

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 6<sup>th</sup> April 2022**

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

**PRESENT IN PERSON:** Mr C Blundell, Mr L Burrows (Vice Chairman), Mr Irwin, Mr I O'Brien Baker, Mr R Staines, Mr E Thompson, Mr Whitby, Mr M Williamson (Chairman).

**PRESENT BY ZOOM (no voting right permitted):** Mrs H Davey, Mrs J Hall.

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 Boswell, Mrs H Davey, Mrs J Hall, There were 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**

No expressions of interest received to consider co-option.

**4. Minutes of Parish Council Meeting 02.03.22** (CP & Minutes filed in the office together with the 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 Noted no meetings since last PC meeting.

6.2 Reports from County Councillors CP – Cllr Page's report - Noted there is an error in the reporting on the Ukraine war. Clerk authorised to write to Cllr Page requesting a correction before the report is filed in the office together with the minutes. Mr Whitby would like the Clerk to ask Cllr Page why the Sunnica application was rejected by SCC and what is the official SCC stance on Sizewell C? There is a discrepancy if SCC supports one but not the other. Clerk to action.

6.3 Reports from District Councillors

Cllr Thompson presented his report to the meeting (copy filed in the office together with the minutes) Noted. Cllr. Blundell reported on The East Suffolk Community Partnership Annual Forum event held at Trinity Park Ipswich on 25<sup>th</sup> March 2022, on ESC's plans for waste recycling, and ESC taking on civil enforcement powers for 'parking on the pavement'. He also noted the PC's response to a recent planning application involving a residential annexe to a Martlesham property; this was instrumental in ESC applying a planning condition against letting the annexe outside the family.

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 no issues raised.

**7. Financial Matters**

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

**RESOLUTION C2022/4a:** To ratify payment of cheques signed between meetings (as filed in the office

together with the minutes). **Agreed.**

7.2 Any pending expenditure transactions CP circulated at the meeting and copy filed in the office together with the minutes. The Chair queried the Land Maintenance payment item has a payment for January 2022 and the pending expenditure list has a transaction for March 2022, but no entry for February 2022? Clerk instructed to ask the RFO for clarification.

**RESOLUTION C2022/4b:** 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.

*At 8.pm Mrs Davey gave her apologies and left the meeting*

7.3 Income & expenditure CP circulated at meeting and copy filed in the office together with the minutes. Noted

7.4 Expenditure over £500 CR1 noted at the meeting and copy filed in the office together with the minutes. Expenditure now published on the PC website to be compliant with the Local Transparency Code of 2014.

7.5 Internal Control Statement for year ending 31 March 2022. CP noted at the meeting and copy filed in the office together with the minutes.

**RESOLUTION C2022/4c:** To approve the Internal Control Statement for year ending 31 March 2022. (filed in the office together with minutes). **Agreed.**

The Chairman and the Clerk signed the Internal Control Statement.

7.6 Draft CIL Report 01/04/21 -31/03/22 CP circulated at meeting and copy filed in the office together with the minutes. Noted

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

8.1 Recreation and Amenities Committee 09.03.22 CP & Minutes circulated at meeting and filed in the office together with the minutes. The Clerk reported a correction; Mrs Davey was not present at the last meeting, and this has been corrected on the signed copy.

The minutes were approved as amended and signed as correct by the Chairman. **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 C2022/4d:** To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

9.2 Venue for 4<sup>th</sup> May - Annual Parish Council Meeting.

As a now standard item, the meeting was asked to review suitable venues for holding Parish Council meetings. There were differing views held on the current level of covid risk, room acoustics, effective enabling of remote meetings, and cost.

**RESOLUTION C2022/4e:** To hold the May Annual Parish Council meeting at the Parish Rooms. **Carried**  
To retain a review of venues on the Agenda **Agreed.**

9.3 Annual Parish Meeting, 20th April

An Agenda has been prepared by the Clerk and Chairman. All councillors were encouraged to attend the event. Refreshments will be available. Cllr Blundell may have to give his apologies as he will be attending a meeting elsewhere for another Ward.

9.4 Staff working from the office CR2 circulated at meeting and filed in the office together with the minutes. Noted.

9.5 Treebilee and time capsule update CR3 & CPs circulated at meeting and filed in the office together with the minutes. Noted.

#### 9.6 Memorial tree and bench for John Forbes update

The Clerk reported that on Saturday, 9<sup>th</sup> April at 10.30am, Sheila Forbes, John and Margaret Forbes' daughter, will be planting a John Grieves apple tree in recognition of her parents' contribution to the parish of Martlesham, at a location off the Community Hall car park next to a memorial bench to be installed this week.

9.7 Nomination of Torch bearer for Festival of Suffolk Torch Relay event CR5 filed in the office together with the minutes. Noted.

9.8 Nominations for Chair/Appointments to Committees, Working Groups and external organisations. CR4 filed in the office together with the minutes. Noted. All councillors are encouraged to notify the Clerk of any nominations to Committees and Chairmanships in good time for the May meeting.

### 10. To Consider Reports From Working Groups

#### 10.1 Social Media Working Group – PWCG and MCA Website Compliance

CR6 filed in the office together with the minutes. Noted.

#### 10.2 Community Partnership

- Road Safety Forum – 09.05.22 – noted Mrs Hall to attend
- Next Community Partnership meeting is Trinity Park 11.04.22.

10.3 Martlesham Climate Action (MCA) meeting 17.03.22 CP filed in the office together with the minutes. Noted.

10.4 Village fete update Verbal report from Mr Irwin Noted that the access will be more difficult this year because of the McCarthy Stone building work which will be inconvenient, but we can work around it. The CO has requested resources (ground/ track mats, fencing and fence poles) from McCarthy Stone. The PE/games activities supplier pulled out, so SCC has stepped in with substitutes.

#### 10.5 Underpass Project update and funding

Thanks were given to Cllr Thompson for his funding. 6 underpasses are to be painted in total of which 3 have been completed to date. The anti-graffiti paint is proving very effective. The Tesco underpass is now fully illuminated.

10.6 Sports Fund Working Group Jubilee Play Space Refurbishment CR7 filed in the office together with the minutes. Noted. The CO gave an update; work to commence week commencing 25<sup>th</sup> April with advance notice of the play area and bike trails closure having already appeared in the Martlesham Monthly and on the PC website.

### 11. Consultations

11.1 Community Governance Review in East Suffolk (deadline Friday 1 April 2022) CP filed in the office together with the minutes. Noted. Thanks were given to Mr Irwin for his work on the response previously circulated by email

**RESOLUTION C2022/4f:** The Parish Council ratifies the MPC response to the Community Governance Review in East Suffolk (as CP filed in the office together with the minutes) **Agreed.**

### 12. Training

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

Suggestions made; effective ways of recruiting and retaining councillors, councillor training based on chapter heading in the NALC text Local Councils Explained, The Good Councillors Guide, and the Arnold Baker handbook for Clerks.

**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 Recreation Ground Financial Statement 01/10/21-31/12/21 CPs & CR8 filed in the office together with the minutes. Noted.

**RESOLUTION C2022/4f:** To approve the Recreation Ground Financial Statement 01/10/21-31/12/21 (as filed in the office together with minutes). **Agreed.**

The Chairman signed the Recreation Ground Financial Statement 01/10/21-31/12/21.

13.2 National Non-Domestic Rates Demand 2022/2023  
CR9 filed in the office together with the minutes. Noted.

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

14.1 Any reports? Mr O' Brien Baker reported on his attendance at the South East Suffolk SALC meeting at which the security risk of the Friston/Kent cables was considered to be greater than any risk Sizewell might represent. Minutes circulated at meeting and filed in the office together with the minutes.

**15. Items for Marlesham newsletters (April)/Facebook/website**

15.1 Contributions/what has this meeting achieved?

- Marlesham Monthly contributions must be kept short as the May edition will mainly be advertising the Queen's Platinum Jubilee events.
- Next PC meeting to be at the Parish Rooms.
- Staff now working in the office.
- McCarthy Stone contact to be advertised when made available.

**RESOLUTION C2022/4g:** 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 Council Officer, public and press be temporarily excluded from the meeting, but that Mrs Hall may remain in attendance by Zoom. **Agreed.**

The Clerk accepted an invitation to remain in the meeting. **Agreed.**

The Council Officer left the room.

**The following item was taken in camera**

**16. Staff Matters**

16.1 Confidential Report

**RESOLUTION C2022/4h:** The Parish Council agrees to provide written consent, if requested, to a member of staff to undertake employment with another organisation. **Agreed.**

The in-camera item was concluded.

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



Chairman, 4<sup>th</sup> May 2022