



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Susan Robertson
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
Website: <http://martlesham.onesuffolk.net>

31 March 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 07 APRIL 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, no later than 5pm on Tuesday 06 April 2021 to receive an invitation. You will be welcome to participate in the Public Forum under item 6 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	1. Apologies	Note/accept absence	Not applicable (N/A)
19.31	2. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.32	3. Filling two Parish Councillor vacancies	Consider co-option	CR1 & Co-option process
19.42	4. Minutes of Parish Council Meeting 03.03.21	Approve*	Minutes
19.43	5. Actions from last meeting	Ongoing or on the agenda*	N/A
19.44	6. PUBLIC FORUM (There is no time given for County Councillor reports as we have entered the Suffolk County Council pre-election period (informally known as 'purdah') which began with the publication of the Notice of Election, and runs until the election has taken place.)		
	6.1 Police Report: ASB Tasking Group next virtual meeting 15.04.21; Speeding Forum 08.03.21	Note/any issues raised by the public/consider	CR2; CP on Speeding Forum
	6.2 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports? CP Cllr Blundell
	6.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	6.4 Any issues raised by the public	Note/include on another agenda?	Any issues?

19.56	7. Financial Matters		
	7.1 Cheques signed between meetings	Ratify	CP to follow
	7.2 Any pending expenditure transactions	Agree	CP to follow
	7.3 Income & expenditure to 31 March 2021	Note*	CP to follow
	7.4 Mandate changes & internet banking – ongoing	Note*	N/A
	7.5 Order for Harry Higgins Play Area equipment submitted on 22.03.21. Completion hopefully by early July (weather dependent).	Note*	N/A
	7.6 2020/21 Annual Governance and Accountability Return (AGAR) external auditor instructions	Note*	CR3
20.03	8. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS		
	8.1 Recreation & Amenities Committee 10.03.21	Approve*	Minutes
	<p>RECOMMENDATION R2021/3a: To support and ratify the responses of the Kronjis Piece & Recreation Ground Steering Group to the comments submitted to the Recreation Ground Consultation (January 2021). (CP Kronjis Piece & Recreation Ground Survey Results & Action Plan V2)</p> <p>RECOMMENDATION R2021/3b: To agree the Action Plan for the Recreation Ground and Kronjis Piece resulting from the Consultation which took place in January 2021. (CP see above)</p> <p>RECOMMENDATION R2021/3c: To agree that the Provision of Grit Bins Policy remains unchanged as follows:</p> <p style="text-align: center;">Provision of Grit Bins Policy</p> <ul style="list-style-type: none"> No grit bins to be installed in the hamlets off Eagle Way. The Recreation & Amenities Committee (R&AC) will not actively seek to place grit bins but respond to requests from residents. On receipt of a request the R&AC will decide in principle if the expense can be justified. If considered justified those making the request must take responsibility for completing part of the Suffolk Highways (on behalf of Suffolk County Council) application form and put in place mechanisms to meet the initial and ongoing SCC criteria. They must also name the contact person who Martlesham Parish Council will deal with. Information provided by those requesting a grit bin will be dealt with as per the Parish Council's General Privacy Notice, the details of which are available on the Parish Council's website. The form and details of arrangements must be passed to the R&AC and if the initial and ongoing criteria are met the request will be sent by the PC to SCC using the SCC's online highways 'report it' tool. Members of the public to be made aware that grit bin request forms are submitted to Suffolk Highways to assess by 31st August and where all criteria are met, approval will be granted within a 4 week period. Installation will be arranged by the PC following its usual procedures. If at any time the R&AC find the group is failing to meet the SCC ongoing criteria the SCC will be informed. 		
	8.2 Martlesham Climate Action: meeting on 22.03.21; Climate Emergency Summit 25.09.21 in St Michael's Church Centre	Note*	Meeting minutes to follow; Draft article
	8.3 Community Orchard Working Group (COWG): water supply & cabinet in place; meeting on 06.04.21	Note*	Verbal update
20.18	9. Clerk's Report		
	9.1 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
	9.2 Nominations for Chairmen	Notify the Clerk of any nominations for May	CR4
	9.3 Physical meetings back on the agenda from 17th May	Consider: Respond to govt. survey; agree further delegation?	CR5

	9.4 Travis Perkins – Pill Box	Note*	CR6
	9.5 Bowls Club grant/defibrillator	Consider whether to proceed with the grant and consider installation of a new defibrillator	CR7
	9.6 Defibrillator for Sandy Lane businesses	Consider	CR8
	9.7 Annual Parish Meeting on 21.04.21	Note*	CR9
20.55	10. Consultations		
	10.1 A12 Scheme consultation: delegated response submitted & circulated on 19.03.21	Note*	N/A
	10.2 Sizewell C: Briefing on the Planning Process	Do we wish to take up an offer to meet with the Sizewell C Project Team?	CP
21.00	11. Recreation Ground Trust (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		
	11.1 Finance Report	Ratify payments	CP to follow
	11.2 Charity Commission Annual Return 2020	Ratify	CR10
	11.3 National Non Domestic Rate Demand 2021/22	Note*	CR11
21.05	12. Any reports from representatives on local organisations		
	12.1 Community Partnership meeting 11.03.21: focus on Environmental Care	Note*	CP
	12.2 Any other reports?	To receive any verbal reports	N/A
21.08	13. Items for Martlesham newsletters/Facebook/website		
	13.1 Contributions/what has this meeting achieved?	Consider	N/A
	The following item is to be taken in camera		
21.10	14. Staff Matters		
	14.1 CONFIDENTIAL Notes of Personnel Working Group Meeting 17 March 2021	Agree Recommendations PW2021/3a & 3b	Confidential CP