

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 1st NOVEMBER 2023

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

There were 4 members of the public present including Mr and Mrs Daws (contributors to agenda item 10.2 Crossing for Main Road meeting 28.09.23) and Mr David Parsons.

In attendance: Mrs D Linsley (Clerk).

1. Apologies: There were apologies from District Councillor Mark Packard.

2. Any declarations of disclosable pecuniary or local non-pecuniary interests

2.1 Disclosable Pecuniary Interest (DPI): Mr O'Brien Baker - 9.2 Finance & General Purposes Committee 25.10.23 RECOMMENDATION F2023/10a, grant applications – Mr O'Brien Baker supplies plants to Martlesham in Bloom.

2.2 Local non-pecuniary interests (LNPI): Mr Burrows - 9.2 Finance & General Purposes Committee 25.10.23 RECOMMENDATION F2023/10a, grant applications – Mr Burrows is the Chairman of Martlesham in Bloom.

Mr Irwin - 9.2 Finance & General Purposes Committee 25.10.23 RECOMMENDATION F2023/10a, grant applications – Mr Irwin is a member of Martlesham in Bloom.

3. Filling the Parish Councillor vacancies CP filed in the office together with the minutes.

The Clerk reported that there had been several enquiries about becoming a councillor following the 'advert' in the November editions of the newsletters. Unfortunately none of the interested parties are eligible at the current time.

4. Minutes of Parish Council Meeting 04.10.23 CP- minutes filed in the office.

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

5. Actions from last meeting Ongoing or on the agenda.

6. PUBLIC FORUM

6.1 Reports from District Councillors

Cllr Thompson reported that he had attended a Scrutiny meeting considering private taxi hire and Hackney carriages and subsequently a meeting of the Licences committee.

6.2 Reports from County Councillors

None.

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

The Chairman thanked Mr and Mrs Daws for attending the meeting with regard to item 10.2 Crossing for Main Road meeting 28.09.23.

Mr Daws, who was registered blind 14 years ago explained that in 2020 he and his guide dog were hit by a car on Main Road. His guide dog, who never fully recovered from the accident, died last July and Mr Daws is currently using a white stick. Mr Daws would welcome the support of the PC for a 'full crossing' such as a zebra crossing or a pelican crossing near to Holfen Close on Main Road to provide safe crossing for all. His first request 11 years ago to Suffolk County Council for a crossing was refused. Since then, the volume of traffic has significantly increased with 8,000 vehicles a day using Main Road mainly between the hours of 7am and 6pm.

It was agreed to bring item 10.2 forward for consideration. **Agreed.**

10.2 Crossing for Main Road meeting 28.09.23 CP filed in the office together with the minutes.

DECISION C2023/11a: That the PC supports the need for a full crossing, either a zebra or pelican crossing, on Main Road in the vicinity of Holfen Close as campaigned for by local resident Simon

Daws. The PC to:

- write to Suffolk County Council's Surveyor, copying in County Councillor Mulcahy, supporting the need for a 'full' crossing, highlighting the increase in the volume of traffic and that the crossing would improve access for all pedestrians and support SCC's walking and cycling strategy
- ask for peoples' experience of crossing Main Road via the monthly newsletters
- ask other parish and town councils e.g. Melton and Eyke PCs how they installed full crossings in their areas
- ask SCC to remove the soil and vegetation on the pavement south of the entrance to Holfen Close to increase the width of the pavement.

Agreed.

Mr and Mrs Daws left the meeting.

6.4 Any issues raised by the public

None.

7. Financial Matters

7.1 Payments made between meetings

None, as payments between meetings were dealt with by the F&GPC the week before.

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

RESOLUTION C2023/11b: 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.

7.3 Income & expenditure CPs filed in the office together with the minutes. Noted.

7.4 CIL payments and applying for district CIL CR1 Noted.

The Chairman to supply information for the CIL bid to Mr Irwin. Councillors to inform Mr Irwin if they had other items that they wish to be included in the bid. Mr Irwin to contact Mrs Hall regarding projects for the CIL application.

It was agreed to consider items 8.1 at a later point of the meeting. **Agreed.**

8. Staff Matters

8.1 Temporary Admin Assistant – current responsibilities CP (Version 1) previously circulated on 24.10.23. See below.

8.2 Staff vacancies CR2 Noted.

9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

9.1 Development, Environment & Transport Committee 11.10.23

It was noted that the meeting did not go ahead as it was not quorate.

The Chairman of the DETC, Mrs Hall, stressed the importance of giving apologies for meetings as early as possible to avoid others turning up for meetings which then have to be cancelled due to being inquorate.

9.2 Finance & General Purposes Committee 25.10.23 Approve CP – minutes

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

DECISIONS F2023/10a – 10f were noted.

RECOMMENDATION F2023/10a: That the Parish Council approves the following grant applications received for 2024/25: Greenways Countryside Project £1200; Martlesham in Bloom £190; Martlesham Brass £474; Suffolk Wildlife Trust £310; Martlesham Conservation Group £149.79; Martlesham Heath Aviation Society £330. Total: £2653.79. That the grant application from Martlesham Bowls Club is put on hold until further information is forthcoming.

CP - Summary filed in the office together with the minutes.

RESOLUTION C2023/11c: To accept RECOMMENDATION F2023/10a that the Parish Council approves the following grant applications received for 2024/25: Greenways Countryside Project £1200; Martlesham in Bloom £190; Martlesham Brass £474; Suffolk Wildlife Trust £310; Martlesham Conservation Group £149.79; Martlesham Heath Aviation Society £330. Total: £2653.79. That the grant application from Martlesham Bowls Club is put on hold until further information is forthcoming.

Agreed.

The remaining grant fund to be issued for emergency requests. **Agreed.**

RECOMMENDATION F2023/10b: That the Parish Council renews the agreement with Mr Tester for fitness training on Kronji's Piece including the request for a contribution of £80 towards the maintenance of Kronji's Piece.

CP filed in the office together with the minutes.

RESOLUTION C2023/11d: To accept RECOMMENDATION F2023/10b that the Parish Council renews the agreement with Mr Tester for fitness training on Kronji's Piece including the request for a contribution of £80 towards the maintenance of Kronji's Piece. **Agreed.**

Mr Parsons left the meeting.

RECOMMENDATION F2023/10c: That delegated authority is given to 2 councillors from a working group of the DETC where one is the Chairman of the DETC or the Chairman of the Council or the Vice Chairman of the Council.

RESOLUTION C2023/11e: To amend RECOMMENDATION F2023/10c as follows:

That delegated authority to submit responses to planning applications in the absence of the Clerk is given to 2 councillors from a working group of the DETC where one is the Chairman of the DETC or the Chairman of the Council or the Vice Chairman of the Council or any 2 of these 3 individuals.

Agreed.

RESOLUTION C2023/11f: To agree RECOMMENDATION F2023/10c as amended that delegated authority to submit responses to planning applications in the absence of the Clerk is given to 2 councillors from a working group of the DETC where one is the Chairman of the DETC or the Chairman of the Council or the Vice Chairman of the Council or any 2 of these 3 individuals. **Agreed.**

RECOMMENDATION F2023/10d: To allow members of staff other than the Clerk to use the Council's debit card.

RESOLUTION C2023/11g: To accept RECOMMENDATION F2023/10d to allow members of staff other than the Clerk to use the Council's debit card. **Agreed.**

RECOMMENDATION F2023/10e: To accept the Review of the system of internal audit. CP filed in the office together with the minutes.

RESOLUTION C2023/11h: To agree RECOMMENDATION F2023/10e to accept the Review of the system of internal audit. **Agreed.**

RECOMMENDATION F2023/10f: To accept the Fire Risk Assessment with the addition of the solar panel battery being housed in a galvanised container outside the building.

CP filed in the office together with the minutes.

RESOLUTION C2023/11i: To agree RECOMMENDATION F2023/10f to accept the Fire Risk Assessment with the addition of the solar panel battery being housed in a galvanised container outside the building. **Agreed.**

RECOMMENDATION F2023/10g: To accept the Review of Investments and Investment Policy without change.

CP filed in the office together with the minutes.

RESOLUTION C2023/11j: To agree RECOMMENDATION F2023/10g to accept the Review of Investments and Investment Policy without change. **Agreed.**

RECOMMENDATION F2023/10h: 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.

November 2023

CPs filed in the office together with the minutes.

RESOLUTION C2023/11k: To accept RECOMMENDATION F2023/10h 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.**

10. Clerk's Report

10.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 CP filed in the office together with the minutes.

RESOLUTION C2023/11i: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

10.2 Crossing for Main Road meeting 28.09.23 See PUBLIC FORUM above.

10.3 Emergency Planning – flooding in The Street due to Storm Babet CR3

Mr Burrows had visited the Recreation Ground soon after Storm Babet and found the whole of the site flooded.

The Clerk to write to Anglian Water expressing concern that houses nearby to the Recreation Ground were flooded and inform them that the gate to their pump house was open at that time. Cllr Mulcahy to be copied into the message. **Agreed.**

Information from SCC regarding flooding had been circulated by the Clerk to Ros Jones who passed it on to other affected residents.

Two areas of flooding in the parish were identified: The Street and Waldringfield Road.

Residents can report flooding on SCC's Highways Reporting Tool.

SALC and SCC to be asked for information on how communities are supported during flooding and other emergencies. **Agreed.**

Mrs Hall to explore the role of a Flood Warden. **Agreed.**

10.4 McCarthy Stone car park, any update? CR4

Following the meeting on 30.10.23 with the Chairman, Vice Chairman, Chairman of the DETC and the Clerk, ESC planners are to be asked for copies of the final plans of the public car park, draft transfer documents and a timescale of when the PC will expect to receive the offer of the car park. Inaccurate planning documents and plans had been the cause of delays.

10.5 Installation of a battery for the solar panels CR5 & CP filed in the office together with the minutes.

RESOLUTION C2023/11m: To accept the following quote for a galvanised steel enclosure to house the solar panel battery to be positioned outside the building and not inside the roof space subject to comments from the Martlesham Community Hall Committee insurers:

1 off mesh cage 4 sided (2 sides, 1 front, 1 top, no back, no base) 2250mm high x 800mm wide x 400mm deep, c/w single door to the front approx. 740mm wide, padlockable, (with coded padlock)

Manufactured from 30mm box section with 50x50x3mm welded mesh.

Dimensions shown are external.

Fixing points to rear & bottom installed with rawlbolt type fixings.

Supplied and bolted together on site.

Finish: Galvanised

1 x concrete slab base 900mm x 600mm, 50mm.

To carry out the above supplied and installed would be **£947.50 exc. VAT.**

Agreed.

Expenditure to be taken from CIL reserves. **Agreed.**

The member of the public left the meeting.

10.6 Use of office laptop by councillors CR6

RESOLUTION C2023/11n: To allow the office laptop to be used by councillors. **Agreed.**

10.7 Use of electronic meetings calendar CR7

Mrs Hall explained that having a shared meetings calendar would prevent people being disturbed unnecessarily during meetings and being able to see what meetings are scheduled might be of interest to other councillors.

RESOLUTION C2023/11o: That the PC uses an electronic meetings calendar to schedule meetings.

Agreed.

Mr Whitby and the Clerk to meet to discuss which software is used. **Agreed.**

10.8 Village fete 2024 to host a 'Wildlife Friendly Garden of the Year' competition CP report from Mrs Davey filed in the office together with the minutes.

It was clarified that the competition was not connected to the Village Fete.

RESOLUTION C2023/11p: To agree to have a 'Wildlife Friendly Garden of the Year' competition led by Mrs Davey and Mrs Hall. **Agreed.**

Mrs Davey and Mrs Hall to go ahead with the project and update the R&AC in January. **Agreed.**

Mr Whitby to inform Dave Green, Co-Chair of Martlesham Climate Action, of this biodiversity project.

Agreed.

10.9 Management of defibrillators CP filed in the office together with the minutes. Noted.

The use of the defibrillator at the Red Lion pub on 3 occasions to be publicised. **Agreed.**

10.10 Recruitment of councillors CR8 Noted.

The Clerk to invite those who have expressed an interest in becoming councillors but are not eligible at the current time to join a working group of the PC. **Agreed.**

10.11 Appoint Mrs Davey to the Development, Environment & Transport Committee

RESOLUTION C2023/11q: To appoint Mrs Davey to the Development, Environment & Transport Committee. **Agreed.**

10.12 IT & Communications - Access to council policies update CR9 Noted.

RESOLUTION C2023/11r: 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 2 items: 11.1 & 8.1 were taken in camera.

The Clerk remained in the meeting for part of item 11.1 and returned to the meeting for item 8.1.

11. TO CONSIDER REPORTS FROM WORKING GROUPS

11.1 Personnel Working Group 06.10.23 & 30.10.23 Confidential CPs - notes of meeting held on 30.10.23 and 'Clerk's workload' filed in the office. Noted.

Mr Burrows summarised the meeting held on 30.06.23.

At 9.23pm the following decision was taken:

RESOLUTION C2023/11s: To suspend Standing Order 3w to complete all business on the agenda.

Agreed.

The Clerk left the meeting.

RESOLUTION C2023/11t: To increase the Clerk's salary from 1st November 2023 by 3 spinal column points following a discussion about the Clerk's heavy workload which has recently been added too.

Agreed.

The Clerk returned to the meeting.

It was agreed to consider item 8. Staff Matters next. **Agreed.**

8. Staff Matters



November 2023

8.1 Temporary Admin Assistant – current responsibilities CP (Version 1) previously circulated on 24.10.23 filed in the office together with the minutes. Noted.

The meeting came out of camera.

11.2 Martlesham Climate Action (MCA) – budget request and any changes to Terms of Reference
Mr Whitby to meet with Co-Chair of MCA, Mr Green, in the near future.

11.3 Establishment of a Community Speed Watch Scheme and budget CR10
The F&GPC in December to consider which budget to use for the Community Speed Watch Scheme. **Agreed.**

12. Consultations

12.1 East Suffolk - Polling District & Polling Places Review 2023 - Deadline 30.11.23 CR11
RESOLUTION C2023/11t: To request that the polling station for Martlesham (MA) be in the building next door to Martlesham Primary Academy, Blacktiles Lane when responding to East Suffolk - Polling District & Polling Places Review 2023. **Agreed.**

12.2 Integrated Transport & Enhanced Partnership - Funding for Bus Network improvements CR12
There was a discussion.
Mr Whitby to raise the issue of sustainable transport including public transport with MCA members. This would be a new topic for MCA to address and would fit well with the group's aims. MCA to consider joining the Suffolk Enhanced Partnership Passenger Interest Group. **Agreed.**

Mr Irwin left the meeting.

12.3 Any other consultations?
There were no other consultations.

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 Request for the addition of permanent football goals CR13
Mr O'Brien Baker reported that permanent goal posts would need to be pinned down for safety reasons.
RESOLUTION C2023/11u: That the PC will not be going ahead with the suggestion to install permanent goal posts on the Recreation Ground as a suitable site could not be identified and permanent goal posts would conflict with the agreed improvements for the Recreation Ground. **Agreed.**

13.2 Effects of Storm Babet CR14 Noted.
No permanent damage to the Recreation Ground had been done following the flooding of the river Fynn caused by Storm Babet. The meeting was reminded that the Recreation Ground is on the floodplain and used to be water meadows. The flood water is fresh water not salt water. The last significant flood was in 2009. Flooding of the site may become more frequent due to climate change.

13.3 Bowls Club – new fence line proposal – response CP filed in the office together with the minutes. Noted.

14. Any reports from representatives on local organisations

14.1 Martlesham Community Hall Management Committee meeting
There were no notes available.

14.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership
There was nothing to report.

14.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum

There was nothing to report.

14.4 Council hosting SAVID meeting on 16th November 2023 Noted.

Mrs Hall reported that Mr Denton, who will be attending the SAVID AGM on 16.11.23, will be standing down as the coordinator of the Speed Reduction Working Group next year.

SAVID can undertake analysis of our SID data if required.

If the PC's offer to provide refreshments for the meeting is accepted expenditure to be taken from the Chairman's Allowance budget. **Agreed.**

14.5 Any other reports?

None.

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

15.1 Contributions/what has this meeting achieved?

Experiences of crossing Main Road, Community Speed Watch Scheme, Reminder to report flooding to SCC, CIL projects, Wildlife Friendly Garden Competition (January).

The meeting was closed at 10pm.



Chairman, 10th January 2024.

