

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 1st JUNE 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 M Williamson (Chairman).

There were no members of the public present.

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

1. Apologies: There were apologies from Mr Boswell, 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 12.1 Community Governance Review.

2.2 Local non-Pecuniary interests (LNPI): Mrs Hall also declared a non-pecuniary interest in item 12.1.

3. Filling the Parish Councillor vacancies: Ongoing.

4. Minutes of Parish Council Meeting 04.05.22 CP - Minutes

The minutes were amended as follows: item 20. Resolution C2022/5n to read "To reaffirm the Clerk's delegated authority to agree to the routine service contracts per list filed in the office together with the minutes, and approve the use of direct debit payments to **BT, Apogee, Anglian Water & E.ON** Next.

The minutes were then 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

The next ASB Tasking Group meeting to take place in July – noted.

6.2 Reports from District Councillors

Cllr Thompson's report, circulated in advance of the meeting and attached to these minutes, was noted. Councillors recorded appreciation that it had been received in advance.

Cllr Blundell gave a verbal report when he joined the meeting:

1. The Conservative Party has put forward a scheme whereby every district councillor has been asked to contribute £1k of their Enabling Communities Budget to a hardship fund. The Community Partnership Board has added £100k to that figure and charities have added a further £1m. In due course details will be published with how people can apply for the fund.
2. Cllr Blundell is the ESC Vice-Chair.
3. Fines are to be introduced for parking on pavements.
4. Community Governance Review: if Martlesham North becomes part of Woodbridge, there will be no mitigation money for Martlesham PC's loss of precept.

6.3 Reports from County Councillors

Cllr Page's report, circulated in advance of the meeting and attached to these minutes, was noted.

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

Mrs Davey reported that a lady regularly collects rubbish around the Tesco car park, but the gorse is now making that difficult. The Clerk liaises with James Baker of the Greenways Project and the litter

will be investigated after the nesting season. Mrs Davey to thank the lady for her work.

7. Financial Matters

7.1 Cheques signed between meetings

No payments made between meetings on this occasion.

7.2 Any pending expenditure transactions

RESOLUTION C2022/6a: 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 CP circulated at the meeting and filed in the office together with the minutes. Noted.

7.41pm Mr Blundell joined the meeting.

8. 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

8.1 Charity Commission Annual Return 2021 CR1 & CPs – Annual Return & Charity Overview filed in the office together with the minutes.

The Annual Return for the year ending 31 December 2021 was submitted by the Finance Officer on 21 April 2022. The Charity Commission does not require accounts and a trustees' annual report from the Trust because income & expenditure were both below £10k.

9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

9.1 Recreation & Amenities Committee 11.05.22 CP – Minutes

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

DECISIONS R2022/5a – 5g were noted.

9.2 Finance & General Purposes Committee 25.05.22 CP – Minutes

Mrs Hall queried the inclusion of Speedwatch on the agenda as it was minuted in the May PC minutes that all items that had not been covered should be referred to the May R&AC meeting. The Clerk explained that subsequently she had decided to move some of the items to more appropriate agendas.

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

DECISIONS F2022/5a – 5c were noted.

RECOMMENDATION F2022/5a: That the PC holds fixed assets of £334,533 for year ending 31 March 2022.

RESOLUTION C2022/6b: To agree RECOMMENDATION F2022/5a that the PC holds fixed assets of £334,533 for year ending 31 March 2022. **Agreed.** (CPs Summary & full Assets Register filed with the minutes)

RECOMMENDATION F2022/5b: To accept the completed Annual Internal Audit Report 2021/22- page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor.

RESOLUTION C2022/6c: To agree Recommendation F2022/5b - the Parish Council accepts the completed Annual Internal Audit Report 2021/22- page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor. **Agreed.** (CPs filed with the minutes)

RECOMMENDATION F2022/5c: To approve the Income & expenditure account for year ended 31 March 2022. (CPs)

RESOLUTION C2022/6d: To agree RECOMMENDATION F2022/5c – the Parish Council approves the income & expenditure account for year ended 31 March 2022. **Agreed.** (CPs filed with the minutes)

The documentation was signed by the Chairman (Mr Williamson) and the Responsible Financial Officer (Mrs Robertson, Finance Officer).

RECOMMENDATION F2022/5d: To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2021/2022 Form 3 (page 4).

RESOLUTION C2022/6e: To agree Recommendation F2022/5d: the Parish Council answers 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2021/2022 Form 3 (page 4). Agreed. (CP filed with the minutes & CR2a)

The documentation was signed by the Chairman and the Clerk.

RECOMMENDATION F2022/5e: To approve Section 2 – Accounting statements 2021/22 of the AGAR for year ended 31 March 2022 including accounting statements, bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures. (CPs & CR2b & c)

RESOLUTION C2022/6f: To agree RECOMMENDATION F2022/5e: the Parish Council approves Section 2 – Accounting statements 2021/22 of the AGAR for year ended 31 March 2022 including accounting statements, bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures. Agreed. (CPs filed with the minutes & CR2b & c)

The documentation was signed by the Chairman.

RECOMMENDATION F2022/5f: To approve 13 June – 22 July 2022 as the period for the exercise of public rights relating to the annual accounts. (CP)

RESOLUTION C2022/6g: To agree RECOMMENDATION F2022/5f: the Parish Council approves 13 June – 22 July 2022 as the period for the exercise of public rights relating to the annual accounts. Agreed. (CP filed with the minutes)

The RFO was thanked for her work on the accounts.

RECOMMENDATION F2022/5g: That the Personnel Working Group remains discrete from the Volunteer Working Group. That the Volunteer Working Group's remit is reviewed, with members from both the Recreation & Amenities and Development, Environment & Transport Committees required, reporting to full Council.

There was a brief discussion, and it was noted that it is best practice for representatives of both committees to sit on the Volunteer Working Group (VWG). The Group needs to meet in the near future to review its remit.

RESOLUTION C2022/6h: To agree RECOMMENDATION F2022/5g: that the Personnel Working Group remains discrete from the Volunteer Working Group. That the Volunteer Working Group's remit is reviewed, with members from both the Recreation & Amenities and Development, Environment & Transport Committees required, reporting to full Council. Agreed.

RECOMMENDATION F2022/5h: To adopt the new Model Councillor Code of Conduct 2020.

RESOLUTION C2022/6i: To agree RECOMMENDATION F2022/5h: the Parish Council adopts the new Model Councillor Code of Conduct 2020. Agreed. (CR3, CP filed with the minutes, link to guidance: <https://local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>)

RECOMMENDATION F2022/5i: To update clause 18 'Financial Controls and Procurement' of the Council's Standing Orders in accordance with the recommendation in Model Standing Orders 2018 (England) – Updated April 2022.

RESOLUTION C2022/6j: To agree RECOMMENDATION F2022/5i: To update clause 18 'Financial Controls and Procurement' of the Council's Standing Orders in accordance with the recommendation in Model Standing Orders 2018 (England) – Updated April 2022. Agreed. (CPs – existing & new Standing Orders filed with the minutes)

RECOMMENDATION F2022/5j: To amend Appendix 1: Scheme of Delegation to the Clerk: under Delegation by the full Council, amend clause 1 to read "At the request of a Parish Council Working Group the Clerk may authorise expenditure, either within the appropriate budget or earmarked reserve, necessary for the achievement of the aims of that group.....". (CP)

There was discussion on whether the delegation was too wide but it was recognised that budgets and earmarked reserves are agreed by the full Council, and this delegation is needed to allow the working groups to operate.

RESOLUTION C2022/6k: To agree RECOMMENDATION F2022/5j: To amend Appendix 1: Scheme of Delegation to the Clerk: under Delegation by the full Council, amend clause 1 to read "At the request of a Parish Council Working Group the Clerk may authorise expenditure, either within the appropriate budget or earmarked reserve, necessary for the achievement of the aims of that group.....". Carried. (CP Appendix 1 filed with the minutes)

RECOMMENDATION F2022/5k: To adopt the Financial Regulations. (CP)

RESOLUTION C2022/6l: To agree RECOMMENDATION F2022/5k: To adopt the Financial Regulations. Agreed. (CP filed with the minutes)

RECOMMENDATION F2022/5l: To approve the Best Value & Mission Statement as it stands, but with a view to amendment at the October 2022 Finance & General Purposes Committee meeting bringing it up to date with Martlesham Neighbourhood Plan & other statements on strategy. (CP)

RESOLUTION C2022/6m: To agree RECOMMENDATION F2022/5l: To approve the Best Value & Mission Statement as it stands, but with a view to amendment at the October 2022 Finance & General Purposes Committee meeting bringing it up to date with Martlesham Neighbourhood Plan & other statements on strategy. Agreed. (CP filed with the minutes)

RECOMMENDATION F2022/5m: To adopt the Grant Policy.

RESOLUTION C2022/6n: To agree RECOMMENDATION F2022/5m: To adopt the Grant Policy. Agreed. (CP filed with the minutes)

RECOMMENDATION F2022/5n: To adopt the Key Holder Policy. (CP)

RESOLUTION C2022/6o: To agree RECOMMENDATION F2022/5n: To adopt the Key Holder Policy. Agreed. (CP filed with the minutes)

RECOMMENDATION F2022/5o: To adopt the Health and Safety Policy with the following amendment: change the title 'Duties and Responsibilities of Volunteers' to 'Shared Duties and Responsibilities'. (CP)

RESOLUTION C2022/6p: To agree RECOMMENDATION F2022/5o: To adopt the Health and Safety Policy with the following amendment: change the title 'Duties and Responsibilities of Volunteers' to 'Shared Duties and Responsibilities'. Agreed. (CP filed with the minutes)

RECOMMENDATION F2022/5p: To adopt the Equal Opportunities Policy & Procedure with a view to review at the October F&GPC meeting re amendments to the Equality Act 2010. (CP)

RESOLUTION C2022/6q: To agree RECOMMENDATION F2022/5p: To adopt the Equal Opportunities Policy & Procedure with a view to review at the October F&GPC meeting re amendments to the Equality Act 2010. Agreed. (CP filed with the minutes)

RECOMMENDATION F2022/5q: That the Parish Council does not establish a Community Speed Watch Group as speeding issues are being tackled by the Speed Reduction Working Group through the deployment of SID. (CR4)

It was noted that a lot of useful data is being produced & disseminated through the deployment of SID. It does appear to be making motorists slow down in Main Road & in the vicinity of Birchwood Primary School. In addition, it is not easy to recruit volunteers who might have to suffer abuse from motorists.

RESOLUTION C2022/6r: To agree RECOMMENDATION F2022/5q: That the Parish Council does not establish a Community Speed Watch Group as speeding issues are being tackled by the Speed Reduction Working Group through the deployment of SID. Agreed.

Clerk to pass on the PC's decision to PC Lewis.

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 C2022/6s: 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 C2022/6t: To continue to hold meetings in the Parish Room whilst the covid-19 situation remains as it stands. Agreed.

10.3 The appointment of an energy consultant? CR5 & CPs

Discussion took place. Noted that an independent energy audit had already been carried out and it would be hard to justify the cost of an energy consultant.

RESOLUTION C2022/6u: That the Parish Council does not appoint an energy consultant but continues with the programme it has in place to save on energy costs. Agreed.

10.4 McCarthy Stone car park update

McCarthy Stone (MCS) had provided 3D images of what the car park would look like when complete; these were projected. Mrs Hall gave a detailed update:

- MCS is prepared to put in the ground works for a water standpipe but who is responsible for payment will have to be agreed.
- Access to the Green through the car park for HGVs is possible and a tracking diagram has been provided. It would involve the removal of knee rails and metal plates placed over low planting. It is expected however that HGVs would not normally take this route and normal usage would be for service vehicles or vans. The flood authority has insisted on hydro planters in the design and there can be no access over these or the public footpath.
- Tramlines are back in the car park design.
- Planting should hide the cars from the Green.
- The hydro planters will be sunk flush but the knee rail, requested by the MCS working group, should act as a barrier.
- The ESC Case Officer intends to discharge conditions 16 & 24 re Design, Usage, Heritage and Landscape Strategy, and also condition 17 re contamination. Work is likely to recommence once this is done. MCS has agreed to put up images around the site of what it will look like.
- Regular Monday morning meetings take place between MCS, MPC, ESC & MHHL. MCS has recognised that they got off to a bad start, commencing work without the discharge of conditions which led ESC to serve an enforcement notice, but they are trying to improve community relations & have included some amendments in plans requested by MPC.
- MCS is liaising direct with Mr Foster of MHHL on the transfer of the Area Protected from Development (APD).

The Clerk reported that she has started contacting solicitors.

Mr Staines asked whether the footpath which leads to the footbridge would be improved – Mrs Hall to find out & let him know.

10.5 Access to the Jubilee Playspace

The Clerk had no further information. It was agreed to take no further action at this time.

RESOLUTION C2022/6v: To suspend Standing Order 3w to complete all business on the agenda. Carried.

10.6 Cameras on Martlesham Common LNR CR6

RESOLUTION C2022/6w: The Parish Council does not grant permission for video cameras searching for China the dog to be placed on its land. The cameras are to be removed and stored, and the

owners informed to apply to the Council for their return. **Agreed.**

10.7 PWCG Website Compliance

RESOLUTION C2022/6x: That the Parish Council approves the PWCG Website Accessibility Statement (CP filed with the minutes). **Agreed.**

Noted that MCA's Website Compliance statement will follow.

10.8 Treebilee planting & burying of time capsule at the Recreation Ground 21.05.22 CR7 & CP filed with the minutes

Noted. Mrs Hall was thanked for organising everything.

11. TO CONSIDER REPORTS FROM WORKING GROUPS

11.1 Community Partnership – Road Safety Forum 09.05.22 CP filed with the minutes – noted.

Cllr Blundell reported that the Community Partnership scheme will no longer pay for small items. It is looking to fund "actions that can be achieved".

11.2 Speed Reduction Group - Increased cost of 7th pole for SID CR8

The Clerk reported that the application to install a further pole has been submitted. Cllr Blundell reported that he is willing to fund the pole from his Enabling Communities Budget; the Clerk will apply once SCC approval has been received.

11.3 Martlesham Climate Action (MCA) meeting 19.05.22 CP filed with the minutes – noted.

11.4 Village fete update

Mr Irwin reported that so far there are 40 stalls representing local groups, charities and businesses, also a fairground, art exhibition and musical entertainment. Access will be difficult this year, but the segregation of traffic is in hand. A programme will be included in the July local newsletter.

Membership of the PC Stand Working Group to be included on the **July PC agenda.**

11.5 Underpass Project update

The Chairman, Mr Williamson, reported that the Tesco underpass has not yet been whitewashed but the other underpasses have now all been painted with children's designs.

11.6 Sports Fund Working Group - Jubilee Playspace refurbishment meeting 10.05.22 and update CP filed with the minutes – noted.

The Finance Officer reported that the work has been finished. An independent inspection of the playspace has not identified any matters for attention. The sports surface is to have an independent inspection soon. A site inspection on 31 May 2022 between working group members, an ESC inspector & the sports surface contractor was very positive. The site is to be opened up during the current half term holiday with a view to a formal opening during June by the winner of a competition run by Martlesham Primary Academy for its children.

11.7 The future of Martlesham Wombles

Nothing further to report at present.

12. Consultations

12.1 Community Governance Review in East Suffolk – Second stage 30th May – 8th July

The Clerk circulated information by email on 27.05.22.

Concern was raised that there appears to be no mitigation for the loss of precept if Martlesham North is transferred to Woodbridge.

It was agreed to make no response.

13. Training

13.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR9

RESOLUTION C2022/6y: That the topic for the August workshop is to "Find effective ways of recruiting and retaining councillors/engaging with the local community that are under-represented on the PC in particular women and young people (18years +)". If time allows, to have an open discussion on how the work of Martlesham Climate Action fits in with the work of the PC. **Agreed.**

14. Any reports from representatives on local organisations

14.1 Any reports?

None received

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

15.1 Contributions/what has this meeting achieved?

The accounts for financial year 2021/22 have deemed to be in good order by our internal auditor.

They have been signed off by the Council and will now be subject to external audit.

A new code of conduct has been adopted.

There being no further business the meeting was closed at 10.10pm.



Chairman, 6 July 2022

