



# Martlesham Parish Council

Parish Room  
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25 February 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 MARCH 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 March 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 03.02.21</b>	Approve*	Minutes
19.37	<b>6. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.38	<b>7. PUBLIC FORUM</b>		
	7.1 Police Report: Virtual Tasking Group meeting on 25.02.21	Note/any issues raised by the public/consider	CR1 & CP, any verbal report?
	7.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any reports?
		Note farewell from Cllr O'Brien	CP Cllr O'Brien

	7.3 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports? CP Cllr Blundell
	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*	N/A
	8.5 Further grant of £3,200 for Harry Higgins Play Area – fund from 9011 EMR Development of Play Areas or 9020 EMR CIL Reserve?	Consider Mr O'Brien Baker's email	CP
19.58	<b>9. TO CONSIDER REPORTS &amp; RECOMMENDATIONS FROM COMMITTEES &amp; WORKING GROUPS</b>		
	9.1 Development, Environment & Transport Committee 10.02.21	Approve*	Minutes
	9.2 Finance & General Purposes Committee 24.02.21	Approve*	Minutes
	<b>RECOMMENDATION F2021/2a:</b> That the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014. <b>RECOMMENDATION F2021/2b:</b> To accept the F&GPC Terms of Reference without amendment. <b>RECOMMENDATION F2021/2c:</b> To agree the Grant Policy, Parish Room Policy, Health & Safety Policy and Equal Opportunities Policy without amendment. <b>RECOMMENDATION F2021/2d:</b> To agree the Assets Register 2020/21 as amended by the Clerk. <b>RECOMMENDATION F2021/2e:</b> To accept the Freedom of Information Scheme without amendment. <u>Agreed.</u> <b>RECOMMENDATION F2021/2f:</b> To accept the Safeguarding Policy as per previous Recommendation F2020/2c which includes volunteers. <b>RECOMMENDATION F2021/2g:</b> To accept the CCTV Operational Procedure without amendment. <i>(CPs for all recommendations emailed)</i>		
	9.3 Martlesham Climate Action: meeting on 15.02.2; a Plastic Action Champion has come forward	Note*	Meeting minutes
	9.4 Community Orchard Working Group (COWG) – meetings on 19.01.21 & 23.02.21; final draft Memorandum of Understanding with MHHL (MOU)	Agree MOU – 2 councillors to sign	Meeting minutes/ MOU
20.30	<b>10. Clerk's Delegated Decisions</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
20.31	<b>11. Development in Martlesham</b>		
	11.1 DC/20/1036/FUL - Retirement Apartments, Eagle Way, Martlesham Heath – update	Note*	CR2
	11.2 Progress on Brightwell Lakes	Note*	CR3
	11.2 Any update on Suffolk Constabulary HQ?	To receive any update?	N/A
20.36	<b>12. Consultations</b>		
	12.1 A12 Scheme consultation: deadline 19 March 2021 <a href="http://www.suffolk.gov.uk/A12improvements">www.suffolk.gov.uk/A12improvements</a>	Consider summary to 24.02.21 – any further input, agree response or delegate?	CPs: summary/ MiB comments
	12.2 Sizewell C: Rule 6 Letter from the Examining Authority which contains an invitation to the Preliminary Meeting, a draft Examination Timetable and other important information	Consider how to proceed	CP

21.00	<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	Ratify payments	CP to follow
	13.2 HMRC Valuation Office: request for rent, lease or ownership details	Note*	CR4
	13.3 Kronji's Piece & Recreation Ground Steering Group meeting 25.02.21	Consider feedback on survey results & next steps	Notes to follow
21.15	<b>14. Any reports from representatives on local organisations</b> – None received to date		
21.16	<b>15. Items for Martlesham newsletters/Facebook/website</b>		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A