

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 5th of March 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 H Davey, Cllr E Thompson, Cllr Whitby

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

Mark Packard (District Councillor)

The meeting started at 7.30 pm

1. **Apologies:** Cllr R Staines, Patti Mulcahy (County Councillor)
2. **Any declarations of disclosable pecuniary or local pecuniary interests:**
3. **Approve confidential minutes from Parish Council Meeting 08.01.25**
4. **Minutes of Parish Council Meeting 05.02.25** 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

Cllr Thompson confirmed that he had attended a Health overview and scrutiny meeting, a Licensing subcommittee at Leiston.

Cllr Packard reported that the Police had attended the Community Partnership meeting to report that action was taken in respect of the Community Speed Watch reports and where it was deemed serious enough, individuals were paid a visit. Cllr Packard confirmed that he was happy for Cllr Parsons to report back to our Speedwatch volunteers.

Cllr Packard provided an update with regards to Devolution, that the Council was required to send in their proposal for unitries by the 21.03.25. There are 2 or 3 alternatives including Greater Ipswich wanting to include Martlesham and Felixstowe. ESC is in favour of joining Ipswich totalling approximately 260K people and splitting the rest of the county into 2. He advised that currently the County Council are favouring inclusion of the whole County to include approximately 760K people. Government will report back in September on the best option. This would result in a May 2026 election for a Mayor across Norfolk and Suffolk.

Cllr Packard confirmed that he would be unable to attending the DECT Meeting on the 19th March, but reiterated his request for Councillors to remain courteous during the meeting. This was confirmed but Cllr Hall advised that the Parish Council could not speak on behalf of any residents that attended including those invited by Cllr Packard.

6.2 Reports from County Councillors

See CP filed in Parish Room Office

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

None present

6.4 Any issues raised by the public

Cllr Geeson raised the prospect of a greater neighbourhood watch. Currently there is only one in Martlesham Heath. These are now larger schemes and not just particular roads. Residents can sign up online and receive alerts for their local area. Cllr Geeson is interested in promoting the scheme across Martlesham and for the Parish Council to Sponsor the scheme (signs costs £6.99 each). Cllr Geeson to provide details for the Parish Council Website and Facebook page

Resolution C2025/3a to make this proposal an agenda item for the next meeting

7. Financial Matters

7.1 Monthly finance report, including monthly bank reconciliation figures/Income & Expenditure

The Current Income and Expenditure to the 25th February 2025 was **noted** and the Bank Reconciliation signed **noted**

7.2 Payment made between meetings

Resolution C2025/3b that these be ratified. **Agreed**

Payments made between meetings at 5/3/2025

Date of invoice	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
31/1/25	SCL Landscape Management Ltd	633.00	126.60	759.60	Additional works – January 2025			
31/1/25	SCL Landscape Management Ltd	775.40	155.08	930.48	Schedules works – January 2025			
04/2/25	BNP Paribas	125.45	25.09	150.54	Photocopier rental 6/3/25 to 5/6/25			
18/2/25	Yorkshire Gas & Power	388.65	77.74	466.39	Electricity 17/1/25-17/2/25			
28/2/25	HMRC	1508.27	0	1508.27	Income tax & N I February 2025			
28/2/25	Suffolk Pensions	1935.81	0	1935.81	Employer & employee pension contributions – February 2025			
	TOTALS	5366.58	384.51	5751.09				

7.3 Pending payments

Resolution C2025/3c that the payments be made. **Agreed**

Pending Payments at 5 March 2025

[illegible]

8. To consider reports and recommendations from committees

8.1 Finance & General-Purpose Committee 26.02.25 Minutes- **Agreed**

8.2 Recommendation F2025/2a the F&GPC recommends to the Parish Council that the IA is asked to use the internal audit checklist in the JPAG Practitioner's Guide 2024 as the basis for the internal audit 2024/25
<https://www.nalc.gov.uk/resource/practitionersguide2024.html> - **Agreed**

8.3 Recommendation F2025/2b the F & GPC recommends to the Parish Council to approve the updated Asset Register. Clerk to update and approved based on the updates – **Agreed**

8.4 Recommendation F2025/2c the F & GPC recommends to the Parish Council to approve Updated Parish Room Policy – **Agreed**

8.5 Recommendation F2025/2d the F & GPC recommends to the Parish Council to approve Freedom of Information Publication – note review by ICO from Spring 2025 – **Agreed**

8.6 Recommendation F2025/2e the F&GPC recommends to the Parish Council to approve the revised Safeguarding Policy – **Agreed**

8.7 Recommendation F2025/2f the F&GPC recommends to the Parish Council to approve the revised Lone Working Policy – **Agreed**

8.8 Recommendation F2025/2g the F&GPC recommends to the Parish Council to approve the Flexible Retirement Policy – **Agreed**

8.9 Update on all projects and or ideas at present being undertaken by MPC. How have they been funded and what stage are we at?

Cllr Irwin asked how we decide the criteria of projects and by what mechanism will be used to set these. Cllr Geeson suggested that we would need a Strategy each year to look at the priorities of the Community for us to set/undertake projects for projects over a period of time, for example: - Year 1, Year 3, Year 5. Cllr Geeson suggested strategy building for the Topic at the August Workshop.

Cllr Hall informed the meeting that at the Town & Parish Council Conference that was attending on the 27th of February 2025, showed that Parish Infrastructure Information Plans were highly regarded (PIIP), Cllr Hall to circulate the template to Councillors.
Resolution C2025/3d to discuss at the Finance & General-Purpose Meeting in May

8.10 Consider actioning work to be undertaken at Walk Farm Wood Carpark. What route should be followed?

Resolution C2025/3e for Option 2, improvement of the carpark should be pursued. Advice to be sought on specification for the works and quotes to be obtained. Planning & Project Officer to research this and seek quotes, delegate project to the Rec & Am Committee

- 8.11 Sign Lease with REAch2 for land at Jubilee Play space – leased signed and Clerk to send copy to REAch2

9. Clerk's Report

- 9.1 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.
- 9.2 Annual Parish Meeting (APM) 26.03.25 Admin Officer is working on invites to the meeting and administration surround the same - **noted**
- 9.3 Consider Training & Team Roles – Belbin Model. Proceed with the online model for Councillors and Officers of the Parish Council, Clerk to research accessibility for Cllr Daws - **Agreed**

10. To consider reports from working groups

- 10.1 Village Fete 19.07.23 - any update?

Cllr Irwin confirmed that things were still moving ahead, no response had been received from the Cadets so he would pursue the suggestion from Cllr Geeson to approach the Police Cadets

- 10.2 Martlesham Community Speed Watch – update on new equipment.
Cllr Parsons confirmed that the new equipment had been received, this would shortly be installed

11. Consultations

- 11.1 Norfolk & Suffolk Devolution Consultation
<https://consult.communities.gov.uk/lggc/norfolkand-suffolk-devolution-consultation/>
Resolution 2025/3f add to the website for public to view and Facebook and add to the April Agenda for information and updating

12. Training

- 12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting
Resolution 2025/3g Cllr Geeson to conduct a session on Strategy Building Training

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 Any other reports?
None

15. The next item to be taken in camera. To consider excluding the public and press for the next items 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).

15.1 Amenity Land of North Green – approve confidential minutes. Consider next steps
Confidential Minutes

16. The next items to be taken in camera to consider excluding the public and press for the next items 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)- Staffing

16.1 Update on applications for Finance & Administration Officer

16.2 Completion of probation period by Planning & Project Officer

16.3 Clerk/RFO

Confidential Minutes

17. 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

17.1 Contributions/what has this meeting achieved?

Work to commence on the proposal for Walk Farm Woods Carpark, Signed Lease between Martlesham Parish Council and REAch2 Academy Trust, reviewal of projects and proposed strategy building training

This meeting was closed at: 9.28

Chairman, 2nd April 2025