

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 4<sup>th</sup> SEPTEMBER 2024**

**PRESENT:** Cllr L Burrows (Chairman), Cllr M Irwin (Vice Chairman), Cllr H Davey, Cllr J Hall, Cllr R Staines, Cllr P Whitby, Cllr E Thompson, Cllr D Parsons. Cllr Geeson

There was one member of the public present –

**In attendance:** Mr L Linsley, Council Officer, Ms Sara Townsend-Cartright, Planning and Project Officer

**1. Apologies**

There were apologies from Cllr Ian O'Brien Baker

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

2.1 Disclosable Pecuniary Interest (DPI): None declared

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

**3. Filling the Parish Councillor vacancies**

Mr. Simon Dawes was invited to speak and introduced himself, explaining his background. His personal statement is filed in the office.

**Resolution C2024/9a**

To elect Mr Dawes to the parish council for the Martlesham Ward proposed by Cllr Parsons Seconded by Cllr Davey

Permission was granted for Cllr Dawes to complete the declaration of office after the meeting.

Sara Townsend-Cartright the newly appointed Planning and Project Officer was introduced to the meeting.

Councillors introduced themselves to Cllr Dawes and Ms Townsend-Cartright

**4. Minutes of Parish Council Meeting 03.07.24** minutes & confidential report

**Resolution C2024/9b** Approved unanimously and signed by the chair as a true as a true record. Proposed by Cllr Davey, seconded by Cllr Thompson

**5. Minutes of the Extraordinary Parish Council Meeting 25.07.24**

**Resolution C2024/9c** Approved unanimously as a true record. Proposed by Cllr Davey, seconded by Cllr Irwin

**6. Minutes of the Extraordinary Parish Council Meeting 20.08.24** minutes & confidential report

The minutes were corrected to remove Cllr Whitby from the list of those attending

**Resolution C2024/9d** Approved unanimously and signed by the chair as a true record. Proposed by Cllr Burrows, seconded by Cllr Thompson

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

These are not yet available

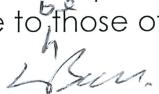
**8. To appoint members to a Personnel Committee**

**Decision**



September 2024

**Resolution C2024/9e** To form a personnel committee with membership of Cllrs, Burrows, Geeson, Hall, O'Brien Baker and Whitby. The terms of reference to those of the Personnel Working Group  
 Proposed by Cllr Davey, seconded by Cllr Thompson



## 9. Actions from last meeting

Ongoing or on the agenda\*

## 10. PUBLIC FORUM

10.1 Reports from District Councillors Note/any issues raised by the public/consider  
 Cllr Edwards as a district councillor reported his involvement with emergency planning

10.2 Reports from County Councillors Note/any issues raised by the public/consider  
 None received

10.3 To allow members of the public to address business on the agenda  
 No members of the public were present

10.4 Any issues raised by the public

There were none

## 11. Financial Matters

11.1 Monthly finance report, including monthly bank reconciliation figures

The RFO had circulated the finance reports and monthly bank reconciliation in advance. As at the 30<sup>th</sup> of August 2024 the current account held £12,388.40 and the savings account £332,779.97. This is made up of £113,196 in General Reserves and £226,314 in Earmarked Reserves, and £5,901 in VAT. A claim for 2024/25 first quarter VAT (£3,430.36) was made on the 2<sup>nd</sup> of July 2024.

An Ear Marked Reserve for the Sensory Garden project has been created with £9,700 received from the East Suffolk Council Community Partnership Grant.

**Resolution C2024/9t:** To approve the monthly finance reports and bank reconciliation.

Council officer to liaise with Cllr Daws regarding providing financial reports in an accessible format

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

Costa	9.80	0	9.80	Refreshment
D Linsley	155.88	0	155.88	Reimbursement of Zoom subscription
Webfactory	16.99	3.40	20.39	Monthly hosting fee
Adcock	100.84	20.17	121.01	Air conditioner maintenance
E.on Next	71.86	3.59	75.45	Electricity supply July 2024
St Johns Ambulance	200.20	40.04	240.24	Attendance at the Fete 24 SP24005080
J Goodluck	180.00	0	180.00	Jonjo Litter picking service 400250
Ipswich Computer Services	146.20	29.24	175.44	Microsoft 365 licenses August 24
Amazon	92.2	18.45	110.65	Office Chair
Tesco	0.90	0	0.90	Refreshment
RNLI	100.00	0	100.00	Fete performance of Gallimaufry
Suffolk County Council	1609.80	0	1609.80	LGPS contributions for August 24
HMRC	1406.35	0	1406.35	PAYE and NI contributions August 24
Staff	5051.65	0	5051.65	Staff Salaries August 2024
Screwfix	36.31	7.26	43.57	PWCG Materials for Nissen Hut
Amazon	31.64	6.33	37.97	Pen for Clerk


  
 September 2024

Tobiecwindowcleaning	15.00	0	15.00	Window Cleaning Invoice#2
Ellis Furniture	575.00	0	575.00	Installation of battery housing In#199
Tesco	9.80	0	9.80	Refreshment for meetings
SCL Landscape Management	2595.44	519.09	3114.53	Scheduled works July 24 in#3931
SCL Landscape Management	1860.00	372.00	2232.00	Additional work incl. Fete July 2024
M&S	38.50	0	38.50	Refreshments
Chubb Fire & Security	247.50	49.50	297.000	Annual contract October 23-24
BNP Paribas	125.45	25.09	150.54	Photocopier 06/09/2024 -05/12/2024
Ipswich Computer Services	942.00	188.40	1130.40	Planning Officer Laptop & setup #067175
Karzees	350.00	70.00	420.00	S137 grant 24/25 to MHAS
Ipswich Computer Services	50.00	10.00	60.00	Asist BT digital installation 067213
Tesco	11.98	0	11.98	Refreshments
Tesco	0.85	0	0.85	Refreshments
Tesco	7.00	0	7.00	Batteries for Speed Gun
Hughes	44.97	0	44.97	3 x Extension leads for office
PKF Littlejohn	420.00	84.00	504.00	External audit 2023/24 ref:SF0263
Webfactory	16.99	3.40	20.39	Monthly website hosting August

**Resolution C2024/9f** Payments were proposed by Cllr Geeson and seconded by Cllr Thompson Carried with one abstention

## 12. Staff Matters to be taken in camera

**12. Resolution C2024/9g** To exclude the public and press for the next items on Staff Matters 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). Proposed by Cllr Burrows, seconded by Cllr Thompson Approved unanimously

## 13. Staff Matters

**13.1** To review and agree the Council Officer's job description and salary Review and agree CONFIDENTIAL CPs

Recorded as a separate confidential Minute

**13.2** To consider staffing issues, interim office procedures and recruitment Consider CONFIDENTIAL CP

Recorded as a separate confidential minute

**13.3** To agree payment of additional hours worked by Clerk Agree

Recorded as a separate confidential minute

The public were re-admitted to the meeting

## 14. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

**14.1** Recreation & Amenities Committee 17.01.24 minutes

**Resolution C2024/9n** Approved unanimously and signed as a true record. Proposed by Cllr Davey, seconded by Cllr Thompson

## 15. Clerk's Report

**15.1** Record of decisions made by the Clerk between meetings, as required by the

  
September 2024

Openness of Local Government Bodies Regulations 2014      Ratify decisions

None Received

15.2 To consider holding surgeries and giving presentations to increase engagement with the public.

Cllr Parsons reported that the first surgery would take place on Saturday 12<sup>th</sup> October at the Pavilion and subsequently on one Friday per month in the Runway Café, starting on 15<sup>th</sup> November.

Noted that no parish group had yet requested a presentation by the council.  
Cllr Parsons was thanked for his initiative

15.3 To note new Labour MP, Jenny Riddel-Carpenter's contact details

Jenny.riddellcarpenter.mp@parliament.uk

15.4 To consider a modal filter for Felixstowe Road

MPC have been asked if we would support a "Modal Filter" on Felixstowe Road by ESC as part of the implementation of their cycling and pedestrian strategy.

**Resolution C2024/9o** To confirm support for a modal filter and any immediate steps which might bring that about, and that we will fully co-operate using our local knowledge to take an active part in defining what form that filter should take

Proposed by Cllr Irwin, Seconded by Cllr Thompson. All Agreed  
Cllr Hall to communicate this decision to ESC

15.5 To consider a request from MHHL for financial support for Trim Trail repairs near Gorseland School

**Resolution C2024/9p** To support MHHL for the repairs to the trim trail, as noted in the council paper, by a grant of £2,000

Proposed by Cllr Whitby, Seconded by Cllr Parsons. All Agreed

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

Noted that Cllrs Davey, Hall, Irwin and Thompson were managing this event

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

Cllr Hall to approach Deben Rotary Club to seek support for the Coronation Commemoration Trees

15.8 To consider any short-term improvements to the Felixstowe Road Site

Referred to the Recreation and Amenities Committee

15.9 To consider an update on the request to remove a build-up of leaves in Black Tiles underpass from District Cllr Packard and quote Consider

**Resolution C2024/9q** To accept the quote filed with these minutes to spend £900 on clearing the Black Tiles underpass as the condition of the underpass makes it hazardous.  
Proposed by Cllr Parsons, Seconded by Cllr Thompson. All Agreed

15.10 To consider maintenance of the Tesco underpass

**Resolution C2024/9r** To accept the quote filed with these minutes to spend £700 on clearing the Tesco underpass as the condition of the underpass makes it hazardous.  
Proposed by Cllr Parsons, Seconded by Cllr Thompson. All Agreed

15.11 To consider a report on litter collection in the parish by Cllr Staines

Referred to the Recreation and Amenities Committee

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

16.1 Village Fete 20th July 2024 Report For noting in anticipation of decisions in October

Noted

16.2 Emergency Planning update

Further information had been gathered and work is ongoing

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

Noted

16.4 Martlesham Climate Action update

Noted

## **17. Consultations**

17.1 To consider proposed reforms to the National Planning Policy Framework and other changes to the planning system

**Resolution C2024/9s** That a response is delegated to the Development, Environment and Transport Committee, to be compiled and submitted using the same scheme of delegation used to submit planning responses in the absence of a clerk

17.2 To consider any other consultations?

None

## **18. Training**

18.1 To consider any training

None identified at this stage

## **19. 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**

There were no updates to consider

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

20.1 Martlesham Community Hall Management Committee meeting 25.07.24

Minutes noted



September 2024

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

Actions from the last meeting were noted

20.3 Deben Estuary Partnership meeting 13.06.24

Noted

20.4 Green Infrastructure cluster group meeting 15.05.24 & details of workshop 18.09.24

Minutes of 15.05.24 and the verbal report on the arrangements for 18.09.24 were noted

20.5 SAVID meeting 22.08.24 update

There were no updates to consider

20.6 Any other reports?

None

**21. Items for Martlesham newsletters (October) /Facebook/website**

21.1 Contributions/what has this meeting achieved?

Cllr. Hall and the council officer to compile the newsletter and facebook/website items.  
Cllr Hall was thanked for her continuing role in this

The meeting was closed at 9.20 pm



Chairman, 2<sup>nd</sup> October 2024.