

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 2<sup>nd</sup> FEBRUARY 2022**

**VENUE:** St Michael's Church Centre, Martlesham Heath.

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

There were no members of the public present.

**In attendance:** Mrs D Linsley (Clerk).

**1. Apologies:** There were no apologies from Parish Councillors.  
There were apologies from County Councillor C Page.

**2. Interests**

**2.1 Disclosable Pecuniary Interest (DPI):**

Mr O'Brien Baker – *item 9.10 Sizewell C – Night trains* – part of the train track goes across his land.

**2.2 Local non-Pecuniary interests (LNPI):**

Mr Boswell – *McCarthy Stone items + item 9.7 Treebilee - a suitable location for the Treebilee oak/planting and maintenance* – Mr Boswell is the PC's Director on Martlesham Heath Householders Ltd (MHHL).

**3. Filling the Parish Councillor vacancies** Ongoing.

The Chairman urged councillors to continue to encourage people to consider becoming a Martlesham Parish Councillor.

**4. Minutes of Parish Council Meeting 12.01.22** CP - Minutes

The words 'virtually via Zoom' to be removed from the title of the minutes. **Agreed.**

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 Police Report** – Woodbridge & District ASB meetings 20.01.22 CP filed in the office together with the minutes.

The Chairman reported that no major issues had been raised at the meeting. The number of rough sleepers had gone down from three to two.

**6.2 Reports from District Councillors**

Cllr Thompson reported that he had attended a meeting on the Festival of Suffolk which celebrates the Queen's Platinum Jubilee and involves the lighting of beacons. East Suffolk Council (ESC) are looking for landowners interested in having beacons on their land. It was suggested that events already organised for 2022 could be renamed to celebrate the Jubilee. A torch carrying event around Suffolk will start from Trinity Park in Ipswich.

Cllr Blundell reported on ESC's efforts over the last 5 years to enforce the removal of a rubbish dump on Top Street which had recently come to fruition. The landowners and a tenant, who were responsible for the creation of the rubbish, were taken to court over the matter and ordered to clear the land and pay fines of several thousands of pounds. At the time of the meeting Cllr Blundell understood 70% of the rubbish had been cleared.

Cllr Blundell reported his annoyance at the uneven distribution of funds in the district, with more money being given to projects in the north.

Cllr Blundell highlighted the Community Governance Review (deadline Friday 1 April 2022) and the

East Suffolk Community Partnership Annual Forum on 25 March 2022 at Trinity Park 09:00 - 13:00.

6.3 Reports from County Councillors CP – Cllr Pages' report filed in the office together with the minutes. Noted.

The Chairman highlighted Transport East's draft 'transport strategy for the future' in Cllr Page's report. Cllr Page was thanked for her written report.

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

There were no issues raised.

6.5 Any issues raised by the public

There were none.

## 7. Financial Matters

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

**RESOLUTION C2022/2a:** 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 C2022/2b:** 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 Noted.

7.4 Precept – confirmation of safe receipt CR1 Noted.

## 8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Recreation & Amenities Committee 19.01.22 CP – Minutes

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

DECISIONS R2022/1a – 1g were noted.

## 9. Clerk's Report

9.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

There were no decisions reported.

9.2 Parish Council meetings - bookings for St Michael's Church Centre CP filed in the office together with the minutes.

Mr Blundell proposed that PC meetings return to the Parish Room saving on the costs of hiring the Church Centre and to return to normality after covid lockdowns and the vaccination roll out. This proposal was seconded. Further discussion resulted in amending the proposal to having an item on the PC agenda to review the venue of PC meetings allowing the effects of Covid -19 to be assessed. This amendment was seconded. A vote on the amended proposal was **carried.**

**RESOLUTION C2022/2c:** To include an item on the Parish Council agenda, starting March 2022, to review the venue of Parish Council meetings considering information available on the effects of the Covid-19 virus. **Agreed.**

**RESOLUTION C2022/2d:** 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 Clerk left the meeting.

The following item was taken in camera

9.3 Review of staff restructure and meeting of the Personnel Working Group CR2

A discussion was held to gauge Councillor's opinions of the effectiveness of the temporary staff arrangements and suggest future developments. All these ideas were taken forward for discussion at the Personnel Working Group meeting scheduled for week beginning 21st February.

The in camera item was concluded.

The Clerk returned to the meeting.

9.4 Staff return to working from the office on a rota from 01.02.22.

The Clerk explained that due to staff absence caused by Covid -19 and staff leave, full coverage of the office Monday to Friday, 9am – noon was not achievable at the present time. Noted.

9.5 Re-opening of the Parish Room for use by local organisations update in February. Noted.

9.6 Underpass Project update and funding CP Filed in the office together with the minutes. Noted.

The Chairman reported that the artist, Knapple, had quoted £2,267.48 to paint the Black Tiles underpass. Cllr Thompson suggested that the Underpass Project apply to his Enabling Budget to cover the full costs. Cllr Blundell advised that it should be checked with Andy Jolliffe, Communities Officer for ESC, that the Enabling Budget could be used in these circumstances. Cllr Thompson to consult with Mr Jolliffe.

Mrs Davey welcomed the project saying it would be of benefit to the whole community. The Tesco underpass to be whitewashed and painted with anti-graffiti paint.

9.7 Treebilee - a suitable location for the Treebilee oak/planting and maintenance CR3 + CP filed in the office together with the minutes.

Martlesham Heath Householders Ltd (MHHL) are to consider the PC's request to plant the Treebilee Oak on The Green. If that request is unsuccessful planting by the Community Hall and Office could be considered.

Mrs Hall reported that James Wright, Councillor at Rushmere St Andrew PC, had informed the last meeting of the Community Partnership Rewilding Forum that his parish was burying a time capsule alongside the planting of their Treebilee Oak. Mrs Hall thought burying a time capsule alongside the Martlesham Treebilee Oak was a good idea. The Chairman reported that several other local parishes were burying time capsules as well. Mrs Davey also supported Martlesham PC burying a time capsule. Mr Staines suggested including reference to the pandemic and how people had suffered as a consequence of Covid-19.

Mrs Hall volunteered to lead on the project and consult with the Clerk when necessary. **Agreed.**

9.8 Purdis Farm and Martlesham works notification: Suffolk LED upgrade 2021/22 CR4 Noted.

Mr Whitby informed the meeting that although LED lighting is environmentally friendly due to it's reduced energy consumption, it could have a negative effect on wildlife.

9.9 Removal of the advertising signs at Sandy Lane, ENF/20/0341/SIGN CR5

Cllr Blundell reported that the advertising signs at Sandy Land was an ongoing issue for ESC enforcement. Cllr Blundell agreed to monitor the situation and report the fly tipping at Carlford Close.

9.10 Sizewell C – Night trains CR6 *Does the PC wish to comment?*

Mr Blundell felt that there was little that could be done about the night trains that would serve Sizewell C.

Mr Whitby explained that the night trains moved some of the predicted Sizewell C traffic off the roads. Mr Whitby to attend a meeting with Declan Burke, a senior civil servant, at Snape Maltings on 03.02.22. This is an opportunity for Mr Burke to hear the concerns of local councils affected by Sizewell C development.

Mr O' Brien Baker added that eight trains a night was equal to two hundred eight wheeled vehicles with their associated CO2 footprint. Improvements to level crossings had been made to accommodate the trains to serve Sizewell C.

## 10. TO CONSIDER REPORTS FROM WORKING GROUPS

### 10.1 Community Partnership –

- “Bringing Ideas to Life” the East Suffolk Community Partnership Annual Forum 25.03.22 &
- Data Pack

Emails filed in the office together with the minutes. Noted.

Mr Green, Co-Chair of Martlesham Climate Action (MCA) has booked a stand for MCA at the Community Partnership Annual Forum.

### 10.2 Martlesham Climate Action (MCA) meeting 13.01.22 CP Noted.

### 10.3 SID report

Stephen Denton's SID report sent via email below was noted.

*“The Speed Indicator Device has now been in service for two weeks at each of the six locations - the volunteer rota is working well.*

*Given the present limited opening hours of the council office I am currently storing the equipment at my house.*

*The data from all six sites has been migrated into the special application running on a windows laptop and I aim to produce a useful summary by the end of the first week of February. This has been delayed due to IT problems - my PC stopped working, but the new one is now up and running.”*

### 10.4 Village fete update

Mr Irwin thanked Mrs Davey for all her work on organising the Village Fete. Organisation of the fete was in a good position with the key infrastructure in place. The working group was currently waiting a quote from St John Ambulance, a major expense for the fete. There are over 20 stalls booked so far, more than in the past. The PC presence will include a MCA and Tree Warden area. There may be a conservation area including groups from Waldringfield and Rushmere.

Mr Irwin highlighted that a license would be needed if the event attracted 500 people or more at the any one time and would require liaison with the District Council over parking provision etc.

### 10.5 McCarthy Stone Working Group 01.02.22

Mrs Hall explained that McCarthy Stone is to pay for a plinth and plaque on the car park. The McCarthy Stone Working Group has suggested to McCarthy Stone that the plinth is installed at waist height so as not to be a trip hazard and be made of reconstituted stone in a natural colour.

Mrs Hall reported that Martlesham Heath Aviation Society (MHAS) had been consulted on the wording for the plaque and had kindly provided text on the history of the runway. Due to the length of the text provided and the limited space available on the plaque, more work is needed to edit the wording before submitting to McCarthy Stone.

The final wording for the plaque to be shown to the PC. **Agreed.**

The Clerk and Mr Irwin had recently met on site to discuss access to the fete following the closing of part of the car park.

The **Clerk** to contact McCarthy Stone about access for this year's Village Fete. **Agreed.**

**Mr Irwin** to double check the width of the access by new fence by the Douglas Bader pub.

### 10.6 Heritage sign: Plinth design and plaque draft wording for Mc Carthy Stone car park

See above, item 10.5.

### 10.7 Amendments to Terms of Reference for the McCarthy Stone Working Group CR7 Agree

**RESOLUTION C2022/2e:** To agree the following amendments to the McCarthy Stone Working Group Terms of Reference:

1. Under heading 'Name', change: The McCarthy and Stone Working Group to McCarthy Stone Working Group

2. Under heading 'Management' remove 'Deputy Clerk' from last sentence.

3. Under heading 'Composition' remove 'from members of Martlesham Parish Council' to then read: 'Composition: MPC will approve and appoint members of the group and **the group will** elect a

chairman from amongst its members.'

**Carried.**

## **11. Consultations**

11.1 McCarthy Stone planning application DC/21/3305/FUL – Engaging a solicitor

There was nothing to report. Ongoing.

## **12. Training**

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting.

Mr Burrows reminded the meeting that one of the suggestions is to look at how the work of MCA fits in with the work of the PC.

At **9.30pm** the following decision was made:

**RESOLUTION C2022/2f:** To suspend Standing Order 3w to complete all business on the agenda.

**Agreed.**

**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 Any matters arising?

There were no matters.

## **14. Any reports from representatives on local organisations**

14.1 Any reports?

Mr Irwin reported that at the Pavilion Management Committee's (PVC) AGM in December the PC was thanked for its generous financial contribution to the Harry Higgins Play Park upgrade. The PMC were grateful for the PC's work on inspecting and maintaining the play equipment and play surfaces. Noted.

## **15. Items for Martlesham newsletters (March)/Facebook/website**

15.1 Contributions/what has this meeting achieved?

4 vacancies, budget & precept, village fete date, calendar, SID, photographic competition, and Community Governance Review.

The Chairman thanked Mrs Hall for organising Mr Denton's leaving present.

There being no further business the meeting was closed at 9.34pm.

*Mike Williamson*

---

Chairman, 2 March 2022