

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL
HELD ON 01 SEPTEMBER 2021

VENUE: St Michael's Church Centre, Martlesham Heath.

PRESENT: Mr M Williamson (Chairman) Mr. L Burrows (Vice Chairman), Mrs H Davey, Mr. S Denton, Mrs. J Hall, Mr. M Irwin, Mr. M I O'Brien Baker, Mr. R Staines, Mr. E Thompson,

There were no members of the public present.

In attendance: Mrs D Linsley (Clerk) and Mrs D Chappell (Council Officer).

1. Apologies: Mr C Blundell, Mr D Boswell, Mr P Whitby & Mrs R Jones.

There were also apologies from District Councillor Kay Yule, and County Councillors Caroline Page & Patti Mulcahy.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): None declared.

2.2 Local non-pecuniary interests (LNPI): None declared.

3. Filling the Parish Councillor vacancies

There were no candidates and no expressions of interest received.

4. Minutes of Parish Council Meeting 28.07.21 - Minutes & Reports filed in the office together with the minutes.

The minutes and reports were approved with the addition of apologies to be added to the July minutes to record apologies due to illness from Mrs. Jones and Susan Robertson, the Clerk.

Signed as correct by the Chairman.

5. Actions from last meeting Ongoing or on the agenda.

6. PUBLIC FORUM

6.1 Police Report:

No formal report from the Police has been received, only recent Police Connect messages.

Mr Williamson raised the ongoing matter of the increasing incidence of graffiti around the Parish, most prevalent at the underpass near Tesco's supermarket. East Suffolk Council (ESC) is aware of the issue. ESC advises graffiti removal is the function and responsibility of Suffolk County Council (SCC) who are addressing this by inviting local councils to undertake the clean-up themselves, bidding for funding to underwrite the costs. The meeting considered that SCC should be required to carry out the work as part of their statutory responsibilities. Funding is only one aspect; the work requires trained staff or volunteers, requires personal and public liability insurance risks, entails closing off public access to the working area during the work, involves Health and Safety, and the purchase of materials. **ACTION:** Monitor the situation. **Agreed.**

6.2 Reports from County Councillors. CP filed in the office together with the minutes.

Written report received from County Councillor Caroline Page.

6.3 Reports from District Councillors

It was noted that ESC intends to restrict the speed limits on local Woodbridge roads to 20mph. In previous years, MPC has supported the proposals at that time for 30-mph speed limits.

RESOLUTION C2021/9a: To endorse the 20mph speed limit proposal on the section of Sandy Lane in Martlesham from the railway bridge on Sandy Lane to Main Road. **Agreed.**

6.4 To allow members of the public to address business on the agenda None raised

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6.5 Any issues raised by the public

- In relation to the Climate Action Advice Hubs due to start each Saturday, Mr Burrows felt it was important that the Parish Council caveats any advice to ensure the Council doesn't endorse any particular supplier or product. Further, any leaflet or calendar should be submitted to the Parish Council and ESC for prior approval, obtaining three quotes for the printing costs. Noted.
- Mr Staines raised a resident's request to draw the Parish Council's attention to increased dog fouling on the footpath between Carlford Close and Saddlers Place, Martlesham.

Action: Clerk to write to ESC and draft an article for the Martlesham Monthly. **Agreed.**

7. Financial Matters

7.1 Cheques signed between meetings CP filed in the office together with the minutes.

RESOLUTION C2021/9b: To ratify the list of cheques signed between meetings. **Agreed.**

7.2 Any pending expenditure transactions CP filed in the office together with the minutes.

RESOLUTION C2021/9c: To agree the list of recent expenditure transactions. **Agreed.**

RESOLUTION C2021/9d: To agree the invoice payment of £180 (no VAT) for litter picking services, (invoice received after the list of recent expenditure transactions was prepared and circulated).

Agreed.

7.3 Income & expenditure and notes. CP filed in the office together with the minutes.

CP noted. LB reminded all working groups and committees to consider their budgets ahead of the annual budget setting exercise in December and January. Noted

7.4 Community Partnership - Rewilding grant CR1 filed in the office together with the minutes.

Terms of acceptance of the £2030 grant include to ringfence the money in the MPC accounts, keep receipts and produce an end of grant report. Noted.

7.5 Community Infrastructure Levy (CIL) Report 01 April 2020 – 31 March 2021 CP filed in the office together with the minutes. It was suggested the Finance Officer includes in future CIL reports the deadline for expenditure against each CIL entry.

RESOLUTION C2021/9e: To agree the Community Infrastructure Levy (CIL) Report 01 April 2020 – 31 March 2021 **Agreed.**

ACTION: Finance Officer to include in future CIL reports the deadline for expenditure against each CIL entry. **Agreed.**

7.6 Insurance Renewal CR2 filed in the office together with the minutes. The brokers have recommended acceptance of the quote for £2950. It was noted that (i) due to recent claims made, the malicious damage excess is now £750, an increase of £500 on last year, and (ii) there appears to be no discount nor any tied-in arrangement.

RESOLUTION C2021/9f: To accept the broker's recommendation for the annual insurance renewal. **Agreed.**

ACTION: Finance Officer to clarify whether there is any tie in and associated discount. **Agreed.**

7.7 Land Maintenance Contract Renewal CR3 filed in the office together with the minutes.

RESOLUTION C2021/9g: To agree that a public notice inviting tenders for the Land Maintenance Contract is placed in the EADT for a 2-week period, subject to the Recreation and Amenities Committee agreeing, at its next meeting, all the revised documents. A tender to be selected by the Recreation and Amenities Committee at its November 2021 meeting, with ratification by full Council at its January 2022 Parish Council meeting. This timescale facilitates budget setting in December 2021 and January 2022, with room for slippage and situation changes. **Agreed.**

ACTION: Clerk to take to Recreation and Amenities Committee. **Agreed.**

8. Clerk's Report

8.1 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 C2021/9h: To ratify the list of decisions made between meetings. **Agreed.**

8.2 Planning Comments issued under delegated authority to ESC since last DETC meeting on 28.7.2021. CP filed in the office together with the minutes. Noted.

8.3 Meeting Dates CR4 filed in the office together with the minutes. It was proposed the Richard's Room would be preferable, if available, and all members should endeavour to attend all meetings. Whilst the restricted voting powers at hybrid meetings are recognised, these should be considered a backstop only.

RESOLUTION C2021/9i: To book the Richard's Room if available, for the meetings on 10th November(R&AC), 1st December (F&GPC) and 8th December (DETC) and in default, to book St Michael's Hall for the meetings **Agreed** Messrs. Burrows and O'Brien Baker abstained.

ACTION: Clerk investigate hybrid meetings and make bookings if appropriate **Agreed.**

8.4 Staff Changes CR5 filed in the office together with the minutes. The Chair welcomed the new Clerk for a six-month trial period and the Council Officer's new planning role for a six-month trial period. **RESOLUTION C2021/9j:** To ratify the changes recommended by the Clerk in CR5. **Agreed.**

8.5 Re-opening of the Parish Room for Council meetings & use by local organisations

Proposed to extend the current **RESOLUTION C2021/7f:** PC staff to arrange for the Parish Room to be 'ready' for use by local organisations. The subject to be an ongoing item on the PC agenda to provide updates on progress.

ACTION: Clerk to monitor what can be done to smooth the transition back to full use of the Parish Room for Council by local organisations. **Agreed.**

8.6 Footpath Survey. Noted that PW has agreed to lead. Messrs. Thompson & Irwin, Mrs Hall, Mrs Davey volunteered their help. Mrs Davey advised Mrs Drummond has also offered help.

8.7 Underpass Project update CR6 filed in the office together with the minutes. Noted. See also Agenda item 6.1

8.8 Defibrillator for old Martlesham – Red Lion PH Ongoing with Council Officer.

8.9 Defibrillator for Lancaster Drive Defer to next meeting

8.10 Quotation for tree works following independent Tree Inspection Report Quote filed in the office together with the minutes. Queries were raised on trees labelled OXHC, OXHB and the rowan tree at the car park entrance.

RESOLUTION C2021/9k: To agree to expend £650 on item 1 and £800 on item 2, and not to proceed with item 3; funds to be taken from the Land Contractors budget. **Agreed.**

RESOLUTION C2021/9l: To authorise the Recreation and Amenities Committee to make additional decisions on the works approved in principle under the quote. **Agreed.**

ACTION: Clerk to revert to contractor. Clerk to revert to the Recreation and Amenities Committee at its next meeting with answers to the queries. **Agreed.**

8.11 Request for speed limits of 20 mph near Birchwood Primary School. Noted that as County Councillor Mulcahy received the request, the County Councillor's Locality Budget should be used to finance the design estimates.

ACTION: Clerk to write to Birchwood Primary School: advise the issue has been brought to the attention of the Parish Council, advise the school of the recent purchase of a Speed Indicator Device (SID), that the Parish Council will be collecting data and monitoring the situation, and request the school asks its school children to pass on to their parents that Eagle Way is a hot spot for speeding at certain times of the day. Clerk to write to the County Councillor advising of our recent SIDS purchase and that MPC will monitor the situation. However, this is limited by the 6-site restriction

for SIDS across the Parish. **Agreed.**

8.12 Climate Emergency Summit Noted the event is planned for 25th September 2021 and that additional help is required, for as long or as short as Councillors can make it. Mr Irwin volunteered. **ACTION:** Clerk to write to MPC volunteers. Council Officer to publicise request for help on Facebook. **Agreed.**

8.13 Climate Action Advice Hub Noted the hubs are planned to start 4th September 2021. Note Agenda item 6.5

8.14 Village Fete Noted the event is planned for 16th July 2022 and that additional help is required. Mr Irwin volunteered. **ACTION:** Clerk to write to MPC volunteers. Council Officer to publicise request for help on FB. **Agreed.**

9. TO CONSIDER REPORTS FROM WORKING GROUPS

9.1 Recreation Ground & Kronji's Piece Steering Group CR10 and CP filed in the office together with the minutes. The Steering Group recommends the Parish Council accepts Quote A1 and A2 for the resurfacing of the entrance track and car park, and the shorter path to the play area at £3545 ex VAT.

RESOLUTION C2021/9m: To agree to accept quotes A1 and A2 at £2950 and £595 totalling £3545 ex VAT. **Agreed.**

9.2 Community Partnership Wildflower Project meeting 16.08.21 CP - notes filed in the office together with the minutes. Noted.

9.3 Planning Strategy meeting 21.07.21 CP and CR11 filed in the office together with the minutes.

RESOLUTION C2021/9n: To continue with 'minor' applications to be delegated to the Clerk and 'major' applications to go to full Council. To appoint a new Advisory Planning Working Group. **Agreed.**

9.3 Speed Indicator Device (SID) Update. Mr Denton reported the SID kit has been delivered. A project plan, risk analysis and volunteers' agreement have been drafted. An interim meeting of volunteers is planned. Noted

10. Consultations

10.1 Brightwell Lakes: Taylor Wimpey (TW) consultation response Nothing to report

10.2 Sizewell C Nothing to report

10.3 McCarthy & Stone planning application DC/21/3305/FUL – CP filed in the office together with the minutes. Noted.

RESOLUTION C2021/9o: To ratify the MPC response made between meetings. **Agreed.**

10.4 Suffolk Police planning application DC/20/0902/OUT – CP filed in the office together with the minutes. Noted.

RESOLUTION C2021/9p: To ratify the MPC response made between meetings. **Agreed.**

11. 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

11.1 Finance Report CP filed in the office together with the minutes. Noted.

RESOLUTION C2021/9q: To ratify the payments reported. **Agreed.**

11.2 Any matters arising?

There were no matters raised.

12. Any reports from representatives on local organisations

12.1 Kesgrave, Rushmere, Martlesham, Carlford & Fynn Valley Community Partnership CR12 filed in the office together with the minutes. Noted the length of Felixstowe Road is a problem particularly the junction of Main Road and Felixstowe Road, and Anson Road and Felixstowe Road.

ACTION: Council Officer to publicise the road and traffic survey on Facebook. Clerk to inform East Suffolk Council of issues concerning the junction of Main Road and Felixstowe Road, and Anson Road and Felixstowe Road. **Agreed.**

At 9.30pm the following decision was made:

RESOLUTION C2021/9r: To suspend Standing orders 3w to extend the meeting for a further 10 minutes to complete all the business on the agenda. **Agreed.**

12.2 SALC AGM 29.7.2011

RESOLUTION C2021/9s: To authorise Mr O' Brien Baker to attend the SALC AGM and exercise any MPC voting rights. **Agreed.**

13. Items for Martlesham newsletters/Facebook/website

Contributions/what has this meeting achieved? Consider an article on dog fouling. Advertise the Community Partnership Survey.

RESOLUTION C2021/9t: 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 following item was taken in camera and the Council Officer was asked to leave the room.

The Council Officer left the room.

14. Staff Matters

14.1 Payment of TOIL CP – Confidential Report filed in the office.

RESOLUTION C2021/9u: To agree the payment of time off in lieu (TOIL) to the retiring Clerk as set out in the confidential report. **Agreed.**

The former Clerk and Finance Officer was thanked for her work as a Clerk.

The meeting came out of camera.

The Council Officer returned to the room and the meeting.

The meeting was closed at 9.36pm.

M. Williamson

Chairman, 06 October 2021

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