

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 6th July 2022

PRESENT: Mr C Blundell, Mr Boswell, Mrs H Davey, Mrs J Hall, Mr Irwin, Mr I O'Brien Baker, Mr E Thompson, Mr M Williamson (Chairman).

There were no members of the public present. County Councillor Patti Mulcahy was present.

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

1. Apologies: There were apologies from Mr L Burrows (Vice Chairman), Mr R Staines & Mr Whitby. There were apologies from County Councillor C Page.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): Mrs Hall declared an interest in item 11.1 Community Governance Review.

2.2 Local non-Pecuniary interests (LNPI): Mrs Hall declared a non-pecuniary interest in item 11.1. Mr Irwin declared that he audits the accounts for Martlesham Community Council (item 9.14).

3. Filling the Parish Councillor vacancies: Ongoing.

4. Minutes of Parish Council Meeting 04.05.22 CP filed in the office with these minutes. Noted. The minutes were approved and signed by the Chairman as correct.

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

6. PUBLIC FORUM

6.1 Police Report /ASB Report

The next ASB Tasking Group meeting will take place next week – noted.

6.2 Reports from County Councillors CPs - Written reports from County Councillor Patti Mulcahy and County Councillor Caroline Page, circulated in advance of the meeting and filed in the office with these minutes, were noted.

Cllr Patti Mulcahy offered to answer questions on her report. Issues raised by MPC included: overgrown vegetation on the footpath by the Duke of York pub, the bus services, an inability for visually impaired residents to safely cross The Street, the poor state of the local Highways, and the A12 Major Road Network Improvements project. Cllr Patti Mulcahy and SCC officers are to meet with Mr Irwin and the Clerk in the near future to look at a holistic approach to these A12 issues.

Thanks were given to Cllr Page for providing her report despite being in hospital. Clerk to send a get well card on behalf of MPC. It was noted that Cllr Page would like to see the SCC facilities service brought inhouse when the current outsourced contract with Kier ends, however, Cllr Mulcahy believes the capital costs are too prohibitive for SCC to do this.

6.3 Reports from District Councillors

District Councillor Thompson reported his attendance at ESC Planning Committee meetings.

District Councillor Blundell gave a verbal report, giving an update on:

- a) The Ukrainian refugees in the local community.
- b) Brightwell Lakes which will be a gas -free site.
- c) The area outside St Michaels Church to become restricted parking to ensure clear access to the Green for emergency service vehicles.
- d) Fines are to be introduced for parking on pavements.
- e) ESC Community Partnership will fund equipment for the Martlesham Repair Café.
- f) The ESC Governance Review consultation closes 8th August with a decision anticipated October. Next ESC meeting dates: 13th and 27th July. It is looking increasingly likely that

Martlesham North will become part of Woodbridge, without mitigation money for Martlesham PC's loss of precept.

6.4 To allow members of the public to address business on the agenda No issues raised.

6.5 Any issues raised by the public No issues raised.

7. Financial Matters

7.1 Cheques signed between meetings CP filed in the office with these minutes. Noted. It was also noted that the lack of electronic banking and an office debit card is resulting in staff paying for items and claiming back on expenses.

RESOLUTION C2022/7a: To ratify payment of cheques signed between meetings per the CP filed in the office with these minutes. **Carried**
RFO to investigate internet banking. **Agreed.**

7.2 Any pending expenditure transactions No report

7.3 Income & expenditure CP filed in the office with these minutes – noted.

7.4 Annual Governance & Accountability Return 2021/22 Form 3 submitted by Finance Officer on 09.06.22 CR1 filed in the office with these minutes – noted.

7.5 Community Infrastructure Levy (CIL) Report 01 April 2021 – 31 March 2022 CR1 & CP filed in the office with these minutes. Noted.

RESOLUTION C2022/7b: To agree the Community Infrastructure Levy (CIL) Report 01 April 2021 – 31 March 2022. **Agreed.**

3x bench seats have been earmarked for the Recreation Ground using CIL funds. It was noted that memorial benches can create issues; for example, in placing restrictions on floral tributes, in enforcing those restrictions, and in offence being taken where some requests are acceptable but other requests denied. Noted that MHHL haven't been able to grant some requests to MHHL recently for memorial benches to be placed on MHHL land.

Clerk to look up the MPC policy governing the provision of memorial benches and memorial trees. **Agreed.**

7.6 CIL Report 2022/2023 Update to 29/06/22 CP filed in the office with these minutes. Noted.

8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Development Transport and Environment Committee 11.05.22

The meeting scheduled for 8th June was inquorate. Some items transferred to this agenda. The next DETC meeting is 21st September 2022.

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 CP filed in the office with these minutes. Noted.

RESOLUTION C2022/7c: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

9.2 Venue for Parish Council meetings

RESOLUTION C2022/7d: To continue to hold meetings in the Parish Room whilst the covid-19 situation remains as it stands. **Agreed.**

9.3 Review of the Development Transport and Environment Committee CR2 & CP filed in the office with these minutes. Noted.

RESOLUTION C2022/7e: That the Parish Council trials the new system per the Clerks advice in CR2. **Carried**

9.4 Combined Planning Report on Planning Responses submitted to ESC. CP filed in the office with

these minutes. Noted.

RESOLUTION C2022/7f: To ratify the planning responses made by the Clerk between meetings and submitted to ESC. Agreed.

9.5 McCarthy Stone (MCS) update

Mrs Hall gave a detailed update:

- Work restarted 27th June 2022.
- ESC to check all plans accord with the s. 106 Agreement.
- Contractors cut through the electricity cables last week outing the power supply to local shops and some residents – now restored.
- Most of the Planning Conditions have been fully or partially discharged.
- MCS have agreed to erect an information board with 3D images of the finished development and provide social media updates for MPC to share with residents.
- MPC was consulted on the draft Land Management Plan (LMP); MPC requested a caveat that the LMP may be revised at a later date and ESC will treat any such application sympathetically.
- MHHL have advised MCS they will accept the transfer of, and maintain, the open space to the east of the apartments provided the open space remains grassland.
- EV charging points to be installed at 7.4kwh which meets Suffolk standards.
- Runway car park - MCS to lay an interim surface initially whilst MCS uses the car park as a storage compound before adding a final surface prior to practical completion. This should also keep construction worker vehicles off nearby street and out of the local car parks.
- ESC will ensure MCS keep the footways to the Surgery open and accessible at all times.
- MCS has not yet responded to the invitation to donate to the village fete.
- MCS will be invited to take a stall at the Village fete, 16th July, for publicity purposes.
- The Monday morning meetings with ESC and MCS continue to provide a helpful conduit to feed back issues to MCS.
- Several old runway surface pieces were collected from site for posterity; Martlesham Heath Aviation Society have selected some of those pieces for display themselves and will forward to an American contact. Other pieces remain in the office. Councillors are invited to consider whether to retain, and how to use the remaining runway surface pieces. Options include to frame a piece of the former runway surface as a Parish Room internal wall display item or floor display feature, display outdoors as a heritage piece mounted alongside the existing stone commemoration heritage piece on the Green, or display on a plinth alongside the new heritage plaque by the Runway car park.

Clerk to schedule as a September PC Agenda item to consider the question whether to retain, and how to use, the remaining runway surface pieces Agreed.

RESOLUTION C2022/7g: 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.

Cllr Mulcahy left the meeting. 8.30pm

The Clerk and Council Officer were invited to remain.

The following item 9.6 re Appointment of a solicitor was taken in camera.

RESOLUTION C2022/7h: To appoint the solicitors Birketts to assist with the work relating to the potential transfer of the McCarthy Stone public car park. Carried.

The Chairman declared the 'in camera item' concluded and re-opened the meeting to the public.

9.7 LED lighting for the Parish Office & Parish Room – quotations circulated prior to the meeting and filed in the office with these minutes. The Financial Officer has advised there is no requirement to obtain 3 quotes when a trusted contractor is quoting. The 30-day quotation acceptance period was noted.

RESOLUTION C2022/7i: The Parish Council accepts with immediate effect, quotation no. 21615 from Doyles Electrical Services Ltd, in the sum of £1485.42 plus VAT, for the removal and replacement of

the existing lighting to the Parish Rooms and office. **Agreed.**

9.8 Insulation and solar panels for Parish Office and Parish Room CR3 filed in the office with these minutes. Noted. Mr Green anticipates presenting a report to the October meeting. The meeting was reminded of **RESOLUTION C2022/3d**: That the Parish Council accepts RECOMMENDATION F2022/2b as amended: That, as part of a long-term goal, Martlesham Climate Action builds a financial business/green case for installing (a) solar panels on the Richards/Parish Rooms and Community Hall, which will include life costs & how to dispose of the panels safely at the end of their lifespan, and and (b) heat pumps in the Richards/Parish Rooms and Community Hall. Agreed.

9.9 Martlesham Climate Action Group Website Compliance Statement

Defer to September meeting in Mr Whitby's absence.

9.10 SCC A12 Major Road Network meeting 31.05.22 CP filed in the office with these minutes. Noted. Messrs Thompson, Irwin and Mrs Hall, the DETC chair, attended the meeting which provided very helpful information.

9.11 Suffolk Enhanced Bus Partnership - Passenger Interest Working Group. 1st meeting 01.06.22 CP filed in the office with these minutes. Noted. Mr Irwin provided an update on his attendance at the June Working Group meeting. In the absence of a full complement of councillors, Mr Irwin recommends this is taken forward with County Councillor Mulcahy (item 6.2) and the Climate Action Working Group if the Climate Action Working Group has time.

9.12 Sign up to Lorry Watch? CR4 filed in the office with these minutes. Noted. A resident has noticed displaced lorries in the vicinity of Main Road and The Street (notably on the stretch of road from the Red Lion pub to the Park and Ride roundabout) and therefore proposes MPC signs up to the Lorry Watch Scheme. The meeting considered options for alternative enforcement action: Martlesham Traffic Watch, existing SIDs monitoring & reporting, seeking SCC Highways Team's enforcement of weight restrictions on Main Road and The Street, and taking forward with our County Councillor meetings.

RESOLUTION C2022/7j: The Parish Council declines the resident's proposal for MPC to sign up to the Lorry Watch scheme. **Carried**

9.13 Brightwell Lakes Forum meeting 04.07.22 Mr Irwin gave a verbal report.

- There are 2 aspects to the Community Forum (i) development of the community and (ii) providing a sounding board for planning matters.
- Recent minor revisions to housing designs and cycle paths have been made.
- Dates & delivery timescales have replaced approximate rate of build out.
- The Lakes and the geological SSSI, will be protected and made more visible.
- Advances on environmental matters have been made.
- Allotments and/or community growing space is likely to be managed by the Land Trust and offered to local residents before the wider community.
- Concerns were raised within the Forum as to when the infrastructure will be ready (medical, school and sports facility infrastructure)
- Greater traffic calming methods have been introduced.
- School land and pitch use is under discussion.
- The A12 junction works should be completed ahead of the Sizewell works.

9.14 Grant of £3k for Community Orchard from Martlesham Community Council (MCC) CR5 filed in the office with these minutes. Noted. The meeting was reminded that MCC was set up to fund the build of the community hall and fit it out. Clerk to thank the Trustees of MCC for the donation.

Agreed.

10. TO CONSIDER REPORTS FROM WORKING GROUPS

10.1 Personnel Working Group update CR6 filed in the office with these minutes. Noted.

The suggested timetable was noted and approved.

RESOLUTION C2022/7k: The Parish Council agrees the proposed timetable for the recruitment of a deputy Clerk. **Carried**

10.2 Speed Reduction Group – meeting 17.05.22 CP filed in the office with these minutes. Noted.

10.3 Speed Reduction Group – agree location of speed reduction signs CR7 Noted.

The signs are provided by SCC.

RESOLUTION C2022/71: The Parish Council agrees the proposed locations of the speed reduction signs as detailed in the Clerks Report CR7. **Agreed**

At 9.30pm the following decision was made:

RESOLUTION C2022/7m: To suspend Standing Order 3w to complete all business on the agenda. **Agreed.**

10.4 Martlesham Climate action meeting 13.6.22 CP filed in the office with these minutes. Noted.

10.5 Village fete update

Mr Irwin reported that 2 suppliers recently pulled out of the Village Fete resulting in last minute changes to the programme of events.

At 9.36pm Mr Blundell left the meeting

10.6 Parish Council Village Fete Stand Working Group CR8 filed in the office with these minutes. Noted.

- Mrs Hall is happy to volunteer to man the PC stand when time allows but does not wish to be a permanent member of the PC Village Fete Stand Working Group due to free warden commitments.
- Trial run of erecting the PC gazebo to take place on Friday 15th July 2022.
- Volunteers needed to prepare the exhibition materials.
- Mrs Hall to investigate borrowing tables and chairs from the Church Hall, and storage of the PC gazebo in the Church Hall overnight.
- Clerk to locate the ice breaker displays.
- Mr Thompson to coordinate the PC display.

10.7 The Future of Martlesham Wombles CR9 filed in the office with these minutes. Noted.

Clerk to send thanks to Ros Jones for all her hard work.

11. Consultations

11.1 Community Governance Review in East Suffolk – Second stage 30th May – 8th July CR10. CP filed in the office with these minutes. Noted.

11.2 CAS Rural Services Survey – ‘Please Help us to Record the Services Available in Your Area’ CP filed in the office with these minutes. Noted. There is no councillor capacity to respond to this consultation. **Agreed**

12. Training

12.1 August Workshop: informal meeting which replaces a full Council meeting CR11 & CP filed in the office with these minutes. Noted. A leader is needed to facilitate and lead the session. Council Officer to re-send the SALC recruitment resource pack to Mr Boswell.

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? None raised.

14. Any reports from representatives on local organisations

14.1 Any reports? None raised.

15. Items for Martlesham newsletters (July)/Facebook/website

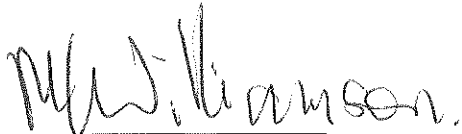
15.1 Contributions/what has this meeting achieved?

- a) Retrospective item on the opening of the JPS.

Draft until signed

- b) Retrospective fete item.
- c) Results of the photo competition.

There being no further business the meeting was closed at 10.25pm


Chairman, 7th September 2022