

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 7th JUNE 2023**

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

East Suffolk Cllr M Packard

There were no members of the public present.

**In attendance:** Mrs S Robertson (Finance Officer).

**1. Apologies:** Mr M Irwin, Mr P Whitby. County Cllrs P Mulcahy & C Page.

**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** CP

No nominations.

**4. Minutes of Parish Council Meeting 10.05.23** 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 District Councillors CP circulated with the agenda

ESC Councillor Update and Cllr Thompson's report were noted.

Cllr Packard explained that a party had formed comprising 16 Green Party members, 11 Liberal Democrats and 1 Independent, with a majority of 28 out of 55. Cabinet, committee members etc. are currently being appointed. Building more homes will be their priority.

Noted that Cllr Packard is now the Chair of Planning Committee South. Cllr Thompson is not on the committee but can be called upon to be a substitute.

Cllr Thompson has been appointed to the Licensing, Audit & Governance and Scrutiny committees, and the Environmental Task Group. He had nothing further to report.

6.2 Reports from County Councillors

Written reports from Cllrs Mulcahy & Page were circulated prior to the meeting and noted.

**Clerk** to follow up with Cllr Page the change in boundary regarding the Martlesham North ward.

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

No issues raised.

6.4 Any issues raised by the public

Cllr Thompson reported that during his election campaign the following issues had been raised:

- Need for a crossing on Main Road, Martlesham
- Need for a defibrillator at the Falcon Residential Park – noted that possible funding might be available from the owner of the Park
- Falcon Park residents' problems with public transport.

**7. Financial Matters**

7.1 Payments made between meetings

None – noted that the last payments were made at the F&GPC meeting.

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

**RESOLUTION C2023/6a:** To pay all pending expenditure transactions (filed in the office together with minutes). **Agreed.**

The Chairman and the Finance Officer signed the pending expenditure transaction report.

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

7.4 Section 137 of the Local Government Act 1972 and list of local council powers and duties  
CR1 & CPs filed in the office together with the minutes – noted.

7.5 Solar panel quotes – Financial Regulation 11.1b CR2

The Council had accepted a business case for solar panels with 3 quotes provided for comparison. All quotes were well below the £25k threshold in Financial Regulation 11.1b. The Council agreed to have the quotes updated with the inclusion of a battery. Based on information provided the Finance Officer considered that quotes would still come in under £25k so it was not the Council's intention that the contract value would exceed £25k. In the event 2 of the 3 quotes, which were revised, were beyond our requirements, so over £25k, with the quote accepted at the May Council meeting being below £25k. The Council inadvertently overlooked consideration of Financial Regulation 11.1b at its May meeting and so has reviewed it at this meeting.

**RESOLUTION C2023/6b:** That Financial Regulation 11.1b is retrospectively suspended only regarding quotes for solar panels & a battery, noting that quotes were not expected to exceed £25k and, as quotes were received from 3 local reputable companies on 2 occasions, any risk from not going out to formal tender were considered minimal. **Agreed.**

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

8.1 Recreation and Amenities Committee (R&AC) Minutes 17.05.23 CP (R&AC Minutes) filed in the office together with the minutes.

The minutes were approved as an accurate record and signed by the Chairman. **Agreed.**  
Decisions R2023/5a – 5j were noted.

8.2 Finance & General Purposes Committee (F&GPC) Minutes 24.05.2023 CP (F&GPC Minutes) filed in the office together with the minutes.

The minutes were approved as an accurate record and signed by the Chairman. **Agreed.**  
Decisions F2023/5a – 5c were noted. The following recommendations were considered.

RECOMMENDATION F2023/5a: To accept the completed Annual Internal Audit Report 2022/23- page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor. (CPs filed in the office together with the minutes)

**RESOLUTION C2023/6b:** To agree Recommendation F2023/5a: To accept the completed Annual Internal Audit Report 2022/23- page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor. **Agreed.**

RECOMMENDATION F2023/5b: To accept the change in the presentation of the fixed assets value on the Supporting Statement to the Income & Expenditure for the year ended 31 March 2023 as suggested by the internal auditor. (CR3)

**RESOLUTION C2023/6c:** To agree Recommendation F2023/5b: To accept the change in the presentation of the fixed assets value on the Supporting Statement to the Income & Expenditure for the year ended 31 March 2023 as suggested by the internal auditor. **Agreed.**

RECOMMENDATION F2023/5c: That the PC holds fixed assets at historical cost of £361,320 for year ending 31 March 2023, with an insurance value of £499,948. (CPs filed in the office together with the minutes)

**RESOLUTION C2023/6d:** To agree Recommendation F2023/5c: That the PC holds fixed assets at historical cost of £361,320 for year ending 31 March 2023, with an insurance value of £499,948. **Agreed.**

RECOMMENDATION F2023/5d: To approve the Income & Expenditure account for year ended 31 March 2023 with the inclusion of the Memorandums of Understanding (MOUs) for the trim trail and the Community Orchard in the Supporting Statement. (CPs filed in the office together with the minutes)

**RESOLUTION C2023/6e:** To agree Recommendation F2023/5d: To approve the Income & Expenditure account for year ended 31 March 2023 with the inclusion of the Memorandums of Understanding (MOUs) for the trim trail and the Community Orchard in the Supporting Statement. Agreed.

RECOMMENDATION F2023/5e: To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2022/2023 Form 3 (page 4). (CR4 & CP AGAR 2022/23 filed in the office together with the minutes)

**RESOLUTION C2023/6f:** To agree Recommendation F2023/5e: To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2022/2023 Form 3 (page 4). Agreed.

RECOMMENDATION F2023/5f: To approve Section 2 – Accounting statements 2022/23 of the AGAR for year ended 31 March 2023 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures. (CPs filed in the office together with the minutes)

**RESOLUTION C2023/6g:** To agree Recommendation F2023/5f: To approve Section 2 – Accounting statements 2022/23 of the AGAR for year ended 31 March 2023 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures. Agreed.

RECOMMENDATION F2023/5g: To approve 19 June – Friday 28 July 2023 as the period for the exercise of public rights relating to the annual accounts. (CP filed in the office together with the minutes)

**RESOLUTION C2023/6h:** To agree Recommendation F2023/5g: To approve 19 June – Friday 28 July 2023 as the period for the exercise of public rights relating to the annual accounts. Agreed.

RECOMMENDATION F2023/5h: To set up an F&GP earmarked reserve for carbon reduction projects, with a start-up fund of £733 from Repair Hub donations, so that groups can apply for a grant for carbon reduction projects at any time of year if they complete an application form and comply with our Grant Policy.

It was noted that the figure in the recommendation above had been rounded and the true figure including pence should be moved into the earmarked reserve for carbon reduction projects.

**RESOLUTION C2023/6i:** To amend Recommendation F2023/5h to read "with a start-up fund of £733.37". Agreed.

**RESOLUTION C2023/6j:** To set up an F&GP earmarked reserve for carbon reduction projects, with a start-up fund of £733.37 from Repair Hub donations, so that groups can apply for a grant for carbon reduction projects at any time of year if they complete an application form and comply with our Grant Policy. Agreed.

RECOMMENDATION F2023/5i: That the Parish Council uses the Cumbria Association of Local Councils (CALC) equality impact assessment template with regard to its Equality and Diversity Policy, with the addition of "socio-economic background" listed under the Protected Characteristic Group. (CP filed in the office together with the minutes)

The wording of the recommendation above was discussed. It was clarified that the equality impact assessment template is part of the Equality & Diversity Policy and should be used to assess all policies.

**RESOLUTION C2023/6k:** To agree Recommendation F2023/5i: That the Parish Council uses the Cumbria Association of Local Councils (CALC) equality impact assessment template with regard to its Equality and Diversity Policy, with the addition of "socio-economic background" listed under the Protected Characteristic Group. Agreed.

RECOMMENDATION F2023/5j: To adopt the Standing Orders. (CP filed in the office together with the minutes)

**RESOLUTION C2023/6l:** To agree Recommendation F2023/5j: To adopt the Standing Orders. Agreed.

RECOMMENDATION F2023/5k: To adopt the Financial Regulations. (CP filed in the office together with the minutes)

**RESOLUTION C2023/6m:** To agree Recommendation F2023/5k: To adopt the Financial Regulations. Agreed.

RECOMMENDATION F2023/5l: That the Parish Council makes no change to its Parish Room Policy. (CP filed in the office together with the minutes)

**RESOLUTION C2023/6n:** To agree Recommendation F2023/5l: That the Parish Council makes no change to its Parish Room Policy. Agreed.

**RESOLUTION C2023/6o:** To bring forward item 9.6 on the agenda to consider before Recommendation F2023/5m. Agreed.

9.6 Draft Usage Agreement for the Parish Room CP filed in the office together with the minutes

**RESOLUTION C2023/6p:** To approve the Usage Agreement for the Parish Room with the following amendments:

1. Under the "Conditions of use of Parish Room for meetings" add a first paragraph:  
"It is the responsibility of the user to familiarise themselves with all fire regulations, fire exits and fire equipment."
2. Amend "No naked lights" to "No naked flames".
3. Amend this sentence to include the accessible toilet: "Especially if there is no one in the Richards Room, check the Ladies and Gents **and accessible toilet** are left in a clean condition and the lights are off".

Agreed.

RECOMMENDATION F2023/5m: That the Repair Hub can continue to use the Parish Room for its activities on condition that: the group clear up after their event; insurance cover is provided; and the usage agreement is signed.

**RESOLUTION C2023/6q:** To agree Recommendation F2023/5m: That the Repair Hub can continue to use the Parish Room for its activities on condition that: the group clear up after their event; insurance cover is provided; and the usage agreement is signed. Agreed.

RECOMMENDATION F2023/5n: That, for consistency, the final bullet point in the Best Value Policy & Mission Statement is amended as follows, to cover all the protected characteristics listed in the Council's revised CALC equality assessment template:

- To promote a caring and socially inclusive community, which respects all, irrespective of ~~age, race, gender, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, faith, language, skin colour, sexual orientation, sex~~ (gender), age, socio-economic background or some other personal characteristic or circumstance. (CP filed in the office together with the minutes)

**RESOLUTION C2023/6r:** To agree Recommendation F2023/5n: That, for consistency, the final bullet point in the Best Value Policy & Mission Statement is amended as follows, to cover all the protected characteristics listed in the Council's revised CALC equality assessment template:

To promote a caring and socially inclusive community, which respects all, irrespective of ~~age, race, gender, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, faith, language, skin colour, sexual orientation, sex~~ (gender), age, socio-economic background or some other personal characteristic or circumstance. Agreed.

RECOMMENDATION F2023/5o: To adopt the Grant Policy. (CP filed in the office together with the minutes)

**RESOLUTION C2023/6s:** To agree Recommendation F2023/5o: To adopt the Grant Policy. Agreed.

RECOMMENDATION F2023/5p: To adopt the Health & Safety Policy. (CP filed in the office together with the minutes)

**RESOLUTION C2023/6s:** To agree Recommendation F2023/5p: To adopt the Health & Safety Policy. **Agreed.**

RECOMMENDATION F2023/5q: To adopt the Lone Working Policy. (CP filed in the office together with the minutes)

**RESOLUTION C2023/6t:** To agree Recommendation F2023/5q: To adopt the Lone Working Policy. **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 filed in the office together with the minutes.

**RESOLUTION C2023/6u:** 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/Request from Citizens Advice CR5

It was noted that the working groups of the Council, including Martlesham Climate Action and the tree wardens should be located closer together at this year's fete albeit in different gazebos. Cllr Packard offered to help on the day. It was suggested that photos from working groups could be displayed in the Council gazebo. **Clerk** to enquire whether the Portal Woodlands Conservation Group would like a table.

**RESOLUTION C2023/6v:** That Citizens Advice East Suffolk may have a presence in the Council gazebo. The Council to provide a table and chairs. **Agreed.**

**RESOLUTION C2023/6w:** To ask SCL to transport the two Council gazebos from the Parish Room to The Green and return them after the Village Fete, cost to be taken from a Council budget. **Agreed.**

9.3 Parish Council Stand Working Group – disband? CR6

**RESOLUTION C2023/6x:** To disband the Parish Council Stand Working Group. **Carried.**

9.4 IT & Communications - Access to council policies update Any report by Mr Whitby?  
No report received.

9.5 Appointment of MHHL Director – response from MHHL Chairman CR7

The Council had been informed that it needed to nominate its Director to be appointed at the MHHL AGM; it was too late for that to take place this year. Disappointment was expressed that no prior notification had been given and, at some point, a change in rules appears to have taken place without the Council being aware.

**Clerk** to open a line of communication with the MHHL Chairman to clarify what has happened. **For July PC agenda.**

Mr O'Brien Baker agreed that he would remain the Council's nominated Director for the time being, but he did not wish to participate in MHHL meetings as a volunteer.

9.6 Draft Usage Agreement for the Parish Room CP  
Considered after Recommendation C2023/6o.

9.7 Recognition of a councillor's long service

Mr Blundell had served 17 years on the Parish Council and also on the District Council, which deserves recognition.

**RESOLUTION C2023/6y:** **Clerk** to purchase a gift for Mr Blundell up to the value of £50 and to present a certificate in recognition of his service. **Agreed.**

9.8 Register of Interests: Reminder to complete, review annually, update as necessary Noted

9.9 East Suffolk Citizens Advice – use of the Parish Room to cease CR8 Noted

## 10. TO CONSIDER REPORTS FROM WORKING GROUPS

### 10.1 Personnel Working Group - recruitment update

The next meeting to be confirmed asap - noted.

### 10.2 Martlesham Climate Action (MCA) meeting 24.04.23 CP filed in the office together with the minutes

The meeting notes were noted.

### 10.3 Martlesham Village Fete meeting 19.05.23 CP filed in the office together with the minutes

The meeting notes were noted.

**RESOLUTION C2023/6z:** To suspend Standing Order 3w to complete all business on the agenda.  
**Agreed.**

### 10.4 Martlesham Village Fete – expenditure request CR9

**RESOLUTION C2023/6aa:** The Council agrees to the following expenditure for the Village Fete:

- a. Traffic management **£500**
- b. Jazz performers **£225**
- c. Animal World attraction **£300**
- d. St John's Ambulance **£190.08**
- e. Litter clearance and removal **£100**

Total = **£1,315.08**

**Agreed.**

Noted that McCarthy Stone and Marks & Mann have both offered donations again this year.

### 10.5 Speed Reduction Working Group (SRWG) – any report? CP SAVID draft minutes & SID report files in the office together with the minutes

Noted.

## 11. Consultations

A Suffolk Coast & Heaths new draft management plan consultation was brought to the Council's attention. **Clerk** to check the details and include on an agenda as appropriate.

## 12. Training

### 12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR10

**RESOLUTION C2023/6ab:** That Martlesham Wildlife Friendly Village/Biodiversity is removed from the topics for the August Workshop and the following topics are included:

- Parish Online training for all councillors – to be organised by the Clerk to take place in the Richards Room & run by Graham Stoddart-Stones of Chagos Consulting Ltd via Zoom or similar
- Microsoft Office 365 and the digital office – Paul Whitby
- A 15/20 minute review of 'Arnold Baker on Local Council Administration' – Richard Staines

**Agreed.**

**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 ESC Non-Domestic Rate Demand 2023/24 for the Recreation Ground is £0.00 Noted.

### 13.2 Any matters to report? None.

## 14. Reports from representatives on local organisations

### 14.1 A Review of the Deben Estuary Plan CP by Mrs Hall filed in the office together with the minutes

Noted

### 14.2 Any other reports? None.

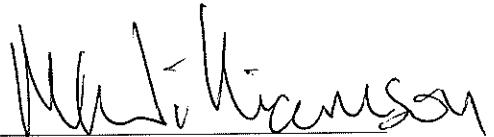
**15. Items for Martlesham newsletters (July)/Facebook/website**

**15.1 Contributions to the magazines/what has this meeting achieved?**

Noted that the July newsletter is already in hand.

The annual internal audit has successfully taken place and documents can now go to the external auditor. The Finance Officer was thanked for her work on the accounts.

The meeting was closed at 9.47pm.

  
Chairman, 05 July 2023

