

MINUTES OF THE ANNUAL MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 5 MAY 2021 virtually via Zoom

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

Technical difficulties were experienced by Messrs O'Brien Baker and Staines.

Present: District Cllr Kay Yule.

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

1. Election of Chairman of MPC

Mr Williamson was proposed and seconded.

RESOLUTION C2021/5a: To appoint Mr Williamson as Chairman. **Unanimous.**

Mr Williamson took the Chair after signing the Declaration of Acceptance of Office, showing his signature to the meeting via the camera on his computer.

The **Clerk** to countersign the Declaration of Acceptance outside of the meeting at a later date.

Agreed.

2. Election of Vice-Chairman

Mr Burrows was proposed and seconded.

RESOLUTION C2021/5b: To appoint Mr Burrows as Vice-Chairman. **Unanimous.**

Mr Burrows signed the Declaration of Acceptance of Office and showed his signature to the meeting via the camera on his computer.

The **Clerk** to countersign the Declaration of Acceptance outside of the meeting at a later date.

Agreed.

3. Apologies CR1

To accept apologies from Ms Jones who will be unable to attend meetings in the long term due to difficult personal circumstances. **Agreed.**

4. Interests

4.1 Disclosable Pecuniary Interest (DPI): None declared.

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

Councillors were reminded to check that their Registers of Interest were up to date.

5. Minutes of Parish Council Meeting 07.04.21 CP - Minutes

The minutes of 07.04.21 were approved and signed as an accurate record by the Chairman.

Agreed.

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

7. Filling a Parish Councillor vacancy Ongoing.

8. Affirm the Clerk as the Responsible Financial Officer (RFO)

RESOLUTION C2021/5c: To affirm the Clerk as the Responsible Financial Officer. **Agreed.**

9. PUBLIC FORUM (County Council election to take place on 06 May 2021. Due to purdah, there were no County reports)

9.1 Police Report: ASB Tasking Group virtual meeting 15.04.21 CR2

The Clerk will circulate the minutes when she receives them.

The Clerk reported that the PWCG's notice board had been vandalised for a second time. Ms Jones

had informed the Clerk that during the last two weekends, two police enforcement operations had taken place in The Street and had resulted in a large number of drivers being reported. The operations were a result of the PC's relationship with the local SNT.

9.2 Reports from District Councillors CP – Report by Cllr Blundell filed in the office together with the minutes.

Cllr Blundell informed the meeting that ESC's Planning Committee had agreed to hold a site meeting concerning the McCarthy & Stone revised plans on The Square, DC/20/1036/FUL. Numbers attending the site meeting are to be limited. A date for the site meeting had not been established yet.

Cllr Thompson had been nominated the District Council's south representative on the Disability Forum at the ESC's annual meeting.

Cllr Yule reported that the last ESC Planning Committee meeting had been strenuous with many items on the agenda. Two of the items were deferred to site meetings.

Cllr Yule felt it was a backward step that the Government had not extended the legislation allowing council meetings to continue to be held remotely. Virtual meetings had increased public participation.

Mr O'Brien Baker joined the meeting.

9.3 To allow members of the public to address business on the agenda: None present.

9.4 Any issues raised by the public: No members of the public present.

10. Appointment of Committees and Chairmen of Committees CP filed in the office together with the minutes.

RESOLUTION C2021/5d: The Council appoints the following Committees:
Development, Environment & Transport

Mrs Hall, Ms Jones, Messrs Blundell, Boswell, Denton, Green (non-councillor), Irwin, Thompson and Whitby with Mr Williamson and Mr Burrows as ex officio members.

Membership – 11, Quorum – 3

Finance & General Purposes

Ms R Jones, Mrs Driver and Messrs Boswell, Irwin, O'Brien Baker, with Mr Williamson and Mr Burrows as ex officio members.

Membership – 7, Quorum - 3

Recreation & Amenities

Mrs Davey, Messrs Blundell, Irwin, O'Brien Baker, Staines, Thompson and Whitby with Mr M Williamson and Mr Burrows as ex officio members.

Membership – 9, Quorum - 3

Agreed.

RESOLUTION C2021/5e: To suspend Standing Order 5e to appoint Mr Burrows as Chairman of the Finance and General Purposes Committee for a ninth consecutive year. **Agreed.**

RESOLUTION C2021/5f: To appoint Mr L Burrows as Chairman of the Finance and General Purposes Committee and Mr O'Brien Baker as Chairman of the Recreation & Amenities Committee. **Agreed.**
It was noted that:

- The Chairman and Vice Chairman of the Parish are ex officio on all committees.
- No one has been appointed Chairman of the Development, Environment & Transport Committee.

Before Mr Blundell left the meeting, he recommended that the Brightwell Lakes Working Group continue as movement on the development looked likely to resume this year.

Mr Blundell left the meeting.

11. Appointments to Working Groups CP filed in the office together with the minutes.

RESOLUTION C2021/5g: To appoint the following persons to the following Working Groups:

Working Groups reporting to the full Parish Council

Contact Group (appointed if urgent planning issues need attention)

Messrs Irwin, Denton and Boswell plus the DET committee Chairman when appointed.

Martlesham Climate Action

Helen Davey, Jane Hall, April Hill, Stephen Denton, Dave Green (joint Chairman), Mike Irwin, Oliver Lye, Edward Thompson, Paul Whitby (joint Chairman) and Mike Williamson.

Martlesham Village Fete Working Group

Helen Davey, Nicole Harris, Mike Irwin, Pat Lisseman, Mike Williamson and Charlotte Driver.

Parish Council (PC) Stand Working Group (responsible for set up & organisation of the council stand at the Village Fete)

Messrs Blundell and Thompson.

Mrs Davey indicated that she would be willing to help with the stand. It was noted that as many councillors as possible are expected to participate.

Personnel Working Group

Mike Williamson, Laurence Burrows, Ian O'Brien Baker & Mike Irwin.

Social Media Working Group - Disbanded

Working Groups reporting to the Development, Environment & Transport Committee

Brightwell Lakes (appointed to consider reserved matters for the planning application as they came forward)

Mrs Hall, Messrs Denton, Irwin and Whitby.

Working Groups reporting to the Recreation & Amenities Committee

Community Orchard Working Group

Mike Irwin, Bob Boggan (MHHL), Maureen Burrows, Sonya Burrows, Jane Drummond, Paul Edwards and Peter Frost.

Martlesham Common Working Group

Laurence Burrows, Maureen Burrows, Sonya Burrows, Helen Davey, Mike Irwin, James Baker (Greenways Project), Edward Thompson, Mike Williamson and Paul Whitby. Jane Hall to attend meetings but not be a member of the working group.

Martlesham Wombles

Ros Jones, Carri Adams, Daniel Adams, Tracey Holbrook, Karl Holbrook.

Portal Woodlands Conservation Group

Stephen Corley (Chairman), Phil Davies (Vice-Chairman), Claire Cable, Richard Powling, Richard Staines, Duncan Sweeting and Colin Webb.

Recreation Ground & Kronjis Piece Steering Group

Helen Davey, Ros Jones, Laurence Burrows and Mike Irwin.

Sports Fund Working Group

Carri Adams, Andy Jolliffe (ESC), John Kelso, Dave Parsons, Sarah Shinnie (ESC), Wally Welch (Chairman) & Mike Williamson.

Volunteer Working Group

Mike Irwin, Laurence Burrows, Ian O'Brien Baker, Ros Jones and Mike Williamson.

Mike Irwin to meet with the Deputy Clerk and Council Officer to progress work on volunteer management. Agreed.

Wildflower Project Working Group

Helen Davey, Jane Drummond, Edward Thompson, Mike Irwin, Jane Hall, Maureen Burrows, Sonya Burrows and Paul Whitby.

Agreed.

12. Appointment of Martlesham Heath Householders Ltd (MHHL) Director CP filed in the office together with the minutes.

Mr Boswell was proposed and seconded.

RESOLUTION C2021/5h: That Mr Boswell is appointed as the Parish Council's Director on Martlesham Heath Householders Ltd. Agreed.

13. Appointment of Safeguarding Officer CP filed in the office together with the minutes.

RESOLUTION C2021/5i: That Mrs Driver is appointed as the Parish Council's Safeguarding Officer.

Agreed.

14. Appointment of representatives to external organisations & other appointments CP filed in the office together with the minutes.

Councillors represent the Council at meetings of these organisations when they take place and report back to the full Council.

RESOLUTION C2021/5j: To appoint the following persons as representatives to external bodies:

Community Liaison Forum (Brightwell Lakes) – Messrs Denton & Irwin

Deben Estuary Partnership Access Group – John Forbes

Disability Advice Forum – Jane Drummond

East Suffolk Lines Community Rail Partnership – Edward Thompson (South line group)

East Suffolk Greenprint Forum – Paul Whitby

Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership –

(Representation changes according to the project. The current project is Environmental Care.

Representatives will be appointed as necessary)

Dave Green, Jane Hall and Paul Whitby

Martlesham Community Council - Laurence Burrows

Martlesham Community Hall Management Committee – Edward Thompson

Martlesham Pavilion Management Committee – Mike Irwin

Martlesham Village Hall Management Committee – VACANT

Martlesham Youth Football Club - Chris Blundell

Portal Woodlands Conservation Group – Richard Staines

Public Transport Liaison Officer – Mike Williamson

Rights of Way Liaison Officer – Paul Whitby

Suffolk Association of Local Councils (SALC) East Suffolk South area representative (includes joint north & south area meetings) – **VACANT**

Suffolk Preservation Society – representative to be appointed as necessary.

Tree Wardens - John Burges and Jane Hall

Woodbridge ASB Tasking Group – Charlotte Driver

For noting: **Local History Recorder** - Bob Osborne.

Agreed.

15. Appointment of notice board caretakers CP filed in the office together with the minutes.

RESOLUTION C2021/5k: To appoint the following persons as notice board caretakers:

Manor Road

Laurence Burrows/ Paul Whitby

Lancaster Drive

Chris Blundell/ Stephen Denton

Deben Avenue/Gorseland School

Erik Crichton

Deben Avenue/Main Road

Erik Crichton

Martlesham Community Hall

Office staff

Falcon Residential Park

Helen Davey

Black Tiles Post Office

Office staff

The Square

Office staff

Black Tiles Lane/Main Road

Ian O'Brien Baker

Crown Point
Mill Heath
The Street
School Lane
Seckford Hall Road

Ian O'Brien Baker
Mike Williamson
Charlotte Driver
Charlotte Driver
Ian O'Brien Baker

Agreed.

16. Play Area Inspectors CP filed in the office together with the minutes.

RESOLUTION C2021/5l: To re appoint the following Play Area Inspectors (as the Recreation and Amenities Committee is not scheduled to meet in the near future due to changes in legislation regarding face-to-face meetings and Covid):

Centenary	- Erik Crichton, Paul Edwards
Harry Higgins	- Wally Welch, Rachael George, Paul Edwards (Standby)
Jubilee	- Debbie Chappell (paid staff member)
Kronji's Piece	- Ian O'Brien Baker, Chris Prime
Jubilee Bike Trails	- Zita Kingsbury, Debbie Chappell

Agreed.

To note that more inspectors are needed.

17. Review of Annual subscriptions 2021/22 CP filed in the office together with the minutes.

It was noted these costs have already been included in the 2021/22 budget.

RESOLUTION C2021/5m: To pay the annual subscriptions for the financial year 2021/2022 (noting these are estimated costs based on the previous financial year):

1. **May:** Suffolk Association of Local Councils (SALC): An invoice has already been received for **£1,147.93**, which includes a payment of £351.34 to NALC (£1,086.37 paid in total last year).
2. **May:** Local Council Review (LCR) magazine: Last year the PC ordered 9 subscriptions (one for office, one for Chairman, 7 shared by 2 councillors) at a cost of **£121.50**.
3. **June:** Campaign to Protect Rural England (CPRE, local branch of Suffolk Preservation Society): **£36.00**.
4. **June:** Parish Online annual fee: **£89.00**.
5. **June:** Zoom annual subscription: **£97.01**
6. **July:** Suffolk SAFEkey: **£24.00**.
7. **August:** Data Protection: **£40.00**.
8. **January:** SLCC (Society of Local Council Clerks), membership for Clerk & Deputy: **£419.00**.
9. **February:** Community Action Suffolk: Free subscription. Membership used to cost £30; Donate **£30** (See below RESOLUTION C2021/5n).

The following are under the Software Support budget:

1. **May:** End of Year Accounts Closedown (RBS): **£560.00**
2. **August:** ESET security annual licence (ICS): **£32.07**
3. **October:** MPC, PWCG & MCA websites (CAS): **£120.00**
4. **October:** SSL Certificate for secure VPN connection: **£120.00**
5. **December:** Domain name (ICS): **£120.00**.
6. **February:** Alpha financial software support (RBS): **£124.00**.
7. **March:** Planning software support (RBS): **£119.00**.
8. **March:** Office 365 Mailboxes/Acronis Cloud Backup licences (ICS): **£529.80**

Agreed.

RESOLUTION C2021/5n: To **donate £30** to Community Action Suffolk. Agreed.

18. Review list of ongoing routine service contracts CP filed in the office together with the minutes.

RESOLUTION C2021/5o: To reaffirm the Clerk's delegated authority to agree to the routine service contracts:

1. Electricity: E.ON, quarterly charge.
2. Telephone & broadband: BT, quarterly charge.
3. Air conditioning service: Adcock, twice yearly.
4. Office alarm system service: Chubb, annually.
5. Fire safety checks: Firepower, annually.
6. PAT testing: Doyle Electrical, annually.

7. Photocopying service & charging: Apogee, quarterly
8. Automatic barrier maintenance contract: Newgate, annual fee – quarterly visits.
9. Orchard water supply: Wave Utilities (Anglian Water), quarterly.

Agreed.

RESOLUTION C2021/5p: To approve the ongoing use of Direct Debit for payments to BT, Apogee & Wave Utilities (Anglian Water). **Agreed.**

It was noted that two signatories are always asked to countersign the service contract invoices.

19. Review any deeds, leases, legal documents held, as necessary CP filed in the office together with the minutes.

RESOLUTION C2021/5q: To approve the list of deeds and documents previously circulated and delegate any issues that arise to the F&GPC. **Agreed.**

20. Review authorised signatories CR3

It was noted that two signatures are always required.

RESOLUTION C2021/5r: To appoint Messrs Burrows, Irwin, Williamson and Boswell as the four cheque signatories **Agreed.**

In line with Financial Regulations Mrs Hall checks the bank reconciliations are all in order, particularly, at the financial year end.

21. Electronic issue of agendas, associated papers & minutes

RESOLUTION C2021/5s: To continue to issue agendas, associated papers and minutes electronically, as has been the case during lockdowns caused by the Covid pandemic, as permitted by Standing Order 15b. **Agreed.**

22. Financial Matters

22.1 Cheques signed between meetings CP filed in the office together with the minutes.

RESOLUTION C2021/5t: To ratify payment of cheques signed between meetings (filed in the office together with minutes). **Agreed.**

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

RESOLUTION C2021/5u: To pay all pending expenditure transactions (filed in the office together with minutes). **Agreed.**

The Chairman signed the pending expenditure transaction report and showed his signature to the meeting via the camera on his computer. The Clerk to sign the report outside the meeting. **Agreed.**

22.3 Income & expenditure CP filed in the office together with the minutes. Noted.

22.4 End of year submissions: Final HMRC Payment Submission for 2020/21 on 19/03/21; Annual Pension Return 2020/21 submitted 15/04/21; P60s issued on 16/04/21; Year End Closedown 27/04/21

It was noted that the final HMRC payment submission was completed at the end of March, the annual pension return was submitted in April, P60s were issued to all staff on the 16th April and the year-end closedown was on 27th April. Noted.

22.5 Annual Governance and Accountability Return (AGAR) 2020/21: Extension for submission date

RESOLUTION C2021/5v: The AGAR submission date to be by 30th July 2021, as agreed by the external auditor PKF Littlejohn. **Agreed.**

22.6 Community Infrastructure Levy CR4 Noted.

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

23.1 Development, Transport & Environment Committee (DETC) 14.04.21 CP – Minutes

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

DECISIONS D2021/4a & 4b were noted.

23.2 McCarthy & Stone planning application for retirement homes CR5 & CP – letter filed in the office together with the minutes.

RESOLUTION C2021/5w: To suspend Standing Order 3w to complete all business on the agenda.

Agreed.

Cllr Yule left the meeting.

There was a discussion. The planning application has been deferred to allow for a site visit by ESC.

RESOLUTION C2021/5x: To agree, in principle, the transfer of the proposed runway car park by The Square to the Parish Council by McCarthy & Stone depending on the final conditions offered.

Agreed.

RESOLUTION C2021/5y: That the Council would prefer to see the open space land, that is to remain protected from development, transferred to MHHL by McCarthy & Stone, but, if this is not possible, the Parish Council would consider taking on the ownership depending on the conditions. **Agreed.**
It was noted that MHHL has indicated their willing to accept the land.

The **Clerk** to write to ESC again, requesting that a site visit is deferred until after 17 May to allow a PC representative to accompany the visit, and to reiterate our previous concerns. **Agreed.**

RESOLUTION C2021/5z: To establish a working group, if the McCarthy & Stone planning application for retirement homes is granted, to tackle forthcoming issues and negotiations, in particular, with regard to the car park. Messrs Denton, Burrows and Boswell to be members of the working group.

Agreed.

23.3 Martlesham Climate Action (MCA): progress on Climate Emergency Summit 25.09.21 in St Michael's Church Centre; update on installation of swift boxes

Mr Whitby informed the meeting that the next meeting of MCA on 10.05.21 will begin planning for the Climate Emergency Summit on Saturday 25th September. The swift boxes with a sound system had been installed successfully on the outside of the Parish Room.

Members of MCA were taking part in the Community Partnership meetings on rewilding and wildlife friendly villages. Noted.

24. Clerk's Report

24.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 CR5 CP filed in the office together with the minutes.

RESOLUTION C2021/5aa: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

24.2 High court dismisses application for virtual meetings to continue CR6

Awaiting detailed guidance; hold working group meetings in May & June if allowed?

The Recreation and Amenities Working Group to meet virtually on 12th May 2021.

The full Council to meet face-to-face in St Michael's Church Centre on Wed 23 June, 7.30pm.

Agreed.

A meeting of the full Council to take place in July if a suitable venue can be booked. **Agreed.**

The **Clerk** to look into the availability of suitable venues. **Agreed.**

24.3 Parish Office heating CR7

RESOLUTION C2021/5ab: The Clerk to obtain costs for heating the office that meet the health & safety regulations regarding protection against the coronavirus. Heat pumps and other environmentally friendly methods to be explored. **Agreed.**

24.4 Domain name & official councillor email accounts CR8

RESOLUTION C2021/5ac: To consider guidance on changing the PC's domain name and providing official councillor email accounts. **Agreed.**

24.5 Speed Indicator Device (SID) Project CR9

A project plan and someone to lead the SID project are needed.

Another appeal for volunteers to be made. **Agreed.**

Mr Whitby volunteered to help with the project.

24.6 Operation London Bridge protocol – period of national mourning

Staff to draw up an Operation London Bridge protocol. Agreed.

24.7 Land Maintenance Contract working group CR10

RESOLUTION C2021/5ad: To appoint Messrs Burrows, O'Brien Baker and Whitby to the Land Maintenance Contract Working Group to review current contract/specifications. Agreed.

25. Consultations

25.1 A12 Scheme consultation: Update & Ecology Field Scoping Surveys CR11 Noted.

25.2 Sizewell C: Rule 8 letter CR12

Mr Whitby reported that the unaccompanied visit by the Sizewell C Project Team to observe the A12 was scheduled for 18th May. Mr Whitby has been allocated time to speak at a hearing.

26. 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

26.1 Finance Report: no receipts or payments in April Noted.

26.2 Land Registry: notified the registration could take up to 9 months Noted.

26.3 Any matters to report? There were no matters to report.

27. Any reports from representatives on local organisations

27.1 Disability Forum 13.04.21 There were no reports.

27.2 Martlesham Community Hall AGM on 22.04.21

Mr Thompson reported that the halls are reopening on 17 May 2021. Details are complicated.

27.3 Any other reports? There were no other reports.

28. Items for Martlesham newsletters/Facebook/website

28.1 Contributions/what has this meeting achieved?

Appointments, thank you to volunteers and request for help with SID project.

RESOLUTION C2021/5ae: 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.

Deputy Clerk left the meeting at 10.30pm. The Clerk was invited to stay.

29. Staff Matters

29.1 CONFIDENTIAL Notes of Personnel Working Group Meeting 21 April 2021 The notes had been circulated prior to the meeting and the Clerk had submitted an application for flexible retirement.

RECOMMENDATION PWG/4a: That the Council agrees in principle to changes in the working hours and job descriptions for the Clerk, Deputy Clerk and Council Officer on a temporary basis and with a review prior to budget setting in October 2021. Work on job descriptions and agreed hours is still ongoing but will be presented to the full Council for approval.

RESOLUTION C2021/5af: The Parish Council agrees Recommendation PWG/4a. Agreed.

RESOLUTION C2021/5ag: The Parish Council agrees Recommendations PWG/4b, c & d, noting that full details remain confidential as they contain details of staff salaries. Agreed.

RESOLUTION C2021/5ah: The Parish Council agrees that the Clerk, Susan Robertson, may take flexible retirement with effect from 01 September 2021, with a reduction in working hours and responsibilities.

Agreed.

There being no further business the meeting was closed at 10.44pm.

M. Williamson

Chairman, 23 June 2021

May 2021