

MARLESFORD PARISH COUNCIL

Minutes of the Marlesford Parish Council Meeting, held on Friday 29th August 2025,
7.00pm, in Marlesford Community Centre.

Present:– Cllr Richard Cooper, Cllr Sam Catling, Cllr Simon Barker, Cllr Sophie Franklin & Cllr Heather McConville
In Attendance: 3 members of the public and the Clerk.

OPEN FORUM

The Chairman expressed the deepest gratitude for the commitment which the late Lord Marlesford had given to the parish council and village over many years. The village would not be where it is today if it had not been for Lord Marlesford's dedication. He passed on his thanks to Cllr Franklin for now continuing this link. The Clerk will advise the district council of the void which has arisen.

1. APOLOGIES FOR ABSENCE.

Suffolk County Councillor Stephen Burroughes & East Suffolk Councillor Sally Noble– On Holiday

2. DECLARATION OF INTERESTS.

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

3. TO CO-OPT A NEW MEMBER ONTO MARLESFORD PARISH COUNCIL (VACANCY ARISEN - SIMON WARRINER).

The Chairman introduced Jane Ford who is willing to put herself forward as a candidate to fill the vacancy. She has already taken on the roles of village website administrator and moderator of the village village email. She would like to give the website a revamp to help people navigate around it. She also hopes to post more village information onto the website to help keep residents up to date with what is happening.

The Chairman proposed that Jane Ford is co-opted onto the parish council, seconded Cllr McConville.

All welcomed the new councillor. Declaration of Acceptance to Office was signed by the new Councillor and Clerk. Cllr Ford has 28 days in which to register interests with the district council.

4. MINUTES OF MEETING HELD ON 25th MAY 2025 - To consider the approval

Cllr Catling disapproves of the wording in item 5 of the minutes. He remarked that Simon Warriner never registered his interests as a Parish Councillor and that this should be noted in the minutes.

It was therefore agreed by all that the Clerk should amend the minutes as follows;

Vacancy arisen – Simon Warriner, unregistered as a parish councillor.

Cllr Franklin to research where the old minute books are archived, possibly at the Ipswich Registry Office.

Cllr Ford to investigate the value of having previous minutes digitally scanned.

5. MATTERS ARISING FROM THE MINUTES

a. **First Aid Course.** The Chairman reported that the new defibrillator has been installed at the Community Centre. It would be a good idea to run a first aid course for the village. Funding has been made available through the Beaverbrook Foundation and Stephen Burroughes Locality Budget to enable 10-12 people to take part in training.

The Marlesford Emergency Plan specifies first aiders, so these spots need to be filled.

Village residents to be encouraged to take part in first aid training. Cllr Ford recommends that a PCC member should be given priority for the training as the church does have a lot of older congregations.

Chairs initials

b. Local Government Reorganisation.

The parish council has been kept updated regarding this by the district and county councillors. The Chairman has also put together some notes on the reorganisation and the 3 different options, these have been circulated to all prior to the PC meeting. He asked the councillors to let him know their views so that he can make representation on behalf of the PC by the end of the month.

c. Parking of Vehicles Around the Village.

The Chairman highlighted concern at the increase in the number of cars parked along the roads around the village. It has been pointed out that in the event of access being required by emergency vehicles, cars parked in the road could cause difficulties for emergency vehicles and lead to delays. There is clearly no easy solution, cars have to park somewhere. The Chairman has drafted a letter which has been circulated to Councillors prior to the meeting for approval and will be sent to residents in the village suggesting parking off-road where possible but where street parking is the only option, to try to leave enough width in the road to allow other vehicles to pass. Letter approved by all, Clerk to sign off the letter and forward to Cllr Ford who will circulate it via the village email address.

d. Concern over wider use of AI and Implications for Online and Telephone Scamming.

Cllr Catling had previously raised a concern that scams are likely to become more sophisticated as AI becomes more widely adopted. Therefore, it was agreed that a reminder should be sent out to residents to highlight the types of scams and how to avoid them. A draft note has been circulated to Councillors ahead of the meeting for approval and will be sent to residents making them aware of the vulnerabilities of being scammed. All approved that the notice should be circulated via the village email address.

e. Flooding in Marlesford.

The Chairman informed that Marlesford Hall Estate Office is looking at the possibility of holding a supply of sand to be used in the event of an emergency when sandbags need to be filled.

6. FINANCE

a. Statement of Accounts. Bank balances as at 20th August 2025, Barclays Community Account £8,324.55 inc £319.81 CIL and £150 traffic monitoring project. Business Premium Account £867.12. The statement of accounts was signed by the Chair.

The Clerk clarified that at the budget planning meeting 15th November 2024 the reserves were highlighted as follows; Earmarked reserves £1000, Highways and other Maintenance costs. £318.91 CILs. Unallocated reserves £1,434.36. General allocated reserves for the financial year 2024-2025 £2513.00.

b. Monthly Receipts & Payments Schedule – May, June & July.

May, no payments or receipts. June payments £808.02, no receipts. July payments £586.00, no receipts. The schedules were signed by the Chair.

c. Audit Exception Acknowledged by PKF Littlejohn.

The Clerk informed that the external auditors have acknowledged the receipt of Marlesford Audit Exemption Certificate. No review to be performed and consequently no auditor certificate and report will be issued. Audit successfully concluded for the year 2024-2025.

d. Clerks Expenses – Invoice to pay

January to July which includes the Clerks half year working from home pay, total £179.70. Payment approved, proposed Cllr Catling seconded Cllr McConville.

e. Approval of the Clerks Annual Pay Increase

SALC has sent notification of the recommended increase for Clerks pay from April 2025. Chairman will look into this and circulate to all.

Chairs initials

f. Suffolk Cloud – Invoice to pay for website hosting

Approved to pay, £120.00, proposed Cllr Franklin seconded Cllr Catling.

7. ANNUAL REVIEW OF THE FINANCIAL ORDERS

Councillors have received the document ahead of the meeting. The Clerk advised that the required amendments have been made to the regulations for items 5.4,5.7 and 5.11 as per NALC recommendations, since the last review.

All approved the review of the document, proposed Cllr McConville seconded Cllr Ford.

8. REPORTS FROM PARISH REPRESENTATIVES

Energy Projects – The Chair informed that Sizewell C has got the final investment, so can progress with the work which has already started at the main site, Friday Street, Darsham & Wickham Market. Scottish Power Renewables has also started work in the Friston area.

Blackwells earth moving contractors who are operating out of the Parham compound are now using the correct route out of Marlesford along Buttons Lane. Compound is due to be moved to an alternative location.

Chairman and Cllr Barker recently attended a Southern Transport Forum where traffic issues were discussed. A further lane closure on the A12 will take effect in October/November.

Awaiting an update on the A12 improvement works to be carried out in Marlesford.

SALC – Cllr Barker attended his first SALC meeting, nothing much to report back on. He has enrolled on a SALC Councillor Training course.

Planning – The Chair reported that there is a variation on the conditions for the old Hatcher Components site which was destroyed by fire. Parish Council has made representation to say that all traffic using the site must take the Buttons Lane route.

DC/25/2682/FUL Retrospective Application – Placement of Moss Statues and DC/25/2681/ADN Non-Illuminated Advertisement Consent, 3 signs on roof and 1 freestanding sign in car park at The Food Market, Main Road Marlesford. No objection by the Parish Council.

Discharge of conditions for the Southern Park & Ride. Parish Council to ensure that the work carried out is as the conditions.

Footpaths & Access – Cllr Catling reported that the footpaths are all clear and that the road along Bell Lane has been swept by the lorry.

Highways – The Chairman informed that progress is being made regarding the footpath along the A12 from Marlesford up to 5 ways crossing. Some land will be given the other side of the hedge away from the A12.

30mph roundels are soon to be painted on New Road.

Damaged finger post at the junction of New Road & Buttons Road to be replaced this year, Stephen Burroughes has advised that he will help to fund this.

Vegetation to be cut back along the side of the road by the Farm Café, so that lorries can see the designated HGV route sign.

Environmental Dimension of all other Policies – To be removed from the agenda.

Framlingham, Wickham Market and Surrounding Villages Community Partnership. Cllr Franklin reported that she has attended her first meeting. There is various funding available for villages, suggestions made for film clubs, Dementia café, mental health ideas. Further ideas invited, Cllr Ford suggested funding towards a community orchard for Marlesford.

The Chairman thanked Cllr Franklin for her representation.

Chairs initials

9. DATE OF NEXT PARISH COUNCIL MEETING.

The Chairman asked for thoughts on setting a list of dates a year in advance for future meetings. Suggest changing the night from a Friday to an alternative. Would like to set dates for November 2025, February, May, August & November 2026 meetings. Dates can be flexible once they are set. He explained that people who have full diaries would probably welcome dates being set further in advance and he also noted that we might get better attendance from District and County Councillors.

Cllr Catling does not approve of this and is not happy to set dates for a year in advance. He will offer his resignation if this is the case.

All in agreement that the Council must not lose Cllr Catling, therefore the compromise was agreed of setting two meetings dates in advance. Dates for February 2026 meeting to be circulated. Night of meeting to change to suit all. Date of next meeting Wednesday 26th November 2025, 7.00pm.

Meeting ended at 8.30pm

Signed (Chair) Date

