

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF
MARTLESHAM PARISH COUNCIL HELD ON 13th NOVEMBER 2024**

Present: Cllr M Irwin (ex officio) (Chairman for the meeting), Cllr R Staines (Committee), Cllr E Thompson (Committee), Cllr J Hall (Committee), Cllr Helen Davy (Committee)

There were 2 members of public present.

In attendance: Mr L Linsley (Council Officer)

1. To appoint a Chairman for this meeting only

It was agreed that Mr M Irwin would chair the meeting in the absence of Mr I O'Brien Baker. **Agreed.**

2. Apologies: Mr L Burrows, Mr I O'Brien Baker.

3. Declarations of Interest

3.1 Disclosable Pecuniary Interest (DPI): None declared.

3.2 Local non-Pecuniary Interest (LNPI): None declared.

4. Actions from last Meeting

The new bench at the jubilee Play Space and replacement spinning bowl at the Harry Higgins have been purchased and are being installed this month. The work on both underpasses has been completed. Anglian Water has been contacted about a water source at Jubilee Play Space.

5. PUBLIC FORUM

5.1 To allow members of the public to address business on the agenda.

Two members of the public, Sue Quick and Betsy Reid attended the meeting, items 15.1 and 19.2 were brought forward. There was a discussion about BEAM and Martlesham Parish Councils (MPC) action plan for biodiversity moving forward.

Items for consideration

6. Land Maintenance Contract March 2022 – April 2025

6.1 Preparation for new Land Maintenance Contract after April 2025 – Review of quotes for the addition of new sites

Decision R2024/11a: Add the Runway Heritage Carpark at the quotes provided for general maintenance and leaf clearing once a year as a site to the land maintenance contract upon its extension in April 2025. With the addition of once yearly cutting of trees around the Richards room. **Agreed**
Land maintenance contractor to be made aware of chemical usage and hydro planters and what is and not appropriate to use.

7. Playground inspections and risk assessments

7.1 Combined Report including Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

Decision R2024/11b: Ratified. Proposed by Chairman Irwin Seconded by Cllr Hall. **Agreed.**

8. Sites

8.1 Jubilee Playspace – renewal of Martlesham Primary Academy Lease expiry date 20.02.25 – Site Meeting 27/11/24

There was a discussion. **Decision R2024/11c:** To recommend to the Parish Council, that the Lease contract is renewed on the same terms with only the dates changed, pending satisfactory inspection of the property on 27th November by Cllr Irwin and Council Officer Louis Linsley. **Agreed**

To note: Any fence that is installed needs to be suitable and paid in full by the school. It is council policy that any one removed tree needs to be replaced with two trees.

8.2 CCTV at the Jubilee Bike Trails

There was a discussion. Cllr Hall raised the implications of installing CCTV and to explore what they are. **Decision R2024/11d:** Contact Design Out Crime to give advice on what their recommendations would be for surveying this site to stop any further incidents.

8.3 Doyle Electrical Quote for Maintenance of lights in the Runway Heritage Car Park

Decision R/2024/11e: Accept the quote from Doyle Electrical, in the event they are only contacted in an emergency. **Agreed**

8.4 Charging Points at Runway Heritage Car Park being turned on

Noted. To be included as a rolling item on Recreation and Amenities agendas moving forward.

8.5 Recreation Ground – installation of junior football goal posts delay to new clerk

Decision R2024/11f: To arrange meeting and not delay to the new clerk. **Agreed.**

9. Finance

9.1 Pending expenditure

Date of Invoice	Payee	Gross (£)	Reason
081124	Botanica	79.99	Trees and Shrubs
311024	Rialtas	336.00	Training 29/10/24
121124	Expenses	4.05+0.44	Refund of travel expenses
311024	SCL	2592.38	Land maintenance contract
311024	SCL	264.00	Repairs to recreation Ground
111124	Expenses	6.45	Refund of expenses
151124	Backdated Salaries	517.22	Backdated pay increase
151124	Salaries	4073..41	November Salaries + Backdated Pay Increase
151124	HMRC	985.21	Income Tax
151124	HMRC	724.62	NI Contributions
Total		10036.89	

Cllr Irwin went through the list of payments for approval.

Decision R2024/11g: To pay all payments listed in the above table.

9.2 Budget 2024/25

There was a discussion. **Decision R2024/11h:** To propose a standstill budget with inflationary increases where appropriate and the addition to of quotes in item 6.1 for the new site of the Runway Heritage Car Park.

Allocate £1000 to Annual Play Inspections through Wicksteed.

To create a new budget heading for the Runway Heritage Carpark for Income generation through the electric car chargers.

9.3 Payments for approval

Noted.

9.4 Income & Expenditure report

Noted.

10. Litter

10.1 Litter Update – Verbal Update from Cllr Richard Staines

Cllr Staines reported that litter levels were ok with the exception of Felixstowe Road.

10.2 McDonalds Litter in Community Hall Car Park and the Heath

There was a discussion, McDonalds are acting at a local level effectively.

Cllr Thompson reminded the committee to record and report any incidences of litter to the environmental health committee.

10.3 To review the Parish Council's system of litter picking.

Noted.

11. Policies and Procedures

11.1 Review Policies

Noted.

11.2 Volunteer Policy

Noted

12. Working Groups

12.1 Community Orchard Working Group Update

No Update

12.2 Martlesham Climate Action Request for a water metre

Decision R2024/11i: To purchase a The COM-300 Test Meter for Martlesham Climate Action Group.

The Recreation and Amenities group would like to be kept updated with the work that results from this purchase.

12.3 Greenest County Community Network Update

Cllr Hall has put together 30 words for their website. The Recreation and Amenities Committee thanks Cllr Hall for her work on this.

13. Trees

13.1 Tree Warden Report: November/December 2024

A verbal report was given by Cllr Hall. The Recreation and Amenities Council thanks her and John Burges for their continued work as tree wardens.

14. Rights of Way

14.1 Rights of Way in Martlesham Obstructed

Decision R2024/11j: To contact Suffolk County Council to ask them to act on the rapidly declining condition of many of the rights of way within Martlesham Parish.

15. Green Cluster meeting –West Deben Green Cluster

15.1 Update from Cllr Hall

See Item 5.1

Items for noting

16. Sites

16.1 Martlesham Common LNR any update?

Noted

17. Sensory Area project

17.1 Progression of Sensory Area Project

Council Officer to contact Andy Joliffe to enquire about delaying funding.

18. Biodiversity

18.1 Proceed with Council Biodiversity Action Plan and Biodiversity Policy

Noted

18.2 County Wildlife Site Network

Noted

19. Working Groups

19.1 Recreation Ground & Kronji's Piece Steering Group update

No update.

19.2 Green Infrastructure Workshop update

See item 5.1

20. Social media and newsletter items (November/December)

20.1 To publish the date of upcoming Parish Council Surgeries on our Website and Facebook.

21. Items for consideration at the next R&AC meeting

21.1 Noted

The meeting was ended at 09:29 pm.



Chairman, January 8th, 2025