

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 7th SEPTEMBER 2022

PRESENT: Mr C Blundell, 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 P Whitby, Mr M Williamson (Chairman).

There were no members of the public present.

In attendance: Mrs D Linsley (Clerk), Mrs Susan Robertson (Finance Officer).

1. Apologies: There were apologies from Mr D Boswell. The Clerk informed the meeting that Mrs Davey would be late to the meeting.
There were also apologies from County Councillor Patti Mulcahy.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

3. Filling the Parish Councillor vacancies Ongoing.

4. Appoint Mrs Hall to Finance & General Purposes Committee CR1

RESOLUTION C2022/9a: To appoint Mrs Hall to the Finance and General Purposes Committee.
Agreed.

5. Minutes of Parish Council Meeting 06.07.22 CP – Minutes

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

6. Actions from last meeting Ongoing or on the agenda

7. PUBLIC FORUM

7.1 Police Report /ASB Report

The Chairman reported that there had been no ASB meeting in July and that the Woodbridge Area ASB group hadn't yet met.

At 7.34pm Mrs Davey joined the meeting.

7.2 Reports from District Councillors

Cllr Thompson reported that he had attended the Community Partnership Road Safety Forum meeting and met with East Suffolk Council's (ESC) Services Director and Climate Change Director.

Cllr Blundell gave a presentation on ESC's Ease the Squeeze scheme.

Cllr Blundell would try to get details of the information shown in the presentation to Councillors following the meeting. **Agreed.**

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

Cllr Page is still recovering after a serious illness.

The Chairman had signed up to the Solar Together Scheme mentioned in Cllr Mulcahy's report and had an example of a similar scheme in another part of the country which hadn't offered the cheapest deal. To be part of the scheme individuals are required to sign up to be contacted and accept ongoing marketing.

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

No issues raised.

7.5 Any issues raised by the public

Cllr Blundell reported that ESC Full Council will conclude the Community Governance Review in late

September.

8. Financial Matters

8.1 Cheques signed between meetings CP filed in the office together with the minutes.

RESOLUTION C2022/9b: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

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

The Finance Office reported that she had stopped three cheques made out to the land maintenance contractor that had got lost in the post and had issued three new cheques.

RESOLUTION C2022/9c: 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.

8.3 Income & expenditure CP filed in the office together with the minutes. Noted.

Mr O'Brien Baker noted that 95% of the postage budget had been spent.

8.4 Option to opt out of the SAAA central external auditor appointment arrangements CR2

RESOLUTION C2022/9d: That the PC does nothing and remains part of the SAAA central scheme. **Agreed.**

8.5 New fixed business plan - E.ON Next CR3

RESOLUTION C2022/9e: To ratify the decision to enter a 2-year fixed business plan with a single tariff of 58.5p per kwh for day, night and off-peak rates, with a standing charge of 30p per day with E.ON Next. An estimated annual charge of £7,690. **Agreed.**

RESOLUTION C2022/9f: 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 next item was taken **in camera**.

Clerk and Finance Officer accepted the invitation to stay.

8.6 Insurance CR4 & CPs confidential sent by Finance Officer on 01.09.22 filed in the office.

There was a discussion.

RESOLUTION C2022/9g: To accept insurance Quote 1: a premium for the year of **£3,522.21** (starting 18.09.22), including Insurance Premium Tax (IPT) and all fees and also enter into this fixed price for a three-year period (ending September 2025). **Unanimous.**

The meeting came out of being in camera.

Insurance Quote 1 was from Gallagher.

8.7 Internet banking CR5 Noted.

8.8 Completion of limited assurance review for year ended 31 March 2022 CR6

RESOLUTION C2022/9h: The Parish Council notes that PKF has completed its limited assurance review of Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) with no matters of concern to address. The Council therefore accepts and approves the fully completed Annual Governance & Accountability Return for year ended 31 March 2022. **Agreed.**

RESOLUTION C2022/9i: To agree a 14-day notice period from the 22.09.22 for publication of the "Notice of conclusion of audit" and certified AGAR (Sections 1, 2 & 3) ensuring the published AGAR remains available for public inspection for a period of 5 years or more from the date of publication. **Agreed.**

9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

9.1 Recreation & Amenities Committee 13.07.22 CP – minutes

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

DECISIONS R2022/7a – 7d 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 circulated prior to the meeting and filed in the office together with the minutes.

RESOLUTION C2022/9j: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

10.2 Venue for Parish Council meetings

RESOLUTION C2022/9k: To continue to hold meetings in the Parish Room whilst the covid-19 situation remains as it stands. **Agreed.**

10.3 Martlesham Parish Council to be known as 'Martlesham Council' CR7

Mr Irwin explained that the name Martlesham Council would be used for marketing and publicity purposes, to avoid any confusion with the Church and to try to present the PC in a more appealing way to the public. The PC's legal name would not be changed and it would remain registered as a parish council.

RESOLUTION C2022/9l: For Martlesham Parish Council to be known as Martlesham Council for marketing and publicity purposes. **Carried.**

10.4 August workshop 2022 – suggestions CR8, CP (first circulated 05.08.22) filed in the office together with the minutes.

Concerns were raised at some of the suggestions from the August workshop aimed at attracting new councillors.

Mr Irwin suggested that as a minimum the PC should hold an event for existing volunteers as suggested in CR8.

RESOLUTION C2022/9m: To hold an event for existing PC volunteers in November 2022 as a thank you and in the hope that some will want to become councillors and/or will know of others who would be interested in joining the PC. Also, to 'drip feed' details of how the work of the PC is demonstrably relevant to people's lives via social media and notice boards during the weeks leading up to the event. **Carried.**

Messrs Irwin, Thompson and Whitby supported by the Council Officer to organise the volunteer event. **Agreed.**

10.5 Tarmac pieces from runway, ideas on what to do with them? CR9

Some pieces of tarmac have been reserved for Martlesham Heath Aviation Society (MHAS) and will be sent by MHAS to the USA.

Mrs Davey suggested placing the remaining tarmac fragments in the floor and covering them with glass which could be walked on. Mr O'Brien Baker suggested creating a mural out of the tarmac pieces and mounting the mural on a wall. Mr Irwin suggested auctioning the pieces to raise money. Suggestions to be considered by the DETC at its next meeting. **Agreed.**

10.6 Martlesham Climate Action Website Compliance CP filed in the office together with the minutes.


RESOLUTION C2022/9n: That the Parish Council approves the Martlesham Climate Action Website Accessibility Statement. **Agreed.**

RESOLUTION C2022/9o: 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 item was taken **in camera**.

The Clerk and Finance Officer accepted the invitation to stay.

10.7 Permission for sniffer dog training to take place on the Community Hall car park (including the

2022/51 

September 2022

edge of Martlesham Common LNR) and the Felixstowe Road Picnic Site CR10, CPs confidential
There was a discussion.

RESOLUTION C2022/9p: Following an enquiry from an individual to allow sniffer dog training on the Community Hall car park and edge of Martlesham Common LNR and the Felixstowe Road Picnic Site. Carried.

The meeting came out of being in camera.

At 9.30pm the following decision was taken:

RESOLUTION C2022/9q: To suspend Standing Order 3w to complete all business on the agenda. Agreed.

11. TO CONSIDER REPORTS FROM WORKING GROUPS

11.1 Village Fete feedback CP by Mr Irwin filed in the office together with the minutes. Noted.
Finance report to be tabled in October. Noted.

RESOLUTION C2022/9r: To agree a gratuity of £100.00 and a framed certificate of appreciation for the Kesgrave Army Cadets for their help with the Village Fete. Agreed.

RESOLUTION C2022/9s: To agree in principle that for next year there is a PC email address for the Village Fete to help organise and manage this event. Agreed.

The best way to achieve a PC email address for the Village Fete to be explored. Agreed.

Councillors to give any feedback they may have on the Village Fete 2022 to Mr Irwin and Mrs Davey. Agreed.

11.2 Martlesham Climate Action (MCA) – Does the PC agree in principle to signs informing the public of the water quality of the River Deben being erected?

The next meeting of the MCA is on 26.09.22. Noted.

The Chairman suggested putting the information on the citizens science project and the results of the water sample tests on the PC and MCA websites and on Facebook.

Mrs Hall read out a statement in which she posed several questions and generally opposed the idea of signage in the creek which is in the AONB.

Mr Burrows felt that signs weren't always effective at getting messages across to the public and that caution was needed when giving advice to the public.

RESOLUTION C2022/9t: The PC does not agree to signs being erected along parts of the river Deben informing the public of the quality of the water following recent results of the citizens science project into water quality. Carried.

12. Consultations

12.1 DC/20/0902/OUT – Suffolk Constabulary Force HQ, Portal Avenue, Martlesham Heath – Outline Application (Some Matters Reserved) - Demolition and removal of all necessary existing buildings and structures to enable the residential development for up to 300no. new dwellings, with access from Portal Avenue, associated open space and landscaping, drainage and infrastructure.
Deadline extended to 08.09.22. CR11, CPs

Mr Blundell left the meeting at 9.49pm.

Mrs Hall began presenting information on the Police HQ application.

Mr Irwin was given permission by the Chairman to add his comments before having to leave the meeting. Mr Irwin understood the focus of any parish council response would be on the Environmental Impact Assessment (EIA) information presented to the PC for the first time. As the EIA was a technical document, he suggested looking at the statements from environmentalists e.g. the Suffolk Wildlife Trust, Natural England and ecologist teams at SCC and ESC and support those statements.

Mr Irwin left the meeting at 10am.

RESOLUTION C2022/9u: To object to DC/20/0902/OUT – Suffolk Constabulary Force HQ, Portal Avenue, Martlesham Heath – Outline Application (Some Matters Reserved) - Demolition and removal of all necessary existing buildings and structures to enable the residential development for

up to 300no. new dwellings, with access from Portal Avenue, associated open space and landscaping, drainage and infrastructure on the grounds set out by environmental specialist groups on the EIA. **Carried.**

12.2 Community Governance Review in East Suffolk – Second stage 30th May – 8th July CP - Response submitted on 17.08.22 Noted.

12.3 Environment Agency - Sizewell C permits. Deadline 25.09.22 CPs (first circulated 04.07.22) The response was delegated to the Clerk. Mr Whitby to liaise with the Clerk over the response. **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 Finance report CP - Report by Finance Officer to be tabled in October. Noted.

14. Any reports from representatives on local organisations

14.1 Any reports? None.

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

15.1 Contributions/what has this meeting achieved?
Volunteer evening – date in November to be confirmed.

RESOLUTION C2022/9v: 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 item was taken **in camera**.


The Clerk and Finance Officer accepted the invitation to stay.

16. Staff matters

16.1 Personnel Working Group - recruitment of a Deputy Clerk CP notes of Personnel Working Group 18.08.22 Noted.

The Personnel Working Group to meet in October to consider how to move forward after a Deputy Clerk was not appointed and report back to the Full Council in November **Agreed.**

There being no further business the meeting was closed at 10.20pm


Chairman, 5th October 2022

