



Martlesham Parish Council

Parish Room
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Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Susan Robertson
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29 April 2021

Dear Sir/Madam

You are hereby summoned to attend the ANNUAL MEETING of MARTLESHAM PARISH COUNCIL which will be held **virtually via Zoom** on **WEDNESDAY 05 MAY 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 04 May 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. Election of Chairman of MPC	Elect Chairman and receive the Chairman's Declaration of Acceptance of Office	Not applicable (N/A)
19.32	2. Election of Vice-Chairman	Elect Vice-Chairman and receive the Vice-Chairman's Declaration of Acceptance of Office	N/A
19.34	3. Apologies	Note/accept & minute apologies	CR1
19.35	4. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.36	5. Minutes of Parish Council Meeting 07.04.21	Approve*	Minutes
19.37	6. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	7. Filling a Parish Councillor vacancy	Consider co-option	N/A
19.40	8. Affirm the Clerk as the Responsible Financial Officer (RFO)	Minute that the Clerk also acts as the RFO	N/A

19.41	9. PUBLIC FORUM (County Council election taking place on 06 May 2021 so no County reports)		
	9.1 Police Report: ASB Tasking Group virtual meeting 15.04.21	Note/any issues raised by the public/consider	Any minutes? CR2
	9.2 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports? CP Cllr Blundell
	9.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	9.4 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.51	10. Appointment of Committees and Chairmen of Committees	Appoint (NB Suspend SO 5e if Mr Burrows is to continue as F&GPC Chairman)	CP
19.56	11. Appointments to Working Groups	Appoint	CP
20.01	12. Appointment of Martlesham Heath Householders Ltd (MHHL) Director	Appoint	CP
20.03	13. Appointment of Safeguarding Officer	Appoint	CP
20.05	14. Appointment of representatives to external organisations & other appointments	Appoint	CP
20.10	15. Appointment of notice board caretakers	Appoint	CP
20.13	16. Play Area Inspectors	To note current inspectors & to recruit more – R&AC to appoint	CP
20.15	17. Review of Annual subscriptions 2021/22	Agree the annual subscriptions for year 2021/2022; agree donation to Community Action Suffolk	CP
20.18	18. Review list of ongoing routine service contracts	To delegate authority to the Clerk to agree ongoing service contracts. Approve use of Direct Debit for payments to BT, Apogee & Wave Utilities (Anglian Water)	CP
20.21	19. Review any deeds, leases, legal documents held, as necessary	Approve (Delegate any issues to F&GPC)	CP
20.25	20. Review authorised signatories	Agree four authorised signatories, noting that two signatures are always required	CR3
20.27	21. Electronic issue of agendas, associated papers & minutes	Agree continued use of email to issue paperwork (Standing Order 15b permits)	N/A
20.30	22. Financial Matters		
	22.1 Cheques signed between meetings	Ratify	CP to follow
	22.2 Any pending expenditure transactions	Agree	CP to follow
	22.3 Income & expenditure	Note*	CP to follow
	22.4 End of year submissions: Final HMRC Payment Submission for 2020/21 on 19/03/21; Annual Pension Return 2020/21 submitted 15/04/21; P60s issued on 16/04/21; Year End Closedown 27/04/21	Minute the tasks completed	N/A
	22.5 Annual Governance and Accountability Return (AGAR) 2020/21: Extension for submission date	Note*	Any update?
	22.6 Community Infrastructure Levy	Note*	CR4
20.36	23. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS		
	23.1 Development, Transport & Environment Committee (DETC) 14.04.21	Approve*	Minutes

	23.2 McCarthy & Stone planning application for retirement homes	To consider: if permission is granted, accept transfer of car park & APD land in principle; appoint a working group	CR5 & CP letter
	23.3 Martlesham Climate Action: progress on Climate Emergency Summit 25.09.21 in St Michael's Church Centre; update on installation of swift boxes	Note*	Verbal update
20.50	24. Clerk's Report		
	24.1 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
	24.2 High court dismisses application for virtual meetings to continue	Awaiting detailed guidance; hold working group meetings in May & June if allowed?	CR6
	24.3 Parish Office heating	Agree to obtain costs	CR7
	24.4 Domain name & official councillor email accounts	Consider new guidance	CR8
	24.5 Speed Indicator Device (SID) Project	Appeal for volunteers	CR9
	24.6 Operation London Bridge protocol – period of national mourning	Agree to draw up a protocol – any volunteer to research & draft?	N/A
	24.7 Land Maintenance Contract working group	Appoint a working group	CR10
21.05	25. Consultations		
	25.1 A12 Scheme consultation: Update & Ecology Field Scoping Surveys	Note*	CR11
	25.2 Sizewell C: Rule 8 letter	Note*	CR12/Verbal update
21.10	26. 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		
	26.1 Finance Report: no receipts or payments in April	Note*	N/A
	26.2 Land Registry: notified the registration could take up to 9 months	Note*	N/A
	26.3 Any matters to report?	Note*	N/A
21.12	27. Any reports from representatives on local organisations		
	27.1 Disability Forum 13.04.21	Note*	Any report?
	27.2 Martlesham Community Hall AGM on 22.04.21	Note*	Any report?
	27.3 Any other reports?	To receive any verbal reports	N/A
21.15	28. Items for Martlesham newsletters/Facebook/website		
	28.1 Contributions/what has this meeting achieved?	Consider	N/A
	The following item is to be taken in camera		
21.18	29. Staff Matters		
	29.1 CONFIDENTIAL Notes of Personnel Working Group Meeting 21 April 2021	Agree Recommendations PWG2021/4a, 4b, 4c & 4d	Confidential CP Further report to follow