# MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 7th May 2025

**PRESENT:** Cllr L Burrows (Chairman), Cllr S Daws, Cllr J Hall, Cllr I O'Brien Baker, Cllr C Geeson, Cllr R Staines, Cllr E Thompson, Cllr P Whitby

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

Mark Packard - District Councillor

The meeting started at 7.30 pm

#### 1. Election of Chairman of Martlesham Parish Council

Laurence Burrows was proposed and seconded

Resolution C2025/5a To appoint Mr Burrows as Chairman— Agreed

#### 2. Election of Vice-Chairman of Martlesham Parish Council

Jane Hall was proposed and seconded

Resolution C2025/5b To appoint Mrs Hall as Vice Chair—Agreed

- 3. Apologies: County Cllr Patti Mulcahy
- 4. Any declarations of disclosable pecuniary or local pecuniary interests: None raised
- 5. Filling the Parish Councillor Vacancies

Note

**6. Approve minutes from Parish Council Meeting 02.24.25** CP – minutes filed in the office. The minutes were approved and signed as correct by the Chairman – **Agreed** 

# 7. Actions from last meeting

Ongoing or on the agenda

# 8. PUBLIC FORUM

# 8.1 Reports from District Councillors

D Cllr Thompson advised that he had some Licensing meetings scheduled in, one of which was cancelled due to the application being withdrawn. He has also attended meetings on the Local Government Reorganisation. D Cllr Thompson was thanked for the report that he provided.

D Cllr Packard reported that the new café in the Square was opening. This business is opening as community café and he will be popping in on Monday with D Cllr Thompson to offer their support. Cllr Hall questioned whether there had been a report in respect of the planning application, this was originally for a change of use, previously there has been no out door seating, would this still be the case? D Cllr Packard to look into the planning report.

D Cllr Packard also advised the Parish Council that Hastoe were having a celebration of completion of the development at Black Tiles and he had been invited to attend. It was confirmed that Cllr Hall and Cllr Davey would also be attending.

D Cllr also mentioned that there were new neighbourhood plans being submitted.

# 8.2 Reports from County Councillors Nothing to report

# 8.3 To allow members of the public to address business on the agenda

There were no members of the public present.

# 8.4 Any issues raised by the public

None raised.

# 9. Appointment of Committee Members

Resolution C2025/5c that the council appoints the following Committees- Agreed

# **Development, Environment & Transport Committee**

Cllr Hall

Cllr Davey

Cllr Thompson

Cllr Whitby

**Cllr Burrows** 

Cllr Daws

Members - 6

Quorum - 3

# Finance & General Purpose Committee

**Cllr Burrows** 

Cllr Hall

Cllr O'Brien Baker

Cllr Thompson

Members – 4

Quorum – 3

# **Recreation & Amenities Committee**

**Cllr Burrows** 

Cllr Davey

Cllr Geeson

Cllr Hall

Cllr O'Brien Baker

**Cllr Staines** 

Cllr Thompson

Members – 7 Quorum – 3

# 10. Appointment of Chairmen of Committees

**Resolution C2025/5d** That Mrs Hall is appointed Chairman of the Development, Environment & Transport Committee (DETC), that Mr Burrows is appointed as Chairman of the Finance & General Purposes Committee, to appoint a Chairman to each meeting of the Recreation & Amenities Committee – **Agreed** 

# 11. Appointment to Working Groups & Parish Council (PC) Stand Working Group (for Village Fete)

**Resolution C2025/5e** that the following individuals are appointed to the working groups listed below:-

#### **Working Groups reporting to the Full Parish Council**

# **Martlesham Climate Action**

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

It was noted that engagement should be made with this group with regards to the Biodiversity Action Plan

#### **Martlesham Village Fete Working Group**

Mike Irwin, Helen Davey, Chrissie Geeson

# Parish Council (PC) Stand Working Group

Previously disbanded **Resolution C2024/5g** It was noted that Cllr Hall & the Clerk are happy to look at what is required for this year's stand.

## Personnel Working Group (to incorporate the Volunteer Working Group)

Chrissie Geeson, Jane Hall, Laurence Burrows, Ian O'Brien Baker, Paul Whitby

# **Biodiversity Working Group**

Jane Hall, Helen Davey, Paul Whitby

## **Speed Reduction Group**

<u>SID</u> - Lindsay Daws, Simon Daws, Peter Glen, Karl Kitchener, Ros Jones, Paul Whitby, Jill Painter, Bob Boggon, Jenny Mahoney, Alison Jones & Byron Jones

<u>Martlesham Community Speed Watch Group</u> - Robin Guy, Clive Barker, Jill Painter, Lindsay Daws, Jenny Mahoney, Bob Boggon, Karl Kitchener, Linda MacKenzie

## Working Groups reporting to the Recreation & Amenities Committee

# **Community Orchard Working Group**

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

# **Martlesham Common Working Group**

Laurence Burrows, Helen Davey, Jane Hall, Edward Thompson, Paul Whitby, Maureen Burrows, Sonya Burrows, James Baker (Greenways Projects)

# **Portal Woods Conversation Group**

Stephen Corley, Phil Davies, Duncan Sweeting, Colin Webb, Richard Staines

## **Recreation Ground & Kronjis Piece Steering Group**

Helen Davey, Laurence Burrows, Jane Hall, Maureen Burrows, Sonya Burrows

# **Litter Working Group**

Richard Staines, Edwards Thompson

# Working Groups reporting to the Development, Environment & Transport Committee

It was noted that there are currently no working groups reported to the DETC

# 12. Appointment of Safeguarding Officer

Chrissie Geeson was proposed and seconded

#### Resolution C2025/5f To appoint Mrs Geeson as Safeguarding Officer – Agreed

# **13.** Appointment of Representatives to external organisations & other appointments Resolution C2025/5g that the following individuals are appointed to the external

organisations and other appointments below:-

Brightwell Lakes Forum – Cllr Hall Deben Estuary Partnership – Cllr Hall Disability Advice Forum – Cllr Daws

East Suffolk Lines Community Rail Partnership (South line group) - Cllr O'Brien Baker

East Suffolk Greenprint Forum - Cllr Hall

Interparish Green Infrastructure Group – Cllr Hall

Kesgrave, Rushmere St Andrew, Martlesham, Carlford & Fynn Valley Community Partnership

(Community Partnership) - Cllr Hall

Martlesham Community Council – Cllr Burrows

Martlesham Community Hall Management Committee – Cllr Thompson/Clerk

Martlesham Heath Pavilion Management Committee - Cllr Geeson

Martlesham Village Hall Committee – vacant position Martlesham Youth Football Club – vacant position National Association of Local Councils (NALC) – Cllr Hall Portal Woodlands Conservation Group – Cllr Staines

Public Transport Liaison Officer – Cllr Daws Rights of Way Liaison Officer – Cllr Whitby SAVID (Safer Village Driving) – Cllr Hall

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

#### 14. Appointment of Notice Board Caretakers

**Resolution C2025/5h** – **Agreed** that the following individuals are appointed as Notice Board Caretakers:-

Black Tiles Lane/Main Road Cllr O'Brien Baker
Black Tiles Post Office Cllr O'Brien Baker

Crown Point Cllr Davey
Deben Avenue/Gorseland School Phil Geeson
Deben Avenue/Main Road Phil Greeson
Falcon Residential Park Cllr Davey
Lancaster Drive Mr Denton

Manor Road Cllr Burrows/Cllr Whitby

Martlesham Community Hall Office Staff

Mill Heath Cllr O'Brien Baker

School Lane Cllr Hall
The Square Cllr Davey

The Street Cllr O'Brien Baker

# 15. Play Area & Trim Trail Inspectors

**Resolution C2025/5i** - Agreed that the following people are appointed play area and trim trail inspectors:-

Centenary Play Space Office Staff, Paul Edwards

Harry Higgins Play Park Wally Welch, Rachael George, Paul Edwards

(standby)

Jubilee Play Space Phil Geeson (office staff to cover in absence)
Diamond Jubilee Bike Trails Phil Geeson (office staff to cover in absence)

Kronjis Piece Play Area Office Staff

Trim Trail - Martlesham Heath Trim Trail - Martlesham Common Dave Parson (monthly)/Cllr Thompson
Office Staff

# 16. Review of annual subscriptions 2025/26

Agree the annual subscriptions for year 2025/2026; agree donations to Community Action Suffolk; Agree recommended £60.00 annual payment to CPRE. Agree for Clerk to become a member of SLCC and to look further into the benefits for all Council Officers to become members & report in the June Parish Council Meeting

Resolution C2025/5j - Agreed

# 17. Review of ongoing routine service contracts

To delegate to the Clerk to agree ongoing service contracts. This includes heating/air-conditioning, security alarm, photocopier (changing from Apogee to Evolve at the end of May), Rialtas, finance system.

Resolution C2025/5k - Agreed

# 18. Review any deeds, leases, legal documents held, as necessary.

Clerk to bring the details of these to the F&GP in May, in particular the Lease with the Community Hall Management Committee – **note** 

# 19. Review authorised signatories

- 19.1 Review signatories, 4 signatories required, plus removal of those necessary. Add Cllr Geeson & Cllr Thompson Resolutions C2025/5l Agreed
- 19.2 Authorise Clerk/RFO access to Unity Trust Bank, removal of Mike Irwin/Kreon Wynn take to F & GPC **Resolution C2025/5m Agreed**

# 20. Electronic issue of agendas, associated papers & minutes

Continued use of email to issue paperwork (Standing Order 15b permits), resolve issues with Cllr O'Brien Bakers access to electronic paperwork

Resolution C2025/5n - Agreed

# 21. Financial matters

21.1 Payments made between meetings

Resolution C2025/50 that these be ratified – Agreed

	PAYMENTS MADE BETWEEN MEETINGS 07.05.25							
Date	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
01.04.25	Tesco	4.75	0.00	4.75	4 x AA Batteries for Office			
08.04.25	Tesco	0.85	0.00	0.85	Milk			
08.04.25	WEBFACTO - Webfactory	17.99	3.60	21.59	Website			
17.04.25	Payroll	5791.32	0.00	5791.32	April pay			
18.04.25	Yorshire Gas & Power	322.94	64.60	387.54	Gas & Electric 17.03.25 - 17.04.25			
22.04.25	Tesco	1.20	0.00	1.20	Milk			
23.04.25	Pixel 2 Print	33.62	5.60	33.62	2 x AO Maps of the Parish			
29.04.25	Tesco	7.00	0.00	7.00	4 x C Batteries for Speedwatch			
29.04.25	HMRC	2038.34	0.00	2038.34	Employers Income Tax & NI - April			
29.04.25	Suffolk County Council	1969.80	0.00	1969.80	Pension Contributions - April			
					-			
	TOTAL	10187.81	73.80	10256.01				

# 21.2 Payments pending between meetings **Resolution C2025/5p** that the payments be made – **Agreed**

	PENDING PAYMENTS TO 7th May 2025							
Date	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
25.02.24	Lisa Burgess	8.70	0.00	8.70	Coffee/Milk			
21.03.25	Jane Hall	14.00	0.00	14.00	Title Plans for School Lane			
01.04.25	SALC	1215.81	0.00	1215.81	Membership Subscriptions 25/26			
01.04.25	Tobie Window Cleaning	15.00	0.00	15.00	Window Cleaning			
01.04.25	P & R Locksmith Services Ltd	32.50	6.50	39.00	Keys for Emergency Plan Box			
01.04.25	Rialtas Business Solutions Ltd	394.00	78.80	472.80	Alpha Software Annual Support Licence			
03.04.25	ICS	204.73	40.95	245.68	Backup, Microsoft Mailbox, 365 etc			
23.04.25	P & R Locksmith Services Ltd	32.50	6.50	39.00	Keys for new office team member			
23.04.25	Viking Office UK Limited	114.27	22.85	137.12	Office Stationary			
25.04.25	Rialtas Business Solutions Ltd	912.00	182.40	1094.40	Year End Alpha & I & E Bronze Scheme			
29.04.25	Lisa Burgess	8.84	0.00	8.84	Coffee/Sellotape			
02.05.25	Jane Hall	5.85	0.00	5.85	Mileage to Community Partnership Meeting			
02.05.25	Jane Hall	5.40	0.00	5.40	Mileage to Brightwell Lakes			
	TOTAL	2963.60	338.00	3301.60				

- 21.3 Quarterly VAT Return note
- 21.4 Receipts between meetings **note**
- 21.5 RFO report to include year-end **note**
- 21.6 Annual Governance & Accountability Return (AGAR) completion required **note**
- 21.7 Community Infrastructure Levy (CIL) payment 24/25 to include CIL Statement note

# CIL REPORT Town or Parish Council: MARTLESHAM PARISH COUNCIL 1 April 2024 to 31 March 2025

Α	Total CIL income carried over from previous years	£76860.25
В	Total CIL income received (receipts)	£39,284.72
С	Total CIL spent (expenditure)	£7,462.26
	Total CIL requested to be repaid in the year	£0
	Total value of CIL receipts subject to a Repayment Notice served <u>in any year</u> that has not been repaid	£0
D	Total CIL repaid in the year following a Repayment Notice	£0
E	Total CIL retained at year end (A+B-C-D)	£108672.71

#### **CIL Expenditure**

Items to which CIL has been applied:	Date of Spend	Amount spent £
Speed watch equipment	April 24	£161.26
Solar panel batteries, cover and wooden housing	April 24	£7,301.00
Total spent		£7462.26

21.8 Internal Control Statement for year ending 31.03.2025. Refer to F&GP – **note** 

21.9 2025/26 Budget - note

# 22. To consider reports & recommendations from Committees

22.1 DETC Minutes 16.04.25 - Agreed

# 23. Clerk's Report

- 23.1 Record of decisions made by the Clerk between meetings, as required by the openness of Local Government Bodies Regulations 2014
- 23.2 Neighbourhood Watch Cllr Geeson/Clerk to circulate further information with regards to the scheme and to send a link to the website for Councillors to have a fuller insight into the Scheme. Refer to the June Meeting **Agree**
- 23.3 Update on Training

Resolution C2025/5q to agree the training schedule provided – Agreed

#### **Training Schedule Request**

#### **Training Budget**

Provider	Attendees	Cost	Remaining Budget
			£3,000.00
Belbin	Councillors/Officers	£546.00	
SALC – Planning	Planning & Projects	£102.00	
Webinars x 3*£35	Officer	(Booked)	
each			
Community	Clerk & Planning &	£144.00	
Engagement x 2	Projects Officer		
workshops		(Agreed)	
FILCA	Clerk/RFO	£144.00	
		(Agreed)	
ILCA	Planning & Project Officer	£144.00	
ILCA (after 3 months	Finance & Admin	£144.00	
inpost)	Officer		
FILCA (after	Finance & Admin	£144.00	
completion of the	Officer		
ILCA)			
Routine Play	Planning & Project		
inspection course	Officer	£125.00	
Register of Play			
Inspectors			
International –			
Certificate valid for 3			
years		£140.00	
		(Agreed)	
CILCA (to commence	Clerk/RFO	£800.00	
February 2026			
onwards – new			
course available)			
New Councillor –	New Councillors	(£33.00 per session)	£2565.00
Councillor Basics (2			
workshops, SALC)		£132.00	
			£435.00
Remaining Budget if			
above undertaken			

- 23.4 Approve SCL revised quote to clear footpath by Community Orchard Resolutions C2025/5r quote for £345.00 Agreed
- 23.5 Setting of nominal budgets for low value projects Refer to next meeting of the F&GP -**note**
- 23.6 Office equipment provide laptop (£626) and a new office chair (£70) for Finance and Administration Officer.

**Resolution C20255s** to pass details of the quotation received to Cllr Whitby, go ahead and purchase new office chair. Approve the purchase of the laptop subject to the approval of Cllr Whitby – **Agreed** 

#### 23.7 Project update

The Council were provided with details of the quotations acquired for the proposed projects "Nature for Us All" at Kronjis Piece (£13,900) and Walk Farm Wood Carpark (£16,900).

**Resolution C2025/5t** agreed quotations received from SCL Landscape Management Ltd for both projects - **Agreed** 

# 24. To consider reports from working groups

24.1 Village Fete 19.07.25 – any update?

Cllr Davey reported that the planning for the Fete was moving ahead well

24.2 Martlesham Community Speed Watch

It has been agreed that the office staff will provide back up for the Community Speed Watch – **note** 

#### 25. Consultations

25.1 Charlie Zakss has requested to use the Parish Room/Facilities for one or both of the workshops scheduled in the summer

Resolution C2025C/5u - Agreed

**26. 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

26.1 Any to report?

Nothing to report

## 27. Any reports from representatives on local organisations

- 27.1 Martlesham Community Hall Committee nothing to report
- 27.2 Any Other reports?

No other reports

# 28. Items from Martlesham newsletters (March)/Facebook/Website

28.1 Contributions/what has this meeting achieved?

Agreement to go ahead with proposed projects at the Recreation Ground and Walk Farm Woods Carpark (inform Dave Parsons that his proposal for the work at Walk Farm Wood will be going ahead). Membership to committee and Chairs have been agreed

This meeting was closed at: 9.38	
	Chairman, 4 <sup>th</sup> June 2025