

**PARISH OF MARTLESHAM
MINUTES OF THE ANNUAL PARISH MEETING HELD 30 APRIL 2014**

PRESENT: Mr M Irwin, Miss J I L Bear, Mr C Blundell, Mr L Brome, Mr L W Burrows, Mr S Denton, Mr J R G Forbes, Mr J Kelso, Mrs P Lisseman, Mr M I O'Brien Baker, Mr W J Welch, Mr D Sweeting, PCSO Justin Moss, Mrs Denton, Mr D Ely, Mr Lisseman, Mr Francis, L Potter, S Holmes, Miss S Burrows, Mrs M Burrows, E. Berry, Mr J Baker, Mr J Geary, Mr M Percy, J. Morcom, Mr D Foster, Mr P Smith, C Bowerman, H Johnson, Mrs Irwin, Mr J Baker.

IN THE CHAIR: Mr M Irwin (Chairman, Martlesham Parish Council).

IN ATTENDANCE: Mrs S Robertson (Clerk), Mrs D Linsley (Deputy Clerk).

1. Apologies for absence: Mr R Staines, Cllr O' Brien

1.1 Mr Irwin, Chairman, introduced himself and welcomed all those present to the meeting. He outlined the items to be addressed during the evening.

2. Minutes of the annual parish meeting held 24 April 2013:

2.1 The minutes were approved and signed by the Chairman. **Agreed.**

3. Matters arising from the minutes of 18 April 2013:

3.1 There were no matters arising.

4. Introductions and 5. Presentation of Grant Cheques

The following were presented with grant cheques by The Chairman of the Parish Council and photographed. Each recipient spoke briefly about their organisations and how the grants would be spent.

a) James Baker from the Greenways Project thanked the Parish Council for their donation. The project celebrates its 20th birthday this year and over that time has been involved in 100 sites in and around Ipswich. The project has 2 paid members of staff and currently manages 50 sites including the Common and Western Corridor in Martlesham. The Project organises the Mega Bash in the Western Corridor which brings together local conservation groups and individuals to undertake conservation work to improve the heathland habitat. Some of the funding from the Butterfly Conservation Group will be spent on managing the heathland in Martlesham. The Greenways Project also offers advice on planning issues.

b) Mark Francis, a governor at Beacon Hill Primary School, thanked the Parish Council for supporting the school's project to restore its pond. The children had been closely involved in the project which had been hugely successful.

c) Jenny Morcom from the Disability Advice Service (DAS) thanked the Parish Council for their donation. A quarter of their income comes from Suffolk County Council, the rest is found through fundraising. The service is based in the square on Martlesham Heath and offers advice on a wide range of issues excluding clinical matters. The service had obtained £1.7 million of unclaimed benefits much of which would have been spent locally by its recipients. DAS are open from Monday to Thursday 10am-3pm. Staff also go out to individuals and communities throughout the Suffolk Coastal region. Leaflets on DAS were made available at the meeting.

d) L Potter and S Holmes from Home Start thanked the Parish Council for their financial support. The group had recently moved to the parish and had settled in quickly. Home Start is a national organisation and a charity that supports families with children under 5 years of age. The Suffolk Coastal branch has been running for 13 years. The group has 60 trained volunteers who visit local families regularly. The group hold a variety of fundraising events throughout the year.

e) Phil Smith from Martlesham Conservation Group thanked the Parish Council for their donation. The group has been involved in conserving the flora and fauna of Martlesham since the early 1980s. Monthly work parties are held on the 2nd Sunday of the month. The group also undertake wildlife surveys which inform the practical work undertaken. The key areas of work this year have been improving the heathland habitat within the Site of Special Scientific Interest of the Western Corridor which is part of the High Level Stewardship Scheme. The Parish Council's grant will pay of the group's insurance costs.

f) Laurence Burrows from Martlesham in Bloom thanked the Parish Council for the grant aid. The group is responsible for the hanging baskets and dry garden in the main square and organise a garden competition each year. Its working group have planted many daffodils and trees throughout the parish over many years. They fundraise with Martlesham Community Council (MCC).

g) Hannah Johnson from Martlesham Heath Baby and Toddler Group thanked the Parish Council for its financial support. The group was established in 1978 and is an informal, non-profit making group supporting those caring for children under 5 years of age. They meet at the Pavilion and provide a life line to the local community. The money received will be spent on replacing old toys, purchasing musical instruments for the children, new mugs and tipper cups.

h) Historical Society meets 6 times a year and has 30 members. The grant aid will be used to pay for the group's insurance costs and the cost of having guest speakers. The Parish Council was thanked for its financial support.

i) Ben Hall from Suffolk Ambulance Rescue Services (SARS) thanked the Parish Council for its donation. The service, which was founded in 1972, relies on volunteers. The group is to celebrate its 42nd birthday on the 1st May. SARS provides the area with volunteer doctors and paramedics with specialist skills and equipment. They offer enhance pre hospital care. The donated funds will go towards recruiting new volunteers for the area east of Ipswich. The Parish Council were thanked for consistently providing financial support over the years.

6. Report on Parish Council activities and finances

6.1 The Chairman thanked the volunteer councillors for all their hard work over the past year and highlighted several aspects of his report (attached to these minutes). He pointed out that there were three parish councillor vacancies.

6.2 Mr Brome, Chairman of the Development Plans Committee, thanked the committee members for their time and effort over the past year and in particular the efforts of Mr Kelso, Mr Forbes and the Clerk. He summarized his report (attached to these minutes).

6.3 Mr Welch, Chairman of the Recreation and Amenities Committee, identified that the committee dealt with the largest portion of the Parish Council's budget, being responsible for maintaining sites and purchasing items such as litter, dog and grit bins. The Committee was very grateful to those volunteers who inspected play areas and assessed the health and safety of trees which were a requirement of the Council's insurance. These volunteers together with those on working groups helped to minimise expenditure by giving their time freely for activities that would otherwise need to be paid for. Flooding in the Council's car park had taken time to solve but a successful solution had been found and had stood the tests of a very wet period

6.4 Mr Denton reported on the work of the Neighbourhood Plan. The project is a long term project and hopes to preserve the best of the parish and understand what the residents of Martlesham would like to see from future development. The Plan's aim is to seek the best out of future development in the area. He clarified that the group was not there to stop the BT development. The Plan was started in July 2013 and will take about 2 years to complete. He

thanked the members of the Project Plan Team and all the other volunteers involved for their efforts. Questionnaires would be sent out to gather local people's views.

6.5 Mr Burrows, Chairman of the Finance and General Purposes Committee, outlined the work of the Committee. One of the purposes of the Committee is to ensure that funds are properly spent in a legal and transparent manner. The Committee had reviewed the Council's Standing Orders and dealt with issues arising from the introduction of pensions for staff. A pie chart showing the expenditure of the Council formed part of the Chairman's report (attached to these minutes) Mr Burrows thanked the councillors and staff for their hard work.

6.5 Mr Sweeting from the Portal Woodlands Project summarised the work of the group which had started in November 1999. The display in the hall captured the group's Nature Watch activities and the challenges taken on by the Nature Explorers. The Powling Cup is awarded to the Explorer that had completed most challenges.

6.6 The following reports had been received and put on display (attached to these minutes):

- Chairman's report including the Clerk's financial report.
- Martlesham Community Council Chairman's Report 2013-2014 and draft accounts for year ending 31.03.14
- Martlesham Heath Householders Ltd. Annual Report 2012/2013 and Summarised Accounts for year ending 30.06.13
- Martlesham Heath Pavilion Management Committee Chairman's Report 2013 and Financial Report for year ending 31.8.13
- Martlesham In Bloom Annual Report
- Disability Advice Service (DAS) Annual Report and Accounts 1 April 2012 – 31 March 2013
- Martlesham Community Hall Management Committee Annual Report & Accounts 2014
- Martlesham Village Hall Report April 2014
- The Church of St Mary the Virgin, Martlesham: Annual Report April 2014 and Financial Statement for year ending 31.12.13
- Martlesham Conservation Group: Annual Report 2014 and Statement of Accounts 1.9.12 - 31.8.13

Reports from District & County Councillors:

- Cllr Patricia O'Brien
- Cllr John Kelso
- Cllr Chris Blundell

Reports from other organisations:

- SNT

PC Committee Annual Reports:

- Finance & General Purposes
- Recreation and Amenities
- Development Plans

7. Police report (attached to these minutes)

7.1 PCSO Justin Moss summarised the written police report and highlighted the crime figures for the area which showed a decrease in crime of 7%.

The Chairman thanked PCSO Moss for all his work on the bike trails.

8. Recreation Ground Trust (reg charity no. 304793) AGM & Report

8.1 See minutes of the Recreation Ground Trust meeting held on Wednesday 30th April 2014 (attached to these minutes).

9. Any matter which parishioners wish to raise

9.1 Mrs Denton, Treasurer for the Pavilion Management Group, highlighted the developments at the Pavilion over the past year. The group aims to provide a good quality meeting place at a good price with well-maintained facilities. The changing rooms had been refurbished and air conditioning and solar panels installed. A new online booking system is to be trialled in the near future. A list of the regular users of the venue and the end of year report were made available on the evening. The Group expressed their thanks to the Parish Council for their assistance in inspecting and maintaining the Harry Higgins Play Space.

9.2 Mr Ely, from the Martlesham Community Council (MCC), spoke of the work of the charity and its aim to provide recreational facilities not provided by other organisations.

Replacement of the old village hall off Top Street is a long term project of the group. Fundraising events include a Christmas Fayre, and jumble, plant and book sales. MCC's AGM is on 12th May 2014 at 7.30pm at the Parish Rooms.

Mr Burrows added that MCC is a member of the recently established Recreation Ground and Kronji's Piece Working Group and had provided useful advice and information to the stakeholders group for the site which helped in formulating the site's management plan.

9.3 Mr Brome briefly reported on the celebrations to commemorate 100 years since the start of the RAF establishment in Martlesham which were being initiated by Mr Peter Davies.

The meeting closed at 9.05 pm.

Chairman, April 2015