



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB  
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1<sup>st</sup> May 2025

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 7<sup>th</sup> May 2025** at 7.30pm.

In order to facilitate the meeting, in the absence of prior notice of a wish to speak, the Chairman will take starred items\* as read and accepted without discussion. For other items, if any councillors wish to present a proposal to expedite the business, the Chairman will ask them to speak at an early stage in the discussion, if notified in advance.

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like it to be switched on.

The meeting is open to the public and press to attend.

*L S Burgess*

Lisa Burgess  
Clerk/RFO

**CP** is council paper; **CR** is Clerk's report

AGENDA			
Time	Item	Action by Council	Paper/Ref (all by email)
19.30	<b>1. Election of Chairman of MPC</b>	Elect Chairman and receive the Chairman's Declaration of Office	N/A
19.32	<b>2. Election of Vice-Chairman</b>	Elect Vice-Chairman and receive the Vice-Chairman's Declaration of Acceptance of Office	N/A
19.33	<b>3. Apologies</b>	Note/accept absence	N/A
19.35	<b>4. Any declarations of disclosable pecuniary or local non-pecuniary interest</b>	Register of Interest	N/A
19.37	<b>5. Filling the Parish Councillor vacancies</b>	Consider Co-option	N/A
	<b>6. Minutes of Parish Council Meeting 02.04.25</b>	Approve*	CP- minutes
	<b>7. Actions from last meeting</b>	Ongoing or on the agenda*	N/A

	<b>8. PUBLIC FORUM</b>		
	8.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	8.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	8.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	8.4 Any issues raised by the public	Note/include on another agenda?	Any issues?
	<b>9. Appointment of Committee Members</b>	Appoint	N/A
	<b>10. Appointment of Chairmen of Committees</b>	Appoint	N/A
	<b>11. Appointment to Working Groups &amp; Parish Council (PC) Stand Working Group (for the Village Fete)</b>	Consider/Appoint	CP
	<b>12. Appointment of Safeguarding Officer</b>	Appoint	N/A
	<b>13. Appointment of Representatives to external organisations &amp; other appointments</b>	Consider/Appoint	CP
	<b>14. Appointment of Notice Board Caretakers</b>	Consider/Appoint	CP
	<b>15. Play Area &amp; Trim Trail Inspectors</b>	To note current inspectors – R & A C to appoint	CP
	<b>16. Review of annual subscriptions 2025/26</b>	Agree the annual subscriptions for year 2025/2026; agree donation to Community Action Suffolk; Agree new recommended £60 annual payment to CPRE; Agree Council Officers membership of SLCC	CR
	<b>17. Review of ongoing routine service contracts</b>	To delegate to the Clerk to agree ongoing service contracts.	N/A
	<b>18. Review any deeds, leases, legal documents held, as necessary</b>	Approve (Delegate any issues to F&GPC)	CP
	<b>19. Review authorised signatories</b>		
	19.1 Review signatories, 4 signatories required, plus removal of those necessary	Note/agree	N/A
	19.2 Authorise Clerk/RFO access to Unity Trust Bank	Approve	CP
	<b>20. Electronic issue of agendas, associated papers &amp; minutes</b>	Agree to continued use of email to issue paperwork (Standing Order 15b permits)	N/A
	<b>21. Financial Matters</b>		
	21.1 Payments made between meetings	Ratify	CP

	21.2 Payments pending between meetings	Approve	CP
	21.3 Quarterly VAT Return	Note	CP
	21.4 Receipts between meetings	Note	CP
	21.5 RFO Reports to include year end	Note	CR
	21.6 Annual Governance & Accountability Return (AGAR)	Completion required - Note	CP
	21.7 Community Infrastructure Levy (CIL) Payment 24/25 to include CIL statement	Note	CP
	21.8 Internal Control Statement for year ending 31.03.2025	Refer to F&GP	CP
	21.9 2025/26 Budget	Note	CP
	<b>22. To consider reports &amp; recommendations from Committees</b>		
	22.1 DETC Minutes 16.04.25	Approve	CP
20.05	<b>23. Clerk's Report</b>		
	23.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CR
	23.2 Neighbourhood Watch	Consider action	CR
	23.3 Update on training	Consider/Approve	CR
	23.4 Approve SCL revised quote to clear footpath by Community Orchard (reduced price, one side only)	Approve	CR
	23.5 Setting of nominal budget for low value projects	Approve	CR
	23.6 Office equipment – quote for laptop for Finance & Administration Officer, Chair for Finance & Administration Officer	Approve	CR
	23.7 Project update	Note	CR
20.25	<b>24. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	24.1 Village Fete 19.07.23 - any update?	Note/consider?	N/A
	24.2 Martlesham Community Speed Watch.	Note	N/A
20.40	<b>25. Consultations</b>		
	25.1 Any consultations?	Note/consider?	N/A
	25.2 Local Nature Strategy – Suffolk County Council. Complete on line consultation by 11.06.25	Note	N/A
20.51	<b>26. Recreation Ground Trust</b> (the Parish Council acts as sole trustee in the interests of the Trust): to consider any matters other than those within the remit of the Recreation & Amenities Committee		
	26.1 Anything to report?	Note/consider	N/A
20.53	<b>27. Any reports from representatives on local organisations</b>		
	27.1 Martlesham Community Hall Committee	Note/consider	CP if available
	27.2 Any other reports?	Note/consider	N/A
20.57	<b>28. Items for Martlesham newsletters (June)/Facebook/website</b>		
	28.1 Contributions/what has this meeting achieved?		N/A

