

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 5<sup>th</sup> OCTOBER 2022**

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

County Councillor P Mulcahy.

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 Whitby.  
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** Ongoing

**4. Minutes of Parish Council Meeting 07.09.22** CP - Minutes. It was noted that Mr Burrows had left the September meeting at the same time as Mr Blundell at 9.49pm. The corrected 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. No issues raised by the public.

6.2 Reports from County Councillors CPs - Cllr Mulcahy's report and Cllr Page's report filed in the office with the minutes. Noted.

Since writing her report, Cllr Mulcahy has been informed the Foxhall Road Recycling Centre improvement works will commence 17<sup>th</sup> October 2022 and is estimated to take 18 months; the second stage will involve road works on the Foxhall Road, anticipated January 2023- April 2023. Foxhall Road will remain passable throughout.

Cllr Page is still in hospital with a serious illness.

6.3 Reports from District Councillors CP - Cllr Thompson's report filed in the office with the minutes. Noted with the correction that 'a share of £500' should read 'a share of £500m'.

Cllr Blundell gave some detail on ESC's Ease the Squeeze scheme and other projects which ESC is funding. These include Grow Your Own Food, Winter Warmth packs, setting up community pantries with energy- saving cooking devices, and promoting Men's Sheds, Bikeability, youth cafes, and Road Safety Week (14-21 November 2022). He also reported on the increased local bed count required of ESC by Central Government for refugees. Cllr Blundell offered further details to all Councillors on all topics, outside of the meeting. He concluded that Martlesham Council has a good reputation within ESC for the excellent service it provides and gave thanks to Martlesham Council on behalf of ESC.

Mr Thompson added an update on ESC handy man services available to the disabled.

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

Mrs Hall reported that some residents recently received notification from Suffolk Wildlife Trust (SWT) that SWT has acquired land by the Creek, advising that SWT intends to manage the area as a new nature reserve. Mrs Hall asked that the Clerk investigate this further, reporting back on any opportunities for MPC to work with the SWT on the project. **Agreed.**

### 7. Financial Matters

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

**RESOLUTION C2022/10a:** To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

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

**RESOLUTION C2022/10b:** 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 CPs filed in the office with the minutes. Noted.

7.4 Changes to Barclays business savings accounts CR1 Noted.

7.5 Budget considerations

Items to be included in the 2023 -2024 budget should be forwarded to the Finance Officer. Noted.

### 8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Development, Environment & Transport Committee 28.09.22 CP - Minutes.

Mr Burrows wishes his apologies to be recorded in the September DETC minutes. **Agreed.**

The corrected minutes were approved and signed by the Chairman.

**RECOMMENDATION D2022/9a** in the September DETC Minutes.

**RESOLUTION C2022/10c:** To approve RECOMMENDATION D2022/9a: (i) display a piece of the former runway tarmac in an internal display case in the Parish Rooms accompanied by a short piece of written text (prepared by the Village Recorder or other local interest groups) (ii) Source the display case through targeted enquiries, preferably upcycling an existing display case or existing item of furniture ideally using the services of the Men's Shed/ Repair Café local groups but otherwise using local businesses. **Carried.**

### 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 C2022/10d:** To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

When requesting future quotes, the Parish Council specifies 'waste away' is to be included using the contractors own waste disposal licence/certification. **Agreed.**

9.2 Venue for Parish Council meetings

**RESOLUTION C2022/10e:** To remove this item from this and future agendas until circumstances change. **Agreed.**

9.3 Approval of Meetings Calendar 2023 CP circulated prior to the meeting and filed in the office with the minutes.

The effect of the May 2023 elections on the proposed timetable was debated. Clerk to seek clarification from SLCC and ESC Monitoring Officer.

**RESOLUTION C2022/10f:** To defer this item to the November Parish Council meeting. **Agreed**

9.4 Part funding of a Police Community Support Officer (PCSO) CR2 and CP circulated prior to the meeting and filed in the office together with the minutes. Noted.

The meeting queried whether the operational hours would be shared equally between the funding

Parishes or proportionate to the population in each Parish. It was noted that the Police element of the precept has increased by 7.1% on average over the last few years, whereas the parish council element of the precept has increased by only 2.5% in the same period. Additionally, the Constabulary has access to national funding. It was proposed not to continue with the proposal.  
**RESOLUTION C2022/10g:** Not to proceed with the proposal to share the appointment and funding of a PCSO for Martlesham. **Carried.**

9.5 Purchase 2 poppy wreaths for Remembrance Sunday CR3

**RESOLUTION C2022/10h:** To approve a donation of £60, to be taken from Chairman's Allowance, for 2 Remembrance Sunday wreaths. **Carried.**

Mr Williamson to place one at St Mary's Church and Mr Staines to place one at the Barrack Square war memorial. **Agreed.**

9.6 Purchase 13th edition of 'Arnold-Baker on Local Council Administration' CR4

**RESOLUTION C2022/10i:** To approve the purchase of the 13th edition of 'Arnold-Baker on Local Council Administration' at the discounted SLCC price. **Carried.**

9.7 Operation London Bridge update CP filed in the office with the minutes. Noted.

Thanks were given to the Council Officer for her work in successfully preparing and executing the protocol. The meeting felt the Parish Condolence Book could have been more accessible; the Parish website advised details of where but not when the Parish Condolence Book would be available. The meeting debated the suggestion for the Parish Council to offer x2 Parish Condolence Book venues, one in the Parish Rooms during working hours and one elsewhere. A Coronation event budget is required.

**RESOLUTION C2022/10j:** To set an ear marked reserve of £120 for the purchase of supplies in anticipation of the next funeral of a 'Senior Royal.' **Carried.**

**RESOLUTION C2022/10k:** To set a Coronation budget item at £200 **Carried.**

## 10. TO CONSIDER REPORTS FROM WORKING GROUPS

10.1 Village Fete finance report CP circulated prior to the meeting and filed in the office with the minutes. Noted.

Further donations are anticipated (£550), to be added to the total income once received. Previously agreed expenditure of £110 to the cadets for gratuities and certificates, will adjust the expenses total. Mr Irwin queried which budget the £7.50 stationery item was taken from, he didn't mind if it came out of the Village Fete budget. Thanks were given to Mr Irwin and Mrs Davey for their hard work in organising the summer fete.

*At 9pm Cllr Mulcahy and Councillor Blundell left the meeting.*

10.2 Volunteer Event CP circulated prior to the meeting and filed in the office together with the minutes. Noted.

The date and format of the event was debated. A further planning meeting is scheduled for 6.10.22 if the proposals are carried. Mrs Davey offered help with the event.

**RESOLUTION C2022/10l:** To hold a Volunteer Event to thank volunteers and hopefully recruit new councillors on Wednesday 30<sup>th</sup> November 2022 as outlined in the CP filed in the office with the minutes. **Carried.**

**RESOLUTION C2022/10m:** To appoint Mrs Davey to the Volunteer Event organising group. **Agreed.**

10.3 Martlesham Climate Action (MCA) – 26.09.22 meeting Notes unavailable.

10.4 Personnel Working Group next meeting 20.10.22. Noted.

10.5 Resignation of Mr Irwin from the Wildflower Project. CR5 filed in the office with the minutes. Noted.

## 11. Consultations

11.1 Environment Agency - Sizewell C permits. Deadline 25.09.22 CP circulated prior to the meeting and filed in the office with the minutes. Noted.

Thanks were given to Mrs Hall for her hard work in drafting the response which has been submitted.  
**RESOLUTION C2022/10n:** To ratify the Sizewell response circulated prior to the meeting and filed by the Clerk with East Suffolk Council. **Agreed**

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 Finance report CP to be re-circulated and added to the October F&GPC. **Agreed.**  
Refer any queries to the Finance Officer.

**13. Any reports from representatives on local organisations**

13.1 Martlesham Community Hall Committee – meeting 14.09.22

Mr Thompson reported on his attendance at the September meeting. The installation of solar panels requires further consideration by the Martlesham Community Hall Committee. Notes of this meeting to be circulated when available.

13.2 Brightwell Lakes Community Forum – meeting 03.10.22 CPs (filed in the office together with the minutes). Noted.

Any further street name suggestions to be passed on to Mr Irwin, Chairman of the Brightwell Lakes Forum, who will collate them and pass them on to the developer. **Agreed.**

At 9.30pm the following decision was taken:

**RESOLUTION C2022/10o:** To suspend Standing Order 3w to complete all business on the agenda.  
**Caried**

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

14.1 Contributions/what has this meeting achieved?

At 9.33pm Mr Burrows took over from the Chairman. **Agreed.**

The Chairman left the room.

Mr Burrows invited Items for Martlesham newsletters (November)/Facebook/website

At 9.35pm, Mr Irwin left the meeting and Mr Williamson returned to the room. Mr Williamson resumed the role of Chairman.

It was agreed to invite, via Facebook and the website, residents' suggestions for new street names for the Brightwell Lakes development.

It was agreed to advertise the ESC 'Ease the Squeeze' roadshows via Facebook and add to the existing item on the Parish website.

There being no further business the meeting was closed at 9.38 pm

  
Chairman, 2<sup>nd</sup> November 2022