

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 4th June 2025

PRESENT: Cllr L Burrows (Chair), Cllr S Daws, Cllr C Geeson, Cllr J Hall (Vice Chair), Cllr I O'Brien Baker, Cllr E Thompson

In attendance: Mrs L Burgess (Clerk/RFO)
Lana Galbraith

The meeting started at 7.30 pm

1. **Apologies:** Cllr H Davey, Cllr R Staines, Cllr P Whitby.
Apologies were also received from Cllr Packard
2. **Any declarations of disclosable pecuniary or local pecuniary interests:**
There were none declared
3. **Filling the Parish Council Vacancies** CP papers filed in the office together with the minutes. The PC proceeded with the co-option process for Lana Galbraith, who met the criteria for councillor.
Lana Galbraith provided a written statement which was circulated electronically before the start of the meeting, a hard copy was also available. Mrs Galbraith also spoke at the invitation of the Chair commenting that we live in a beautiful locality.
Resolution C2025/6a That Lana Galbraith is appointed a councillor for Martlesham ward by co-option and to sign the Declaration of Acceptance of Office. **Agreed**
The Chair welcomed Lana Galbraith to the Parish Council. Cllr Galbraith joined the meeting sitting next to Cllr Hall who provided support during her first meeting of the Parish Council.
4. **Minutes of Parish Council Meeting 07.05.25** 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 District Councillors
Apologies had been received from Cllr Packard through Cllr Hall. Cllr Hall advised that she had expressed thanks to Cllr Packard on behalf of the Council for the assistance he has recently provided.
Cllr Thompson confirmed that he had attended a Licencing meeting in Beccles, for a Hairdressers/Barbers. He advised that if such applications were made in the future, then it would be prudent to actively lobby the Police and Fire Services. As none of the relevant authorities objected the Licence was passed.
 - 6.2 Reports from County Councillors
There was no representation from the County Councillor.
Cllr Geeson shared details from the SCC meeting on Devolution and LGR that took place in Kesgrave on the 03.06.25. SCC are favouring either 1 or 2 Unitary Councils. The whole of Suffolk or Greater Ipswich which would incorporate Martlesham, coastal regions including Felixstowe around to Needham Market and the rest of Suffolk would provide the 2nd Unitary.
It is important that we encourage as many of our community to complete the survey regarding Local Government Reorganisation, the link to which appears on the Parish Council Website.

Mayoral elections are due to take place in 2026.

6.3 To allow members of the public to address business on the agenda

There were no members of the public present

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/Income & Expenditure

The Current Income and Expenditure to the date had been circulated together with an explanation as to the queries raised at the Finance & General Purpose Committee meeting. The clerk explained that the bank reconciliation is yet to be completed as there were a couple of payments still be agreed before inputting on Rialtas.

Resolution C2025/6b to agree the report provided. **Agreed**

7.2 Payment made between meetings

[illegible]

Resolution C2025/6c that these be ratified. **Agreed**

7.3 Pending payments

[illegible]

Resolution C2025/6d that the payments be made. **Agreed**

8. To consider reports and recommendations from committees

8.1 Recreation & Amenities Committee 14.05.2025 Minutes

Resolution C2025/6e to approve the minutes of the Recreation & Amenities Committee from the 14.05.2025 - **Agreed**

8.2 Finance & General-Purposes Committee 28.05.2025 minutes

Resolution C2025/6f to approve the minutes of the Finance & General-Purposes Committee from the 14.05.2025 - **Agreed**

8.3 Recommendation F2025/5a recommend full Council to approve and sign the bank reconciliations for year ending 31st March 2025

Bank reconciliations and the associated bank statements

Resolution C2025/6g full council to approve and sign the bank reconciliations for year ending 31st March 2025 – **Agreed**

8.4 Annual Internal Audit Report 2024/25 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report from internal auditor

Recommendation F2025/5b recommend to full Council to approve page 3 of AGAR and the report from the internal auditor

Page 3 of the AGAR together with report from the internal auditor had been provided electronically to Councillors prior to the meeting

Resolution C2025/6h full Council to approve page 3 of AGAR and the report from the internal auditor – **Agreed**

8.5 Asset Register 2024/25 Recommendation F2025/5c recommend to full Council for approval

The Asset Register has been updated and is now in a legible excel spreadsheet format, which reduces the risk of calculations errors in respect of the value of the Council assets. Councillors has been provided with an electronic copy of the register prior to the meeting

Resolution C2025/6i full council to approve the Asset Register 2024/25 – **Agreed**

8.6 Income & Expenditure account for the year ended 31st March 2025 with supporting statement Recommendation F2025/5d recommend to full Council for Approval

Councillors has been provided with an electronic copy of the Income & Expenditure for year ended 31st March 2025.

Resolution C2025/6j full Council to approve the Income & Expenditure for year ended 31st March 2025 together with supporting statement – **Agreed**

8.7 Annual Governance Statement & Accountability Return (AGAR) 2024/25 Form 3 for year ended 31st March 2025 – Section 1 Annual Governance Statement answering “yes” to statements 1-9 (page 4) Recommendation F2025/5e recommend to full council answering “yes” to statements 1-9 in Section 1 of the Annual Governance Statement for approval

Councillors had been provided with Section 1 of the AGAR prior to the meeting to allow them time to consider the content of the form and questions.

Resolution C2025/6k full Council to approve the recommendation to answer “yes” to questions 1-9 in Section 1 of the Annual Governance Statement – **Agreed**

8.8 Section 2 – Accounting Statements 2024/25 of the AGAR for year ended 31st March 2025 including accounting statements (page 5), bank reconciliation, working details for reserves reconciliation boxes 7 & 8, explanation of variances & information required by intermediate level review procedures Recommendation F2025/5f recommend to full Council for approval of completed section 2 and explanation of variances.

Councillors were provided with Section of the AGAR together with an explanation of variances and information as required.

Recommendation F2025/5f recommend to full Council for approval of completed section 2 **Resolution C2025/6l– Agreed**

8.9 Period for the exercise of public rights relating to the annual accounts

Recommendation F2025/5g to complete and put to full Council

Councillors were provided with a draft Notice of Period for the Exercise of Public Rights relating to the annual accounts prior to the meeting.

Resolution C2025/6m full Council to approve the draft Notice of Period for the Exercise of Public Rights – **Agreed**

8.10 Annual Return for year ending 31.03.25 Recommendation F2025/5h recommend to full council.

Resolution C2025/6n for full Council to approve the Annual Return for year ending 31.03.2025

8.11 Reports for signing from year end closure by Rialtas Recommendation F2025/5i recommend to full Council

Resolution C2025/6o full Council to sign the Rialtas Year-end closure reports for year ending 31.03.25 – **Approve**

8.12 Internal Control Statement for Year Ending 31.03.25 Recommendation F2025/5j recommend to full Council the Internal Control Statement and completed Internal Control Report for approval

The Internal Control Statement and Associated Control Report has been provided to Councillors prior to the meeting allowing them time to consider the Statement and Report.

Resolutions C2025/6p full Council to approve the Internal Control Statement and associated report - **Approve**

8.13 Recommendation F2025/5k updated Standing Orders (in line with amendments from NALC to items 14 Code of Conduct Complaints & 18 Financial Controls and procurement, but retaining contract estimated value to the lower level of £25,000 (not increasing to £60,000). To add “Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender or any tender”. To make the Standing Orders gender neutral. Councillors were provided with a copy of the draft amended Standing Orders prior to the meeting for consideration.

Resolution C2025/6q full Council to approve the draft Standing Orders to include the following amendments:-

- Number 14 – Code of Conduct, follow recommendation from NALC to exclude a, b & c
- Retain the value of £25,000.00 in number 18 v.
- To include the additional clauses in relation to Tenders in 18 c, replacing the existing. To include the additional wording the “Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value or any tender”.

8.14 Financial Regulations Recommendation F2025/5l recommend that this item is deferred to the Full Council for consideration and approval

Councillors were provided with the draft Financial Regulations prior to the meeting for consideration.

Resolution C2025/6r approve the financial regulations as amended - **Agreed**

- 8.15 Register of interests: reminder to complete, review annually, update as necessary Recommendation F2025/5m recommend to full Council to remind Councillors to review their registered interests and update as necessary - **Note**
- 8.16 Grant Policy Recommendation F2025/5n recommend full Council to adopt the changes to the policy and ensure that Grant applications are advertised from August **Resolution C2025/6s** for full council to approve the updated Grant Policy & Application Form - **Agreed**
- 8.17 Insurance Cover – renewal due at the end of September 2025 Recommendation F2025/5o investigate alternative insurance providers and pass to full Council for consideration and approval
Resolution C2025/6t for Clerk to investigate alternative insurance providers for the renewal in September - **Agreed**
- 8.18 Health & Safety Policy Recommendation F2025/5p general Risk Assessments to be reviewed as required. Recommend full Council to adopt the changes to the Policy and approve
Resolution C2025/6u for full council to approve the updated Health & Safety Policy - **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 2024.

There were none other than those reported below

9.2 Projects Update

Councillors providers with a update on current projects to include “Nature for us all” at Kronjis Piece. The Planning Pre App came back with a query regarding the Swales as these will ultimately be attached to any alternations. Planning Officer currently liaising with the planning office as to whether we can proceed without planning permission as the Carpark resurface is not part of this “Nature for us all” project.

Resolution C2025/6v Planning officer to liaise with the Designer to keep project on track – **Agreed**

Resolution C2025/6w – Planning officer to commence project proposal for the resurfacing of the Recreation Ground Carpark – **Agreed**

Proposed resurfacing of Walk Farm Wood Carpark – planning pre app returned requesting surveys to be undertaken

Resolution C2025/6x for planning officer to obtain quotes for Tree Survey, tree protection plan & arboriculture method statement and preliminary ecological survey - **Agreed**

9.3 Neighbourhood Watch

Councillors were provided with an update on the proposed Neighbourhood Watch Scheme for Martlesham.

Resolution C2025/6y – Councillors to agree to the Parish Council registering for the neighbourhood watch scheme, further work to be undertaken in respect of the cost of the sign for each road - **Agreed**

10. To consider reports from working groups

10.1 Village Fete 19.07.23 - any update?

Report provided by Mike Irwin - **note**

10.2 Martlesham Community Speed Watch – update on new equipment.

Meeting arranged between office staff and Community Speed Watch SID Volunteers for 26th June, to see how we can provide support. All officers have been accepted to undertake the training and assist if volunteer team numbers are down, therefore allowing the tracking to continue - **note**

10.3 Martlesham Climate - any update

None received

11. Consultations

11.1 Any Consultations?

Suffolk – LNRS

ESC/SCC Local Government Reorganisation

Councillors were reminded to complete the surveys - **note**

12. 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

12.1 Any to report?

Full Rate Relief received from ESC - **noted**

13. Any reports from representatives on local organisations

13.1 Any other reports?

There were no reports received.

14. Items from Martlesham newsletters (August)/Facebook/Website

Neighbourhood Watch, Grant Applications

15. What has this meeting achieved?

Co-option of new Councillor – Lana Galbraith

Agreement to sign up for neighbourhood watch scheme

Approval of finance documents

Adoption of policy amendments

This meeting was closed at: 9.28

Chairman, 2nd July 2025