



## Minutes of the Meeting of Melton Parish Council

Held on 18<sup>th</sup> June 2025 at 7pm

Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.

### Present:

Cllr Gradwell (Chair)  
Cllr Brown  
Cllr De Vita  
Cllr Nicoll

Cllr Bann  
Cllr Corston  
Cllr Hillier  
Cllr Stearn

Cllr Bourne  
Cllr Darby  
Cllr Martin

### Absent:

Cllr Packard

Cllr. Taylor

### In Attendance:

J Hallett *Clerk to Melton Parish Council*

K Thomas *Assistant Clerk to Melton Parish Council*

District Councillor Rachel Smith-Lyte

County Councillor Alexander Nicoll

Four members of the public were present

*Cllr. Gradwell welcomed everyone to the meeting.*

### 1) Apologies for Absence:

- a) To Receive Apologies – Apologies from MPC councillors had been received from Cllr. Packard (previous commitment), and Cllr Taylor (unwell). District Councillor Smith-Lyte had indicated that she would be in attendance from 8.00pm.
- b) To Accept Apologies – The apologies of Cllrs. Packard and Taylor were proposed as accepted by Cllr. Darby, seconded by Cllr. Martin and all were in agreement.

### 2) To receive any:

- a) Declarations of Pecuniary Interest in Agenda Items - None
- b) Declarations of Non-Pecuniary Interest in Agenda Items – None
- c) Applications for Dispensation on Agenda Items - None
- d) Declarations of Gifts or Hospitality received over the value of £50.00 – None
- e) Notification of Lobbying with reference to any Planning Application to be discussed – Cllr. Martin indicated that although she had not been 'lobbied' on application DC/25/1741/FUL, she had been contacted by several neighbours to the property, for advice on procedure when commenting on an application.

### 3) Public Session:

- a) To receive a report from the District Councillor – Cllr. Smith-Lyte reported on the following items:
  - Fête – Apologies for not making the Fête but I heard it was excellent and I promise to help next year

Chair's Initials: .....

- DC/25/1741/FUL – I have sent in a letter of objection
  - St Audrys Sports and Social Club – This group is still in negotiations with Hopkins Homes but needs to find the money to purchase the land. [Cllr Smith-Lyte was asked to suggest that the club should write to the Parish Council to request a grant]
- b) To receive a report from the County Councillor – Cllr. Nicoll reported on the following points:
- Bus Bids – SCC has received an £8m grant from government grant to improve bus services; it is hoped that some of this will be allocated to the two recent bids for funding (improved bus shelters in Melton and a new service between Martlesham Park and Ride and Rock Barracks); it is hoped news on these will be received shortly and can then be promoted to residents. [Cllr. Gradwell requested thanks were recorded to Cllrs. Bann and Nicoll for their work on these projects]
  - Active Travel Woodbridge – A recent meeting with interested parties has further considered the options for central Woodbridge. There is a possibility of changes to the initial scheme, with amendments also being considered to the Thoroughfare, which would make better use of the crossing points at the Lime Kiln Quay Road junction.
- c) To consider village matters raised by Members of the Public or Councillors – The following items were noted:
- DC/25/1741/FUL – I am the architect for the project and I am happy to answer any questions you may have. A recent amendment to the plans was necessary to meet the rules on distance from large trees
  - DC/25/1483/OUT – I am here to listen to the debate regarding the proposed Care Home and I have concerns regarding the loss of the farmland and the linking up of Melton to Ufford.
  - DC/25/1483/OUT – My main concerns are the impact the development will have on surface water flooding in the area, the impact on water pressure and what will occur in the future on the remaining part of the land. This style of development might appear better than a conventional housing estate but, once permission is granted, will plans then change?
  - DC/25/1483/OUT – I have strong objections to this proposed development. Melton is constantly compared to the facility at Carlton Colville but the two sites are completely different. Melton is NOT a suburb of Woodbridge, there are two quiet lanes close to the site and one ancient byway, there are highly valued hedgerows that will be removed, there are narrow pavements into Melton from the site (totally unsuitable for invalid buggies), there will be significant impact on the character of the landscape, there will be light pollution and finally the local GPs have said it will create a 'clinical island'.
  - Blue Plaque – You will be discussing a Blue Plaque for Melton Hall in your meeting, and I would be very happy to supply any further information you need.
  - Councillor's Lists – It was remarked that the list of councillor contact details in the Members Area of the website needed to be updated – office to arrange
  - Work of BIMP Team – The Clerk read out details of a visit to the village by some Ipswich school children to observe wildlife. The Chair remarked the BIMP project was doing a fantastic job.

Chair's Initials: .....

**4) To consider co-option to the Council, in respect of the two vacancies:**

The Clerk reported no applications had been received but that advertisements had been prepared and placed on all the notice boards, on the website and in the Melton Messenger.

**5) To approve the Minutes of Full Council from 14<sup>th</sup> May 2025:**

It was RESOLVED that minutes 'Minutes (May 25)', which had been previously distributed, be signed as a correct record by the Chair.

Minutes (May 2025)

Proposed by: Cllr Martin

Seconded by: Cllr Bourne

**6) Planning - To discuss and agree response to the following Planning Applications or Appeals:**

- a) [DC/25/1821/FUL](#) - Single storey rear extension, Permitted Development rear dormer - Hill House, Melton Hill, Melton. After discussion it was unanimously RESOLVED to support the application.

Proposed by: Cllr. Darby

Seconded by: Cllr. Stearn

- b) [DC/25/1741/FUL](#) - Subdivision of plot to allow and construction of a 4-bedroomed, two-story self-build dwelling, erection of fence, additional boundary planting and associated works following the removal of study to existing bungalow – Carousel, Turnpike Lane, Melton. After discussion it was RESOLVED to object to the application, citing the following grounds:

- Cramped nature of the development
- Scale and design effect on the street scene
- Poor relationship to adjacent properties
- Harm to residential amenity
- Inadequate curtilage
- Highways and access

Proposed by: Cllr. Brown

Seconded by: Cllr. Darby

- c) [DC/25/1321/FUL](#) - Single storey side and rear (wrap around) extension with flat green roofs.... - 35 Riverview, Melton. After discussion it was unanimously RESOLVED to support the application.

Proposed by: Cllr. Stearn

Seconded by: Cllr. De Vita

- d) [DC/25/1483/OUT](#) - Outline Application (Some Matters Reserved) - Care Village comprising a 64 bedroom care home (use Class C2) together with 40no assisted care bungalows (Use Class C2) associated facilities, bowling green, car parking, open space provision with associated infrastructure and access - Land Off Yarmouth Road, Melton. After discussion it was RESOLVED (10 For, 1 Abstention) to object to the application, citing the following grounds:

- Development in the countryside, contrary to Policy SCLP3.3
- Fundamental erosion of the rural character of the area
- Loss of well-established hedgerows which serve as wildlife corridors and characterise Suffolk countryside
- Surface water flooding and effect on water pressure
- Loss of historic farmland

Members also felt that, should the officer be minded to approve the application, the matter should be heard by the Planning Committee (South), with MPC able to make representation.

Proposed by: Cllr. Brown

Seconded by: Cllr. Hillier

Chair's Initials: .....

**7) Other Planning Matters:**

- a) To receive an update on the sale of Hopkins Homes Land at Melton Park – No further update had been received but communication from the Sports and Social Club was expected.
- b) To receive an update on the Deben Meadow CIL Payment – The Clerk read aloud the latest update from ESC regarding the legal case and agreed to continue to monitor.
- c) DC/25/1987/AGO – Decoy Farm, Old Church Road – To receive notification of comments submitted – The Clerk reported that comment on this application had been sent in, due to a very tight response deadline. The comment had supported those of the ESC Tree Officer; the application was still outstanding.

**8) Transport – To review ‘Highways Paper (June 2025)’ and discuss/agree recommendations:**

Councillors confirmed receipt of the Highways Paper, and the following matters were discussed:

- Third Road Crossing for Melton Road – The Clerk had circulated details of an amended location for the crossing, necessary due to issues with large vehicles exiting and entering the garage. Members felt the revised location was not ideal, as it did not serve pedestrians wishing to cross for the garage. However, they also understood the need to ensure all vehicles could access the garage safely. The Clerk was asked to check the reasons with the highways and request a site visit (Cllrs. Bann and Nicoll to be invited). If the original location was not possible, then the Clerk was authorised to give the go-ahead for the revised location.
- Station Road – Members discussed the increasingly large volumes of traffic using Station Road, including very large vehicles; all aiming to circumnavigate the Melton Crossroads. A resident of Station Road had supplied images of very wide tractors over the pavements and reports had been received of aggregate vehicles in convoy. After discussion it was suggested that a traffic survey was required, to accurately assess the situation and to then assist with discussions around weight and width limits. Cllr. Nicoll agreed to speak to SCC Highways and the Clerk agreed to provide him with the evidence.
- Pavement Clearance along Melton Road – A quote for clearing of the pavement along Melton Road, alongside the Recreation Ground, had been received. Others had been sought but had not been forthcoming. Councillors unanimously RESOLVED to accept this quote and Cllr. Bann asked to be informed when the work would be carried out.

Proposed by: Cllr. Brown      Seconded by: Cllr. Bourne

**9) Wilford Bridge Road Cycle Scheme** – To discuss outline plans presented by SCC Highways and to receive update on bid for funding: Comments from individual Members had been sent to SCC and a bid for CIL funding has been requested. SCC is currently awaiting results of that bid.**10) Neighbourhood Plan Refresh** – To receive an update: It was reported that, at the recent meeting of the NP Steering Group, and following discussions with ESC and the NP consultant, a recommendation had been made not to hold a Call for Sites. This was agreed by Council. However it was also noted that ‘Strategic Gaps’ should be included in the Plan. Cllr. Brown also reported the news recently received that all government funding for neighbourhood plans had ceased, with immediate effect. The consultants had produced a quote for £6,000, to complete the NP refresh. The Clerk confirmed that work could be funded from CIL funds, if the Council wished. It was also noted that £1,000 had been placed in the 2025/26 budget for NP work. After discussion it was agreed that £6,000 would be taken from the General CIL EMR and put into a Neighbourhood Plan CIL EMR.

- No Call for Sites: Proposed by: Cllr. Brown, Seconded by: Cllr. Gradwell
- Use of CIL funds to complete project: Proposed by: Cllr. Brown, Seconded by: Cllr. Nicoll

Chair’s Initials: .....

**11) Recreation - To review 'Recreation Paper (June 2025)' and discuss/agree recommendations**

– The Clerk recapped the items in the report and the following matters were discussed in detail:

- Funding Plan for Phase I Play Park Refurbishment – Members debated the proposed funding plan for Phase I of the Melton Road Play Park Refurbishment costs. In conclusion the following plan, and the scheme suggested by Kompan, was unanimously approved:
 

• National Lottery	£20,000.00
• Divested Land Fund	£11,000.17
• Cllr. Rachel Smith-Lyte	£500.00
• Cllr. Alexander Nicoll	£500.00
• Play equipment EMR	£2,508.75
• Fête Profits	£2,000.00 (Estimate)
• CIL Reserves	<i>£ Remaining funds required</i>

Proposed by: Cllr Gradwell                      Seconded by: Cllr Bourne
- VJ Day Event – Members debated a proposal received from Mr Brian Fisk (Woodbridge Branch, Royal British Legion) for a commemoration event on 16<sup>th</sup> August for the VJ Day 80<sup>th</sup> anniversary. It was unanimously agreed to support this.
- Pond in Burkes Wood – The Clerk reported that, following concerns from a Councillor that the pond in Burkes Wood required attention, a quote for clearance and been received and further quotes were being sought. Suffolk Wildlife Trust advice might be necessary

**12) TPO and TCA Applications:**

- a) To acknowledge comments sent to ESC:
  - [DC/25/1903/TPO](#) - Candleriggs House, Old Church Road, Melton
- b) To discuss and agree comment on the following applications:
  - [DC/25/2070/TPO](#) – 6 Rixon Crescent - Support
  - [DC/25/2182/TPO](#) – East House, St Audrys Park Road - Objection

Proposed by: Cllr Gradwell                      Seconded by: Cllr Martin

**13) To discuss identifying trees in Melton which should be subject to a Tree Preservation**

**Order** – Members felt the registration of all significant trees in the village under a TPO was vital, but that it would be a very big job. Cllr. Corston agreed to contact Mr Dolan of the BIMP project, to see if he could assist in any way. [Clerk to provide contact details]. It was also suggested that Transition Woodbridge may be able to assist.

**14) Finance Matters:**

- a) To receive the financial management and budget reports for the period 1 April 2025 to 31st May 2025 Papers: 'Finance June 2025' and 'Scribe Reports a-g' – Cllr. Hillier had assessed the accounts in her role as Councillor Internal Controller and had only minor questions, that could be answered by the office after the meeting. The Chair viewed the Bank Statements, Building Society Book and CCLA Statement and signed the Bank Reconciliation.
- Proposed by: Cllr Darby                      Seconded by: Cllr Stearn

The Chair asked that special thanks be recorded to the Assistant Clerk for her work in continuing to ensure the Pavilion was fully utilised.

Chair's Initials: .....

**15) Governance and Operation of the Council – To agree:**

- a) Terms of Reference for 'Planning and Transport' and 'Finance, Employment and Risk Management' Committees – Paper 'Terms of Reference for MPC Committees (June 2025)' –

After discussion it was unanimously RESOLVED to adopt the Terms of Reference.

Proposed by: Cllr Martin

Seconded by: Cllr De Vita

- b) To receive update on additional text on the Risk Register regarding CCLA cover via the FSCS  
– Cllr. Gradwell advised that she had spoken to the Internal Auditor and a form of wording had been agreed with him (See item 17).

## 16) Annual Tasks

- a) To consider and affirm the Council's adherence to the National Code of Conduct – [link](#) – All Members present confirmed they had read and would adhere to the National Code of Conduct.

## 17) Risk Management

- a) To review and adopt the new Risk Register – Paper: Risk Register 2025 – The draft Risk Register had been circulated and all were pleased with the new format. Adoption of the Register was unanimously agreed.

Proposed by: Cllr Brown

Seconded by: Cllr Nicoll

**18) Documentation Review – To review and adopt the new following documents and policies:**

- a) Disclosable Personal Interests Policy (June 2025)
- b) Health and Safety Policy (June 2025)
- c) Website accessibility statement ([Website Link](#))
- d) Privacy Statement ([Website Link](#))

The above documents and policies were taken together and it was unanimously RESOLVED to adopt them.

Proposed by: Cllr Martin

Seconded by: Cllr Hillier

**19) To receive and consider reports from Representatives to Outside Bodies – Paper ‘Outside Bodies Report (June 2025)’** – Councillors confirmed receipt of this report the following updates were given:

- SeaLink – Cllr. Gradwell suggested that MPC register to comment and be kept informed on the SeaLink project and this was agreed
- W&MS Local Living History Project – Support for this project was sought and unanimously agreed. Cllr. Bann agreed to report back to the W&MS.

**20) To consider Items for the Melton Messenger (August edition) –** It was suggested the following items be included:

- Bus Bid for funding
- Tree TPOs
- Fete Thank you Poster and photos

**21) To consider a request from a resident for a Blue Plaque to be erected for Valentine Searles Wood of Melton Hall –** The suggestion that a blue plaque be placed on the boundary wall of Melton Hall, for Valentine Searles Wood was fully supported by all Members. It was suggested that the plaque be placed on the left-hand side of the Hall entrance, in order not to distract drivers queueing at the traffic lights.

Proposed by: Cllr Gradwell

Seconded by: Cllr Martin

Chair's Initials: .....

**22) To discuss any matters of concern authorised by the Chair –** The following matters were discussed at the discretion of the Chair:

- Fête – A brief update on the success of the fête was given but it was agreed that a full update and decision of distribution of funds should be made at the July meeting when the final accounts would be available.
- Anti-Social Behaviour – The Clerk reported a concerning situation of anti-social behaviour that had been reported to the police. Frequent drug taking, urinating and an unacceptable state of undress close to the village sign in The Street had been reported to her on two occasions and she was following this up with the police.

**23) To receive agenda items, and agree date and Chair of Next Meeting (16<sup>th</sup> July 2025) –** The date of the meeting was confirmed as 16<sup>th</sup> July 2025, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT, with Cllr. Gradwell taking the Chair. Members were asked to pass any agenda items to the Clerk at least one week prior to the meeting.

There being no confidential items to discuss, the meeting closed at 9.32pm

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Chair

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Date

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