

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 28 JULY 2021**

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

**PRESENT:** Mr M Williamson (Chairman) Mr L Burrows (Vice Chairman), Mr D Boswell, Mrs H Davey, Mrs J Hall, Mr M Irwin, Mr M O'Brien Baker, Mr R Staines, Mr P Whitby.

There were no members of the public.

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

**1. Apologies:** Mr C Blundell, Mr E Thompson, Mr S Denton, Ms R Jones.

There were also apologies from District Councillor Kay Yule and County Councillor Patti Mulcahy.

**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**

There were no candidates.

**4. Vacant appointments: ASB Tasking Group, SALC, Martlesham Village Hall Management Committee representatives CR1**

**RESOLUTION: C2021/7a:** To appoint, on a temporary basis, Mr Williamson to the ASB Tasking Group & Mr O'Brien Baker to SALC. Agreed.

**5. Minutes of Parish Council Meeting 23.06.21 & Confidential Report C2021/06** CPs - Minutes &

Report filed in the office together with the minutes.

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

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

**7. PUBLIC FORUM**

7.1 Police Report: ASB Tasking Group meeting 15.07.21

Mr Williamson reported that the meeting had been poorly attended and that he had not been issued with an agenda. It is hoped that the administrative problems will be sorted by the next meeting in three months' time. County Cllr Page was one of the attendees. The group members were asked to consider what anti-social behaviour meant to them. Opinions varied. The Police Sergeant present urged people to report ASB online and informed the group that incidents of ASB are high during the summer months. Members of the group had reported problems with reporting ASB online. Mr Williamson raised the problem of electric scooters. SCC's Police Committee had asked the Police Crime Commissioner to deal with this issue. Mr Williamson had not found the new structure to the ASB meeting helpful.

The Police are moving to accept as evidence, specific information of repeated speeding offences given to them by SID groups.

7.2 Reports from District Councillors

There were no reports from District Councillors.

7.3 Reports from County Councillors

There were no reports from County Councillors.

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

There were no issues raised.

### 7.5 Any issues raised by the public

Mr Burrows felt it was important for the PC to set an example and for councillors to continue to protect themselves and others by wearing masks at PC meetings to prevent the spread of covid.

### **8. Financial Matters**

To note that the Clerk was unable to attend the meeting and present the finance papers.

8.1 Cheques signed between meetings CP not available.

8.2 Any pending expenditure transactions CP not available.

8.3 Income & expenditure CP not available.

8.4 Community Infrastructure Levy (CIL) Report 01 April 2020 – 31 March 2021 CP not available.

8.5 Reallocation of grant funding – request from Martlesham Brass CR2

**RESOLUTION: C2021/7b:** To allow Martlesham Brass to allocate the grant funding given to them this year of £500.00 to help with the cost of a band workshop, to pay for the composition of a suite of 'Suffolk Dances' from brass composer Alan Fernie as the workshop had been cancelled due to covid. Agreed.

8.6 Martlesham Heath Aviation Society (MHAS) – request for funding CR3

**RESOLUTION: C2021/7c:** To grant Martlesham Heath Aviation Society **£170.00 + VAT** to hire 2 portable toilets for the celebrations to mark the 21<sup>st</sup> anniversary of the opening of the Control Tower Museum and its reopening following changes in covid restrictions. Agreed.

The PC acknowledged the difficulties groups and organisations have had when planning events during the pandemic. The **Clerk** to highlight to MHAS the PC's timetable for allocating grants.

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 not available.

9.2 Planning Comments issued under delegated authority to ESC since last DETC meeting on 14.04.21 CP filed in the office together with the minutes. Noted.

9.3 Re-opening of the Parish Room for Council meetings & use by local organisations CR4 & CP - Risk Assessment filed in the office together with the minutes.

**RESOLUTION C2021/7d:** To hold all MPC meetings and Committee meetings, if necessary, in St Michael's Church Centre (if available) in September, October, November and December due to uncertainty around the number of covid infections going forward and the ongoing duty of care the PC has to protect the health, safety and welfare of its staff, councillors and attendees. Agreed. Committee meetings to be confirmed.

Full PC and Committee meetings to continue to be held on a Wednesday evening.

**RESOLUTION C2021/7e:** To agree the Risk Assessment for the Return to Face-to-Face Meetings in the Parish Room. Agreed.

**RESOLUTION C2021/7f:** To limit the use of the Parish Room to MPC and reassess the situation at the September PC meeting. Agreed.

9.4 Re-opening of the Parish Office CR5 Noted.

The re-opening of the office was dependant on staff being confident in and satisfied with changes made due to covid and staff restructuring. Agreed.

Looking at alternative ways to heat the office was a priority. Mr Boswell was aware that air source heat pumps could be difficult to install and warned that there might be a long wait to get the work done. Mr Burrows suggested that delegated authority would need to be considered to pursue quotes and engage with advisors on new heating systems.

9.5 Underpass Project update CR6 Noted.

The Clerk to follow up the lack of response from some Martlesham Primary Schools and remind the Project that Gorseland Primary School is in Martlesham.

It was felt that it would be good to use the skills of the pupils to paint the designs and not rely solely on a professional artist.

9.6 Defibrillator for old Martlesham – Red Lion PH Ongoing.

The Council Officer's email of 22.07.21 and Mr Boswell's comments were noted.

Mr Whitby informed the PC that the Ambulance Service has a list of the locations of defibrillators.

9.7 Defibrillator for Lancaster Drive – MHHL request

**Mr Boswell** to liaise with MHHL over the best location for a defibrillator and update the PC at its meeting in September. Agreed.

9.8 Quotations for tree works following independent Tree Inspection Report Ongoing – noted.

The Deputy Clerk reported that the tree surgeon was drawing up a quote. Mr Burges, Martlesham Tree Warden, would be available to meet with the tree surgeon on site to answer questions about the work needed if required.

If the costs were high, obtaining other quotes would need to be considered.

9.9 Climate Emergency training via Zoom – 04.08.21- for all councillors Noted.

Mr Burrows gave his apologies.

MPC to circulate the Zoom invitation to councillors. Agreed.

## **10. TO CONSIDER REPORTS FROM WORKING GROUPS**

### 10.1 Terms of Reference for Recreation & Amenities Working Group and Speed Reduction Working Group CPs – ToRs filed in the office together with the minutes.

**RESOLUTION C2021/7g:** To accept the Terms of Reference for Recreation & Amenities Working Group as follows:

**Terms of Reference**

**Name:** Recreation and Amenities Working Group.

**Objective:** To assist Martlesham Parish Council (MPC) in:

Managing recreational facilities and amenities.

**Management:** Accountable to Martlesham Parish Council in line with MPC working group protocols and procedures.

Any financial commitments or disbursements are the responsibility of the Responsible Financial Officer to the Council authorised by the Parish Council.

The Recreation and Amenities Working Group may only make recommendations to the MPC and has no authority in financial respects.

To submit notes, advice and or comments for MPC to the Clerk/Deputy Clerk.

**Roles and Duties:** To provide information, advice and comments to MPC regarding managing recreational facilities and amenities. To propose members of the group.

**Composition:** Martlesham Parish Council will appoint members of the group from members of Martlesham Parish Council, stakeholder groups and individuals.

The group will elect a chairman from amongst its members.

**Meetings:** As and when required.

**Delegated Powers:** None.

Agreed.

**RESOLUTION C2021/7h:** To accept the Terms of Reference for the Speed Reduction Working Group

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subject to the Development, Environment and Transport Committee being abbreviated to DETC and not DETcom as follows:

**Terms of Reference**

<b>Name:</b>	Speed Reduction Working Group
<b>Objective:</b>	To reduce speeding by setting up and operating on an ongoing basis the deployment of a Speed Indicator Devices at various location around the Parish
<b>Aims of the scheme:</b>	To reduce the number of drivers going too fast To reduce the average speed of vehicles To produce data on the volume of vehicles by time of day To provide data to support requests for targeted police speed checks To provide data to support anti-speeding campaigns in social media etc
<b>Management:</b>	Accountable to the Development, Environment and Transport Committee (DETC) for Martlesham Parish Council in line with MPC working group protocols and procedures. Any financial commitments or disbursements are the responsibility of the Responsible Financial Officer to the Council authorised by the Parish Council. The Speed Reduction WG may only make spend recommendations to DETC and has no authority in financial respects.
<b>Roles and Duties:</b>	To deploy the Speed Indication Device at the each of the selected sites on a rolling programme basis To facilitate the production of regular statistical reports on traffic speeds To propose ideas for speed reduction publicity campaigns To ensure safe working practices having regard to working on stepladders at the roadside. To plan and change the rolling deployment programme as dictated by circumstances

**Agreed.**

10.2 Martlesham Climate Action Meeting on 20.07.21: Wildlife Friendly Village proposal; Environmental Care Projects successful bids; reminder re Climate Emergency Summit 25.09.21 in St Michael's Church Centre CPs - WVF proposal & Environmental Care Projects filed in the office together with the minutes.

Minutes of the Martlesham Climate Action Meeting on 20.07.21 to be circulated.

Mr Whitby explained the Wildlife Friendly Village proposal.

**RESOLUTION C2021/7i:** To accept the Wildlife Friendly Village proposal. **Unanimous.**

The success of the Rewilding & Advice Hub Project bids were noted.

The date of the Summit, 25.09.21, was noted.

The acoustics of the hall and the wearing of masks made it difficult for some councillors to hear what was being said during the meeting. Those speaking were asked to speak clearly and loudly.

10.3 Recreation Ground & Kronji's Piece Steering Group meeting 17.06.21 CP - Draft notes filed in the office together with the minutes. Noted.

10.4 Wildflower Project meeting 30.06.21 CP - notes filed in the office together with the minutes. Noted.

10.5 Sports Fund Working Group 02.07.21 CP - Draft notes filed in the office together with the

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minutes. Noted.

10.6 Martlesham Common Working Group site meeting 12.07.21 CP - Draft notes filed in the office together with the minutes. Noted.

10.7 DET Working Group meeting 21.07.21 Notes to follow.

### **11. Consultations**

11.1 Brightwell Lakes: Taylor Wimpey (TW) consultation response CP - Letter to TW filed in the office together with the minutes.

**RESOLUTION C2021/7j:** To ratify the Brightwell Lakes: Taylor Wimpey consultation response letter (Our ref:21-203-Brightwell Lakes, 22<sup>nd</sup> July 2021). Agreed.

### **11.2 Sizewell C**

Mr Whitby hoped to attend more meetings on Sizewell C in the future.

11.3 McCarthy & Stone planning application DC/21/3305/FUL – Runway car park site meeting 19.07.21 CP - Site meeting notes filed in the office together with the minutes. Noted. McCarthy & Stone had very recently submitted a new planning application.

**12. 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 – the Clerk had nothing to report.

12.1 Finance Report CP not available.

### **12.2 Any matters arising?**

There were no matters raised.

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

13.1 Kesgrave, Rushmere, Martlesham, Carlford & Fynn Valley Community Partnership meeting on 12.07.21

Mrs Hall informed the meeting that a recording of the meeting was available to watch on YouTube. Minutes of the meeting to follow.

### **14. Items for Martlesham newsletters/Facebook/website**

14.1 Contributions/what has this meeting achieved? Consider Wildlife Friendly Village proposal, funds for Martlesham Brass and MHAS, grants, staff changes in September, councillor vacancies and the continued progress of working groups.

The meeting was closed at 9.20pm.

*M. Williamson*

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Chairman, 01 September 2021

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