

MINUTES OF THE ANNUAL MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 04 MAY 2022

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

County Councillor Caroline page.

There were no members of the public present.

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

1. Election of Chairman of MPC

Mr Williamson was proposed and seconded as Chairman.

RESOLUTION C2022/5a: To appoint Mr Williamson as Chairman. **Unanimous.**

Mr Williamson took the Chair after signing the Declaration of Acceptance of Office, Clerk countersigned. **Agreed**

2. Election of Chairman of MPC

Mr Burrows was proposed and seconded as Vice- Chairman.

RESOLUTION C2022/5b: To appoint Burrows as Vice -Chairman. **Unanimous.**

Mr Burrows signed the Declaration of Acceptance of Office, Clerk countersigned. **Agreed**

3. Apologies: Mr I Irwin.

4. Interests

4.1 Disclosable Pecuniary Interest (DPI): Mr Burrows declared an interest in a cheque payment made to his wife under Agenda item 24.2.

4.2 Local non-pecuniary interests (LNPI): Mrs Hall declared an interest in Agenda item 28.1

Councillors were reminded to check that their Registers of Interest are up to date.

5. Filling the Parish Councillor vacancies

There were no candidates and no expressions of interest received. The meeting noted that NALC have available resources, including a video, to assist with recruitment. Not all Councillors wished to appear in a MPC video, however, the majority were amenable to a group photo appearing on the Parish website. Alternatives discussed were a poster campaign, magazine articles in the local press independent of the regular MPC monthly articles, giving talks to local organisations, putting a video loop on at the PC stall during the Village fete, local mail drops.

Council Officer to send Mr Boswell a link to the NALC resources. Councillors to inform the Clerk of their interest in the video and photograph. **Agreed**

6. Minutes of Parish Council Meeting 06.04.22 - Minutes & Reports filed in the office together with the minutes.

The minutes and reports were approved as an accurate record by the Chairman. **Agreed**

7. Draft Minutes of Annual Parish Meeting 20.04.22 - Minutes & Reports filed in the office together with the minutes.

The minutes and reports were approved as an accurate record by the Chairman. **Agreed**

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

9. Affirm the Finance Officer as the Responsible Financial Officer (RFO) and affirm the Clerk CRI

RESOLUTION C2022/5c: To affirm that Mrs Susan Robertson is the Responsible Financial Officer and Mrs Diane Linsley is the Clerk **Agreed.**

10. PUBLIC FORUM

10.1 Police Report: Minutes of the ASB meeting on 21.05.22

There were no minutes available. Mr Williamson reported on recent drugs-related paraphernalia found on the Common, recent ASB in relation to digging up bluebells, and the appearance of video recording equipment on the Common. Mr Blundell advised the meeting to report the issues to the ESC Land Misuse Officer to investigate **Agreed.**
Council Officer to send Cllr Blundell further information for the ESC Land Misuse Officer. **Agreed.**

10.2 Reports from County Councillors CPs filed in the office together with the minutes.

The written report was presented by County Councillor Caroline Page, with further written information responding to the questions raised in the public forum at the April PC meeting. It was noted that the land proposed for the Sunnica solar farm is currently used as farmland, which will be lost to the environment if converted to solar farm use. It is disappointing that the 'Bus Back Better' campaign failed for lack of ambition.

8.15pm Caroline Page left the meeting.

10.3 Reports from District Councillors CPs filed in the office together with the minutes.

Mr Blundell reported that Farlingaye High School has joined the Community Partnership forum. Mr Thompson presented his written report. It was noted that ESC has now adopted the Sustainable Construction Supplementary Planning Document, and that soil improver kits were made available to the public on 6th May as part of an ESC home - composting campaign. ESC launched its Ukraine Project on 14th March to assist refugees in Suffolk and there are 106 refugees in East Suffolk to date. ESC will not be renewing its contract with its current operational services supplier, Norse, from June 2023 instead forming its own trading company to fill the role and save money.

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

None present. There were no issues raised.

10.5 Any issues raised by the public

None present. There were no issues raised.

11. Appointment of Committee members CP filed in the office together with the minutes.

RESOLUTION C2022/5d: The Council appoints the following Committees:

Development, Environment & Transport Committee Mrs Hall, Messrs Blundell, Boswell, Irwin, Thompson, Whitby with Messrs Williamson and Burrows as ex officio members. Membership – 8, Quorum – 3

Finance & General Purposes Committee Messrs Boswell, Irwin, O'Brien Baker, with Messrs Williamson and Burrows as ex officio members. Membership – 5, Quorum - 3

Recreation & Amenities Committee Mrs Davey, Messrs Blundell, Irwin, O'Brien Baker, Staines, Thompson with Messrs Williamson and Burrows as ex officio members. Membership – 8, Quorum – 3
Agreed.

12. Appointment of Chairmen of Committee CP filed in the office together with the minutes.

RESOLUTION C2022/5e: To suspend Standing Order 5e to appoint Mr Burrows as Chairman of the Finance and General Purposes Committee for a tenth consecutive year. **Agreed.**

RESOLUTION C2022/5f: To appoint Mr L Burrows as Chairman of the Finance and General Purposes Committee, Mr O'Brien Baker as Chairman of the Recreation & Amenities Committee and Mrs Hall as Chairman of the Development, Environment & Transport Committee. **Agreed.**

13. Appointments to Working Groups CP filed in the office together with the minutes.

RESOLUTION C2022/5g: To appoint the following persons to the following Working Groups:

Working Groups reporting to the full Parish Council

Marlesham Climate Action Dave Green (joint Chairman), Paul Whitby (joint Chairman) Helen Davey, Jane Hall, Edward Thompson, Mike Williamson, Moray McPhail, Phil Bull (Carbon Reduction Group) Phil Wallace (Carbon Reduction Group) and Dave Faulkner (Carbon Reduction Group).

Marlesham Village Fete Working Group Helen Davey, Mike Irwin, Pat Lisseman and Mike Williamson

Parish Council (PC) Stand Working Group (responsible for set up & organisation of the council stand at the Village Fete) Messrs Blundell and Thompson.

Personnel Working Group Mike Williamson, Laurence Burrows, Jane Hall, Ian O'Brien Baker, Mike Irwin and Mike Williamson.

RESOLUTION C2022/5h: To refer to the Finance and General Purposes Committee the question of combining the Volunteers Working Group with the Personnel Working Group. **Carried**

Working Groups reporting to the Development, Environment & Transport Committee

Advisory Planning Working Group Jane Hall, Chris Blundell, Mike Irwin, Edward Thompson and Paul Whitby.

Brightwell Lakes Working Group (appointed to consider reserved matters for the planning application as they came forward) Chris Blundell, Jane Hall, Mike Irwin and Paul Whitby.

McCarthy Stone Car park Working Group Chris Blundell, Jane Hall, Laurence Burrows, David Boswell and Stephen Denton

Speed Reduction Working Group Stephen Denton, Lindsay Daws, Simon Daws, Peter Glen, Karl Kitchener, Ros Jones, Paul Whitby, Jill Painter, Bob Boggon, Jenny Mahoney, Dave Parsons, Alison Jones and Byron Jones.

Working Groups reporting to the Recreation & Amenities Committee

Community Orchard Working Group Mike Irwin, Bob Boggon (MHHL), Maureen Burrows, Sonya Burrows, Jane Drummond, Paul Edwards and Peter Frost.

Marlesham Common Working Group Laurence Burrows, Maureen Burrows, Sonya Burrows, Helen Davey, Mike Irwin, James Baker (Greenways Project), Edward Thompson, Mike Williamson and Paul Whitby. Jane Hall to attend meetings but not be a member of the working group.

Marlesham Wombles Ros Jones, Carri Adams, Daniel Adams, Tracey Holbrook, Karl Holbrook.

Portal Woodlands Conservation Group Stephen Corley (Chairman), Phil Davies (Vice-Chairman), Claire Cable, Richard Powling, Richard Staines, Duncan Sweeting and Colin Webb.

Recreation Ground & Kronjis Piece Steering Group Helen Davey, Laurence Burrows and Mike Irwin.

Sports Fund Working Group Andy Jolliffe (ESC), John Kelso, Dave Parsons, Sarah Shinnie (ESC), Wally Welch (Chairman) & Mike Williamson.

Wildflower Project Working Group Helen Davey, Jane Drummond, Edward Thompson, Mike Irwin, Jane Hall, Maureen Burrows, Sonya Burrows and Paul Whitby. **Agreed.**

14. Appointment of Marlesham Heath Householders Ltd (MHHL) Director CP filed in the office together with the minutes. Mr Boswell was proposed and seconded.

RESOLUTION C2022/5i: That Mr Boswell is appointed as the Parish Council's Director on Marlesham Heath Householders Ltd. **Agreed.**

15. Appointment of Safeguarding Officer CP filed in the office together with the minutes.
RESOLUTION C2022/5j: That Mr Irwin is appointed as the Parish Council's Safeguarding Officer.
Agreed.

16. Appointment of representatives to external organisations & other appointments CP filed in the office together with the minutes.
Councillors represent the Council at meetings of these organisations when they take place and report back to the full Council.

RESOLUTION C2022/5k: To appoint the following persons as representatives to external bodies:

ASB Task Group Mr Mike Williamson
Brightwell Lakes Community Liaison Forum – Mike Irwin (chair) and Jane Hall
Deben Estuary Partnership Access Group Jane Hall
Disability Advice Forum VACANT
East Suffolk Lines Community Rail Partnership – Edward Thompson (South line group)
East Suffolk Greenprint Forum – Paul Whitby and Jane Hall
Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – appointment in abeyance until more councillors appointed
Community Partnership Rewilding Forum Helen Davey, Jane Hall and Paul Whitby
Community Partnership Road Safety Forum Jane Hall
Martlesham Community Council - Laurence Burrows
Martlesham Community Hall Management Committee – Edward Thompson
Martlesham Pavilion Management Committee – Mike Irwin
Martlesham Village Hall Management Committee – VACANT
Martlesham Youth Football Club - Chris Blundell
Portal Woodlands Conservation Group – Richard Staines
Public Transport Liaison Officer – Mike Williamson
Rights of Way Liaison Officer – Paul Whitby
Suffolk Association of Local Councils (SALC) Ian O'Brien Baker
Suffolk Preservation Society – representative to be appointed as necessary. **Agreed.**

To note:

Tree Wardens (Tree Council Scheme) - John Burges and Jane Hall
Local History Recorder – Bob Osbourne

17. Appointment of notice board caretakers CP filed in the office together with the minutes.

RESOLUTION C2022/5l: To appoint the following persons as notice board caretakers:

Manor Road; Laurence Burrows/ Paul Whitby
Lancaster Drive; Chris Blundell/ Stephen Denton
Deben Avenue/Gorseland School; Erik Crichton
Deben Avenue/Main Road; Erik Crichton
Martlesham Community Hall; Office staff
Falcon Residential Park; Helen Davey
Black Tiles Post Office; Ian O'Brien Baker
The Square; Helen Davey
Black Tiles Lane/Main Road; Ian O'Brien Baker
Crown Point; Ian O'Brien Baker
Mill Heath; Mike Williamson
The Street; Jane Hall
School Lane; Jane Hall
Seckford Hall Road; Ian O'Brien Baker. **Agreed.**

18. Play Area Inspectors CP filed in the office together with the minutes.

Noted the following to be appointed as Play Area Inspectors by the Recreation and Amenities:

Centenary Playspace - Erik Crichton, Paul Edwards
Harry Higgins - Wally Welch, Rachael George, Paul Edwards (Standby)
Jubilee Playspace - Debbie Chappell (paid staff member)

Kronji's Piece - Ian O'Brien Baker, Chris Prime
Diamond Jubilee Bike Trails - Zita Kingsbury, Debbie Chappell

It was noted more play inspectors are needed.

19. Review of Annual subscriptions 2022/23 CP filed in the office together with the minutes.

RESOLUTION C2022/5m: To approve the list of annual subscriptions 2022/23 previously circulated **Agreed.**

20. Review list of ongoing routine service contracts CP filed in the office together with the minutes.

RESOLUTION C2022/5n: To reaffirm the Clerk's delegated authority to agree to the routine service contracts per list filed in the office together with the minutes, and approve the use of direct debit payments to Apogee, ~~EON, Next and Wave utilities (Anglian Water)~~ **Agreed.**

BT, a Anglian Water and EON next.

21. Review any deeds, leases, legal documents held, as necessary CP filed in the office together with the minutes, including email adding Brights Orchard Working Group

RESOLUTION C2022/5o: To approve the list of deeds and documents previously circulated and delegate any issues that arise to the F&GPC. **Agreed.**

22. Review authorised signatories CR3 filed in the office together with the minutes. It was noted that two signatures are always required. The current signatories are Messrs Boswell (once approval is finalised), Burrows, Irwin and Williamson. In line with Financial Regulations Mrs Hall checks the bank reconciliations are all in order, particularly, at the financial year end.

RESOLUTION C2022/5p: To appoint Messrs Burrows, Irwin, Williamson and Boswell as the four cheque signatories **Agreed.**

23. Electronic issue of agendas, associated papers & minutes

RESOLUTION C2022/5q: To continue to issue agendas, associated papers and minutes electronically, as permitted by Standing Order 15b. **Agreed.**

24. Financial Matters

24.1 Cheque payments signed between meetings CP filed in the office together with the minutes.

RESOLUTION: C2022/5r: To ratify the list of payments signed between meetings. **Agreed.**

24.2 Any pending expenditure transactions CP filed in the office together with the minutes. Mr Burrows declared an interest in cheque 106395 as a payment made to his wife.

RESOLUTION: C2022/5s: To pay all pending expenditure transactions (filed in the office together with minutes). **Agreed.**

The Chairman signed the pending expenditure transaction report.

24.3 Income and expenditure CP filed in the office together with the minutes. Noted.

Full report to be made available at the June PC when the finance Officer will be in attendance.

24.4 End of year submissions: Final HMRC Payment Submission for 2021/22 on 16/03/22; Annual Pension Return 2021/22 submitted 19/04/22; P60s issued on 14/04/22; Year End Closedown 04/05/22 CP filed in the office together with the minutes.

The final HMRC payment submission was completed 16th March, the annual pension return was submitted 19th April, P60s were issued to all staff 14th April and the year-end closedown is 4/5/22. Noted.

24.5 Annual Governance and Accountability Return (AGAR) 2020/22: CR4 filed in the office together with the minutes.

Contains instructions from the external auditor. Our internal audit is taking place 11th May 2022. The AGAR will be presented for approval to full Council on 1st June 22. Noted.

24.6 Community Infrastructure Levy Payments CR5 filed in the office together with the minutes. Noted.

25. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS

25.1 Development, Transport & Environment Committee (DETC) 13.04.2022 CP & DETC Minutes filed in the office together with the minutes.

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

RECOMMENDATION D2022/4a was noted. The purpose of the 5-year plan is to give a guideline and set a strategy for each committee as required. The DETC is a reactive committee with fast changing priorities. The Finance & General Purposes Committee will consider. A council-wide higher-level mission and vision is perhaps contained in the Martlesham Neighbourhood Plan Plus document. The Clerk needs time and capacity to set the strategic pathway for the PC, and they are only effective if enacted. It was considered by the meeting that a the 5-year plan for each committee is not required. **Agreed.**

At 9.10pm it was proposed to move to Agenda item 33 Staff Matters. **Agreed.**

RESOLUTION C2022/5t: 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.**

Clerk and Council Officer accepted the invitation to stay in the room.

33. Staff Matters

33.1 Recommendations PWG2022/4a & 4b.

CONFIDENTIAL CP filed in the office together with the minutes. Noted.

RESOLUTION C2022/5u: That the Parish Council accepts RECOMMENDATION PWG2022/4a and appoints a Deputy Clerk as soon as possible to support the Clerk and her work for the R&AC and to undertake administrative tasks which would increase on the retirement of the Admin Officer and to work 25 -28 hours a week - Wednesday, Thursday and Friday including evening meetings. The Parish Council to provide a salary range with a starting salary similar to that of the Council Officer post, ¾ of the Clerks salary pro rata. **Agreed.**

RESOLUTION C2022/5v: That the Parish Council accepts RECOMMENDATION PWG2022/4b and appoints a Responsible Finance Officer, separate to the Deputy Clerk role, before the current Finance Officer retires to allow for a hand over period. **Agreed.**

The Chairman declared the 'in camera' item concluded and reopened the meeting to the public.

At 9.20 pm it was proposed to move to Agenda item 26.3 McCarthy Stone Update **Agreed.**

26.3 McCarthy Stone Car Park Update and Landscape Management Plan

CP filed in the office together with the minutes.

Mrs Hall gave a comprehensive update on the latest developments noting that the PC is not required to decide on the proposed Transfer of the car park to MPC tonight. Mrs hall reminded the meeting that pursuant to RESOLUTION: C2021/5x the Parish Council has already agreed, in principle, to the transfer of the proposed runway depending upon the final terms and conditions of the offer.

At 9.30 it was proposed to extend the meeting

RESOLUTION C2022/5w: To suspend Standing Order 3w to extend the meeting and complete as much business on the agenda as is reasonable **Agreed.**

The meeting debated the response to the Planning Conditions which must be submitted by the end of this week to the ESC case officer. The MPC response will be published on the ESC planning portal.

RESOLUTION C2022/5x: To agree the Clerk may submit the response to the Planning Conditions to ESC per the discussion in meeting tonight. **Agreed.**

Thanks were given to Mrs Hall for her hard work in managing this planning matter.

At 10.30pm it was proposed any remaining business should be moved to the Recreation and Amenities Committee Meeting Agenda for consideration on 11th May 2022.

RESOLUTION C2022/5y: To defer any remaining business to the Recreation and Amenities Committee Meeting Agenda for consideration on 11th May 2022. **Agreed.**

At 10.30 Mr Burrows and Mr Blundell left the meeting.

The Clerk noted a decision was required on Agenda item 28.1 as the deadline is 5.5.2022

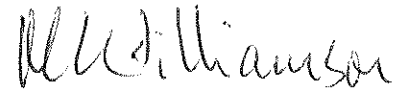
Those participating in the meeting considered the following. There was a quorum.

28 Consultations

28.1 Community Governance Review - Boundary change between Martlesham and Waldringfield CR13 and CP (Map) filed in the office together with the minutes.

RESOLUTION C2022/5y: The Parish Council has 'no objection' to the boundary change between Martlesham and Waldringfield as received by East Suffolk Council during its Community Governance Review. **Carried.**

The meeting was closed at 10.40 pm.



Chairman, 1st June 2022

