



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB  
Clerk: Mrs Susan Robertson  
Telephone: 01473 612632  
Email: [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk)  
Website: <http://martlesham.onesuffolk.net>

28 January 2021

Dear Sir/Madam

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be held **virtually via Zoom** on **WEDNESDAY 03 FEBRUARY 2021** at 7.30pm. **An invitation with details how to join the meeting will be sent out by e-mail under separate cover.**

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.

*S C Robertson*

Susan Robertson  
Clerk

**To join this meeting as a member of the public or press please e-mail the Clerk, [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk), no later than 5pm on Tuesday 02 February 2021 to receive an invitation. You will be welcome to participate in the Public Forum under item 7 of the agenda.**

Please login 10 minutes prior to the start of the meeting, you will be held in a waiting room until the host allows you entry.

**Please note: This meeting will be recorded.**

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

AGENDA			
Time	Item	Action by Council	Paper/Ref (all by email)
19.30	<b>1. Apologies</b>	Note/accept absence	Not applicable (N/A)
19.31	<b>2. Any declarations of disclosable pecuniary or local non-pecuniary interests</b>	Register interests	N/A
19.32	<b>3. Filling two Parish Councillor vacancies</b>	Consider co-option	N/A
19.35	<b>4. Appointments to Committees, Working Groups and any other representation</b>	Any appointments?	N/A
19.36	<b>5. Minutes of Parish Council Meeting 20.01.21</b>	Approve*	Minutes
19.37	<b>6. Actions from last meeting</b>	Completed or on the agenda*	N/A
19.38	<b>7. PUBLIC FORUM</b>		
	7.1 Police Report: SALC Forum on ASB 12.11.20 & virtual Tasking Group meeting on 13.01.21	Note/any issues raised by the public/consider	CR1, Forum CP & any minutes
	7.2 Reports from District Councillors, including a special report by Cllr Blundell	Note/any issues raised by the public/consider	Any report?
	7.3 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?

	7.4 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	7.5 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.50	<b>8. Financial Matters</b>		
	8.1 Cheques signed between meetings	Ratify	CP to follow
	8.2 Any pending expenditure transactions	Agree	CP to follow
	8.3 Income & expenditure to date	Note*	CP to follow
	8.4 Mandate changes & internet banking – ongoing	Note*	CR2
19.55	<b>9. TO CONSIDER REPORTS &amp; RECOMMENDATIONS FROM COMMITTEES &amp; WORKING GROUPS</b>		
	9.1 Recreation & Amenities Committee 13.01.21	Approve*	Minutes
	<p><b>RECOMMENDATION R2021/1a:</b> To consider using CIL reserves for play equipment maintenance if R&amp;AC budgets are overspent.</p> <p><b>RECOMMENDATION R2021/1b:</b> To agree that the Terms of Reference for the R&amp;AC are amended as follows [amendment - an additional bullet point g) highlighted in red].</p> <p><b>RECREATION &amp; AMENITIES COMMITTEE TERMS OF REFERENCE</b></p> <p>To review any matters on footpaths, planting and recreational facilities and in acting on these reviews, recommend undertaking one of the following: -</p> <ul style="list-style-type: none"> <li>a) To prepare plans and budgets for recommendation to the Parish Council and to prepare, let and administer contracts within agreed plans and budget.</li> <li>b) Authorised to make payments within their budget limit.</li> <li>c) Instigate work on a voluntary basis, or a partly or fully Parish Council funded basis, eg Inspections etc.</li> <li>d) Establish working groups as necessary.</li> <li>e) Liaise with working groups e.g. Portal Woodland Conservation Group etc, on their work and manage their budget administration.</li> <li>f) Note and file if needed or pass on and follow up the matter with another party.</li> <li>g) <b>Liaise with principal authorities and stakeholder groups.</b></li> </ul> <p>The Recreation &amp; Amenities Committee is delegated to manage the Recreation Ground for the Recreation Ground Trust.</p>		
	9.2 Sports Fund Working Group update on projects	Note*	CR3
	9.3 Martlesham Climate Action: meeting on 14.12.20	Note* (window poster provided for display)	Meeting minutes
	9.4 Community Orchard Working Group (COWG) update	Note*	Verbal update
20.10	<b>10. Clerk's report &amp; correspondence</b>		
	10.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP to follow
	10.2 Report re Defibrillator on Black Tiles PH	Note that training to take place when safe to do so*	CP
	10.3 Highways licence for planting in Carol Avenue, Martlesham	Note*	CR4
	10.4 NALC Coronavirus update on remote meetings	Note*	CR5
20.18	<b>11. Development in Martlesham</b>		
	11.1 DC/20/1036/FUL - Retirement Apartments, Eagle Way, Martlesham Heath – meeting with planners & ESC Case Officer on 25.01.21	Note*	CR6
	11.2 Other significant planning applications, e.g. Brightwell Lakes, Suffolk Constabulary HQ	To receive any update?	N/A
20.25	<b>12. Consultations</b>		
	12.1 SCC Suffolk Design: Streets Guide – deadline 10 February 2021	Consider whether to respond to the survey & if so, how?	CR7 & CPs

	12.2 Sizewell C: representation at the Public Examination	Consider whether to appoint representatives or respond in writing alone	CR8
	12.3 Briefing on a public consultation about improvements to the A12 between the A14 'Seven Hills' and the A1152 Woods Lane	Note & include on DET Committee's February agenda*	CR9
20.50	<b>13. 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		
	13.1 Finance Report	Note*	CP to follow
	13.2 Kronji's Piece & Recreation Ground Steering Group January consultation	Note any update*	Verbal update?
	13.3 Meeting with Bowls Club representatives re land registration; request for deeds	Note ongoing*	CR10
21.00	<b>14. Any reports from representatives on local organisations</b> – None received to date		
21.03	<b>15. Items for Martlesham newsletters/Facebook/website</b>		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A