



MELTON PARISH COUNCIL

MPC(24)M07

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

Present:

Cllr Bann
Cllr Bourne
Cllr Brown
Cllr Darby
Cllr De Vita
Cllr Gradwell (Chair)
Cllr Hillier
Cllr Holmes
Cllr Martin
Cllr Packard
Cllr Stearn
Cllr Taylor

Absent:

Cllr Corston
Cllr Emerson

In Attendance:

P Alder Clerk and Executive Officer to Melton Parish Council
F Waters Assistant Clerk to Melton Parish Council
5 members of the public
Chair, Woodbridge Riverside Trust
Footpath Advocate
County Councillor Nicoll
District Councillor Smith-Lyte (arrived 7:29pm)

Agenda - Part 1/2 – Open to the Public

Item No	Item to be discussed
24.97	To receive apologies for absence Apologies were received from Councillors Corston and Emmerson.
24.98	Declarations of Interest
24.98.01	To receive Declarations of Interest in Respect of Items on the Agenda None were received
24.98.02	To consider any applications for dispensations None were received
24.99	Public Participation Session
24.99.01	To receive a Report from the County Councillor Cllr Nicoll gave an update on the proposed Cadent gas works road closure in Ufford. The main road will not be fully closed but traffic lights will be implemented instead. Some side roads will be closed with resident access only. All work

will cease between the end of November and 7th January. He also mentioned the recent road closure at the Melton crossroads due to emergency works by Anglian Water, noting the significant disruption but the need for the works. Anglian Water had incorrectly claimed that SCC had prevented them from carrying out the works earlier.

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

The Chair raised that the Rotary Club have been in contact offering their support with community activities. It was agreed to take up their offer and the Clerk will respond.

The Chair shared the sad news that Rachel Smith, a planning officer at East Suffolk Council who previously had worked closely and professionally with MPC, had recently passed away. The Chair will send condolences to Ben Woolnough. Members of the public were in attendance to discuss the planning application DC/24/2214/FUL Allendale House, 59 Melton Grange Road. They were concerned about the precedent this application could set and the lack of parking available. Residents were advised to raise their objections on the ESC Planning Portal.

It was **RESOLVED** to take the following items out of order

24.99.02 To receive a report from the District Councillor

Cllr Smith-Lyte reported on the Melton Park ACV application. Cllr Bann asked her about getting together to discuss pavements and it was agreed he would contact her. He would also email about vegetation restricting ease of travel along the A12 footpath/cycleway.

24.102 Woodbridge Riverside Trust

The Chair of the Woodbridge Riverside Trust gave a detailed report on the Trust and the situation with the Longshed and the Sutton Hoo Ship Company. The planning permission was for a community boat building with associated maritime activities and in time they may plan to apply for a change to allow environmental activities. It is hoped that there will be a route to resolution with the Sutton Hoo Ship Company.

24.103.10 ACV – Melton Park Bowling Green

Paper MPC(24)103.10, previously distributed, was received and discussed with Bryony Abbott. Cllr Brown asked who participated in the original vote on the future usage of the land and was told that everyone who lived in Melton Park at the time was invited to join the Community Scheme Association. Cllr Gradwell suggested that it would be worthwhile redoing the vote to get new residents involved. It was questioned if the bowling green should already belong to the Melton Park Management Company as it was part of the s106 agreement. All Councillors were in agreement to support the renewal of the ACV application.

It was **RESOLVED** to revert to the original order of the agenda.

24.100 Appointment of Co-Chair of FERM

It was **RESOLVED** unanimously to appoint Cllr Hillier as Co-Chair of FERM.

Proposed by: Cllr Gradwell

Seconded by: Cllr De Vita

24.101 To approve the Minutes of Full Council from 12th June 2024 – MPC(24)M06

It was **RESOLVED** that minutes MPC(24)M06 and M06conf, which were previously distributed, were signed as a correct record by the Chair.

Proposed by: Cllr Gradwell

Seconded by: Cllr Stearn

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

24.103.01 Planning Applications - to review new applications received

It was resolved unanimously to make the following responses:

[DC/24/2236/FUL 5 Friar's Court](#) – No comment

[DC/24/1738/FUL Burness Parish Rooms](#) – Recommended approval

[DC/24/2214/FUL Allendale House, 59 Melton Grange Road](#) – Recommended to object on the grounds of a precedent being set and lack of parking (contravention of MEL6). Clerk and Cllr Brown to formulate the response.

[DC/24/2427/ADN St Audrys Golf Club](#) – No comment

24.103.02 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](#) – going to Planning South Committee on 23rd July. Planning Officer has recommended approval.

[DC/24/0336/VOC Ufford Park Golf Club](#) – no objection from Ecology although they noted that the bat lighting plan report identified that lights are currently operating until 21:30 (60 minutes after the designated times set out in Condition 13 of

Page 2 of 2 C/03/0989) and that care should be taken to ensure that lighting is turned off in conjunction with the agreed times of this variation of condition application (22:00 hours).

[DC/23/2365/FUL Bye Engineering](#) – the Planning Officer says things are moving forward and the agent is providing an update on the landscape and condition survey of the Brick Kiln Lane highway. It should be going to the referral panel soon.

[DC/24/1493/FUL Lime Tree House](#) – this application has been withdrawn.

24.103.03 Public Consultations – there are two applications for construction site permits for Sizewell C ([EPR/GP3226SQ/A001](#) and [EPR/RP3820SH/A001](#)).

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

24.103.05 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

24.103.06 Planning Enforcement

ENF/23/0027/COND – Deben Meadows ([DC/23/0120/DRC](#)) – no update

ENF/21/0086/DEV – Bye Engineering – see item 24.103.01

24.103.07 Local Highways Matters

Paper MPC(24)103.07, previously distributed was received and noted. Cllr Bann reported that the Pavement Group was meeting in August and he would be contacting Cllr Smith-Lyte after that. He also reported that there are new timetable cases at bus stops, although one is missing by the Coach and Horses, and he is trying to get timetables added to the cases. The Clerk reported that there is a survey relating to Quiet Lanes and it was agreed to delegate the completion of the survey to the Clerk.

It was **RESOLVED** unanimously to proceed with the speed reduction on Wilford Bridge Road.

Proposed by: Cllr Gradwell **Seconded by:** Cllr Bann

It was **RESOLVED** to proceed with a 3rd crossing on Melton Road and transfer £20k of CIL reserves into the road safety/crossing EMR (11 in favour, 1 against). Cllr Nicoll to be emailed requesting £5k towards the cost of the crossing.

Proposed by: Cllr Gradwell **Seconded by:** Cllr Brown

24.103.08 Active Travel Woodbridge – a meeting is taking place between the Active Travel team and MPC on the 22nd July. Cllrs Nicoll and Leach are meeting the team on the 18th July.

24.103.09 Neighbourhood Plan Refresh – funding application has been submitted.

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

Paper MPC(24)104 previously distributed was received and noted. Cllr Gradwell is happy to put the VE80 event together if she has support. It was agreed to bring back the concept of an avenue of trees at the Recreation Ground to the October Council meeting. The office will seek information on the types of trees in the meantime. The wording for the Garrod memorial plaque was unanimously approved.

24.104.01 TPOs and TCAs

DC/24/2467/TPO – No comment

DC/24/2461/TCA – No comment

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

24.105.01 To receive the financial management and budget reports for the period 1 April to 30 June 2024

Papers MPC(24)105.01 and MPC(24)105.01a-g previously distributed were received and **NOTED**. The bank statements were checked and signed by the Chair as accurate against the financial statements.

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

Some minor text changes to be made to Staffing (change of staff), Maintenance Officer (remove reference to course), Pavilion Operations (update that phone has been purchased and rota set up) and Working Group Vacancies (reference new co-Chair of FERM).

24.105.03 To consider the appointment of the Internal Auditor for 2024/25

After consideration it was **RESOLVED** unanimously to appoint Trevor Brown as the Internal Auditor for 2024/25. It was confirmed that he was independent of the Council. The Council may consider an interim audit due to staffing changes in the year.

24.105.04 Report of decisions made by Clerk/Assistant Clerk under the Openness of Local Government Bodies Regulations 2014

Paper MPC(24)105.04 previously distributed regarding the out of hours phone was received and noted.

24.105.05 Grant Giving 2024/25

The Clerk reported that the grant giving window normally runs August to September. It was unanimously **AGREED** to skip this year due to the impending staffing changes.

Proposed by: Cllr Gradwell

Seconded by: Cllr Martin

24.106 Sizewell C

SZC has applied for two environmental permits for work and the public consultation runs to the 6th August. The Community Fund is now open for applications. Councillors unanimously **AGREED** to be a signatory on the Anglian Energy Planning Alliance (AEPA) letter being sent to the Secretary of State for Energy Security and Net Zero.

24.107 Melton Fete

Paper MPC(24)107 previously distributed was received and discussed. Thanks was given to all those residents and Councillors involved, especially Cllr Darby, in making it such a successful event. It was **RESOLVED** unanimously to: Split £600 equally between the Melton Good Neighbour Scheme, St Andrew's Church, Melton Primary School and the Burness Parish Rooms.

Move £550 back into the General Reserve from the Fete EMR.

Move £1,500 from the Fete EMR to the pump track EMR to be used for refurbishment of the Rec Ground play equipment. The Pump Track EMR will be renamed to Play Equipment EMR.

The remaining funds will stay in the Fete EMR to be used for the 2025 Fete.

24.108 To receive and consider reports from Representatives to Outside Bodies

Paper MPC(24)108 previously distributed was received and discussed. Cllr Darby reported that ESC is giving grants to provide EV charging points in villages and homes with no driveway. She will send details when she receives the minutes to the Chair to include in the Melton Messenger. A Citizen's Advice centre has opened on Cumberland St 4 days a week and they are looking for volunteers. Cllr Packard asked Cllr Smith-Lyte for clarity on a meeting minute item about liaising with MPC regarding Rights of Way concerns but she was uncertain about what it referred to.

24.109 To consider Items for the Melton Messenger (September edition)

EV charging points, Citizen's Advice Bureau, Circus, Active Travel Woodbridge (if relevant to Melton) and Meet the Councillors.

24.110 Chair's urgent business

At this point members of the public were invited to leave and the footpath advocate mentioned that the vegetation had been cut back on Love Lane in July and perhaps SCC could consider painting red warning boxes at pedestrian crossings.

Thanks were given to the Assistant Clerk and Clerk by the Chair and it was noted that it was the Clerk's final meeting.

24.111 Date of next meeting

The next meeting of Full Council will take place on Wednesday 11th September 2024, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT. After consideration of the confidential items and there being no further business the meeting closed at 21:15.