

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 1ST March 2023

PRESENT: Mr C Blundell, Mr D Boswell, Mrs H Davey, Mrs J Hall, Mr M Irwin, Mr I O'Brien Baker, Mr R Staines, Mr M Williamson (Chairman).

There were no members of the public present.

In attendance: Mrs D Linsley (Clerk), Mrs D Chappell (Council Officer).

1. Apologies: There were apologies from Mr L Burrows, Mr E Thompson, Mr P Whitby. There were also apologies from County Councillor C Page and County Councillor P Mulcahy.

2. Declarations of disclosable pecuniary or local non-pecuniary interests

2.1 Disclosable Pecuniary Interest (DPI): None declared.

2.2 Local non-Pecuniary interests (LNPI): None declared.

3. Minutes of Parish Council Meeting 01.02.23 CP filed in the office together with the minutes.

Mr Irwin noted that the draft minutes should read as follows:

- At item 9.3 "the cadets have *not* confirmed that they can attend." and
- At item 9.4, "The consultant will provide a written report to the Working Group meeting on the 2nd May so that a report can be considered by the May R&AC meeting."

The revised 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 Reports from County Councillors CP filed in the office together with the minutes. A report from Cllr Mulcahy, circulated prior to the meeting, was noted.

5.2 Reports from District Councillors

Cllr Blundell reported the following:

- He attended an awards evening on 28 February 2023.
- ESC approved the ESC budget but as a result of an error subsequently coming to light, an extraordinary meeting has been called (8th March 2023) to revisit the budget.
- The ESC refuse vehicles are being changed to electric vehicles.
- ESC is working on a range of projects including projects for warmer homes, improving child reading levels, and tourism/filming.
- A complaint has been raised within ESC that Parish and Town Councils are not always present at ESC Planning Committee meetings. It would be helpful to have a representative at the ESC Planning Committee to answer any questions, to provide an explanation and/or clarification to ESC on the Parish or Town Councils' reasons for objection.

It was noted that Martlesham Council can and do send a representative to ESC Planning Committee meetings where staffing resources and priorities allow.

5.3 To allow members of the public to address business on the agenda

No issues raised.

5.4 Issues raised by the public

- A resident of Black Tiles Road enquired about the reason for the withdrawal of local bus services. Mr Williamson will raise this at the bus service meeting (10th March 2023).
- A resident of Carol Avenue objected to the green space outside their property being dug up by the Cadent Gas utility works. The Clerk has directed the resident to Cadent Gas.
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6. Financial Matters

6.1 Payments made between meetings No CP received.

All matters were up to date at the last Finance and General Purposes Committee meeting (22nd February 2023).

6.2 Any pending expenditure No CP received.

All matters were up to date at the last Finance and General Purposes Committee meeting (22nd February 2023).

6.3 Income & expenditure No CP received.

All matters were up to date at the last Finance and General Purposes Committee meeting (22nd February 2023).

7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

7.1 Development, Environment & Transport Committee 08.02.23 CP filed in the office together with the minutes.

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

DECISION D2023/2a – 2m were noted.

RECOMMENDATION D2023/2a: To approve the amended DETC Terms of Reference in substitution for the Terms of Reference approved under Resolution C2021/1q.

Mr Blundell queried the phrasing at the seventh bullet point of the amended DETC Terms of Reference. He proposed deleting the words "and surrounding area" from "...that may affect the parish and surrounding area". The proposal was not seconded.

RESOLUTION C2023/3a: That the Parish Council accepts RECOMMENDATION D2023/2a to adopt the amended DETC Terms of Reference in substitution for the Terms of Reference approved under Resolution C2021/1q. **Carried.**

7.2 Finance and General Purposes Committee 22.02.23 CP filed in the office together with the minutes. The minutes were approved and signed as correct by the Chairman. **Agreed.**

Recommendations F/2023/2a – 2h were noted.

Mr Williamson proposed taking Recommendations F/2023/2a – 2h en bloc. **Carried.**

RESOLUTION C2023/3b: That the Parish Council accepts RECOMMENDATIONS F2023/2a -2h:

RECOMMENDATION F2023/2a: That the Parish Council approves the Financial Review undertaken on 15.02.23.

RECOMMENDATION F2023/2b: That the Internal Auditor is asked to use the internal audit checklist in the JPAG Practitioner's Guide March 2022 as the basis for the internal audit 2022/23.

RECOMMENDATION F2023/2c: To agree the Assets Register 2022/23 subject to the insurance values being updated.

RECOMMENDATION F2023/2d: To agree the Equal Opportunities Policy, now Equality and Diversity Policy, as amended and use equality impact assessments when reviewing policies.

RECOMMENDATION F2023/2e: To adopt the Dignity at Work Policy and note the guidance (Pages 7-12).

RECOMMENDATION F2023/2f: To agree the Grievance Procedure and the Disciplinary Procedure.

RECOMMENDATION F2023/2g: To agree the Freedom of Information Publication Scheme subject to the Dignity at Work Policy being added under Class 4 of the document if agreed by the Full Council.

RECOMMENDATION F2023/2h: To agree the Safeguarding Policy. **Carried.**

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 C2023/3c: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Carried.**

8.2 IT & Communications - Access to council policies update. CP filed in the office together with the minutes.

Noted. Mr Whitby was not present to give a verbal update.

8.3 Town and Parish Council Elections Thursday 4th May 2023. Guidance on completing nomination papers. CR1 filed in the office together with the minutes.

Noted. A link to the election has been advertised on the Parish Council website and Facebook page. Mr Blundell commented

- That existing councillors should be cautious in offering advice to others regarding completion of the nomination papers as this may be deemed 'suspicious activity'.
- In his capacity as District Councillor, Mr Blundell can provide candidates with electoral numbers and electoral polling district references.
- The Clerk also offers this information which can be sent via email if required.

8.4 Coronation of His Majesty The King, Saturday 6th May 2023. Coronation trees update and installation of plaque event. CR2 filed in the office together with the minutes.

Noted. The Tree Wardens have collected the Coronation tree and will plant it soon. The Coronation plaque will be installed at a simple event sometime in the future. Event details tbc. Sunday is the nationally designated "Big Lunch" day.

8.5 Annual Parish Meeting (APM) 22.03.23 CP filed in the office together with the minutes.

Noted.

- The Chairs of the Committees are requested to submit their APM reports.
- Mrs Davey volunteered to organise the refreshments for the APM.
- An accessibility ramp has been installed outside the Parish Room and Richards Room at the building's main entrance. There was a discussion.

RESOLUTION C2023/3d: That the Parish Council pays half of the costs invoiced to the Community Hall Management Committee under Invoice 121 dated 27.02.23 for the installation of a ramp. If expensive works are carried out in the future by the Committee the Council reserves the right to request that a tender process is followed. **Carried.**

8.6 Parish Council Stand at the Village Fete 15th July 2023 CR4 filed in the office together with the minutes. Noted.

Mr Irwin gave a verbal update.

- The intention is to connect the two Parish Office gazebos, combining the Working Group stands with the Parish Council stand to give greater Parish Council 'presence'.
- The closing date for booking a pitch is 30th June 2023.
- Mr Boswell will be available to transport the Parish Council gazebo but requires help.
- A volunteer is required to coordinate the combined Parish Council and Working Groups stands. None were forthcoming.
- The Council Officer volunteered to help with putting up and taking down the gazebo.

9. TO CONSIDER REPORTS FROM WORKING GROUPS

9.1 Personnel Working Group meeting 06.12.22 CR5 filed in the office together with the minutes.

Noted.

The Deputy Clerk vacancy has been widely advertised and shared on the Parish Council's Facebook page and home page of the Parish Council website. The deadline for applications is 4pm on 21st April 2023.

9.2 Martlesham Climate Action (MCA) 23.01.23 meeting CP filed in the office together with the minutes. Noted.

9.3 Repair hub – thank you to volunteers event

Mr Williamson gave a verbal update. Mr McPhail would like to hold a pub lunch 'thank you' event for about £20 per head for the repair hub volunteers. The meeting felt that those giving a financial

contribution when their items were repaired would assume that these public donations, running to approx. £393, would be used to replenish supplies and incidentals. It was noted that the Parish Council hosted a 'volunteer thank you' event in November 2022 inviting all volunteers who provide services to the Parish Council, including repair hub volunteers. Whilst the repair hub volunteers are highly valued and appreciated, the meeting considered that to be even - handed with all its volunteers, the Parish Council could not support the proposal for a pub lunch.

RESOLUTION C2023/3e: That the Repair Hub volunteers be thanked for their valuable contributions. Their request to use Parish Council funds, in whole or in part, to hold a pub lunch thank you event is declined. To ensure the repair hub volunteers are invited to any future Parish Council volunteer thank you event, as previously invited. **Agreed.**

9.4 Village Fete 15th July 2023 -Any update?

Mr Irwin gave a verbal update.

- A planning meeting was held 13 February 2023 discussing administration, entertainment, and catering for the event.
- Mrs Davey has the entertainment in hand.
- The cadets have not yet confirmed they will provide volunteers.
- There are 10 definite stall bookings with 3 further interested parties yet to book, which is a good return rate for the time of year.
- The Art Group will host the displays in the Pavilion.
- The Women's Institute have declined the invitation to attend this year.

10.1 WATER CONSULTATIONS

10.1 Water consultations. CP filed in the office together with the minutes.

Noted.

Mr Williamson gave a verbal update, reading out to the meeting the draft consultation response suggested by one of the Chairs of the Climate Action Working Group. Mrs Hall stated that whilst she had not had time to read the consultation papers in detail, she objected to submitting the response read out; signage is not an effective deterrent, more signage is inappropriate within an AONB, the consultations relate to drinking water whereas the draft response concentrates on the River Deben and swimming. Mrs Hall reminded the meeting that previously the Parish Council has voted against further signage in the AONB. Mrs Hall then proposed the Parish Council does not ratify the draft response to the consultations.

RESOLUTION C2023/3f: That the Parish Council does not ratify the draft water consultation responses. **Carried.**

10.2 Any consultations?

None received.

11. Training

11.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR7 filed in the office together with the minutes.

Noted. Topics to be covered at the August workshop are:

- A 15/20-minute review of 'Arnold Baker on Local Council Administration'. Mr Staines to present.
- Parish Online training for all councillors.
- Microsoft Office 365 and the digital office.
- Martlesham Wildlife Friendly Village/Biodiversity.


12. 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

12.1 Anything to report?

Nothing to report.

13. Any reports from representatives on local organisations

13.1 Martlesham Community Hall Committee (MHCC) – meeting 07.12.22

2023/19 

Mr Williamson highlighted the costs of heating the Richards Room, paid for by the Parish Council. The meeting debated the suggestion that the MHCC investigates or revisits the cost effectiveness of using solar power. It was suggested that MHCC might like to consider undertaking an energy audit.

13.2 Any other reports?

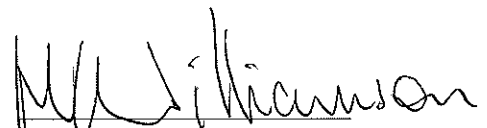
None.

14. Items for Martlesham newsletters (April)/Facebook/website

14.1 Contributions/what has this meeting achieved?

- Annual Parish Meeting update
- Village Fete update
- Adopting the revised DETC Terms of Reference
- Reviewing policies

There being no further business the meeting was closed at 9.20pm.


Chairman, 10th May 2023

