

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 2nd April 2025

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

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

The meeting started at 7.30 pm

1. **Apologies:** Cllr C Geeson, Cllr H Davey, District Cllr M Packard
2. **Any declarations of disclosable pecuniary or local pecuniary interests:**
3. **Approve confidential minutes from Parish Council Meeting 05.03.25 CP** – minutes filed in the office.

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

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4. **Actions from last meeting** Ongoing or on the agenda

5. PUBLIC FORUM

5.1 Reports from District Councillors

Cllr Thompson reported that he had attended a training session regarding the local plan and on the 19.03.25 he attended a meeting to consider the LGR. Report to be sent to the clerk to share.

5.2 Reports from County Councillors

Cllr Mulcahy attended, she confirmed that SCC would be bringing all 45 libraries back under their care and all will be kept open. This will fall into the care of SCC from 01.06.25.

Cllr Mulcahy also reported that SCC had launched a new Travel Toolkit to help young people to feel confident in travelling independently on public transport.

SCC interim plan on the LGR is that one council is the best option for Suffolk.

Cllr Mulcahy also confirm that ten locations will be fitted with Electric cars that can be booked out by drivers in the community by the minute, hour or day. 2 cars would be available at each point.

Cllr Mulcahy also mentioned the email that had been sent out requesting details as to flooding that had occurred during Storm Babet. (Clerk to forward this email to all Councillors). Information regarding individuals who were affected cannot be shared under GDPR regulations.

Cllr Mulcahy advised that she had been appointed a new Community Design Engineer to assist with Traffic Projects

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

There were no members of the public present.

5.4 Any issues raised by the public

On behalf of the public Cllr Thompson raised the issue of bamboo that was growing at the Main Road end of the Felixstowe Road. Clerk to ask Project & Planning Officer to report this to ESC.

6. Financial Matters

6.1 Payment made between meetings

Resolution C2025/4a Ratify. Agreed

Payments made between meetings at 02/4/2025

Date of invoice	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
18/3/25	Eureka!	35.15	7.03	42.18	Locking first aid cabinet (empty)			
18/3/25	Amazon	8.93	1.79	10.72	A3 Laminator pouches			
19/3/25	Tesco	6.00	0	6.00	Office supplies - coffee			
20/3/25	Tesco	30.50	0	30.50	Supplies for the Annual Parish Meeting			
18/3/25	Yorkshire Gas & Power	331.64	66.33	397.97	Electricity supply at Parish rooms 17/2/25 to 17/3/25			
	TOTALS	412.22	75.15	487.37				

6.2 Pending payments **Resolution C2025/4b** that the payments be made. **Agreed**

Pending Payments to 2 April 2025

Date of invoice	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
12/11/24	Tesco	17.50	0	17.50	Volunteers evening - food			
13/11/24	Jane Hall	4.95	0	4.95	Brightwell Lakes Forum - travel			
27/02/25	Suffolk County Council	75.00	0.00	75.00	Advert for Finance & Admin Officer			
28/2/25	SCL Landscape Management	221.00	44.20	265.20	January 2025 ground works			
28/2/25	SCL Landscape Management	1200.00	240.00	1440.00	February 2025 – additional works			
13/3/25	Adcock Refrigeration Air Conditioning	100.84	20.17	121.01	Maintenance visit – Mitsubishi electric split			
14/3/25	Lisa Burgess	19.80	0	19.80	Inaugural Town Councils Conference with Jane & Sara - travel			
14/3/25	Tesco	11.50	0	11.50	A4 paper for office			
16/3/25	Toolstation via Stephen Corley	49.90	9.98	59.88	Cutting discs for Nissan Hut project			
20/3/25	Wave	15.24	3.05	18.29	Water charges 19/12/24-18/3/25 for portacabin at football pitch, Deben Avenue			
21/3/25	Wicksteed Leisure	603.00	120.60	723.60	Safety inspections at various sites			
24/3/25	Ipswich Computer Services	50.00	10.00	60.00	Profile of Mike Irwin loaded onto SID laptop			
24/3/25	Ipswich Computer Services	10.00	2.00	12.00	Provision of UniFi cloud hosting from 8/3/25 to 7/3/2026			
25/03/25	Bolton Limited	546.00	109.20	655.20	Bolton Individual Reports - CPD			
31/03/2025	SALC	102.00	20.40	122.40	Provision of payroll service for period ending 31.03.2025			
31/03/2025	Jonjo Litter Picking	180.00	0.00	180.00	March litter picking Centenary/Harry Higgins Play Area			
31/03/2025	S.C.L Landscape Management	870.00	174.00	1044.00	Emptying bins @ Jubilee Bike Trails, Return bike jumps to original specification. Replacing of gate posts to bike trails			
31/03/2025	S.C.L Landscape Management	1421.13	284.23	1705.36	March 2025 – Ground Works as per schedule			
	Totals	6528.86	1042.83	7571.69				

6.3 Income & Expenditure to date
CP Note

6.4 CIL report 2024/25 **Note**

6.5 Internal Control Statement to be completed & reviewed by F&GPC **Note**

6.6 Budget 2025/26 **Note**

6.7 Model Financial Regulations updated March 2025. Update Financial Regulations and review by F&GPC **Note**

6.8 Late Grant Application from Martlesham Aviation Society. Assistance to repair/refurbishment of the War Memorial at Barrack Square, Martlesham. War Memorials (Local Authorities Powers) Act 1923 s1)

Due diligence to be carried out in respect of who should carry out the work. Lee Rees, Veterans Representative at ESC may be able to assist with finding out who owns the memorials.

Cllr O'Brien Baker said that we should be using local contractors and perhaps Masters in Woodbridge could be contact. It was agreed to offer £255.00 towards the cost of the initial repairs with a proposal that we would be happy to work with Martlesham Aviation Society with future proposals. **Resolution C2025/4c Agreed**

7. To consider reports and recommendations from committees

7.1 Rec & Am Committee 12.03.25 to agree the Minutes- **Agreed**

7.2 Rec & Am Committee -Land Maintenance Contract with SCL Contract Extension for 2 years until 31.03.27 Signed - **Agreed**

7.3 DETC 19.03.25 to agree the minutes **Agreed**

7.4 Biodiversity Policy, this is now ready to standardise and display on the website.
Resolution C2025/4d Adopted, Agreed

7.5 Emergency Plan, Adopted **Resolution C2025/4e – Agreed**

8. Clerk's Report

8.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

8.2 Projects update – add Litter Action and Neighbour Hood Watch to current projects **noted**

8.3 Civility & Respect Pledge, requirements for signing up, **Resolution C2025/4f. Agreed**

8.4 Policy Updates

- MPC Complaints Policy & Procedure 2025 **Resolution C2025/4g adopted and Agreed**
- MPC Dignity at Work Policy 2025 **Resolution C2025/4h adopted and Agreed**
- MPC Model Councillor-Officer (Code of Conduct) 2025 **Resolution C2025/4i adopted and Agreed**

Policies to be uploaded to Website

8.5 Update Office Equipment, desk top pc for clerk, additional monitor & laptop for new member of staff, Estimated cost £1,350.00. Clerk to proceed and order the required IT equipment **Resolution C2025/4j Agreed**

8.6 Devolution & Local Government Reorganization. Norfolk & Suffolk Devolution Consultation – survey to be completed by 13th April 2025 **Note**

8.7 Annual Parish Meeting 26.03.25 Minutes to be **Note**

8.8 Suffolk Repair Shed request for funding. To send out Late Grant application Form for completion to show transparency. **Recommendation C2025/4a Agreed**

8.8 Village Fete 19.07.23 - any update?

Cllr Irwin confirmed that the Amy Cadets would be in attendance to assist at the Fete

9. Consultations

9.1 Any consultations?

Devolution and Local Government Reconstructions mentioned earlier in the meeting

10. Training

10.1 Belbin Reports will be issued via email asap to Councillors & Officers for completion

Note

11. 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

11.1 Any to report?

AGM to take place at 7:00 pm on the 7th May 2025, prior to the Parish Council Meeting **Note**

12. Any reports from representatives on local organisations

12.1 Martlesham Community Hall Committee

Clerk advised that she had been unable to attend the meeting

12.2 Any Other reports?

Eco Anxiety Forum Report 24.02.25

Discussion took place as to how we could include the younger members of the Community with Eco Matters. Officers to investigate inviting Eco Warriors from Local Primary Schools to hold a meeting in the Parish Room.

Cllr Hall advised that there were often Nature 1st Grants available for up to £500.00.

13. 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).

13.1 Appointment of Finance & Administration Officer, decision had been assigned to the Personnel Working Group, employment to commence 22.04.25.

Resolution C2025/4k Agreed

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

14.1 Contributions/what has this meeting achieved?

Finance and administration Officer appointed. Biodiversity Policy, Dignity at Work Policy & Model Councillor-Office (Code of Conduct) Policy and the Emergency plan have been adopted. Agreement to sign up to the Civility & Respect Pledge

This meeting was closed at: 9.28

Chairman, 7th May 2025