



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

MPC(08)M08

Minutes of a meeting of the parish council held on Thursday 14th August 2008 commencing at 7.00 pm in The Lindos Centre Main Hall, Saddlemakers Lane, Melton IP12 1PP.

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**Present:**

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| Cllr Mrs BK Abbott<br>Cllr Mrs. ME Addington<br>Cllr Mr MN Bond<br>Cllr Mr PJ Brockett [Vice-Chairman]<br>Cllr Mr GK Butterwick [Chairman]<br>Cllr Miss DE Dann | Cllr Mr AG Dunford<br>Cllr. Mrs. JE Eckersley<br>Cllr Mrs PD Ferguson<br>Cllr Mrs EJG Hilson<br>Cllr Miss KS White |
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**In Attendance:**

- Mrs. Lynne Lodge, Deputy Chief Executive, Suffolk Association of Local Councils
- 4 members of the public

**QUALITY PARISH COUNCIL STATUS**

Lynne Lodge Deputy Chief Executive, Suffolk Association of Local Councils presented to the Chairman the certificate conferring Quality Parish Council status. She commended the council for achieving this nationally recognised award by having:-

- a professionally qualified Clerk (qualifications obtained earlier this year required correct answers to 100% of questions, no easy task);
- active and dedicated councillors.

Quality council status has been in existence for a little over four years. It holds the prospect of having access to greater powers through the changes coming with the Local Government Review. Melton is now one of only 14 Quality Councils, out of about 400 parish / town councils in Suffolk.

Accepting the award, Cllr Butterwick welcomed the recognition that the council is now achieving the highest of standards in what it does. He said that to do this, less than fifteen months after the new council had been elected, was a tribute to the hard work and support of his fellow councillors and of Malcolm Green, our Clerk. With this award behind us, he looked forward to the council exploring new ways of better serving the local community

**08.150 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE**

- 08.150.01** Cllr Mrs LS Leonard – Childcare problems  
Council considered whether or not to consent to this apology.
- 08.150.02** Cllr Mr MW Sherwen – Holiday  
Council considered whether or not to consent to this apology.  
Proposed that Council receive this apology and consent to the absence.  
Proposed by: Cllr Butterwick Seconded by: Cllr Dann  
**It was RESOLVED** that Council receive these apologies and consent to the absences.
- 08.150.03** County Cllr Mrs CE Aitchison - at Local Government Review meeting.
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**08.150.04** District Cllr J Bidwell - recovering from an operation. Council wished Cllr Bidwell a speedy recovery.

**08.150.04** Mr. MJ Green: Clerk to the Parish Council - Holiday Council received and noted these apologies. In the absence of the Clerk, Cllr Dann kindly agreed to act as minute taker for the meeting.

**08.151 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER**

Cllrs. Dann and Brockett declared a prejudicial interest in item 08.166

**08.152 STANDING ORDER 24 - WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC**

To note that there have been no questions received.

**08.153 PUBLIC PARTICIPATION SESSION**

**08.153.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.151**

There were no representations.

**08.153.02 To receive representations from members of the public in respect of items on the agenda only**

There were no representations.

It was **RESOLVED** to lift standing orders at 7.10 pm.

**08.154 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**

The opportunity for members of the public to ask questions of their councillors.

There were no questions, other than those relating to item 08.159.02.

**08.155 TO DISCUSS VILLAGE MATTERS RAISED BY MEMBERS OF THE PUBLIC OR COUNCILLORS**

The opportunity for members of the public or councillors to raise matters of concern/interest in the village

**08.156 TO RECEIVE THE COUNTY COUNCILLOR'S REPORT**

The following written report was received from Cllr Aitchison.

*"Unfortunately, I will not be attending tonight's Parish meeting as I am at the Woodbridge Community Hall for a meeting about the Boundary Commissions draft proposals and can you please accept my apologies.*

*I would like to pass on my sincere congratulations to the Parish for attaining Quality Parish Status. It is quite an achievement and as you said in your press release there are only 14 Councils now who have this status in Suffolk, and Melton is now one of them.*

*I can also let you know that I have heard from highways regarding the forthcoming second Girdlestone application. They have agreed to undertake a full traffic assessment to include the "triangle" and Station Road north and south and the traffic signals together with a queue length survey. I could not be given dates as to when this would be carried out but they are aware that the application could be in within weeks".*

Council welcomed the news about the traffic assessments, but asked that these should not take place until September, when schools were back in session and traffic has resumed its normal level.

**08.157 TO RECEIVE THE DISTRICT COUNCILLORS' REPORTS**

Cllr Bidwell, in his capacity as Chairman of Suffolk Coastal District Council, congratulated the parish council on being awarded Quality Council status.

Cllr. Bond had nothing to report under this item.

**It was RESOLVED** to reinstate standing orders at 7.15 pm

**08.158 TO APPROVE THE MINUTES OF MEETING HELD ON 10<sup>th</sup> JULY 2008**

Proposed that minutes of the meeting held on 10<sup>th</sup> July 2008 MPC(08)M7 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Brockett                      Seconded by: Cllr Hilson

**It was RESOLVED** that Minutes MPC(08)M7 previously circulated be received, noted and signed as a correct record by the Chairman.

**08.159 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES**

As members of the public wished to speak on this subject, it was agreed to consider item 08.159.02 before item 08.159.01.

**08.159.01 Finance & Risk Management Committee 14<sup>th</sup> July 2008**

Cllr Dunford referred to Item 08.46 and advised that, at the meeting held at 6:30pm on 14<sup>th</sup> August, the Committee had agreed that the implementation of internet banking is to be delayed pending further investigation. He also pointed out that item 08.52 would have the result that, in future, the council's annual accounts would be much easier to follow.

Proposed that minutes FRM(08)M3 previously circulated be received and noted.

Proposed by: Cllr Dunford                      Seconded by: Cllr Butterwick

**It was RESOLVED** that minutes FRM(08)M3 previously circulated be received and noted.

**08.159.02 Planning Committee 28<sup>th</sup> July 2008**

a) Proposed that minutes PLA(08)M9 previously circulated be received and noted

Proposed: Cllr Butterwick      Seconded: Cllr Eckersley

**It was RESOLVED** that minutes PLA(08)M9 previously circulated be received and noted.

**It was RESOLVED** to lift standing orders at 7.17 pm.

b) **To consider the Council's Response to SCDC Head of Planning's Letter of 17<sup>th</sup> July 2008.**

Council discussed the letter from Head of Planning in response to the parish council's letter of 3<sup>rd</sup> July, which asked for a formal Design Brief to be produced for the area covered by the Girdlestone, CEL & station forecourt sites, and also a meeting on 6<sup>th</sup> August between members of the Action Group and the Principal Planning Officer (Major Projects), at which Cllrs Bond Butterwick and Bond were present.

Council expressed grave concern that no response had been received from any of the three senior district councillors to whom the letter of 3<sup>rd</sup> July had been sent, that the Head of Planning had rejected the request to produce a formal Design Brief. The stated

reasons for this were that “*these sites ... are not of strategic importance*” and that “*there are more pressing briefs that the (District) Council needs to undertake allied to work on the Haven Gateway growth areas and the LDF.*” Council was also concerned to hear that there was no success in overturning the decision not to produce a design brief at the meeting on 6<sup>th</sup> August, and that a second application to develop the Girdlestone site was expected to be received by SCDC within a few weeks.

Members of public were invited to comment - they shared the concerns expressed by councillors and argued that the wishes of the community be taken into account. They pledged to join with the council in fighting any proposal that would be detrimental to Melton.

Councillor Bond referred to a draft letter to the Leader of Council SCDC which he had produced, drawing on comments made by those attending the meeting on 6<sup>th</sup> August, and which he had earlier distributed to councillors. This rejected the allegation that the sites lacked strategic importance, expressed concern about the lack of response from SCDC councillors and made a strong case for a formal Design Brief being prepared.

Proposed that the Council respond by writing to the Leader of Council SCDC, based on the draft prepared by Cllr. Bond.

Proposed by: Cllr Bond      Seconded by: Cllr Dunford

**It was RESOLVED** that the Council respond by writing to the Leader of Council SCDC, based on the draft prepared by Cllr. Bond.

In the absence of the Clerk, and given the urgency of the situation, it was noted that the final text of the letter would be agreed by Chairman, Vice-Chairman and Cllr Bond. Copies would be sent to the Action Group and to the press.

**It was RESOLVED** to reinstate standing orders at 7.55 pm

#### **08.159.03 Finance & Risk Management Committee 14<sup>th</sup> August 2008**

Noted that minutes FRM(08)M4 are to follow.

### **08.160 TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

#### **08.160.01 Burness Parish Room Management Committee**

Cllr Dunford distributed copies of the minutes of the management committee meeting held on 18<sup>th</sup> July 2008, which are now on the website as Paper MPC(08)P160.01.

Cllr Ferguson referred to the sub-committee meeting earlier on 14<sup>th</sup> August which discussed the Open Day planned for 6<sup>th</sup> September.

#### **08.160.02 Greenprint Environmental Forum**

Nothing to report

#### **08.160.03 Melton Community Youth Project**

Cllr Ferguson reported that the project was ongoing.

#### **08.160.04 Safer Neighbourhood Team Liaison Group**

It was noted that the Minutes of meeting held on 3<sup>rd</sup> June 2008 - Paper MPC(08)P160.04 had already been received and noted at the July council meeting [see MPC(08)P141.04]. Cllr. Dann gave an oral report

from the meeting on 29<sup>th</sup> July 2008. 30 crimes were recorded for Melton and Ufford during June and July. A revamped Nightsafe poster is to be issued to licensed premises. Staff are being trained in headcam use.

Funding received for Pubwatch database. Graffiti reported to the authorities is to be removed by local youths. Priorities remain the same, *i.e.* ASBOs, criminal activities and problem areas.

Council voiced dissatisfaction at short consultation period for reduction in the number of Safer Neighbourhood Teams and the size of the areas they cover. The subject of parish council funding for further PCSOs (approximately £7,000 pa per PCSO) will be considered by Finance & Risk Management Committee, along with current policing policy and practice, at its next meeting.

**08.160.05 Suffolk Association of Local Councils**

Nothing to report

**08.160.06 Transport Paper**

MPC(08)P160.06 previously circulated was received and noted.

**08.160.07 Woodbridge & Melton Riverside Action Group**

Nothing to report

**08.161 TO RECEIVE AND CONSIDER REPORT FROM WORKING GROUPS**

**08.161.01 Melton Youth Forum Working Group**

Cllr Eckersley advised that a successful bike ride with youngsters had been organised by the church.

Council noted that there is still a vacancy on this working group. Any councillor, or member of the public, willing to join Cllr Eckersley is invited to contact the Clerk.

**08.161.02 Local Government Review Working Group**

Boundary Committee Draft Proposals: A Discussion Paper MPC(08)P161.02(a) and Notes of Suffolk Coastal District Council Town & Parish Liaison Meeting on 21<sup>st</sup> July Paper MPC(08)P161.02(b) previously circulated were received and noted.

Council discussed the suggested devolvement of certain county / district council functions to the parish council. It was agreed that any request for the devolvement of such functions should be subject to adequate funding also being transferred to the parish council - concern was expressed that the alternative of Community Boards or Area Committees would be subject to less democratic control.

The council's formal response to the Boundary Committee will be agreed at the 11<sup>th</sup> September meeting. It was noted that the boundary of potential "Greater Ipswich" and "Rural Suffolk" would *within* the built-up area of Woodbridge (*i.e.* along Seckford Hall Road and California).

It was agreed that the parish council should produce an A5 leaflet giving an up to date, unbiased overview of the situation, encouraging people to respond direct to the Boundary Committee and asking people to let MPC have feedback on the proposal to devolve delivery of some local services to the parish council. This would be distributed to all households in Melton, ideally as an insert in the *Melton Messenger*. Concerns were

raised about timeliness of distribution of the *Messenger* and it was agreed that the Clerk and Chairman discuss this with the Rector.

Councillors were asked to volunteer to staff the council's stand at Burness Parish Room Open Day on 6<sup>th</sup> September, which would give residents an opportunity to ask questions on the Local Government Review.

Cllr Eckersley left the meeting at 8.37 pm.

**08.162 TO CONSIDER ANY MATTERS ARISING FROM CORRESPONDENCE CONTAINED IN THE WEEKLY REPORTS CIRCULATED TO COUNCILLORS**

There were no matter arising.

**08.163 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA**

In the absence of the Clerk, there was nothing to report.

**08.164 TO RECEIVE AND CONSIDER RESOLUTIONS OR RECOMMENDATIONS IN THE ORDER THAT THEY HAVE BEEN RECEIVED**

Noted that there have been no resolutions received.

**08.165 CHAIRMAN'S URGENT BUSINESS**

There was none

**08.166 MELTON TRUST**

Proposed under Standing Order 68, that in respect of this item, to consider the resolution:- "*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw*".

Proposed that the public be excluded for this item and that the discussion be subject of a confidential minute.

Proposed by: Cllr Butterwick      Seconded by: Cllr Dunford

**It was RESOLVED** to exclude the public for this item and that the discussion be subject of a confidential minute.

**08.167 DATE OF NEXT MEETING**

Thursday 11<sup>th</sup> September 2008 in the Lindos Centre Main Hall commencing at 7:00 pm.

The meeting closed at 9:00 pm

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

[Chairman]