

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 22nd MAY 2024

PRESENT: Mr L Burrows (Chairman), Mrs H Davey, Mrs J Hall, Mr M Irwin (Vice Chairman).

There were no members of the public present.

In attendance: Mrs D Linsley (Clerk).

As per Standing Order March 2014, 5.f, Mr Burrows, took the chair for the election of the Chairman.

1. Election of Chairman of MPC CR1

Mr Burrows was proposed and seconded.

RESOLUTION C2024/5a: To appoint Mr Burrows as Chairman. **Agreed.**

Mr Burrows signed the Declaration of Acceptance of Office and took the Chair.

2. Election of Vice-Chairman CR1

Mr Irwin was proposed and seconded.

RESOLUTION C2024/5b: To appoint Mr Irwin as Vice Chairman. **Agreed.**

Mr Irwin signed the Declaration of Acceptance of Office.

3. Apologies

There were apologies from Mr O'Brien Baker, Mr Parsons, Mr Thompson, Mr P Whitby.

There were also apologies from District Councillor M Packard.

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

4.1 Disclosable Pecuniary Interest (DPI): None declared.

4.2 Local non-Pecuniary Interest (LNPI): Non declared.

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

There were no candidates.

6. Minutes of Parish Council Meeting 03.04.24 CP - minutes filed in the office

RESOLUTION C2024/5c: To make the following amendments to the minutes of the PC meeting 03.04.24:

Under heading 7.1 Monthly finance report, including monthly bank reconciliation figures replace 'Trail' with 'Trial'.

Under heading 14.3 Any other reports? replace 'AGM' with 'meeting' **Agreed.**

The minutes with the agreed amendments made, were approved and signed as correct by the Chairman. **Agreed.**

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

The draft minutes were unavailable for noting.

8. Actions from last meeting

Ongoing or on the agenda.

9. PUBLIC FORUM

9.1 Reports from County Councillors

There were no reports.

9.2 Reports from District Councillors CP- Report from Cllr Packard filed in the office together with the minutes. Noted.

9.3 To allow members of the public to address business on the agenda
There were no members of the public.

9.4 Any issues raised by the public
There were no issues raised.

10. Appointment of Committee members CP filed in the office together with the minutes.

RESOLUTION C2024/5d: That the Council appoints the following Committees:

Development, Environment & Transport

Mrs Hall, Mrs Davey, Messrs Irwin (ex officio), Mr Parsons, Thompson, Whitby, and Burrows (ex officio).
Membership – 7 Quorum - 3

Finance & General Purposes

Mrs Hall, Messrs Irwin (ex officio), O'Brien Baker, and Burrows (ex officio).
Membership - 4 Quorum - 3

Recreation & Amenities

Mrs Davey, Mrs Hall, Messrs Irwin (ex officio), O'Brien Baker, Staines, Thompson and Burrows (ex officio).
Messrs Membership – 7 Quorum – 3

Agreed.

The **Clerk** to ask Mr Whitby to confirm that he wishes to stay a member of the Development, Environment & Transport Committee. **Agreed.**

To note that Mr Burrows, Chairman and Mr Irwin, Vice Chairman of the Parish are ex officio on all committees.

11. Appointment of Chairmen of Committees CR2 & CP filed in the office together with the minutes.

RESOLUTION C2024/5e: That Mrs Hall is appointed Chairman of the Development, Environment & Transport Committee (DETC) on the understanding that a review of the DETC; its workload, staff resources etc is reviewed in the near future. **Agreed.**

RESOLUTION C2024/5f: To suspend Standing Order 5e to appoint Mr Burrows as the Chairman of the Finance & General Purposes Committee and Mr O'Brien Baker as the Chairman of the Recreation & Amenities Committee. **Agreed.**

To accept Mr Irwin's offer to help Mr O'Brien Baker in his role as Chairman of the Recreation & Amenities Committee whilst Mr O'Brien Baker is unwell including to preside at meetings (if sanctioned). **Agreed.**

12. Appointments to Working Groups and consider disbanding Parish Council (PC) Stand Working Group (for the Village Fete) CR3, CP filed in the office together with the minutes.

RESOLUTION C2024/5g: To disband the Parish Council Stand Working Group. **Agreed.**

It was noted that the support from the land maintenance contractor for the Village Fete is in hand.
Noted.

RESOLUTION C2024/5h: That the following individuals are appointed to the working groups listed below:

WORKING GROUPS REPORTING TO THE FULL PARISH COUNCIL (5)

Martlesham Climate Action

Paul Whitby, Edward Thompson, Dave Green, Moray MacPhail, Phil Bull, Phil Wallace, Dave Faulkner.

Martlesham Village Fete Working Group

Helen Davey, Mike Irwin and Pat Lisseman.

Personnel Working Group

Laurence Burrows, Jane Hall, Ian O'Brien Baker, Mike Irwin.

Speed Reduction Group

SID

Stephen Denton, Lindsay Daws, Simon Daw, Peter Glen, Karl Kitchener, Ros Jones, Paul Whitby, Jill Painter, Bob Boggan, Jenny Mahoney, Dave Parsons, Alison Jones and Byron Jones.

Martlesham Community Speed Watch

Robin Guy, Clive Barker, Jill Painter, Dave Parsons (Scheme Co-ordinator), Lindsay Daws, Jenny

Mahoney, Bob Boggan, Karl Kitchener, Linda MacKenzie.

Community Emergency Planning Working Group

Jane Hall, Helen Davey, Richard Staines, Paul Whitby, Dave Parsons, Edward Thompson.

Working Groups reporting to the Recreation & Amenities Committee (7)

Community Orchard Working Group

Mike Irwin, Maureen Burrows, Sonya Burrows, Paul Edwards, Peter Frost.

Martlesham Common Working Group

Laurence Burrows, Helen Davey, Jane Hall, Mike Irwin, Edward Thompson, Paul Whitby and Maureen Burrows, Sonya Burrows, James Baker (Greenways Project).

Portal Woodlands Conservation Group

Richard Staines and Stephen Corley (Chairman), Phil Davies (Vice-Chairman), Richard Powling, Duncan Sweeting and Colin Webb.

Recreation Ground & Kronjis Piece Steering Group

Helen Davey, Laurence Burrows, Mike Irwin.

Volunteer Working Group

Mike Irwin, Laurence Burrows, Ian O'Brien Baker.

Wildflower Working Group

Helen Davey, Edward Thompson, Paul Whitby and Maureen Burrows, Sonya Burrows

Litter Working Group

Richard Staines, Edward Thompson.

Agreed.

It was noted that there are no working groups reporting to the Development, Environment & Transport Committee at the current time.

13. The position of Martlesham Heath Householders Ltd (MHHL) Director will be removed in revised MHHL constitution CR4 Noted.

14. Appointment of Safeguarding Officer CP filed in the office together with the minutes.

RESOLUTION C2024/5i: Mr Irwin is appointed as the Parish Council's Safeguarding Officer. **Agreed.**

15. Appointment of representatives to external organisations & other appointments CR5, CP filed in the office together with the minutes.

RESOLUTION C2024/5j: To appoint the following persons as representatives to external bodies:

Brightwell Lakes Forum – Mr Irwin (Chairman), Mrs Hall

Deben Estuary Partnership – Mrs Hall

Disability Advice Forum – Position vacant

East Suffolk Lines Community Rail Partnership (South line group) – Position vacant

East Suffolk Greenprint Forum – Mrs Hall

Green Infrastructure Workshop Group – Mrs Hall

Kesgrave, Rushmere St Andrew, Martlesham, Carlton and Fynn Valley Community Partnership (Community Partnership) – Mrs Hall and Mr Irwin

Community Partnership, Road Safety Forum – Mr Thompson

Martlesham Community Council - Mr Burrows

Martlesham Community Hall Management Committee – Mr Thompson

Martlesham Heath Pavilion Management Committee – Mr Irwin

Martlesham Village Hall Management Committee – Position vacant

Martlesham Youth Football Club - Position vacant

National Association Local Councils (NALC) – Mrs Hall

Portal Woodlands Conservation Group – Mr Staines

Public Transport Liaison Officer – Position vacant

Rights of Way Liaison Officer – Mr Whitby

SAVID (Safer Village Driving) – Mrs Hall

Suffolk Association of Local Councils (SALC), East Suffolk Joint Area Forum – Mr O'Brien Baker

SALC, Climate Forum – Mrs Hall

SALC, Sizewell Stakeholder Group – Mr Whitby

Suffolk Preservation Society – representative to be appointed as necessary. **Agreed.**

The following was noted:

Tree Wardens (Suffolk Tree Warden Network) – Mr Burges and Mrs Hall
Local History Recorder - Mr R Osborne.

16. Appointment of notice board caretakers CP filed in the office together with the minutes.

Black Tiles Lane/Main Road	Mr O'Brien Baker
Black Tiles Post Office	Mr O'Brien Baker
Crown Point	Mr O'Brien Baker
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

To appoint notice board caretakers at the June PC meeting. **Agreed.**

17. Play Area & Trim Trail Inspectors CP filed in the office together with the minutes.

The following to be appointed as Play Area and Trim Trail Inspectors by the Recreation and Amenities Committee:

Centenary Playspace	Erik Crichton, Paul Edwards
Harry Higgins Play Park	Wally Welch, Rachael George, Paul Edwards (Standby)
Jubilee Playspace	Amy Evans, Office staff
Kronjis Piece Play Area	Ian O'Brien Baker
Diamond Jubilee Bike Trails	Office staff

Noted.

18. Review of annual subscriptions 2024/25 CP filed in the office together with the minutes.

RESOLUTION C2024/5k: To donate **£30** to Community Action Suffolk. **Agreed.**

RESOLUTION C2024/5l: To agree new recommended annual payment to Campaign to Protect Rural England (CPRE, local branch of Suffolk Preservation Society) of **£60**. **Agreed.**

RESOLUTION C2024/5m: To agree the Council Officer's membership of SLCC at a cost of **£188** and ILCA (Introduction to Local Council Administration) qualification **£120**. **Agreed.**

RESOLUTION C2024/5n: That the PC subscribes to the following annually for the year 2024/2025 (estimated costs based on previous year):

1. **April:** Suffolk Association of Local Councils (SALC): An invoice of **£1,192.32** (£1,156.62 paid last year), with a due by date of 30 April 2023, has already been paid for the 2023/24 subscription.

2. **June:** Campaign to Protect Rural England (CPRE, local branch of Suffolk Preservation Society): **£60** (See RESOLUTION C2024/5l above).

3. **June:** Parish Online annual fee: **£135.00**.

4. **June:** Zoom annual subscription: **£129.90**.

5. **June:** Community Action Suffolk: Free subscription. **£30 donation** (See RESOLUTION C2024/5k).

6. **July:** Suffolk SAFEkey: **£24.00**.

7. **August:** Data Protection: **£40.00**.

8. **December/January:** SLCC (Society of Local Council Clerks), membership for Clerk, Finance Officer and Council Officer (yet to be signed up): **£564**. (See RESOLUTION C2024/5m above).

The following are under the Software Support budget:

1. **May:** End of Year Accounts Closedown (RBS): **£868.00**

2. **July:** ESET Protect security annual licence (ICS): **£287.32**

3. **October:** ESET Endpoint Encryption renewal: **£157.60**

4. **October:** SSL Certificate for secure VPN connection: **£120.00**

5. **January:** Domain name/email hosting (ICS): **£160.00**.

6. **February:** Alpha financial software support (RBS): **£292.**

7. **March:** Ubiquiti Wi-Fi hosting software – renewed every 3 years: **£15.00 (next due 2025)**

8. **Annual Cost paid monthly** Website from Webfactory **£203.88** which is budgeted for under website.
9. **Annual Cost paid monthly** 11 Office 365 Mailboxes /Acronis Cloud Backup licences 1xPC (ICS): **£1,619.4**

Agreed.

19. Review list of ongoing routine service contracts To delegate authority to the Clerk to agree ongoing service contracts. Approve use of Direct Debit for payments to BT, Apogee, E.ON Next, YPG from September & Wave Utilities (Anglian Water) CP

To reaffirm the Clerk's delegated authority to agree to the following ongoing service contracts:

RESOLUTION C2024/5o: To reaffirm the Clerk's delegated authority to agree to the following ongoing service contracts:

1. Electricity: E.ON Next moving to YPG on the 17/09/24, monthly charge.
2. Telephone & broadband: BT, quarterly charge.
3. Air conditioning service: Adcock, twice yearly.
4. Office alarm system service: Chubb, annually.
5. Fire safety checks: Firepower, annually.
6. PAT testing: Doyle Electrical, annually.
7. Photocopying service & charging: Apogee, quarterly
8. Automatic barrier maintenance contract: Newgate, annual fee – quarterly visits.
9. Orchard water supply: Wave Utilities (Anglian Water), quarterly.
10. Recreation Ground standpipe: Water Plus (Anglian water) payment biannually May and November.

Agreed.

RESOLUTION C2024/5p: To approve the ongoing use of Direct Debit for payments to BT for telephone and broadband, Apogee for photocopying, Anglian Water (Wave), E.ON Next and from September Yorkshire Gas & Power (YPG). **Agreed.**

To note that two signatories are always asked to countersign the invoices.

20. Review any deeds, leases, legal documents held, as necessary CP filed in the office together with the minutes.

RESOLUTION C2024/5q: To delegate to the May 2024 meeting of the F&GPC the review of any deeds, leases, legal documents held and their approval. **Agreed.**

21. Review authorised signatories CR6

RESOLUTION C2024/5r: To reappoint the following cheque signatories Messrs Burrows, Irwin, Whitby and Thompson (to note that Mr Thompson has yet to be processed as a signatory with the banks).

Agreed.

22. Electronic issue of agendas, associated papers & minutes

RESOLUTION C2024/5s: To continue to issue agendas, associated papers and minutes electronically, as permitted by Standing Order 15b. **Agreed.**

23. Financial Matters

23.1 Monthly finance reports, including monthly bank reconciliation figures CP Filed in the office together with the minutes.

The RFO had circulated the finance reports and monthly bank reconciliation in advance. As at 30th of April the current account held £20,791, Barclays savings account £326,881 which included the balance of the recently closed Cambridge Building Society notice account of £60,936. This is made up of £157,820 in General Reserves and £192,326.66 Earmarked Reserves.

RESOLUTION C2024/5t: To approve the bank reconciliation for April 2024. **Agreed.**

23.2 Payment of invoices received in accordance with the 2024/2025 budget CPs filed in the office together with the minutes.

RESOLUTION C2024/5u: To approve the following payments:

Payee	Net £	VAT £	Gross £	Description

Waterplus	34.01	6.80	40.81	Nov-May Brights Orchard standpipe
Ipswich Computer Services	125.94	25.19	151.13	Microsoft 365 Acronis
HMRC	1401.81		1401.81	PAYE & NI Contributions May
Staff Salaries	4842.01		4842.01	Salary May
SCC Pension Fund	1555.99		1555.99	Pension contributions May
Ipswich Computer Services	250.00	50.00	300.00	Councillor laptop setup In 065955
BNP Paribas Leasing Solutions	125.45	25.09	150.54	Copier lease 6 Jun - 05 Sep 2024
Rialtas Business Solutions	703.00	140.60	843.60	YEnd Closedown Inv 31655 - CN30899
Ipswich Computer Services	75.00	15.00	90.00	VPN on staff laptop fixed Inv 065959
Eon-next	430.07	21.50	451.57	Electricity April 2024
SCC Landscape Management	1175.98	235.20	1411.18	April scheduled land maintenance
SCC Landscape Management	185.00	37.00	222.00	Repairs-Spinner, football tarmac, branch
D Hunt	380.00		380.00	Internal audit 2023/2024
Totals	11284.26	556.38	11840.64	

Agreed.

The Chairman and Vice Chairman to meet with the Finance Officer to clarify changes made to financial processes since her start in January. **Agreed.**

Finance Officer to ensure personal details on wage slips are kept private. **Agreed.**

23.3 Asset Register revised CP filed in the office together with the minutes.

RESOLUTION C2024/5v: To ratify the revised Asset Register. **Agreed.**

23.4 RFO's Report: Receipts; End of year tasks; move £984.14 from General Reserves to Section 137 Grants EMR CP filed in the office together with the minutes.

The Finance Officer to amend the RFO Report as follows:

- Paragraph 'Income'
- Replace 'On the 30th of May' with 'On the 30th of April'. **Agreed.**

The following receipts and tasks were completed as follows:

Income

On the 17th of April £39,191.59 CIL was received (ESC CIL Remittance Advice-068735.pdf) this was added to the CIL EMR which currently has a balance of £109,180.16

On the 30th of April the first tranche £75,000 of the precept was paid by ESC into the council's account.

Cambridge Building Society

£60,936 including £678.8 interest was transferred to the Barclays current account on the 13th of May. The council had requested that the account be closed on transference of funds.

HMRC

VAT returned £3,218.23 VAT for the quarter 1 Jan 2024 – 31 Mar 2024 on the 7th May.

End of Year Tasks

Annual Pension Return 2022/23 submitted 03/04/24.

P60s issued with the March Payroll

Year End Closedown with Rialtas 23/04/23

RESOLUTION C2024/5v: To agree the following movement of funds:

Cambridge Building Society

£60,936 including £678.8 interest was transferred to the Barclays current account on the 13th of May. To note that the council had requested that the account be closed on transference of funds.

Grants

At the beginning of April Section 137 grants totalling £3,423.79 were distributed from the Section 137 Grants EMR which had a balance of £2,439.65 meaning that there was a deficit of £984.14. To

May 2024

transfer £984.14 from General reserves that currently has a balance of £149,550. To note that when setting the budget for 2025/26 the council will need to set a budget for Section 137 Grants.

Agreed.

23.5 Annual Governance and Accountability Return (AGAR) 2022/23: external auditor instructions CP filed in the office together with the minutes. Noted.

23.6 Community Infrastructure Levy (CIL) Payments CP filed in the office together with the minutes. Noted.

Mrs Hall reported that the CIL payment of £39,191.59 included:

- £31,490.03 from the McCarthy Stone retirement apartments, DC/21/3305/FUL (March 2024)
- £209.68 from St Mary's Main Road, Martlesham, DC/ 23/2449/VOC
- £7,491.88 from Albemarle House, Bealings Road, DC/20/4633/FUL, (late developer contribution)

Mr Irwin informed the meeting that having a Neighbourhood Plan for Martlesham had increased the amount of CIL payments to the council by 25%; additional monies total £41,114.19 to date.

23.7 CIL Statement 2023/24 to ESC CP filed in the office together with the minutes. Noted.

RESOLUTION C2024/5w: To approve and authorise the Chair to sign the Community Infrastructure Levy (CIL) Report 01 April 2023 – 31 March 2024 for submission to East Suffolk Council. **Agreed.**
The Chair signed the CIL Report 2023/24.

23.8 Internal Control Statement for year ending 31 March 2024 CP filed in the office together with the minutes.

It was noted that the Internal Control Statement for year ending 31 March 2024 will be reviewed by the F&GPC. Noted.

24. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

24.1 Development, Environment & Transport Committee 17.04.24 CP – minutes

To make the following amendments to the minutes of the DETC meeting 17.04.24:

Under item 4.3 change 'It was agreed that the Clerk' to 'It was agreed that the Finance Officer'
Under item 5.1 change 'One issue regarding streetlight 268 in Eagle Way opposite Farriers Close which was removed by McCarthy Stone will be replaced imminently' to 'One issue regarding streetlight 268 in Eagle Way opposite Farriers Close which may have been removed by McCarthy Stone will be replaced imminently'

Under 7.2 add to the last sentence 'and also read officers report after a planning application has been granted.'

Agreed.

To help the DETC minutes remain concise a hyperlink to ESC planning responses to be considered as an alternative to listing ratified responses in the minutes. **Agreed.**

The minutes as amended were approved as an accurate record and signed by the Chairman.

Agreed.

RECOMMENDATION D2024/4a: That the PC considers the costs of preserving for display, a piece of the runway for the council and offering pieces at the fete.

RESOLUTION C2024/5x: To agree RECOMMENDATION D2024/4a, that the PC considers the costs of preserving for display, a piece of the runway for the council and offering pieces at the fete. **Agreed.**

RESOLUTION C2024/5y: To frame a piece of the runway for £130.00 and offer pieces of the runway for a donation at the Village Fete. **Agreed.**

The Council Officer to produce certificates of authentication for the pieces of runway in time for the fete.

RECOMMENDATION D2024/4b: To have an unveiling ceremony be held at the Village Fete taking place on the 20th of July and set a budget for the proceedings on the day.

RESOLUTION C2024/5z: To agree RECOMMENDATION D2024/4b, to have an unveiling ceremony held at the Village Fete taking place on the 20th of July and set a budget for the proceedings on the day. **Agreed.**

RESOLUTION C2024/5aa: To set a budget of £100 for the unveiling ceremony for the new Runway Heritage Car Park to take place on 20th July 2024 during the Village Fete. Agreed.
The Finance Officer to determine a suitable budget to take £100 from for the unveiling ceremony. Agreed.

At the start of the ceremony the PC Chairman to introduce Martlesham Heath Aviation Society who will unveil the plinth and plaque. Agreed.
Mr Irwin to source a Union Jack flag. Agreed.

24.2 Recreation & Amenities Committee 08.05.24

The minutes to be approved at the June PC meeting.

RECOMMENDATION R2024/5a: To extend the land maintenance contract due to the excellent working relationship the staff have with the land maintenance team, praise received from groups and individuals and a lack of staff and councillor resources following a 'quality' review by the Council.

RESOLUTION C2024/5ab: To agree RECOMMENDATION R2024/5a to extend the land maintenance contract due to the excellent working relationship the staff have with the land maintenance team, praise received from groups and individuals and a lack of staff and councillor resources following a 'quality' review by the Council. Agreed.

RECOMMENDATION R2024/5c: To establish a working group with the following members: Mr Irwin, Mrs Hall and Mrs Davey to proceed with the Council Biodiversity Action Plan and Biodiversity Policy.

RESOLUTION C2024/5ac: To agree RECOMMENDATION R2024/5c to establish a working group with the following members: Mr Irwin, Mrs Hall and Mrs Davey to proceed with the Council Biodiversity Action Plan and Biodiversity Policy. Agreed.

It was noted that other R&AC recommendations are to be considered by the June PC meeting due to length of May PC agenda.

25. **Clerk's Report**

25.1 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 C2024/5ad: To ratify the decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014. Agreed.

Mr Irwin left the meeting.

25.2 Emergency planning – Identify which councillors, staff or others might volunteer to take on one of the tasks described in the emergency planning tasks document CPs filed in the office together with the minutes.

This item to be deferred to the June PC meeting. Agreed.

25.3 Using Parish Room as a rest centre and any necessary changes to Parish Room Policy? CPs filed in the office together with the minutes.

This item to be deferred to the June PC meeting. Agreed.

25.4 Preparations for Volunteer Event Consider

This item to be deferred to the June PC meeting. Agreed.

25.5 Additional cost of community hall insurance for solar panels

The Clerk reported that the solar panels have been included on the Community Hall insurance at nil extra cost for this year.

25.6 Solar panel output and battery system linked to Richards Room? CR8

RESOLUTION C2024/5ae: To link the Richards Room to the solar panels and battery system via the CTS (current transformer) to make full use of the electricity generated noting that the PC pays for the electricity usage of the whole building including the Richards Room. Agreed.

25.7 New website update CR9 Noted.

Mr Irwin returned to the meeting.

25.8 Future management of PC biodiversity projects CR10

How the PC manages its biodiversity projects to be looked into alongside producing a Biodiversity Plan. To be considered further by the PC at a future meeting. Agreed.

25.9 Clothing bank for community hall car park CR11

There was a discussion.

To consult the Community Hall Committee and the Greenways Project on where a clothing bank might be located on the Community Hall Car Park. Agreed.

RESOLUTION C2024/5af: 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 next item was taken in camera.

25.10 Agree and sign the transfer of the public car park from McCarthy Stone to the Parish Council. CP filed in the office together with the minutes.

RESOLUTION C2024/5ag: To agree and sign the transfer of the public car park from McCarthy Stone to the Parish Council. Agreed.

The Chairman and Mrs Hall signed the two copies of the transfer documents.

RESOLUTION C2024/5ah: To suspend Standing Order 3w to complete all business on the agenda. Agreed.

The June meeting of the PC to consider the management of the new public car park. Agreed.

26. TO CONSIDER REPORTS FROM WORKING GROUPS

26.1 Village Fete 20th July 2024 update

Mr Irwin confirmed that St John Ambulance and the local cadet group had been booked for the Village Fete.

26.2 Martlesham Climate Action event any update?

There were no updates.

It was not clear if the group were continuing to hold regular meeting.

26.3 Speed Reduction Group update

There was nothing to report.

26.4 Martlesham Community Speed Watch update

There was nothing to report.

27. Consultations

27.1 Any consultations? None.

28. Training

28.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting CR12 Ongoing.

29. Any reports from representatives on local organisations

29.1 Martlesham Community Hall Management Committee 21.03.24, AGM 18.04.24 CP – minutes of 21.03.24 filed in the office together with the minutes. Noted.

29.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership 08.03.24 CR13 Noted.

The Clerk reported that Cllr Packard had suggested that Mr Parsons attends the next meeting of the

May 2024

Community Partnership in June due to speeding concerns raised by other Community Partnership members.

The Clerk to check the details of the next Community Partnership meeting with Mr Jolliffe. **Agreed.**

29.3 SAVID 15.02.24 & 18.04.24 CPs filed in the office together with the minutes. Noted.

29.4 Any other reports? None.

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

30.1 Contributions/what has this meeting achieved?

Signing of the transfer of the public car park from McCarthy Stone to the Parish Council.

31. To consider excluding the public and press

31.1 To consider excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act] 1960).

RESOLUTION C2024/5ai: To agree to excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act] 1960). **Agreed.**

The next item was taken in camera.

32. Staff Matters

32.1 Personnel Working Group (PWG) meeting 07.05.24 CP – Confidential minutes filed in the office. The minutes were approved as correct. **Agreed.**

32.2 RECOMMENDATIONS: P2024/5a, P2024/5b, P2024/5c, P2024/5d as set out in PWG minutes of 07.05.24 CP–Confidential minutes filed in the office.

RESOLUTION C2024/5aj: That the Personnel Working Group is delegated to address matters arising from the Finance Officer's appraisal. **Agreed.**

RESOLUTION C2024/5ak: That the Personnel Working Group is delegated to arrange the procedures and make decisions for the appointment of a Planning and Project Officer based on the job description and person specification provided and with reference to the PC's salary budget as soon as possible. **Agreed.**

RESOLUTION C2024/5al: That the Council Officer is offered an increase in hours from 21hrs to 28hrs (on his current salary) to be split over 4 days and that an increase in salary is investigated in conjunction with preparations for the new Planning & Projects Officer post. Also, that a new job description and contract is drawn up to reflect recent changes in the Council Officer's responsibilities. Any salary increase would be subject to a meeting with the Clerk, his line manager, and a councillor. **Agreed.**

RESOLUTION C2024/5am: That due to staff leave and other matters the Development, Environment and Transport Committee meeting on Wednesday 19th June is cancelled and any agenda items needing consideration are transferred to the PC meeting on 5th June. **Agreed.**

The meeting was closed at 9.48pm.

Chairman, 5th June 2024.