

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 5th of FEBRUARY 2025

PRESENT: Cllr L Burrows (Chairman), Mr Cllr M Irwin (Vice Chairman), Cllr S Daws, Cllr C Gleeson, Cllr J Hall, Cllr I O'Brien Baker, Cllr D Parson, Cllr R Staines, Cllr E Thompson, Cllr Whitby

In attendance: Mrs L Burgess (Clerk/Chief Officer)

Mark Packard (District Councillor)
Patti Mulcahy (County Councillor)

The meeting started at 7.30 pm

1. **Apologies:** Cllr H Davey
2. **Any declarations of disclosable pecuniary or local pecuniary interests:**
None
3. **Minutes of Parish Council Meeting 08.01.25** CP - minutes filed in the office.
The minutes were approved and signed as correct by the Chairman. **Agreed**
4. **Actions from last meeting** Ongoing or on the agenda
5. **PUBLIC FORUM**
 - 5.1 Reports from District Councillors

District Cllr Thompson reported that on Monday 3rd February, he had attended a health overview for Suffolk Dental School. They offer emergency dental surgery throughout Suffolk & North Essex. They are also involved with schools and show children how to brush their teeth correctly. They are looking for exposure, how can we help?

Cllr Thompson also advised that we could make parking on the street chargeable.

District Cllr Packard confirmed that neither he nor Cllr Thompson would be able to attend the meeting scheduled for the 19th March, where the proposals for Main Road are to be discussed. He stressed that he was anxious that it was not to be an angry meeting. Carl Ashton, Highways, was coming back to discuss new ideas to the unfinished plans. He advised that Cllr Mulcahy needed to attend as she needed to be happy with the proposals.

Cllr Packard also advised that a meeting had been held by East Suffolk Council on Monday, he reported that it had been confirmed that there was a need to double the number of houses within the district. Martlesham Parish Council would be involved in the call for land. Where can new houses be built?

5.2 Reports from County Councillors

County Cllr Mulcahy confirmed that she had not yet been made aware of the meeting that was scheduled for the 19th of March to discuss the proposals for Main Road, Martlesham. Clerk to formally invite Cllr Mulcahy to the meeting.

Cllr Mulcahy confirmed that the discussions around the A12 improvements were on going. Projects being funded by CIL money were progressing faster than the

A12, due to compulsory purchases and planning applications. In 6-8 weeks, speed safety monitoring would begin, along with the issues surrounding visibility from the Felixstowe Road to Main Road.

Cllr Mulcahy spoke about the traffic light system on the A12 and confirmed that the lights at Foxhall and Barrack Square were part of the planning application for Brightwell Lakes. Cllr Whitby asked whether the traffic lights could be peak time only. Cllr Mulcahy confirmed that discussions had taken place with Suffolk Constabulary who raised concerns that if the lights were peak time only then confusion could arise resulting in more accidents.

Cllr Mulcahy advised that vehicular access through Sandy Lane was still under review and no decision had been made.

Cllr Mulcahy confirmed that she was backing several projects that would be undertaken from a Highways Locality Budget. Her proposals were submitted on the 18th of December 2024. She confirmed that the proposed projects included the road markings & road signs by the Douglas Bader, and the cutting back of the vegetation/gorse at Anson Avenue which should take place during the 1st quarter (within 14 weeks).

Cllr Daws asked about the modal filter on Felixstowe Road. Cllr Mulcahy advised that the issue had been raised with transport/highways departments, but this was an ongoing issue. The traffic using the Felixstowe Road would be monitored during the speed safety monitoring period/survey. Cllr Parsons advised that during the moveable speed watch indicators the noticed that approximately 2/3rd of vehicles use the Felixstowe Road.

5.3 To allow members of the public to address business on the agenda
There was one member of the public present.

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

6. Financial Matters

6.1 Payments made between meetings

Resolution C2025/2a to ratify the following payments. **Agreed**

Payments made between meetings								
Date of Invoice	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
13/01/25	Tesco	10.60	0	10.60	Various office/meeting related			
13/01/25	Anglian Water	19.31	3.86	23.17	19/9 to 18/12/24			
05/01/25	J Goodluck	180.00	0	180.00	December litter picking			
08/01/25	Webfactory	16.99	3.40	20.39	January website, domain, email monthly fee			
17/01/25	SALC	35.00	7.00	42.00	Planning webinar			
17/01/25	Jane Hall	69.35	0	69.35	Food "Meet the Clerk"			
31/12/24	SCL Landscape Management	850.88	176.18	1021.06	December scheduled works			
31/12/24	SCL Landscape Management	106.50	21.30	127.80	Additional works: remove tyre from Orchard, Remove damaged Perspex from bike shelter Runway carpark. Adjust timer light Runway Carpark to work on Mondays			
10/01/25	Ipswich Computer Services	204.73	40.95	245.68	Provision of mailboxes, licences - January			
15/01/25	Defib World	212.99	41.60	254.59	Defibrillator replacement battery			
22/01/25	Land Registry	7.00	0	7.00	Documents for land at North Green			
30/11/24	SCL Landscape Management	1663.64	332.73	1996.37	November scheduled works			
08/11/24	Ipswich Computer Services	204.73	40.95	245.73	Provision of mailboxes, licences - November 2024			
14/11/24	Ipswich Computer Services	100.00	20.00	120.00	Annual fee for server certificate provision from 23/9/24 - 22/9/25			
14/11/24	Ipswich Computer Services	50.00	10.00	60.00	Resolve internet issues in office			
17/01/25	D Hunt	731.70	0	731.70	Provision of finance services			
15/01/25	Waterplus	14.28	2.86	17.14	The Street Recreation Ground 2/11/24 - 12/1/25			
18/01/25	Yorkshire Gas & Power	319.49	63.91	383.40	Parish Rooms electricity 17/12/24-17/1/25			

6.2 Pending expenditure transactions

Resolution C2025/2b that the following payments be made. **Agreed**

Pending Payments

[illegible]

6.3 Income & expenditure - **noted**

6.4 Precept – confirmation of safe receipt – received 29th January 2025 - **noted**

7. To consider reports and recommendations from committees

7.1 Recreation & Amenities Committee 15.01.25 – Approve minutes - **Agreed**

7.2 Approval of Martlesham Academy's proposal for new fencing to the leased land. Cllr O'Brien Baker requested that we ask Martlesham Academy to remove the existing fence posts in their entirety- **Resolution C2025/2c** proposal for the new fencing **Agreed**

Parish Council was informed that Martlesham Academy no longer wished to increase the term of the lease as they would have to have consent from the DfE to increase the term to 7 years. They were also looking for an amendment to Clause 7.2. Clarification will be sought and investigation as to the definition of the clause will be undertaken.

7.3 Approval of Project planning document – Clarification was sought as to whom decides what projects are viable and undertaken. This will be discussed at the next Parish Council Meeting. It was confirmed that the Project Planning Document would be used by the Office to keep a record of progress of projects for ease of reference to Councillors and potential as evidence for a bid for funding.

7.4 Consider delegating authority to the Clerk for planning consultations received 29.01.25 – Authority delegate to the Clerk to respond to planning consultations following consultation with members of the DETC and for Councillors to respond. A deadline of the 12th of February was set to receive comments in respect of the consultations received on the 29th January 2025 - **Resolution C2025/2d** Delegation

of authority to clerk to response to planning consultations received 29.01.25
Agreed

8. Clerk's Report

The Clerk sought approval to standardise Parish Council Policies and to bring draft policies to the relevant committees for Approval. It was suggested that Policies should just show a reviewed date and when the policy will next be reviewed. The Clerk discussed the content of the current Safeguarding and Lone Working Policies and how they had been drafted for review by Committees.

9. Staffing

9.1 The Clerk takes on the role of Responsible Finance Office (RFO) - **Resolution C2025/2e** Clerk to take on the role of Responsible Finance Officer **Agreed**
It was noted that a new contract will have to be issued confirming the new responsibilities of the Clerk.

9.2 To Employ an Admin/Finance Officer - **Resolution C2025/2f** advert to be drafted for the employment of an Admin/Finance Officer **Agreed**
Advert to be drafted and ready to go out by Friday 14th February.

10. To consider reports from working groups

10.1 Village Fete Update
Cllr Irwin reported that Cllr Davey had been working hard on the entertainment aspects of the Fete. Stand/Stall requests have gone out. The RSPCA will be running a Dog Show. There was still a query as to whether the Army Cadets would be available to help this year. Cllrs Geeson suggested Police Cadets, she has a contact and will pass on the details to Cllr Irwin. It was noted that the Office has offered to undertake some of the admin and to assist with the Parish Council Stand

11. Consultations

11.1 Any Consultations to consider?
There were no consultations to consider.

12. Training

12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting
Further discussion needs to take place. Cllr Irwin suggested that The Belbin Approach should be looked at. Cllr Staines would like to continue his talk/presentation on Arnold-Baker. To be discussed at the next meeting.

13. Recreation Gound Trust (The Parish Council acts as sole trustee in the interest of the Trust): to consider any matters other than those within the remit of the Recreation & Amenities Committee

13.1 Any to report?
Nothing to report

14. Any reports from representatives on local organisations

14.1 Martlesham Community Hall Committee
Nothing to report, Clerk to Liaise with Cllr Thomson with regards to attendance at the next zoom meeting.

14.2 Any other reports?

Cllr Parsons advised that he may not be available for the next Surgery at the Runway Café on the 14th February, Cllr Geeson offered to stand in

15. Items from Martlesham newsletters (March)/Facebook/Website

Cllr Hall to share with Cllr Burrows and the Clerk. Future newsletter items will be worked on together between Cllr Hall and the Clerk

15.1 Contributions/what has this meeting achieved?

This meeting was closed at: 9:08 pm

Chairman, 5th March 2025