

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 2nd NOVEMBER 2022

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

There were no members of the public present.

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

1. Apologies

There were apologies from Mr Irwin.

There were also apologies from County Councillor P Mulcahy & County Councillor C Page.

Mr Thompson informed the Clerk that he would arrive late to the meeting due to an earlier meeting for East Suffolk Council.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): Mr O'Brien Baker declared an interest in the Martlesham in Bloom grant (Agenda item 8).

2.2 Local non-Pecuniary interests (LNPI): Mr L Burrows declared an interest in the Martlesham in Bloom grant (Agenda item 8).

Mr O'Brien Baker wished it to be noted that he personally knows Mr Tester (Recommendation F2022/10e at Agenda item 8).

3. Filling the Parish Councillor vacancies CR1 filed in the office with the minutes.

Noted.

4. Minutes of Parish Council Meeting 07.09.22 (CP filed in the office with the minutes).

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

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

6. Public Forum

6.1 Police Report /ASB Report: No report available as the last ASB meeting was cancelled. No issues raised by the public.

6.2 Reports from District Councillors: (Cllr Thompson's report filed in the office with the minutes).

Noted £2.5m has been allocated to Suffolk under the Levelling Up budget by national Government. This has attracted media coverage on Radio Suffolk.

6.3 Reports from County Councillor: (Cllr Mulcahy's report and Cllr Page's report filed in the office with the minutes).

Noted. Cllr Page is suffering with a serious illness.

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: No issues raised.

7. Financial Matters

7.1 Cheques signed between meetings: Noted there were no cheques signed between meetings because these were ratified at the Finance and General Purposes Committee meeting last week.

7.2 Any pending expenditure transactions: (CP filed in the office with the minutes).

RESOLUTION C2022/11a: To pay both pending expenditure transactions as filed in the office together with minutes. **Agreed.**

The Chairman and the Clerk signed the pending expenditure transaction report.

Mr Thompson joined the meeting at 7.40pm

7.3 Income & expenditure: (CP filed in the office with the minutes).
Noted.

7.4 Community Governance Review: (CR2 filed in the office with the minutes).
Noted. This will reduce the number of seats to 14 seats (reduced by one) for Martlesham Council.

7.5 Martlesham Parish Council Precept 2023/24: (CP Report from ESC not available).
Noted. The RFO has queried the ESC figures. Finance and General Purposes Committee to consider at next meeting.

8. To Consider Reports And Recommendations From Committees

8.1 Finance and General Purposes Committee 26.10.22: (CP filed in the office with the minutes).
Agreed.

The meeting considered **RECOMMENDATIONS F2022/10a -h** (CPs filed in the office with the minutes).

RECOMMENDATION F2022/10a: That the Parish Council increases the loft insulation in the Richards/Parish Room from 100mm to 300mm, with a budget of £2.5k to be taken from the earmarked Community Infrastructure Levy (CIL) funds, noting that when the tenders are invited, the contractors should advise on the sufficiency of the wall insulation and make recommendations for 'topping up' the wall insulation as deemed necessary.

RESOLUTION C2022/11b: To approve **RECOMMENDATION F2022/10a**: That the Parish Council increases the loft insulation in the Richards/Parish Room from 100mm to 300mm, with a budget of £2.5k to be taken from the earmarked Community Infrastructure Levy (CIL) funds, noting that when the tenders are invited, the contractors should advise on the sufficiency of the wall insulation and make recommendations for 'topping up' the wall insulation as deemed necessary. **Agreed.**

RECOMMENDATION F2022/10b: That the Parish Council proceeds with the installation of a PV system once the 3 quotes already obtained have been updated and explores using Community Infrastructure Levy (CIL) funds.

It was noted:

- The product is sourced from China - presumably with a heavy carbon footprint. Every technology has some carbon footprint associated with it which can usually be offset. On this occasion, the benefits outweigh the disadvantages
- Without a battery, there is only 70% of total electricity usage paying dividends
- Technology is advancing at a fast rate of development and improvement
- Having declared a climate emergency, MC should be seen to lead the way and promote good practice. This is commensurate with the Repair Hub advocating best practice
- Security of energy supply is increasingly important
- The quotes need to include an appropriate capacity and specification, with cost
- There are pecuniary advantages in setting a good example
- There is £77,136 remaining in CIL funds.

Mr Blundell joined the meeting at 8pm

RESOLUTION C2022/11c: To approve the following amendment to **RECOMMENDATION F2022/10b**. That the Parish Council proceeds with the installation of a PV system once the 3 quotes already obtained have been updated, to include and itemise the addition of a battery at the same time by the same contractor, and to explore using Community Infrastructure Levy (CIL) funds. **Carried**

Mr Burrows (Vice Chairman) requested a named vote.

All in favour: Mr D Boswell, Mrs H Davey, Mrs J Hall, Mr I O'Brien Baker, Mr R Staines, Mr E Thompson, Mr M Williamson, and Mr Whitby.

Objections: Mr Burrows

Abstentions: Mr Blundell

RESOLUTION C2022/11d: To approve **AMENDED RECOMMENDATION F2022/10b.**

That the Parish Council proceeds with the installation of a PV system once the 3 quotes already obtained have been updated, to include and itemise the addition of a battery at the same time by the same contractor, and to explore using Community Infrastructure Levy (CIL) funds. **Carried**

Mr Burrows (Vice Chairman) requested a named vote.

All in favour: Mr D Boswell, Mrs H Davey, Mrs J Hall, Mr I O'Brien Baker, Mr R Staines, Mr E Thompson, Mr M Williamson, and Mr Whitby.

Objections: Mr Burrows

Abstentions: Mr Blundell

RECOMMENDATION F2022/10c: That the Parish Room is used by the Repair & Advice Hubs for a trial period of up to 6 months, with ongoing review.

RESOLUTION C2022/11e: To approve **RECOMMENDATION F2022/10c:** That the Parish Room is used by the Repair & Advice Hubs for a trial period of up to 6 months, with ongoing review. **Agreed**

RECOMMENDATION F2022/10d: That the Parish Council approves the following grant applications received for 2023/24: Disability Advice Service (East Suffolk) £500.00; Greenways Countryside Project £1,100.00; Martlesham Bowls Club £1,000.00; Martlesham Conservation Group £147.52; Martlesham in Bloom £190.00; Martlesham Heath Aviation Society £400.00. **Total: £3,337.52.** That the grant application from The Saplings Nursery is put on hold until further information is forthcoming.

Mrs Hall suggested that a donation be given to the Suffolk Wildlife Trust for their campaign to create a new nature reserve in Martlesham called Martlesham Wilds through the purchase of 289 acres of recently organically farmed land.

RESOLUTION C2022/11f: To amend **RECOMMENDATION F2022/10d** to include reference to a donation to the Suffolk Wildlife Trust's campaign to create a new nature reserve in Martlesham called Martlesham Wilds. **Carried.**

RESOLUTION C2022/11g: That the Parish Council approves amended **RECOMMENDATION F2022/10d** as follows:

That the Parish Council approves the following grant applications received for 2023/24: Disability Advice Service (East Suffolk) £500.00; Greenways Countryside Project £1,100.00; Martlesham Bowls Club £1,000.00; Martlesham Conservation Group £147.52; Martlesham in Bloom £190.00; Martlesham Heath Aviation Society £400.00. Total £3,337.52 and approves a donation of £1,000.00 to the Suffolk Wildlife Trust (in financial year 2022/23) for the creation of a new nature reserve in Martlesham called Martlesham Wilds, an exceptional project for the parish of Martlesham. **Carried.**

RECOMMENDATION F2022/10e: 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.

RESOLUTION C2022/11h: To approve **RECOMMENDATION F2022/10e:** 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.**

RECOMMENDATION F2022/10f: To pass a resolution to sign up to the civility and respect pledge.

RESOLUTION C2022/11i: To approve **RECOMMENDATION F2022/10f:** To pass a resolution to sign up to the civility and respect pledge. **Carried**

RESOLUTION C2022/11j: 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 the Council Officer, and they are instructed to withdraw. **Agreed.**

The Council Officer left the meeting.

The following items were taken in camera

RECOMMENDATION F2022/10g: To pay the Admin Assistant in lieu of holiday when she leaves her job on 31 December 2022.

RESOLUTION C2022/11k: To agree RECOMMENDATION F2022/10g to pay the Admin Assistant in lieu of holiday when she leaves her job on 31 December 2022. **Agreed.**

RECOMMENDATION F2022/10h: please refer to Confidential Report F2022/10.

RESOLUTION C2022/11i: To amend Recommendation F2022/10h to include an increase of £200 for a retirement gift. **Agreed.**

The in camera item was concluded.

The Council Officer returned to the meeting.

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 circulated prior to the meeting and filed in the office with the minutes.)

RESOLUTION C2022/11m: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

9.2 Approval of Meetings Calendar 2023: (CP and CR3 circulated prior to the meeting and filed in the office with the minutes).

Noted. The effect of the May 2023 elections on the proposed timetable was debated.

RESOLUTION C2022/11n: To agree the calendar as stated in the CP subject to any revisions required by the May 2023 election timetable. **Agreed.**

9.3 Martlesham Wilds: (CP and CR4 circulated prior to the meeting and filed in the office with the minutes).

Noted. The Clerk informed the meeting that the Recreation Ground and Kronji's Piece Steering Group are seeking collaborative working with Suffolk Wildlife Trust (SWT) as the Recreation Ground is a portal to access the wider countryside. Mrs Hall added the Climate Action Group would also like to explore collaborative opportunities with SWT. The Clerk advised the meeting that SWT will be giving a presentation at the Volunteer Thank You Event of 30th November; a good platform for introductions to be made. Mr Whitby reported that SWT will be hosting 4 information walks before Christmas, scheduled for every other Sunday. It was suggested SWT are invited to speak at the Annual Parish Meeting.

RESOLUTION C2022/11o: To agree that Suffolk Wildlife Trust are invited to speak at the 2023 Annual Parish Meeting. **Carried.**

9.4 Access to council policies and documents and use of the website search engine: (CP filed in the office with the minutes).

Noted. Comments invited to be given to the December F&GPC meeting to consider. The proposal was further outlined by Mrs Hall and Mr Whitby; rather than emailing papers, councillors access papers directly from the cloud. This simplifies storage, distribution, document management and archiving systems. It adds a level of data protection because information is not downloaded on to personal devices, just accessed remotely from any device, anywhere, anytime – all managed by a protected password and log in system. The log in can be removed at any time by an administrator. Training is available. The meeting was in favour of investigating further, including the suggestion for the Council to purchase new devices on which councillors would conduct Council business. Mr Whitby to prepare a CP for the FGPC meeting. Clerk to liaise with the Council's IT contractor.

9.5 Village Fete 15th July 2023: (CP read out by Mrs Davey in Mr Irwin's absence and filed in the office with the minutes).

RESOLUTION C2022/11p: To agree that the Village Fete will take place on 15th July 2023. Carried.

9.6 Citizens Advice East Suffolk (CAES): (CR5 filed in the office with the minutes).

Noted. The proposed use of the Parish Room is in accordance with the Parish Room policy; CAES have since confirmed they have the resources to host sessions on every third Tuesday of the month.

9.7 Headway Suffolk – late request for donation: (CP filed in the office with the minutes).

Noted. Headway have approached MPC for an unspecified sum post the grant deadline. There remain unallocated funds available. £400 was agreed to be allocated out of time.

RESOLUTION C2022/11q: To award a grant of £400 to Headway in the financial year 2023/24, noting that this is being granted outside of the Council's normal timetable for grants and explaining the grant application process. Carried.

At 9.20pm Councillor Blundell left the meeting.

10. To Consider Reports From Working Groups

10.1 Volunteer Event 30th November 2022: (CR6 circulated prior to the meeting and filed in the office together with the minutes)

Noted that CR6 now superseded. Suffolk Wildlife Trust have accepted the invitation to present their Martlesham Wilds project. Invites to be sent out this week. It was confirmed that the Volunteer Event Working Group is just a planning committee to organise this single event, not to be confused with the Volunteer Working Group which hasn't met for some time.

10.2 Martlesham Climate Action (MCA) – 26.09.22 notes of meeting: (CP circulated prior to the meeting and filed in the office with the minutes).

Noted.

10.3 Personnel Working Group next meeting 20.10.22: Noted.

10.4 Personnel Working Group: next meeting on 6th December 2022.

11. Consultations

11.1 Consultations: Nothing to report

11.2 Community Governance Review – Final recommendations: (CR6 filed in the office with the minutes). Noted.

12. 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

12.1 Nothing to report

13. Any reports from representatives on local organisations

13.1 Martlesham Community Hall Committee – meeting 20.10.22:
Awaiting notes of meeting.

13.2 Suffolk Enhanced Bus Partnership meeting 18.10.22:

Mr Williamson reported that the bus companies and SCC have decided there is too much congestion for the buses to run efficiently in Ipswich Town Centre so enforcement measures to clear the bus lanes are to be investigated. A suggestion has been to use the Park And Ride stations as transit hubs linking rural services to town centre services.

13.3 Other reports? Nothing to report

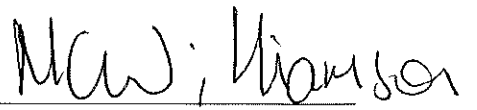
14. Items for Martlesham newsletters (November)/Facebook/website

14.1 Contributions/what has this meeting achieved:

Decisions to install solar panels on the Parish Rooms, award grants, and donate to Martlesham Wilds.

Draft until signed

There being no further business the meeting was closed at 9.28 pm


Chairman, 11th January 2023