

Draft until signed
MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 6TH SEPTEMBER 2023

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

There were no members of the public present.

District Cllr M Packard.

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

1. Election of Chairman of the Council following the resignation of Mr Williamson CR1 filed in the office together with the minutes.

Mr Burrows was proposed and seconded as Chairman.

RESOLUTION C2023/9a: To appoint Mr Burrows as Chairman of the Council. **Agreed.**

2. Appointment of Vice - Chairman following the resignation of Mr Williamson CR1 filed in the office together with the minutes.

Mr Irwin was proposed and seconded as Vice- Chairman.

RESOLUTION C2023/9b: To appoint Mr Irwin as Vice - Chairman of the Council. **Agreed.**

3. Apologies: There were apologies from County Cllr P Mulcahy.

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

4.1 Disclosable Pecuniary Interest (DPI):

None declared.

4.2 Local non-pecuniary interests (LNPI):

None declared.

5. Filling the Parish Councillor vacancies CR2 filed in the office together with the minutes.

No nominations received. Councillors are to send any new interest in vacancies, to the Clerk.

6. Minutes of Parish Council Meeting 06.07.23 CP- minutes filed in the office.

The minutes were approved as an accurate record and signed by the Chairman. **Agreed.**

The confidential minutes of the same date were also approved as an accurate record and signed by the Chairman. **Agreed.**

7. Actions from last meeting Ongoing or on the agenda


8. PUBLIC FORUM

8.1 Reports from District Councillors CP – Cllr Thompson's report filed in the office together with the minutes. Noted.

District Cllr Packard reported

- A concerned Martlesham resident has contacted him about grass cutting standards in the Parish. Cllr Packard intends to meet with the resident to investigate the concerns raised.
- The new East Suffolk Council service company (which replaced the ESC Norse partnership) is working well and proving very responsive to reported issues.
- He has met with the Chairman of Martlesham Heath Householders Ltd (MHHL); they discussed the history of Martlesham Heath, the new McCarthy Stone (MCS) retirement development and the perceived unwillingness of MCS to add covenants which will require the apartment owners to become members of MHHL. The concern is that without membership, the residents are not contributing to the costs of managing the MHHL-owned Village Greens.

8.2 Reports from County Councillors CP – Cllr P Mulcahy's report filed in the office together with the minutes. Noted.

 Chairman
4/10/23

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September 2023

8.3 To allow members of the public present to address business on the agenda

There were no members of the public present.

8.4 Any issues raised by the public

- Please see Item 8.1.
- Mrs Davey reported she has arranged a meeting with County Cllr Mulcahy, which Mrs Davey will attend in her personal capacity, to progress a previous request from a resident for a pedestrian crossing in Main Road, Martlesham. District Cllr Thompson would like to join the meeting. The Clerk to be informed of the outcome.

9. Financial Matters

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

RESOLUTION C2023/9c: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

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

RESOLUTION C2023/9d: 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.

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

Noted.

9.4 Community Infrastructures Levy (CL) Report 31.08.23 CPs filed in the office together with the minutes.

Noted.

9.5 Bank Reconciliation verification April- June 2023 CR3 filed in the office together with the minutes.

Noted. Mrs Hall has confirmed the Council's records for the period April to June 2023 reconcile with the bank statements provided for the same period.

9.6 Internet Banking Update CR4 and CPs filed in the office together with the minutes.

Noted. Mr Burrows proposed the Internet Banking policy is adopted.

RESOLUTION C2023/9e: The online banking procedure document (filed in the office together with the minutes) is accepted as approved policy. **Agreed.**

9.7 Closure of Woodbridge branch of Barclays CR5 filed in the office together with the minutes.

Noted.

9.8 Completion of limited assurance review for year ended 31 March 2023 CPs filed in the office together with the minutes.

Noted. There were no issues raised by the external auditors. Notices will be published. A timetable for next year has been provided. Thanks were expressed for the Responsible Finance officer producing such an excellent result with the finances.

RESOLUTION C2023/9f: The Parish Council notes that PKF Littlejohn LLP has completed its limited assurance review of Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) with no matters of concern to address. The Council therefore accepts and approves the fully completed Annual Governance & Accountability Return for year ended 31 March 2023. **Agreed.**

RESOLUTION C2023/9g: To agree a 14-day notice period from 06.09.23 for publication of the "Notice of conclusion of audit" and certified AGAR (Sections 1, 2 & 3) ensuring the published AGAR remains available for public inspection for a period of 5 years or more from the date of publication. **Agreed.**

9.9 To appoint the Clerk as RFO at the end of September if the RFO vacancy is not filled.

The current Responsible Finance Officer (RFO) is retiring on 30th September 2023. The resulting vacancy has been advertised. To maintain statutory compliance beyond 30th September pending the RFO vacancy being filled, Mr Burrows proposed the Clerk is appointed as RFO.

Mr Burrows
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RESOLUTION C2023/9h: To appoint the Clerk as Responsible Finance Officer with effect from 1st October 2023 if the vacancy for a new Responsible Finance Officer is not filled by that date. **Agreed.**

9.10 Insurance renewal CR6 and CP filed in the office together with the minutes.

Noted.

RESOLUTION C2023/9i: To accept the new premium for the year to September 2024 at £3,764.95. **Agreed.**

RESOLUTION C2023/9j: 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 were taken in camera.

The Clerk and Council Officer accepted the invitation to stay.

Mr Packard left the meeting.

9.11 Cambridge Building Society ('CBS') Confidential CR7 filed in the office together with the minutes.

Noted. CBS considers the Martlesham Council complaint is resolved. Messrs Burrows and Irwin disagree. The background was explained, and the issues and options debated.

RESOLUTION C2023/9k: The Parish Council will give 100 days' notice to close the Martlesham Parish Council account with the Cambridge Building Society and move the funds elsewhere. **Agreed.**

RESOLUTION C2023/9l: To ask the two signatories recognised by Cambridge Building Society to sign the account closure notice. **Carried.**

RESOLUTION C2023/9m: The Parish Council will make a complaint to the Financial Ombudsman. **Agreed.**

The Council officer left the meeting.

10. Staff Matters

10.1 CONFIDENTIAL REPORT P2023/9 CP – CONFIDENTIAL filed in the office.

Noted. The retirement of the Finance Officer was considered.

See confidential minutes.

The meeting was taken out of camera.

The Council Officer and Mr Packard returned to the meeting.

11. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

11.1 Recreation and Amenities Committee 12.07.23 CP – minutes

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

12. Clerk's Report

12.1 The death of Mr Frank Bright CR8 filed in the office together with the minutes.


The Councillors noted the passing of Mr Bright after whom the Community Orchard is named. Mr Irwin provided a brief life history. The meeting was advised the Community Orchard Working Group will put up temporary notices on the perimeter fence at the Community Orchard providing a short biography of Mr Bright, which notice will be replaced with a full biography on the permanent information board planned for Brights Orchard once planting is complete.

12.2 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 C2023/9n: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

12.3 Solar panels – installation and request for smart meter CR9 and CPs filed in the office together with the minutes.

Noted. Quotations for adding bird guards, annual inspections and a smart meter to the previously


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approved solar quote (RESOLUTION C2023/5ad) were considered. The following resolutions were taken en bloc.

RESOLUTION C2023/9o: To pay any reasonable costs incurred by the Martlesham Community Hall Charity in connection with the installation of solar panels pursuant to RESOLUTION C2023/5ad).

RESOLUTION C2023/9p: To pay the cost of bird netting around the solar panels at **£863.80 + VAT.**

RESOLUTION C2023/9q: To pay the cost of an annual service and inspection of the solar PV panels at **£160 + VAT. Agreed.**

Clerk to liaise with the contractors on the issue of eligibility for smart meter installation.

12.4 CCTV inspection report CR10 and CPs filed in the office together with the minutes.

Noted. The CCTV system has failed and is irreparable. The RFO has sourced a replacement. The CCTV protocol will need to be reviewed alongside any new replacement and the Martlesham Community Hall Trust consulted prior to installation.

RESOLUTION C2023/9r: To accept the CCTV quote at **£2,742.70 + VAT** for a replacement CCTV system. To review the Parish Council CCTV protocol. **Carried.**

The quote was from Doyles Electrical Services Ltd.

12.5 Picnic Area proposal CPs filed in the office together with the minutes.

Noted. Mr Irwin outlined the reasons for his proposal. The proposal will enhance the picnic amenity whilst freeing up car parking space for access to the Martlesham Wilds site. An informal meeting is scheduled with Suffolk Wildlife Trust to discuss the car parking provision for Martlesham Wilds.

RESOLUTION C2023/9s: To relocate the picnic tables from the Felixstowe Road picnic site to one of the green areas situated by the Community Centre and Parish Room car park. Costs to be taken from CIL funds. **Agreed.**

12.6 Access to the Main Village Green – request from MHHL CR11 filed in the office together with the minutes.

Noted. It is essential that clear and unobstructed vehicular access is maintained and enforced for emergency service vehicles to access the Village Greens. Martlesham Heath Householders Ltd (MHHL) has raised concerns with Suffolk County Council about current restricted access to the north end of the Village Green, requesting new double yellow lines or similar parking restrictions are introduced. MHHL have reported that SCC require the Parish Council to make any such application.

RESOLUTION C2023/9t: The Parish Council will apply to SCC Highways for such Highway parking restrictions as necessary to maintain ease of emergency service vehicular access to the northern end of the Village Green. To require County Cllr P Mulcahy to endorse the application. **Agreed.**

12.7 Recognition of a councillor's service

Delegated to Recreation and Amenities Committee meeting (13th September).

RESOLUTION C2023/9u: To suspend Standing Order 3w to complete all business on the agenda. **Agreed.**

12.8 To appoint Mr Thompson as the PC representative on the Suffolk Coastal Disability Forum

CR12 filed in the office together with the minutes.

Noted.

RESOLUTION C2023/9v: Mr Thompson is appointed as the Parish Council's representative on the Suffolk Coastal Disability Forum. **Agreed.**

12.9 IT & Communications - Access to council policies update.

Mr Whitby reported on progress. The October Parish Council meeting should be fully supported with a new meeting folder in the cloud, electronically accessible by all councillors.

12.10 Parish Online – any project details? CR13 filed in the office together with the minutes.

Noted. Clerk to recirculate the access code to all councillors.

12.11 Community Partnership Representation CR14 filed in the office together with the minutes.

Noted. Mrs Hall and Mr Irwin to liaise on attendance at these meetings.

W Thompson
Chairman 24/10/23

12.12 Appointment of MHHL Director – response from MHHL Chairman

Ongoing.

12.13 Letter in support of the Suffolk Wildlife Trust CP filed in the office together with the minutes.

Noted.

12.14 Solicitors fees – invoice CP filed in the office together with the minutes.

Noted.

13.1 Martlesham Climate Action next meeting to be confirmed

13. TO CONSIDER REPORTS FROM WORKING GROUPS

13.1 Martlesham Climate Action meeting

Date of next meeting to be confirmed and circulated.

13.2 Inter-parish Green Infrastructure Workshop event 30th August 2023. CP filed in the office together with the minutes.

Noted.

13.3 Martlesham Village Fete CP filed in the office together with the minutes.

Noted. Mr Irwin reported on the cancellation of the 2023 outside events scheduled (cancelled due to the high winds forecast); full refunds or credits were offered to stall holders with most opting to carry forward their booking and payment to the 2024 fete. Consequently, the 2024 preparations are well underway. The 2023 indoor fete events went ahead so some costs were incurred. The results of the 2023 photo competition were published on MPC social media and website. The meeting thanked Mr Irwin and Mrs Davey for their hard work in planning the 2023 Village Fete, and in anticipation of their written reports in planning the 2024 Fete.

13.4 Speed Reduction Working Group (SRWG) 28.06.23 CP filed in the office together with the minutes.

Noted. Mrs Hall would like to see the Parish Council supporting greater analysis of the data retrieved from the various speed indicator devices across the Parishes.

Mr Packard left the meeting at 9.40pm.

13.5 Establishment of a Community Speed Watch Scheme CP filed in the office together with the minutes.

Ongoing.

14. Consultations

14.1 LIONLINK -Proposed by National Grid Ventures (NGV) Supplementary Non-Statutory Public Consultation, Closes Friday 3 November 2023. CP filed in the office together with the minutes.

Noted. Delegated to the Development, Environment and Transport Committee (11th October).

14.2 Other consultations

- DEFRA Protecting Hedgerows in England Consultation. Closes 20th Sept 2023. Delegated to Recreation and Amenities Committee (13th September).
- ESC Custom and self-build housing consultation. Closes 18th Oct 2023. Delegated to Development, Environment and Transport Committee (11th October).

Mr Irwin left the meeting at 9.45pm.

15. Training

15.1 August Training Workshop CP filed in the office together with the minutes.

Noted. The meeting thanked Mr Staines for his work in preparing and presenting his August presentation on Arnold Baker.

*L. Irwin
Chairman 4/10/23*

16. 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
16.1 Income & expenditure report & bank statement to 11/08/23. CPs filed in the office together with the minutes.

Noted. £200 received from Cadent Gas as a donation to the Martlesham Recreation Ground Trust.

16.2 Martlesham Bowls Club (MBC) – proposed new fence line CPs filed in the office together with the minutes.

Noted. MBC proposes moving the fence line to provide more space around the bowling green. The Recreation Ground & Kronjis Piece Steering Group recommend refusal for the following reasons;

- The 1930 Conveyance and charitable trust deed requires the Council as trustee to ensure the recreation ground is used in perpetuity as a recreation ground for the benefit of all the residents in the area.
- The MBC request would narrow the current pathway, and restrict the area for the proposed accessible footway (part of the Recreation Ground improvements project)
- MBC has other options in default.

Mr O'Brien Baker added Cadent Gas uses the space to access its underground assets on site.

RESOLUTION C2023/9w: To decline the Martlesham Bowls Club request. Clerk to write to Martlesham Bowls Club outlining the reasons for refusal:

- The 1930 Conveyance and charitable trust deed requires the Council as trustee to ensure the recreation ground is used in perpetuity as a recreation ground for the benefit of all the residents in the area.
- The MBC request would narrow the current pathway, and restrict the area for the proposed accessible footway (part of the Recreation Ground improvements project)
- Cadent Gas uses the space to access its underground assets on site. **Agreed.**

16.3 Cadent Gas – replacement Hawthorn tree CR17 filed in the office together with the minutes.

Noted. The replacement Hawthorn tree could be included in the Tree Council grant application.

RESOLUTION C2023/9x: To add the replacement Hawthorn tree to the Tree Council grant application. **Agreed.**

16.4 Anything to report? No reports.

17. Any reports from representatives on local organisations

17.1 Martlesham Community Hall Management Committee meetings 15.06.23 & 27.07.23. CPs filed in the office together with the minutes.

Noted.

17.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership 21.07.23 CR18 & CP & action notes filed in the office together with the minutes.

Noted.

17.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum 14.08.23 CPs filed in the office together with the minutes.

Noted.

18. Items for Martlesham newsletters (August & September)/Facebook/website

Contributions/what has this meeting achieved?

- Request for new Councillors; a separate article to fill councillor vacancies as a poster.
- Agreed way forward with staffing
- Solar panel arrangements for the community centre
- Review CCTV for the community centre carpark.

The meeting was closed at 10.05pm.



Chairman, 04 October 2023.