

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 2nd OCTOBER 2024

PRESENT: Cllr L Burrows (Chairman), Cllr H Davey, Cllr J Hall, Cllr M Irwin (Vice Chairman), Cllr D Parsons, Cllr R Staines, Cllr E Thompson, Cllr P Whitby, Cllr I O'Brien Baker & Cllr S Daws.

In attendance: Suffolk County Councillor Patti Mulcahy, one member of the public and Mrs M Thurston Locum Clerk.

1. Introduction

1.1 Introduction of Locum Clerk.

The Chairman introduced Melanie Thurston who will take the minutes of the meeting and provide a draft to the parish council.

1.2 Apologies

There were apologies from Cllr C Geeson – Unwell. County Councillor Mulcahy advised that she had previously given her apologies for the September meeting but it had not been recorded in the minutes.

2. Any declarations of disclosable pecuniary or local non-pecuniary interests

Cllr O'Brein Baker declared a non-pecuniary interest in item 11.4, he is a member of the Rotary Club.

3. Filling the Parish Councillor vacancies

There were no candidates to consider.

4. Minutes of Parish Council Meeting 04.09.24

It was noted on the minutes that County Councillor Mulcahy gave her apologies for the meeting. Corrected the spelling of Cllr Daws surname. Resolution C2024/9e to include "Be" in the sentence.

Resolution C2024/10a: The minutes be approved and signed as correct by the Chairman. Proposed Cllr Parsons, seconded Cllr Whitby, **Agreed by all.**

4.1 Confidential Item 13, minutes of the meeting 04.09.24

Item 13 had been held in private due to the confidential nature of the item.

Resolution C2024/10b: The minutes be approved and signed as correct by the Chairman. Proposed Cllr O'Brien Baker, seconded Cllr Davey, **Agreed by all.**

5. Draft minutes of the Annual Parish Meeting (APM) 20.03.24

Still awaiting draft copy, from the retiring Clerk.

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

7. PUBLIC FORUM

7.1 Reports from District Councillors

Cllr Thompson reported that waste collections are to be replaced by a new recycling regime. No report from Cllr Packard.

7.2 Reports from County Councillors

Cllr Mulcahy report has been emailed to all in advance of the meeting. The report includes how to apply for school places. Grants available for community arts projects and specialist food industries. She will allocate some of her locality budget towards maintenance along the Felixstowe Road and this will include upgrading the signage, repainting the road markings and cutting back vegetation.

She is still working with the Highways team to get the hedge cutting carried out along the cycle path. Also to make aware that cyclists have priority along the cycle path.

Consultation for the A12 MR "Major Road" upgrade is underway and it is proposed to make a better flowing movement of transport. Also to upgrade cycling and pedestrian paths from Martlesham into Ipswich. CIL money will help to pay for this. Parallel crossings to be installed across the main road at Crown Point and School Road.

There is a possibility to have bollard filters installed leading onto Sandy Lane, this would give priority to

cyclists, pedestrians and horse riders (retractable bollards, in case of an emergency) Consultation is being carried out for this and she encourages support of individuals and the Parish Council.
The Chair advised that the parish council will consider this at the next development/planning meeting.
She is still progressing with pothole repairs and also getting the footpath cut back along Felixstowe Road.
The Chairman thanked Cllr Mulcahy for her help with Martlesham highways issues.
Cllr Mulcahy left the meeting at 8.05pm

7.3 To allow members of the public to address business on the agenda
Member of the public present would like to speak at item 11.5

7.4 Any issues raised by the public
There were no issues raised.

8. Financial Matters

8.1 Monthly finance report, including monthly bank reconciliation figures

The RFO had circulated the finance reports and monthly bank reconciliation in advance. As at the 27th of September 2024 the current account held £86,659.88 and the savings account £309,032.08. This is made up of £175,893 in General Reserves and £226,314 in Earmarked Reserves.
The second tranche of the precept of £75,000 was received on the 27th of September.
The monthly finance report was signed by the Chairman.
Cllr Parsons informed that he had volunteered to carry out the monthly bank reconciliation, however he has not carried out a reconciliation yet as he has not been shown what it is he has to do to carry out the task.

8.2 Payment of invoices received in accordance with the 2024/2025 budget

Payee	Net £	VAT£	Gross £	Description
Ipswich Computer Services	25.00	5.00	30.00	Assist councillor with Outlook #067508
Suffolk County Council	2072.17	0	2072.17	Pension Contributions Sept 2024
HMRC	2394.67	0	2394.67	PAYE & NI contributions Sept 2024
Staff	7859.36	0	7859.36	Salaries September 2024
Tesco	3.20	0	3.20	Refreshment
Glasdon UK	550.00	110.00	660.00	Bench purchase for Jubilee Play Space
Ipswich Computer Services	25.00	5.00	30.00	Fix SharePoint #067582
Ipswich Computer Services	25.00	5.00	30.00	Assist councillor with Outlook #067592
Ipswich Computer Services	1012.66	202.53	1215.19	Sonic Firewall #067597
Wave Utilities	17.56	3.51	21.07	Brights Orchard water supply
YGP Yorkshire, Gas & Power	311.49	62.30	373.79	Electricity supply & Deposit Sep 2024
Birketts LLP	1083.00	207.60	1290.60	Carpark & S106 Trans McC Stone#1001379
Birketts LLP	2607.00	521.40	3128.40	Carpark & S106 Transfer MPC#978997
Ipswich Computer Services	25.00	5.00	30.00	Email Groups clean up #067629
E.on Next	121.00	6.05	127.05	Electricity supply Sep 2024
Apogee Corp	28.75	5.75	34.50	Printer costs Jun - Sep 24 #1473021
SCL Landscape Management	1710.55	342.11	2052.66	Sept 24 Scheduled Maintenance #3978
Webfactory	16.99	3.40	20.39	Monthly web hosting
Gallagher	5,136.68	0.00	5136.68	Annual Insurance Premium
J Goodluck	180.00	0.00	180.00	Litter Picking Sept 2024
Totals	25205.08	1484.65	26689.73	

Resolution C2024/10c: to approve the payments in the table above, proposed Cllr Thompson seconded Cllr Whitby. **Agreed by all**
The Chairman and Cllr Whitby signed off the list of payments.

8.3 Completion of limited assurance review for year ended 31 March 2024.

The Chairman reported that this has now successfully been carried out by the external auditors and has been signed off with no recommendations.

8.4 Insurance renewal

The Chairman informed that the parish council insurance is currently a rolling contract and will automatically renew this year. However, an additional premium of approximately £1500 will be included on the policy for the new carpark.

8.5 Runway Car park – payment of legal fees

The Chairman advised that McCarthy Stone has given the Parish Council £22,000 which included the cost of legal and professional fees. *LBurns*

LBurns
(in accordance with the
Section 106 Agreement)

11.5 Proposal to grant Freedom of the Parish to a visiting US military band.

It was agreed by all to bring this item forward so that the member of the public could present to the Parish Council as follows:

He informed that the United States Army Airforce had served in Martlesham for both World War 1 & 2. In 2017 Martlesham hosted the MH100 celebrations, to mark the Martlesham runway which had been used during World War 1 & 2. The United States Army Airforce band had been invited to attend for the celebrations, but unfortunately had not been able to on that occasion.

This year on 10th November 2024 the Remembrance Day service is to be held in Old Barrack Square and he has asked the United Airforce Army Band to attend the service. He would like the Parish Council to consider offering "The freedom of the Parish" to the band to recognise their services during both wars. This would mean that the band may visit Martlesham and march at any time. Does the Parish Council have the power to offer the freedom of the parish? Cllr Irwin informed that the parish council does not have the power to do so but could make a declaration and give the band a certificate of recognition. The district council would be able to offer the freedom of the parish.

Cllr Thompson will take this up with the District Council. To be progressed quickly within the next 6 weeks.

The Chairman asked the parish council for thoughts on whether the band should be honoured?

Resolution C2024/10d: It was proposed to have a certificate of recognition to the band, proposed Cllr Irwin seconded Cllr Whitby, **Agreed by all.**

Member of the public left the meeting at 8.30pm.

9. The next four items to be taken in camera.

To consider excluding the public and press for the next items as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act] 1960).

Resolution C2024/8a: Agreed by all, however no press and public present.

End of the confidential items. The meeting resumed out of camera and back in public.

10. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

10.1 Recreation & Amenities Committee 11.09.24

6 had been present at the meeting. Cllr Daws has not yet been appointed onto the committee.

Resolution C2024/10i: The minutes of the recreation and amenities committee meeting were approved as a correct record by the members of the committee and signed by the Chairman, proposed Cllr Hall seconded Cllr Thompson.

11. Interim Clerking Working Group

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

The Chairman reported that a spreadsheet has been created and published, itemising which councillor has done what and the decisions ratified and agreed by the working group.

11.2 Holding surgeries and giving presentations to increase engagement with the public

Cllr Parsons informed that the dates of forthcoming surgeries have been advertised and that the surgeries

will be run for 6 months. All issues raised by the public will be brought back to the parish council for discussion.

11.3 To consider and /or note preparations for the Volunteer Event

Cllr Irwin advised that he has not circulated his paper report ahead of the meeting, but it can be linked to the minutes.

The Richards Room has the best availability for the event on any Wednesday or Thursday in November.

Resolution C2024/10j: Agreed by all to go for Wednesday 27th November at 7.15pm.

Working groups to be invited to attend and to give displays along with the district and county councillors. 60 invited guests from the community will be welcomed. Cost of buffet, drinks and sundries approximate budget £450, room hire £60. To be paid out of the volunteering budget, section 137 expenses. Family entertainment/music will also be provided.

11.4 To consider the Deben Rotary's offer to support PC community activities.

Cllr Hall would like to suggest tree or bulb planting to commemorate King Charles 3rd. This would also be acceptable by the Rotary Club and they will decide how much funding they would like to give.

11.5 Proposal to grant Freedom of the Parish to a visiting US military band

This item was considered earlier in the meeting.

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

Cllr Staines would be honoured to represent the parish council at the Barrack Square service and Helen Davey at the St Mary's Church service to lay the wreaths.

Resolution C2024/10k: It was Agreed by all to purchase 2 wreaths out of the Chairmans Allowance.

12. TO CONSIDER REPORTS FROM WORKING GROUPS

12.1 Village Fete 20th July 2024 Report

Cllr Irwin had distributed the report in September but would like to postpone any discussion until the November parish council meeting, **Agreed.**

12.2 New NALC website Civility and Respect Project 'Elect Her' (news from the NNWC, NALC National Network of Women Councillors).

Cllr Hall is the parish council NALC representative, reported that the new NALC website is to be launched during October. She encouraged all councillors to create an online account which will enable them to receive useful NALC information and updates.

NALC is very proactive in its "Women's Councillor Network", especially for female councillors.

NALC publishes some very useful publications in particular the "Good Councillor Guide".

12.3 Speed Reduction Group & Martlesham Community Speed Watch Group any update?

Cllr Parsons informed that funding has been received for a Vehicle Activated Sign – VAS. However, a decision still needs to be made as to where to best locate a VAS.

12.4 Martlesham Climate Action meeting any update – No report has been received.

13. Consultations

13.1 To consider proposed changes to the Pre-application Advice Service.

Councillor was asked to send their comments on
~~Send~~ the pre application consultation advice to Cllr Hall or the parish council planning/project officer by 4th October.

13.2 To consider A12 MRN Improvements consultation.

The Chairman reiterated that County Councillor Mulcahy had spoken at length earlier in the meeting about the consultation. He encouraged all to take a look for themselves at the consultation online and that a response will be submitted by the Development, Environment and Transport Committee

13.3 To consider any other consultations?

Draft until signed

Cllr Hall advised that a Rural Bus Transport Consultation has been delegated to MCA. However, anyone can respond to it as individuals.

14. Training

14.1 To consider any training. None

15. 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

15.1 To consider any updates. None

16. Any reports from representatives on local organisations

16.1 Martlesham Community Hall Management Committee any report?

No report has been received.

16.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting on 10.06.24

The minutes have been received by all and noted.

16.3 Deben Estuary Partnership meeting 19.09.24

Cllr Hall reported that the partnership has received a grant from the Environment Agency, which will be used to carry out a project on the influences and devolution of the river Deben.

2 items

17. Items for Martlesham newsletters (October) /Facebook/website

17.1 Contributions/what has this meeting achieved?

Cllr Parsons suggests that the parish council staffing issues could be mentioned in the monthly newsletter as follows, "The parish council has limited office support, therefore please give consideration until back up to a full complement of staff" Cllr Hall will draft an article for the newsletter.

The meeting was closed at 9.29pm.


Chairman, 6th November 2024