

MARLESFORD PARISH COUNCIL

Minutes of the Marlesford Parish Council meeting, held on
Friday 16th February 2024, 7.00pm, in the Marlesford Community Centre.

Present:– Chairman Roger Waterfall, Vice Chairman Richard Cooper, Cllr Lesley Bensley, Cllr Sam Catling,
In Attendance: 3 members of the public the Clerk.

OPEN FORUM - None

1. APOLOGIES FOR ABSENCE. Lord Marlesford – personal reasons & Cllr Heather McConville – prior engagement. SCC Cllr Stephen Burroughes and ESC Cllr Sally Noble . The apologies were approved by the Parish Council.

2. DECLARATION OF INTERESTS. Cllrs Bensley & Catling declared an interest in the Community Centre.

3. TO RECEIVE PRESENTATION FROM DAVID FINDLEY – CHAIR UFFORD PC, ON UFFORD’S NEIGHBOURHOOD PLAN EXPERIENCE TO DARE AND TO CONSIDER A NEIGHBOURHOOD PLAN FOR MARLESFORD.

The Vice Chairman introduced David Findley the Chairman of Ufford Parish Council who informed that Ufford are in the process of undertaking a neighbourhood plan. He advised that a neighbourhood plan helps to protect a village/town against unwanted housing being built both within and outside of the settlement boundary and to enable the parish council to manage planning applications. A neighbourhood plan is a plan for the village and the planning department must make its planning decisions taking the neighbourhood plan into account.

A parish council without a neighbourhood plan will receive 15% of CIL money from the district council however with a neighbourhood plan then the CIL entitlement is 25%.

In Ufford a steering group has been set up which includes both members of the public and councillors. A locality grant of £10,000 has been received and this has paid for consultants who carry out a lot of the background work and are extremely helpful. They write up the documentation.

He also advised that a neighbourhood plan does need to be refreshed every 5 years, to keep it up to date.

The Ufford plan will be available to view online after 14 March

The Chairman thanked Mr Findley for this very helpful information which gives the PC something to think about. Opinions are that it does seem a lot of work, Marlesford village is small risk and is designated as a countryside village and any major planning is safeguarded by the East Suffolk Council development plan.

The Chairman encourages all to bring thoughts back to the next PC meeting.

4 MINUTES OF THE LAST MEETING HELD ON FRIDAY 17TH NOVEMBER 2023 - To consider the approval. Approved by all proposed Cllr Catling, seconded Cllr Cooper. The minutes were signed by the Chairman.

5. MATTERS ARISING FROM THE MINUTES.

a. Recent Flooding in Marlesford. The Vice Chairman reported that a solution has been reached for Church Road and that where required, piping has been installed and the ditch has been dug out. All is working and has mitigated flooding.

b. Article 4 Direction, Marlesford Conservation Area. The Chairman reported that a conservationist from East Suffolk Council has been to Marlesford and carried out an analysis and we await a full report. Chairman to follow up with ESC Cllr Noble as she had said that she would chase up the report.

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c. Woodland Preservation Marlesford. Cllr Bensley informed that she does not have an update. However East Suffolk Council is looking at all of the tree protection orders in the whole area and that Marlesford is low down the list. She will chase for an update and report back at the next PC meeting.

d. Environmental Projects within the Village. Cllr Bensley has submitted an article to the village newsletter and website inviting ideas on how the village should spend the remaining £319.81 CIL money. She has received a very low response, however one respondent would like to see a community orchard set up on the bowling green. The resident has offered to put a plan together to take forward.

The Chairman reported that the trusteeship still waits to be handed over to the Parish Council. He has received helpful pro-bono advice from the late Nick Redman. The land is now registered with the land registry.

The final stage will be for the PC to hand the land over to the Community Council.

It was agreed that the PC is also happy for the Community Council to apply to ESC Cllr Noble for Locality Funding towards outside lighting at the Community Centre.

e. SCC Cllr Burroughes Financial help towards a Defibrillator.

Cllr Burroughes has kindly offered some of his Locality Budget towards a defibrillator to be mounted on the outside of the community centre. Mr Warriner will communicate this to the Community Council so that they can take forward and proceed with the locality application.

6. TO CO-OPT A NEW MEMBER ONTO MARLESFORD PARISH COUNCIL DUE TO THE RESIGNATION OF COUNCILLOR NEWMAN.

The Clerk has advertised the vacancy in accordance with East Suffolk Council and the PC can now co-opt a new member. The Chairman introduced Simon Warriner who would like to be considered to fill the vacancy. It was agreed by all to Co-opt Simon Warriner onto the PC, proposed Cllr Catling seconded Cllr Bensley. Declaration of acceptance of office form was signed. Register of interests to be disclosed within 28 days.

7. TO CONSIDER AN EMERGENCY PLAN FOR MARLESFORD

Cllr Cooper has made a good start on the draft document which he presented to the PC. Give further thoughts at the next PC meeting, perhaps consider an Emergency Plan WhatsApp group & buddy system.

8. TO CARRY OUT AN ANNUAL REVIEW OF THE PARISH COUNCIL RISK ASSESSMENTS

a. To Consider Adopting a Financial Internal Control Policy to replace the out of date Financial Risk Assessment.

The Clerk explained that the current document is out of date and needs to be replaced with a Financial Internal Control Policy, which she presented to the PC. It was agreed by all to adopt the new policy, the Clerk to ask Cllr McConville to complete the check list and to report back at the next meeting.

b. To Review the Parish Council Risk Management/Risk Assessment.

The PC approved the review, no changes needed.

c. To Review the Parish Council Data Protection Risk Assessment.

Risks still need to be updated, to be carried out at the next PC meeting.

9. FINANCE

a. Statement of Accounts. Bank balances as at 16/02/24, Barclays Community Account £3,073.02 inc. £319.81 CILs. Business Premium Account £848.43. The statement of accounts were approved by all and signed by the Chairman.

b. Half Year Internal Audit to be carried out by Cllr McConville. To be done and report back at the next PC meeting.

c. To Approve the Internal Auditors Heelis & Lodge to carry out the Internal Audit of the year end accounts April 2023 to March 2024. Agreed by all.

d. Clerks Pay, P30 & Expenses – Invoices to pay. Clerks pay £470.82 to December 2023, £403.20 to March 2024. HMRC P30 £117.80 to December 2023, £100.80 to March 2024. Clerks expenses £158.25 inc half year working from home £158.25.

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e. To Adopt and Approve an Annual Payments Schedule going forward, so that payments can be made outside of Parish Council meetings as Financial Order 5.6 states.

The Clerk presented the schedule to the PC which lists all of the annual payments which the Clerk has forecast will need to be paid throughout the next financial year April 2024 to March 2025. Once approved it will enable payments to be carried out in between PC meetings. It was agreed by all to adopt the new payments schedule, Proposed Cllr Cooper seconded Cllr Warriner. It was also agreed that the Clerk should be included on the bank mandate to enable her to carry out online payments. **Cllr Waterfall and Cllr Cooper to action.**

f. The Above Payments to then be reported on a Monthly Payments Schedule.

The Clerk presented the schedule to the PC and explained that going forward she will report all payments and receipts on the schedule, for PC approval at every meeting.

g. To Consider a Gesture of Good Will to the Village Resident who Kindly Carries out Voluntary Grass & Hedge Cutting and General Tidiness of the Village.

The Chairman would like the PC to consider a gesture of good will again this year. The resident does a great job in keeping the village looking tidy and well kept. All agreed to make a gift of a £100 Amazon voucher, (Cllr Catling was not included in the vote). **Cllr Waterfall and Cllr Cooper to action.**

10. TO RECEIVE REPORTS FROM EAST SUFFOLK DISTRICT COUNCILLOR SALLY NOBLE & COUNTY COUNCILLOR STEPHEN BURROUGHES.

Reports from both have been received and circulated to all.

11. REPORTS FROM PARISH REPRESENTATIVES

a. Energy Projects – Cllr Richard Cooper informed that all houses within 20mtrs of the A12 in Marlesford which are affected by noise and vibration have been mapped out for monitoring.

The first transportation forum with Sizewell C has taken place. The PC must ask Dr Dan Poulter for early delivery of a crossing on the A12 at Marlesford and a 30mph speed limit without delays. Cllr Cooper has circulated a draft letter to all for consideration. The letter was approved and Cllr Waterfall will send to Dr Poulter.

b. SALC - Cllr Bensley, nothing to report. Next meeting is on 20th March. Encouraged the new Councillor to take part in SALC councillor training, Clerk to send him details.

c. Planning to include planning applications etc – Chairman, no new applications. The Gate House application is still awaiting approval and is going to planning committee within the next 4 weeks.

d. Firs Bowling Green - Chairman informed that the transfer from the Trustees to the Parish Council is proceeding. Once this has been carried out then it is agreed that the operation of the bowling green is carried out by the Community Council. It was agreed that the PC will continue to pay the electricity standing charge and will also pay for public liability and insurance of the pavilion.

e. Footpaths & Access – Cllr Sam Catling has nothing to report.

f. Highways – Cllr Sam Catling has nothing to report. Cllr Bensley informed that the surface of the pavement is in a very dangerous state along the main road leading up to Wickham Market. Clerk to report on the Highways reporting website.

g. Framlingham and Wickham Market Community Partnership – Cllr Richard Cooper reported that the group is continuing to seek views from the most rural and isolated communities on their transport needs. Focus this year will be on increasing awareness of what already exists, as much of East Suffolk is already covered by on-demand transport services. Part of the priority is to ensure that those that need to be able to reach medical, dental and other health related appointments can do so.

The Partnership is designed to improve the health, wellbeing and services available to people within the Partnership area and it is proving to be a very good place to exchange ideas and to support and promote initiatives in the community. It is hoped to provide funding for Wickham Market Men's shed, the Hour Community (Framlingham) Men's Shed (both include, and welcome women) and Wickham Market Community Choir – all three are examples of organisations that are managing to involve people who may have

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mental health problems or suffer from loneliness or isolation and all three are demonstrating some really good results. The activities are available to residents of the surrounding villages and one of the challenges is to get the message out that these groups exist.

h. Environmental Dimension of all other Policies – Cllr Sam Catling, nothing to report, however is concerned at the increase in fly tipping.

12. CORRESPONDENCE. None.

13. ANY OTHER BUSINESS.

a. To Consider Registering the Community Centre with the Land Registry.

It was agreed by all that this should be done by the Community Council, any documentation which the PC holds to be handed over to them.

b. Road Signage Buttons Road/New Road. Clerk to report to Highways that the road sign has been damaged. Sign should also say that it is the designated route for HGV's.

14. DATE OF NEXT PARISH COUNCIL MEETING.

7.00pm Friday 24th May 2024.

Meeting ended at 9.25pm.

Chairman signature.....

Date.....