

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 6th MARCH 2024

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

County Councillor P Mulcahy.

In attendance: Mrs D Linsley (Clerk).

1. Apologies: Mr O'Brien Baker.

There were also 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.

RESOLUTION C2024/3a: That Mr Parsons is a member of the Development, Environment and Transport Committee. Agreed.

4. Minutes of Parish Council Meeting 07.02.24 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 County Councillors CP – Report by Cllr Mulcahy filed in the office together with the minutes.

Cllr Mulcahy highlighted SCC's loft insulation offer for Suffolk homes mentioned in her report and the active travel schemes in Woodbridge survey which the PC was aware of. Suffolk County Council (SCC) had recently cleared the vegetation covering the pavement along Felixstowe Road. Cllr Mulcahy confirmed that she would support the purchase of access mats for the Village Fete through her Locality budget and that she required a formal request that the Clerk would provide.

The Chairman thanked Cllr Mulcahy for attending the meeting and supporting the Village Fete.

6.2 Reports from District Councillors

Cllr Thompson reported that he had been to several meetings regarding the budget and council tax.

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. The current account held £16,930 as at the 4th of March 2024, Barclays savings account £209,267, and the Cambridge Building Society notice account £60,257. This is made up of £130,700 in General Reserves and £156,922 Earmarked Reserves.

RESOLUTION C2024/3b: To approve the bank reconciliation. Agreed.

Mrs Hall had been called upon to undertake reconciliations more frequently recently and due to her current workload requested that she carries out the reconciliations quarterly as in the past.

RESOLUTION C2024/3c: Bank reconciliation checks by a councillor to be undertaken quarterly. To be reviewed in the future if necessary. Agreed.

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

RESOLUTION C2024/3d: To approve the following payments in the table below:

| Payee | Net £ | VAT £ | Gross £ | Description |
|--------------------------|---------------|---------------|---------------|----------------------------------|
| Webfactory | 16.99 | 3.40 | 20.39 | Monthly web hosting & Domain fee |
| Community Action Suffolk | 35.00 | 7.00 | 42.00 | Web hosting 16/11/23-15/11/24 |
| Apogee | 27.27 | 5.45 | 32.72 | Ricoh copier printer costs |
| E.on Next | 714.80 | 142.96 | 857.76 | Electricity Supply for February |
| Tesco | 6.80 | | 6.80 | Refreshment |
| Totals | 800.86 | 158.81 | 959.67 | |

Agreed.

The Finance Officer (FO) to research whether it would be possible for the authorisation of payments to be done using the bank's App when the input of payments have been made in the PC's usual way using pinsentry on her desktop. Agreed.

8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Development, Environment & Transport Committee (DETC)21.02.24 CP – draft minutes filed in the office together with the minutes.

The Chairman of the DETC had not had the opportunity to look at the minutes.

RESOLUTION C2024/3e: The February 2024 DETC minutes to be approved at the April 2024 PC meeting. Agreed.

8.2 Finance & General Purposes Committee 28.02.24 CP – minutes filed in the office together with the minutes.

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

DECISIONS F2024/2a and 2b were noted.

RECOMMENDATION F2024/2a: That the Parish Council approves the Financial Review undertaken on 28.02.24. CR1

RESOLUTION C2024/3d: To agree RECOMMENDATION F2024/2a that the Parish Council approves the Financial Review undertaken on 28.02.24. Agreed.

RECOMMENDATION F2024/2b: That the PC appoint a fourth bank signatory.

RESOLUTION C2024/3e: To agree RECOMMENDATION F2024/2b that the PC appoint a fourth bank signatory. Agreed.

A fourth signatory was not identified at the meeting.

RECOMMENDATION F2024/2c: That the Internal Auditor is asked to use the internal audit checklist in the JPAG Practitioner's Guide March 2022 as the basis for the internal audit 2023/24.

RESOLUTION C2024/3f: To agree RECOMMENDATION F2024/2c that the Internal Auditor is asked to use the internal audit checklist in the JPAG Practitioner's Guide March 2022 as the basis for the internal audit 2023/24. Agreed.

RECOMMENDATION F2024/2d: That the council contribute £2000 from CIL Reserves as match funding for Suffolk County Council's CIL bid for Walking and Cycling Scheme.

RESOLUTION C2024/3g: To agree RECOMMENDATION F2024/2d: That the council contribute £2000 from CIL Reserves as match funding for Suffolk County Council's CIL bid for Walking and Cycling Scheme. Agreed.

RECOMMENDATION F2024/2e: That the council make up any shortfall (should there be one) in the amount of funding from the Community Partnership for the Sensory Area Project (adjacent to the car park) from its CIL Reserves.

RESOLUTION C2024/3h: To agree RECOMMENDATION F2024/2e that the council make up any

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shortfall (should there be one) in the amount of funding from the Community Partnership for the Sensory Area Project (adjacent to the car park) from its CIL Reserves. Agreed.

RECOMMENDATION F2024/2f: To purchase a laptop for the use of SID providing there will be someone available to use it. CR2

Mr Whitby explained a different approach to managing the SID data using Sharepoint. This approach would not be possible as volunteers do not have access to the PC's Sharepoint files.

RESOLUTION C2024/3i: To approve RECOMMENDATION F2024/2f to purchase a laptop for the use of SID providing there will be someone available to use it. Agreed.

RECOMMENDATION F2024/2g: That the council opens two 35-day notice accounts. One with Nationwide Building Society at an interest rate of 3.35%, and the other with Natwest at an interest rate of 3.25%. Both to be opened with the minimum required deposit with the aim to deposit the £60,000 coming from CBS in May and to reduce the amount held with Barclays to a working balance of £100,000.

RESOLUTION C2024/3j: To agree RECOMMENDATION F2024/2g: That the council opens two 35-day notice accounts. One with Nationwide Building Society at an interest rate of 3.35%, and the other with Natwest at an interest rate of 3.25%. Both to be opened with the minimum required deposit with the aim to deposit the £60,000 coming from CBS in May and to reduce the amount held with Barclays to a working balance of £100,000. Agreed.

RECOMMENDATION F2024/2h: To switch electricity supplier based on the updated comparison list that Utility Aid will send to the RFO on the 6th of March 2024.

RESOLUTION C2024/3k: To agree RECOMMENDATION F2024/2h to switch electricity supplier based on the updated comparison list that Utility Aid will send to the RFO on the 6th of March 2024. Agreed. Clerk reported that the installation of the solar panel battery is schedule for April.

RECOMMENDATION F2024/2i: To purchase Rialtas Alpha software for the management of Recreation Ground Trust accounts for a one-off payment of £200 with an additional ongoing payment of £100 for annual support.

RESOLUTION C2024/3l: To agree RECOMMENDATION F2024/2i to purchase Rialtas Alpha software for the management of Recreation Ground Trust accounts for a one-off payment of £200 with an additional ongoing payment of £100 for annual support. Agreed.

RECOMMENDATION F2024/2j: To carry out a review of litter picking across council administered amenities, considering the current costs, who picks where, and any sources of further funding in the future.

RESOLUTION C2024/3m: That the Recreation and Amenities Committee carry out a review of litter picking across council administered amenities, considering the current costs, who picks where, and any sources of further funding in the future. Agreed.

RECOMMENDATION F2024/2k: To approve the Asset Register with the following additions:

- SF48 – should be the Coronation Oak and the Jubilee oak X 2 tree guards and plaques (1 still to come)
- standpipes and fiberglass cupboards at Kronji's Piece and at the Community Orchard.

RESOLUTION C2024/3m: To agree RECOMMENDATION F2024/2k to approve the Asset Register with the following additions:

- SF48 – should be the Coronation Oak and the Jubilee oak X 2 tree guards and plaques (1 still to come)
- standpipes and fiberglass cupboards at Kronji's Piece and at the Community Orchard.

Agreed.

The following recommendations were considered at the same time:

RECOMMENDATION F2024/2l: To approve the Equality and Diversity Policy without any amendments. CP filed in the office together with the minutes.

RECOMMENDATION F2024/2n: To approve the Parish Room Policy without amendment. CP filed in the office together with the minutes.

RECOMMENDATION F2024/2o: To approve the Freedom of Information Publication scheme without

amendment. CPs filed in the office together with the minutes.

RECOMMENDATION F2024/2p: To approve the Safeguarding Policy without amendment. CP filed in the office together with the minutes.

RESOLUTION C2024/3n: To agree the following recommendations:

RECOMMENDATION F2024/2l to approve the Equality and Diversity Policy without any amendments. CP filed in the office together with the minutes.

RECOMMENDATION F2024/2n to approve the Parish Room Policy without amendment. CP filed in the office together with the minutes.

RECOMMENDATION F2024/2o: To approve the Freedom of Information Publication scheme without amendment. CPs filed in the office together with the minutes.

RECOMMENDATION F2024/2p: To approve the Safeguarding Policy without amendment. CP filed in the office together with the minutes.

Agreed.

RECOMMENDATION F2024/2m: To adopt the new Complaints Policy without amendment. CP to follow.

RESOLUTION C2024/3m: To adopt the previous Complaints Policy and consider adopting the new Complaints Policy without amendment at the April 2024 PC meeting. **Agreed.**

RESOLUTION C2024/3n: 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.**

RECOMMENDATION F2024/2q: That PC funds should not be allocated to the purchase of a Nissen Hut until planning permission for the hut's installation has been approved. CPs confidential
There was a discussion.

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. **Agreed.**

RESOLUTION C2024/3p: Request that Portal Woodlands is made an Asset of Community Value.

Agreed.

The meeting came out of camera. **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

There was no report.

9.2 Annual Parish Meeting (APM) 20.03.24 CR3 Noted.

The Chairman invited all councillors to attend the meeting which will include the presentation of grants to local groups.

9.3 Offering new laptops to all new councillors

RESOLUTION C2024/3q: To offer new laptops to newly appointed councillors. **Agreed.**

RESOLUTION C2024/3r: To provide existing councillors with a laptop if required to undertake their work for the Parish Council. **Agreed.**

9.4 McCarthy Stone – transfer of public car park any update?

There was no update.

9.5 Update on defibrillators CR4 Noted.

10. TO CONSIDER REPORTS FROM WORKING GROUPS

10.1 Village Fete 20th July 2024 update

Mr Irwin reported that much of the organisation for the Village Fete had been done and there was little new to report. Noted.

10.2 Establishing Martlesham Community Speed Watch – provision of body cameras CR5
Mr Parsons explained the request for body cameras for Community Speed Watch volunteers.
RESOLUTION C2024/3s: To provide 3 body cameras for Martlesham Community Speed Watch volunteers at a cost of approximately £50 each (£150.00) + delivery. Carried.

11. Consultations

11.1 Suffolk County Council's Local Transport Plan Consultation CR6 & CP

Councillors to respond to the consultations as individuals. If there were any questions that needed to be brought to the attention of the PC this could be considered at the April PC meeting. Agreed.

12. Training

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting Ongoing CR7

Mrs Hall asked who would provide Community Emergency Plan training if it were decided to deliver this at the August workshop. She suggested asking Courtney Walsh who has just taken over from Keith Fawker Simpson at the joint emergency planning unit.

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

There was nothing to report.

At 9.30pm the following decision was taken:

RESOLUTION C2024/3t: To suspend Standing Order 3w to complete all business on the agenda.

Agreed.

14.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 08.03.24 Noted.

14.3 Deben Estuary Partnership CP – newsletter filed in the office together with the minutes. Noted.

14.4 Any other reports?

None.

15. Items for Martlesham newsletters (April) /Facebook/website

15.1 Contributions/what has this meeting achieved? Consider N/A
Purchase of body cameras, offer of laptops to councillors, reviewed policies.

RESOLUTION C2024/3u: 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.

16. Staff Matters

16.1 Completion of probation period by Temporary Admin Officer CP – confidential filed in the office.

RESOLUTION C2024/3v: To appoint Mr Louis Linsley as a permanent member of staff following a successful 6-month probation period as a Temporary Administrative Assistant and to change his job title to Council Officer to reflect his increased responsibilities. Agreed.

The meeting came out of camera. Agreed.

The meeting was closed at 9.37pm.

Chairman, 3rd April 2024.

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