

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 5th JUNE 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.
District Cllr M Packard.

There were no members of the public present.

In attendance: Ms K Wynn (RFO).

1. Apologies & approval of Mr O'Brien Baker's absence since December 2024 due to ill health.

Apologies were received from Cllr I O'Brien Baker

RESOLUTION C2024/6a: To accept Cllr O'Brien Baker's apologies for ongoing absence since December 2024 **Agreed.**

Clerk to email Cllr O'Brien Baker to inform him of the council's decision.

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

None declared.

3. Filling the Parish Councillor vacancies CP filed in the office together with the minutes.

No candidates.

4. Minutes of Parish Council Meeting 22.05.24

RESOLUTION C2024/6b: To make the following amendments to the minutes of the PC meeting

01.05.24: Under item 23.6 change Arbemarle to Albemarle and DC/20/4663/FUL to DC/20/4633/FUL.

Agreed.

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

The draft minutes were unavailable for noting.

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

District Cllr Packard had spoken to SCC requesting that the build-up of leaves in the underpass at Black Tiles Lane were cleared up but was yet to receive a response. He asked if this was something the parish council would be willing to undertake. It was agreed that this should be passed on to the Recreation & Amenities Committee to consider contacting the County and District Councils before deciding if the parish council's contractor should undertake the job.

Cllr Packard also reported that the Community Partnership meeting had allocated money to Martlesham Pavilion, and that the nursery on Deben Road was making improvements.

District Cllr Thompson reported that vegetation was growing on the handrails of the footbridge between the Heath and Industrial site. Cllr Parsons offered to check.

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.

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 31st of May the current account held £18,662, and Barclays savings account £348,331. This is made up of £151,493 in General Reserves and £196,838 Earmarked Reserves.

RESOLUTION C2024/6c : To approve the bank reconciliation for May 2024. **Agreed.**

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

RESOLUTION C2024/6d : To approve the following payments:

Payee	Net £	VAT£	Gross £	Description
Apogee	13.03	2.61	15.64	Printer costs March - June 24 Inv: 1455425
Webfactory	16.99	3.40	20.39	Website hosting May 2024 Inv: 10197225
E.on Next	185.42	9.27	194.69	Electricity May 2024
Totals	215.44	15.28	230.72	

Agreed

8.3 Internal control statement for year ending 31 March 2024 and internal control test

RESOLUTION C2024/6bb : To approve the Internal control statement for year ending 31 March 2024. **Agreed.** (Please note that this resolution number is out of sequence.)

RFO to clarify with SALC what "Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved" under the 'Control Test' means.

8.4 Online Banking Procedure The online banking procedure has been updated and is now in line with the newly published Financial Regulations. **Noted**

9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

9.1 Recreation and Amenities Committee 08.05.24 CP – minutes filed in the office together with the minutes.

RESOLUTION C2024/6e: The minutes were approved and signed as correct by the Chair. **Agreed.**

Please note that recommendations R2024/5a & R2024/5c were considered by the PC in May.

RECOMMENDATION R2024/5b: That the request for two small, fixed football goals to be located on the Recreation Ground

RESOLUTION C2024/6f: To agree RECOMMENDATION R2024/5b: to install fixed football goals at the Recreation Ground **Agreed.**

The Clerk will arrange a meeting at the Recreation Ground in to decide the exact positioning of the posts.

RECOMMENDATION R2024/5d: To review how many and what species of tree are planted to commemorate the coronation of King Charles III.

RESOLUTION C2024/6g: To agree RECOMMENDATION R2024/5d: To review how many and what species of tree are planted to commemorate the coronation of King Charles III. **Agreed**

That the number of trees, species, and their exact positioning be decided at the July meeting of the Recreation & Amenities Committee, and that the purchased trees should be of a reasonable size.

Agreed

9.2 Finance & General Purposes Committee 29.05.24 CP – minutes filed in the office together with the minutes.

RESOLUTION C2024/6h: The minutes were approved and signed as correct by the Chair. **Agreed.**

RECOMMENDATION F2024/5a: That the Council consider new ways of engaging with the public possibly including holding surgeries, providing speakers for community groups and hosting meet the council events?

RESOLUTION C2024/6i: To agree RECOMMENDATION F2024/5a: That ways of engaging with the public are considered by the council in the future. **Agreed.**

Cllrs Parsons, Davey, and Irwin will come up with suggestions as to how this can be done. **Agreed.**

RECOMMENDATION F2024/5b: To accept the completed Annual Internal Audit Report 2023/24 - page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor.

RESOLUTION C2024/6j: To Agree RECOMMENDATION F2024/5b: To accept the Annual Internal Audit Report 2023/24 - page 3 of the Annual Governance & Accountability Return (AGAR) and the

Internal Auditor's report. **Agreed.**

RECOMMENDATION F2024/5c: To approve the Income & Expenditure account for year ended 31 March 2024.

RESOLUTION C2024/6k: To agree RECOMMENDATION F2024/5c: To approve the Income & Expenditure account for year ended 31 March 2024. **Agreed.**

RECOMMENDATION F2024/5d: To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2023/2024 Form 3 (page 4).

RESOLUTION C2024/6l: To agree RECOMMENDATION F2024/5d: To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2023/2024 Form 3 (page 4). **Agreed.**

RECOMMENDATION F2024/5e: To approve Section 2 – Accounting statements 2023/24 of the AGAR for year ended 31 March 2024 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances.

RESOLUTION C2024/6m: To agree RECOMMENDATION F2024/5e: To approve Section 2 – Accounting statements 2023/24 of the AGAR for year ended 31 March 2024 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances. **Agreed.**

RECOMMENDATION F2024/5f: To approve Monday 24th June – Friday 02nd August 2024 as the period for the exercise of public rights relating to the annual accounts.

RESOLUTION C2024/6n: To agree RECOMMENDATION F2024/5f: To approve Monday 24th June – Friday 02nd August 2024 as the period for the exercise of public rights relating to the annual accounts. **Agreed.**

RECOMMENDATION F2024/5g: That the Section 106 fund be used towards the goal posts and repurposing of the pétanque piste at the Recreation Ground, and repairs to the Diamond Jubilee Bike Trails with the balance being met from CIL. It was requested that the Communities Officer at ESC be asked if there is a time limit on this current fund.

RESOLUTION C2024/6o: To agree RECOMMENDATION F2024/5g: That the Section 106 fund be used towards the goal posts and repurposing of the pétanque piste at the Recreation Ground, and repairs to the Diamond Jubilee Bike Trails with the balance being met from CIL. **Agreed.**

RECOMMENDATION F2024/5h: That the council opens a basic savings account with the Unity Trust Bank and a 90-Day Deposit 3.06% AER (£85k-£10m) account with an £85,000 deposit.

RESOLUTION C2024/6p: To agree RECOMMENDATION F2024/5h: That the council opens a basic savings account with the Unity Trust Bank and a 90-Day Deposit 3.06% AER (£85k-£10m) account with an £85,000 deposit. **Agreed.**

RECOMMENDATION F2024/5i: To adopt the Standing Orders.

RESOLUTION C2024/6q: To agree RECOMMENDATION F2024/5i: To adopt the Standing Orders. **Agreed.**

RECOMMENDATION F2024/5j: That the council adopts the updated 2024 Financial Regulations.

RESOLUTION C2024/6r: To agree RECOMMENDATION F2024/5j: That the council adopts the updated 2024 Financial Regulations. **Agreed.**

RECOMMENDATION F2024/5k: To adopt the Grant Policy with the following changes:

Legal and financial matters

2. That the financial support requested is proportionate to the funds the council has earmarked to support all such proposals. The parish council will earmark a maximum of 10% of the funds which are available to it under section 137 of the Local Government and Housing Act 1972 to support all such proposals.

And under Further considerations the addition of: The grant of support from the council may be the key to unlocking further support from other organisations after removing this from essential

requirements.

RESOLUTION C2024/6s: To agree RECOMMENDATION F2024/5k: To adopt the Grant Policy with the recommended changes. **Agreed.**

9.3 Items relating to the Development, Environment & Transport Committee (DETC)

9.3.1 Planning responses since the last DETC meeting

RESOLUTION C2024/6t: To ratify the responses submitted since the last DETC meeting **Agreed.**

9.3.2 To receive an update on energy projects

Cllr Hall reported that residents and farmers were disappointed that they were yet to receive a start date for the work on jointing bays for East Anglia Three which will cause considerable disruption. There is also concern that one of the jointing bays is in the middle of Martlesham Wilds. The council agreed that the clerk should contact the liaison officer at Scottish Power Renewables for a start date.

It was also reported in Theresa Coffey's newsletter that four drivers had been taken off driving HGVs to Sizewell C for not adhering to the designated route. **Noted.**

9.3.3 New Supplementary Planning Guidance This item was deferred to the July meeting of the parish council.

9.3.4 Acquisition of new public carpark and immediate arrangements for running the carpark

Completion of the transfer of the carpark to the parish council has yet to complete but is imminent.

RESOLUTION C2024/6u: That following the transfer completion of the new carpark, Cllrs Burrows, Hall and Whitby should meet by Teams to agree a short-term management plan to be in place until the next meeting of the Recreation & Amenities Committee on July 10th. **Agreed.**

9.3.5 Correcting spelling on existing carpark heritage notice board

Work to correct this is ongoing with the clerk. **Noted.**

9.3.6 Apply to make the carpark an asset of community value

Cllr Hall will research this further and report back to the council. **Noted.**

9.3.7 Attendance on NALC training on Neighbourhood Planning.

RESOLUTION C2024/6v: That four councillors may attend this online course if they wish. Cllr Hall to send out the details. **Agreed.**

9.3.8 New head of planning at East Suffolk Council

Ben Woolnough has been appointed the new Head of Planning at East Suffolk District Council **Noted.**

The Clerk to write to Mr Woolnough congratulating him on his new appointment.

9.3.9 Next steps regarding our complaint regarding MAR4

Cllr Thompson is arranging a meeting with Mr Woolnough. **Noted.**

9.3.10 Update on tarmac pieces

The frame for a larger piece has been arranged and is in hand. The rest will be broken into smaller chunks to be distributed at the fete by Martlesham Heath Aviation Society. The Council Officer will create certificates of authentication for the pieces of runway and any donations received will go to the Martlesham Heath Aviation Society. **Noted.**

9.3.11 Advice and guidance about how we deal with planning applications following a complaint by the RFO at the last meeting

This was deferred to the end of the meeting as an 'in camera item'

9.3.12 Latest information from East Suffolk planning alliance

Deferred for noting at the July council meeting.

9.3.13 Recent parking problems in and around the new carpark and The Square and any feedback from managers of The Square

Reports have been received about parking issues around the new bell mouth junction with the Runway Heritage Carpark access road and Eagle Way.

RESOLUTION C2024/6x: That the Clerk to write to Suffolk County Council copying in County Cllr Patti Mulcahy about the issues. Also, that the Clerk should contact Will Barton at Landbridge for another meeting about a joined-up approach to parking in and around the square post Runway Heritage Carpark completion. **Agreed.**

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 were none to report.

10.2 A reminder to all councillors to complete, review annually, and update as necessary the Register of Interests **Noted.**

10.3 Emergency planning – Identify which councillors, staff or others might volunteer to take on one of the tasks described in the emergency planning tasks document

Councillors should look through the list and notify Cllr Hall of what they are able to undertake. The Clerk will send email reminders should no volunteers come forward. **Noted.**

RESOLUTION C2024/6y: To extend the meeting beyond 9:30 pm. **Agreed.**

10.4 Using Parish Room as a rest centre and any necessary changes to Parish Room Policy?

Cllr Hall reported that The Pavilion had agreed to become a Rest Centre and proposed that the Parish Room also become a rest centre for short term accommodation in the case of emergencies i.e. traffic jams on the A12, where basic first aid, refreshment and Wi-Fi could be provided. Cllr Hall will gather a list of volunteers who would be called upon to attend. She encouraged Councillors to read the papers that had been circulated and invited councillors to join her at an Emergency Planning Workshop on the 15th of July at the Council Offices in Melton. **Noted.**

RESOLUTION C2024/6z: To add 'Rest Centre in case of emergency' under Register of non-standard usage on the Parish Room Policy. **Agreed.**

10.5 Preparations for Volunteer Event

Deferred to July meeting of the council. **Noted.**

10.6 Appointment of notice board caretakers

Due to Cllr O'Brien Baker's ongoing poor health and immobility, more volunteers are required to cover some of his duties. Cllr Davey volunteered to cover Crown Point.

Black Tiles Lane/Main Road	Mr O'Brien Baker
Black Tiles Post Office	Mr O'Brien Baker
Crown Point	Mrs Davey
Deben Avenue/Gorseland School	Mr Crichton
Deben Avenue/Main Road	Mr Crichton
Falcon Residential Park	Mrs Davey
Lancaster Drive	Mr Denton
Manor Road	Mr Burrows/Mr Whitby
Martlesham Community Hall	Office Staff
Mill Heath	Mr O'Brien Baker
School Lane	Mrs Hall
The Square	Mrs Davey
The Street	Mr O'Brien Baker

This item was deferred to the July meeting of the council. **Noted.**

11. TO CONSIDER REPORTS FROM WORKING GROUPS

11.1 Village Fete 20th July 2024 update

A program had been produced and has been submitted to Martlesham Monthly. **Noted.**

11.2 Martlesham Climate Action update No updates were available.

11.3 Speed Reduction Group & Martlesham Community Speed Watch Group meeting 09.07.24
Cllr Parsons reported that the groups are working well. **Noted.**

12. Consultations

12.1 Any consultations

The Deben Estuary Partnership has a questionnaire to be completed. This should be deferred to the Recreation & Amenities Committee to decide who completes the 21 questions. **Noted.**

13. Training

13.1 Topics for August Workshop: an informal meeting which replaces a full Council meeting

Cllr Staines talk on 'Arnold Baker on Local Council Administration'. Further subjects to be agreed by the full council meeting in July. **Noted.**

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 Draft minutes of the Recreation Ground Trust meeting 22.05.24

RESOLUTION C2024/6aa: The minutes were approved and signed as correct by the Chair. **Agreed.**

14.3 Any updates?

None were reported.

15. Any reports from representatives on local organisations.

15.1 Martlesham Community Hall Management Committee any report?

None were received.

15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting on 10th June 2024 & impact report. **Noted.**

15.3 Any other reports?

None received.

16. Items for Martlesham newsletters (July) /Facebook/website

16.1 Contributions/what has this meeting achieved?

To report on Ben Woolnough's appointment as Head of Planning, and that the Council is considering new ways of engaging with the public, specifically providing speakers for community groups.

The next item to be taken in camera

17. Staff matters

17.1 Outcomes of Finance Officer's appraisal

Due to time constraints and the absence of the Clerk this item was deferred to the July meeting of the council.

The meeting was closed at 21:58.

Chairman, 3rd July 2024.