



MELTON PARISH COUNCIL

MPC(24)M06

Minutes of the Meeting of Melton Parish Council held on Wednesday 12th June 2024 at 7pm at the Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.

Present:

Cllr Bann
Cllr Brown
Cllr Corston
Cllr Darby
Cllr Emerson
Cllr Hillier
Cllr Gradwell (Chair)
Cllr Martin
Cllr Stearn
Cllr Taylor

Absent:

Cllr Bourne
Cllr De Vita
Cllr Holmes
Cllr Packard

In Attendance:

P Alder Clerk and Executive Officer to Melton Parish Council
F Waters Assistant Clerk to Melton Parish Council
3 members of the public
Footpath Advocate
County Councillor Nicoll (left at 20:05)

Agenda - Part 1/2 – Open to the Public

Item No	Item to be discussed
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24.79	To receive apologies for absence
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Apologies were received from Councillors Bourne, De Vita, Holmes and Packard. The Climate Advocate and District Cllr Smith-Lyte also sent their apologies.

24.80	Declarations of Interest
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24.80.01	To receive Declarations of Interest in Respect of Items on the Agenda
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None were received

24.80.02	To consider any applications for dispensations
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None were considered

24.81	Public Participation Session
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24.81.01	To receive a Report from the District Councillor
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No report was received

24.81.02 To receive a report from the County Councillor

Cllr Nicoll gave a brief overview of the situation relating to the proposed Cadent gas works in Ufford. A public event was held in May and trial test holes are being dug at the moment to identify if there are alternative methods that could be employed which would result in a shorter road closure time. Active Travel Woodbridge team is working through the responses. Cllrs Nicoll and Leach are meeting the team on the 3rd July. Cllr Nicoll will ensure that officers are aware that they must consider the impact on Melton that their proposals could have. The second Sizewell C Transport Forum took place and Network Rail was present. Concerns were raised about the length of time that barriers could be down when trains are passing and the impact this could have on emergency services. Track improvements (noise reduction measures) have been carried out at Saxmundham and are said to be effective. A flood investigation report regarding the flooding from Storm Babet has been released (covering Wickham Market). Cllr Nicoll offered to share details of the SCC officer so a similar report could be done for Melton.

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

Cllr Darby reported that there had been issues at the St Andrew's Community Garden last week; a shed was broken into and a tree was set alight. The police and fire service attended.

Cllr Brown reported that the Asset of Community Value on the bowling green at Melton Park needs renewing in September. It is likely that this will be brought to July's Full Council meeting for discussion.

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

No prospective Councillors were present. There is still one vacancy on the Council.

24.83 To approve the Minutes of Full Council from 15th May 2024 – MPC(24)M05

It was **RESOLVED** that minutes MPC(24)M05, which were previously distributed, were signed as a correct record by the Chair.

Proposed by: Cllr Brown

Seconded by: Cllr Martin

24.84 Sutton Hoo Ship Company

The Chair of the SHSC gave a short talk about the current situation between the Woodbridge Riverside Trust and the SHSC regarding the use of the Longshed. The SHSC does not have enough space to continue working on the ship and allow visitors to view the ship being constructed, as they are not allowed to use the mezzanine. The SHSC is raising awareness that there is a risk that the ship would have to move from Woodbridge (possibly to Ipswich or Lowestoft) if the issues cannot be resolved. Thanks was expressed for raising this issue and the Council wished them well and hoped that a resolution could be reached. Two members of the Woodbridge Riverside Trust were also at the meeting and also wished them well and hope the situation can be resolved.

24.85 Planning & Transport – Chair of P&T to lead assisted by the Clerk

24.85.01 Planning Applications - to review new applications received

[DC/24/1611/FUL 2 Deben Place](#) - unanimously agreed to respond with No Comment

[DC/24/1626/FUL 1 Willowbank](#) - unanimously agreed to respond with No Comment

[DC/24/1805/VOC The Lindos Centre](#) - unanimously agreed to respond with No Comment

[DC/24/1768/FUL 18 Fernhill Close](#) - unanimously agreed to respond with No Comment

[DC/24/1879/FUL The Old Rectory Lodge](#) - unanimously agreed to respond with No Comment

24.85.02 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](#)- this will be discussed at the ESC Planning South meeting on the 25th June. The Clerk will register Cllr Brown to speak at the meeting.

[DC/24/0336/VOC Ufford Park Golf Club](#)- unanimously agreed to object on the grounds that it will disturb wildlife in the local area and violates Ufford Parish Council's Dark Skies Policy.

[DC/23/2365/FUL Bye Engineering](#)- the Planning Officer has confirmed that things are moving forward and the agent is providing an update on the landscaping proposals and condition survey of the Brick Kiln Lane highway.

[DC/24/1202/FUL Beechfield, Leeks Hill](#) - unanimously agreed to approve, subject to the recommendations contained in the Arboricultural report being set as conditions of planning consent.

[DC/24/1493/FUL Lime Tree House](#)- an Arboricultural impact assessment has been requested by ESC

24.85.03 Public Consultations - there were none

24.85.04 Planning Notices – review Planning Notices received - there were none

24.85.05 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](#) - there is no update on the appeal. MPC's submission was sent in May.

24.85.06 Planning Enforcement

ENF/23/0027/COND – Deben Meadows ([DC/23/0120/DRC](#)) – there is no further update on the drainage matter at this time.

ENF/21/0086/DEV – Bye Engineering – see MPC(24)85.02

24.85.07 Local Highways Matters

Paper MPC(24)85.07 previously distributed was received and noted. Peter James will take the battery to the Repair Café and it was agreed to move the SID from Yarmouth Road to Melton Road and pull off the stats before it is relocated. The Police will also be contacted about their recent speed camera monitoring that took place in Melton this week. Cllr Bann gave verbal updates about the Pavement Group and the Bus Stop/Shelter Improvements. The Pavement Group has met and identified key walking routes. Issues will be reported to the relevant Council or landowner and the SCC Self Help Scheme form has been completed. The fixmystreet website is also being used to report issues. Cllr Bann will be attending training. Cllr Nicoll offered funding for equipment and would support Melton bids to Sizewell community and highway funds and to send any proposals to him first. Cllr Bann has been in contact with the SCC Transport team about the bus stops and shelters and timetable cases are planned for the stops currently without them.

24.85.08 Active Travel Woodbridge – see item MPC(24)81.02

24.85.09 Neighbourhood Plan Refresh – no update and nor will there be until after the General Election.

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

Paper MPC(24)86, previously distributed, was discussed. Thanks was conveyed to all those involved in the D-Day Beacon Lighting event which was very successful. A complaint was received regarding the religious element and lack of inclusivity. It was **AGREED** that the Pavilion should be nominated for a Quality of Place Award, that WTYFC could hire the playing fields as set out in the hire agreement and no action will be taken regarding hemlock on MPC land.

Proposed by: Cllr Corston **Seconded by:** Cllr Bann

24.86.01 TPOs – there were none

24.86.02 Local Nature Recovery Strategy (LNRS) Land Management Survey

<https://survey123.arcgis.com/share/25708d0b5c90426c8db456f822f6f31b>

Cllr Hillier offered to complete this survey on behalf of Melton Parish Council.

24.86.03 Consider a request for an explanatory plaque on the Garrod Memorial Sign

Cllr Bann reported that there was a request for memorial plaques to Dorothy and Archibold Garrod on the Garrod Memorial Sign at the Recreation Ground. It was **AGREED** unanimously that there should be one plaque with a short explanation regarding the sign and a website/QR code linking to the Behind the Name website and the Garrod family. Cllr Bann will ask if the Woodbridge and Melton Society would be willing to fund the cost and SBD Ltd will design the plaque.

24.87 To consider, approve and adopt the Annual Accounting Statements and other Financial Reports for 2023/24

24.87.01 To receive and consider the Internal Audit Report

Papers MPC(24)87.01 and MPC(24)87.01a previously distributed were discussed. Thanks were expressed to the office for the glowing report. The recommendation for a formal investment policy has been noted and action will be taken. Neither the summary report that goes to the external auditor nor the detailed report accompanying it disclosed any matters of concern.

24.87.02 To receive, consider and approve by resolution the Statutory Accounting Statements for 2023/24

Paper MPC(24)87.02 previously distributed was received. Following consideration of the Statutory Accounting Statements for 2023/24 Full Council **RESOLVED** to approve them and authorised the Chair to sign them accordingly.

Proposed by: Cllr Martin **Seconded by:** Cllr Brown

24.87.03 To consider the statement of Variances

Papers MPC(24)87.03 and MPC(24)87.03a previously distributed were received. It was **AGREED** to **NOTE** the contents of these papers which is required to be submitted to the external auditor.

24.87.04 Arrangements for submission of the Statutory Annual Governance and Accountability Return for 2023/24 and for the exercise of public rights

The Clerk reported that the submission of the AGAR for 2023/24 must be done by 1st July, and that following the approval of the Accounting Statements at the present meeting everything is in place for that to happen. The period for the exercise of public rights will commence on 1st July and end on 9th August 2024. Prior to 1st July the Council will publish the Internal Audit report, the Annual Governance Statement, the Accounting Statements together with the details of the arrangement for the exercise of public rights.

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

24.88.01 To receive the financial management and budget reports for the period 1 April to 31 May 2024
Papers MPC(24)88.01 and MPC(24)88.01a-g previously distributed were received and **NOTED**. The bank statements were checked and signed by the chair as accurate against the financial statements.

24.88.02 To consider the annual review of Risk Management arrangements
Paper MPC(24)88.02 previously distributed was received. The purpose of the paper was to demonstrate a culture of positive risk management across the Council, rather than evidence management of specific risks. It was **RESOLVED** to confirm the current approach to the management of risk across the Council.

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

There were none.

24.88.04 To consider risk issues - <https://melton-suffolk-pc.gov.uk/documents-base/risk-register/> (Last reviewed by FERM on 22/5/24) No further changes were made but a change of format may be considered later in the year.

24.88.05 To report decisions made by FERM on 22nd May 2024

FERM agreed that the brickwork at Friar's Court will be replaced with fencing, updated the Risk Register and agreed that a Communications Policy should be produced.

24.89 Sizewell C

No minutes from the May Transport Forum have been received as yet and the Clerk will follow up. Cllr Bann is happy to join the SZC Forums Google Group and he was asked to get clarity at the next SZC transport forum regarding the sounding of horns by the night trains.

24.90 Melton Fete

Cllr Darby thanked everyone for their help and donations and confirmed that everything was in place for next week's fete. A donations bucket was considered but agreed this should be deferred to next year. Setting up will take place at 6pm on Friday and Cllrs Taylor and Brown have agreed to assist with the cashing up on the Sunday.

24.91 To receive and consider reports from Representatives to Outside Bodies

Paper MPC(24)91, previously distributed, was received and noted. Cllr Brown reported that the Melton Messenger will be attending the fete and he will also complete the Deben Estuary Plan questionnaire. Cllr Bann gave a verbal update about the Woodbridge and Melton Society. Active Travel Woodbridge is still high on their agenda, they are awaiting a Town Centre parking report from ESC and the St Mary's Church Hall changes have been scaled back. It has been suggested that the Society could undertake works where they have concerns about pavements and gutters. The Society Chair is meeting Woodbridge Town Council regarding the Sutton Hoo Ship Company.

24.92 To consider Items for the Melton Messenger

The July column has been written and there is no publication in August.

24.93 Chair's urgent business

This was taken as a confidential item.

24.94 Date of next meeting

The next meeting of Full Council will take place on Wednesday 17th July 2024, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT. After consideration of the confidential item and there being no further business the meeting closed at 21:14.