



Minutes of the Meeting of Melton Parish Council

Held on 16th July 2025 at 7pm

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

Present:

Cllr Gradwell (Chair)
Cllr Darby
Cllr Martin

Cllr Bourne
Cllr De Vita
Cllr Nicoll

Cllr Brown
Cllr Hillier
Cllr Stearn

Absent:

Cllr Bann
Cllr. Taylor

Cllr Corston

Cllr Packard

In Attendance:

J Hallett *Clerk to Melton Parish Council*
District Councillor James Mallinder

County Councillor Alexander Nicoll
Two 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), Cllr Corston (family matter), Cllr. Taylor(unwell), and Cllr Bann (away). District Councillor Smith-Lyte had also sent her apologies.
- b) To Accept Apologies – The apologies of Cllrs. Packard, Taylor, Corston, and Bann were proposed as accepted by Cllr. Darby, seconded by Cllr. De Vita 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 – None

3) Public Session:

- a) To hear comment from Cllr. James Mallinder on 'Working with Deben Peninsula' – Cllr. Mallinder introduced himself and explained that the purpose of his visit was to initiate closer working between the Deben Ward (where he was District Councillor) and Melton; explaining that events that occurred in Melton often affected the ten parishes he represented; and *vice versa*. He was especially interested in planning and highways matters and hoped to work with Melton PC in the future. A number of questions were raised and a commitment was made to work together for the benefit of all residents, alongside channels already established.
- b) To receive a report from the District Councillor – Cllr. Smith-Lyte had sent her apologies.

Chair's Initials:

- c) To receive a report from the County Councillor – Cllr. Nicoll reported on the following points:
- Improved bus services have recently been announced by SCC and will be fully discussed at item 8 in the agenda
 - Meetings with Network Rail, regarding forthcoming improvement work, which will result in road closures, will take place on Friday and Monday. Melton and Ufford will be represented and it will be important to ensure all four rail crossings in Melton are discussed
 - The development of 55 houses in Eyke will require a five-day closure of the Eyke main road, which will have an impact on villages such as Campsea Ashe and Ufford [proposed dates 11th to 16th August]
 - Grant recently given to Melton Primary School for music provision

- d) To consider village matters raised by Members of the Public or Councillors – The following items were noted:
- Working with the Deben Peninsula – Councillors were positive about the benefits of having contact with the neighbouring Parish Councils on the Peninsular
 - Woodbridge Town Council – As WTC now has a new Mayor we should engage with him to build the same great relationship we had with Cllr. Sanders
 - St Audrys Sports and Social Club – A representative of the St Audrys Sports and Social Club attended to speak about the ambitions of the club to purchase the land and buildings from Hopkins Homes, to secure its future for residents [item to be discussed at 14.c)]

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

The Clerk reported no applications had been received but a member of the public was in attendance to view the meeting procedures with a view to possibly joining.

5) To approve the Minutes of Full Council from 18th June 2025:

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

Minutes (June 2025)

Proposed by: Cllr Bourne

Seconded by: Cllr Martin

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

- a) None

7) Other Planning Matters:

- a) To receive details of decisions taken by MPC Planning and Transport Committee on 2nd July 2025 – This paper was taken as read and there were no further questions.
- b) To receive an update on the sale of Hopkins Homes Land at Melton Park – See item 14.c).
- c) To receive an update on the Deben Meadow CIL Payment – No further updates had been received from ESC

Chair's Initials:

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

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

- a) To receive update on funding bids for improved Bus Shelters and New Service between Martlesham and Sutton Heath – Cllr. Nicoll reported the excellent news that the bids for improved bus services to Sutton Heath had been approved and would start in September. The 70 and 800 services were affected and would provide much improved facilities for all residents of Sutton Heath, and improved connections to both Sutton Hoo and Martlesham Park and Ride. News of the bid for two new bus shelters in Melton was still awaited but the application had been praised for its professional standard.
- b) Wilford Bridge Road Cycle Scheme – To receive update on bid for funding and to discuss making a contribution from CIL funds – Members debated the request from ESC to contribute towards the cost of the proposed Wilford Bridge Road Cycle Scheme, and the recommendation from MPC Planning and Transport Committee that 1% of the total cost of the project, up to a maximum of £6,000 should be allocated from the General CIL fund. Members not in favour of the proposal were concerned at the high cost of the project, and that it did not address the more dangerous sections of road along Woods Lane and between the Melton Rail Station and Sutton Hoo. Members in favour of the project commented that it could be the first phase of a much wider plan for cycling improvements and that the costs would be carefully audited by SCC. It was also detailed in the Melton Neighbourhood Plan and would probably not be a project that MPC could fund alone. After debate Members RESOLVED (7 For and 2 Against) the recommendation.
Proposed by: Cllr Martin Seconded by: Cllr Nicoll
- c) To discuss land next to 28 Saxon Way – Members debated the request from residents of 28 Saxon Way, to enter into a legal agreement to keep a strip of land next to their property cut back, to allow the required visibility splay for a new entrance to their property. This was required by SCC before a dropped kerb could be installed. There was concern about obligations with a legal agreement. After debate it was RESOLVED to sell a one metre strip of the land to the owners of 28 Saxon Way, for a price of £1,000, with all Council’s legal costs being met by the residents and a clause in the sale agreement that it be kept as a grass strip.
Proposed by: Cllr Stearn Seconded by: Cllr Bourne

9) Neighbourhood Plan Refresh – To receive an update - Cllr. Brown updated the meeting on progress of the NP refresh.

10) To discuss forthcoming works to Melton Railway Level Crossing – It was reported that work to the rail crossings in Melton would take place during August, requiring road closures. Meetings with NR were planned for Friday 18th and Monday 21st July (Cllrs. Gradwell and Nicoll, plus the Clerk, to attend), where more would be learnt of the impact. It was suggested that all four crossing points in Melton be discussed and a plan for communicating the road closures made after the meetings.

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:

- Anti-Social Behaviour – The Clerk reported that an increase in ASB had been recorded, but that the police had attended and the issues had become fewer.
- Burkes Wood Pond – Two further examinations were planned for the forthcoming weeks, including one by Suffolk Wildlife Trust

Chair’s Initials:

12) TPO and TCA Applications:

- a) To acknowledge comments sent to ESC:
- [DC/25/2354/TPO](#) – 26 Saxon Way – No Comment
- b) To discuss and agree comment on the following applications:
- [DC/25/2540/TPO](#) – Waterman House, The Grove – Objection as there was no reason for the work detailed in the application.
Proposed by: Cllr Martin Seconded by: Cllr Darby

13) To receive an update on reviewing all significant trees within the parish – In Cllr. Corston's absence, the Clerk reported that she had attended an ESC Planning Forum earlier in the day, where a representative of [Suffolk Tree Wardens](#) had been present. He had given details of a tree recording facility and the Clerk was asked to pass this on to Cllr. Corston.

Cllr. Hillier gave details of the CAVAT (Capital Asset Value for Amenity Trees) process for quantifying the amenity value of trees. Details would also be passed to Cllr. Corston.

Concern was raised for the trees in St Andrews Way, once the development of 55 houses was underway. It was reported that communications from the developer had already been received by some residents, regarding possible parking restrictions. Members who lived in the area agreed to investigate further.

14) Finance Matters:

- a) To receive the financial management and budget reports for the period 1st April 2025 to 30th June 2025 Papers: 'Finance July 2025' and 'Scribe Reports a-g' – Cllr. Hillier had assessed the accounts in her role as Councillor Internal Controller and had discussed minor adjustments with the office. The Chair viewed the Bank Statements, and Building Society Book and (CCLA June Statement not yet received) and signed the Bank Reconciliation.

Proposed by: Cllr Gradwell

Seconded by: Cllr Brown

It was commented that the Staff NI/PAYE expenditure was higher than expected. The Clerk explained that one member of staff had had a change in tax code, which had resulted in them paying more tax however, the overall salaries budget was on track.

- b) To review the 'EMR Report (June 2025)' – The report had been circulated and there were no further comments or questions.
- c) To discuss grant request from St Audrys Sports & Social Club to allow it to purchase the Freehold of the land – Members discussed the application for a grant of £10,000 to the St Audrys Sports & Social Club, to put towards the purchase the freehold of the grounds and building (this represented 10% of the purchase price). After debate it was RESOLVED to make a grant of £10,000 to the club, with the proviso that the funds would be earmarked by the Council and paid only once the legal structure of a proposed Trust had been established, a seat on the Trust had been allocated to the Council and an agreement made whereby the Trust would refund to the Council 10% of the sale price of the club, in the event of it being sold in the future. It was agreed that the funds would come from the 2025/26 Grants Budget (£1,500) and the unallocated CIL EMR (£8,500).

Proposed by: Cllr Nicoll

Seconded by: Cllr Bourne

Chair's Initials:

- d) To receive report and Accounts for Melton Fete 2025 and to discuss and agree distribution amounts – All commented that the Fete had been a great success and a very happy village event for all ages. The accounts showed a balance of £4,466.52 after expensed (this included the funds brought forward from, 2024). After discussion it was RESOLVED to distribute £3,500 (leaving £966.52 for one final invoice to be received and as a balance to fund items for the 2026 event):

Play Park Phase I	£2,500.00
Melton Good Neighbours Scheme	£250.00
Burness Parish Rooms	£250.00
Melton Primary School	£250.00
St Andrew's Church	£250.00

Proposed by: Cllr Martin

Seconded by: Cllr Stearn

It was agreed that the date for the 2026 event would be set in September

15) Risk Management

- a) To review the Risk Register – Paper 'Risk Register (July 2025)' – The Risk Register had been reviewed by the office and amendments suggested. Two further small adjustments were suggested. Adoption of the Register, subject to agreed amendments, was unanimously agreed.

Proposed by: Cllr Bourne

Seconded by: Cllr Darby

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

- Code of Practice for Handling Complaints (July 2025)
- Lone Working Policy (July 2025)
- Lone Working Risk Assessment (July 2025)
- Equality and Diversity Policy (July 2025)
- Dispensation Policy (July 2025)

The following items were noted:

- It was agreed that members of the Pavement Group should not work alone under any circumstances and therefore the Lone Working Policy did not relate to them.
- The Clerk was asked to remove Cllr. Gradwell's name from the Code of Practice for Handling Complaints (leaving 'The Chair').
- The Clerk was also asked to clarify how long a dispensation would last.
- It was agreed that the office would make up a 'code phrase' and alert all Members to it

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

Proposed by: Cllr De Vita

Seconded by: Cllr Bourne

17) To receive and consider reports from Representatives to Outside Bodies – Paper 'Outside Bodies Report (July 2025)' – Councillors confirmed receipt of this report the following updates were given:

- Melton Trust – Cllr. Corston to give updates in the future, with Cllr. Nicoll acting as a back-up

Chair's Initials:

18) To consider Items for the Melton Messenger (September edition) – It was suggested the following items be included:

- Grants (Clerk)
- New Bus service (Cllr. Nicoll)
- Fête report
- Pavement work / Melton Road Skirting
- Hedges

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

- TPOs – It was agreed that, where appropriate the MPC Planning and Transport Committee would consider all TPO applications. The Clerk was asked to circulate the Council's Tree Policy to all members
- VJ Day Commemorations – Details of the event on 16th August were given by the Chair
- Council Website – It was agreed that an updated image of the Council, for the website, should be taken at the earliest opportunity.

20) To receive agenda items, and agree date and Chair of Next Meeting (20th August 2025) –

The date of the meeting was confirmed as 20th August 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 9.15pm

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Chair

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Date

Chair's Initials: