

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 12th JANUARY 2022

VENUE: St Michael's Church Centre, Martlesham Heath.

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

There was one member of the public present (Mr B Alexander).

In attendance: Mrs D Linsley (Clerk) and Mrs S Robertson (Finance Officer).

The Finance Officer confirmed that the meeting was quorate.

'No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.' Martlesham Parish Council, Standing Orders.

(Total number of councillors currently is 11. Quorum for PC meeting is 4.)

The F&GPC to consider revising quorum numbers if necessary due to a reduced number of Parish Councillors and absences that may occur due to Covid-19.

Mr Jordan, responsible for setting up the sound system in the Church Centre, reminded councillors of the correct way to use the microphones, before leaving.

1. Apologies: There were apologies from Messrs Whitby, Boswell and Irwin.
There were also apologies from County Councillor C Page.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

3. Filling the Parish Councillor vacancies

Mrs Hall reported that whilst delivering the 'rewilding' calendars she had met a local resident who was interested in becoming a parish councillor.

The **Clerk** to contact the resident about becoming a councillor. **Agreed.**

4. Minutes of Parish Council Meeting 03.11.21 CP – Minutes

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

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

6. PUBLIC FORUM

6.1 Police Report – Woodbridge & District ASB meetings

The notes of the last meeting held in October were reported at the November PC meeting. The next meeting is on 20.01.22.

6.2 Reports from County Councillors CP – Cllr Pages' report filed in the office together with the minutes. Noted.

Cllr Page was thanked for her written report.

6.3 Reports from District Councillors

Cllr Thompson reported that he had attended a briefing with the Police. 'County lines' were being investigated. Work on digital crime demanded a lot of resources and was a reason why there were fewer police officers working on the ground.

6.4 To allow members of the public to address business on the agenda

There were no issues raised.

6.5 Any issues raised by the public

There were none.

7. Financial Matters

7.1 Cheques signed between meetings CP circulated at meeting and filed in the office together with the minutes.

RESOLUTION C2022/1a: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

7.2 Any pending expenditure transactions CP circulated at meeting and filed in the office together with the minutes.

RESOLUTION C2022/1b: To pay all pending expenditure transactions (filed in the office together with minutes). **Agreed.**

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

7.3 Income & expenditure Noted.

7.4 Update on Mandate Change Request & Internet Banking CR2 Noted.

7.5 National Insurance Contribution Increase from 01 April 2022 CR3 Noted.

7.6 No council tax referendum principles in 2022/23 CR4 Noted.

7.7 Insurance Policy - Adjustment Confirmation Effective from 09/12/2021 CR5 Noted.

8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Recreation & Amenities Committee 17.11.21 CP – Minutes

The amended minutes were approved and signed as correct by the Chairman. **Agreed.**
DECISIONS R2021/11a – 11i were noted.

The following recommendation was considered in camera.

RESOLUTION C2022/1c: 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 member of the public left the meeting.

RECOMMENDATION R2021/11a: To award the Land Maintenance Contract 1st April 2022 – 31st March 2025 to Tender B. CP - Confidential report filed in the office.

RESOLUTION C2022/1d: To accept RECOMMENDATION R2021/11a and award the Land Maintenance Contract 1st April 2022 – 31st March 2025 to Tender B. **Agreed.**

The in-camera item was concluded.

The member of the public returned to the meeting.

The PC was informed that Tender B is SCL Landscape Management Ltd.

8.2 Finance & General Purposes Committee 01.12.21 CP – Minutes

The minutes were approved and signed as correct by the Chairman. **Agreed.**
DECISIONS F2021/12a – 12d were noted.

RECOMMENDATION F2021/12a: That Mr David Hunt is appointed as internal auditor for financial year 2021/22 with the fee held as for 2020/21.

RESOLUTION C2022/1e: To accept RECOMMENDATION F2021/12a that Mr David Hunt is appointed as internal auditor for financial year 2021/22 with the fee held as for 2020/21. **Agreed.**

RECOMMENDATION F2021/12b: To award a grant of £400 each to Headway & Ipswich Citizens Advice Bureau in the financial year 2022/23, noting that this is being granted outside of the Council's normal timetable for grants and explaining the grant application process.

(Note: if this is agreed, this will still leave £353 unallocated in the Grant budget 2022/23)

RESOLUTION C2022/1f: To accept RECOMMENDATION F2021/12b to award a grant of £400 each to Headway & Ipswich Citizens Advice Bureau in the financial year 2022/23, noting that this is being granted outside of the Council's normal timetable for grants and explaining the grant application process. **Agreed.**

It was noted that this will still leave £353 unallocated in the Grant budget 2022/23.

RECOMMENDATION F2021/12c: To set up an EMR (earmarked reserve) Repair Hub in the accounts.

RESOLUTION C2022/1g: To accept RECOMMENDATION F2021/12c to set up an EMR (earmarked reserve) Repair Hub in the accounts. **Agreed.**

RECOMMENDATION F2021/12d: To plant a native tree, with a plaque in memory of John Forbes, outside the Richards/Parish Room.

RESOLUTION C2022/1h: To accept RECOMMENDATION F2021/12d to plant a native tree, with a plaque in memory of John Forbes, outside the Richards/Parish Room. **Agreed.**

RECOMMENDATION F2021/12e: To install a bench in memory of John Forbes; location still to be decided.

RESOLUTION C2022/1i: To accept RECOMMENDATION F2021/12e to install a bench in memory of John Forbes; location still to be decided. **Agreed.**
John Forbes' family to be consulted over costs. **Agreed.**

The supporting papers for the recommendation below: draft earmarked reserves 2022/23 & PWCG financial statement are filed in the office together with the minutes. CR6 was also referred to.

RECOMMENDATION F2021/12f: That the Parish Council sets earmarked reserves for 2022/23 for the Finance and General Purposes Committee of £94,613, the Recreation and Amenities Committee of £27,185 and the Development, Transport & Environment Committee of £1000, totalling £122,798, noting that this figure will be adjusted at the year-end according to how much money is left in 9003 EMR Locality Budget/Grants, 9010 EMR Bike Trails Project, 9019 EMR Portal Woodlands CG, 9020 EMR CIL Reserve, 9024 EMR S106 Reserve, where remaining balances are carried forward.

The Financial Officer explained her proposed amendment to the figures, as outlined in CR6, regarding the PWCG's purchase of a brush cutter.

RESOLUTION C2022/1j: To amend Recommendation F2021/12f as follows: earmarked reserves for the Recreation and Amenities Committee to read £27,327 and therefore the new total for earmarked reserves is £122,940. **Agreed.**

RESOLUTION C2022/1k: To accept RECOMMENDATION F2021/12f, with the amendment agreed as per Resolution C2022/1j, that the Parish Council sets earmarked reserves for 2022/23 for the Finance and General Purposes Committee of £94,613, the Recreation and Amenities Committee of £27,327 and the Development, Transport & Environment Committee of £1000, totalling £122,940, noting that this figure will be adjusted at the year-end according to how much money is left in 9003 EMR Locality Budget/Grants, 9010 EMR Bike Trails Project, 9019 EMR Portal Woodlands CG, 9020 EMR CIL Reserve, 9024 EMR S106 Reserve, where remaining balances are carried forward. **Agreed.**

The supporting papers for the 2 recommendations below: draft budget 2022/23 with notes, summary of income 2022/23, budget & precept proposals for 2022/23 are filed in the office together with the minutes. Also referred to was DECISION F2021/12D – RISK ASSESSMENT OF GENERAL RESERVES in December F&GPC minutes.

RECOMMENDATION F2021/12g: That the Parish Council sets a budget for 2022/23 of £161,937.

RESOLUTION C2022/1l: To accept RECOMMENDATION F2021/12g that the Parish Council sets a budget for 2022/23 of £161,937. **Agreed.**

RECOMMENDATION F2021/12h: That the Parish Council sets a precept for 2022/23 of £152,250 (Example 3 in the Finance Officer's report).

RESOLUTION C2022/1m: To accept RECOMMENDATION F2021/12h that the Parish Council sets a precept for 2022/23 of £152,250. **Agreed.**

The Council has agreed a budget of £161,937 to meet growing demands on its resources and changes in staffing. The Council is mindful of the financial constraints that many families are experiencing and so has chosen to use some of its general reserves to meet the budget rather than passing full costs on to parishioners. Therefore, the precept is set at £152,250. This does mean an increase in 2022/23 to £66.29 per property from £63.14, which will show as an increase of approx. 5% on the precept but is only £3.15 a year for band D properties.

Mr O'Brien Baker informed the meeting that he was unhappy with reducing the PC's reserves which may lead to raising the precept in future years.

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 Ratify decisions CP filed in the office together with the minutes.

RESOLUTION C2022/1n: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

9.2 Staff working from home (from 13.12.21) following Government's introduction of Plan B. Noted.

9.3 Operation London Bridge update CR7 Noted.

9.4 Domain name and official councillor email accounts CR8

More thought is needed into the merits of changing the domain names and having official councillor email accounts.

Any comments from councillors to be given to the Clerk. **Agreed.**

9.5 Green audit report CP filed in the office together with the minutes.

RESOLUTION C2022/1o: To request that the F&GPC with advice from MCA members consider the Green Audit Report and report back to the PC. **Agreed.**

9.6 Re-opening of the Parish Room for use by local organisations update CR9 Noted.

9.7 Underpass Project update and funding

Mr Williamson reported that the next meeting of the Underpass Project was on 25.01.22. The Project involves using an anti-graffiti coating which will enable graffiti to be washed off. Cllr Thompson encouraged the Project to approach him for funding.

9.8 Defibrillator for old Martlesham – Red Lion PH CR10 Noted.

9.9 Web Content Accessibility Guidelines (WCAG) update CR11 & CPs filed in the office together with the minutes. Noted.

The **Clerk** to ask Mr Whitby if he would like to be a member of a new social media working group. **Agreed.**

RESOLUTION C2022/1p: To authorise the Council Officer to discuss the WCAG test report with One Suffolk (the PC's website host) and with the Social Media Working Group, draft a revised compliance statement, and make recommendations for the Full Council to consider. **Agreed.**

To authorise the Council Officer, in liaison with the Social Media Group, when it has been formed, to look into new MPC website formats. **Agreed.**

9.10 Treebilee

No update on the delivery of the Treebilee oak had been received.

The tree would require a prominent position in the parish.

The **Clerk** to ask MHHL if the oak could be located on The Green and consult with the tree wardens.

Agreed.

The cost of protective railings and a plaque needs to be considered.
The R&AC to consider the location and the sundries required and report to the February PC meeting.
Agreed.

Cllr Thompson offered financial assistance through his Enabling Budget.

10. TO CONSIDER REPORTS FROM WORKING GROUPS

10.1 Community Partnership – Rewilding Group/ Transport Group?

There was no report.

10.2 Martlesham Climate Action (MCA) meeting 15.11.21 and the garden rewilding calendar

CP filed in the office together with the minutes.

It was noted that the delivery of the calendars to households commenced weekend 08/09.01.22.
The member of the public, Bob Alexander, was thanked for helping deliver the calendars.
Any amendments to be reported online to Martlesham Climate Action as detailed on the inside back page of the calendar.

10.3 SID report There was no report.

10.4 Village fete update

Mrs Davey reported that insurance forms were due to go out and that some stalls and music had been booked.

One entry to the photographic competition had been received.

11. Consultations

11.1 ESC's Cycling and Walking Strategy response submitted 06.01.22 CP filed in the office together with the minutes. Noted.

Mr O'Brien Baker reminded the PC that the Martlesham end of Sandy Lane comes out into The Street.

Mr Burrows criticised ESC's consultation information which had been confusing and not easy to read and was unhappy to see a proposed priority route go across Martlesham Common Local Nature Reserve.

Mrs Davey congratulated those involved with putting a response together and for working over the Christmas and New Year period to reach the deadline of 10th January.

Mrs Hall appreciated the supportive comments made by Mr Burrows and Mrs Davey.

11.2 Sizewell C CR12 Noted.

Mr Whitby had been made aware of information on Sizewell C that had been received.

11.3 McCarthy Stone planning application DC/21/3305/FUL - That solicitors be engaged by MPC to advise the Parish Council on all aspects of the transfer of the car park land. That all efforts be made to recoup all reasonable costs from the developer. Consider CR13, CP filed in the office together with the minutes.

Mrs Hall reported that comments and questions arising from the McCarthy Stone Working Group meeting on 06.01.22 had been presented to McCarthy Stone representatives at a meeting on 11.01.22 attended by herself and the Council Officer. Following that meeting a revised car park design will be drawn up and given to the Working Group to discuss.

Solicitors acting for the PC need to be land/property experts.

The **Clerk** to make enquiries into suitable solicitors to advise the PC on all aspects of the transfer of the car park land. **Agreed.**

The PC has 13K EMR available for legal and professional fees. McCarthy Stone has offered 2K towards legal costs.

Funding to employ solicitors to be considered at the February PC meeting. **Agreed.**

12. Training

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting

CR14

Mrs Hall suggested finding ways of engaging with younger members of the local community as a way of recruiting councillors. She suggested engaging with Head Teachers of local state and private

schools through the citizenship curriculum. Talking about what is like to be a MPC councillor, sharing experiences and the variety of work undertaken by the PC could be part of recruiting new councillors.

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

13.1 Discretionary Rate Relief Review CR15 Noted.

13.2 Any matters arising? None.

14. Any reports from representatives on local organisations

14.1 Any reports?

RESOLUTION C2022/1q: To appoint Mrs Hall as a representative of the PC on the Deben Estuary Partnership Group. **Agreed.**

RESOLUTION C2022/1r: To appoint Mr O'Brien Baker as a representative of the PC on the SALC Southern Area. **Agreed.**

RESOLUTION C2022/1s: To appoint Mr Williamson as a representative of the PC on the ASB meeting. **Agreed.**

15. Items for Martlesham newsletters (March)/Facebook/website

15.1 Contributions/what has this meeting achieved?

Four councillor vacancies, budget and precept, village fete date, thank volunteers who delivered calendars, SID and photographic competition.

There being no further business the meeting was closed at 9.30pm.

Chairman, 2 February 2022