

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

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

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

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, Mr E Thompson, There were apologies from County Councillor C Page and District Councillor K Yule.

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 02.02.22 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 Noted no meetings since last PC meeting.

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

6.3 Reports from District Councillors

Cllr Blundell informed the meeting that the District Council is reviewing the validation of planning applications. He reminded the meeting there was a Community Governance Review and the next ESC Community Partnership meeting will be held on 11th April in Grundisburgh as the meeting venues are being rotated between the villages.

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 There were no cheques signed between meetings.

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

RESOLUTION C2022/3a: 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 CP circulated at meeting and filed in the office together with the minutes. Noted

7.4 Cambridge Building Society reconciliation verification December 2021

Mrs Hall verified that the reconciliation was complete and accurate.

8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Development, Environment & Transport Committee 09.02.22 CP & Minutes circulated at meeting and filed in the office together with the minutes.

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

DECISIONS D2022/2a – 2e were noted.

RECOMMENDATION D2022/2a: That the Parish Council considers:

1. Whether the first written data report on the Speed Indicator Device (SID) and any subsequent reports are shared with other groups e.g. SCC Highways and/or the Police
2. How the SID data is interpreted?
3. Does the Parish Council wish to continue with the SID project?

Mr Blundell found the information very helpful and feels the Local Authorities, Police and County Highways Team will be interested in using the data as hard evidence to support business cases and traffic calming measures. Mr Blundell proposed MPC shares the data, adding that he has available funds to support the project continuing. The Parish Council considered how the SID data should be interpreted. The Chairman queried whether the data has been or may be mis- interpreted, for example in relation to two-way traffic summations along Main Road, The Street and Felixstowe Road. During discussions, 2 suggestions were made for traffic calming measures for Felixstowe Road, as previously requested by the Road Safety Forum. These will be referred to the DETC Committee for consideration.

RESOLUTION C2022/3b: Having considered RECOMMENDATION D2022/2a the Parish Council agrees that:

1. The first written data report on the Speed Indicator Device (SID) and any subsequent reports can be shared with other groups e.g. SCC Highways, the Police and/or ESC
2. The Parish Council is happy with the interpretation of the data and
3. The Parish Council continues with the SID project. **Agreed.**

8.2 Finance & General Purposes Committee 16.02.22 CPs & Minutes circulated at meeting and filed in the office together with the minutes.

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

DECISIONS F2022/2a – 2d were noted, and the following recommendations considered.

RECOMMENDATION F2022/2a: The Parish Council takes the following action to reduce carbon emissions in the Richards/Parish Rooms:

1. Existing loft insulation is topped up to the recommended depth of 250 – 270mm.
2. Clerk obtains a quote from Doyle Electrical Services to upgrade the Parish Room & office fluorescent bulbs to LED versions.
3. Cavity wall insulation is investigated.

Mr Burrows proposed an amendment at point 2 of the Recommendation to replace 'Doyle Electrical Services' with 'the Community Hall electrical contractors.' **Agreed.**

RESOLUTION C2022/3c: That the Parish Council accepts RECOMMENDATION F2022/2a as amended: The Parish Council takes the following action to reduce carbon emissions in the Richards/Parish Rooms:

1. The existing loft insulation is topped up to the recommended depth of 250 – 270mm.
2. The Clerk obtains a quote from the Community Hall electrical contractors to upgrade the Parish Room & office fluorescent bulbs to LED versions.
3. Cavity wall insulation is investigated. **Agreed.**

RECOMMENDATION F2022/2b: That, as part of a long-term goal, Martlesham Climate Action builds a financial business/green case for installing solar panels on the Richards/Parish Rooms and Community Hall, which will include life costs & how to dispose of the panels safely at the end of their lifespan.

Mr Irwin proposed an amended resolution to add heat pumps to the Recommendation, which was seconded. **Agreed.**

RESOLUTION C2022/3d: That the Parish Council accepts RECOMMENDATION F2022/2b as amended: That, as part of a long-term goal, Martlesham Climate Action builds a financial business/green case for installing (a) solar panels on the Richards/Parish Rooms and Community Hall, which will include life costs & how to dispose of the panels safely at the end of their lifespan, and (b) heat pumps in the Richards/Parish Rooms and Community Hall. **Agreed.**

RECOMMENDATION F2022/2c: That the full Council approves and adopts an Internal Control Statement at its April meeting, noting that regular reviews of its internal controls and financial systems & procedures are carried out throughout the year and minuted.

RESOLUTION C2022/3e: That the Parish Council accepts RECOMMENDATION F2022/2c: That the full Council approves and adopts an Internal Control Statement at its April meeting, noting that regular reviews of its internal controls and financial systems & procedures are carried out throughout the year and minuted. **Agreed.**

RECOMMENDATION F2022/2d: That the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014

RESOLUTION C2022/3f: That the Parish Council accepts RECOMMENDATION F2022/2d: That the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014. **Agreed.**

RECOMMENDATION F2022/2e: That legal fees, as necessary, for the transfer of the runway car park from McCarthy Stone to the Parish Council are funded from code 9000 EMR Legal & Professional.

RESOLUTION C2022/3g: That the Parish Council accepts RECOMMENDATION F2022/2e: That legal fees, as necessary, for the transfer of the runway car park from McCarthy Stone to the Parish Council are funded from code 9000 EMR Legal & Professional. **Agreed.**

RECOMMENDATION F2022/2f: To agree the Assets Register 2021/22, dated 16/02/22.

RESOLUTION C2022/3h: That the Parish Council accepts RECOMMENDATION F2022/2f: To agree the Assets Register 2021/22, dated 16/02/22. **Agreed.**

RECOMMENDATION F2022/2g: To agree the Local Government Pension Scheme Discretions Policy.

RESOLUTION C2022/3i: That the Parish Council accepts RECOMMENDATION F2022/2g: To agree the Local Government Pension Scheme Discretions Policy. **Agreed.**

RECOMMENDATION F2022/2h: To agree the Freedom of Information Publication Scheme with an amendment on page 6 to clarify that charges are per A4 sheet.

RESOLUTION C2022/3j: That the Parish Council accepts RECOMMENDATION F2022/2h: To agree the Freedom of Information Publication Scheme with an amendment on page 6 to clarify that charges are per A4 sheet. **Agreed.**

RECOMMENDATION F2022/2i: To agree the Safeguarding Policy.

RESOLUTION C2022/3k: That the Parish Council accepts RECOMMENDATION F2022/2i: To agree the Safeguarding Policy. **Agreed.**

RECOMMENDATION F2022/2j: To agree the E-mail Protocol Policy.

RESOLUTION C2022/3l: That the Parish Council accepts RECOMMENDATION F2022/2j: To agree the E-mail Protocol Policy. **Agreed.**

RECOMMENDATION F2022/2k: To agree the Filming & Recording at Council Meetings Protocol.

RESOLUTION C2022/3m: That the Parish Council accepts RECOMMENDATION F2022/2k: To agree the Filming & Recording at Council Meetings Protocol. **Agreed.**

RECOMMENDATION F2022/2l: To adopt the Social Media & Electronic Communication Policy.

RESOLUTION C2022/3n: That the Parish Council accepts RECOMMENDATION F2022/2l: To adopt the Social Media & Electronic Communication Policy. **Agreed.**

RECOMMENDATION F2022/2m: To agree the CCTV Operational Procedure with the following two amendments:

1. Include a statement saying that MPC has overall responsibility for the CCTV.
2. Amend sentence "Authorised staff are the Parish Council Clerk, the Deputy Clerk and the Administrative Assistant" to "Authorised staff are the Parish Council Clerk and any other officers authorised by the Parish Council".

The meeting noted the policy is relevant to the Community Hall car park CCTV. CCTV images are protected under data protection legislation. Third parties have various statutory rights to view CCTV images. The purpose of this policy is to authorise staff members to retrieve, view and share images recorded on the CCTV hardware.

The Chairman proposed an amendment to the Recommendation at point 2 to say "Authorised staff are the Parish Council Clerk and any other officers who have completed their training and who are authorised by the Parish Council Clerk or full Council". **Agreed**

RESOLUTION C2022/3o: That the Parish Council accepts RECOMMENDATION F2022/2m as amended: To agree the CCTV Operational Procedure with the following two amendments:

1. Include a statement saying that MPC has overall responsibility for the CCTV.
2. Amend sentence "Authorised staff are the Parish Council Clerk, the Deputy Clerk and the Administrative Assistant" to "Authorised staff are the Parish Council Clerk and any other officers who have completed their training and who are authorised by the Parish Council Clerk or full Council". **Agreed.**

RECOMMENDATION F2022/2n: To agree the Review of System of Internal Audit with an amendment in box 4 under Notes: add the word "may" after Councillors so that the sentence reads "Councillors may receive training on responsibilities through SALC".

RESOLUTION C2022/3p: That the Parish Council accepts RECOMMENDATION F2022/2n: To agree the Review of System of Internal Audit with an amendment in box 4 under Notes: add the word "may" after Councillors so that the sentence reads "Councillors may receive training on responsibilities through SALC". **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.

The Clerk reported on an additional £2 pcm increase for BT Broadband and phone expenses explaining D008 had been added to the table circulated.

RESOLUTION C2022/3q: 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 Parish Council meeting – 6th April

Following RESOLUTION C2022/2c last month, the meeting was asked to review the venue for holding Parish Council meetings. There were differing views on venues.

RESOLUTION C2022/3r: To hold the April Parish Council meeting in St Michael's Church Centre or such other venue as the Clerk can book if St Michael's Church Centre is not available. **Agreed.**

9.3 Annual Parish Meeting, 20th April

The Chairman proposed holding the meeting in the Parish Rooms. Any items for inclusion to be sent to the Clerk or Chairman. Mr Burrows reminded the meeting that local organisations in the past had been invited to submit updates for the APM.

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

Full office cover will resume shortly as staff leave allows.

9.5 Treebilee - a suitable location for the Treebilee oak/planting and maintenance CR2

Two locations have been proposed; one by the Parish Rooms meaning it is located geographically in the middle of the Parish, and one at the Recreation Ground. Factors considered included adequate space to grow the oak tree, its 400-year lifespan, and its watering. Mrs Hall advised following the suggestion of fellow Tree Warden, John Burges, to plant the oak on the Recreation Ground due to his extensive knowledge on trees and tree planting. Mr Burrows noted the oak planting should complement the master plan in progress for the Recreation Ground. Mr I O'Brien Baker proposed that the tree is planted in the Recreation Ground per the Tree Warden's advice and that the Steering Group for Kronji's Piece and Recreation Ground be flexible and accommodate the tree in their plans.

RESOLUTION C2022/3s: To plant the Treebilee oak tree in Martlesham Recreation Ground. **Agreed**

9.6 Memorial tree and bench for John Forbes update

The Clerk reported that the Forbes family has made a generous donation to fully fund a recycled plastic memorial bench to be purchased from Realise Futures, in memory of former councillor Mr Forbes. The family has also paid for a 'James Grieve' apple tree which is a low maintenance and entirely suitable choice, and Mr Forbes' favourite tree. It is proposed Margaret Forbes and John Forbes are both named in the dedication plaque for the bench as Margaret has since left the Parish following the death of her husband. A small planting event will be organised in due course. The exact location of the bench to be confirmed.

At 9.30pm the following decision was made:

RESOLUTION C2022/3f: To suspend Standing Order 3w to complete all business on the agenda. **Agreed.**

9.7 Wording for Runway Car Park Plaque CR4 filed in the office together with the minutes.

Mr Irwin proposed amended wording to remove "once famous" and replace with "historic" which was seconded. **Agreed.**

RESOLUTION C2022/3u: To suggest the following text for the heritage sign on the new public car park on Martlesham Heath:

"You are standing on the edge of what was part of Runway 30 which ran east to west from what is now Adastral Park to Dobbs Lane. It was the first tarmac runway at RAF Martlesham Heath built at the same time as the present control tower to handle the increased traffic from heavier USAAF aircraft.

It was first used by Republic Aviation Thunderbird P47s on 5th October 1943 and from November 1944 by North American Mustang P51s which escorted USAAF bombers over Europe.

Should you be interested in learning more about this historic airfield then visit the Martlesham Heath Aviation Society Control Tower Museum, the same Control Tower as used by the 356th Fighter Group during the latter part of WW2."

Agreed

9.8 Website Compliance report & Revised Compliance Statement CP and draft statement filed in the office together with the minutes.

RESOLUTION C2022/3v: To approve the draft Website Compliance Accessibility Statement for publication on the Homepage of the Parish website. To require Martlesham Climate Action Group and the Portal Woods Conservation Group to provide a Website Compliance Accessibility Statement for their respective websites with a view to publication once approved by full Council. **Agreed**

10. To Consider Reports From Working Groups CP filed in the office together with the minutes.

10.1 Social Media Working Group – recruitment of members

Various ideas for recruiting members were debated including further articles, videoing meetings, posting videos on Facebook, using other media formats and approaching Kesgrave High School.

At 9.40 it was proposed to move on from Agenda Item 10.1 to Agenda Item 16. **Agreed**

RESOLUTION C2022/3w: 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 and press be temporarily excluded from the meeting. **Agreed.**

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

The following item was taken in camera

16. Staff Matters

16.1 Personnel Working Group meeting 23.02.22. CR6 filed in the office together with the minutes.

RECOMMENDATION PWG2022/2a: That the Council considers appointing a qualified Deputy/Assistant Clerk, with a view to becoming the Responsible Financial Officer on Mrs Robertson's retirement, working 30-33 hours per week.

RESOLUTION C2022/3x: That the Parish Council accepts RECOMMENDATION PWG2022/2a: To consider appointing a qualified Deputy/Assistant Clerk, with a view to becoming the Responsible Financial Officer on Mrs Robertson's retirement, working 30-33 hours per week. **Agreed.**

RECOMMENDATION PWG2022/2b: That the Council is satisfied with the performance of the staff, i.e. the Clerk, Council Officer & Finance Officer, in their new roles and that these are made permanent.

RESOLUTION C2022/3y: That the Parish Council accepts RECOMMENDATIONS PWG2022/2b: That the Council is satisfied with the performance of the staff, i.e. the Clerk, Council Officer & Finance Officer, in their new roles and that these are made permanent. **Agreed.**

16.2 Staff Pay CR7 filed in the office together with the minutes

The Clerk advised that the National Joint Council (NJC) for local government services has agreed the new rate of pay applicable from 1 April 2021. Employers have been encouraged to pay the increase of 1.75% to employees as soon as possible.

RESOLUTION C2022/3z: To agree that the national pay offer will be implemented in the March 2022 MPC staff salary payments. **Agreed.**

The in-camera item was concluded.

At 9.50 Mr Blundell left the meeting.

10.2 Community Partnership The Terms of Ref & Rewilding Forum notes filed in the office together with the minutes.

- Road Safety Forum – Terms of Reference - noted
- Road Safety Forum 17.02.22 notes - noted
- Rewilding Forum 31.01.21 notes – corrections are required. Amended notes to be circulated.

10.3 Martlesham Climate Action (MCA) meeting 17.02.22 CP filed in the office together with the minutes. Noted.

10.4 Village fete update Verbal report from Mr Irwin Noted that all work in progress is on schedule.

10.5 Underpass Project update and funding

There are 6 underpasses to be painted in Kesgrave and Martlesham at the rate of one per week. Funded by ESC. Local schools have informed the scenes to be painted. Posters will be available to the Village Fete.

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.

Mr Irwin gave a short history of the relevance of this matter, and volunteered to collate Councillors' responses for the Clerk, proposing that authority is delegated to the Clerk to draft and submit the MPC response. **Agreed.**

RESOLUTION C2022/3aa: The Parish Council authorises the Clerk to respond to the Community Governance Review in East Suffolk on behalf of the Parish Council. **Agreed.**

12. Training

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR5 filed in the office together with the minutes. The meeting discussed the idea to include a short training video on how to use a defibrillator as the PC now manages 2 defibrillators at the Black Tiles pub and the Red Lion pub.

At 10.00 Mr Burrows left the meeting.

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 Any matters arising? None raised.

14. Any reports from representatives on local organisations

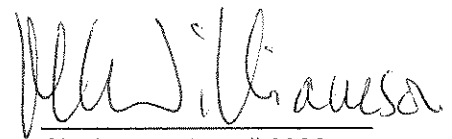
14.1 Any reports? None raised.

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

15.1 Contributions/what has this meeting achieved?

Consider an article on the forthcoming closure of the Jubilee Playspace. Consider a short recruitment video for Facebook. Mr Whitby to write an engaging article on recruiting new councillors.

There being no further business the meeting was closed at 10.08 pm.


Chairman, 6 April 2022

