

MINUTES OF THE ANNUAL MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 10th MAY 2023

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

There were no members of the public present.

In attendance: Mrs D Linsley (Clerk) and Mrs D Chappell (Council Officer).

1. Election of Chairman of the Council CR1 filed in the office together with the minutes.

Mr Williamson was proposed and seconded as Chairman.

RESOLUTION C2023/5a: To suspend Standing Order 5e and to appoint Mr Williamson as Chairman of the Council. **Agreed.**

Mr Williamson took the Chair after signing the Declaration of Acceptance of Office. Clerk countersigned.

2. Election of Vice-Chairman of the Council CR1 filed in the office together with the minutes.

Mr Burrows was proposed and seconded as Vice- Chairman.

RESOLUTION C2023/5b: To suspend Standing Order 5e and to appoint Mr Burrows as Vice - Chairman of the Council. **Agreed.**

Mr Burrows signed the Declaration of Acceptance of Office, Clerk countersigned.

3. Apologies Mr Thompson.

4. Declarations of Acceptance of Office and Register of Interests CR2 & CPs filed in the office together with the minutes.

The Clerk confirmed that all Councillors present signed their declarations of acceptance of office prior to the meeting, reminding Councillors to check that their Registers of Interest are up to date.

RESOLUTION C2023/5c: To allow any Councillors not present, to sign their declarations of acceptance of office before or at the next Council meeting. **Agreed.**

Disclosable Pecuniary Interest (DPI): None declared.

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

5. Elections Expense returns CR3 filed in the office together with the minutes.
Noted.

6. Filling the Parish Councillor vacancies

There were no candidates, and no expressions of interest. The meeting noted 5 vacancies: 4 may be filled by co-option, one is a casual vacancy arising from the failure of Mr Blundell to take up office, to be advertised by public notice. The Clerk and Chair have both written to Mr Blundell thanking him for his long-term service to the Council. Clerk to organise a thank you card for Mr Blundell. The Chair read out a message of welcome and support from Mr Boswell who did not stand for election this time.

7. Minutes of Parish Council Meeting 01.03.23 Minutes filed in the office.

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

8. Draft Minutes of Annual Parish Meeting 22.03.23 Minutes & Reports filed in the office
Noted.

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

10. Affirm the Finance Officer as the Responsible Financial Officer (RFO) CR5 filed in the office together with the minutes.

RESOLUTION C2023/5d: To affirm that Mrs Susan Robertson is the Responsible Financial Officer.
Agreed.

11. Renewal of General Power of Competence CR6 & CP filed in the office together with the minutes.

Noted. The meeting was advised that due to the failure of Mr Blundell to take up office, the Council does not meet the criteria necessary to exercise the General Power of Competence (GPC) and cannot therefore proceed with the resolution notified in the Agenda and Clerks Report. Without the GPC, Councillors must identify the powers under which they are acting when making decisions.

12. PUBLIC FORUM

12.1 Welcome newly elected District Councillors.

There were no District Councillors present. The new District Councillors for Martlesham and Purdis Farm District Ward are Messrs Thompson and Packard.

12.2 Reports from County Councillors

There were no County Councillors present.

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

There were no members of the public present.

12.4 Any issues raised by the public

Issues raised by residents

- a renewed call for a pedestrian crossing on Main Road (a Highways matter), and
- some buses (on routes 64 and 66 for example) are arriving at bus stops early and whilst waiting for their scheduled departure times, sit with their engines idling, contributing to air pollution. Mr Williamson will raise this at the next community bus forum.

13. Appointment of Committees and members CP filed in the office together with the minutes.

RESOLUTION C2023/5e: The Council appoints the following Committees and respective members:

Development, Environment & Transport Committee Mrs Hall, Messrs Irwin, Thompson, Whitby with Messrs Williamson and Burrows as ex officio members. Membership – 6, Quorum – 3.

Finance & General Purposes Committee Mrs Hall, and Messrs Irwin and O'Brien Baker, with Messrs Williamson and Burrows as ex officio members. Membership – 5, Quorum – 3

Recreation & Amenities Committee Mrs Davey, Mrs Hall, Messrs Irwin, O'Brien Baker, Staines, Thompson with Messrs Williamson and Burrows as ex officio members. Membership – 8, Quorum – 3. **Agreed.**

14. Appointment of Chairmen of Committees CR7 filed in the office together with the minutes.

RESOLUTION C2023/5f: To suspend Standing Order 5e to appoint Mr Burrows as Chairman of the Finance and General Purposes Committee. **Agreed.**

RESOLUTION C2023/5g: To appoint Mr Burrows as Chairman of the Finance and General Purposes Committee; Mr O'Brien Baker as Chairman of the Recreation & Amenities Committee and Mrs Hall as Chair of the Development, Environment & Transport Committee. **Agreed.**

15. Appointments to Working Groups CR8 & CPs filed in the office together with the minutes.

Noted.

The Parish Council (PC) Stand Working Group. Current members are Messrs Blundell and Thompson. Options debated; disband the Working Group, combine the PC Stand Working Group with the Village Fete Working Group, unmanned PC stand at the fete, no PC stand at all, combine the PC stand with other working group stands, or defer for further consideration. No decision made.

Working Groups reporting to DETC

Three Working Groups currently report to the Development Environment and Transport Committee: The Brightwell Lakes Working Group, the McCarthy Stone Working Group, and the Speed Reduction

Working Group. Mr Williamson explained the background to the following DETC recommendations, noting the Speed Reduction Working Group might wish to reconsider its Working Group name and terms of reference given the focus includes 'traffic' reduction and 'speed' reduction.

RECOMMENDATION D2023/4a: That the Brightwell Lakes Working Group is disbanded.

RESOLUTION C2023/5h: To disband the Brightwell Lakes Working Group. Agreed.

RECOMMENDATION D2023/4b: That the McCarthy Stone Car Park Working Group is disbanded.

RESOLUTION C2023/5i: To disband the McCarthy Stone Car Park Working Group. Agreed.

RECOMMENDATION D2023/4c: That the Speed Reduction Working Group reports to Full Council.

RESOLUTION C2023/5j: The Speed Reduction Working Group to report to Full Council. Agreed.

Working Groups reporting to Full Council

RESOLUTION C2023/5k: To appoint the following persons to the following Working Groups reporting to the Parish Council:

Martlesham Climate Action Mrs Davey, Messrs Green, Whitby, Thompson, Williamson, McPhail, Bull, Wallace, and Faulkner.

Martlesham Village Fete Working Group Mrs Davey, Mrs Lisseman, Messrs Irwin and Williamson.

Personnel Working Group Mrs Hall, Messrs Williamson, Burrows, Irwin, and O'Brien Baker.

Speed Reduction Working Group Mrs Daws, Mrs Painter, Mrs Mahoney, Mrs A Jones, Mrs R Jones, Messrs Denton, Daws, Glen, Kitchener, Boggon, Parsons, and Jones. Agreed.

Working Groups reporting to the Recreation & Amenities Committee

RESOLUTION C2023/5l: To appoint the following persons to the following Working Groups reporting to the Recreation & Amenities Committee:

Community Orchard Working Group Mrs Burrows, Ms Burrows, Messrs Irwin, Edwards and Frost.

Martlesham Common Working Group Mrs Burrows, Ms Burrows, Mrs Davey, Mrs Hall, Messrs Burrows, Irwin, Baker (Greenways Project), Thompson, Williamson and Whitby.

Portal Woodlands Conservation Group Mrs Cable, Messrs Corley, Davies, Powling, Staines, Sweeting and Webb.

Recreation Ground & Kronji's Piece Steering Group Mrs Davey, Messrs Burrows and Irwin.

Volunteer Working Group Messrs Irwin, Burrows, O' Brien Baker, and Williamson.

Wildflower Project Working Group Mrs Burrows, Ms Burrows, Mrs Davey, Mrs Drummond, Messrs Thompson and Paul Whitby. Agreed.

16. Appointment of Martlesham Heath Householders Ltd (MHHL) Director CR9 &CP filed in the office together with the minutes.

Noted. The nominated Councillor represents the Council at MHHL meetings and reports back to the Parish Council. The current PC- nominated director is Mr Boswell who did not stand for election and is no longer a parish councillor. The meeting concluded it is not an eligibility criterion to live on Martlesham Heath nor to be a parish councillor to be nominated as a MHHL director, however for reporting purposes, it would be helpful if the PC-nominated director was a Martlesham Parish Councillor.

RESOLUTION C2023/5m: The Parish Council's representative on Martlesham Heath Householders Ltd (MHHL) does not necessarily have to be a Parish Councillor. Agreed.

RESOLUTION C2023/5n: Mr O'Brien Baker is appointed as the Parish Council's nominated Director to Martlesham Heath Householders Ltd. Carried.

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

RESOLUTION C2023/5o: Mr Irwin is appointed as the Parish Council's Safeguarding Officer. Agreed.

18. 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 Parish Council.

RESOLUTION C2023/5p: To appoint the following persons as representatives to external bodies:

ASB Task Group – Mr Williamson
Brightwell Lakes Community Liaison Forum – Mr Irwin (Chair) and Mrs Hall
Deben Estuary Partnership Access Group – Mrs Hall
Disability Advice Forum – VACANT
East Suffolk Lines Community Rail Partnership – VACANT
East Suffolk Greenprint Forum – Mrs Hall
Green Infrastructure Workshop Planning Group – Mrs Hall and Mr Whitby
Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – VACANT
Community Partnership Rewilding Forum – Mrs Davey, Mrs Hall and Mr Whitby
Community Partnership Road Safety Forum – Mr Thompson
Martlesham Community Council – Mr Burrows
Martlesham Community Hall Management Committee – Mr Thompson
Martlesham Pavilion Management Committee – Mr Irwin
Martlesham Village Hall Management Committee – VACANT
Martlesham Youth Football Club – VACANT
Portal Woodlands Conservation Group – Mr Staines
Public Transport Liaison Officer – Mr Williamson
Rewilding Forum – Mrs Davey, Mrs Hall and Mr Whitby
Rights of Way Liaison Officer – Mr Whitby
SAVID – Mrs Hall
Suffolk Association of Local Councils (SALC) East Suffolk Joint Area Forum – Mr O'Brien Baker
Suffolk Association of Local Councils (SALC) Sizewell Stakeholder Group – Mr Whitby
Suffolk Preservation Society – VACANT. Agreed.

To note

Suffolk Tree Wardens Network – Mrs Hall and Mr Burges
Local History Recorder – Mr Osborne.

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

RESOLUTION C2023/5q: To appoint the following persons as notice board caretakers:

Black Tiles Lane Post Office – Mr O'Brien Baker
Black Tiles Lane /Main Road – Mr O'Brien Baker
Crown Point – Mr O'Brien Baker
Deben Avenue/Gorseland School – Mr Crichton
Deben Avenue/Main Road – Mr Crichton
Falcon Residential Park – Mrs Davey
Lancaster Drive – Mr Denton
Manor Road – Messrs Burrows and Whitby
Martlesham Community Hall – Office staff
Mill Heath – Mr Williamson
School Lane – Mrs Hall
The Square – Mrs Davey
The Street – Mr O'Brien Baker. Agreed.

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

The following to be appointed as Play Area Inspectors by the Recreation and Amenities:

Centenary Playspace – Messrs Crichton and Edwards
Harry Higgins – Mrs George, Messrs Welch and Edwards (Standby)
Jubilee Playspace – Office staff
Kronji's Piece – Mr O'Brien Baker
Diamond Jubilee Bike Trails – Mrs Kingsbury and office staff.

21. Review of Annual subscriptions 2023/24 CP filed in the office together with the minutes.

The Suffolk Preservation Society is a subsidiary of CPRE.

RESOLUTION C2023/5r: To approve the list of annual subscriptions 2023/24 previously circulated and

filed with the minutes, and agree the donation to Community Action Suffolk of £30.00. **Agreed.**

22. Review list of ongoing routine service contracts CP filed in the office together with the minutes.
RESOLUTION C2023/5s: To reaffirm the Clerk's delegated authority to agree to the routine service contracts per list filed with the minutes and approve the use of direct debit payments to BT, Apogee, Wave Utilities/Anglia Water and E.ON Next. **Agreed.**

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

RESOLUTION C2023/5t: To approve the list of deeds and documents previously circulated and delegate any issues that arise to the Finance and General Purposes Committee. **Agreed.**

24. Review authorised signatories CR10 filed in the office together with the minutes.

Noted. Two authorised signatures are always required from a suggested pool of four signatories. The current authorised signatories are Messrs Boswell, Burrows, Irwin and Williamson. Mr Boswell is no longer a Parish Councillor as he did not stand for election. Mr Whitby offered to become an authorised signatory. In line with Financial Regulations Mrs Hall checks the bank reconciliations are all in order, particularly at the financial year end.

RESOLUTION C2023/5u: To re-appoint Messrs Burrows, Irwin, and Williamson, and appoint Mr Whitby, as authorised signatories to Martlesham Parish Council accounts. **Agreed.**

25. Electronic issue of agendas, associated papers & minutes

RESOLUTION C2023/5v: To continue to issue agendas, associated papers and minutes electronically, as permitted by Standing Order 15b. **Agreed.**

26. Financial Matters

26.1 Cheque payments signed between meetings CPs filed in the office together with the minutes.

RESOLUTION C2023/5w: To ratify the two lists of payments signed between meetings. **Agreed.**

26.2 Any pending expenditure transactions

All invoices were processed on 03.05.2023 so no pending expenditure transactions presented.

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

Noted. A full report will be made available at the June PC when the Finance Officer will be in attendance.

26.4 End of year submissions: Final HMRC Payment Submission for 2022/23 on 17/03/23; Annual Pension Return 2022/23 submitted 11/04/23; P60s issued on 12/04/23; Year End Closedown 05/04/23

The final HMRC payment submission was completed 17th March 2023, the annual pension return was submitted 11th April 2023, P60s were issued to all staff on 12th April 2023 and the year-end closedown of the 2022/23 accounts took place on 5th April 2023.

26.5 Annual Governance and Accountability Return (AGAR) 2022/23: CR11 filed in the office together with the minutes.

Noted. The AGAR contains instructions from the external auditor. The internal audit took place 5th May 2023. The AGAR will be presented for approval to the Parish Council on 7th June 2023.

26.6 Community Infrastructure Levy Payments CR12 filed in the office together with the minutes.
Noted.

26.7 2022/2023 CIL Report to ESC CP filed in the office together with the minutes.

Noted.

RESOLUTION C2023/5x: To approve and authorise the Chair to sign the Community Infrastructure Levy (CIL) Report 01 April 2022 – 31 March 2023 for submission to East Suffolk Council. **Agreed.**
The Chair signed the CIL Report 2022/23.

26.8 Internal Control Statement for year ending 31 March 2023 CP filed in the office together with the minutes.

RESOLUTION C2023/5y: To approve and authorise the Chair to sign the Internal Control Statement for year ending 31 March 2023. Agreed.
The Chair signed the Internal Control Statement for year ending 31 March 2023.

26.9 Update on internet banking
No report.

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

27.1 Recreation and Amenities Committee (R&AC) Minutes 08.03.23 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 R2023/3a – 3i were noted.

27.2 Development, Transport & Environment Committee (DETC) 19.04.2023 CR13, CP (DETC Minutes) filed in the office together with the minutes.
The minutes were approved as an accurate record and signed by the Chairman. Carried.
Decisions D2023/4a – 4e were noted.

RECOMMENDATION D2023/4d: That the Parish Council offers to host the SAVID meeting on Thursday 1st June in the Parish Room.

RESOLUTION C2023/5z: That the Parish Council offers to host the SAVID meeting on Thursday 1st June in the Parish Room subject to the audience not exceeding the room capacity. Agreed.

28. Clerk's Report

28.1 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 C2023/5aa: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. Agreed.

28.2 Loft insulation CR14, CP filed in the office together with the minutes.

The meeting considered the quotes circulated prior to the meeting: Loft insulation Quote 1 can be discounted for quoting without a prior site visit, and the quote can only be held for 7 days. It was considered best to defer any loft insulation pending delivery of the solar power installation.

RESOLUTION C2023/5ab: To reconsider loft insulation after completing the solar installation. Agreed.

28.3 Solar panels & battery CP filed in the office together with the minutes.

The Martlesham Community Hall Management Committee has been consulted about the installation of solar panels and a battery. Some form of solar energy provision would offer security in providing an energy supply.

At 9.30pm it was proposed to extend the meeting

RESOLUTION C2023/5ac: To suspend Standing Order 3w to extend the meeting and complete as much business on the agenda as is reasonable in the half hour extension. Agreed.

The meeting considered the 3 solar quotes received. The meeting discussed the requirements for an additional or enhanced solar battery, noting the higher costs.

RESOLUTION C2023/5ad: To accept solar panel and battery Quote 1 to supply & install 24 solar panels & a 10.66kw battery for the Richards/Parish Room building, as specified by Doyle Electrical Ltd, at a cost of £18,526.60 + 20% VAT, the money to come from Community Infrastructure Levy receipts. Agreed.

28.4 Coronation of His Majesty The King - Coronation trees and installation of plaque event. CR15 filed in the office together with the minutes.

RESOLUTION C2023/5ae: To defer the Coronation trees and installation of plaque event to the Recreation and Amenities Committee meeting next week. Agreed.

28.5 IT & Communications - Access to council policies update
No report given.

29. TO CONSIDER REPORTS FROM WORKING GROUPS

29.1 Personnel Working Group - recruitment of Deputy Clerk update CR16 filed in the office together with the minutes.

Noted. A meeting of the new Personnel Committee is required asap to consider this item.

29.2 Martlesham Climate Action (MCA) meeting 24.04.23 No Minutes available.

The group met on the 24th April and their meeting included discussion about the forthcoming workshop which is being organised by Greener Waldringfield and the Greenprint Forum. A report of Mr Green's meeting with Therese Coffey MP is available on the MCA website.

29.3 Request for the Repair Hub to become independent of the Parish Council. CR17 & CP filed in the office together with the minutes.

The Parish Council was disappointed to receive a request from the Martlesham Repair Hub to transfer its assets and activities to Suffolk Repair Shed Ltd. The Parish Council wishes to support the Repair Hub and its activities, which are highly valued by the Council and by the Parish. The request raises questions; how should the Parish Council manage the donations received to date at the Repair Hub? Can the Parish Council recoup the monies expended to date on the project if it wishes to do so? Can the Parish Council continue to hire out the Parish Rooms to the Repair Hub as a company? What is the role of the Repair Hub administrator proposed by the Repair Hub? How will the activities be better served by a not-for-profit company? More information is required.

RESOLUTION C2023/5af: To defer to the Recreation and Amenities Committee, the Martlesham Repair Hub's request to transfer the undertaking of Martlesham Repair Hub to Suffolk Repair Shed Ltd. Clerk to request a business case in support of the proposal. **Agreed.**

29.4 Martlesham Climate Action Group – Biodiversity, Green Infrastructure Workshop Wednesday 30th August 9am – 4pm. CP filed in the office together with the minutes.

Noted.

29.5 Village fete update

Mr Irwin confirmed the cadets will be in attendance.

29.6 Portal Woodlands Conservation Group – storage of materials suggestions Confidential CP filed in the office together with the minutes.

Given the lateness of the hour, Mr O'Brien Baker recommended this matter is deferred.

RESOLUTION C2023/5ag: To defer consideration of the confidential item 'Portal Woodlands Conservation Group – storage of materials suggestions' to the Recreation and Amenities Committee meeting next week. **Agreed**

30. Consultations

None raised.

31. Training

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

CR18 filed in the office together with the minutes.

Noted.

32. 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

32.1 Financial Statement 2022 CP filed in the office together with the minutes.

RESOLUTION C2023/5ah: To approve the Recreation Ground Trust Financial Statement 2022 and authorise the Chair to sign. **Agreed.**

The Chair signed the Financial Statement 2022.

32.2 Annual Return 2022 CP filed in the office together with the minutes.

The Annual Return for the year ending 31/12/22 was submitted on 12/04/23. Noted that the Charity Commission does not require accounts and a trustees' annual report from the Trust.

32.3 Registration of Recreation Ground with HM Land Registry CP filed in the office together with the minutes.

Noted.

32.4 Temporary Licence to Occupy Land (part of DECISION R2023/1b) CP filed in the office together with the minutes.

The Chair and Vice Chair signed the licence as per Decision R2023/1b.

32.5 Any matters to report?

None raised.

33. Reports from representatives on local organisations

None raised.

34. Items for Martlesham newsletters (June/July)/Facebook/website

34.1 Contributions to the magazines/what has this meeting achieved?

- Co-option of councillors – invite people to put themselves forward (in the style of a letter)
- Play inspectors needed - article
- Solar panel decision made – article for publication.

The meeting was closed at 10.00 pm.



Chairman, 7th June 2023