

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 6th NOVEMBER 2024**

**PRESENT:** Mr L Burrows (Chairman), Mrs H Davey, Mrs J Hall, Mr M Irwin (Vice Chairman), Mr D Parsons, Mr R Staines, Mr E Thompson, Mr P Whitby, Mrs C Geeson & Mr I O'Brien Baker.

**In attendance:** One member of the public, County Councillor P Mulcahy, District Councillor Mark Packard, Louis Linsley Council Officer and Melanie Thurston Locum Clerk.

**1. Apologies:** Mr S Daws – Unwell.

**2. Any declarations of disclosable pecuniary or local non-pecuniary interests**  
None declared.

**3. Filling the Parish Councillor vacancies**  
There were no candidates to consider.

**4. Minutes of Parish Council Meeting 02.10.24** CP - minutes filed in the office.  
Minutes were amended as follows;

4.1 Cllr Hall had proposed that the minutes were correct not Cllr O'Brien Baker.

7.2 Cllr Mulcahy had not emailed her report to all in advance of the October meeting.

8.5 Correct the spelling of McCarthy Stone and that they did give £22,000 in accordance with the S106 agreement.

13.1 Should read "Cllrs were asked to send responses regarding planning pre-applications to the Planning and Project Officer at the PC".

16.3 Deben Estuary Partnership received a grant to be used for Evolution not devolution.

The minutes were then approved and signed as correct by the Chairman, proposed Cllr Whitby, seconded Cllr Hall. **Agreed.**

4.1 Confidential Item 9, minutes of the meeting 02.10.24. CP - minutes filed in the office.

The minutes were approved and signed as correct by the Chairman, proposed Cllr Hall, seconded Cllr Whitby. **Agreed.**

**5. Actions from last meeting** Ongoing or on the agenda.

**6. PUBLIC FORUM**

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

It was agreed to bring forward the next 2 items.

10.5 Proposal to grant a Certificate of Appreciation to the visiting US military band.

Member of the public present thanked the Parish Council for recognising the US Military Band with a certificate, he has had it framed and it will be presented to the band at the Remembrance Day Service on Sunday. The Chairman thanked the member of the public for organising this.

Cllr Irwin proposed that the Certificate of Appreciation should be awarded to the Military Band, seconded Cllr Geeson. **Agreed.**

10.6 Attendance on behalf of the Parish Council at the Remembrance Services on 10th November at St Mary's Church and Barrack Square & laying of 2 poppy wreaths for Remembrance Sunday.

Cllrs Hall & Geeson will attend the service along with Cllr Staines who will lay the wreaths.

6.1 Reports from District Councillors

District Councillor Thompson reported that he had attended a recent Licensing Committee Meeting and that the consultation regarding Jet Ski's has not as yet been agreed.

He is also going to attend a Local Plan event and the Norfolk & Waveney Health Scrutiny meeting.

District Councillor Packard informed that the 40 new affordable homes being built at Black Tiles are almost finished. £1.25 million has been allocated for improvement works along the main road to the bridge, this will include cycle paths, footpaths & zebra crossings. His opinion is that Felixstowe Rd should be a one-way system. He is unable to report back if any grass cutting is planned for along the road.

Cllr Davey reported to him that the "Pardon the Weeds" sign has disappeared. She is unsure who is responsible for the grass cutting to that area, but it needs to be cut twice a year.  
Cllr Parsons will forward the district councillor recent figures that the Speed Awareness Group has collated for Felixstowe Rd.

#### 6.2 Reports from County Councillors

Cllr Mulcahy's report has been forward to all ahead of the meeting.  
She reported that road line painting has been carried out throughout Martlesham. However, she is still working with Highways to get the vegetation cut back along the Felixstowe Rd and will pay for it to be done out of her budget. She is also working with Highways regarding the carparking situation on Martlesham Heath. She has proposed "Keep Clear" signs to be erected and would pay for these also. She would support the process of double yellow lines, however as there is no current traffic order, this would not be a solution.  
Cllr Mulachy left the meeting at 8.00pm.

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

Done.

#### 6.4 Any issues raised by the public

None.

### **7. Financial Matters**

#### 7.1 Payments made between meetings.

Cllr Irwin confirmed that the list of payments has been made totalling £50,435.55.

**RESOLUTION 2024/10a** ratification that payments have been made.

The Chairman proposed and Cllr Thompson seconded. **Agreed.**

#### 7.2 Any pending expenditure transactions

These total £11,495.48, all to be paid except the SCL Landscapes as this is an estimate only.

All salaries approved for payment

**RESOLUTION 2024/10** to make the payments.

Proposed Cllr Whitby seconded Cllr Urwin. **Agreed.**

It is hoped that a bank reconciliation will be carried out next month by Cllr Parsons once he has been shown how to do so.

#### 7.3 Income & expenditure

The report has been circulated to all ahead of the meeting, to be noted that there is an overspend.

#### 7.4 CIL payments and applying for district CIL

This will be considered at the next parish council meeting.

District Councillor Mark Packard and the public left the meeting at 8.15pm

### **9. To Consider Reports and Recommendations from Committees**

#### 9.1 Development, Environment & Transport Committee 16.10.24

Minutes were signed by the Chairman, proposed Cllr Hall seconded Cllr Davey.

Committee members all **Agreed.**

#### 9.2 Finance & General Purposes Committee 23.10.24

Minutes have not been received, however they have been written. To approve at the January meeting.

**RESOLUTION 2024/10a:** That the Parish Council approves the following grant applications received for 2025/26: Suffolk Wildlife Trust £310; Martlesham Conservation Group £201.87; Martlesham Heath Aviation Society £450.00; Martlesham Bowls Club £600.00. Total: £1561.87.

Proposed Cllr Whitby seconded Cllr Urwin. **Agreed.**

**RESOLUTION 2024/10b.** That the Interim Clerking Working Group also to carry out and follow action points arising from council and other committee meetings and working groups and to work with bank signatories to ensure payments are made.



Proposed Cllr Geeson seconded Cllr Parsons. **Agreed.**

**RESOLUTION 2024/10c.** Kronjis Piece remains at £15,000 on the asset register and that the register be approved by the parish council. Proposed Cllr Thompson seconded Cllr Whitby. **Agreed.**

**RESOLUTION 2024/10d.** That the Calendar of Meetings 2025 be approved by the parish council. Proposed Cllr Davey seconded Cllr Whitby. **Agreed.**

**RESOLUTION 2024/10e.** That the Annual Review be approved by the parish council. Parish Council Policies and Documents/Procedures. Cllr Hall noted that the DTC Terms of Reference was last reviewed in 2023 and does not need to be reviewed again until 2027. Proposed Cllr Irwin seconded Cllr Whitby. **Agreed.**

**RESOLUTION 2024/10f** that the Volunteer Policy could be introduced to the volunteers at the volunteer event for feedback. Cllr Irwin Proposed that a draft could be distributed at the event, to welcome comments, seconded Cllr Geeson. **Agreed.**

**RESOLUTION 2024/10g.** That the parish council approves the following (items 10.2 to 10.9 in the F&GPC minutes) as no changes have been needed and no issues have arisen: - Review of Financial Management Review of the system of internal control Review of Risk Management, including Fire Risk Assessment Review of Investments and Investment Policy Review of General Data Protection Regulation (GDPR) policies Review CCTV Operational Procedure Volunteer Policy Health and Safety Policy.

No changes have been made to any of the documents. Cllr Hall recommends keeping an eye on the documents in the interim of reviews to ensure updates are not missed.

Proposed Cllr Parsons seconded Cllr Whitby. **Agreed.**

## **10. Interim Clerking Working Group**

**10.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014**

Cllr Geeson informed that the paper has not been submitted.

**10.2 Holding surgeries/ engagement with the public, Complaints of DPD vans in the retail park roads.** Cllr Parsons advised that it is being looked into who are responsible for the DPD vans. They do have a carpark at the site however continue to park alongside roads, causing an obstruction. He and the Council Officer will draft a letter to DPD, to be signed by the Chairman. Copies to be sent to Highways and the police.

Cllr Hall informed the council that the issue was previously discussed by the Community Partnership.

**10.3 To consider and /or note preparations for the Volunteer Event**

Cllr Davey reported that plans are underway, meeting on Monday, event on 20<sup>th</sup> November.

**10.4 To consider the Deben Rotary Club's offer to support PC community activities. Possible Coronation commemorative tree planting**

Cllr Hall had compiled a Council paper for the meeting. Site has been approved, and the trees will be staked when planted. She would like to propose a flowering cherry and a crab apple tree. Cost is £100 which will be paid for by the Rotary Club. Seconded Cllr Whitby. **Agreed.**

The £100 also includes for the planting of spring bulbs with the trees.

**10.5 Proposal to grant a Certificate of Appreciation to the visiting US military band**

Already dealt with.

**10.6 Attendance on behalf of the Parish Council at the Remembrance Services on 10th November at St Mary's Church and Barrack Square & laying of 2 poppy wreaths for Remembrance Sunday**

Already dealt with.

**10.7 Runway heritage Car Park, POD point charging point, costs and charges**

The council officer advised that a report has been carried out. POD point charger costs 44p per kw

hour at Tesco for comparison. The Chairman proposes that the report is accepted at the suggested cost. Seconded Cllr Parsons. **Agreed.**

**RESOLUTION 2024/10h.** To charge 44p per kw hour for use of the POD point charger.  
To be reviewed regularly to ensure the parish council is covering its costs.

## **11. TO CONSIDER REPORTS FROM WORKING GROUPS**

### **11.1 Emergency Planning Working Group – proposed key safe.**

Cllr Hall advised that a key safe is required to access the council building in an emergency.

Cllr Parsons suggests that a key safe could be placed on the outside of the building, but permission will be needed from the Community Hall Management Committee. He would be happy to carry out the installation. Council officer will seek approval from the management committee.

Chairman proposes £50 budget to purchase a key safe, seconded Cllr Parsons. **Agreed.**

**RESOLUTION 2024/10i** To purchase a key safe.

### **11.2 Village Fete 20th July 2024 Report**

Cllr Irwin has circulated the report ahead of the parish council meeting. The future of the fete and how to move forward is being considered.

The parish council is in agreement that the fete should remain as a small-scale village fete, however with the addition of a new attraction each year.

Cllr Irwin reported that more help is needed from parish councillors on the day before the fete to help set up. May also need to recruit 12 more volunteers if the cadets are unable to help next year. Assistance also needed with admin and finance.

The Chairman proposed that the report is accepted and that assistance from the council is given.

Seconded Cllr Whitby. **Agreed.**

Thanked Cllr Irwin and the committee for all their work.

## **12. Consultations**

### **12.1 Any consultations?**

Cllr Irwin reported that the parish council needs to submit a response to the Jet Ski Consultation once it is received. And proposed that the response to the Jet Ski Consultation was delegated to the Planning and Project Officer. Individuals are also encouraged to respond.

Proposed Cllr Irwin, seconded Cllr Parsons. **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 To consider any updates.** None.

At 9.27pm it was agreed to extend the parish council meeting a further 5 minutes.

## **14. Any reports from representatives on local organisations**

### **14.1 Martlesham Community Hall Management Committee meeting.** None.

### **14.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership** None.

### **14.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum.** None.

### **14.4 Any other reports?** None.

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

### **15.1 Contributions/what has this meeting achieved?**

It is hoped that the staffing issues/recruitment will soon be resolved.

The meeting was closed at 9.35pm.



A handwritten signature in dark ink, appearing to read "L. W. Benson". The signature is fluid and cursive, with a horizontal line drawn underneath it.

Chairman, 8<sup>th</sup> January 2025.

