

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 3rd NOVEMBER 2021**

**VENUE:** 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. R Staines, Mr. E Thompson, Mr P Whitby.

District Councillor Kay Yule was present. There were no members of the public present.

**In attendance:** Mrs D Linsley (Clerk) and Mrs D Chappell (Council Officer).

**1. Apologies**

There were apologies from Mrs R Jones, and County Councillors Caroline Page and Patti Mulcahy.

**2. Interests**

2.1 Disclosable Pecuniary Interest (DPI): Mr. O'Brien Baker declared an interest in 'Scottish Wind power' (East Anglia One) and the Martlesham in Bloom grant at Agenda item 8.3.

2.2 Local non-Pecuniary interests (LNPI): Messrs. Burrows and Irwin declared an interest in the Martlesham in Bloom grant at Agenda item 8.3

**3. Filling the Parish Councillor vacancies** There were no candidates and no expressions of interest.

**4. Minutes of Parish Council Meeting 06.10.21** Minutes & Reports filed in the office together with the minutes. The minutes and reports were approved as written and signed by the Chairman who also hand amended the page numbers in the footer, pages 54-58.

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

**6. PUBLIC FORUM**

6.1 Police Report:

There were no Police reports, only recent Police Connect messages. Mr Williamson reported on the Woodbridge and District Anti-Social Behaviour meeting 21<sup>st</sup> October 2021: there has been a recent spike in rural crime - shed burglaries and theft of power tools – and the Police advise residents to look at the 'Secure by Design' section of their website; also, to use ultraviolet postcode markers and take photographs of their tools to help reunite recovered stolen goods with their owners. Several incidents of indecent exposure have been recorded. There has been a fall in the number of noise complaints and graffiti incidents, and the number of street sleepers is down significantly. Use 'Street Link' to report rough sleepers. The incidence of alcohol related street crime has decreased, seemingly due to the hospitality industry reporting reduced hours owing to the lack of chefs and staffing issues. The ASB meeting noted the new speed indicator devices installed in Melton and Martlesham.

6.2 Reports from County Councillors. CP filed in the office together with the minutes.

Written reports were received from County Councillors Page and Mulcahy.

**Action:** Clerk to write to Councillor Mulcahy requesting future reports focus on items relating to Martlesham such as bus/bus routes and the A12 improvements, removing any overtly party-political content. **Agreed.**

6.3 Reports from District Councillors

- Councillor Kay Yule gave a verbal report, first apologising for the overload of documents out to consultation from East Suffolk Council (ESC). She drew attention to the James Mallinder paper on Green Issues, the First Homes Policy announced by Government some months ago detailed in the ESC Affordable Homes guidance document, the ESC Sustainable Construction guidance and the ESC Walking and Cycling Strategy, commenting that social housing is not impacted by the First Homes Policy. The earlier ESC Walking and Cycling Consultation document attracted an unprecedented number of responses. Mrs Yule will

respond by email to a question asking why park homes seem to be ignored as a means of helping to address the demand for affordable housing. When asked what the mechanism is to tie in the County Council and Highways to the ESC Walking and Cycling Consultation, Mrs Yule advised MPC to keep pushing the County Councillors and Highways on the issues.

- Mr Thompson referred to his written report circulated prior to the meeting.
- Mr Blundell apologised he has not provided a written report. He advised the meeting that affordable housing doesn't charge CIL or require S106 contributions, and that Martlesham was not eligible for the small grants funding referred to by Mr Thompson in his report.

6.4 To allow members of the public to address business on the agenda. N/A

6.5 Any issues raised by the public None raised

## 7. Financial Matters

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

**RESOLUTION C2021/11a:** To ratify the list of cheques signed between meetings. **Agreed.**

7.2 Any pending expenditure transactions

**RESOLUTION C2021/11b:** To pay all pending expenditure transactions (list filed in the office together with the minutes). **Agreed.**

7.3 Income & Expenditure and notes. CP filed in the office together with the minutes. CP noted.

7.4 Land Maintenance Contract Renewal CR1 noted, filed in the office together with the minutes. The meeting noted 2 Tenders were received and opened on Monday 1<sup>st</sup> November. One omitted the requisite certificates and disposal licence information, failed to provide any detail and cost information for non - routine work arising, and provided insufficient detail for due diligence purposes. The second had provided all requisite information, adding that they wouldn't charge for routine work not carried out for any reason (for example, inclement weather). This contractor has an established good working relationship with the Parish Council, has rendered excellent service to a high standard, without complaints being raised by staff or the public, and is responsive to ad hoc requests. It was proposed that a decision to award the Tender be made on 17<sup>th</sup> November by the Recreation and Amenities Committee. There was a counterproposal that to do so would be ultra vires. Proposal withdrawn. The Recreation and Amenities Committee will put forward its recommendation to the Parish Council to be considered at the full Council meeting in January. **ACTION:** Clerk to take to Recreation and Amenities Committee. **Agreed.**

7.5 Neighbourhood CIL payment CR2 filed in the office together with the minutes. CR noted.

7.6 Bike Trails insurance claim CR3 filed in the office together with the minutes. CR noted.

7.7 Parish Council precept 2022/3 CR4 filed in the office together with the minutes. CR noted.

## 8. To consider reports and recommendations from Committees

8.1 Development Environment and Transport Committee 13.10.21. CP & CR5 -7 filed in the office together with the minutes. Noted.

**RESOLUTION C2021/11c:** The minutes are approved and signed as correct by the Chairman. **Agreed.**

The meeting then considered, in turn, the recommendations proposed.

**RESOLUTION C2021/11d:** To approve **RECOMMENDATION D2021/10a:** to agree the Brightwell Lakes Working Group Terms of Reference. (See CR5) **Agreed.**

**RESOLUTION C2021/11e:** To approve **RECOMMENDATION D2021/10b:** to agree the McCarthy and Stone Working Group Terms of Reference. (See CR6) **Agreed.**

**RESOLUTION C2021/11f:** To approve **RECOMMENDATION D2021/10c:** to agree the Terms of Reference of the Advisory Planning Working Group. (See CR7) **Agreed.**

**RESOLUTION C2021/11g:** To approve **RECOMMENDATION D2021/10d:** that the Parish Council dissolves the Contact Group. **Agreed.**

**RESOLUTION C2021/11h:** To approve **RECOMMENDATION D2021/10e:** that the sum of £700 is allocated to the MPC training budget for DETC training costs and £1000 for general expenses. **Agreed.**

8.2 Meeting with East Suffolk Council 25.10.2021 Confidential CP filed in the office. Noted

8.3 Finance and General Purposes Committee 27.10.21 CP filed in the office together with the minutes.

**RESOLUTION C2021/11i:** The minutes are approved and signed as correct by the Chairman. **Agreed.**

**RESOLUTION C2021/11j:** To approve **RECOMMENDATION F2021/10a:** that the Parish Council approves all 6 grant applications received for 2022/23 as follows: Disability Advice Service (East Suffolk) £500.00; Greenways Countryside Project £1,000.00; Martlesham Conservation Group £138.32; Martlesham in Bloom £190.00; Suffolk Accident Rescue Service (SARS) £350.00; The Saplings Pre-School £638.56. **Total: £2,816.88.** (See CPs) **Agreed.**

**RESOLUTION C2021/11k:** To approve an amendment to **RECOMMENDATION F2021/10b:** that from January 2022 all Council meetings continue to be held in St Michael's Church Centre to allow for social distancing, excepting the Finance & General Purposes Committee meeting on 23 February 2022 which shall be held in the Parish Room, and excepting all Development Environment and Transport Committee meetings which shall be held in the Parish Room unless the agenda suggests to the Clerk that a larger venue is required. This arrangement will be subject to ongoing review. **Agreed.**

**RESOLUTION C2021/11l:** To approve a further amendment to **RECOMMENDATION F2021/10b:** to approve the draft calendar (filed with these minutes) (CP) subject to the Development Environment and Transport Committee meeting of 12<sup>th</sup> October being replaced with a Development Environment and Transport Committee meeting on 21<sup>st</sup> September 2022, and that the Development Environment and Transport Committee meeting of 10<sup>th</sup> August is cancelled. **Agreed.**

**RESOLUTION C2021/11m:** To approve **RECOMMENDATION F2021/10b** as amended by **RESOLUTION C2021/11k:** and **RESOLUTION C2021/11l** above recited. **Agreed.**

**RESOLUTION C2021/11n:** To approve **RECOMMENDATION F2021/10c:** that the Parish Council renews the agreement with Mr Tester for fitness training on Kronji's Piece including the request for a contribution of £80 towards the maintenance of Kronji's Piece. **Agreed.**

**RESOLUTION C2021/11o:** To approve **RECOMMENDATION F2021/10d:** to approve the Review of System of Internal Audit. (CP) **Agreed.**

**RESOLUTION C2021/11p:** To approve **RECOMMENDATION F2021/10e:** that the Parish Council approves the Risk Management with the following addition:

Repair Hub liabilities – defective repairs	2	1	2	Specialist insurance in place, disclaimers, maintaining a register of competences and qualifications of repairers, using local experience in running Repair Cafes.
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and the Fire Risk Assessment is attached as an appendix. (CPs) **Agreed.**

**RESOLUTION C2021/11q:** To approve **RECOMMENDATION F2021/10f:** to approve the Investment Policy without change. (CP) **Agreed.**

**RESOLUTION C2021/11r:** To approve **RECOMMENDATION F2021/10g:** to approve the

Standing Orders without change. (CP) **Agreed.**

**RESOLUTION C2021/11s:** To approve **RECOMMENDATION F2021/10h:** to approve the Financial Regulations with the following amendment to item 1.8: change “The Clerk has been appointed as RFO for this council .....” to “This Council has appointed a Clerk as Proper Officer and an RFO .....” (CP) **Agreed.**

**RESOLUTION C2021/11t:** To approve **RECOMMENDATION F2021/10i:** to approve the following General Data Protection Regulation policies without change: Data Protection Policy, Document Retention and Disposal Policy, Subject Access Request Policy & Procedure, Personal Data Breach Notification Procedure, General Privacy Notice and Privacy Notice for staff and councillors. (CP) **Agreed.**

**RESOLUTION C2021/11u:** To approve **RECOMMENDATION F2021/10j:** to approve the Public Participation in Council meetings Protocol without change. (CP) **Agreed.**

**RESOLUTION C2021/11v:** To approve **RECOMMENDATION F2021/10k:** to approve 'Attending Meetings on Behalf of the Council' Policy without change. (CP) **Agreed.**

## 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 C2021/11w:** To ratify the list of decisions made between meetings. **Agreed.**

9.2 Operation London Bridge CR8 filed in the office together with the minutes. Noted.

9.3 Domain Names and email accounts CR9 filed in the office together with the minutes.

**RESOLUTION C2021/11x:** Defer to next meeting **Agreed.**

9.4 Community Hall Lighting CR10 filed in the office together with the minutes. The meeting heard that a quotation should follow after 10<sup>th</sup> November 2021. Permission has been given to proceed with the project.

**RESOLUTION C2021/11y:** To install a time switch and allocate up to £500 to do so. **Agreed.**

**ACTION:** Clerk to apply to Councillor Thompson's Enabling Budget **Agreed.**

9.5 Reopening of the Parish Rooms for use by local organisations

The meeting noted:

- The ongoing **RESOLUTION C2021/7f:**
- That staff will be cleaning the Parish Room on Tuesday 16<sup>th</sup> November.

9.6 Update on Underpass Project CR11 filed in the office together with the minutes. It was noted that funding is required for a street artist to paint the Black Tiles Underpass (approx. £1,500).

9.7 Defibrillator for old Martlesham – Red Lion Public House. CR12 filed in the office together with the minutes. The Council Officer reported this has arrived and is ready to be installed. Ongoing.

9.8 Defibrillator for Lancaster Drive Ongoing

At 9.30pm the following decision was made:

**RESOLUTION C2021/11z:** To suspend Standing Order 3w to continue the meeting until 9.45pm **Agreed.**

9.9 Web Content Accessibility Guidelines CR13 filed in the office together with the minutes.

**RESOLUTION C2021/11aa:** Defer to next meeting **Agreed.**

9.10 Woodbridge Connect Meeting 10<sup>th</sup> November 2021 No volunteers came forward.

9.11 Headway Request for donation CR14 filed in the office together with the minutes. The request for funding was received outside the usual grant application procedure and after the grant deadline. However, there is a small amount of funding unallocated in the grants budget.

**RESOLUTION C2021/11ab:** Refer to the Finance & General Purposes Committee December meeting. **Agreed.**

## 10. TO CONSIDER REPORTS FROM WORKING GROUPS

10.1 Community Partnership Rewilding Meeting 18.10.21 CP filed in the office together with the minutes. Noted

10.2 Martlesham Climate Action Group Rewilding Meetings 21.10.21 & 28.10.21 CP filed in the office together with the minutes. Noted

10.3 Speed Indicator Device Update CR15 filed in the office together with the minutes. Noted

10.4 Village Fete Mr Irwin reported that tasks had been allocated at last week's meeting and work is in hand to proceed on Saturday 16th July 2022.

## 11. Consultations

11.1 Brightwell Lakes ARMs CP filed in the office together with the minutes. Noted. The meeting heard that the Government has since announced that air source heating should be routinely installed in new properties from 2025.

**RESOLUTION C2021/11ac:** Ratify the MPC Response filed **Agreed.**

11.2 Sizewell C. Mr Whitby reported that the Examination has now closed, the Government proposes to replace the China investment with public funding, and the Secretary of State is believed to be making the decision to grant or refuse the Development Consent Order in January 2022. Mrs Hall reported on the non-material amendment made and accepted by the Examining Authority.

11.3 McCarthy & Stone planning application DC/21/3305/FUL – CR16 filed in the office together with the minutes. Noted. East Suffolk Council are minded to approve the planning application but as yet it has not been decided. The draft planning conditions need to be read with the draft S106 legal agreement to formulate a response. As the response is urgent, it should be referred to the McCarthy Stone Working Group as the matter cannot wait until the next Full Council meeting in January. It is within the Clerk's delegated authority with assistance from the McCarthy Stone Working Group to formulate the response and file it with East Suffolk Council.

11.4 National Highways Vision for Route Strategies – Feedback deadline 30.11.21 The Advisory Planning Working Group understands that this does not include A12 issues.

11.5 Police and Crime Plan for policing in Suffolk Consultation. Deadline Monday 22nd November 2021. The Parish Council does not wish to respond.

## 12. Training

12.1 New Councillor training completed by Mrs Hall CR17 filed in the office together with the minutes. Noted.

**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. The meeting ran out of time to consider CR 18

**RESOLUTION C2021/11ad:** Defer to next meeting **Agreed.**

## 14. Any reports from representatives on local organisations

14.1 SALC 21.10.21 The meeting ran out of time to consider the CP

**RESOLUTION C2021/11ae:** Defer to next meeting **Agreed.**

## 15. Items for Martlesham newsletters/Facebook/website

15.1 Contributions/what has this meeting achieved?

The meeting ran out of time to consider.

The Chair gave a vote of thanks to Mr Denton who is retiring on 31<sup>st</sup> December, noting this shall be his last Parish Council meeting. Mr Denton has served Martlesham as a Parish Councillor for over 10 years and given valuable service to planning matters and the Development, Environment and Transport Committee. His legacy will be the Martlesham Neighbourhood Plan which might not have happened but for the dedication and hard work of Mr Denton.

The meeting closed at 9.50pm.

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Chairman, 12 January 2022