

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 6TH OCTOBER 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.

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 Councillor Caroline Page.

**2. Interests**

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

**3. Resignation of Mr Stephen Denton** The Chairman is in receipt of the written resignation from Mr Denton, with the resignation taking effect 31<sup>st</sup> December 2021. Note for meeting 12<sup>th</sup> January 2022.

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

**5. Minutes of Parish Council Meeting 01.09.21** Minutes & Reports filed in the office together with the minutes. The minutes and reports were approved as written, and signed by the Chairman

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

**7. PUBLIC FORUM**

7.1 Police Report:

No formal report received from the Police, only recent Police Connect messages.

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

The written report was received from County Councillor Caroline Page. No report from County Councillor Patti Mulcahy.

7.3 Reports from District Councillors

Mr Blundell advised the meeting that

- The McCarthy and Stone (now known as McCarthy Stone) planning application has been recommended for approval by East Suffolk Council (ESC). This is disappointing given unresolved issues remain.
- The Orwell Truck Stop has been closed which may well lead to an increase in unauthorised and ad hoc lorry parking on the roads.
- Brightwell Lakes is in a state of preparation for the build, with the developers working on the pond and wildlife. He has raised with ESC, the proximity of, and noise from, the speedway. Mr Blundell is also aware of recent issues with narrow lanes in Grundisburgh, holding up planning decisions for new housing, which is useful experience in the planning of the Brightwell Lakes development.

Mr Thompson advised the meeting that he has attended several meetings and training sessions.

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

7.5 Any issues raised by the public

Mr Staines raised a resident's request to draw the Parish Council's attention to cars parking on the pavement at Saddlers Place. The meeting advised the resident to report the matter to the Police, and if possible, to provide the Police with photographs of the offending vehicles. Mr Boswell will mention this at the next meeting of MHHL.

**Action:** Clerk to write to draft an article for the Martlesham Monthly. **Agreed.**

## **8. Financial Matters**

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

**RESOLUTION C2021/10a:** To ratify the list of cheques signed between meetings. **Agreed.**

8.2 Any pending expenditure transactions

**RESOLUTION C2021/10b:** To pay all pending expenditure transactions (list filed in the office together with the minutes). **Agreed.**

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

CP noted.

8.4 Completion of limited assurance review y/e 31.03.2021 The meeting noted the successful completion of the auditor's review of the Annual Governance & Accountability Return (AGAR) without matters arising and noted the External Auditor Report and Certificate 2020/21. Copies filed in the office together with the minutes. The Finance Officer was thanked for her hard work.

**RESOLUTION C2021/10c:** To agree a 14-day notice period from the 22.09.21 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. To accept the timetable for the 2021/22 limited assurance review subject to changing 1<sup>st</sup> July 2021 to 1<sup>st</sup> July 2022. **Agreed.**

8.5 Formal authority for the Finance Officer CR noted, filed in the office together with the minutes.

**RESOLUTION C2021/10d:** To agree the Responsible Financial Officer may sign on behalf of the Parish Council as 'Finance Officer' and is duly authorised to deal with HMRC, Pensions, Barclays Bank & Cambridge Building Society, utility companies and insurance companies on behalf of MPC. **Agreed.**

8.6 Pension Contribution Rates CR noted, filed in the office together with the minutes.

**RESOLUTION C2021/10e:** To ratify the pension contribution rates mid-year in accordance with the Pension Fund's advice and contribution bands. **Agreed.**

8.7 Direct Debit approval CR noted, filed in the office together with the minutes.

**RESOLUTION C2021/10f:** To agree Eon may invoice MPC monthly and to authorise the Finance Officer to set up a monthly direct debit with Eon, subject to regular meter readings being taken and monitored.

**ACTION** To apply for a smart meter, if eligible. To continue to take & monitor meter readings. **Agreed.**

8.8 Land Maintenance Contract Renewal CR noted, filed in the office together with the minutes.

The meeting noted 5 expressions of interest have been received to date. The deadline for expressing an interest is Friday 8<sup>th</sup> October. The deadline for tenders is Friday 29<sup>th</sup> October at noon. Tenders will be opened on Monday 1<sup>st</sup> November and a recommendation put to the R&AC at its meeting on 17<sup>th</sup> November. The R&AC, in turn, will put forward its recommendation to the PC to be consider at the PC meeting in January 2022

**ACTION:** Clerk to take to Recreation and Amenities Committee. **Agreed.**

## **9. To consider reports and recommendations from Committees**

9.1 Recreation & Amenities Committee 15.09.21. CP filed in the office together with the minutes.

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

## 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 filed in the office together with the minutes.

**RESOLUTION C2021/10g:** To ratify the list of decisions made between meetings. **Agreed.**

10.2 Outstanding Autumn meeting venues and dates CR filed in the office together with the minutes.

**RESOLUTION C2021/10h:** To ratify the decision to book St Michael's Hall for the Parish Council meeting on the 3<sup>rd</sup> November and for the following committee meetings: DETC meeting on 13<sup>th</sup> October 2021, the F&GPC Meetings on 20<sup>th</sup> October and 1<sup>st</sup> December, and the R&AC meeting on 17<sup>th</sup> November. **Agreed.** *Subsequent to the meeting the October F&GPC meeting was moved to the 27<sup>th</sup> October to take place in the Parish Room.*

10.3 Meeting Calendar 2022 CP filed in the office together with the minutes. Mr Thompson proposed changes to the calendar for DETC and R&AC to held third Wednesday of the month. This might not suit all councillors. Defer to the November Parish Council meeting or agreement.

**ACTION:** Clerk to further investigate the 2022 meetings dates. Members to consider their availability and inform the Clerk. **Agreed.**

10.4 Re-opening of the Parish Room for use by local organisations. CR filed in the office together with the minutes. The meeting noted:

- The ongoing **RESOLUTION C2021/7f:**
- That staff will be cleaning the Parish Room on Tuesday 16<sup>th</sup> November.
- A window cleaner is to be booked to clean the windows and window frames.
- Some local organisations have booked the Parish Room from the 1<sup>st</sup> January 2022.
- Alternative heating systems for the office and Parish Rooms, might be greener and cheaper.
- It is important to liaise with the Community Hall Committee on any alterations to the fabric of the building.

**ACTION:** Clerk and Finance Officer to continue to liaise with the Community Hall Committee **Agreed.**

10.5 Donation for 2 poppy wreaths for Remembrance Sunday: CR filed in the office together with the minutes.

**RESOLUTION C2021/10i:** To approve a donation of £60, to be taken from Chairman's Allowance, for 2 Remembrance Sunday wreaths; Mr Williamson to place one at St Mary's Church and Mr Staines (in his absence Mrs Davey) to place one at the Barrack Square war memorial.

10.6 Parish Online User Group CR10 filed in the office together with the minutes. Noted.

**RESOLUTION C2021/10j:** The Parish Council resolves that in view of the confidential nature of the business about to be transacted, namely agenda item 10.7, it is advisable in the public interest that any members of the public be temporarily prohibited from entering the room. **Agreed.**

The meeting continued in camera

10.7 Safeguarding Confidential CP filed in the office together with the minutes. There was a brief discussion. No further action required.

The Chairman reopened the meeting to the public.

Mr Blundell left the meeting.

10.8 Community Hall car park ASB & lighting CR10 filed in the office together with the minutes.

Noted that a resident has asked for the lights in the car park to be turned off to deter people from playing football in the car park overnight which has happened. The car park lights are currently on all night. ASB has been reported to the Police. Mr O'Brien Baker gave the background to the lighting

system in the car park.

**ACTION:** The Clerk to investigate whether a passive Infrared lighting system is feasible, and liaise with the Community Hall Committee **Agreed**

10.9 Update on Underpass Project CR12 filed in the office together with the minutes. It was noted that the graffiti on the footpath under the 'Tesco' subway has been removed by Norse. Graffiti removal remains the responsibility of Suffolk Highways. However, SCC have noted in the past that there is no intention to remove any graffiti unless it is deemed offensive. Noted also that Kesgrave TC Clerk & ESC Communities Officers have emailed local schools regarding a street art project to counteract graffiti (Spring 2022). Next meeting of the group 12<sup>th</sup> October.

10.10 Defibrillator for old Martlesham – Red Lion PH The Council Officer reported the equipment is on order and the electrician booked. Ongoing.

10.11 Defibrillator for Lancaster Drive CR13 filed in the office together with the minutes. Ongoing.

**ACTION:** Councillors to pass any suggestions for suitable locations in the southern area of Eagle Way, to Mr Boswell. **Agreed**

10.12 Operation London Bridge CP filed in the office together with the minutes. The meeting noted that MPC meetings and working group events may be cancelled at short notice. Clerk to liaise with the insurance company on event cancellation insurance. Possible venues for locating a condolence book table, were discussed. The focus at this stage must be the shadow web page for the Parish Council website.

**ACTION:** Clerk to liaise with local Clergy, enquire whether St Michael's Hall is suitable and available at short notice, consider the Operation London Bridge requirements for Local Authority websites and liaise with MPC insurers on MPC event cancellation insurance. **Agreed**

At 9.30pm the following decision was made: **RESOLUTION C2021/10k:** To suspend Standing Order 3w to complete all business on the agenda. **Agreed.**

10.13 Parish Council email addresses. CR14 filed in the office together with the minutes For General Data Protection Regulation (GDPR) and Freedom of Information (FOI) reasons, the Council considered whether all councillors should be issued with an email address for PC business; further, whether this should be a Gov.uk address or a parish council address.

**ACTION:** Clerk to investigate whether One Suffolk can offer parish council addresses as part of a mail hosting service and investigate Government advice for .gov.uk users **Agreed**

## 11. TO CONSIDER REPORTS FROM WORKING GROUPS

11.1 Village Fete Saturday 16th July 2022 Village Fete Report received. CR15 filed in the office together with the minutes. Noted the financial queries have been addressed by the Finance Officer, volunteers are required to man the MPC stand, and the purchase of a gazebo has previously been agreed by the Parish Council.

**ACTION:** Finance Officer to place the gazebo order with the words 'Martlesham Parish Council' on the banner **Agreed.**

11.2 Climate Emergency Summit CR16 filed in the office together with the minutes Noted the event on 25<sup>th</sup> September 2021 was a great success and is likely to be repeated next year. Suggestions for attracting a younger demographic should be referred to Mr Whitby.

11.3 Climate Action Repair Cafe CR17 filed in the office together with the minutes. The meeting noted

- Repair Cafes have been successful around the UK for about 10 years and key guidance is available online <https://www.repaircafe.org/en/about/>
- The initial budget of £100 could be taken from Martlesham Climate Action Working Group budget. The intention is that the café will become self-funding.

- The MPC Insurers have been contacted and insurance advice is awaited.

**RESOLUTION C2021/10i:** To approve the concept of running a Repair Cafe and that the Martlesham Climate Action Working Group may proceed to set up the repair café subject to insurance cover being available. **Agreed.**

## **12. Consultations**

12.1 Boundary Commission Review. CP 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. No issues to report

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

14.1 SALC

**RESOLUTION C2021/10m:** To authorise Mr O' Brien Baker to attend the SALC meetings. **Agreed.**

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

15.1 Contributions/what has this meeting achieved?

Harry Higgins Play Park reopened. Speed indicator article. Cars parking on the pavement and footways.

The meeting was closed at 10.00pm.

*M. Williamson*

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Chairman, 03 November 2021