

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 10 JUNE 2020 virtually via Zoom

PRESENT: Mr C Blundell, Mr L Burrows (Vice Chairman), Mrs H Davey, Mr S Denton, Mr M Irwin (Chairman), Ms R Jones, Miss S-J Maddeaux, Mr M I O'Brien Baker, Mr R Staines, Mr E Thompson, Mr M Williamson.

There was one member of the public, David Boswell, who is interested in becoming a councillor.

County Councillor C Page.

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

1. Apologies CR1

Apologies were accepted from Ms J Drummond. **Agreed.**

There were also apologies from County Councillor P O'Brien.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

3. New regulations regarding meetings & appointments CR2 Noted.

4. Resignation of Miss Jackie Bear CR3 Noted.

5. Filling two Parish Councillor vacancies CR4 Noted.

Mr Boswell had read the information he had received from the Clerk and Mr Denton on the role of a councillor and the work of MPC. He was attending the meeting to get a feel for the workings of the PC.

6. Minutes of Parish Council Meeting 04.03.20 CP- Minutes by e-mail

The minutes under item 12.3 were amended to include "Ipswich and Suffolk Group" to read as follows:

"Miss Maddeaux reported that the final meeting of the Ipswich and Suffolk Group of the Campaign for Better Transport was in May". **Agreed.**

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

7. Actions from last meeting

Ongoing or on the agenda.

8. PUBLIC FORUM

8.1 Police Report: Anti-Social Behaviour (ASB) issues CR5

Ms Jones reported that groups of people racing cars in the village and on the A12 had developed into a real problem for residents. Residents had reported several of these disturbances to the Clerk and through Traffic Watch. The Police are aware of the problem. Ms Jones urged people to report any anti-social behaviour of this sort to the Police online. A meeting of the ASB Task Group was expected in the near future which it is hoped will result in action being taken to resolve the issue. Mr Staines reported that a large swathe of the southernmost part of the Western Corridor had been burnt. This area was used by Silver-studded Blue butterflies last year. Cllr Page reported that a large bonfire discovered locally had been dismantled before it could be set alight.

8.2 Reports from County Councillors CPs by Cllr O'Brien & Cllr Page sent via email are filed in the office together with these minutes. Noted.

Cllr Page highlighted the work being done on provisions for cycling. Sandy Lane, part of National Cycle Route 1, had been surface dressed. She was working to ensure that the previous problem of poor road signage was corrected when the road markings were reinstated and that the needs of

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cyclists were included.

Cllr Page is part of the Cycling Policy Development Panel that was established at the beginning of the year. The Panel has developed a 5-year cycling strategy which was launched this week. She urged people to come forward with any local cycling schemes that could be realised through the use of the money made available by the Government. Conditions on accessing the grant had been broadened to enable a quicker response to local needs.

In response to Mr Denton's enquiry about local cycling initiatives, Cllr Page suggested that MPC look to put in 20mph restrictions and associated road calming measures for the stretch of Sandy Lane from the railway bridge to Main Road and consult with Woodbridge TC who are looking into these measures for the part of Sandy Lane in their parish.

It was noted that artificial backgrounds that can be used for Zoom meetings can cause problems for those with epilepsy as they can appear to flicker.

Cllr Page left the meeting.

8.3 Reports from District Councillors

Cllr Thompson reported that 2 people had died of the Coronavirus from Martlesham.

Cllr Blundell reported he had been working on the Community Partnership which had a budget of £35,000. He welcomed any information on local schemes that might benefit from the Community Partnership fund. ESC had taken £1,000 from each District Councillor's Community Enabling Budget to help with the issues surrounding the Coronavirus lockdown. Cllr Blundell had donated a further £1,000 to the cause. He has £2,200 left of his Community Enabling Budget. He has also been involved with the local support groups helping during the pandemic.

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

There was no business raised.

8.5 Any issues raised by the public

None.

9. Financial Matters

9.1 Cheques signed between meetings CP by e-mail – a hard copy filed in the office together with these minutes.

RESOLUTION C2020/6a: To ratify payments of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

9.2 Any pending expenditure transactions

There were no pending expenditure transactions to report.

9.3 Income & expenditure to date CP by e-mail and a hard copy filed in the office together with the minutes. Noted.

9.4 Completing the Annual Governance & Accountability Return CR6 Noted.

9.5 Suffolk Accident Rescue Service: grant request CR7

RESOLUTION C2020/6b: To award Suffolk Accident Rescue Service a grant of **£350.00** from the remaining funds in the Grant budget which had been allocated for any climate change initiative which came forward. £350.00 of the Grant Budget remains. **Agreed.**

9.6 End of year submissions CR8 Noted.

The following end of year submissions were noted:

- March 2020 final pay submission submitted to HMRC.
- 17.04.20 P60s issued to staff.
- 21.04.20 Annual Pension Return submitted.
- 23.04.20 Year End Closedown completed with Rialtas Business Solutions (RBS) support.

9.7 Community Infrastructure Levy (CIL) & grants received CR9 Noted.

Cllr O'Brien was thanked for her grant for the purchase of 2 gazebos and Cllr Thompson was thanked for contributing towards the cost of SID.

10. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS

10.1 Recreation & Amenities Committee 11.03.20 CP - Minutes by e-mail

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

DECISIONS R2020/3a-3n were noted.

RECOMMENDATION R2020/3a: To amend the Scheme of Delegation to the Clerk to make the Delegation by the Recreation & Amenities Committee consistent with those of the full Council by replacing '£300', item 1, paragraph heading 'Delegation by the Recreation & Amenities Committee' with '£1,000.00'.

RESOLUTION C2020/6c: To accept RECOMMENDATION R2020/3a to amend the Scheme of Delegation to the Clerk to make the Delegation by the Recreation & Amenities Committee consistent with those of the full Council by replacing '£300', item 1, paragraph heading 'Delegation by the Recreation & Amenities Committee' with '£1,000.00'. **Agreed.**

10.2 Community Orchard Working Group: Progress report/containers & water supply CR10

The Deputy Clerk reported that the MHHL Committee had informed the Clerk earlier in the day that they had decided that both containers had to be removed and that they were open to a proposal to have an external cabinet over the water supply. MHHL do not want to have any container on their land.

There was a discussion.

Mr Burrows reported that the Community Orchard Working Group would find having an external cabinet housing a water supply and a few tools very useful.

RESOLUTION C2020/6d: To ask MHHL to clarify their decision on having containers on their land, ask Portal Woodland Conservation Group how they would like to proceed in light of MHHL's decision, research obtaining a suitable external cabinet including whether planning permission is required and investigate a formal agreement for an external cabinet and for Bright's Orchard. **Agreed.**

BT are currently working in the area and may have a suitable cabinet surplus to requirements that the PC could use.

11. Clerk's report & correspondence

11.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 Report by e-mail and a hard copy filed in the office together with these minutes

The Clerk was thanked for all the extra responsibilities she had undertaken during the Covid-19 crisis. The staff were thanked for their flexible approach which had been invaluable during these unprecedented times.

RESOLUTION C2020/6e: To ratify the Record of decisions made by the Clerk between meetings taken during the exceptional circumstances of the COVID-19 crisis, as required by the Openness of Local Government Bodies Regulations 2014. Report filed in the office together with these minutes. **Agreed.**

11.2 Planning Comments issued to East Suffolk Council between meetings CP by e-mail and a hard copy filed in the office together with these minutes. Noted.

11.3 Review of delegation to the Clerk CR11

To replace "not without" to "with a" in the emergency delegation for the Clerk. **Agreed.**

RESOLUTION C2020/6f: To accept the emergency delegation to the Clerk as follows:

*"During the duration of the coronavirus crisis and with a review before 01 May 2021, the Clerk is authorised to make decisions to ensure the continuation and provision of Council services; this is over and above the delegations already set out in Appendix 1 to the Standing Orders: Scheme of Delegation to the Clerk. The Clerk should consult with the Chairman and/or Chairmen of Committees regarding any issues outside the normal scope of her authority before making a decision. Responses to consultations requiring a Council response should be circulated by e-mail for written councillor input and the Clerk is authorised to submit the response. This delegation does not preclude the calling of virtual meetings. This delegation is subject to review if there is a change of personnel. **Agreed.**"*

11.4 Future virtual full Council meetings & meetings of working groups CR12

There was a discussion.

Due to technical difficulties which prevented Mr Irwin from chairing the meeting for a short time, Mr Burrows, Vice Chairman, chaired some of the discussion.

RESOLUTION C2020/6g: To hold full PC meetings once a month, virtually using Zoom, as usual from July (noting there is no meeting in August) combining issues from Committees where necessary. The Committees to meet in the autumn to consider their budgets for the next year and/or to progress projects if deemed necessary. Working Groups to resume meeting if able. To be reviewed in light of changes to rules regarding Covid-19. **Agreed.**

11.5 Request for a defibrillator CR13 Consider

Mr Boswell was invited to address the meeting to share his knowledge of providing defibrillators. Mr Boswell informed the Council that defibrillators accessible to the public were placed on the outside of a building with access to an electricity supply. Mr Boswell to send details to the Clerk and Mr Denton.

The PC to investigate further the request for a defibrillator at the Post Office on Black Tiles Lane.

Agreed.

11.6 Correspondence received for noting only PC/17 – PC/23 by e-mail Noted.

12. Consultations

12.1 Suffolk Coastal Local Plan Public Examination – modifications consultation CR14

The PC agreed that a delegated response to the Suffolk Coastal Local Plan Public Examination – modifications consultation can be submitted by the Clerk. **Agreed.**

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 Retail, Hospitality & Leisure Grant CR15 Noted.

RESOLUTION C2020/6h: To ratify applying for and the subsequent acceptance of a Retail, Hospitality & Leisure Grant from ESC for the Recreation Ground. **Agreed.**

13.2 Annual Return to Charity Commission CR16 Noted.

The Annual Return for 01.01.19 – 31.12.19 was submitted on 29.05.20 showing nil expenditure and nil income for that year.

13.3 Fallen tree across River Fynn CR17 Noted.

To arrange the removal of the fallen tree across the River Fynn as soon as possible. **Agreed.**

13.4 Any other matters to report?

There were no other matters to report.

14. Items for Martlesham newsletters/Facebook/website

14.1 Contributions/what has this meeting achieved?

Ratifying decisions made during the start of the lockdown, future consultation on improvements on the Recreation Ground and the availability of funds, progress on the Community Orchard, grant to Suffolk Accident Rescue Service.

At 9.30pm the following decision was made:

RESOLUTION C2020/6i: To suspend Standing Order 3w to complete all business on the agenda.

Agreed.

In response to a question by Mr Denton on progress on the Brightwell Lakes development Cllr Blundell responded that CEG were anxious to progress matters and that a company had shown an interest in building all the houses on site. Cllr Blundell agreed to inquire whether the Community Liaison Group could meet again in light of this new information.

15. Resignation

15.1 Statement by the Chairman CR18 Noted.

The Chairman asked councillors to consider taking on the role of Chairman and was happy to discuss the matter informally with anyone interested. He stressed that the role of Chairman could change from the one he had developed over the 7 years he had been in position. Newer members should not think that they were not suitable to take on the role. He offered his support to the next Chairman if needed.

Mr Irwin's last job as Chairman will be to oversee the first item on the July PC meeting to elect a new Chairman.

Mr Irwin was thanked for all his hard work in carrying out the duties of Chairman for Martlesham Parish Council for the last 7 years.

There being no further business the meeting was closed

Mr M. Williamson

Chairman, July 2020