



## Minutes of the Meeting of Melton Parish Council

Held on 20<sup>th</sup> August 2025 at 7pm

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

### Present:

Cllr Nicoll (Chair)  
Cllr Brown  
Cllr Hillier

Cllr Bann  
Cllr De Vita  
Cllr Martin

Cllr Bourne  
Cllr Gradwell  
Cllr Packard

### Absent:

Cllr Corston  
Cllr Taylor

Cllr Darby

Cllr Stearn

### In Attendance:

J Hallett *Clerk to Melton Parish Council*

Two members of the public were present

County Councillor Alexander Nicoll

District Councillor Rachel Smith-Lyte

*Cllr. Nicoll welcomed everyone to the meeting and explained that he would be chairing the meeting as Cllr. Gradwell had a migraine.*

### 1) Apologies for Absence:

- a) To Receive Apologies – Apologies had been received from Cllr. Darby (away), Cllr. Corston (work), Cllr. Stearn (work) and Cllr. Taylor (unwell).
- b) To Accept Apologies – The apologies of Cllrs. Darby, Corston, Stearn and Taylor were proposed as accepted by Cllr. Brown, seconded by Cllr. Gradwell 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

Chair's Initials: .....

### 3) Public Session:

- a) To receive a report from the District Councillor – Cllr. Smith-Lyte updated Council on the following items:
  - Kelsale-cum-Carlton Biodiversity Action Plan – Hard copy displayed, Clerk agreed to obtain an electronic copy and distribute to all, Biodiversity would form part of the revised Melton Neighbourhood Plan.
  - Waste from verges – Cllr. Bann explained the problem of disposal of green waste collected by the Pavement Group. SCC had indicated a need for them to speak to all DCs and RSL agreed to enquire as to how they could assist.
- b) To receive a report from the County Councillor – Cllr. Nicoll said all his reports would be covered later in the meeting.
- c) To consider village matters raised by Members of the Public or Councillors – The following items were noted:
  - Speeding vehicles on Melton Road – could the SID be turned around to detect traffic travelling towards Woodbridge (*Clerk to speak with Maintenance Officer*)
  - Exit from Hall Farm Road onto Woods Lane – Traffic is often travelling very fast and this is a dangerous junction to exit from (*Clerk to contact SCC Speed and Safety Team and investigate if it is possible to have another SID post in that location*)
  - Parking in The Street is difficult for residents – Could there be residents' parking places? (*Item to be discussed later in the agenda*)
  - Crime in Melton – A number of crimes, including the snatching of a purse, have occurred in Melton recently but the police do not seem to be willing to attend (*Resident to provide Clerk with CAD number and Clerk will then liaise with Community Support Officer*)
  - New Telecoms Mast – Will this affect local wildlife? (*Resident to provide Clerk with her email address and Clerk to send consultation details in return*)
  - Interested in the work of the Council – I am new to the area (although lived in Suffolk for 55 years) and I am interested in being more involved. I like to contribute to the community in various ways (*Cllr. Gradwell to arrange to speak to resident outside of the meeting*)

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

The Clerk reported no applications had been received to date.

### 5) To approve the Minutes of Full Council from 16<sup>th</sup> July 2025:

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

Minutes (July 2025)

Proposed by: Cllr Martin

Seconded by: Cllr Bourne

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

- a) DC/25/3002/TCA - 1no. Juniper (marked on submitted plan) – Fell - The Calder Cottage, 91 The Street, Melton – After discussion it was unanimously RESOLVED to state ‘No objection’ to this proposed work.

Proposed by: Cllr Brown

Seconded by: Cllr Martin

- b) DC/25/3031/TPO - ESCC/53/00025 - W9 1no. Oak (T1 on submitted plan) - Remove major dead wood, raise crown to 3m from ground level, remove one lower limb with damaged bark 1no. Oak (T2 on submitted plan) - Remove major dead wood, raise crown to 3m from ground level, remove epicormic growth 1no Group Holly (surrounding base of T1) - Fell - Trefoil House, The Grove, Melton - After discussion it was unanimously RESOLVED to state ‘No objection’ to this proposed work. However, it was requested that the dead wood be left on the ground, where possible.

Proposed by: Cllr Brown

Seconded by: Cllr Nicoll

**7) Other Planning Matters:**

- a) To receive details of decisions taken by MPC Planning and Transport Committee on 6<sup>th</sup> August 2025 – This paper was taken as read and there were no further questions.
- b) To discuss the proposed upgrade to the Telecoms Base Station on Wilford Bridge Road – Members commented that the existing mast was disguised by proximity to a silver birch tree whereas the proposed new mast would be 5m taller and positioned away from the tree thus making it more visible. There was also concern that the siting of the new mast could affect the planned improvements to walking and cycling along the road. The Clerk was asked to forward these comments and copy to Cllr. Nicoll in his role as County Councillor.
- c) To receive an update on the Deben Meadow CIL Payment – An update from ESC had been received in late July, but only to confirm no further progress and no payment of the CIL money. The Clerk was asked to continue to chase, due to the substantial amount of CIL due to MPC.

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

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

- a) To consider a suitable reply to a resident regarding parking in The Street – Comments from a resident of The Street, who found parking difficult near his home, were discussed. Further parking spaces had been created by MPC, when the grass verge was improved but there was now a high demand for spaces. After discussion the Clerk was asked to provide the resident with the details of the process he and others should follow, to request dedicated residential parking spaces of ESC. It was acknowledged that this request would generate consultation with MPC and then a full discussion of costs and consequences could be held.
- b) To consider sale of 3m strip of land next to 28 Saxon Way – After discussion it was agreed that the sale of the land should remain at just 1m wide. Cllr. Smith-Lyte indicated that the SCC officer should be returning to work the following day and it was hoped would reply to the residents of 28 Saxon Way. Should a reply not be forthcoming from SCC, Cllr. Nicoll suggested the Clerk email Mr Butcher (SCC) copying Cllr. Nicoll and Cllr. Smith-Lyte.

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- c) To discuss forthcoming closure of Melton Rail Crossing – Forthcoming work to the railway lines was acknowledge, along with the full closure of the Melton crossing between 24<sup>th</sup> and 28<sup>th</sup> October. Cllrs. Nicoll and Gradwell reported on a meeting held with Network Rail, an accidental closure of the Melton crossing on 2<sup>nd</sup> August and a planned meeting for later in August/early September. Concern had been raised that staff at Sutton Hoo had not been consulted and that signage would be inadequate unless it was comprehensive. The Clerk was asked to circulate a list she and Cllr. Gradwell had drawn up, detailing the level of communication required. It was agreed that communications around the October closure needed to be wide-ranging.

The following additional Transport matters were discussed:

- Wilford Bridge Road Cycle Scheme – matter with ESC CIL Department – update on funding awaited (Cllr. Packard to verify timescale and details)
- Sizewell C Transport Forum (South) – Cllr. Bann agreed to raise an earlier promise made by SZC, to improve foot and cycle ways, whilst roads were closed for enhancement works linked to SZC. Members were asked to pass any additional questions on to Cllr. Bann.
- Improved Bus Services – Details still awaited but must be promoted fully when known, to ensure the new services are well used. A vote of thanks was given to Cllrs. Bann and Nicoll.

**9) Neighbourhood Plan Refresh – To receive an update -** Cllr. Brown reported that a draft of the Plan had been received earlier in the day. This would now be reviewed by the Steering Group and comments returned to the consultant. This progress was welcomed.

**10) Recreation - To review ‘Recreation Paper (August 2025)’ and discuss/agree recommendations** – The Clerk recapped the items in the report and the following matters were discussed in detail:

- To discuss taking on management of the land behind Bury Hill Close – The Clerk explained the history behind the parcel of land behind Bury Hill Close. Up until earlier this year, it had been cut by East Suffolk Norse/East Suffolk Services. However, it had then been discovered that ESC did not own the land and it had withdrawn permission for cutting. The Clerk confirmed that the piece of land was not registered with HMLR. Members debated at length MPC taking on the management and/or ownership of the land. In conclusion the following actions were agreed:
  - i. Clerk to seek legal advice as to action MPC could/should take (to a maximum of £500)
  - ii. Clerk to speak to HMLR to try to ascertain ownership of the land
  - iii. Clerk to investigate planning permission details when Bury Hill Close was constructed, to endeavour to find the owner's details.

Proposed by: Cllr Brown                      Seconded by: Cllr Bourne
- To discuss which company to use for the tree survey – After discussion on both quotations for the work, it was unanimously RESOLVED to use Eastwood Tree Services.

Proposed by: Cllr Bann                      Seconded by: Cllr Nicoll
- To discuss purchase of a new Dog Bin for Orchard Close – The Clerk explained the situation on land next to 24 Orchard Close, the cost of a new Dog Bin and the annual cost of emptying it (ESS). After discussion it was unanimously RESOLVED to purchase a new bin (to be placed next to the wall) and instruct ESS to empty weekly.

Proposed by: Cllr Brown                      Seconded by: Cllr Bourne

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**11) To receive an update on reviewing all significant trees within the parish** – This matter was deferred until the September meeting.

**12) Finance Matters:**

- a) To receive the financial management and budget reports for the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> July 2025 Papers: 'Finance August 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, Building Society Book and CCLA Statement and signed the Bank Reconciliation at the end of the meeting.

Proposed by: Cllr Martin

Seconded by: Cllr Gradwell

- b) To consider insurance quotes – Paper 'Insurance Comparison 2025' (Schedules on website) – The Clerk and Assistant Clerk were thanked for their work in obtaining all four quotes. It was acknowledged that comparison of the quotes was very difficult and that the level of cover varied greatly. After full discussion the Clerk was asked to challenge the price of the quote from Hiscox (Gallagher) to see if they could match the premium quoted by Zurich, and report back to the September meeting.

**13) Employment** – To receive NJC salary award figures for 2025-2026 and to agree to apply them to Melton Parish Council staff – The Clerk explained that, although all staff were paid a specific NJC grade, any amendments to the hourly rate for those grades still required authorisation from Full Council. It was unanimously RESOLVED to implement the new NJC Salary Grades, back-dated to 1<sup>st</sup> April 2025.

Proposed by: Cllr Gradwell

Seconded by: Cllr Martin

**14) Risk Management**

- a) To review the Risk Register – After discussion it was agreed not to amend the Risk Register this month. It was reported that the ASB at the Pavilion had reduced, but that it may be best left until September before amending the register. The Clerk and Assistant Clerk were monitoring the situation closely and the Maintenance Officer had been asked to make adjustments to the external toilet, to make it more unpleasant for people to gather inside.
- b) To review the 'Data Protection Risk Register' – It was suggested that the office convert the web page into a Word document for this register. It was also agreed that the document would require updating after the Clerk had attended a training session on the new Assertion 10 wording of the AGAR (booked for 6<sup>th</sup> September).

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

- Melton Trust – Work continues to be busy with many residents being supported
- Sizewell C – A meeting of the Sizewell Community Forum should be held in October; effects on tourism and house rental prices continues to be an issue.

Chair's Initials: .....

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

- |                          |                         |  |
|--------------------------|-------------------------|--|
| • Parking in The Street  | • Anti-Social Behaviour | • Reporting crime                        |
| • Bus Service            | • Pavement clearance    | • Parking permit process                 |
| • Level crossing closure | • VJ Day report         | • Citing of three Cycle parking stations |

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

- Bat Survey on Waterhead Lane – The Clerk had distributed details of a Bat survey, carried out by Mr Paul Wiggins, in Waterhead Lane. It was agreed that it should be forwarded to ESC Planning Officer for the St Andrew's Place development, Julia Catterwell (ESC Community Partnerships officer), Transition Woodbridge, the SCC PROW Team and placed on the website. The Clerk was also asked to thank Mr Wiggins and Mr Dolan for this work.

**18) To receive agenda items, and agree date and Chair of Next Meeting (17<sup>th</sup> September 2025)**  
– The date of the meeting was confirmed as 17<sup>th</sup> September 2025, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT. 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 9.28pm

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Chair

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Date

Chair's Initials: .....