

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 11TH JANUARY 2023

PRESENT: Mr D Boswell, Mr L Burrows (Vice Chairman), Mrs H Davey, Mrs J Hall, Mr M Irwin, Mr I O'Brien Baker, Mr R Staines, Mr E Thompson, Mr M Williamson (Chairman), Mr P Whitby.

There were no members of the public present.

In attendance: Mrs D Linsley (Clerk), Mrs S Robertson (Finance Officer).

1. Apologies: There were apologies from Mr C Blundell.
There were also apologies from County Councillor C Page and County Councillor P Mulcahy.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): Mr Williamson declared a pecuniary interest in item 6.5.

2.2 Local non-Pecuniary interests (LNPI): Mr Boswell declared a non-pecuniary interest in items 8.4 & 8.12 as the PC's representative on MHHL.

3. Minutes of Parish Council Meeting 02.11.22 CP - Minutes.
The minutes were approved and signed as correct by the Chairman. **Agreed.**

4. Actions from last meeting Ongoing or on the agenda

5. PUBLIC FORUM

5.1 Police Report /ASB Report

No Police Report received and no ASB meeting had taken place.

5.2 Reports from County Councillors CPs filed in the office together with the minutes.
Reports from Cllrs Page & Mulcahy, attached to these minutes, were circulated prior to the meeting and noted.

5.3 Reports from District Councillors

Cllr Thompson reported the following:

- East Suffolk Council's (ESC) website has a residents' survey available all year round to help the Council understand residents' needs. At this time of year it feeds into ESC's budget setting.
- ESC is working with other councils on a county wide housing strategy review.
- A "Digital Springboard" has been launched to boost business online. It offers access to support, resources, workshops and grants for businesses hoping to create or improve online presence.
- There is a consultation on the renewal of Public Space Protection Orders (PSPOs) which are due to expire in 2023. They relate to the control of dogs.

5.4 To allow members of the public to address business on the agenda
No issues raised.

5.5 Any issues raised by the public
None.

6. Financial Matters

6.1 Cheques signed between meetings CP filed in the office together with the minutes.
RESOLUTION C2023/1a: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

6.2 Any pending expenditure transactions CP filed in the office together with the minutes.
RESOLUTION C2023/1b: To pay all pending expenditure transactions (filed in the office together with minutes). **Agreed.**
The Chairman and the Clerk signed the pending expenditure transaction report.

6.3 Income & expenditure CP filed in the office together with the minutes. Noted.

6.4 National Salary Award 2022-23 DECISION F2022/12h CR1
RESOLUTION C2023/1c: The Parish Council ratifies Decision F2022/12h: To agree the new National Salary Award with staff pay increases back dated to 01 April 2022. **Agreed.**

RESOLUTION C2023/1d: The Parish Council resolves 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. **Agreed.**

The following item was taken **in camera**.

The Clerk and Finance Officer accepted the invitation to stay.

6.5 Donating a financial retirement gift Confidential CP
Discussion took place and councillors reached an agreement. Confidential Report C2023/01 refers but is not available to the public.

The meeting came out of camera.

7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

7.1 Recreation & Amenities Committee 09.11.22 CP - minutes
The minutes were approved and signed as correct by the Chairman. **Agreed.**
DECISIONS R2022/11a – 11k were noted.

7.2 Finance & General Purposes Committee 07.12.22 & Confidential Report CPs – minutes
The minutes were approved and signed as correct by the Chairman. **Agreed.**
DECISIONS F2022/12a – 12h were noted.
The Confidential Report on the 2022–2023 National Salary Award was noted.

Recommendation F2022/12a: That the Parish Council:

1. Proceeds with an internet banking trial with Barclays Bank, appointing the RFO and Clerk as signatories for the purpose of internet banking only.
2. That at no time should the RFO and Clerk authorise a payment together and that they will not be authorised to sign cheques.
3. To apply for a debit card(s) with a recommendation on who should be the cardholder(s) noting that only approved signatories can be debit card holders. Any Debit Card issued for use will be restricted to a single transaction maximum value of £500 unless authorised by the Parish Council or the F&GPC in writing before any order is placed.

RESOLUTION C2023/1e: That the Parish Council:

1. Proceeds with an internet banking trial with Barclays Bank, appointing the RFO and Clerk as signatories for the purpose of internet banking only.
2. That at no time should the RFO and Clerk authorise a payment together and that they will not be authorised to sign cheques.
3. To apply for a debit card(s) with a recommendation on who should be the cardholder(s) noting that only approved signatories can be debit card holders. Any Debit Card issued for use will be restricted to a single transaction maximum value of £500 unless authorised by the Parish Council or the F&GPC in writing before any order is placed. **Agreed.**

Noted that the Internet Banking Policy goes hand in hand with setting up internet banking.

Recommendation F2022/12b: To approve the Draft Internet Banking Policy.

RESOLUTION C2023/1f: To approve the Draft Internet Banking Policy. **Agreed.**

The Council was referred to CR2 and the need to make further resolutions to enable the application for debit cards to proceed. Discussion took place on whether officers or councillors should be debit card holders. Staff and councillors are having increasingly to use their own debit or credit cards in cases where cheques are not accepted, and then be reimbursed. As is currently the case, payments should not be made without a clear budget or council decision and an audit trail.

RESOLUTION C2023/1g: To appoint the Clerk and Responsible Financial Officer as debit card holders. **Carried.**

RESOLUTION C2023/1h: On 11 January 2023 Martlesham Parish Council resolved that:

1. It is in the Council's interest to apply for the Business Debit Card service.
2. The Council agrees to be bound by the Business Debit Card terms contained in the Business Customer Agreement.
3. Notwithstanding that the existing Appointment of Bankers provides for more than one person to give instructions to the Bank, the Council agrees, for the provision of Business Debit Cards only, to allow Barclays to accept and act on instructions from any one nominated cardholder.
4. Authorised persons identified in section 3 of the Appointment of Bankers are authorised to apply for, nominate cardholders, and to accept the Business Debit Card terms contained in the Business Customer Agreement, on behalf of the Council.

The Clerk & the Chairman to sign the Barclays application form to this effect. **Agreed.**

It was further noted that, as reported in CR2, two authorised signatories will also need to sign on behalf of the Council the following:

"By signing below, the Council:

1. Applies for the Business Debit Card service;
2. Agrees to accept and be bound by the Business Debit Card terms contained in the Business Customer Agreement, which contain your obligations to us and our obligations to you;
3. Confirms that Barclays may operate the use of the Business Debit Card service on the instructions of any one nominated cardholder, notwithstanding the authority contained in the existing bank mandate."

Recommendation F2022/12c: That Mr Hunt is appointed as internal auditor for 2022/23 with fee held as for 2021/22.

RESOLUTION C2023/1i: That Mr Hunt is appointed as internal auditor for 2022/23 with fee held as for 2021/22. **Agreed.**

Recommendation F2022/12d: That the Parish Council does not award a grant to St Elizabeth Hospice or Citizens Advice Ipswich & Citizens Advice East Suffolk at this time but suggests to them that they consider applying for a grant in next year's grant scheme for the financial year 2024/25. That the Parish Council considers increasing the grant budget for 2024/25.

RESOLUTION C2023/1j: That the Parish Council does not award a grant to St Elizabeth Hospice or Citizens Advice Ipswich & Citizens Advice East Suffolk at this time but suggests to them that they consider applying for a grant in next year's grant scheme for the financial year 2024/25. That the Parish Council considers increasing the grant budget for 2024/25. **Agreed.**

February F&GPC agenda – include a review of grant procedure and how charities, which do not see local adverts, might be helped. **Agreed.**

Recommendation F2022/12e: That the Parish Council sets earmarked reserves for 2023/24 for the Finance and General Purposes Committee of **£131,220.00**, the Recreation and Amenities Committee of **£29,071.00** and the Development, Transport & Environment Committee of **£1000**, totalling **£161,291.00**, noting that the DETC figure of £1k is provisional & to be discussed at its meeting on 14/12/22; there may also be a request for an increase in EMR Legal & Professional.

The PC was referred to CR3 and draft earmarked reserves 2023/24, attached to these minutes. Members were asked to consider an amendment to the earmarked figures in Recommendation F2022/12e due to changes proposed by committees after the recommendation was made. Under Recommendation F2022/12f the F&GPC proposes reducing the 9008 EMR Strategy & Infrastructure from £37,000 to £30,000. The DETC at its December meeting reduced their requirement for an earmarked reserve from £1,000 to £500. There was no request for an increase in the Legal & Professional earmarked reserve. It was clarified that all committees can consider changes to earmarked reserves and put forward proposals to the full Council.

RESOLUTION C2023/1k: To amend Recommendation F2022/12e to read as follows: That the Parish Council sets earmarked reserves for 2023/24 for the Finance and General Purposes Committee of **£124,220.00**, the Recreation and Amenities Committee of **£29,071.00** and the Development, Transport & Environment Committee of **£500**, totalling **£153,791.00**. Agreed.

RESOLUTION C2023/1l: That the Parish Council sets earmarked reserves for 2023/24 for the Finance and General Purposes Committee of **£124,220.00**, the Recreation and Amenities Committee of **£29,071.00** and the Development, Transport & Environment Committee of **£500**, totalling **£153,791.00**. Agreed.

The PC was referred to supporting papers for the recommendation below: Draft Budget 2023/24, Summary of Income, Budget & Precept Proposals for 2023/24, & Decision F2022/12c – Risk Assessment of General Reserves in December F&GPC minutes.

Recommendation F2022/12f: That the Parish Council considers using Example 3 of the Finance Officer's report "Draft Budget & Precept proposals for 2023/24" and as well, takes £7K from budget code 9008 EMR Strategy and Infrastructure and moves it to general reserves when deciding the budget and precept for 2023/24, noting that using ear marked reserves is due to changes to the ward boundaries and that CIL subsidises projects that would otherwise be paid out of EMR 9008.

The Finance Officer explained that she had revised the figures in the draft Budget & Precept proposals to take account of the reduction in code 9008 EMR Strategy & Infrastructure recommended by the F&GPC. The DETC earmarked reserve had also been reduced to £500 from £1k following the committee's decision at its December meeting. This therefore shows as an estimated additional £7,500 in general reserves and £7,500 less in earmarked reserves at the end of the 2023/24 financial year. It was noted that the reduction in council taxpayers from 01 April 2023, due to the movement of the Martlesham North ward into Woodbridge, makes a significant difference to the setting of the precept. The Council did not wish to increase the financial burden on its parishioners unduly to compensate for the loss of taxpayers and therefore Recommendation F2022/12f was accepted.

RESOLUTION C2023/1m: That the Parish Council considers using Example 3 of the Finance Officer's report "Draft Budget & Precept proposals for 2023/24" and as well, takes £7K from budget code 9008 EMR Strategy and Infrastructure and moves it to general reserves when deciding the budget and precept for 2023/24, noting that using ear marked reserves is due to changes to the ward boundaries and that CIL subsidises projects that would otherwise be paid out of EMR 9008. Agreed.

The budget & precept were therefore set as follows:

RESOLUTION C2023/1n: The Parish Council sets a budget for 2023/24 of £167,573.00 and a precept for 2023/24 of £146,300. Agreed.

Despite this being a lower precept than in 2022/23, this represents an increase of approximately 3% per Band D property, however only an additional £1.99 per annum.

Recommendation F2022/12g: That seated, 'café style' events for more than 40 people should take place in rooms larger than the Parish Room. Part of the Risk Assessment for events to include an explanation of the fire evacuation procedure to attendees.

RESOLUTION C2023/1o: That seated, 'café style' events for more than 40 people should take place in rooms larger than the Parish Room. Part of the Risk Assessment for events to include an explanation of the fire evacuation procedure to attendees.

Recommendation F2022/12h: To accept the Review of the system of internal audit.

RESOLUTION C2023/1p: To accept the Review of the system of internal audit. **Agreed.**

Recommendation F2022/12i: To accept the Review of Risk Management, including Fire Risk Assessment.

RESOLUTION C2023/1q: To accept the Review of Risk Management, including Fire Risk Assessment. **Agreed.**

Recommendation F2022/12j: To accept the Review of Investments and Investment Policy without change.

RESOLUTION C2023/1r: To accept the Review of Investments and Investment Policy without change. **Agreed.**

Recommendation F2021/12k: To approve the following General Data Protection Regulation policies without change: Data Protection Policy, Document Retention and Disposal Policy, Subject Access Request Policy & Procedure, Personal Data Breach Notification Procedure, General Privacy Notice and Privacy Notice for staff and councillors.

RESOLUTION C2023/1s: To approve the following General Data Protection Regulation policies without change: Data Protection Policy, Document Retention and Disposal Policy, Subject Access Request Policy & Procedure, Personal Data Breach Notification Procedure, General Privacy Notice and Privacy Notice for staff and councillors. **Agreed.**

Recommendation F2021/12l: That the new Council, established after the May elections, in June or July, review the Best Value Policy & Mission Statement ensuring that councillors fully 'buy in' to the review process.

RESOLUTION C2023/1t: That the new Council, established after the May elections, in June or July, review the Best Value Policy & Mission Statement ensuring that councillors fully 'buy in' to the review process. **Agreed.**

Recommendation F2021/12m: To accept the Equal Opportunities Policy & Procedure and review in February.

RESOLUTION C2023/1u: To accept the Equal Opportunities Policy & Procedure and review in February. **Agreed.**

Recommendation F2021/12n: To accept the Draft Volunteer Policy.

RESOLUTION C2023/1v: To accept the Draft Volunteer Policy. **Agreed.**

Recommendation F2021/12o: To agree to an increase of one day, pro rata for part-timers, to staff's annual leave entitlement as set out by the National Joint Council (NJC).

RESOLUTION C2023/1w: To agree to an increase of one day, pro rata for part-timers, to staff's annual leave entitlement as set out by the National Joint Council (NJC). **Agreed.**

7.3 Development, Environment & Transport Committee 14.12.22 CP - minutes

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

DECISIONS D2022/12a – 12f were noted.

RESOLUTION C2023/1x: The Parish Council resolves 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. **Agreed.**

The following item was taken **in camera**.

The Clerk and Finance Officer accepted the invitation to stay.

**Recommendation D2022/12a in Confidential Report D2022/12.
RESOLUTION C2023/1y agreed in Confidential Report C2023/01.**

The meeting came out of camera.

8. Clerk's Report

8.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 CP circulated prior to the meeting and filed in the office together with the minutes.

RESOLUTION C2023/1z: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

8.2 IT & Communications - Access to council policies

Paul Whitby gave a verbal update. The two main providers for document hosting, storage and video conferencing are Google & Microsoft. There is only a small difference in their tariffs. Mr Whitby reported that the PC's current IT support, Ipswich Computer Services, are Microsoft resellers themselves and the office is already using a subset of their product. He has sent a draft of the PC's requirements to one of the directors, asking him to make some recommendations but he has not yet received a reply – **for February PC meeting**. The best way forward would be to stay with Microsoft as most councillors and officers already use their tools and are familiar with them.

8.3 Underpass Project- anti graffiti coating for Tesco underpass

The treatment of the Tesco underpass remains as a legacy of the original underpass project for Kesgrave & Martlesham. The Chairman clarified the current situation. The Clerk had received a quote of £1,150 from our land maintenance contractor to apply an anti-graffiti coating.

RESOLUTION C2023/1aa: That, subject to SCC Highways' approval, SCL to proceed with white washing the walls of the Tesco underpass and applying an anti-graffiti coating, up to a cost of £1,500, to be taken from code 9006 EMR Youth Projects. **Agreed.**

8.4 Request from MHHL to use Parish Room CR4 & CP Parish Room Policy

After much discussion, the Council felt that it did not have enough information on how the defibrillator training by Norwich Heart would be organised and was concerned about the numbers of residents that might be involved (possibly up to 50) and whether the Parish Room was big enough bearing in mind the limitations for fire risk. The Council recommends to MHHL that it reconsiders the administration of the event.

8.5 Review of Volunteer Thank You event 30.11.22 CP noted.

8.6 Biodiversity projects meeting to plan way forward CP noted.

The Clerk asked meeting members for any amendments to the draft report that had been circulated. Noted that a number of biodiversity surveys have already been undertaken.

8.7 Meetings calendar 2023 - Date of the Annual meeting of the Parish Council following elections CP noted.

8.8 Community Governance Review Re-organisation Order made CR6 noted.

8.9 Asset of Community Value/Right To Bid Presentation CP – Powerpoint noted.

8.10 Brightwell Lakes update CP noted.

8.11 Suffolk Police Headquarters update CP noted.

The ESC decision to refuse planning permission was welcomed.

RESOLUTION C2023/1ab: The Parish Council resolves 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. **Agreed.**

The following item was taken **in camera**.

The Clerk and Finance Officer accepted the invitation to stay.

8.12 McCarthy Stone car park transfer – meeting with solicitors 22.11.22 CP Confidential Paper circulated prior to the meeting – noted.

The meeting came out of camera.

8.13 Report on the National Grid Ventures sealink and eurolink interconnector ventures CP noted. Jane Hall was thanked for a thorough report.

RESOLUTION C2023/1ac: To suspend Standing Order 3w to complete all business on the agenda. **Agreed.**

8.14 Martlesham Wilds – thank you letter from Suffolk Wildlife Trust CP noted.

Noted that Mr John Burges, MPC tree warden, has volunteered to work with Martlesham Wilds.

9. Staff Matters

9.1 Retirement presentation for Admin Officer 20.12.22 CR7 noted.

RESOLUTION C2023/1ad: The Parish Council resolves 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. **Agreed.**

10. TO CONSIDER REPORTS FROM WORKING GROUPS

10.1 Personnel Working Group meeting 06.12.22 CP Confidential report – noted.

The meeting came out of camera.

10.2 Martlesham Climate Action (MCA) – 04.12.22 meeting CP noted.

The meeting was referred to item 2 of the MCA minutes regarding a proposal received from Betsy Reid, the Secretary of Greener Waldringfield, to support workshops for a cluster of local parishes. The workshops would be run by Peter Hobson (Professor of Biodiversity Conservation and Sustainability at Writtle University) on how to build Green Infrastructure across neighbouring parishes. MCA is happy to support this with a financial contribution of £200-£300 from the MCA budget and is seeking Council approval.

RESOLUTION C2023/1ae: The Parish Council agrees to make a financial contribution of £200-£300 from the MCA budget towards the running of workshops with a view to building Green Infrastructure across neighbouring parishes. **Agreed.**

10.3 Village Fete 15.07.23 - any update?

Mr Irwin gave a verbal update. There has already been some initial interest from stall holders; Martlesham Brass has agreed to perform; the cadets have not yet confirmed that they can attend. The need for dedicated council email addresses for the fete and other purposes was noted.

11. Consultations

11.1 Any consultations?

None received.

12. Training

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR8 Add 'Digital Office' to the list of possible topics. Other possible topics noted: Parish Online training for all councillors; Martlesham Wildlife Friendly Village/Biodiversity. To be included in the February PC agenda.

13. Recreation Ground Trust (the Parish Council acts as sole trustee in the interests of the Trust): to consider any matters other than those within the remit of the Recreation & Amenities Committee

13.1 Income & expenditure statement for the Recreation Ground Trust account CP noted.

13.2 Charity Commission email 04.11.2022 – changes in Charities Act 2022 CP noted.

9.44pm Mr Irwin left the meeting.

13.3 Anything to report?

The Finance Officer reported that £200 refund had been received from HM Land Registry. No explanation has been received.

14. Any reports from representatives on local organisations

14.1 Martlesham Community Hall Committee – meeting 07.12.22

No report received.

14.2 Any other reports?

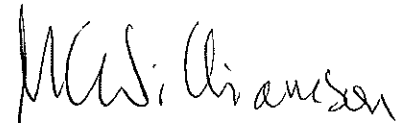
Mr Williamson reported on a Bus Service Improvement Plan (BSIP) meeting attended by 22 people. The Department of Transport will announce in April 2023 how much money SCC can expect towards bus improvements. Simon Barnett, SCC Integrated Transport Manager, was elected to be on the committee of a nationwide group. Noted that the £2 single bus fare cap introduced by the government was only for adults and as a result there is a need to review child bus fares.

15. Items for Martlesham newsletters (December)/Facebook/website

15.1 Contributions/what has this meeting achieved?

Budget & precept were agreed. Policies were approved. The Council is considering upgrading IT systems.

There being no further business the meeting was closed at 9.49pm.



Chairman, 01 February 2023