councillor to introduce themselves and answer any questions from Members
24.66	To approve the Minutes of Full Council from 17th April 2024 – MPC(24)M04
24.67	Planning & Transport – Chair of P&T to lead assisted by the Clerk

- 24.67.01 Planning Applications - to review new applications received**
[DC/24/1202/FUL Beechfield, Leeks Hill](#)
[DC/24/1493/FUL Lime Tree House](#)
- 24.67.02 Planning Applications – update on any existing Planning Applications**
[DC/22/4775/FUL Land South Of Primary School And East Of The Street Eyke IP12 2QW](#)
[DC/24/0336/VOC Ufford Park Golf Club](#)
[DC/23/2365/FUL Bye Engineering](#)
- 24.67.03 Public Consultations**
- 24.67.04 Planning Notices – review Planning Notices received**
- 24.67.05 Planning Appeals – review position on existing Planning Appeals**
[DC/23/4328/OUT Land west of PROW 21, Woods Lane - APP/X3540/W/24/3342076](#)
[AP/24/0023/NONDET](#)
- 24.67.06 Planning Enforcement**
 ENF/23/0027/COND – Deben Meadows ([DC/23/0120/DRC](#))
 ENF/21/0086/DEV – Bye Engineering
- 24.67.07 Local Highways Matters – Paper MPC(24)67.07**
- 24.67.08 Active Travel Woodbridge**
- 24.67.09 Neighbourhood Plan Refresh**
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- 24.68 Recreation – Chair of Recreation to lead assisted by the Assistant Clerk**
Paper MPC(24)68
- 24.68.01 To approve hire charges for 2024/25 – Paper MPC(24)68.01**
- 24.68.02 TPOs**
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- 24.69 To consider Financial and Internal Control Matters – Clerk to report and advice to Council from Chair of FERM**
- 24.69.01 To approve the financial management report for the year ending 31 March 2024**
 Papers MPC(24)69.01 and MPC(24)69.01a-b
- 24.69.02 To approve the draft CIL report for 2023-24**
 Paper MPC(24)69.02
- 24.69.03 To approve the Asset Register as at 31st March 2024**
 Paper MPC(24)69.03
- 24.69.04 To receive and consider the financial management and budget reports for the period 1 to 30 April 2024**
 Papers MPC(24)69.04 and MPC(24)69.04a-g
- 24.69.05 To review the arrangements for insurance cover**
 NB The responsibility for the arrangement of insurance cover is delegated to FERM. Clerk to report
- 24.69.06 To confirm the Council's Standing Orders**
<https://melton-suffolk-pc.gov.uk/documents/standing-orders/>
- 24.69.07 To confirm the Council's Financial Regs**
<https://melton-suffolk-pc.gov.uk/documents/financial-regulations/>
- 24.69.08 To review signatories to Melton Parish Council Bank and Building Society Accounts**
 Clerk to report
- 24.69.09 To review the Council's subscriptions to other bodies**
 Clerk to report
- 24.69.10 To consider risk issues - <https://melton-suffolk-pc.gov.uk/documents-base/risk-register/>**
- 24.69.11 To consider Data Protection Risk Register - <https://melton-suffolk-pc.gov.uk/data-protection-risk-register/>**
- 24.69.12 Report of decisions made by Clerk/Assistant Clerk under the Openness of Local Government Bodies Regulations 2014 Paper MPC(24)69.12**

24.70	To consider Governance Matters – Clerk to report
24.70.01	To consider and affirm the Council's adherence to the National Code of Conduct https://melton-suffolk-pc.gov.uk/documents/code-of-conduct/
24.70.02	To approve the Annual Governance Statement and Arrangements for approval of accounts/Statutory Annual Return 2024 Paper MPC(24)70.02 - Clerk to report
24.70.03	To review the Terms of Reference for Working Groups https://melton-suffolk-pc.gov.uk/documents/terms-of-reference/
24.70.04	To receive nominations to Panels and Working Groups Paper MPC(24)70.04
24.70.05	To review and appoint representatives on or to work with External Bodies Burness Parish Rooms Management Committee Melton, Woodbridge and Deben Peninsula Community Partnership Deben Estuary Partnership Melton Trust Melton Primary School Governing Body Melton Messenger Editorial Committee Suffolk Association of Local Councils Suffolk Disability Forum Woodbridge and Melton Society SZC Transport and Community Forums
24.70.06	To agree to receive the summons to meetings electronically
24.70.07	To note and review the Council's Schedule of Policies Paper MPC(24)70.07
24.71	To consider arrangements for meetings for 2024/25 Paper MPC(24)71
24.72	Parish Council Noticeboards To confirm the list of Councillors/Volunteers for posting notices on the 8 noticeboards
24.73	Sizewell C
24.74	Melton Fete – Cllr Darby to report
24.75	To receive and consider reports from Representatives to Outside Bodies – Paper MPC(24)75
24.76	To consider Items for the Melton Messenger
24.77	Chair's urgent business
24.78	Date of next meeting The next meeting of Full Council will take place on Wednesday 12 th June 2024, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT.

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