

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 3 MARCH 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, Mrs R Jones, Mr M I O'Brien Baker, Mr R Staines, Mr E Thompson, Mr P Whitby, Mr M Williamson (Chairman).

Present: Ski Evans – prospective Liberal Democrat candidate for SCC elections in May.

County Councillor Patricia O'Brien.

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

The Chairman reminded councillors to behave respectfully.

1. Apologies: There were none.

Mr Staines experienced technical difficulties during the meeting.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): None declared.

2.2 Local non-pecuniary interests (LNPI): Mr Denton – Item 8.5 Further grant of £3,200 for Harry Higgins Play Area – fund from 9011 EMR Development of Play Areas or 9020 EMR CIL Reserve? – Mr Denton is married to Prue Denton a member of the Pavilion Play Area Sub-Committee working on the refurbishment of the Harry Higgins Play Area.

3. Filling two Parish Councillor vacancies Consider co-option - ongoing.

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

There were no appointments.

5. Minutes of Parish Council Meeting 03.02.21 CP - Minutes filed in the office.

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 Ongoing or on the agenda

7. PUBLIC FORUM

7.1 Police Report: Virtual Tasking Group meeting on 25.02.21 CR1 & CP filed in the office together with the minutes.

Ms Jones confirmed that the crime figures for Martlesham were not distorted by the presence of the PIC (Police Investigation Centre) in response to a question from Mr Irwin. Ms Jones to submit a Freedom of Information Request as an individual to clarify the situation.

Ms Jones was interested in where the additional police officers recruited in the past year and highlighted by Cllr O'Brien were deployed and hoped that not all would be dealing with cybercrime.

The **Clerk** to contact PC Burt for a progress report on action resulting from the ASB report she had sent him. Agreed.

It appears that reports on antisocial behaviour sent to the Police by the public as requested are not always seen by Police Officers.

7.2 Reports from County Councillors CPs - Cllr O'Brien's report and Cllr Pages' report filed in the office together with the minutes. Noted.

Cllr O'Brien reminded the meeting that she would be standing down as a County Councillor in May. Her last report would be for the April PC meeting.

Cllr O'Brien left the meeting.

7.3 Reports from District Councillors CP - Cllr Blundell's report filed in the office together with the minutes. Noted.

Cllr Blundell noted that representatives from MPC had attended the Community Partnership workshop in February on Environmental Care.

He reported that East Suffolk Council (ESC) will be producing a magazine twice a year to inform the public of the work undertaken by the District Council.

More information on the development of a hydrogen project by EDF to follow. A grant to help businesses bounce back from the effects of Covid is available through District Councillors.

Cllr Thompson reported that he had voted against the budget for ESC as it had not been increased was not sustainable.

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

Ski Evans informed the meeting that she was attending the meeting as an observer.

7.5 Any issues raised by the public

There were no issues raised.

8. Financial Matters

8.1 Cheques signed between meetings There was no CP.

RESOLUTION C2021/3a: To ratify payment of cheque 106081 to Botanica, code 9003, for trees and materials for the Carol Avenue planting scheme, agreed by Resolution C2020/9w, a total of £196.02 (£163.35 + VAT £32.67)". **Agreed.**

It was noted that funding from Cllr O'Brien's Locality budget paid for this project.

8.2 Any pending expenditure transactions There was no CP.

RESOLUTION C2021/3b: To pay all pending expenditure transactions as follows:

1. Cheque no. 106082 to Signs Express (Ipswich), in payment for invoice 37252 to supply 4 x floor standing divider screens to Martlesham Surgery, Resolution C2021/1i - £1,000.00 + VAT £200.00 = £1,200.00 (code 9008);

2. Cheque no. 106083 to Ipswich Computer Services Ltd, in payment for invoice 052378 for Microsoft 365 mailbox licences & Acronis Cloud backup services, Resolution C2019/5n - £529.80 + VAT £105.96 = £635.76 (code 4037). **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 Mandate changes & internet banking – ongoing Noted.

8.5 Further grant of £3,200 for Harry Higgins Play Area – fund from 9011 EMR Development of Play Areas or 9020 EMR CIL Reserve? CP - Mr O'Brien Baker's email filed in the office together with the minutes.

Mr Irwin reminded the PC that the CIL fund was time constrained and that if savings were made in other budgets due to using CIL, those savings would be moved to the Strategy & Infrastructure budget.

RESOLUTION C2021/3c: To agree a further grant of **£3,200.00** to the Harry Higgins Play Area Refurbishment Project for safety surfacing. **Agreed.**

RESOLUTION C2021/3d: To take **£3,200.00** from 9020 EMR CIL Reserve for safety surfacing for the Harry Higgins Play Area Refurbishment Project. **Agreed.**

9. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS

9.1 Development, Environment & Transport Committee 10.02.21 CP – Minutes

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

DECISIONS D2021/2a - D2021/2c were noted.

9.2 Finance & General Purposes Committee 24.02.21 CP – Minutes

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

DECISIONS F2021/2a - F2021/2f were noted.

It was agreed to consider the following recommendations en bloc. **Agreed.**

RECOMMENDATION F2021/2a: That the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014.

RECOMMENDATION F2021/2b: To accept the F&GPC Terms of Reference without amendment.

RECOMMENDATION F2021/2c: To agree the Grant Policy, Parish Room Policy, Health & Safety Policy and Equal Opportunities Policy without amendment.

RECOMMENDATION F2021/2d: To agree the Assets Register 2020/21 as amended by the Clerk.

RECOMMENDATION F2021/2e: To accept the Freedom of Information Scheme without amendment.

RECOMMENDATION F2021/2f: To accept the Safeguarding Policy as per previous Recommendation F2020/2c which includes volunteers.

RECOMMENDATION F2021/2g: To accept the CCTV Operational Procedure without amendment.
(CPs for all recommendations were emailed)

RESOLUTION C2021/3e: To accept:

RECOMMENDATION F2021/2a that the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014

RECOMMENDATION F2021/2b to accept the F&GPC Terms of Reference without amendment

RECOMMENDATION F2021/2c to agree the Grant Policy, Parish Room Policy, Health & Safety Policy and Equal Opportunities Policy without amendment

RECOMMENDATION F2021/2d to agree the Assets Register 2020/21 as amended by the Clerk

RECOMMENDATION F2021/2e to accept the Freedom of Information Scheme without amendment

RECOMMENDATION F2021/2f to accept the Safeguarding Policy as per previous Recommendation F2020/2c which includes volunteers

RECOMMENDATION F2021/2g to accept the CCTV Operational Procedure without amendment.

Agreed.

9.3 Martlesham Climate Action: meeting on 15.02.22; a Plastic Action Champion has come forward CP - Meeting minutes filed in the office together with the minutes. Noted.

9.4 Community Orchard Working Group (COWG) – meetings on 19.01.21 & 23.02.21; final draft Memorandum of Understanding (MOU) with MHHL CPs - Meeting minutes & MOU filed in the office together with the minutes.

Mr Irwin reported that the water supply to the Community Orchard had been completed and volunteers had renewed their offer of help with watering the fruit trees. The group were thankful for the expertise of Martlesham in Bloom in helping with the maintenance and planting of the trees. The MOU clarifies where the management and responsibilities lie for Bright's Orchard.

RESOLUTION C2021/3f: To agree the Community Orchard Memorandum of Understanding (MOU) with MHHL. **Agreed.**

RESOLUTION C2021/3g: To agree that any two councillors can be signatories for the Community Orchard Memorandum of Understanding (MOU) with MHHL. **Agreed.**

10. Clerk's Delegated Decisions

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.

The Clerk highlighted items D069: the delivery of EAST (Everyone Active, Supported, Together) Bags (reusable jute bags) and D070: the suggested contribution for undertaking training sessions on Kronjis Piece which Mr Tester has accepted.

RESOLUTION C2021/3h: To ratify the Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. (Report filed in the office together with these minutes.) **Agreed.**

11. Development in Martlesham

11.1 DC/20/1036/FUL - Retirement Apartments, Eagle Way, Martlesham Heath – update CR2 Noted. Mr Denton stressed the need for a meeting with the developers. A lack of continuity of staff at McCarthy & Stone had caused confusion over the details of the development. The issues concerning the future management of the carparks were raised.

11.2 Progress on Brightwell Lakes CR3 Noted.

Mr Denton reported that Ben Woolnough, ESC, was arranging a meeting of Community Forum members in April.

Taylor Wimpey had recently acquired the Brightwell Lakes development site.

Cllr Blundell to update the Clerk on the outcome of an ESC meeting to discuss the funding of the road works for the site to be held shortly.

11.2 Any update on Suffolk Constabulary HQ?

The Environmental Impact Assessment for the proposed development on the Suffolk Constabulary HQ is awaited.

12. Consultations

12.1 A12 Scheme consultation: deadline 19 March 2021 www.suffolk.gov.uk/A12improvements

CPs: summary/ MiB comments filed in the office together with the minutes.

Mr Irwin reported that there had been three comments from councillors and one from a member of the public to date.

Mr Irwin summarised the issues raised:

1. A scheme is needed to ease traffic and congestion
2. Needs to relieve pressure on rat runs
3. Consensus re cycling & walking
4. Traffic lights most contentious but should be co-ordinated and possibly part-time. Cannot compare with Kesgrave.

Council members discussed the following:

5. Bus corridors need thinking through as a whole (Cllr Blundell reported that a working group is looking at all public transport issues)
6. Confirmation is needed that all current planned expansions are taken into consideration.
7. East Suffolk Cycling & Walking Strategy – how will that be taken into account? Cllr Blundell reported that it should be dovetailed.
8. The scheme does not address the impact on feeder roads.
9. Insufficient data to make proper assessments
10. MOVA is a cheap computer-based solution for the traffic lights, SCOOT is better. Should not cut corners on this.
11. The survey is biased; only asking questions to get the answers it wants.
12. Only opportunity for individual comments.
13. Important for the Parish Council to respond as Martlesham is the most affected parish.

Mr Irwin to reconcile the comments into one document and circulate to parish councillors for their thoughts and agreement.

RESOLUTION C2021/3i: The Clerk is delegated to submit a Parish Council response to the A12 Scheme Consultation. Agreed.

Individuals were encouraged to submit their own comments to the Consultation.

12.2 Sizewell C: Rule 6 Letter from the Examining Authority which contains an invitation to the Preliminary Meeting, a draft Examination Timetable and other important information

CP filed in the office together with the minutes. Noted.

Mr Whitby to keep the PC informed of developments. 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 Finance Report CP filed in the office together with the minutes.

RESOLUTION C2021/3j: To ratify the following cheques:

03/02/2021 SCL L/S MGT LTD: Planting Spinney/new lock (100066) £324

16/02/2021 D Chappell: ESC Local Land Charges Search (100067) £26

16/02/2021 HM Land Registry: Rec Ground registration fee (100068) £200. **Agreed.**

13.2 HMRC Valuation Office: request for rent, lease or ownership details CR4 Noted.

13.3 Kronji's Piece & Recreation Ground Steering Group meeting 25.02.21 CP – Notes of meeting and draft prioritisation filed in the office together with the minutes. Noted.

The R&AC to consider the results and draft list of priorities in detail at its next meeting in March.

The consultation had identified an appreciation for the natural setting of the Recreation Ground that needed to be maintained.

The removal of the fence around the football pitch was a potentially contentious issue and would be considered further by the R&AC.

Cllr Blundell added that he had recently funded goal posts for the junior football players.

Ms Jones emphasised that the site was for the whole community to use and that no one had exclusive rights to use the site.

Most of the respondents had a local postcode.

All those involved with the consultation and the development of a management plan for the site were thanked for their work.

14. Any reports from representatives on local organisations

Notes of the Martlesham Community Hall Management Committee held on Thursday 28th January 2021 previously circulated via email were noted.

15. Items for Martlesham newsletters/Facebook/website

15.1 Contributions/what has this meeting achieved?

Funding of new safety surface for the Harry Higgins Play Area, response to A12 consultation, McCarthy & Stone.

There being no further business the meeting was closed at 9.30pm.

M. Williamson

Chairman, 07 April 2021