

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 06 FEBRUARY 2019

PRESENT: Mr L Burrows, Mr M Calver, Mr S Denton, Mr J Forbes, Mr Irwin (Chairman), Mr J Kelso, Mr I O'Brien Baker, Mr R Staines, Mr E Thompson, Mr Welch (Vice Chairman).

There were no members of the public.

County Cllr C Page, County Cllr P O'Brien, District Councillor Hedgley.

In attendance: Mrs S Robertson (Clerk), Mrs D Linsley (Deputy Clerk).

1. Apologies for absence: Miss J I L Bear, Mr C Blundell, Mr Brome, Ms J M Drummond.

2. Declarations of interest

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

3. Vacancy for a Parish Councillor CR1

RESOLUTION C2019/2a: That the Parish Council will not advertise to co-opt a councillor in the time before the May election. Agreed.

4. Minutes of Parish Council Meeting 09.01.19 CP - Minutes

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

There were no issues raised.

6.2 Any issues raised by the public

None.

6.3 Police Report: Woodbridge and District ASB Meeting Minutes e-mailed 21.01.19 Noted.

6.4 Reports from District Councillors CP circulated before the meeting via e-mail and a hard copy filed in the office together with the minutes. Noted.

Cllr Hedgley highlighted the Councillor information days for people interested in becoming a District Councillor and the appeal for people's fond memories of the District Council over the last 45 years.

6.5 Reports from County Councillors CPs circulated before the meeting via e-mail and filed in the office together with the minutes. Noted.

Cllr O'Brien was dismayed by the large amounts of litter left across the county.

Cllr Page expressed her concern over the recently announced further cuts to SCC's budgets and was worried about the lack of any consideration of Brexit and the formulation of a Plan B.

Cllr Page, in response to a request for an update on the project to reduce the speed limit along the length of Sandy Lane, reported that a bid for CIL funds had been unsuccessful because not enough supporting evidence had been submitted with the application. A joint bid for CIL money by Transition Woodbridge and Woodbridge TC is being put together. MPC's support for the new bid would be welcomed.

Mr O'Brien Baker, as a member of Transition Woodbridge, will inform Transition Woodbridge of the Parish Council's support and keep the Parish Council informed of developments.

Cllrs Page, O'Brien, and Hedgley left the meeting at 7.47pm.

7. Financial Matters

7.1 Cheques signed between meetings CP circulated at meeting and filed in the office together with the minutes.

RESOLUTION C2019/2b: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

7.2 Any pending expenditure transactions CP circulated at meeting and filed in the office together with the minutes.

RESOLUTION C2019/2c: 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 report CP circulated at the meeting and filed in the office together with the minutes. Noted.

The Clerk reported that the budget was underspent but there were still payments due before the end of the financial year. Underspent budgets included those regarding staff salaries, football pitch maintenance and bus shelters.

7.4 Citizen's Advice Request for Donation PC/8

The Clerk reminded the Council of the past arrangements with Citizen's Advice (CA) over the use of the Parish Room. The CA had not used the Parish Room for the newly rolled out Universal Credit appointments as requested.

The consensus was to financially support the CA. It was regrettable that SCC had decided to cease funding the CA.

Proposal: To donate **£1000.00** to Citizen's Advice in response to their request for financial support.

Proposed by: Mr Welch **seconded by:** Mr Staines **Agreed.**

The Clerk to research where the donation should be sent i.e. to the local branch or split between local branches.

RESOLUTION C2019/2d: To donate **£1000.00** to Citizen's Advice (in financial year 2019/20) in response to their request for a donation following, in large part, the withdrawal of Suffolk County Council's financial support. **Agreed.**

8. Clerk's report & correspondence

8.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 CP circulated at the meeting and filed in the office with the minutes.

RESOLUTION C2019/2e: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

8.2 Jubilee Playspace Lease: action on-going by the Recreation & Amenities Committee (R&AC) Noted.

8.3 Election process/ recruitment of new councillors CR2

A discussion took place.

Those wishing to stand for the Parish Council at the election in May to be responsible for handing in their own papers to the District Council and were encouraged to inform the Clerk of their decision on standing for election. **Agreed.**

8.4 Action Plan for the death of a senior person of state CR3

Mr O'Brien Baker was very disappointed with the terminology used in the article in the November 2018 issue of The Clerk Magazine.

Proposal: To write a letter of complaint to the author of the article 'Operation London Bridge' in the November 2018 issue of The Clerk Magazine for specifically mentioning HM The Queen.

Proposed by: Mr O'Brien Baker **There was no seconder.** The proposal was not carried forward. The Chairman to convene a meeting with Messrs. Thompson, Burrows and Staines to consider a PC plan for responding to the passing of a senior person of state. **Agreed.**

8.5 Community Governance Review CR4 *Retain as a standing item on the PC agenda?*

The Chairman passed on the view of Mr Brome that it was unwise to separate Brightwell Lakes from Martlesham Parish as the residents would not have a say on the neighbouring retail park nor

the surrounding rural area. Mr Brome suggests that a coherent parish might be formed with Martlesham Heath and Brightwell Lakes and the rest of Martlesham could form a rural parish. The Chairman will be meeting with Waldringfield Parish Council shortly.

Mr Welch added that currently, to minimise costs, councils were joining together and not dividing into smaller units e.g. Suffolk Coastal and Waveney district councils joining to form East Suffolk Council.

8.6 Buckingham Palace Garden Party CR5

RESOLUTION C2019/2f: To delegate authority to the Clerk to nominate past Chairmen with their agreement to attend the Buckingham Palace Garden Party. **Agreed.**

8.7 Quotation for new computers, associated hardware & software and backup CR6

Quotation circulated before the meeting via email, a hard copy filed in the office together with the minutes.

A brief discussion took place.

RESOLUTION C2019/2g: To delegate authority to the Clerk to complete the project for new computers, associated hardware & software and backup based on the quotation from the IT support service noting that the PC prefers to be invoiced for a year in advance for subscriptions.

Agreed.

The section of the quote regarding the projector was noted. Improving how information is delivered at meetings is an ongoing project. The use of TV screens could be the way forward. It was suggested that staff look at Kesgrave TC's system.

9. Neighbourhood Plan (NP) Plus

9.1 Neighbourhood Plan Plus: deferred by committees to 2019 meetings

R&AC has considered; Development Plans (DPC) & Finance & General Purposes (F&GPC) Committees to consider in February. Noted.

10. Brightwell Lakes Development

10.1 Anything to report?

The next Community Forum meeting is awaited.

11. Consultations

11.1 Sizewell C: meeting for parish councils at Darsham CP - Notes of meeting filed in the office together with the minutes.

Response delegated to DPC. Noted.

Mr Forbes suggested that the PC's response to the last consultation on the Sizewell C proposal was very good and could be repeated. He is to send a copy of his personal comments to the Clerk to circulate before the next DPC meeting as they may be of interest to other members.

Agreed.

11.2 Suffolk Coastal Final Draft Local Plan: consultation & SCDC response to complaint CR7, PC/9 & CP filed in the office together with the minutes.

The DPC to agree response & any further action re the complaint but views of the full PC welcomed.

The Chairman sought the opinions of the non-DPC members. The general feeling was that the PC response should be an objection to the inclusion of the Suffolk Police HQ site because it goes against the Martlesham Neighbourhood Plan. It was also felt that any proposed amendments to the site policy would mean that the PC's arguments against the policy would lose weight. They wished the DPC to respond fully to the Local Plan consultation but also continue to pursue a complaint with the Ombudsman and consider submitting a Freedom of Information request in order to ascertain who made the decision to include the Police HQ and when.

11.3 Proposed Traffic Regulation Order: 40 & 50 mph speed limits on the A12 Details circulated by e-mail Highways matters are delegated to the DPC - Noted.

12. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES:

12.1 Extraordinary Development Plans Committee 09.01.19 CP - Minutes

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

DECISION D2019/1a was noted.

12.2 Recreation & Amenities Committee 16.01.19 CP - Minutes

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

DECISIONS R2019/1a – 1e were noted.

13. Recreation Ground Trust (the Parish Council acts as sole trustee): to consider any matters other than those within the remit of the Recreation & Amenities Committee

13.1 Non-Domestic Rates – Discretionary Rate Relief Review PC/7 Noted.

14. Any written reports from representatives on Associations

14.1 Planning in Areas of Outstanding Natural Beauty CP filed in the office together with the minutes. Noted.

15. Items for Martlesham newsletters:

Recruitment for new Council, SCC's school transport information and PC grant aid to Citizen's Advice and other organisations.

There being no further business the meeting was closed at 9.08pm.

M.J. Irwin

Chairman, 06 March 2019