

# MARLESFORD PARISH COUNCIL

Minutes of the Marlesford Parish Council, Annual General Meeting, held on Friday 12<sup>th</sup> May 2023,  
7.00pm, in Marlesford Community Centre.

Present:– Lord Marlesford, Cllr Roger Waterfall, Cllr Richard Cooper, Cllr Lesley Bensley, Cllr Sam Catling & Cllr Heather McConville.

In Attendance: SCC Cllr Burroughes, District Councillor Sally Noble, one member of the public and the Clerk.

## 1. ELECTION OF CHAIRMAN & VICE-CHAIRMAN

Lord Marlesford proposed that Cllr Waterfall continues as Chairman, Cllr McConville seconded. Cllr Waterfall informed that he is happy to continue as Chairman. Approved by all.

The new Chairman proposed that Cllr Cooper continues as Vice Chairman, seconded Lord Marlesford. Cllr Cooper informed that he is happy to do so. Approved by all.

Declaration of Acceptance to Office forms were signed by all the councillors, Chairman & Vice Chairman.

## 2. APOLOGIES FOR ABSENCE. None.

## 3. DECLARATION OF INTERESTS.

a. **To declare any interests in the items on the agenda.** None.

b. **To remind Councillors to review their Register of Interests (to be done annually)**

The Clerk reminded the councillors that this must be done even if there are no changes.

## OPEN FORUM

Newly elected district councillor for the Wickham Market ward, Sally Noble, introduced herself to the PC. She has 9 parishes to represent and will attend PC meetings as often as she can. She would like to know of any outstanding issues that the PC may have. She has nothing as yet to report as she has only just been elected to the role.

The Chairman advised that he will send her an email regarding the outstanding issues which the PC has, these include the solar farm. Also the article 4 directive, still waiting for the conservation officer to come out to Marlesford. The planning application for the Boat House which the PC objected to is still outstanding.

Cllr Noble left the meeting at 7.15pm.

SCC Stephen Burroughes hopes that he can work together with the new district councillor. His report has been forward to all prior to the meeting. The biggest challenge is budgets, further challenges around Scottish Power Renewables and the environment. The new highways contractors Milestone will come on board in October.

The Chairman reported that so many roads have been closed in the nearby area and that the PC has not received any notifications of these. Cllr Burroughes will look into this and report back to the PC.

The SEND process is an issue also, the district council is working through applications and trying to catch up.

Lord Marlesford informed that we are still waiting for a 4 village bypass. Cllr Burroughes advised that he still keeps trying for it, but is told that 4 village is not acceptable, only going to build a 2 village bypass.

He will do some research into what Bill Gates has recently said in the Sunday Times regarding smaller reactors and will report back. When the east Suffolk cabinet is newly formed it could have a significant impact on the bypass.

He hopes to work together with the parish council and to be effective.

Cllr Burroughes left the meeting at 7.30pm

## 4. PARISH COUNCILLORS

a. **To Co-Opt a new member onto Marlesford Parish Council.** A vacancy has arisen on the PC due to the resignation of Diana Howard. Member of the public present, Roy Newman would like to be considered to fill the vacancy. It was agreed by all to co-opt him onto the PC, proposed Lord Marlesford, seconded Cllr Cooper. Declaration of Acceptance to Office form was signed.

b. **To consider increasing the number of Parish Councillors on Marlesford Parish Council.** The Chairman asked the PC to consider increasing the number of councillors from 7 to 8. A resident who lives alongside the A12 may also be interested in joining the PC.

*Chairmans initials .....*

It was agreed by all not to increase the number, but to invite the resident along to meetings anytime to give a report on A12 issues which are experienced by living alongside the road eg, vibrations, noise, quiet surface etc.

Cllr Cooper informed that the PC wish to have a meeting with EDF and to include the above resident and our District Council ward member, however EDF have said that they will only meet with the resident.

## **5. ELECTION OF REPRESENTATIVES to represent the Parish Council.**

**Energy Projects** – Cllr Cooper

**SALC** - Cllr Bensley

**Planning** - Chairman

**Firs Bowling Green** - Chairman

**Website** – The Clerk informed that she is happy to upload Parish Council documents onto the website.

It is suggested that the community centre to upload its documents and the PCC to do the same.

**Footpaths & Access** - Cllr Catling

**Highways (local roads)** – Cllr Catling

**Finance/Internal Audit** - Cllr McConville

**Environmental Dimension of all other Policies** – Cllr Newman will consider taking this on.

**Framlingham, Wickham Market and Surrounding Villages Community Partnership.** Cllr Cooper

The PC approved all of the representatives, proposed by Lord Marlesford seconded Cllr Catling.

The PC passed on thanks to the Clerk, she is happy to continue in her role.

## **6. MINUTES OF MEETING HELD ON 16<sup>th</sup> FEBRUARY 2023 - To consider the approval**

The minutes were approved correct by the council and signed by the Chairman, proposed Cllr Cooper seconded Cllr Catling.

## **7. MATTERS ARISING FROM THE MINUTES**

**a. CIL Money - To Consider Suggestions on how to Spend.** Cllr Bensley reported that the PC currently has £5319.81 in the CIL fund. In December an article was put in the village newsletter inviting residents for suggestions on how the money should be spent. A consultation has since been carried out with the whole village and a list of 4 suggestions was put together for consideration; Solar panels on the community centre, Village Gateways within the village itself, Defibrillator and Eco Projects. The most popular choice was for solar panels on the community centre. Cllr Bensley has sought 3 quotes, the best so far is with Green Scape £11,800 to install 16 panels and a feed in tariff to the grid. Suggest that the £5000 of the CIL money is used, community centre is happy to pay £2,500 towards the cost. There are other grants available which can be applied for to make up the total spend. Or may be worth asking EDF to help. It was agreed by all that £5000 CIL should be allocated to the community centre to prepare and fit a solar roof and towards the installation and provision of solar panels. The remaining £319.81 to be kept in reserve towards other projects.

**b. Climate Change Awareness Strategy.** Cllr Bensley advised that the draft was submitted to all at the last PC meeting. Cllr Cooper suggests that it is a highly detailed document, could it be slimmed down? Cllr Bensley to do so and will circulate ahead of the next PC meeting ready to be adopted.

**c. Article 4 Direction, Marlesford Conservation Area. (Countryside Planning Act).** Cllr Waterfall informed that since the last PC meeting, he has nothing yet to report but hopes to have more information at the next PC meeting.

Lord Marlesford is prepared to ask the government to return to the original proposal. Cllr Cooper will draft an appropriate question for Lord Marlesford to present in parliament.

**d. To Consider a Marlesford Neighbourhood Plan.** The Chairman informed that the last parish plan was carried out in Marlesford in 2009, it involved a lot of work and £2000 was spent on producing it. Cllr Cooper referred to the document he had prepared for the last PC meeting and advised that a parish plan is different to a neighbourhood plan as it helps to protect the village against some planning applications. Agreed that it does take a lot of time to do a plan. He would like the PC to think about if it should encourage or prevent development. What developments should look like and the standards that they should meet. Specify were CIL money may arise and how to spend it. Conservation areas and trees would be protected.

*Chairmans initials .....*

He suggests that a group of councillors and residents get together to discuss if to go ahead with a neighbourhood plan. Also to calculate a cost, which should not all fall to the PC. He will set up a group, Cllr Newman volunteered to be part of the group. A feasibility study will be worked on along with a rough study. This will be brought back to the next PC meeting.

**e. Locality Budget received - WIFI Community Centre.** The Chairman reported that the PC has received £395.20 Locality Budget on behalf of the Community Centre for the new WIFI. It will now be paid over to the Community Centre. Agreed by all and that the PC will not have any responsibility for the WIFI it will be owned by the Community Centre.

**f. Woodland Preservation Marlesford – Tree Survey.** Cllr Bensley informed that she has not yet pursued this any further. She is awaiting a map before the survey can be carried out.

**8 TO REVIEW THE STANDING AND FINANCIAL ORDERS.** This will be done at the next PC meeting.

**9. FINANCE a. Statement of Accounts.** Bank balances as at 12<sup>th</sup> May 2023, Barclays Community Account £15,445.85 (inc £5319.81 CILs & £395.20 WIFI grant), Business Premium Account £841.48. The statement of accounts was signed by Cllr McConville.

**b. Report from the Internal Auditors, Heelis & Lodge & Invoice.**

The Clerk explained the recommendations to the Parish Council, includes ; The incorrect Exercise of Public Rights had been published on the website. Asset register has not been provided for the audit. Use the bank balance as at the 31<sup>st</sup> March for the reconciliation, Clerk disagrees as she did use the correct bank balance. Allocate the Earmarked reserves in the minutes. To review effectiveness of the internal audit during the year of the accounts. (PC to adopt this at the next meeting). Must appoint the internal auditors eg Heelis & Lodge during the year of audit and to be minuted. Cllr Cooper questioned the reserves held by the PC and the figure of £1287 for the Community Centre. The Clerk will check back over the minutes to clarify this for the next PC meeting.

The fee to Heelis & Lodge for carrying out the internal audit, £85.00. Approved for payment, proposed Cllr Catling seconded Cllr Bensley.

**c. Approval of End of Year Accounts 2022 – 2023**

The Annual Governance was read out and approved by the Parish Council, proposed Cllr Bensley, seconded Cllr Catling, signed by the Chairman and the Clerk.

The Accounting Statement was approved by all. Proposed Cllr McConville seconded Cllr Catling, signed by the Chairman & the Clerk.

**d. Audit Exception Certificate.** As the Parish Council expenditure did not exceed £25,000 then it can be exempt from an external audit. It was agreed by all, that the Parish Council is happy that the accounts have been prepared effectively and that no substantial grants have been received. Therefore the Certificate of Exemption will be sent to the external auditors PKF Littlejohn. Proposed Cllr McConville seconded Cllr Catling, signed by the Chairman & the Clerk.

All of the end of year documents will be placed on the website and noticeboard, including the Public Rights Notification poster advertising the end of year accounts.

**e. To Consider On Line Banking for the Parish Council.** It was agreed by all to take this forward, the Chairman along with Cllr Cooper will proceed with this.

The Chairman informed that the Clerk has received several letters from Barclays Bank asking that she confirms the business details of the PC. The Chairman has contacted the bank regarding the letters fearing that it could be a scam, the PC is not a business and nothing further has been received.

**f. Renewal of Parish Council Insurance –** The Clerk advised that the insurance is due for renewal at the end of the month, however no renewal policy has yet been received. The PC approved that as soon as the renewal comes through the Clerk has authority to pay to renew the insurance of the PC.

**g. SALC – Invoices to pay for subscriptions & payroll service.** Subscription £144.69, payroll service £22.80.

**h. Clerks Pay & Expenses.** Clerks pay £435.89, expenses £42.30. Clerks P30 £25.80.

**i. Suffolk County Council – Quiet Lanes, Invoice to pay.** The Chairman informed that initially SCC had sent an invoice for £600 which was an incorrect amount. Therefore the PC was advised not to pay the invoice and a new invoice for £300 would be raised. However as yet this has not been received.

Lord Marlesford suggests that a quote could be sought for village gateway signs.

*Chairmans initials .....*

**10. TO RECEIVE REPORTS FROM DISTRICT & COUNTY COUNCILLORS.** Already dealt with.

**11. TO AGREE A COMMUNICATIONS PROTOCOL AND CONSIDER THE NEED FOR SUCH A DOCUMENT?**

Cllr Cooper had forward the above document to all in advance of the meeting for consideration.

It was agreed by all that the Clerk must be the only person to send out communications to outside bodies on behalf of the PC using the Parish Council email address or if by post on Parish Council headed paper. Draft documents must always receive approval of the PC before they are sent. If communication is needed via the village email list, then the Clerk will send the communication to the keeper of the list for her to forward to the village email list on behalf of the PC. To be confirmed again at the next PC meeting , ensuring that this is the protocol of the Parish Council.

**12. REPORTS FROM PARISH REPRESENTATIVES**

**Energy Projects** – Cllr Cooper advised that there has been very little progress, since the Sizewell C judicial review was granted in March. Further judicial review for both the wind farm projects north 1 & 2.

The Chairman advised no news on the solar farm project, all has gone quiet.

Cllr Cooper informed that the government is consulting on community compensation for infrastructure. He will do a short representation for Marlesford and circulate the draft to all, before the Clerk sends it.

**SALC** – Cllr Bensley reported that the PC is kept up to date through the email bulletins & newsletters which the Clerk circulates. SALC offers good training for councillors. Cllr Newman would like to enroll on a new councillor training course.

**Planning** – The Chairman has no new planning applications to report on. He will follow the PC protocol when making representation on behalf of the PC. To gather the opinions from Councillors on any planning applications, then the Clerk will send the response to the district council planning department.

**Firs Bowling Green** – The Chairman informed that the registration continues. The land registry requires a FR1, which the PC has in fact submitted in the past. He is still hopeful that the land will get registered to form a trust, then a meeting will be needed with the trustees to consider the PC taking it over. It was agreed by all that the electricity should be disconnected at the bowling green.

**Footpaths & Access** – Cllr Catling has nothing to report. The PC agrees not to install “keep dogs on leads” sign on footpaths.

**Highways** – The Chairman contacted Highways regarding the sign at the ford which has faded, but has had no response. He will ask Cllr Stephen Burroughes to get the job done.

**Framlingham, Wickham Market and Surrounding Villages Community Partnership.** Cllr Cooper informed that nothing is happening as it was all headed by Cllr Carol Poulter. Unsure what is to happen now. He also advised that he chairs the transport group and that there is an initiative to get the Katch bus up and running again. He will advertise this in the parish magazine.

**Environmental Dimension of all other Policies** – Cllr Catling has nothing to report.

**13. CORRESPONDENCE.** None

**14. ANY OTHER BUSINESS.**

**a. The Ford.** Cllr Bensley reported that the ford has become very slippery due to algy on the surface, pedestrians should use the bridge.

**15. DATE OF NEXT PARISH COUNCIL MEETING.**

Thursday 17<sup>th</sup> August 2023, 7.00pm.

Meeting ended at 9.20pm

Signed ..... (Chairman) Date .....