

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 3<sup>rd</sup> APRIL 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.

There were no members of the public.

County Councillor P Mulcahy.

**In attendance:** Mrs D Linsley (Clerk).

**1. Apologies:** Mr I O'Brien Baker.  
There were apologies from Cllr M Packard.

**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** CP filed in the office together with the minutes.  
There were no candidates to consider.

**4. Minutes of Parish Council Meeting 06.03.24** CP - minutes filed in the office.  
The minutes were approved and signed as correct by the Chairman. **Agreed.**

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

**6. PUBLIC FORUM**

6.1 Reports from District Councillors

Cllr Thompson reported that ESC had decided not to move to a committee system for dealing with environmental matters.

6.2 Reports from County Councillors

Cllr Mulcahy apologised for not submitting a written report for the meeting.

Cllr Mulcahy informed councillors that more funds in her Highways Budget had recently become available and she proposed allotting some of this money to the maintenance of Felixstowe Road if the PC supported her suggestion. Maintenance would include upgrading the signage, repainting the road markings and cutting back vegetation. Mr Irwin highlighted Crown Point where the cycle lane narrows due to overgrown vegetation. Mrs Davey stressed the need to cut back the vegetation adjacent to Costa Coffee Drive Thru where vegetation encroaches onto the road.

The PC confirmed its support for Cllr Mulcahy's Highways Budget to be spent on maintenance of the Felixstowe Road and thanked her for raising the issue.

Mr Burrows reported that there were a couple of manhole covers in roads which dip when driven over. The Clerk to report these manhole covers to SCC using the SCC Highways Reporting Tool and inform Cllr Mulcahy when the details have been submitted.

Cllr Mulcahy left the meeting.

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

There were no members of the public.

6.4 Any issues raised by the public

There were no issues raised.

**7. Financial Matters**

7.1 Monthly finance report, including monthly bank reconciliation figures CPs filed in the office

together with the minutes.

The RFO had circulated the finance reports and monthly bank reconciliation in advance.

**RESOLUTION C2024/4a:** To approve the monthly finance report and bank reconciliation. **Agreed.**

Mrs Hall raised questions about the new presentation of financial information which included a Trail Balance Report and some discrepancies she had noticed in the figures. Mr Irwin explained that he had spoken to the Finance Officer prior to the meeting seeking clarification on a few aspects of the reports provided and explained that some of the issues raised by Mrs Hall could be to figures relating to unclaimed VAT. Mr Irwin reminded councillors that financial matters were something that could not be delegated to another committee or individual and was the responsibility of councillors. Mr Burrows, Mr Irwin and the Finance Officer are to meet shortly to discuss the new financial procedures being introduced by the Finance Officer.

The May meeting of the F&GPC will be presented with the new format of financial information provided to councillors at PC meetings.

The **Clerk** to clarify what payments have been made under the 4999 Miscellaneous Expenses budget. **Agreed.**

Mr Staines suggested having finance training at the August Workshop. See item 12.1 below.

7.2 Payment of invoices received in accordance with the 2023/2024 budget CPs filed in the office together with the minutes.

**RESOLUTION C2024/4b:** To approve the following payments in the table below:

Payee	Net £	VAT£	Gross £	Description
John Lewis	249.99	50.00	299.99	Councillor laptop
Ipswich Computers	125.94	25.19	151.13	Microsoft offsite backup March
SALC	64.00	12.80	76.80	Councillor training
Tesco	9.40		9.40	Gift & refreshment
Tesco	32.60		32.60	Refreshment for APM & stationary
Ipswich Computers	250.00	50.00	300.00	Laptop setup for SID & Councillor
Ipswich Computers	247.50	49.50	297.00	Sharepoint & Email Setup
Tesco	12.00		12.00	3 X Box files
Wave	14.61	2.91	17.52	Water Recreation Ground Jan-Mar
SALC	105.00	21.00	126.00	Payroll 6months end March 2024
A Maydon	1200.00		1200.00	Purchase of Nissen Hut for PWCG
Suffolk Wildlife Trust	310.00		310.00	Section 137 Grant 2024/25
Ipswich Borough Council	1200.00		1200.00	Greenways S137 Grant
Rialtas Business Solutions	202.35	40.47	242.82	Set up of Recreation Ground Trust
Amazon	38.39	7.69	46.08	Keyboard
E.on Next	705.83	35.29	741.12	Electricity Supply for March 2024
Tesco	0.90		0.90	Purchase of milk
J Goodluck	225.00		225.00	Jonjo Litterpicking
SCL Landscape Management	1,238.36	247.67	1486.03	Scheduled Land Maintenance
SCL Landscape Management	95.00	19.00	114.00	Reinstall Bench at Harry Higgins
Webfactory	16.99	3.40	20.39	April hosting & Domain fee
Martlesham Bowls Club	600.00		600.00	S137 Grant 2024/25
Martlesham Brass	474.00		474.00	S137 Grant 2024/25
Martlesham Conservation Group	149.79		149.79	S137 Grant 2024/25
Martlesham In Bloom	190.00		190.00	S137 Grant 2024/25
Rialtas Business Solutions	357.00	71.40	428.40	SW support & maintenance 24/25
Amazon	5.39	21.20	26.59	Hi-vis jacket for Speedwatch
<b>Totals</b>	<b>8120.04</b>	<b>657.52</b>	<b>8777.56</b>	

7.3 Identify fourth bank signatory CR1

**RESOLUTION C2024/4c:** To approve Mr Thompson as the fourth bank signatory. **Agreed.**

At future meetings, Mr Thompson to sit next to Mr Irwin who will advise on what is required by a bank

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signatory. **Agreed.**

## **8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES**

8.1 Development, Environment & Transport Committee 21.02.24 (deferred by March PC meeting)  
CP – minutes filed in the office.

**RESOLUTION C2024/4d:** To add '£2 thousand' to item 7.1 3) RECOMMENDATION D2024/2a as follows:  
'.....that the F&GPC consider £2 thousand match funding.' **Agreed.**

The minutes with the amendment were approved and signed as correct by the Chairman. **Agreed.**  
DECISIONS D2024/2a - 2d were noted.

8.2 Recreation & Amenities Committee 13.03.24 CP – minutes filed in the office.

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

DECISIONS R2024/3a – 3k were noted.

Mr Irwin commented on the outcomes of the meeting thanking Mrs Davey for agreeing to take photographs documenting the development of the new Sensory Area and for Messrs Staines and Thompson for volunteering to be members of the new Litter Picking Working Group tasked with reviewing the PC's litter picking activities.

Mr Irwin highlighted the need to start planning for the volunteer event which is to take place in December 2024. The winners of the Wildlife Friendly Garden Competition will be announced at the event. **Agreed.**

Work on the Land Maintenance Contract which ends March 2025 to commence shortly.

Mrs Hall added that action on writing a Biodiversity Policy was urgently needed. Mr Irwin is currently on a waiting list for training on Biodiversity Policy making.

## **9. Clerk's Report**

9.1 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 C2024/4e:** To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. **Agreed.**

9.2 Annual Parish Meeting (APM) 20.03.24 minutes CP draft minutes not available.

9.3 Portal Woodlands Conservation Group – purchase of a Nissen Hut CR2

**RESOLUTION C2024/4f:** To approve the purchase of a Nissen Hut for **£1,200.00** as per the quote.  
**Agreed.**

To note that this resolution doesn't change the following conditions agreed in March:

*RESOLUTION C2024/3o: To support the purchase of a Nissen hut on the understanding that the cost will be recoverable if planning permission is not granted or if a superior scheme arises that would replace it. This decision focuses on the purchase of the Nissen hut and is not a commitment to fully support the project as there are more details/stages of the project to come.*

9.4 The acquisition of two medium duty access mats for the Village Fete CR3

**RESOLUTION C2024/4g:** To agree the acquisition of two medium duty access mats for the Village Fete for £164.00. **Agreed.**

9.5 Adoption of the new Complaints Policy without amendment CP filed in the office together with the minutes.

**RESOLUTION C2024/4h:** To adopt the new Complaints Policy without amendment. **Agreed.**

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

10.1 Village Fete 20th July 2024 update CPs filed in the office together with the minutes.

The Chairman welcomed the reports which helped keep the PC informed with how preparations of the Village Fete were progressing in the absence of minutes from the working group made up of Mr Irwin and Mrs Davey. It was noted that a financial report was always produced after the Village Fete had taken place.

10.2 Martlesham Climate Action event 27.03.24 Noted.

The Clerk reported that the Co Chairman of MCA, Dave Green, had been disappointed that only 2

people had attended the event.

10.3 Speed Reduction Group update? CR4 Noted.

10.4 Martlesham Community Speed Watch group established on 15.03.24 CR4 Noted.

Mr Parsons reported that body cameras would not be purchased as these were not wanted by the volunteers. Also, not all of the volunteers required new hi viz jackets.

## **11. Consultations**

11.1 Any consultations? None.

## **12. Training**

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR5

The Finance Officer to be asked to provide information on PC financial responsibilities and new procedures at the August Workshop. This topic would replace training on IT. **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 Any updates?

It was noted that the Recreation Ground Trust account on Rialtas had been set up.

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

14.1 Martlesham Community Hall Management Committee 08.02.24 & 21.03.2 CP – minutes of 08.02.24 filed in the office together with the minutes.

The Chairman reported that the community hall was running at a financial deficit each year.

The Committee's AGM is Thursday 18<sup>th</sup> April 2024. Noted.

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

There was no report.

14.3 Any other reports?

Mrs Hall reported that the SAVID AGM was on Thursday 18<sup>th</sup> April 2024 in the Parish Room.

Comments arising from members for the public who attended the Annual Parish Meeting (APM) held on 20.03.24 regarded an open gardens project being planned and public paths. The draft notes of the APM to be available shortly.

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

15.1 Contributions/what has this meeting achieved?

McCarthy Stone car park, wildlife friendly garden competition, Community Orchard tree of the month and first three months of being a councillor.

The meeting was closed at 8.55pm.

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Chairman, 22<sup>nd</sup> May 2024.