

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 6TH JULY 2023

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

There was one member of the public present.

In attendance: Mrs D Linsley (Clerk).

1. Apologies: Mr R Staines.

There were also apologies from County Cllr P Mulcahy and District Cllr M Packard.

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

2.1 Disclosable Pecuniary Interest (DPI):

Mrs Hall and Mr Whitby – item 9.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 – Decision D038:

Authorisation of 3 lunches for attendees of the Inter-parish Green Infrastructure Workshop – Both are attending the event.

2.2 Local non-pecuniary interests (LNPI):

Mr Thompson – item 9.4 Community Partnership Representation – Mr Thompson, as a district councillor, is chairman of the Community Partnership.

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

There were no nominations.

Mr Williamson highlighted that EU citizenship was still included in the co-option process.

4. Minutes of Parish Council Meeting 07.06.23 CP- minutes filed in the office.

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

5. Actions from last meeting Ongoing or on the agenda

6. PUBLIC FORUM

6.1 Reports from County Councillors CR2 & CP – Cllr P Mulcahy's report filed in the office together with the minutes. Noted.

A question was raised about where the new, Suffolk-based control room for the Fire Service, mentioned in Cllr Mulcahy's report, would be located.

6.2 Reports from District Councillors

Cllr Thompson reported that he had attended several meetings including one on CIL charges and attended training sessions following the district election. The Community Partnership meeting has been rescheduled, date to be confirmed.

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

Dave Parsons addressed the meeting on item 10.6 SRWG – support volunteer to establish a Community Speed Watch Scheme?

Mr Parsons explained that to establish a Suffolk Constabulary Community Speed Watch Scheme support from the Parish Council was required and at least 6 volunteers. Three members of the Speed Reduction Working Group (SRWG) had already volunteered to be part of a Community Speed Watch Scheme if one was established. Mr Parsons suggested the PC could advertise in the monthly newsletters for more volunteers. Mr Parsons was prepared to engage with volunteers and manage the project for Martlesham Council. The cost of the setting up the scheme he estimated to be £3K; the biggest expenditure being acquiring a Speed Detection Device (Speedar) which could be purchased second hand to reduce costs or the PC could be part of a programme which shared a device. Community Speed Watch high viz jackets would also be required. Once signed up to the scheme Suffolk Constabulary would provide training for volunteers.

Mr Parsons explained that there were three main areas where speeding continues to be any issue and that the SRWG believed would benefit from being part of the scheme. They are; Felixstowe Road, Eagle Way and Main Road from the Red Lion pub to the fish and chip shop. These sites have been identified through data collected using SID and observations.

To consider item 10.6 next. **Agreed.**

10.6 SRWG – support volunteer to establish a Community Speed Watch Scheme? CR5

Mr Williamson reminded the meeting that SID did not operate on the Felixstowe Road and asked whether SID gathered information when the screen wasn't flashing. He suggested that another SID might be useful and could be considered by SRWG. A Police camera unit was parked on Felixstowe Road every 6/7 weeks. Mr Williamson was conscious of the costs involved and through his work on ASB was aware that confrontations between drivers caught speeding and Community Speed Watch volunteers did occur.

Mr Irwin noted that SID had been successful in reducing speed in the parish and that the Community Speed Watch Scheme would catch those going at high speed. He suggested that funding for the project could come from CIL.

Mrs Hall reminded the meeting that the DETC had decided not to go ahead with the scheme in the past due to a lack of volunteers.

Another speeding problem area is by Birchwood School.

RESOLUTION C2023/7a: The Parish Council supports the process of establishing a Community Speed Watch Scheme which, if established, would report to the Full Council. **Agreed.**

The PC to advertise for volunteers for the scheme in the monthly newsletters. **Agreed.**

Mr Parsons to liaise with volunteers and manage project. **Agreed.**

Mr Parsons left the meeting at 8.13pm.

6.4 Any issues raised by the public

Mr Burrows reported a sign on a tree by the entrance to Tesco regarding a missing dog and CCTV which needs to be removed.

The **Clerk** to inform the land maintenance contractor to remove the sign and any CCTV that might have been installed.

7. Financial Matters

7.1 Payments made between meetings CP filed in the office together with the minutes.

RESOLUTION C2023/7b: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

7.2 Any pending expenditure transactions CP filed in the office together with the minutes.

RESOLUTION C2023/7c: To pay all pending expenditure transactions (filed in the office together with minutes). **Agreed.**

The Chairman and the Clerk signed the pending expenditure transaction report.

7.3 Income & expenditure CPs filed in the office together with the minutes. Noted.

RESOLUTION C2023/7d: To ask the **Finance Officer** to amalgamate the Barclays Active Saver and Barclays Base Rate Reward which are now both Business Premium. **Agreed.**

8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Development, Environment and Transport Committee 14.07.23 CP – minutes

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

DECISIONS D2023/6a – 6c were noted.

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 filed in the office together with the minutes.

RESOLUTION C2023/7e: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

9.2 Parish Council presence at the village fete CR3

The following requests for material suitable for the PC display stand for the village fete were agreed:

Mr Williamson – staff and councillor vacancies

Mr Burrows – Recreation Ground and community orchard

Mr O'Brien Baker – land maintenance contract and play areas

Mr Thompson – Community Partnership

Mrs Davey – Wildflower Working Group

Mr Whitby – Wildlife Friendly Village and a sign to Martlesham Climate Action

Agreed.

RESOLUTION C20323/7f: To authorise staff to put together a PC display for the Village Fete using material provided by councillors. **Agreed.**

9.3 IT & Communications - Access to council policies update CPs filed in the office together with the minutes. Noted.

Mr Whitby to help Mr Staines complete the Office 365 questionnaire. **Agreed.**

IT support to be asked to set up an email for the Village Fete to use in future years. **Agreed.**

Questionnaires to be completed as soon as possible and returned to the Clerk.

9.4 Community Partnership Representation CR4

The next meeting of the Community Partnership is Friday 21st July at East Suffolk House, Melton.

Mr Williamson volunteered to attend the meeting which sets the funding priorities for 2023/24.

Agreed.

RESOLUTION C2023/7g: 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 following items were taken in camera.

9.5 Solicitor fees - confirmation of costs CP – CONFIDENTIAL filed in the office. Noted.

There was a discussion.

Using the solicitor to help accumulate relevant information would help the PC give an informed answer when considering accepting transfer of the public car park from McCarthy Stone.

In response to the letter received confirming solicitor fees, the Clerk to state that the PC notes the new costings and is disappointed in the increased charges. **Agreed.**

10.1 Personnel Working Group 20.06.23 CP – CONFIDENTIAL filed in the office. Noted.

16. Staff Matters

16.1 CONFIDENTIAL REPORT P2023/7 CP – CONFIDENTIAL filed in the office. Noted.

The retirement of the Finance Officer was considered.

RESOLUTION C2023/7h: See confidential minutes.

The meeting came out of camera.

9.6 What councillors could do to help with the council's workload – Introductory paper CP filed in the office together with the minutes. Noted.

Mrs Hall explained that she had been asked to provide an introductory paper on ways councillors could help with the council's workload by the Personnel Working Group and that she had not been provided with a brief.

Mr Burrows thought that the paper provided a useful checklist and if councillors could do more the better, however, councillors could not be forced.

Mrs Hall suggested that the use of Microsoft Teams and 'shared' calendars would be useful and that councillors might be motivated to give more time if they attended meetings to observe proceedings.

It is hoped that the agreed IT improvements will make things easier for the PC.

Councillors to take away the introductory paper and consider the questions raised. **Agreed.**

L. Wharmby
Chairman
6/9/23

RESOLUTION C2023/71: To suspend Standing Order 3w to complete all business on the agenda.
Agreed.

9.7 Appointment of MHHL Director – response from MHHL Chairman Ongoing.

10. TO CONSIDER REPORTS FROM WORKING GROUPS

10.1 Personnel Working Group 20.06.23 See above.

10.2 Martlesham Climate Action meeting held on 26.06.23 CP filed in the office together with the minutes. Noted.

10.3 Inter-parish Green Infrastructure Workshop event 30th August 2023.

Mrs Hall updated the meeting on arrangements for the workshop which were progressing well. The aim of the event, facilitated by Professor Peter Hobson from Writtle University College, is to bring together stakeholders to identify targeted action to improve the local green infrastructure. It promised to be an exciting day and should put the PC in a better position to update its Neighbourhood Plan.

10.4 Martlesham Village Fete any update?

Mr Irwin reported that bookings for stalls had now closed. There were thirty stalls, an eco zone, special attractions, entertainment, a fairground, a sports competition and activities for younger people. Final preparations including measuring out The Green and allotting spaces would be done on the Friday before the event.

Chris Howard, the St Michael's Church liaison, was thanked for helping with the preparations for the fete. The Clerk to send Mr Howard an email acknowledging his help. **Agreed.**

The meeting thanked Mr Irwin and Mrs Davey for the work they had done over many months to prepare for the 2023 Village Fete.

10.5 Speed Reduction Working Group (SRWG) 28.06.23 There were no notes available.

10.6 SRWG – support volunteer to establish a Community Speed Watch Scheme? CR5
See Public Forum 6.3 To allow members of the public to address business on the agenda above.

11. Consultations

11.1 Coasts & Heaths AONB new draft management plan consultation. Deadline 02.08.23
<https://coastandheaths.org/managing/management-plan/management-plan-consultation/>
This item to be passed to the R&AC to consider at its meeting on 12.07.23. **Agreed.**

12. Training

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting update

Mr Irwin left the meeting at 9.37pm.

The event will take place in the Richards Room which has access to a monitor allowing remote training on Parish Online to take place.

13. 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

13.1 Cadent Gas – licence fee of £200 Noted.

Mr Burrows reported that the Recreation Ground had been left tidy after the essential works by Cadent Gas to cover and protect the pipes under the river Fynn had been completed. Three new markers made of thick plastic have been installed by the river to show the location of the pipes, these replace old damaged concrete markers. The land maintenance contractor has been informed of the markers and made aware that the middle marker contains electrical wires.

Cadent Gas has been made aware that one of the trees that it planted by the bowls club had died. Cadent Gas advised continuing to water the tree in the hope that it revived and that they would try

to source a replacement tree if possible. Tree warden, Mrs Hall has referenced this tree in her Tree Warden's report for the R&AC meeting.

13.2 Anything to report? No report.

14. Any reports from representatives on local organisations

14.1 Any other reports?

The Chairman reported that the Suffolk EP Passenger Interest Group meeting on 11 July had been cancelled. He felt that the group should focus on establishing integrated and sustainable transport for the whole area not just Ipswich.

15. Items for Martlesham newsletters (August & September)/Facebook/website

15.1 Contributions/what has this meeting achieved?

Request for Community Speed Watch volunteers, a separate article to fill councillor vacancies.

16. Staff Matters

16.1 CONFIDENTIAL REPORT P2023/7 CP – CONFIDENTIAL filed in the office.

See above.

The meeting was closed at 9.50pm.


Chairman, 06 September 2023

