

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

PRESENT: Mr C Blundell, 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 D Chappell (Council Officer).

1. Apologies: There were apologies from Mr D Boswell.
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): No pecuniary interests declared.

2.2 Local non-Pecuniary interests (LNPI): No non-pecuniary interests declared.

3. Minutes of Parish Council Meeting 11.01.23 CP – Minutes filed in the office together with the 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 Reports from District Councillors

Cllr Blundell reported the following:

- East Suffolk Council (ESC) will continue its financial programme to aid the cost-of-living crisis. The 'Ease Squeeze programme' will continue until May 2023.
- Other proposals in the pipeline including the Brightwell solar farm project.
- On 16th March 2023, ESC will declare the local elections, triggering 'purdah'.
- Other updates are contained in Cllr Blundell's report submitted to the Martlesham Monthly magazine.

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. Mr Burrows asked that the changes to the Foxhall Recycling Site are advertised via the PC's Facebook page. **Agreed.**

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

No issues raised.

5.4 Issues raised by the public

None.

6. Financial Matters

6.1 Payments made between meetings CP filed in the office together with the minutes.

RESOLUTION C2023/2a: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

A discussion about the EON invoice was continued under item 13.2.

6.2 Any pending expenditure transactions CP filed in the office together with the minutes.

RESOLUTION C2023/2b: 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. It was noted that the Post Office entry relates to the Ipswich Borough Council Post Office account for the Greenways Project. A further Greenways Project invoice is expected before the financial year end.

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

6.4 Precept 2023-24 Confirmation of safe receipt CR1 filed in the office together with the minutes.
Noted.

7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

7.1 Recreation & Amenities Committee 18.01.23 CP filed in the office together with the minutes.
The minutes were approved and signed as correct by the Chairman. **Agreed.**
Decisions DECISION R2023/1a – 1d were noted.
Mr O'Brien Baker commended the Clerk on drafting an excellent set of Minutes.

RECOMMENDATION R2022/1a: To accept the reviewed and amended Tree Policy.

RESOLUTION C2023/2c: That the Parish Council accepts RECOMMENDATION R2022/1a to accept the reviewed and amended Tree Policy. **Agreed.**

Thanks were extended to the Tree Wardens for their hard work in preparing the documents.

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 C2023/2d: 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 CP filed in the office together with the minutes.
Mr Whitby gave a verbal update. The two main providers for document hosting, document storage and video conferencing, are Google & Microsoft. Mr Whitby reported that the PC's current IT support have advised the best way forward would be to use Microsoft Office 365 rather than Google Workspace because most councillors and officers already use the Office 365 tools and are familiar with them, some councillors already have 365 licences so would not require a new full office licence thereby saving cost, and Office 365 meets the PC's data storage requirements. It is recommended the PC uses SharePoint for its cloud storage. The Mr Burrows and Mr Whitby to review the email policy requirements.

RESOLUTION C2023/2e: The Clerk under delegated authority and supported by the Financial Officer to proceed with the implementation of a new cloud- based office IT system up to £2,200 pa. **Carried.**

8.3 Parish Council Elections and Voter ID CR2 filed in the office together with the minutes.
Noted. It would be preferable, but not essential, for Councillors to notify the Clerk whether they intend to stand for election. Voter ID information to be publicised on PC social media.

8.4 Coronation of His Majesty The King – Saturday 6th May 2023 CR3 filed in the office together with the minutes.

Noted. The meeting considered various options to mark the occasion including distributing commemoration mugs and pens and supporting street parties. The consensus of the meeting felt that:

- Residents would expect the PC to commemorate the Coronation in some way and agree with limited tax- payer money being spent to mark the occasion.
- Consumables can be climate unfriendly, unlike a nature-based project, so "giveaways" and single or short term items were not favoured.
- Tree planting aligns with the PC's declaration of a climate emergency, and makes a positive contribution to the environment and well-being of the community.
- The Coronation month of May is not the ideal month for tree planting, but trees could be planted now and "unveiled" at a later date.
- Watering needs to be considered and tree guards until planting is established.

RESOLUTION C2023/2f: The Parish Council to

- a) Plant 10 suitable 'Coronation' trees.
- b) Plant one of the Coronation trees, an oak, as soon as possible at Martlesham Recreation Ground.
- c) Organise an event on or close to the day of the Coronation, Sunday 7th May 2023, at which a plaque will be erected by the planted Coronation Oak.
- d) Plant out the remaining Coronation trees across the Parish after consulting with community groups when planting conditions are favourable. **Carried.**

8.5 Parish Room Review of Use by Repair Hub and Citizens Advice East Suffolk CP filed in the office together with the minutes.

Noted. The Repair Hub's first event on 14.01.23 went well with repairers and visitors finding it easy to access the venue with their equipment/items for repair, and parking was convenient. The Citizens Advice East Suffolk's first session on 17.01.23 also went well with three couples attending. The Clerk noted the withdrawal of the request made at the January PC meeting by MHHL to hire the Parish Room for defibrillator training.

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

Noted. The Annual Parish Meeting is on Wednesday 22nd March 2023. The format will be similar to last year and will involve Mr Williamson presenting the grant cheques for 2023/24 to local charities. Suffolk Wildlife Trust has agreed to give a short update on Martlesham Wilds.

8.7 Kronjis Piece & Recreation Ground – request for access to gas pipes under the river Fynn to carry out safety works CP filed in the office together with the minutes.

RESOLUTION C2023/2g: To ratify **DECISION R2023/1b** To grant access to Cadent Gas across Kronjis Piece and the Recreation Ground to undertake essential works on the gas pipes under the river Fynn, sign the temporary License to Occupy Land and allow the removal of a tree (a Goat Willow) subject to a number of issues raised, listed below, being addressed:

- That the site remains secure at all times by ensuring that gates and barriers are closed immediately after use.
- Chemicals, which could leach into the water course, are not to be used to treat the stump of the Goat Willow to be felled. The use of a stump grinder is recommended to prevent the Goat Willow from growing back and possibly weakening the riverbank close to the gas pipes.
- No wildflower seeds are requested as compensation for the loss of the Goat Willow as encouragement of wildflowers on the site is done through natural regeneration or introduction of material from local sources.
- 4 trees are requested in compensation for the loss of the Goat Willow and not 3 as offered by Cadent as wildflower seeds are not suitable compensation for the site.
- The fence and gate to be fully reinstated.
- The possibility of heavy machinery damaging the entrance and car park to be assessed by Cadent.
- Cadent to be made aware of land drainage pipes under the football pitch which terminate at the river in the vicinity of where the works are being undertaken.
- Cadent to be made aware of the bowls club's water and electricity pipes which run close to the access route defined by Cadent.
- Cadent to erect the necessary signage to keep the public safe and aware of the works taking place.
- Documents relating to the works to refer to the river 'Fynn' not the river 'Lark'.
- Cadent to take note of the tides and weather conditions when undertaking the work.

Agreed.

The Clerk and Mr Burrows will meet with a representative from Cadent on 03.02.23 to go through any issues.

9. TO CONSIDER REPORTS FROM WORKING GROUPS

9.1 Personnel Working Group meeting 06.12.22 CP Confidential report filed in the office together with the minutes. Noted.

9.2 Martlesham Climate Action (MCA) 23.01.23 meeting

There were no papers available to consider.

9.3 Village Fete 15.07.23 - any update?

Mr Irwin gave a verbal update. There has already been some initial interest from 2022 stall holders; Martlesham Brass has agreed to perform; the cadets have not confirmed that they can attend. The photographic competition has launched with the theme 'A postcard from Martlesham'. The request for a dedicated council email addresses for the fete made at the January 2023 PC meeting, was repeated. Mr Whitby to advise.

9.4 Recreation Ground & Kronji's Piece Steering Group Meeting 31.01.23

Mr Irwin gave a verbal update. At the Steering Group meeting on 31.01.23, the landscape consultant gave a verbal progress report on the sensory area and features project which was well received by the Group. The project is to be divided into phases of work and aims to enhance the existing wildlife on the Recreation Ground e.g adding biodiversity to the sedgebed. A simple notice board to be installed by the car park to help disseminate information about the site to visitors is also planned. The consultant to 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.

10. Consultations

10.1 Any consultations?

None received. Any planning consultations will go to the DETC meeting on 8th February.

11. Training

11.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR8 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. **Agreed.**

At 8.55pm Mr Blundell left the meeting

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 Income & expenditure statement for the Recreation Ground Trust account CP filed in the office together with the minutes. Noted.

12.2 Anything to report?

At the January meeting, the Finance Officer had reported on a £200 refund received from HM Land Registry (HMLR). The Clerk advised that no HMLR explanation has been received.

13. Any reports from representatives on local organisations

13.1 Martlesham Community Hall Committee – meeting 07.12.22

No report received.

Mr Williamson highlighted the increase in the hire of the Richards Room. Mr Thompson to enquire about the reasons for the increase.

13.2 Any other reports?

None.

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

14.1 Contributions/what has this meeting achieved?

- Foxhall Recycling Centre changes.
- Coronation Tree planting.
- Let us know if street parties are being held.
- Precept and budget for the new financial year.
- IT and communications upgrade.

At 9.05pm

RESOLUTION C2023/2h: 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 Clerk accepted the invitation to stay.

The Council Officer left the meeting.

Also, Cllr Davey and Cllr Staines left the meeting.

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

15. Staff Matters

15.1 Staff Matters – C2023/1a CP - Confidential report filed in the office.

RESOLUTION C2023/2i: To allow a change to a member of staff's annual leave entitlement. **Agreed.**

RESOLUTION C2023/2j: The Parish Council agrees to provide written consent to a member of staff to undertake employment with another organisation. **Agreed.**

The in-camera items were concluded.

There being no further business the meeting was closed at 9.12pm.


Chairman, 01 March 2023

