

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 8TH of JANUARY 2025

PRESENT: Cllr L Burrows (Chairman), Mr Cllr M Irwin (Vice Chairman), Cllr H Davey, Cllr S Daws, Cllr C Gleeson, Cllr J Hall, Cllr D Parson, Cllr R Staines, Cllr E Thompson, Cllr Whitby

Mark Packard (District Councillor)

There were no members of the public present

In attendance: Mrs L Burgess (Clerk/Chief Officer) and Mr L Linsley (Council Officer),

The meeting started at 7.30 pm

1. **Apologies:** Cllr M I O'Brien Baker
2. **Any declarations of disclosable pecuniary or local pecuniary interests:**
Local nonpecuniary interest declared by Cllr Irwin
3. **Filling the Parish Councillor vacancies**
None to discuss
4. **Welcome the new clerk and introductions**
The Chairman welcomed Lisa Burgess the new Chief Officer/Clerk to the meeting.
Councillors introduced themselves.
The interim Clerking Committee were thanked for their work over the last few months.
Mark Packard, District Councillor was welcomed to the meeting.
Oli, Cllr Daws, working companion was officially welcomed to the meeting.
5. **Minutes of Parish Council Meeting 06.11.24** CP - minutes filed in the office.
The minutes were approved and signed as correct by the Chairman. **Agreed**
6. **Actions from last meeting** Ongoing or on the agenda
7. **PUBLIC FORUM**
 - 7.1 Reports from District Councillors
Cllr Packard provided the meeting with preliminary plans for proposed works to the Main Road. It was confirmed that electronic plans were not available as they were not legible. Cllr Packard confirmed that money had been allocated but not yet spent. Cllr Packard also confirmed his meeting with Carl Ashton and the Planning & Projects Officer for 1:30 on Tuesday 14th January. Following Cllr Hall's request, it was confirmed that Councillors could attend the meeting.

Cllr Staines asked whether the money allocated to the works would include repairing the road surface. Cllr Packard confirmed that the sole purpose of spend was for improvements to walking/cycling.

Discussions took place with regards to the ongoing issue of parking by DPD vehicles, it was noted that this was a District Council issue. Cllr Daws advised that working with the Guide Dog Association, parking on the pavement was an offence, which becomes a police issue, it was noted that resources may currently not be available to Police to deal with this issue. A letter has been written to the local branch of DPD.
Resolution C2024/1a to write to DPD head office to see whether they can offer a solution to the parking.
 - 7.2 Reports from County Councillors
There were no reports.

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

There were no members of the public present.

7.4 Any issues raised by the public

There were no issues raised.

8. Appointment of Committee Members

Simon Daws was formally appointed to the Development & Transport Committee and to be the PC's bus representative

9. Financial Matters

9.1 Payments made between meetings

Resolution C2025/1b To ratify the following payments. **Agreed**

Payments made between meetings

Date of invoice	Payee	Nett	VAT	Gross £	Reason	Bank
5/12/24	Jane Hall	157.50	0	157.50	Refreshments for volunteer event	9/12
6/12/24	Ipswich Computer Services	204.73	40.95	245.68	Provision of products & services – December, 2024	20/12
4/12/24	Apogee	14.40	2.88	17.28	Excess photocopies above contract	24/12
7/11/24	BNP Parabis	125.45	25.09	150.54	Lease of photocopier 6/12/24 to 5/3/25	20/12
8/12/24	Webfactory	16.99	3.40	20.39	Ongoing website, domain & email fee	Debit card
18/12/24	Yorkshire Gas & Power	348.53	69.70	418.23	Electricity 17/11/24 – 17/12/24	30/12
19/12/24	Amazon	73.32	14.67	87.99	Microwave for office	20/12
18/12/24	Amazon	9.98	2.00	11.98	Gloves etc for first aid kit	19/12
19/12/24	Amazon	33.30	6.66	39.96	Waterproof hi-vis jacket	20/12
20/12/24	Amazon	49.92	9.98	59.90	First aid items	23/12
20/12/24	Amazon	4.96	0.99	5.95	Wall planner	23/12
2/1/25	Tesco	1.64	0	1.64	Bin liners	2/1/25
2/1/25	Tesco	6.20	0	6.20	Milk & biscuits	2/1/25

9.2 Pending expenditure transactions

Resolution C2025/1c To ratify the following payments. **Agreed**

Pending Payments

Date of invoice	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
19/12/24	Suffolk Association of Local Councils	35.00	7.00	42.00	Planning Seminar			
19/12/24	Wave	19.31	3.86	23.17	Water charges 19/9/24-18/12/24			
3/1/25	Jonjo Litter Picking Services	180.00	0	180.00	December 24 litter picking			
8/1/25	Webfactory	16.99	3.40	20.39	Ongoing website, domain & email fee			

Resolution C2025/1d To transfer the “Web Factory” monthly payment to a direct debit. **Agreed**

9.3 *Income & expenditure (noted)*

9.4 *CIL payments and applying for district CIL*

Resolution C2025/1e To prepare a report for the next meeting to include dates and amounts of payments received. **Agreed**

10. To consider reports and recommendations from committees

10.1 Recreation & Amenities Committee 13.11.24 – Approve minutes

Resolution C 2025/1f Recommendation R2024/11c – to renew the lease reference L “Ordinary Disposal of Land, (12.28 Arnold-Baker, 13th Ed), and increase in the term of a lease can be increased from 5 to 7 years, following receipt of a reasonable request, without further ratification from the Secretary of State.

Agreed

10.2 Development, Environment & Transport Committee 18.12.24 CP - minutes filed in the office.

The minutes were approved and signed as correct by the Chairman. **Agreed**

10.3 Finance & General Purposes Committee 23.10.24 (all recommendations had been approved at the November Parish Council meeting) CP - minutes filed in the office.

The minutes were approved and signed as correct by the Chairman. **Agreed**

10.4 Finance & General Purposes Committee 04.12.24 – CP - minutes filed in the office.

The minutes were approved and signed as correct by the Chairman. **Agreed**

Resolution C2025/1g Recommendation F1024/12a David Hunt reprise his role of internal auditor for the **2024/25** financial year with the fee held at the same rate.

Agreed

Resolution C2025/1h RECOMMENDATION F2024/12b: The F&GPC recommends to the Parish Council that the incoming clerk has a debit card; the chairman has a reserve debit card and that when appointed the RFO will have a debit card.

Agreed

Resolution C2025/1i RECOMMENDATION F2024/12c: That the Parish Council agrees to give a grant of £500 to Headway and £1200 to the Greenways Project from the 2025/26 Grants budget. If agreed Headway should also receive a letter from the Council asking them to consider a service in Martlesham once again and making them aware of our new carpark facility. **Agreed**

Resolution C2025/1j RECOMMENDATION f2024/12d: That the £30,000 in the EMR Strategy/Infrastructure to General Reserves to reduce the impact of the budget increase and it was noted that this EMR was superseded by CIL Reserve. **Agreed**

Resolution C2025/1k RECOMMENDATION F2024/12e: That the Parish Council sets a **budget** for 2025/26 of **£203,038.00**. **Agreed**

Resolution C2025/1l RECOMMENDATION F2024/12f: That the Parish Council sets a **precept** for 2025/26 of **£165,000.00**. **Agreed**

RECOMMENDATION F2024/12g: The F&GPC recommends that the project document produced by Planning & Projects Officer is used as a working document for future projects. The project document needs to be considered by the Recreation & Amenities Committee meeting on the 15th January 2025.

11 Interim Clerking Working Group

11.1 *Record of decisions made by the Clerk between meetings, as required by the Openness of the Local Government Bodies Regulations 2014 – Ratify decisions*
No decisions made to be reported

11.2 *Holding surgeries/engagement with the public, complaints of DPD vans in the retail park roads – Consider*
See comments under item 7.1

11.3 *Noticeboard monitors – are existing members still able to service their notice boards if so, could they confirm, if not can they let us know so we can get volunteers to do it – Resolution C2025/1m* clarification be given as to who covers which noticeboards

11.4 **Resolution C2025/1n** The Parish Council were presented with a quote from SCL to undertake work to clear the footpath from Tesco underpass to the Police Station in the sum of £800.00 plus VAT – work to go ahead **Agreed**

11.5 **Resolution C2025/1o** BEAM project (including Felixstowe Road car park improvements), information to be provided in the February Agenda

12 To consider reports from working groups

12.1 *Portal Woodlands – proposed storage building – full report will be provided to Recreation & Amenities Committee on the 12th March 2025*

12.2 **Village Fete 20th July 2024 Report** – Date for the Village Fete 2025 will be Saturday 19th July.

13 Consultations

13.1 Any Consultations
There were no consultations

14 Recreation Ground Trust (the Parish Council acts as sole trustee in interest of the Trust); to consider any matters other than those within the remit of the Recreation & Amenities Committee

14.1 To consider any updates
There were no updates to consider

15 Any reports from representatives on local organisations

15.1 Martlesham Community Hall Management Committee Meeting
Nothing to report, next meeting 9th January 2025

15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership
Cllr Hall to circulate the latest link following this meeting

15.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum
Cllr Hall advised that there had been no meeting for some time

15.4 Any other reports

There were no other reports

- 16 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 mater to be discussed (Public Bodies [Admission to Meetings] 1960)**

16.1 See confidential minute

17 Items for Martlesham newsletters (December)/Facebook/Website

17.1 Contribution

Resolution 2025/1q Cllr Hall to submit drafted items for Martlesham newsletters/Facebook/website. **Approved**

This meeting was closed at: 9:12 pm

Chairman, 5th February 2025