

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 7<sup>th</sup> FEBRUARY 2024**

**PRESENT:** Mrs H Davey, Mrs J Hall, Mr M Irwin (Vice Chairman and Chairman of the meeting), Mr D Parsons, Mr R Staines, Mr E Thompson, Mr P Whitby.

Cllr Mark Packard.

Mr Irwin, Vice Chairman, chaired the meeting in the absence of the Chairman, Mr Burrows.

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

**1. Apologies:** Mr Burrows, Mr 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** CP filed in the office together with the minutes.  
There was no candidate to consider.

**4. Minutes of Parish Council Meeting 10.01.24** 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 informed the meeting that he was on East Suffolk Council's (ESC) Licensing Committee which was currently working on street trading licences.

Parish councillors to inform Cllr Thompson of any streets they believe might not be suitable for street traders and their vehicles. **Agreed.**

Cllr Packard explained that District Councillors were given £7.5K for their Community Enabling Budget (CEB) at the beginning of the financial year. He will be using his CEB to support the Disability Advice Service with their building repairs and Birchwood Primary School with the creation of a Zen Den.

Cllr Packard highlighted the McDonald's license application for late night refreshments, Monday to Sunday 23:00 to 05:00 which the PC was aware of and for which the deadline for comments is 27<sup>th</sup> February 2024.

6.2 Reports from County Councillors

There were no written reports.

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

Mrs Davey reported that local resident Mr Dawes had had difficulty walking on Felixstowe Road due to overgrown vegetation. The Clerk informed the meeting that she had reported the issue of overgrown vegetation along parts of the Felixstowe Road to Suffolk County Council's (SCC) via their online Reporting Tool. The response she received had been unsatisfactory and she will be sending SCC photographs of the area in question, provided by Mrs Davey, to clarify the situation.

Mr Staines requested that the lighting at the eastern entrance to the southern underpass is improved. This request to be raised when the A12 and/or Cycling and Walking Strategy improvements are discussed with SCC officers in the near future. **Agreed.**

## 7. Financial Matters

7.1 To receive the 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. The current account held £5,996.25 as at the 7th of February 2024, Barclays savings account £225,267.13, and the Cambridge Building Society notice account £58,822.28. This is made up of £142,236 in General Reserves and £156,922.13 Earmarked Reserves.

**RESOLUTION C2024/2a:** To approve the bank reconciliation. Agreed.

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

**RESOLUTION C2024/2b:** To pay the following payments in the table below.

Payee	Net £	VAT £	Gross £	Description
Tesco	11.0	0.00	11.00	2 x Reams white paper
Tesco	6.90		6.90	Refreshment - Milk & AA batteries
Tesco	4.50		4.50	Refreshment - Selection Box of biscuits
SLCC Enterprises Ltd	120.00	24.00	144.00	RFO FILCA Course
J Goodluck	180.00		180.00	Litter picking Higgins & Centenary
L Linsley	30.00		30.00	Eye test
ICS	51.91	10.39	62.30	Microsoft 365 service Dec Inv. 064681
ICS	57.80	11.56	69.36	Microsoft 365 service Jan Inv 064682
E.ON Next	1,138.67	227.73	1366.40	Electricity supply
ICS	25.00	5.00	30.00	Support January Inv. 064704
HMRC	698.24		698.24	Outstanding payment
SALC	30.00	6.00	36.00	RFO - VAT for unregistered Councils
<b>Totals</b>	<b>2354.02</b>	<b>284.68</b>	<b>2638.70</b>	

Agreed.

7.3 Precept confirmation of safe receipt 23.01.24 CR1 Noted.

## 8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Recreation & Amenities Committee 17.01.24 CP – minutes

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

DECISIONS R2024/1a – 1g were noted.

**RECOMMENDATION R2024/1a:** To support Martlesham Youth Football Club (MYFC) in their bid for funding from the Football Association (FA) for pitch improvements as recommended in a FA Football Assessment Report for Martlesham Recreation Ground subject to practical arrangements with the Council's land maintenance contractor and MYCA's chosen contractor being agreed. It was noted that the first two years of funding from the FA would cover the complete costs of the recommended pitch improvements. CP filed in the office together with the minutes.

**RESOLUTION C2024/2c:** To accept RECOMMENDATION R2024/1a: To support Martlesham Youth Football Club (MYFC) in their bid for funding from the Football Association (FA) for pitch improvements as recommended in a FA Football Assessment Report for Martlesham Recreation Ground subject to practical arrangements with the Council's land maintenance contractor and MYCA's chosen contractor being agreed. It was noted that the first two years of funding from the FA would cover the complete costs of the recommended pitch improvements. Agreed.

**RECOMMENDATION R2024/1b:** To consider supporting the bowls club financially with the maintenance of their defibrillator if it were made available to the public and consider financial assistance for moving the defibrillator. CP filed in the office together with the minutes.

**RESOLUTION C2024/2d:** To accept RECOMMENDATION R2024/1b: To consider supporting the bowls club financially with the maintenance of their defibrillator if it were made available to the public and consider financial assistance for moving the defibrillator. Agreed.

#### **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 C2024/2e:** To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. Agreed.

Next item was taken in camera.

**RESOLUTION C2024/2f:** The Parish Council resolves that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. Agreed.

The Clerk and Cllr Packard accepted the invitation to stay in the meeting.

9.2 McCarthy Stone – transfer of public car park update CP Confidential filed in the office. Noted. Mrs Hall gave a verbal update. Access to The Green via the public car park was clarified.

The meeting came out of camera. Agreed.

9.3 Community Emergency Planning CPs filed in the office together with the minutes.

Mrs Hall reported on her meeting with Mr Fawkner-Simpson, Emergency Planning Officer for SCC. Among the emergencies that could affect Martlesham residents were a major accident on the A12 blocking off Martlesham Heath, severe weather conditions and flooding. It was noted that East Anglia is rated a high risk for a cyber-attack due to the number of energy projects it has. Fire and Sizewell C being a terrorist target were additional threats identified by councillors. Mr Fawkner-Simpson recommended a 'light touch' emergency plan for Martlesham to start with, one which was not complicated. The plan would identify good communicators who could liaise with the emergency services and provide support to their local communities.

**RESOLUTION C2024/2g:** To establish the Community Emergency Planning Working Group with the following members: Mrs Hall, Mrs Davey and Messrs Staines, Whitby (from the end of May), Parsons and Thompson. Agreed.

**RESOLUTION C2024/2h:** To progress a light touch emergency plan for Martlesham. Agreed.

9.4 Annual Parish Meeting (APM) 20.03.24 CR2 Noted.

9.5 Change of council website provider CPs filed in the office together with the minutes.

**RESOLUTION C2024/2i:** To change the website provider from One Suffolk to Webfactory at an initial cost of **£499.00 + VAT** and then **£16.99 + VAT a month.** Agreed.

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

10.1 Martlesham Climate Action (MCA) - 'Climate Change - what can I do?' event 27.03.24 CR3 Noted.

Mr Green was thanked for his work organising the 'Climate Change – what can I do?' event.

10.2 Village Fete 20th July 2024 update

Mr Irwin and Mrs Davey reported that most of the entertainment and the fun fair had been booked. 14 stalls have been carried over from last year's fete which had to be cancelled due to high winds. In addition, there are 9 new stalls that have registered. Still to book are St John Ambulance and the cadets. Transportation of the PC's marque to be confirmed.

#### **11. Consultations**

11.1 SALC Annual Member Survey 2024 CP filed in the office together with the minutes.

**RESOLUTION C2024/2j:** To delegate the Clerk to submit a response to the SALC Annual Member Survey 2024 using comments from councillors by the deadline 29<sup>th</sup> March. Agreed.

## **12. Training**

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR4  
To add the Community Emergency Plan to the topics covered during the August Workshop. **Agreed**.  
August Workshop topics are:

- The Community Emergency Plan
- Mr Staines' talk on 'Arnold Baker on Local Council Administration'.
- IT training.

**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?

There were no updates.

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

14.1 Martlesham Community Hall Management Committee CP filed in the office together with the minutes Noted.

14.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Recreation Ground improvements

At a meeting with Andy Jolliffe, Communities Officer for ESC, on 07.02.24 Mrs Hall and Mr Irwin outlined the Council's BEAM project. As a consequence, Mr Jolliffe suggested that the PC submit a bid for £9.7K to the Community Partnership for the Sensory Area Project (adjacent to the car park) which is part of the BEAM project which he would help prepare. Details of the Sensory Area Project (adjacent to the car park) to be sent to Mr Jolliffe.

It is hoped that the PC will be successful in securing District CIL for the rest of the BEAM project improvements.

14.3 EP Passenger Interest Group meeting 09.01.24. CP – minutes filed in the office together with the minutes. Noted.

14.4 Any other reports? CP - minutes filed in the office together with the minutes. Noted.  
Mrs Hall reported on the Deben Estuary Partnership Steering Group meeting held on 18.01.24.

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

15.1 Contributions/what has this meeting achieved?

Climate Change – what can I do? event, new website provider, wildlife friendly garden competition.

The meeting was closed at 9.03pm.

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Chairman, 6<sup>th</sup> March 2024.