

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 20 JANUARY 2021 virtually via Zoom**

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

There were no members of the public.

**In attendance:** Mrs S Robertson (Clerk), Mrs D Linsley (Deputy Clerk).

**1. Apologies:** None.

There were apologies from County Councillor Patricia O'Brien.

**2. Interests**

2.1 Disclosable Pecuniary Interest (DPI): None declared.

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

**3. Filling two Parish Councillor vacancies** CR1 Consider co-option – nobody has come forward.  
Note on New Legal Advice on Co-option noted.

**4. Appointments to Committees, Working Groups and any other representation** CR2

**RESOLUTION C2021/1a:** To appoint Jane Hall as a Tree Warden for Martlesham Parish. **Agreed.**

**5. Minutes of Parish Council Meeting 04.11.20** CP – Minutes

The minutes were approved. The Chairman signed the minutes as correct and showed his signature to the PC via the camera on his computer. **Agreed.**

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

**7. PUBLIC FORUM**

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

There were no members of the public.

7.2 Any issues raised by the public

There were no issues raised.

The Chairman allowed the following additional item at the request of Cllr Blundell.

Reports from District & County Councillors had been removed from this meeting in order to focus on finance issues and will be presented at the next full Council meeting in 2 weeks' time on 03 February.

7.3 Report from Cllr Blundell Two reports sent via email and copies filed in the office together with these minutes. Noted.

Cllr Blundell went through each topic in his written reports.

Cllr Blundell left the meeting.

**8. Financial Matters**

8.1 Cheques signed between meetings, including: DECISION F2020/12d: To grant emergency funding of £3,000.00 to Martlesham Community Hall to help with the running costs of the Community Hall during the Covid-19 pandemic. Funds to be taken from earmarked reserves code 9008 EMR Strategy & Infrastructure. CP filed in the office together with these minutes.

**RESOLUTION C2021/1b:** To ratify payments of cheques signed between meetings (filed in the office together with minutes) including DECISION F2020/12d: To grant emergency funding of **£3,000.00** to Martlesham Community Hall to help with the running costs of the Community Hall during the Covid-19 pandemic. Funds to be taken from earmarked reserves code 9008 EMR Strategy & Infrastructure.

**Agreed.**

Mrs Davey joined the meeting.  
Cllr Blundell rejoined the meeting.

8.2 Any pending expenditure transactions Email circulated previously.

**RESOLUTION C2021/1c:** To pay all pending expenditure transactions as follows:

1. Cheque no. 106060 to Ipswich Computer Services Ltd, in payment for invoices 051858 & 051851 for remote IT support for the Admin Assistant & Council Officer - £31.00 + VAT £6.20 = £37.20 (code 4037);
2. Recreation Ground Trust cheque no. 100065 to The Tree GP, in payment for invoice no. OH00845, for removal of tree stems from the river, branches cut out of fence, log wood cut up on site - £450.00 + VAT £90.00 = £540.00 (Resolution C2020/7y)

**Agreed.**

8.3 Income & expenditure to date CP sent via e-mail and a hard copy filed in the office together with these minutes. Noted.

8.4 DAS & Martlesham PreSchool grant requests CR3 & CP filed in the office together with these minutes.

There was a discussion.

Mr Staines left the meeting.

**RESOLUTION C2021/1d:** To grant **£500.00** to the Disability Advice Service, following a request to support their work which has been affected by Covid-19, enabling them to continue to help the Martlesham community. To use the remaining **£352.00** left in the Grant budget for this financial year and delegate to the Clerk the task of identifying **£148.00** from an appropriate PC budget heading to make a total of **£500.00**. **Agreed.**

**RESOLUTION C2021/1e:** To advise Martlesham Preschool of the PC's grant system which opens for applications in the autumn and inform them of other grant giving bodies such as Kesgrave district councillors. **Agreed.**

8.5 Suffolk Pension Fund Consultation on Ill Health Liability Insurance – 31.01.21 deadline CR4 & CP filed in the office together with these minutes.

Mr Burrows explained the reason behind Ill Health Insurance.

**RESOLUTION C2021/1f:** The following query to be sent to the Suffolk Pension Fund Consultation: "As the cost of the insurance is taken from the employer's contribution does that mean that slightly less money goes into the pension fund and would this therefore affect the funding available to pay future pension benefits?" **Agreed.**

8.6 Grant & Defibrillator at the Bowls Club CR5

There was much discussion about how the defibrillator could most easily be made available to the public and the costs involved. District Cllr Blundell confirmed that his intention in granting funds to the Bowls Club was that the defibrillator should be publicly accessible.

**RESOLUTION C2021/1g:** Due to concerns about the costs & difficulties involved in moving the defibrillator to a public site, noting that the Bowls Club is currently closed, the Council will undertake more research on the provision of a publicly accessible defibrillator and puts on hold the confirmation of the grant of £2,000.00 to the Bowls Club. **Carried.**

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

9.1 Recreation & Amenities Committee 18.11.20 CP – Minutes

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

**DECISIONS R2020/11a-11f** were noted.

The Chairman signed the minutes as correct and showed his signature to the PC via the camera on his computer.

9.2 Finance & General Purposes Committee 02.12.20 CP – Minutes

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

**DECISIONS F2020/12a-12i** were noted.

The Chairman signed the minutes as correct and showed his signature to the PC via the camera on his computer.

**RECOMMENDATION F2020/12a:** To appoint Mr Hunt as internal auditor for 2020/21 with fee held as for 2019/20.

**RESOLUTION C2021/1h:** To accept RECOMMENDATION F2020/12a to appoint Mr Hunt as internal auditor for 2020/21 with fee held as for 2019/20. Agreed.

**RECOMMENDATION F2020/12b:** To assist Martlesham Heath Surgery in providing shelter outside the surgery for patients having to wait in the open-air due to Covid-19 restrictions, up to £1,000.00, pending more information on the type of shelter to be provided or alternative solutions.

(PLEASE REFER TO CR6)

New information had been received from the Surgery's Practice & Patient Group asking for the £1k to be used for screens inside the waiting room as an outdoor shelter had proved impractical. In light of this the Council made an amended decision.

**RESOLUTION C2021/1i:** To grant up to £1,000.00 for the purchase of screens for the Martlesham Heath Surgery to allow more patients to wait in the waiting room in a covid secure way. Agreed.

**The Clerk** to research the most tax efficient way to administer the donation to Martlesham Heath Surgery. Agreed.

**RECOMMENDATION F2020/12c:** That the Parish Council sets an Earmarked reserve for 2020/21 for the Development Plans Committee of £700.

**RESOLUTION C2021/1j:** To accept RECOMMENDATION F2020/12c that the Parish Council sets an Earmarked reserve for 2020/21 for the Development Plans Committee of £700. Agreed.

**RECOMMENDATION F2020/12d:** That the Parish Council sets a £13,000.00 EMR for Legal & Professional which allows a contingency of £10,000.00 for a Neighbourhood Plan review.

**RESOLUTION C2021/1k:** To accept RECOMMENDATION F2020/12d that the Parish Council sets a £13,000.00 EMR for Legal & Professional which allows a contingency of £10,000.00 for a Neighbourhood Plan review. Agreed.

**RECOMMENDATION F2020/12e:** That the Parish Council sets a total earmarked reserve for 2021/22 for the Finance and General Purposes Committee of £91,542.00, the Recreation and Amenities Committee of £47,236 and the Development Plans Committee of £4,177, which includes a grant of £3,477 for SID, totalling £142,955.00. It is noted that these figures can change by the end of the 20/21 financial year in cases where an earmarked reserve is simply carried forward & not replenished.  
(PLEASE REFER TO DRAFT EARMARKED RESERVES SPREADSHEET: EMR S106 RESERVE (9024) HAS BEEN RECEIVED FROM TRAVIS PERKINS. PLEASE CONSIDER AN AMENDMENT TO THE FIGURES – NEW TOTAL: £167,205)

**RESOLUTION C2021/1l:** In order to include £24,250 in S106 funds received from Travis Perkins, under F&GPC earmarked reserves, the Council amends Recommendation F2020/12e to show a new total of £167,205. Agreed.

**RESOLUTION C2021/1m:** To accepted amended RECOMMENDATION F2020/12e as follows:

That the Parish Council sets a total earmarked reserve for 2021/22 for the Finance and General Purposes Committee of £115,792.00, the Recreation and Amenities Committee of £47,236.00 and the Development Plans Committee of £4,177.00, which includes a grant of £3,477.00 for SID, totalling £167,205.00. It is noted that these figures can change by the end of the 20/21 financial year in cases where an earmarked reserve is simply carried forward & not replenished. Agreed.

The next three recommendations were taken together.

PLEASE REFER TO THE FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

**RECOMMENDATION F2020/12f:** That the Parish Council works towards appointing a separate Responsible Financial Officer, so in the future the role will be discrete from that of the Clerk.

**RECOMMENDATION F2020/12g:** That there is a reappraisal of the Council's direction and how its committees are structured, e.g. with more focus on subject matter such as the Climate Emergency,

the Built Environment, Health & Wellbeing.

**RECOMMENDATION F2020/12h:** To increase the Staff Salaries budget by £7k for the 2021/22 financial year to cover costs of any appointment made towards the end of the financial year.

**RESOLUTION C2021/1n:** To accept the following three recommendations:

RECOMMENDATION F2020/12f: That the Parish Council works towards appointing a separate Responsible Financial Officer, so in the future the role will be discrete from that of the Clerk.

RECOMMENDATION F2020/12g: That there is a reappraisal of the Council's direction and how its committees are structured, e.g. with more focus on subject matter such as the Climate Emergency, the Built Environment, Health & Wellbeing.

RECOMMENDATION F2020/12h: To increase the Staff Salaries budget by £7k for the 2021/22 financial year to cover costs of any appointment made towards the end of the financial year.

**Agreed.**

The Meeting assured Cllr Blundell that the PC was aware that it needed to spend funds from S106 Agreements and CIL to avoid developers claiming back the money in the future.

#### 9.3 Development Plans Committee 09.12.20 CP – Minutes

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

**DECISIONS D2020/12a and 12b** were noted.

The Chairman signed the minutes as correct and showed his signature to the PC via the camera on his computer.

**RECOMMENDATION D2020/12a:** That the Development Plans Committee becomes the "Development, Environment & Transport Committee" (DET).

**RESOLUTION C2021/1o:** To accept RECOMMENDATION D2020/12a that the Development Plans Committee becomes the "Development, Environment & Transport Committee" (DET). **Agreed.**

**RECOMMENDATION D2020/12b:** To accept the amended Terms of Reference for the DET as follows:

DEVELOPMENT, ENVIRONMENT & TRANSPORT COMMITTEE

TERMS OF REFERENCE

- a) Consideration and reporting on planning matters generally that may affect the parish and the immediate surrounding area.
- b) Commenting to the relevant planning authority on any planning applications arising within the Parish.
- c) Provision of written and verbal evidence in conjunction with any planning appeals affecting the Parish.
- d) Provision of input and comments to central, regional and all other local authorities regarding any relevant aspects of the planning framework, particularly in relation to consultation documents.
- e) To assess the potential solutions required to address planning related non-policy issues identified in the Neighbourhood Plan, i.e. the NP Plus. To prioritise these and propose strategies for achieving them through the relevant authorities.
- f) To authorise expenditure within the pre-determined budget under EMR Development Plans.
- g) To take into account the climate emergency in decision & policy making and when commenting on national, regional and local issues.

**RESOLUTION C2021/1p:** To amend item b) in RECOMMENDATION D2020/12b to "Commenting to the relevant planning authority on any planning applications arising within the Parish and any others that may affect the Parish." **Agreed.**

**RESOLUTION C2021/1q:** To accept the amended RECOMMENDATION D2020/12b to accept the amended Terms of Reference for the DET as follows:

DEVELOPMENT, ENVIRONMENT & TRANSPORT COMMITTEE

TERMS OF REFERENCE

- a) Consideration and reporting on planning matters generally that may affect the parish and the immediate surrounding area.
- b) Commenting to the relevant planning authority on any planning applications arising within the Parish and any others that may affect the Parish.

- c) Provision of written and verbal evidence in conjunction with any planning appeals affecting the Parish.
- d) Provision of input and comments to central, regional and all other local authorities regarding any relevant aspects of the planning framework, particularly in relation to consultation documents.
- e) To assess the potential solutions required to address planning related non-policy issues identified in the Neighbourhood Plan, i.e. the NP Plus. To prioritise these and propose strategies for achieving them through the relevant authorities.
- f) To authorise expenditure within the pre-determined budget under EMR Development Plans.
- g) To take into account the climate emergency in decision & policy making and when commenting on national, regional and local issues. **Agreed.**

**RECOMMENDATION D2020/12c:** To agree Mr Stephen Denton as the Chairman for the Development, Environment & Transport Committee.

**RESOLUTION C2021/1r:** To accept RECOMMENDATION D2020/12c to agree Mr Stephen Denton as the Chairman for the Development, Environment & Transport Committee. **Agreed.**

**RECOMMENDATION D2020/12d:** To accept the amended Standing Orders, Appendix 1: Scheme of Delegation to the Clerk as follows:

Delegation by the Development, Environment & Transport (DET) Committee

1. The Clerk is authorised, after consultation with the Chairman of the DET or other nominated person(s), to provide comments as appropriate to planning applications with reference to the Parish Council's own planning policies and the current Local Plan/Local Development Framework & supplementary guidance. When formulating a response to applications for minor development, parishioners' comments on planning grounds, directly received or published on ESC's website, should be taken into account.

2. Such delegation will not be exercised where 3 members of the DET request that an application should be reported to a meeting of the DET or if the Clerk wishes to refer back to the DET because she has concerns about the application.

3. The Clerk with the DET Chairman or other nominated person(s) may also take the decision to refer an application to a DET meeting or the full Parish Council as appropriate.

**RESOLUTION C2021/1s:** To accept RECOMMENDATION D2020/12d to accept the amended Standing Orders, Appendix 1: Scheme of Delegation to the Clerk as follows:

Delegation by the Development, Environment & Transport (DET) Committee

1. The Clerk is authorised, after consultation with the Chairman of the DET or other nominated person(s), to provide comments as appropriate to planning applications with reference to the Parish Council's own planning policies and the current Local Plan/Local Development Framework & supplementary guidance. When formulating a response to applications for minor development, parishioners' comments on planning grounds, directly received or published on ESC's website, should be taken into account.

2. Such delegation will not be exercised where 3 members of the DET request that an application should be reported to a meeting of the DET or if the Clerk wishes to refer back to the DET because she has concerns about the application.

3. The Clerk with the DET Chairman or other nominated person(s) may also take the decision to refer an application to a DET meeting or the full Parish Council as appropriate. **Agreed.**

#### 9.4 Recreation & Amenities Committee 13.01.21 CP – Minutes

To delay the acceptance of the R&AC minutes for the meeting held on 13.01.21 until the PC meeting in February to allow more time for councillor to read the minutes which were circulated earlier in the day. **Agreed.**

### 10. Budget & Precept Proposals 2021/2022

10.1 Risk Assessment of General Reserves CR7 Noted.

Mr Irwin commented that General Reserves were close to 50% of the Precept which was less than recommended.

10.2 Town/Parish Council Precept Request 2021/22 (submit by 31 January 2021) CR8 & CP filed in the office together with these minutes. Noted.

10.3 Draft Budget 2021/22 CP filed in the office together with these minutes.

**RESOLUTION C2021/1t:** To agree the proposed budget of **£149,530.00** for 2021/22. Agreed.

**10.4 Budget & Precept Proposals for 2021/22**

(Please refer to Financial Summary, Account Balances & Summary of Income 2020/21 spreadsheet for information and Budget & Precept Proposals) CPs filed in the office together with these minutes. The Clerk presented additional figures showing a 1.9% and 2% increase in the charge for a band D property. Discussion took place. There was concern about the proposed level of general reserves and that this should not be allowed to drop too far, although earmarked reserves are high and can be used for other purposes if necessary. The Council was mindful of additional financial pressures some parishioners might face due to the pandemic but considered an extra £1.96 per year on a Band D property acceptable although it will show as a 3.2% increase on the precept.

**RESOLUTION C2021/1u:** To set a precept for 2021/22 of **£145,000.00**. This means that the charge per household for a Band D property would be **£63.14**, a **3.2%** increase on the council tax bill. Carried.

At 9.30pm the following decision was taken:

**RESOLUTION C2021/1v:** To suspend Standing Order 3w to complete all business on the agenda.

Agreed.

**11. Covid Support**

11.1 Organising a volunteer group CR9 Noted. & ratify actions taken

**RESOLUTION C2021/1w:** To ratify the actions taken to find and coordinate a small number of volunteers to help vulnerable members of the community during the third lockdown effecting England due to Covid-19 as promoted by Andy Jolliffe, ESC Communities Officer. Actions included publishing an article on the PC website, a brief advert on Facebook and writing to working group members and community groups. The PC to act as a conduit between ESC and the volunteers and will need to hold details of volunteers securely. Agreed.

**12. Items for Martlesham newsletters/Facebook/website**

12.1 Contributions/what has this meeting achieved?

Setting the budget and precept, accepting minutes of meetings held in November and December and considering recommendations from Committees, a grant for DAS, reappraisal of the direction of the Council.

The Clerk was thanked for her excellent work on providing the financial information to enable the PC to consider setting the budget and precept.

There being no further business the meeting was closed at 9.38pm.

*M. Williamson*

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Chairman, 3 February 2021