

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 3<sup>rd</sup> JULY 2024**

**PRESENT:** Cllr L Burrows (Chairman), Cllr M Irwin (Vice Chairman), Cllr H Davey, Cllr J Hall, Cllr R Staines, Cllr P Whitby, Cllr E Thompson, Cllr D Parsons.

District Cllr M Packard.

There was one member of the public present – Chrissie Geeson candidate for councillor vacancy.

**In attendance:** Mrs D Linsley, Clerk and Mr L Linsley, Council Officer.

**1. Apologies**

There were apologies from Mr O'Brien Baker and Mr P Whitby.

**2. Any declarations of disclosable pecuniary or local non-pecuniary interests**

2.1 Disclosable Pecuniary Interest (DPI): None declared.

2.2 Local non-pecuniary interests (LNPI): None declared

**3. Filling the Parish Councillor vacancies** CPs filed in the office together with the minutes.

The PC proceeded with the co-option process for Chrissie Geeson who met the criteria for councillor.

Chrissie Geeson provided a written statement which was circulated electronically before the start of the meeting, hard copies were also provided for councillors. Mrs Geeson also spoke at the invitation of the Chairman highlighting that she was passionate about community work.

It was agreed not to exclude the public at this stage of the co-option process.

Mrs Geeson was proposed by Cllr Thompson and seconded by Cllr Davey.

Voting was by a show of hands.

**RESOLUTION C2024/7a:** That Chrissie Geeson is appointed as a councillor for Martlesham ward by co-option. **Unanimous.**

**RESOLUTION C2024/7b:** To give permission for Chrissie Geeson to sign the Declaration of Acceptance of Office outside of the meeting. **Agreed.**

The Chairman welcomed Chrissie Geeson to the Parish Council and councillors and staff introduced themselves in turn.

Cllr Geeson joined the meeting sitting next to Cllr Irwin who provided support during her first meeting of the PC.

**4. Minutes of Parish Council Meeting 05.06.24** CP - minutes filed in the office.

**RESOLUTION C2024/7c:** To include a link to East Suffolk Council's Public Access after the

**RESOLUTION C2024/6t:** To ratify the responses submitted since the last DETC meeting. **Agreed.**

The minutes with the agreed amendment made, were approved and signed as correct by the Chairman. **Agreed.**

**5. Draft minutes of the Annual Parish Meeting (APM) 20.03.24**

There were no draft minutes available.

**6. Actions from last meeting** Ongoing or on the agenda.

**7. PUBLIC FORUM**

**7.1 Reports from County Councillors**

There were no reports from County Councillors.

**7.2 Reports from District Councillors**

District Cllr Thompson informed the meeting that he was busy working on licenses.

District Cllr Packard reported that planning application DC/24/0813/FUL Retrospective Application - Retention of fence, and proposed alterations to reduce the height of part of the fence. Belstone 6

Blacktiles Lane Martlesham Woodbridge Suffolk IP12 4SP had been resolved.

### 7.3 To allow members of the public to address business on the agenda

No business on the agenda was raised by the public.

### 7.4 Any issues raised by the public

Cllr Davey reported that an on-call doctor from the surgery who had parked on the Runway Heritage Carpark (RHC) had been blocked in by a parked car.

It was suggested that the surgery write to the PC about the incident if necessary.

## 8. Financial Matters

8.1 Monthly finance report, including monthly bank reconciliation figures CPs filed in the office together with the minutes.

The Chairman apologised for being slow to complete the necessary forms for the bank.

The RFO had circulated the finance reports and monthly bank reconciliation in advance. As at the 30th of June 2024 the current account held £16,669.07 and the savings account £342,779.97. This is made up of £140,066 in General Reserves, £218,884 in Earmarked Reserves, and £3,430.36 VAT. A claim for 2024/25 first quarter VAT (£3,430.36) was made on the 2nd of July 2024.

It was noted that £22,000 was paid to the council by Birkett LLP on behalf of McCarthy Stone following the transfer of the Heritage Runway Carpark to the ownership of the council. This is made up of £20,000 grant/"commuted sum" towards the future cost of running and maintaining the car park, and £2,000 towards the council's legal costs.

The 20k s106 payment re the RHC to be included on the September PC agenda. **Agreed.**

**RESOLUTION C2024/7d:** To approve the bank reconciliation for June 2024. **Agreed.**

8.2 Payment of invoices received in accordance with the 2024/2025 budget CPs filed in the office together with the minutes.

**RESOLUTION C2024/7e:** To approve the following payments:

Payee	Net £	VAT£	Gross £	Description
Ipswich Computer Services	135.52	27.10	162.62	Microsoft & Acronis backup 066191
J Goodluck	180.00		180.00	Litter picking May 24 In:400246
Eventbrite (NALC)	32.68	6.54	39.22	Master Emergency Planning - H Davey
Eventbrite (NALC)	32.68	6.54	39.22	Future Neighbourhood Plan - J Hall
Geosphere (Parish Online)	135.00	27.00	162.00	Mapping Software annual renewal
Eventbrite (NALC)	32.68	6.54	39.22	Future Neighbourhood Plan - D Parsons
SCL Landscapes	2,673.94	534.79	3208.73	May 24 scheduled works 3865
SCL Landscapes	80.00	16.00	96.00	Litter picking Bike trail&Jubilee Play 3878
Zoom	129.90	25.980	155.88	Annual subscription June 24 - June 25
Suffolk County Council	1654.40		1654.40	LGPS pension contributions June 2024
HMRC	1329.10		1329.10	PAYE & NI contributions June 24
Staff Salaries	5338.75		5338.75	June 24 Salaries
J Hazelwood	15.00	3.00	18.00	Window Cleaning Inv: 3288
Wave Utilities	19.32	3.87	23.19	RG Water supply Mar-Jun 2024 13706070
Tesco	2.80		2.80	Refreshment
SLCC	200.00		200.00	L Linsley SLCC membership
Webfactory	16.99	3.40	20.39	Website ongoing fee
Amazon	37.09	1.82	38.91	Cafetiere & Councillor mouse
J Goodluck	225.00		225.00	Litter picking Inv.400248
S Woolnough	25.00		25.00	Purple Stars & Rainbows Fete Refund
<b>Totals</b>	<b>12295.85</b>	<b>662.58</b>	<b>12958.43</b>	

**Agreed.**

A stall holder for the village fete who has pulled out of the event due to ill health has been given a refund. Refunds are available until Friday 5<sup>th</sup> July.  
Invoices were signed by bank signatories.

## **9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES**

### **9.1 Items relating to the Development, Environment and Transport Committee**

**9.1.1 Healthy Environments Supplementary Planning Document (SPD) & Rural Development SPD** CR1 Noted.

**9.1.2 Latest information from East Suffolk Planning Alliance** CP filed in the office together with the minutes. Noted.

Cllr Hall explained the background to the ESPA and the PC's current stance to observe the work of the group. Cllr Hall stressed the importance of working with ESC.

### **9.2 Items relating to the Finance & General Purposes Committee**

**9.2.1 Review Volunteer Policy** CP filed in the office together with the minutes.

To have a copy of the Volunteer Policy displayed at the Volunteer Event (2024). **Agreed.**

**RESOLUTION C2024/7f:** To approve the Volunteer Policy without amendments. **Agreed.**

## **10. Clerk's Report**

**10.1 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 C2024/7g:** To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

**10.2 Parish Council presence at the Village Fete** CR2

Cllr Irwin was keen to establish what the PC's presence at the Village Fete was this year.

The PC to erect both its gazebos to house the PC's display and the photographic competition winners. **Agreed.**

An additional gazebo organised by Cllr Davey to provide a place for lost children to go to and for lost property. **Agreed.**

**RESOLUTION C2024/7h:** The land maintenance contractor to be asked to erect both PC gazebos and dismantle them at the end of the event. **Agreed.**

**10.3 Runway Heritage Car Park update**

Cllr Hall updated the PC on the tasks that had recently been done on the RHC which included putting a padlock on the height barrier which had recently been damaged and then fixed by the land maintenance contractor (LMC), obtaining the key to the water cabinet, identifying repairs to the bike shelter and querying the lack of an electrical socket within the bike shelter. The Finance Officer was working on an inventory of the PC assets on site. A watering schedule to be discussed with the LMC. Cllr Hall highlighted that some of the plants outside the solicitor's office had died. There was a discussion about the carparking enforcement proposal by Landbridge.

**RESOLUTION C2024/7i:** To delegate to the R&AC the task of formulating the PC's response to the carparking enforcement proposal by Landbridge. **Agreed.**

**10.4 Preparations for Volunteer Event**

The results of the Wildlife Friendly Competition could be announced at the Volunteer Event. The purpose of the event is to thank the PC's volunteers and attempt to get more. The date of the event to be decided.

Office support to include compiling an accurate list of listing current volunteers and ordering refreshments. **Agreed.**

The event schedule to include an icebreaker quiz and information on the effectiveness of volunteers. Councillors to give some thought to an appropriate guest speaker.

**10.5 Appointment of notice board caretakers** CR3

**RESOLUTION C2024/7j:** To appoint Edward Thompson notice board caretaker for Black Tiles/Main Road and The Street in Cllr O'Brien Baker's absence. **Agreed.**

10.6 Engaging with the Public any update?

Cllr Parsons had not had any feedback from councillors on giving presentations or setting up a PC surgery.

Presentations and setting up a PC surgery to be deferred to the PC meeting in September. **Agreed.**  
Cllrs Irwin, Geeson and Davey to assist Cllr Parsons with setting up PC surgeries. **Agreed.**

10.7 Support for Citizens Advice East Suffolk CR4

There is £966.00 available in the grant fund.

Citizens Advice East Suffolk to be informed of the PC's grant giving system and invited to submit a grant for 2025/26. **Agreed.**

10.8 Box Up - free sports and play equipment for rental to local people CR5

**RESOLUTION C2024/7k:** That the PC does not express an interest in hosting a Box Up system providing free sports and play equipment for rental to local people at this time. **Agreed.**

Cllr Thompson was thanked for bringing this to the attention of the PC.

**11. TO CONSIDER REPORTS FROM WORKING GROUPS**

11.1 Village Fete 20th July 2024 update Noted.

Cllr Irwin informed the meeting that the deadline for stallholder refunds was on Friday the 5<sup>th</sup> of July. There were 20 organisations exhibiting at the fete and the poster and programme had been circulated widely including through Facebook and on the Council's website. Cllr Davey had organised the entertainment element of the fete. All the organisational tasks were in hand.

11.2 Emergency Planning update Noted.

Cllr Hall reported that she and Cllrs Davey, Staines and Whitby are to attend Emergency Planning training organised by ESC in the near future.

Cllr Davey had been successful in recruiting volunteers from the local Church. Martlesham Parochial Church Council had confirmed that St Michael's and All Angels Church was available for use as part of the Emergency Plan.

11.3 Speed Reduction Group & Martlesham Community Speed Watch Group any update? CPs filed in the office together with the minutes. Noted.

Cllr Parsons reported that both schemes were going well. The Council Officer was thanked for the graphs he had produced with the data collected by Community Speed Watch volunteers. Cllr Hall and the Council Officer will be attending a meeting of both groups on 9<sup>th</sup> July and chaired by Cllr Parsons.

11.4 Martlesham Climate Action meeting 06.06.24 CP filed in the office together with the minutes. Noted.

**12. Consultations**

12.1 Any consultations?

There were no consultations.

**13. Training**

13.1 Cancellation of the 2024 August Workshop: an informal meeting which replaces a full Council meeting CR6

**RESOLUTION C2024/7i:** To cancel the 2024 August Workshop due to a lack of staff and councillor resources. **Agreed.**

**14. 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

14.1 Dog bite incident on Recreation Ground 12.06.24 CR7 Noted.

14.2 Any updates?

There were no updates.

## **15. Any reports from representatives on local organisations**

### **15.1 Martlesham Community Hall Management Committee any report?**

There was no report.

### **15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting on 10.06.24** Noted.

Cllrs Hall, Parsons and Thompson attended the Community Partnership meeting on 10<sup>th</sup> June. Cllr Hall reported that the 3 major topics for the partnership this year are road safety, volunteering and intergenerational communications.

### **15.3 Deben Estuary Partnership – 1st draft of Deben Estuary Plan, Environment** CPs filed in the office together with the minutes.

Cllrs to inform Cllr Hall of any comments they may have regarding the Deben Estuary Plan, on the Environment. Cllr Hall reminded the meeting that the PC had a voting position on the partnership.

### **15.4 Any other reports?**

Cllr Staines to provide his report on litter collection in the parish to the September PC meeting.

## **16. Items for Martlesham newsletters (August) /Facebook/website**

### **16.1 Contributions/what has this meeting achieved?**

Introduce Cllr Geeson, grants, tree of the month – John Forbes memorial apple tree.

**RESOLUTION C2024/7m:** To suspend Standing Order 3w to complete all business on the agenda.  
**Agreed.**

Cllr Packard left the meeting.

**RESOLUTION C2024/7n:** 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.**

The Council Officer left the meeting.

The Clerk accepted the invitation to stay in the meeting.

The next item to be taken in camera

## **17. Staff matters**

### **17.1 Outcomes of Finance Officer's appraisal** CP – CONFIDENTIAL filed in the office.

See confidential minutes for **CONFIDENTIAL RESOLUTION C2024/7a** and **CONFIDENTIAL RESOLUTION C2024/7b**.

### **17.2 Clerk's retirement and recruitment of a new clerk** CR8

**RESOLUTION C2024/7o:** To delegate to the Personnel Working Group the recruitment of a new Clerk to be undertaken as soon as possible. **Agreed.**

The meeting was closed at 10.03pm

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Chairman, 4<sup>th</sup> September 2024.