

MARLESFORD PARISH COUNCIL

Minutes of the Marlesford Parish Council, Annual General Meeting, held on Friday 20th May 2022,
7.00pm, in Marlesford Community Centre.

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

In Attendance: SCC Cllr Burroughes, 1 member of the public and the Clerk.

1. ELECTION OF CHAIRMAN & VICE-CHAIRMAN

Lord Marlesford informed that he will not be standing again for Chairman. Cllr Cooper proposed that Cllr Waterfall to take over as Chairman, he is happy to do so, seconded Cllr Catling.

Cllr McConville proposed that Cllr Cooper takes over as Vice Chairman, he is happy to do so, seconded Cllr Bensley.

Declaration of Acceptance to Office forms signed.

The new Chairman thanked Lord Marlesford for his 44 year service as Chairman of Marlesford Parish Council. A gift of recognition was presented to him from the Councillors.

2. APOLOGIES FOR ABSENCE. ESC Cllr Carol Poulter.

3. DECLARATION OF INTERESTS.

a. To declare any pecuniary or non-pecuniary interests in items on the agenda. None.

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

The Clerk will contact the district council for log in details.

4. ELECTION OF REPRESENTATIVES to represent the Parish Council.

SALC - Cllr Bensley

Planning - Cllr Waterfall

Firs Bowling Green - Cllr Waterfall

Website - Cllr Howard

Footpaths & Access - Cllr Catling

Highways (local roads) - Cllr Howard.

Sizewell – Cllr Cooper.

A12/Energy Projects - Cllr Cooper.

Finance/Internal Audit - Cllr McConville

Environmental Dimension of all other Policies – Cllr Catling

Neighbourhood Watch & Police Matters – Cllr Cooper, he will also contact the police for regular crime updates.

The above representatives were agreed by all, proposed by Lord Marlesford seconded Cllr Howard.

5. MINUTES OF MEETING HELD ON 25th FEBRUARY 2022 - To consider the approval

Cllr Waterfall asked for an amendment to be made to 12a. Quiet Lanes – “the intention is that all Quiet Lanes will be 20mph and will be taken off Sat Navs, to cut down on traffic”.

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

6. MATTERS ARISING FROM THE MINUTES.

a. To Consider installing Wi-fi at the Community Centre. Cllr Howard informed that Fram Broadband has quoted £130 inc VAT to install broadband at the Community Centre, monthly fee £22.61. She advised that ESC Cllr Poulter has agreed to fund for the first year. But this will be an ongoing cost that the PC will need to consider in the future, or could go halves with the Community Centre. The Chairman informed that “The Old School Club Fund” may be able to pay for the cost in the future. It would be a benefit to the village to have WiFi in the hall which could encourage a “Homework Club” for those who struggle to work from home.

SCC Cllr Burroughes would be happy to supply funding for a large screen/monitor to be installed on the wall.

WiFi would also encourage hybrid online meetings.

Chairmans initials

b. Approval of Asset Register. The Clerk informed that currently the asset register comprises of 1 seat £500. The Chairman reported that the bus shelter and the village sign should also be included on the register as these are both the responsibility of the PC. He will ask a local builder to give a price to rebuild the bus shelter, so that the asset cost is known.

c. Quiet Lanes. The Chairman informed that SCC has advised that the posts which are too tall and have been placed in the wrong locations will be rectified, but that currently SCC have run out of the smaller posts. New locations for the poles have been accepted by SCC. SCC Cllr Burroughes will chase this along with a new sign for The Ford.

d. Jubilee Mugs. The Chairman informed that these have arrived and will be presented to the children in the village.

7. FINANCE a. Statement of Accounts. Bank balances as at 20th May 2022, Barclays Community Account £14,176.01 (inc £5319.81 CILs), Business Premium Account £839.65. The statement of accounts was signed by Cllr Catling. Cllr Bensley is keen to get feedback from the village on what the CIL money could be spent on. She will draft a note for the website and leaflet for all the homes in Marlesford to invite suggestions.

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

The Clerk explained the 6 recommendations to the Parish Council, includes 1. The cashbook to be updated with 2p bank interest. 2. Copy of P60 to be included in the file.

3. Clerk to use the bank balance as at the 31st March for the reconciliation, Clerk disagrees as she did use the correct bank balance. 4. Council should review whether Earmarked reserves need to be established. The Clerk reported that Earmarked reserves had been agreed at the PC meeting on 29th November 2021. 5. To review effectiveness of the internal audit during the year of the accounts. The Clerk advised that she has a template Internal Control Statement which the PC will adopt in February 2023. 6. The PC must appoint the internal auditors eg Heelis & Lodge during the year of audit and to be minuted.

The fee to Heelis & Lodge for carrying out the internal audit, £90.00. Approved for payment, proposed Cllr Catling seconded Cllr Bensley.

c. Approval of End of Year Accounts 2021 – 2022

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

The Accounting Statement was approved by all. Proposed Cllr Catling seconded Cllr McConville, signed by the Chairman & the Clerk. The Clerk will update the Asset Register for next year's audit.

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 Catling seconded Cllr McConville, 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. Renewal of Parish Council Insurance – Invoice to pay. Community action Suffolk has advised that the current insurers The Military Mutual is unable to offer the PC a renewal. CAS has given a price of £392.98 from Ansvar Insurance company. It was agreed by all to take out the new insurance policy with Ansvar, proposed Cllr Catling, seconded Cllr Howard.

f. SALC Invoices to Pay. Renewal of subscriptions £145.93. 6 month payroll service £22.80. Training £31.20. Proposed Cllr McConville, seconded the Chairman.

g. Clerks Pay & Expenses. £362.72 Clerks pay. £57.00 HMRC P30. Clerks expenses £274.08 includes working from home pay from January 2021 to January 2022. Proposed Cllr Catling seconded Cllr Cooper.

The Clerk was thanked for all her work, particularly in preparing the end of year accounts.

h. Community Café – Contribution from the PC to the community café £260.00.

i. Community Hall – For the hire of the hall for PC meetings £130.00.

The above 2 payments were proposed by the Chairman seconded Cllr Catling.

8. TO RECEIVE REPORTS FROM DISTRICT & COUNTY COUNCILLORS.

The report from ESC Cllr Poulter has been forward to all.

Chairmans initials

SCC Cllr Burroughes report has been forward to all in advance of the meeting, he passed on his thanks to Lord Marlesford for his service and for navigating the Parish Council over the past years. He congratulated the new Chairman & Vice Chairman, they will add great value to the PC. Cllr Burroughes reported that as a county they have spent the past 12 months recovering from Covid. He apologised that he has not been able to attend PC meetings. Offsted has rated the children’s services as “Outstanding”. SCC Highways is investing £10m towards flooding and £10m towards footpaths. The Gullwing Bridge in Lowestoft is almost finished. Town & Parishes are encouraged to come forward to apply for the new Automatic Number Plate Recognition devices (ANPR), which picks up vehicle registration and sends to the police who then summons a fine. This will help to prevent speeding. He will send a link to the Chairman so that the PC may register. He thanked the Vice Chairman for all his Sizewell work.

9. SIZEWELL C - TO INCLUDE FOUR VILLAGE BYPASS (SEGway) & PROPOSALS FOR PARK AND RIDE AT WICKHAM MARKET.

Cllr Cooper gave his report on Sizewell C; **Planning Timetable**, the original date by which the Secretary of State should report his decision on Sizewell C was going to be 25th May. However, the decision is delayed until 8th July. **EDF Timetable**, comments remain as per the notes for the February meeting. **A12 Mitigation**, comments remain as per the notes for the February meeting. **Four Village Bypass**, Dan Poulter has prepared a letter which will go to the Secretaries of State at BEIS and Transport (and No 10). It will request the Government to reconsider the Four Village Bypass. He has the support of other MPs and the letter is intended to reach Kwasi Kwarteng in time for the Four Village Bypass to be factored into his final decisions on SZC. **Parishes’ Letter to Kwasi Kwarteng**, Marlesford PC approved a letter to be sent by approximately 40 East Suffolk parishes and town councils sanctioning the Secretary of State for giving the impression that the SZC decision is a foregone conclusion before the deadline for his decision on the Development Consent Order has been given. The parishes have not yet had a response.

Meeting Schedule

31st March – Southern Park and Ride Meeting with EDF, SCC, ESC, Hacheston, Wickham Market and Campsea Ashe.
12th April – Initial footpath and cycleway discussions with ESC and SCC
10th May – Follow-up meeting to discuss footpath and cycleway with ESC and SCC
24th May – EDF briefing to Marlesford PC – 7.00pm Marlesford Community Centre
7th June – A12 Mitigation Meeting, with EDF, SCC, ESC, and Lt Glemham.
13th June - Follow-up meeting to discuss footpath and cycleway with ESC and SCC
5th Sept. - Southern Park and Ride Meeting with EDF, SCC, ESC, Hacheston, Wickham Market and Campsea Ashe. Carol Poulter as our ESC ward councillor has been supportive in a number of these meetings. The discussions on the footpath and cycleway between Marlesford and the Southern Park and Ride are well supported by SCC and ESC officers. We have conditional agreement from one landowner to pursue further discussions. The second landowner is less willing to engage, but depending on the width of the Highways ownership adjacent to the A12 it may be possible to accommodate the path with using his land. EDF has offered to come to Marlesford on Monday 4th July to have a meeting, which is welcomed.

10. SCOTTISH POWER NORTH SEA WIND FARMS.

Cllr Cooper reported that East Anglia One North and East Anglia 2 Examination finished on 7th July and the report went from PINS to SoS on 6th October. The SoS gave his approval to both projects on 31st March 2022. **Nautilus Interconnector and Onshore Converter Station**, promoted by National Grid Ventures, the project has been registered with PINS and an application is expected Q2 2023. The infrastructure is likely to be located in the Friston/Snape area. **Eurolink Interconnector and Onshore Converter Station**, promoted by National Grid Ventures, the project is still at planning stage and has not yet been registered with PINS. The infrastructure is likely to be located in the Friston/Snape area.

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National Grid - UK interconnectors SCD1 & SCD2 (2 proposed UK grid connectors), not yet registered with PINS but infrastructure is likely to be located in the Friston/Snape area.

RWE & SSE – 5 Estuaries proposed offshore wind farm extension, not yet registered with PINS but infrastructure is likely to be located in the Friston/Snape area.

RWE – North Falls proposed offshore wind farm extension, not yet registered with PINS but infrastructure is likely to be located in the Friston/Snape area.

11. REPORTS FROM PARISH REPRESENTATIVES

SALC – Cllr Bensley reported that the Parish Council must consider adopting the New Code of Conduct. The Clerk advised that SALC are offering training on the new code which is a Code of Conduct for Parish Councillors and encouraged that they register. The PC will adopt the new code at the next PC meeting.

The new Chairman would like to register onto the Chairman’s training course, Clerk will do so.

Highways are launching a Facebook page to show where road works are taking place in the county.

Also discussed was the Levelling Up Agenda eg Local Plan and more. SCC Cllr Burroughes encourages a Neighbourhood Plan, it is a lot of work but gives a good idea of what residents want in a Parish.

The date of the SALC AGM is on 20th June 7pm and encouraged the Chairman or Vice Chairman to attend as the meetings are useful.

Planning – The Chairman advised that the plastic windows have been installed at Meadow Cottage and is pleased to see that they have not had detrimental effect on the look of the property.

The PC had criticised the plans for Lambley Cottage, Bell Lane, but ESC has accepted the planning application.

Lord Marlesford is disappointed that ESC ignored the representation made by the PC for the solar farm and that permission has now been granted. Clerk to advise ESC Carol Poulter that the PC is disappointed in the decision made.

Firs Bowling Green – The Chairman informed that nothing has yet been received back from the Land Registry, hopefully will be updated in June.

Footpaths & Access – Cllr Catlings reported that the bridge at the Ford is being repaired and that the footpath has been blocked off. The works do seem to be taking some time. SCC Burroughes will chase this up with Highways. All footpaths in the village have been cut.

Highways - Cllr Howard informed that she has put in 2 requests to have the white lines reinstated on Sandy Lane.

Website - Cllr Howard informed that all is up to date.

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

The Chairman reported that it is a shame that the Katch bus does not stop in Marlesford to deliver the service to Wickham Market railway station. SCC Burroughes will ask if the catchment area could be widened to include Marlesford in the catchment area.

12. CORRESPONDENCE. None

13. ANY OTHER BUSINESS.

a. Village Noticeboard. Cllr Howard suggests a new noticeboard to be installed by the bus shelter to serve that end of the village. There is currently only one other noticeboard in the village and this is at the community centre. The PC agreed that this is a good suggestion, the Clerk to get 3 quotes. Could be paid for out of CIL money.

b. Governance Review. Cllr Cooper recommends that the PC makes representation when the 2nd stage of the consultation starts 30th May to 8th July.

c. Framlingham & Community Partnership. Cllr Cooper informed that he is on the committee of the partnership and that there is a range of funds available for projects. There could be a possibility to fund a contribution to a park & ride link footpath into Marlesford via Hacheston.

14. DATE OF NEXT PARISH COUNCIL MEETING.

Friday 19th August 2022, 7.00pm.

Meeting ended at 9.05pm

Signed (Chairman) Date