

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 7 APRIL 2021 virtually via Zoom**

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

Present: Charlotte Driver candidate for Parish Council vacancy.

**In attendance:** Mrs S Robertson (Clerk), Mrs D Linsley (Deputy Clerk).

**1. Apologies:** There were no apologies from Parish Councillors.  
There were apologies from County Councillors Patricia O'Brien & Caroline Page.

**2. Interests**

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

**3. Filling two Parish Councillor vacancies** CR1

The PC agreed to consider the co-option of Mrs Charlotte Driver who met the criteria for councillor. Mrs Driver's statement had previously been circulated. Mrs Driver added that being a parish councillor was something she had always wanted to do, and that she was keen to broaden her interests and activities as a member of the Parish Council (PC).

Voting was by a show of hands.

**RESOLUTION C2021/4a:** That Charlotte Driver is appointed as a parish councillor for the Martlesham ward by co-option. **Unanimous.**

Mrs Driver signed the Declaration of Acceptance of Office and showed her signature to the meeting via the camera on her computer.

The Chairman welcomed Charlotte Driver to Martlesham Parish Council.

Councillors and staff introduced themselves to the new councillor.

Mrs Charlotte Driver joined the meeting.

Mr Staines left the meeting due to technical issues.

**4. Minutes of Parish Council Meeting 03.03.21** CP - Minutes filed in the office.

The minutes were approved. The Chairman signed the minutes as correct and showed his signature to the PC via the camera on his computer. **Agreed.**

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

**6. PUBLIC FORUM** (No time was given for County Councillor reports as the Suffolk County Council pre-election period (informally known as 'purdah') had begun with the publication of the Notice of Election, which runs until the election has taken place.)

6.1 Police Report: ASB Tasking Group next virtual meeting 15.04.21; Speeding Forum 08.03.21 CR2; CP on Speeding Forum filed in the office together with the minutes. Noted.

Ms Jones reported that the next ASB Tasking Group is on 15<sup>th</sup> April. The format of the meetings is to change from PC representatives taking it in turn to report crimes in their area to discussions on a particular topic such as speeding and vandalism. The hope is that this new approach to meetings will be more productive.

Ms Jones reported that there was a rise in local public anger regarding the dangerous use of quad bikes on roads, sometimes three abreast along The Street. The fear is that this will get worse during the summer.

The Clerk reported that she had not received any communication from the Safer Neighbourhood Team recently and that PC Burt had been dealing with the reports of graffiti and drugs.

It was felt that there was a lack of joined up thinking by the Police when tackling anti-social

behaviour and a more focused approach was needed.

The **Clerk** to contact PC Burt for a progress report.

**Mrs Driver** to contact previous colleagues of hers at Police Headquarters to help progress a solution to dangerous driving in Martlesham and the surrounding area.

Ms Jones reported that the Martlesham Wombles had sent a formal complaint to the Police regarding the litter generated by people being released from the PIC (Police Investigation Centre). Posters giving information on how to report crimes and anti-social behaviour, produced by East Suffolk Council (ESC), to be sent to each household in Martlesham through local newsletters.

## 6.2 Reports from District Councillors CP – Report by Cllr Blundell

Cllr Blundell reported that the next Community Partnership meeting is on 16<sup>th</sup> April. He also encouraged people to report anti-social behaviour to the Police. The installation of the Talking Benches had had a good response. Cllr Blundell had given a grant to the Runway Café on Martlesham Heath.

## 6.3 To allow members of the public to address business on the agenda

There were no members of the public.

## 6.4 Any issues raised by the public

None.

## 7. Financial Matters

7.1 Cheques signed between meetings CP circulated previously via email.

**RESOLUTION C2021/4b:** To ratify payments of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

7.2 Any pending expenditure transactions CP circulated previously via email.

**RESOLUTION C2021/4c:** To pay all pending expenditure transactions (filed in the office together with minutes). **Agreed.**

**RESOLUTION C2021/4d:** To agree that the pending expenditure transactions report for April 2021 can be signed by the Clerk outside of the meeting at a later date. **Agreed.**

7.3 Income & expenditure to 31 March 2021 CP sent via e-mail and a hard copy filed in the office together with these minutes. Noted.

7.4 Mandate changes & internet banking – ongoing Noted

7.5 Order for Harry Higgins Play Area equipment submitted on 22.03.21. Completion hopefully by early July (weather dependent). Noted.

7.6 2020/21 Annual Governance and Accountability Return (AGAR) external auditor instructions CR3 Noted.

## 8. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS

8.1 Recreation & Amenities Committee 10.03.21 CP – Minutes

Mr Irwin and Mr Denton left the meeting due to technical difficulties Mr Irwin was experiencing.

Mr O'Brien Baker, Chairman of the R&AC, summarised what had been a good meeting.

The minutes were approved and signed as correct by the Chairman (The Chairman showed his signature to the meeting via the camera on his computer). **Agreed.**

**DECISIONS R2021/3a - R2021/3g** were noted.

Mr Denton returned to the meeting.

It was agreed to consider recommendations 3a and 3b together. **Agreed.**

**RECOMMENDATION R2021/3a:** To support and ratify the responses of the Kronjis Piece & Recreation Ground Steering Group to the comments submitted to the Recreation Ground Consultation (January 2021).

**RECOMMENDATION R2021/3b:** To agree the Action Plan for the Recreation Ground and Kronjis Piece

resulting from the Consultation which took place in January 2021.

**RESOLUTION C2021/4e:** To agree RECOMMENDATION R2021/3a to support and ratify the responses of the Kronjis Piece & Recreation Ground Steering Group to the comments submitted to the Recreation Ground Consultation (January 2021) and RECOMMENDATION R2021/3b to agree the Action Plan for the Recreation Ground and Kronjis Piece resulting from the Consultation which took place in January 2021. (The Kronjis Piece & Recreation Ground Survey Results & Action Plan V2 are filed in the office together with these minutes). **Agreed.**

**RECOMMENDATION R2021/3c:** To agree that the Provision of Grit Bins Policy remains unchanged as follows:

#### **Provision of Grit Bins Policy**

- No grit bins to be installed in the hamlets off Eagle Way.
- The Recreation & Amenities Committee (R&AC) will not actively seek to place grit bins but respond to requests from residents.
- On receipt of a request the R&AC will decide in principle if the expense can be justified.
- If considered justified those making the request must take responsibility for completing part of the Suffolk Highways (on behalf of Suffolk County Council) application form and put in place mechanisms to meet the initial and ongoing SCC criteria. They must also name the contact person who Martlesham Parish Council will deal with. Information provided by those requesting a grit bin will be dealt with as per the Parish Council's General Privacy Notice, the details of which are available on the Parish Council's website.
- The form and details of arrangements must be passed to the R&AC and if the initial and ongoing criteria are met the request will be sent by the PC to SCC using the SCC's online highways 'report it' tool.
- Members of the public to be made aware that grit bin request forms are submitted to Suffolk Highways to assess by 31st August and where all criteria are met, approval will be granted within a 4 week period.
- Installation will be arranged by the PC following its usual procedures.
- If at any time the R&AC find the group is failing to meet the SCC ongoing criteria the SCC will be informed.

**RESOLUTION C2021/4e:** To accept RECOMMENDATION R2021/3c to agree that the Provision of Grit Bins Policy remains unchanged (filed in the office together with these minutes). **Agreed.**

8.2 Martlesham Climate Action: meeting on 22.03.21; Climate Emergency Summit 25.09.21 in St Michael's Church Centre CP - Draft article Noted.

It was noted that a Climate Emergency Summit is planned for 25<sup>th</sup> September 2021 and that Martlesham Parish has a Plastics Champion.

Minutes of the MCA meeting on 22.03.21 to be forwarded to the Clerk for circulation. **Agreed.**

8.3 Community Orchard Working Group (COWG): water supply & cabinet in place; meeting on 06.04.21 Verbal update. Noted.

Mr Irwin returned to the meeting.

Mr Irwin reported that the meeting had been productive. The new water supply and watering rota were in place and working well. A list of the signage needed was produced. Problems with sourcing the fruit trees may delay planting of the 2<sup>nd</sup> phase of planting. The expertise of the members of Martlesham in Bloom was much appreciated.

## **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 together with the minutes.

**RESOLUTION C2021/4f:** To ratify the Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. (Report filed in the office together with these minutes.) **Agreed.**

9.2 Nominations for Chairmen CR4 *Notify the Clerk of any nominations for May.*

Mr Denton will be standing down as Chairman of the Development, Environment & Transport Committee in May.

Mr Burrows was happy to carry on as Chairman of the Finance & General Purposes Committee (F&GPC) if the PC were in favour. Mr Burrows has been F&GPC Chairman for 8 years.

9.3 Physical meetings back on the agenda from 17th May CR5

There was a discussion.

The main issue is dealing with approval of the Annual Governance and Accountability Return (AGAR) which cannot be delegated to the Clerk.

**RESOLUTION C2021/4g:** To extend the emergency delegation to the Clerk agreed last June under RESOLUTION C2020/6f until 31<sup>st</sup> March 2022 as follows:

*During the duration of the coronavirus crisis, the Clerk is authorised to make decisions to ensure the continuation and provision of Council services; this is over and above the delegations already set out in Appendix 1 to the Standing Orders: Scheme of Delegation to the Clerk. The Clerk should consult with the Chairman and/or Chairmen of Committees regarding any issues outside the normal scope of her authority before making a decision. Responses to consultations requiring a Council response should be circulated by e-mail for written councillor input and the Clerk is authorised to submit the response. This delegation does not preclude the calling of virtual meetings. This delegation is subject to review if there is a change of personnel. **Agreed.***

**RESOLUTION C2021/4h:** To establish shadow working groups for each of the PC's Committees to advise the PC, noting that these working groups will not be able to make any formal decisions but will follow the committees' terms of reference as far as possible. **Agreed.**

Terms of references for the Finance & General Purposes Working Group, Recreation & Amenities Working Group and the Development, Environment & Transport Working Group to be drawn up. **Agreed.**

**RESOLUTION C2021/4i:** To provisionally book another venue larger than the Parish Room for a full Council meeting to approve the AGAR for 23<sup>rd</sup> June 2021 if possible. **Agreed.**

9.4 Travis Perkins – Pill Box CR6 Noted.

Mr O'Brien Baker had taken a detailed look at the Travis Perkins Pill Box and advised that the PC should not take on the maintenance of the building due to difficulties accessing the site safely. To make undertaking any maintenance safe, a gate accessed from Travis Perkins and not the road would be needed. Mrs Davey offered to plant wildflowers around the pill box. If the PC is approached to take on the ownership/maintenance of the pill box, a more detailed discussion can be held. **Agreed.**

9.5 Bowls Club grant/defibrillator CR7

**RESOLUTION C2021/4j:** To proceed with a grant of **£2000.00** to the Bowls Club without conditions and look for a suitable location in Old Martlesham for a new defibrillator. **Agreed.**

The PC to note the financial support it and other local government bodies have given to the Bowls Club. **Agreed.**

Mr Blundell left the meeting.

9.6 Defibrillator for Sandy Lane businesses CR8

The Sandy Lane businesses to be informed of the PC's grant scheme. **Agreed.**

Mr Blundell returned to the meeting.

**Ms Jones** to look at suitable sites for a new defibrillator in Old Martlesham and report back to the PC. **Agreed.**

9.7 Annual Parish Meeting on 21.04.21 CR9 Noted.

**10. Consultations**

10.1 A12 Scheme consultation: delegated response submitted & circulated on 19.03.21 Noted.

Mr Irwin was thanked for collating all the comments made and putting together together a response.

10.2 Sizewell C: Briefing on the Planning Process CP filed in the office together with the minutes. Mr Whitby attended the Sizewell C briefing held in March. He recommended that the PC request an unaccompanied visit by the Sizewell C Project Team to observe the A12 to better understand the adverse effects of 700 lorry movements through Martlesham each day during the building of the proposed new reactor.

At 9.30pm the following decision was made:

**RESOLUTION C2021/4k:** To suspend Standing Order 3w to complete all business on the agenda. **Agreed.**

**The Clerk** to liaise with **Mr Whitby** regarding a visit by the Sizewell C Project Team. **Agreed.**

**11. 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

11.1 Finance Report CP filed in the office together with the minutes.

**RESOLUTION C2021/4l:** To ratify the Recreation Ground accounts April 2021. **Agreed.**

11.2 Charity Commission Annual Return 2020 CR10

**RESOLUTION C2021/4m:** To ratify the Charity Commission Annual Return 2020 submitted by the Clerk which states that between 01/01/20 – 31/12/20 income was £10,000 and spending was £359.

**Agreed.**

11.3 National Non Domestic Rate Demand 2021/22 CR11 Noted.

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

12.1 Community Partnership meeting 11.03.21: focus on Environmental Care CP filed in the office together with the minutes. Noted.

12.2 Any other reports?

Mr Boswell, representative to MHHL, reported that MHHL had installed a camera on the Control Tower. He also reported that there had been problems with cars parked on The Green during a football match which were being addressed. **Mr Boswell** to send pictures of the parked cars to Cllr Blundell.

## **13. Items for Martlesham newsletters/Facebook/website**

13.1 Contributions/what has this meeting achieved?

Welcome new councillor, Bowls Club grant, defibrillator, changes to meetings.

**RESOLUTION C2021/4n:** 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 deputy Clerk left the meeting.

## **14. Staff Matters**

14.1 CONFIDENTIAL Notes of Personnel Working Group Meeting 17 March 2021 Confidential CP Agree Recommendations PW2021/3a & 3b

**RESOLUTION C2021/4o:** To agree RECOMMENDATION PW2021/3a: To pay the Deputy Clerk 37 hours of TOIL brought forward from 2019/20 and to allow her to carry forward TOIL from 2020/21 to 2021/22 (23.75 hours on 17/03/21); to allow the Clerk to carry forward 33 hours of TOIL from 2020/21 to 2021/22, representing a week's holiday, and to pay her any remaining TOIL from 2020/21 (26 hours on 17/03.21). **Agreed.**

**RESOLUTION C2021/4p:** To agree RECOMMENDATION PW2021/3b: That the Parish Council agrees the following:

Flexible Retirement Policy

Flexible retirement is the ability for an employee to draw their pension at the same time as being able to remain as an employee of the Council, provided there is a reduction in their hours or grade or both. The employee's reduction in working hours must be at least 40% of the previous hours worked. Flexible retirement can assist with the continuity of services through a planned and flexible approach to retirement that will facilitate the transfer of knowledge and experience to other members of staff. All staff who are of an age to access their pension will have a right to apply for flexible retirement. All requests will be considered, however, as a small authority and in the interests of the efficient delivery of its services, requests will be considered on a personal circumstances basis and will be at the discretion of the full Parish Council.

**Agreed.**

Mr Blundell queried why the Vision for the Parish Council's work had been on the agenda for the Personnel Working Group, albeit deferred due to lack of time. It was explained that it is pertinent to staff recruitment in the future, but the Group would not be making any decisions. Committees and the full Council would be fully involved in any reappraisal of the Council's direction, with consideration of costs & budgeting taken into account. The full Council had already agreed RECOMMENDATION F2020/12g: "That there is a reappraisal of the Council's direction and how its committees are structured, e.g. with more focus on subject matter such as the Climate Emergency, the Built Environment, Health & Wellbeing", in Resolution C2021/1n.

There being no further business the meeting was closed at 9.55pm.

*M. Williamson*

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Chairman, 05 May 2021