

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 23 June 2021 at St Michael's Church Centre, Martlesham Heath.

PRESENT: Mr M Williamson (Chairman) Mr L Burrows (Vice Chairman), Mr C Blundell, Mr D Boswell, Mrs H Davey, Mr S Denton, Mrs J Hall, Mr M Irwin, Mr M I O'Brien Baker, Mr E Thompson, Mr P Whitby,

Present: County Cllr Caroline Page, District Cllr Kay Yule. 2 members of the public.

In attendance: Mrs Deborah Chappell, Council Officer.

1. Apologies

To accept apologies from County Councillor Mulcahy, Deputy Clerk, Clerk and Councillors Jones and R Staines **Agreed and accepted.**

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

3. Resignation of Charlotte Driver. Noted. The Notice of Vacancy was advertised on the Council website on 18 June 2021.

4. Filling Parish Councillor vacancies Ongoing. Consider co-option at the next meeting. Advertise the 2 vacancies as a separate item to the MPC article in the Martlesham Monthly magazine.

5. Appointment of Development Transport and Environment Committee Chairman CR1 CP filed in the office together with the minutes.

RESOLUTION C2021/6a To appoint Mrs J Hall as Chairman of the Development Transport and Environment Committee. **Agreed**

6. Vacant Appointments: Noticeboard Caretaker, Safeguarding officer, ASB Tasking Group, SALC, Martlesham Village Hall Management Committee representatives CR2 CP filed in the office together with the minutes.

RESOLUTION C2021/6b: Mrs Hall is appointed as the Noticeboard Caretaker for School Lane and The Street noticeboards. Mr Irwin is appointed as the Parish Council's Safeguarding Officer. **Agreed.** The other appointments remain vacant.

7. Minutes of Parish Council Meeting 05.05.21 CP - Minutes

The minutes of 05.05.21 were approved and signed as an accurate record by the Chairman.

Agreed.

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

9. PUBLIC FORUM No representatives attending.

9.1 Police Report: ASB Tasking Group CR3 noted. Chair to attend the next ASB Tasking meeting on the 15th July.

9.2 Reports from County Councillors Cllr Page presented her report. Copy filed in the office together with the minutes.

9.3 Reports from District Councillors

Cllr Kay Yule presented a verbal report:

- Local house prices have increased by 12.4%
- Notable increase in the number of planning applications to ESC, most likely arising from covid- related 'working from home'.

- The Supplementary Planning Documents are scrutinised before going to ESC Cabinet for sign off and the Historic Environment document is worth a read.
- First Homes – the Government initiative to be adopted 28 June. ESC will be putting out an ESC positioning statement in the media. It may be that eligibility criteria for first homes can be set locally.
- The Divisional Boundary responses are in.
- The Environment Bill to be published later this year, will impact local collections of domestic waste and recycling services. ESC briefing to ESC Councillors scheduled for 24 June.

Cllr Chris Blundell

- Echoed Cllr Yule's report.
- He is pursuing the issue of mixed waste in recycling bins and the clarity of the advisories/public education information available.
- No report from the Brightwell Forum as did not attend.

Cllr Edward Thompson – all covered and nothing further to add.

9.4 To allow members of the public to address business on the agenda: None raised.

9.5 Any issues raised by the public None raised.

10. Planning matters

10.1 VARIATION OF CONDITIONS DC/21/2571/VOC HASTOE HOUSING ASSOCIATION LTD

The meeting noted:

- This matter is outside of the Clerk's delegated authority to respond to planning applications.
- The emailed report.
- There is a change of road positioning to the west.
- Some gardens are smaller to accommodate the new road layout.
- The design of the estate is a matter between the developers and ESC rather than the PC as planning permission has already been granted.
- ESC likely to decide by delegation.

J Hall summed up the 2 key issues:

- Retained land – it is unacceptable that the Applicant has no proposals at this time. A maintenance schedule is essential.
- Play area and play equipment - the Applicant says it will follow through with detail once the Parish Council's local consultation is complete. The PC must be involved in the overall design in order to complement the Jubilee Play space amenity.

The Applicant will answer further questions; they acknowledge the retained land is earmarked for dwellings, meanwhile, the retained land will be managed.

Councillors to email the Clerk with any further questions to be put to the Applicant.

RESOLUTION C2021/6c: The Parish Council has no objection to planning application DC/21/2571/VOC if ESC includes a condition that the retained land and the proposed play area is maintained as part of a landscape and land management plan for the site and further, Martlesham Parish Council is consulted on that plan, and provided that satisfactory answers are received to any additional questions posed by councillors. **Agreed.**

11. Financial Matters

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

RESOLUTION C2021/6d: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

11.2 Any pending expenditure transactions CP filed in the office together with the minutes.
RESOLUTION C2021/6e: To pay all pending expenditure transactions (per list filed in the office together with minutes). **Agreed.**

The Chairman signed the pending expenditure transaction report. The Clerk to sign as the Responsible Financial Officer outside the meeting. **Agreed.**

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

11.4 Verification of bank reconciliations CR4 Noted. Copy filed in the office together with the minutes.

RESOLUTION C2021/6f: To verify the bank reconciliations. **Agreed.**

11.5 Annual Internal Audit Report 2020/21 – Page 3 of the Annual Governance and Accountability Return (AGAR) 2020/21 CP filed in the office together with the minutes. Noted.

RESOLUTION C2021/6g: To approve and accept the Annual Internal Audit Report 2020/21- page 3 of the Annual Governance & Accountability Return (AGAR) as completed. **Agreed.**

The Clerk was thanked for her excellent financial reporting and record keeping.

11.6 Income & expenditure account for year ended 31 March 2021 CP Noted.

RESOLUTION C2021/6h: To approve and accept the Income & expenditure account for year ended 31 March 2021, to be signed by the Chairman & Responsible Financial Officer **Agreed.**

It was proposed that the Clerk sign off as the Responsible Financial Officer outside the meeting **Agreed.**

11.7 Section 1 Annual Governance and Accountability Return (AGAR) 2020/21: CR5 Noted.

RESOLUTION C2021/6i: To approve and accept the Annual Governance Statement & Accountability Return (AGAR 2020/2021) Part 3, to answer 'yes' to statements 1 – 9 at Part 1, Part 1 to be signed by Chairman & Clerk as the Responsible Financial Officer. **Agreed.**

It was proposed that the Clerk sign off as the Responsible Financial Officer outside the meeting **Agreed.**

11.8 Section 2 Annual Governance and Accountability Return (AGAR) 2020/21: CR5 Noted.

RESOLUTION C2021/6j: To approve and accept Section 2 – Accounting statements 2020/21 of the Annual Return for year ended 31 March 2021 including accounting statements, bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8 and explanation of significant variances, to be signed by the Chairman. **Agreed.**

11.9 Public rights relating to the annual accounts. CR6 7 CP NOTED

RESOLUTION C2021/6k: To approve and accept 01 July 2021 – 11 August 2021 as the period for the exercise of public rights relating to the annual accounts. **Agreed.**

At this point, the following decision was made:

RESOLUTION C2021/6l: The Parish Council resolves that in view of the confidential nature of the business about to be transacted, agenda items 12 & 13, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. **Agreed.**

Council Officer and the 2 members of the public left the meeting.

12. Staff Matters

12.1 CONFIDENTIAL Notes of Personnel Working Group Meeting 26 May 2021

Confidential reports had been circulated. There was a brief discussion.

RESOLUTION C2021/6m: The Parish Council agrees and accepts the following recommendations en bloc:

RECOMMENDATION PWG2021/5a: To approve the draft job descriptions for the Council Officer, Clerk

and Responsible Financial Officer (RFO)/Advisor, which take effect from 01 September 2021.

RECOMMENDATION PWG2021/5b: That the Council Chairman signs all 3 letters offering the staff the changes to their job descriptions; changes cannot take place until the offer has been accepted in writing.

RECOMMENDATION PWG2021/5c: That the staff are allowed to work their hours flexibly between the office & home, under the direction of the Clerk.

RECOMMENDATION PWG2021/5d: That funding for changes to email/computer management & for any equipment to facilitate a move back into the office & Parish Room, such as for screens, is taken from 9012 EMR General Maintenance. **Unanimously agreed.**

The Council Officer was invited to re-join the meeting.

13. JUBILEE PLAYSPACE ACCESS

Discussion took place and is recorded in Confidential Report C2021/06, including Resolutions C2021/6n & 6o. Resolution C2021/6o can be in the public domain:

RESOLUTION C2021/6o: To instruct the Sports Fund Working Group (SFWG) to press ahead with the plans to install junior play equipment and a hard surface football area in Spring 2022 keeping open the Jubilee Playspace entrance and access. **Unanimous.**

The Chairman re-opened the meeting to the public.

14. CLERK'S REPORT

14.1 Record of decisions made by the Clerk between meetings. CP Noted. Reported by email.

RESOLUTION C2021/6p: To ratify the decisions made by the Clerk between meetings. CP filed in the office together with the minutes. **Agreed.**

14.2 Tree Inspection Report by Ipswich Borough Council 2021 The meeting noted:

- Report by email.
- It is prudent to follow the professional advice.
- Deputy Clerk to compile quotes and prices to do the work in the priority order as recommended.
- Remainder of the work to be done in due course.

RESOLUTION C2021/6q: To agree in principle the work be carried out in the Tree Inspection Report by Ipswich Borough Council 2021 (A hard copy filed in the office together with these Minutes) **Agreed.**

14.3 Return of meetings in the Parish Room for local organisations. CR7, Parish Room Policy, Risk Assessment. All Noted. Agreed to write to Falcon Park and decline at this time. Agreed to defer to the next meeting which is after the Government's next announcement on Covid restrictions and social distancing.

RESOLUTION C2021/6r: To decline third party requests to use the Parish Rooms until at the least 28th July 2021. **Agreed.**

Action: Add to agenda for next meeting. **Clerk** to assess what is required for hirers to use the Parish Room.

14.4 Next full Council meeting - 28th July 2021 - noted

Action: Clerk to book St Michael's Church Centre.

14.5 Development, Environment & Transport Committee: training and strategy for handling planning applications CR8 NOTED. Councillors to email the Clerk with their strategy suggestions for the future management of local planning applications in advance of an informal meeting to debate the topic.

RESOLUTION C2021/6s: For the DETC members to meet informally by zoom asap to agree a strategy to manage future planning applications. **Agreed.**

14.6 Underpass Project CR9 Noted.

RESOLUTION C2021/6t: Mike Williamson is appointed as the PC representative to the Underpass Project. **Agreed.**

14.7 Defibrillator for old Martlesham The Red Lion public house has been approached. Agreed in principle that it is an acceptable location to host a defibrillator. The manageress will refer the request to the Greene King Brewery. **Action:** PC to follow up with the details in an email.

At 9.30pm the following decision was made:

It was proposed to suspend Standing Orders to extend the meeting by 5 minutes to conclude and vote on item 14.7. Room must be cleaned and vacated by 10pm.

RESOLUTION C2021/6u: It was agreed to extend the meeting for 5 minutes. **Agreed.**

RESOLUTION C2021/6v: It was agreed to proceed with the Red Lion location, to fund the defibrillator from CIL monies, to use the electrical contractor previously used by MPC for installation, and to obtain a minor electrical works certificate. **Agreed.**

14.8 Defibrillator for Lancaster Drive – MHHL request CR10 NOTED. David Boswell had previously offered to host the defibrillator. Query regarding visibility and funding. Defer to next meeting.

Action: Clerk to advise at the next meeting what funding is available.

Thanks given The Councillors for themselves and on behalf of the Parishioners would like to thank the four members of staff for their sterling work and their resilience to changing working practices during the Covid pandemic.

The meeting was closed at 9.35pm.

M. Williamson

Chairman, 28th July 2021