

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 4TH OCTOBER 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, and Mr E Thompson.

There were 2 members of the public present.

County Cllr Mulcahy.

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

1. Apologies: There were apologies from Mr P Whitby.

2. Any 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. Filling the Parish Councillor vacancies CP filed in the office together with the minutes. There were no candidates.

4. Minutes of Parish Council Meeting 06.09.23 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.**

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

6. PUBLIC FORUM

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

Cllr P Mulcahy reported to the meeting that Milestone Infrastructure Ltd commenced its contract with SCC Highways on 1st October 2023, and the county budget planning season is well underway.

6.2 Reports from District Councillors

Cllr Thompson's written report to follow. No report from Cllr Packard.

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

None.

6.4 Any issues raised by the public

None raised.

County Cllr Mulcahy left the meeting at 7.40pm.

7. Financial Matters

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

RESOLUTION C2023/10a: To ratify payment of cheques signed between meetings (as filed in the office together with the minutes). **Agreed.**

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

RESOLUTION C2023/10b: To pay all pending expenditure transactions (as filed in the office together with the 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.

The Chairman observed it is the half way point in the financial year and the Council is on target with the budget.



7.4 Repair Hub Insurance Credit CR1

RESOLUTION C2023/10c: The Repair Hub insurance credit of £11.80 to be added to 9025 EMR Carbon Reduction Projects. **Agreed**

7.5 Budget Considerations CR1 filed in the office together with the minutes. Noted.

Budget suggestions to be sent to the Responsible Financial Officer in good time for budget setting in November.

8. Staff Matters

It was proposed to take Confidential Agenda items 8.1 and 8.2 'Staff Matters' at the end of the meeting. **Agreed.**

8.3 Retirement of Finance Officer CR3

The retirement presentation for Susan Robertson took place on Thursday 28th September. Some current councillors, past councillors, staff and other work colleagues attended the occasion, with speeches from the Chairman and Clerk thanking Susan for her 22 years of service as assistant clerk, Clerk and Responsible Finance officer. The staff and councillors wish Susan well in her retirement.

9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

9.1 Recreation and Amenities Committee (13.09.23) CP – minutes filed in the office

Mr Thompson's apology for the September PC meeting was added to the minutes. Mr Burrows' name was removed from the list of councillors attending the meeting as he had sent his apologies. Reference to Amenity Path no.1 under item 10.1 Planting of trees for the King's Coronation – identify suitable locations and tree species was corrected to Amenity Path no.3.

The minutes were amended by hand, approved and signed as correct by the Chairman. **Agreed.** DECISIONS R2023/9a – 9n were noted.

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 C2023/10d: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

10.2 McCarthy Stone Update

No update.

10.3 IT & Communications - Access to council policies update.

Mr Whitby was not present to report on progress. The Clerk anticipates the new 'cloud' system will be ready for the November Parish Council meeting.

10.4 Meetings Calendar 2024 CP filed in the office together with the minutes.

Mrs Davey expressed an interest in joining the Development, Environment & Transport Committee (DETC). Mrs Davey was invited to attend the next DETC meeting. Mrs Hall proposed for 2024 onwards, moving the DETC meetings to the third Wednesday in the month specified.

RESOLUTION C2023/10e: To move the DETC meetings to the third Wednesday in the month specified. **Agreed.**

RESOLUTION C2023/10f: Subject to the revision required by RESOLUTION C2023/10e, the 2024 calendar of meetings was approved. **Agreed.**

10.5 MHAS invitation and service at St Mary's Church & purchase of 2 poppy wreaths for Remembrance Sunday CR4 filed in the office together with the minutes.

Martlesham Heath Aviation Society is holding its 'Service of Remembrance' at Barrack Square on Remembrance Sunday, 12th November at 2.30pm, and has invited the PC to send a representative to take part in the service.

RESOLUTION C2023/10g: To purchase 2 poppy wreaths from the British Legion for £55 plus a donation of £5, a total of **£60**, to be taken from budget 4100 Chairman's Allowance. **Agreed**

RESOLUTION C2023/10h: Mrs Davey to place one wreath at St Mary's Church, Martlesham and Mr Staines to place one wreath at the war memorial in Barrack Square, Martlesham. **Agreed.**



10.6 Crossing at Main Road Meeting (28.9.2023).

The draft notes of meeting have not yet been discussed with the Clerk.
Deferred to the November Parish Council meeting. **Agreed.**

10.7 20's Plenty Campaign for Suffolk CR5 filed in the office together with the minutes.

Mrs Hall reminded the meeting that Martlesham Council is hosting the SAVID (Safer Village Driving) meeting on 16th November and that the 20's Plenty Campaign was on the meeting's agenda. Members of the Speed Reduction Working Group and Mrs Hall in her capacity as Chair of the DET Committee will be attending the meeting. Mrs Hall recommended delegating this agenda item to the DETC.

Deferred to the DETC December meeting. **Agreed.**

10.8 Parish Rooms and Parish Office Cleaning

RESOLUTION C2023/10i: To authorise the Clerk to engage the services of a cleaner. **Agreed**

RESOLUTION C2023/10j: The Clerk is given delegated authority to use monies in budget 4066 Cleaning to pay for cleaning services and any related expenses. **Agreed**

11. TO CONSIDER REPORTS FROM WORKING GROUPS

11.1 Martlesham Climate Action meeting CR6 filed in the office together with the minutes.

The Clerk to ask MCA for more details of the seminars group members have attended regarding carbon reduction on behalf of the PC. **Agreed.**

11.2 Establishment of a Community Speed Watch Scheme Ongoing.

One more volunteer has come forward to support a Community Speed Watch Scheme.

12. Consultations

12.1 Control of Dogs Renewal of three Public Space Protection Orders. CR7

The Environmental Protection Team at East Suffolk Council has invited all local Councils to provide feedback on the ESC proposal to renew the Public Space Protection Orders (PSPOs) in the wider district. The meeting noted the ESC proposals are not directly relevant to Martlesham, however, a similar approach may be beneficial to Martlesham given the recent incidents of dog attacks. Councillor Thompson to research.

12.2 ESC – 'Your views on Our Direction' (deadline 15.10.23) CP filed in the office together with the minutes.

Councillors to respond as individuals if they want to.

12.3 Any other consultations?

None.

13. Training

13.1 Record of Training CR8 filed in the office together with the minutes.

Councillors were reminded to inform the Clerk of any training they undertake. Mr Irwin reminded the PC that training includes attendance of seminars and workshops, background reading, attending information gathering events and sector meetings, representing Martlesham Council at forum meetings, and similar.

14. 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

14.1 Use of football pitch by Martlesham Youth Football Club for a 10 year period CR9 filed in the office together with the minutes.

Martlesham Youth Football Club (MYFC) propose managing the Recreation Ground football pitch in partnership with the Football Association (FA). MYFC seek assurance that they may use the pitch for the next 10 years.

RESOLUTION C2023/10k: To allow Martlesham Youth Football Club to use the football pitch on the Recreation Ground for the next 10 years. **Agreed**

14.2 Recreation Ground Account 15.09.23 CP filed in the office together with the minutes. Noted.



15. Any reports from representatives on local organisations

15.1 Martlesham Community Hall Management Committee meeting 21.09.23

No report.

15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership
It was noted that the meeting scheduled for 02.10.23 has been postponed for at least 4 weeks.

15.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum 14.08.23

Mr Thompson reported that this meeting did not take place as only 3 people turned up.

15.4 Council hosting the SAVID meeting on 16th November 2023 Noted.

15.5 Any other reports?

Notes of the Deben Estuary Partnership meeting on 21.09.23 were previously circulated.

RESOLUTION C2023/10I: 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 accepted the invitation to stay.
The Council officer left the meeting.

8. Staff Matters

8.1 Resignation of Council Officer CONFIDENTIAL REPORT P2023/10 and CR2 filed in the office.
See confidential minutes.

8.2 Increased hours for Administrative Assistant CONFIDENTIAL REPORT P2023/11 filed in the office.

RESOLUTION C2023/10m: To increase the working hours of the temporary administration assistant from 10 hours per week to 17.5 hours per week. **Agreed.**

The meeting was taken out of camera.

18. Items for Martlesham newsletters (November)/Facebook/website

Contributions/what has this meeting achieved?

Supported MYFC.

The meeting was closed at 9.03pm.


Chairman, 01 November 2023.

PENDING EXPENDITURE TRANSACTIONS

7.2

Date: 03/10/2023

Martlesham Parish Council

Page 1

Time: 16:09

Cashbook 1

User: DL

Barclays Current A/c

Payments made between 02/10/2023 and 10/10/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
04/10/2023	John Goodluck	106670	180.00			4203 201	180.00	Litter picking September 2023
06/10/2023	Diane Linsley	OB23/028	301.03			4999 101	301.03	Retirement gifts/refreshments
06/10/2023	P&R Locksmiths Services Ltd	OB23/029	30.00		5.00	4999 101	25.00	Gift pen engraving
06/10/2023	Community Action Suffolk	OB23/030	60.00		10.00	4037 101	50.00	Hosting PC website
06/10/2023	Community Action Suffolk	OB23/031	42.00		7.00	4037 101	35.00	Host PWCG website
06/10/2023	Ipswich Borough Council	OB23/032	1,472.88		245.48	4240 206	1,227.40	Tree survey report
06/10/2023	Adcock Refrigeration	OB23/033	114.17		19.03	4062 105	95.14	Heating maintenance - Sept
09/10/2023	Anglian Water Business Ltd	DD	22.02		3.67	4255 210	18.35	Quarterly orchard water bill
Total Payments:			2,222.10	0.00	290.18		1,931.92	

Signed

(Chairman)

Signed

(Clerk)

04 October 2023

