

**MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON 10<sup>th</sup> JANUARY 2024**

**PRESENT:** Mr L Burrows (Chairman), Mrs J Hall, Mr Irwin (Vice Chairman), Mr R Staines, Mr E Thompson, Mr P Whitby.

Mr Parsons – candidate for co-option for councillor vacancy.

There were no members of the public present.

**In attendance:** Mrs D Linsley (Clerk) and Mrs K Wynn (Finance Officer).

The meeting started at 7.35pm.

The Chairman apologised for the delayed start to the meeting due to Mr O'Brien Baker requiring assistance in the car park after a fall.

**1. Apologies:** There were apologies from Mrs Davey and Mr M I O'Brien Baker.

There were also apologies from District Councillor Mark Packard and County Councillor Patti Mulcahy.

**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 David Parsons** CPs – filed in the office together with the minutes.

The PC proceeded with the co-option process for Dave Parsons who met the criteria for councillor. Mr Parsons' written statement had previously been circulated. Mr Parsons added that he had volunteered for the PC in the past and had recently spoken to the Clerk about becoming a councillor. He was unsure if he was suitable for the position but if given the opportunity, would like to give the role a try.

It was agreed not to exclude the public at this stage of the co-option process.

Mr Parsons was proposed by Mr Whitby and seconded by Mr Thompson.

Voting was by a show of hands.

**RESOLUTION C2024/1a:** That Dave Parsons is appointed as a councillor for Martlesham ward by co-option. **Unanimous.**

Mr Parsons signed the Declaration of Acceptance of Office and joined the meeting.

**4. Welcome new RFO and introductions**

The Chairman welcomed Kreon Wynn the new Finance Officer to the meeting. Councillors introduced themselves to Mrs Wynn and Mr Parsons.

**5. Minutes of Parish Council Meeting 01.11.23** CP – minutes filed in the office.

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

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

**7. PUBLIC FORUM**

7.1 Reports from County Councillors

There were no reports.

7.2 Reports from District Councillors

Cllr Thompson provided the meeting with information regarding rough sleepers to be made available on the PC's website. He had attended many ESC meetings including an audit meeting and had undertaken training on budget scrutiny.

The Clerk reported that Cllr Mark Packard had recently visited the office for an update on the PC's

current projects and to exchange information on a range of topics.

**7.3 To allow members of the public to address business on the agenda**

There were no members of the public.

**7.4 Any issues raised by the public**

There were no issues raised by the public.

**8. Financial Matters**

**8.1 Payments made between meetings** CPs filed in the office together with the minutes.

The Chairman was called away from the meeting to assist Mr O'Brien Baker. Mr Parsons offered his help and also left the meeting.

It was agreed that Mr Irwin, Vice Chairman, would chair the meeting. **Agreed.**

The Finance Officer explained the new system for presenting payments to the PC which were noted.

**RESOLUTION C2024/1b:** To pay the following payments in the table below.

Wave Utilities	18.17	3.6329th	21.80	Community Orchard Water
Birketts LLP	842.00	168.40	1010.40	Professional fees McCarthys
Rialtas	240.00	48.00	288.00	Alpha Group Training
Tesco	0.90	0	0.90	Refreshment
The SLCC	75.00	0	75.00	K Wynn Membership
SCL L/S MGT Ltd	157.64	31.53	189.17	Land Management December
SCL L/S MGT Ltd	155.00	31.000	186.000	LM Centenary graffiti removal + extended litter pick recreation Ground
E.ON Next	778.43	155.69	934.12	Parish Rooms Electricity
Newgate Ltd	12.00	2.40	14.40	Batteries for auto barrier VH carpark
J Goodluck	225.00	0	0	Litter picking
<b>Totals</b>	<b>2504.14</b>	<b>440.65</b>	<b>2719.79</b>	

**Agreed.**

The Clerk had circulated the finance reports and monthly bank reconciliation in advance. The current account held £166,254.60 as of the 29<sup>th</sup> of December 2023 and the savings account £75,239.97.

**RESOLUTION C2024/1c:** To approve the bank reconciliations for September 2023 - January 2024.

**Agreed.**

**8.2 Any pending expenditure transactions**

See item 8.1 above.

**8.3 Income & expenditure** CPs filed in the office together with the minutes.

It was brought to the attention of the PC that 64.8% of the budget had been spent to date. The F&GC to be made aware of this at its meeting in February. **Agreed.**

**8.4 National Salary Award 2023-24 - DECISION F2023/12i** CR1

**RESOLUTION C2024/1d:** To ratify DECISION F2023/12i: To agree the new National Salary Award 2023-24 with staff pay increases back dated to 01 April 2023. **Agreed.**

**8.5 DETC EMR of £500 for Budget 2024-25**

It was noted that this item was accidentally missed off the December DETC agenda by Clerk. Mrs Hall, Chairman of the DETC, explained that in previous years the DETC budget had been £1000.00 and that this amount had not been fully spent. Expenditure going forward would include hard copies of supplementary planning guidance documents which were increasing in number and

January 2024

the cost of printing photographs taken by Mrs Davey to document the Brightwell Lakes development.

**RESOLUTION C2024/1e:** That the DETC has a budget of £500.00 for financial year 2024/25. Agreed.

8.6 Formal recognition of new Responsible Finance Officer CR2

**RESOLUTION C2024/1f:** That Kreon Wynn took on the role of Responsible Finance Officer (RFO), sometimes known as Finance Officer, on 2nd January 2024 from Diane Linsley who remains the Clerk (Diane Linsley was RFO from 1st October 2023 – 1st January 2024). Agreed.

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

### 9.1 Recreation & Amenities Committee 08.11.23 CP – minutes

Standing Order (SO) 10.a.iv was checked before the following decision was taken.

SO 10.a.iv states:

10. Motions at a meeting that do not require written notice

a. The following motions may be moved at a meeting without written notice to the Proper Officer  
iv. to refer a motion to a particular committee or sub-committee.

**RESOLUTION C2024/1g:** That the minutes of the Recreation & Amenities Committee meeting held on 08.11.23 are approved by the R&AC at its meeting on 17.01.24 due to a lack of councillors that attended the meeting in November being present. Agreed.

### 9.2 Finance & General Purposes Committee 06.12.23 CP – minutes

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

**DECISIONS F2023/12a – 12j** were noted.

**RECOMMENDATION F2023/12a:** To appoint Mr Hunt as the internal auditor 2023/24.

**RESOLUTION C2024/1h:** To approve RECOMMENDATION F2023/12a: To appoint Mr Hunt as the internal auditor 2023/24. Agreed.

**RECOMMENDATION F2023/12b:** To award a donation of £500 in financial year 2024/25 to Headway Suffolk from the grants budget. (CR1 of F&GPC's Clerk's Report filed in the office together with the minutes.)

**RESOLUTION C2024/1i:** To approve RECOMMENDATION F2023/12b: To award a donation of £500 in financial year 2024/25 to Headway Suffolk from the grants budget. Agreed.

**RECOMMENDATION F2023/12c:** To award Martlesham Bowls Club a grant of £600.00 for 2024/25 to replace the disabled access to the bowls club. (CR3 of F&GPC's Clerk's Report filed in the office together with the minutes.)

**RESOLUTION C2024/1j:** To approve RECOMMENDATION F2023/12c: To award Martlesham Bowls Club a grant of £600.00 for 2024/25 to replace the disabled access to the bowls club. Agreed.

**RECOMMENDATION F2023/12d:** That the Parish Council sets earmarked reserves for 2024/25 for the Finance and General Purposes Committee of £134,947.00, the Recreation and Amenities Committee of £12,312.00 and the Development, Transport & Environment Committee of £500, totalling £147,759.00, noting that the DETC figure of £500 is provisional and will be discussed by the DETC at its next meeting. (CP filed in the office together with the minutes.)

**RESOLUTION C2024/1k:** To approve RECOMMENDATION F2023/12d: That the Parish Council sets earmarked reserves for 2024/25 for the Finance and General Purposes Committee of £134,947.00, the Recreation and Amenities Committee of £12,312.00 and the Development, Transport & Environment Committee of £500, totalling £147,759.00, noting that the DETC figure of £500 is provisional and will be discussed by the DETC at its next meeting. Agreed.

**RECOMMENDATION F2023/12e:** That the Parish Council sets a budget for 2024/25 of £170,505. (CP filed in the office together with the minutes.)

**RESOLUTION C2024/1l:** To approve RECOMMENDATION F2023/12e: That the Parish Council sets a budget for 2024/25 of £170,505. Agreed.

**RECOMMENDATION F2023/12f:** That the Parish Council sets a precept for 2024/25 of £150,000.00. (CP filed in the office together with the minutes.)

**RESOLUTION C2024/1m:** To approve RECOMMENDATION F2023/12f: That the Parish Council sets a precept for 2024/25 of £150,000.00. **Agreed.**

**RECOMMENDATION F2023/12g:** To accept the Review of Risk Management. (CP filed in the office together with the minutes.)

**RESOLUTION C2024/1n:** To approve RECOMMENDATION F2023/12g: To accept the Review of Risk Management. **Agreed.**

9.3 Development, Environment & Transport Committee 13.12.23 CP – minutes filed in the office. The minutes were approved and signed as correct by the Chairman. **Agreed.**

**DECISIONS D2023/12a – 12f** were noted.

## 10. Clerk's Report

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

There was no report.

The next item was taken in camera.

**RESOLUTION C2024/1o:** 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.**

10.2 McCarthy Stone – transfer of public car park CP – Confidential filed in the office. Noted. Large scale printed plans (final iterations) were made available at the meeting.

The ownership and management of public carpark by the PC was discussed. It was noted that issues raised by councillors in the past had been addressed when they arose and regular reports had been given to the PC and R&AC.

**RESOLUTION C2024/1p:** To approve the recommendation that permission be given to conclude work on the transfer of the public car park from McCarthy Stone to the Parish Council and to follow the Council's solicitor's advice set out in their confidential report sent out with January Parish Council agenda. **Carried.** 1 abstention, 4 in favour, None against.

The meeting came out of camera.

## 11. TO CONSIDER REPORTS FROM WORKING GROUPS

11.1 Martlesham Climate Action (MCA)

Mr Irwin expressed his concern that MCA had stopped work on biodiversity projects. Mr Whitby to follow up these concerns with MCA members. **Agreed.**

Mr Parsons returned to the meeting.

11.2 Establishment of a Community Speed Watch Scheme update CR3 Noted.

Mr Parsons reported that there were nine volunteers for the Community Speed Watch Scheme and that he had received most of the completed forms from volunteers needed by the Police to move on to the next stage of establishing a Martlesham Community Speed Watch group. Mr Parsons was thanked for all his work in establishing the scheme.

## 12. Consultations

12.1 Any consultations?

There were no consultations.

## 13. Training

13.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR4 The August Workshop to include:

- Mr Staines completing his talk on 'Arnold Baker on Local Council Administration'.
- IT training. To monitor the IT needs of the Council to identify specific training topics. Clerk to contact ESC to ascertain the training they offer e.g. training on CIL. **Agreed.**

**14. 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  
14.1 Charity Commission – online account CR5 Noted.

14.2 Any updates?

There were no updates.

**15. Any reports from representatives on local organisations**

15.1 Martlesham Community Hall Management Committee meeting 14.12.23

There were no minutes available.

15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership 08.01.24

There were 3 representatives from the PC at the meeting: Mrs Hall and Messrs Irwin and Thompson. The partnership's 3 priorities for the year were reviewed and project ideas discussed. The next meeting of the Community Partnership is 11<sup>th</sup> March.

15.3 EP Passenger Interest Group meeting 14/11/23. Next meeting 09.01.24. CP – minutes filed in the office together with the minutes Noted.

Mr Whitby commented that meetings held during the day were not convenient for those that worked full time.

The Chairman explained that there were several groups within the Enhanced Partnership. If someone had the time attending the forum meetings would be the most appropriate for the PC.

15.4 Any other reports?

The Chairman reported that the Pavilion Management Committee had praised the PC's work on maintaining the Harry Higgins Play Park at its AGM in December which they were very grateful for. Noted.

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

16.1 Contributions/what has this meeting achieved?

New councillor, budget, rough sleepers information.

Next item to be taken in camera

**17. Staff Matters**

17.1 Staff appraisal – increased hours for Temporary Admin Assistant CP – Confidential filed in the office together with the minutes.

**RESOLUTION C2024/1q:** To increase the hours for the Temporary Admin Assistant from 17.5 to 21 hours per week.

The meeting was closed at 9.23pm.

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Chairman, 7<sup>th</sup> February 2024.