



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Susan Robertson
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17 June 2021

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 23 JUNE 2021** at 7.30pm, **at St Michael's Church Centre**.

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.

To help prevent the spread of Covid-19, please bring your own refreshments, your own pen for signing in, and dress appropriately given the need for increased ventilation. Please make your own risk assessment of the advisability of attending and/or any measures you should take individually to ensure your own safety.

PLEASE FOLLOW GUIDANCE ON SOCIAL DISTANCING, THE WEARING OF FACE COVERINGS & HAND SANITISING.

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

S C Robertson

Susan Robertson
Clerk

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. Resignation of Charlotte Driver	Note*	CR1
19.33	4. Filling the Parish Councillor vacancy	Consider co-option	N/A
19.34	5. Appointment of Development, Transport & Environment Committee Chairman	Appoint	N/A
19.35	6. Vacant appointments: Safeguarding Officer, ASB Tasking Group, SALC, & Martlesham Village Hall Management Committee representatives	Appoint Jane Hall as notice board caretaker for The Street & School Lane; any other appointments?	CR2
19.36	7. Minutes of Annual Parish Council Meeting 05.05.21	Approve*	Minutes
19.37	8. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	9. PUBLIC FORUM		
	9.1 Police Report: ASB Tasking Group – next meeting 15.07.21	Note/any issues raised by the public/consider	CR3

	9.2 Welcome new County Councillors/reports	Note/any issues raised by the public/consider	CP Cllr Page
	9.3 Reports from District Councillors	Note/any issues raised by the public/consider	CP Cllr Blundell
	9.4 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	9.5 Any issues raised by the public	Note/include on another agenda?	Any issues?
20.00	10. Planning application outside the scope of the Clerk's delegated authority		
	10.1 DC/21/2571/VOC - Variation of Condition(s) 1, 2, 3, 4, 5, 7, 8, 10, 11, 12, 14, 15, 17, 19, 22, 23, 25 and 26 of Planning Permission DC/16/1992/FUL - Proposed development to provide 47 dwellings, access, School car park, landscape/wildlife corridors. open space and landscaping – Land off Black Tiles Lane Consider how to respond CP Briefing Document attached; comments from applicant to follow Please look at the ESC website for plans in advance of the meeting: https://tinyurl.com/tua36js5 - simplified link		
20.20	11. Financial Matters		
	11.1 Cheques signed between meetings	Ratify	CP to follow
	11.2 Any pending expenditure transactions	Agree	CP to follow
	11.3 Income & expenditure	Note*	CP to follow
	11.4 Verification of bank reconciliations	Minute	CR4
	11.5 Annual Internal Audit Report 2020/21- page 3 of the Annual Governance & Accountability Return (AGAR) completed & separate report provided: no issues requiring attention	Consider & minute acceptance	CP
	11.6 Income & expenditure account for year ended 31 March 2021	Approve – to be signed by Chairman & Responsible Financial Officer	CP
	11.7 Annual Governance Statement & Accountability Return (AGAR) 2020/21 Part 3 for year ended 31 March 2021 - Section 1 Annual Governance Statement –answering 'yes' to statements 1 – 9	Approve – to be signed by Chairman & Clerk	CR5 CP
	11.8 Section 2 – Accounting statements 2020/21 of the Annual Return for year ended 31 March 2021 including accounting statements, bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8 and explanation of significant variances	Approve – to be signed by Chairman, already signed off by the Responsible Financial Officer (RFO) (Clerk) on 09.06.21	CR5 CP
	11.9 Period for the exercise of public rights relating to the annual accounts	Approve	CR6 CP
	Following items 12 & 13 are confidential & are to be taken in camera:		
20.40	12. Staff Matters		
	12.1 CONFIDENTIAL Notes of Personnel Working Group Meeting 26 May 2021	Consider and agree Recommendations PWG2021/5a-d	Confidential CPs
20.50	13. Jubilee Playspace Access	Consider	Confidential CP
21.00	14. Clerk's Report		
	14.1 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
	14.2 Tree Inspection Report by Ipswich Borough Council 2021	Consider the recommendations made and agree in principle that the works be carried out. Undertake annual tree inspections?	CPs Please refer to summary

	14.3 Return of meetings in the Parish Room for local organisations	Consider & resolve what to do in the current circumstances	CR7, Parish Room Policy, Risk Assessment to follow
	14.4 Next full Council meeting booked provisionally for 28 July 2021 in St Michael's Church Centre	Confirm	N/A
	14.5 Development, Environment & Transport Committee: training and handling planning applications	Consider	CR8
	14.6 Underpass Project	Appoint a PC representative	CR9
	14.7 Defibrillator for old Martlesham	Consider	Any update?
	14.8 Defibrillator for Lancaster Drive – MHHL request	Consider	CR10
	14.9 Defibrillator training: video to replace face-to-face training	Note*	N/A
	14.10 Kesgrave, Rushmere, Martlesham, Carlford & Fynn Valley Community Partnership: next topics	Note*	CR11
21.20	15. TO NOTE REPORTS FROM WORKING GROUPS		
	15.1 Recreation & Amenities Working Group meeting 12.05.21	Note & ratify Terms of Reference (TOR)	Meeting notes; TOR
	15.2 Martlesham Climate Action: meetings on 10.05.21 & 14.06.21; Climate Emergency Summit 25.09.21 in St Michael's Church Centre	Note*	Meeting minutes 10.05.21/others to follow if available
	15.3 Community Orchard Working Group (COWG): meeting on 15.06.21	Note*	CP
	15.4 Recreation Ground Steering Group meeting on 17.06.21	Note*	Meeting notes to follow if available
21.23	16. Consultations		
	16.1 Brightwell Lakes: Report from the Community Forum 11.06.21 – round of public consultation is beginning	Note*	CP
	16.2 Sizewell C	Note*	CR12 & any update from Paul Whitby
21.27	17. 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 – the Clerk has nothing to report		
	17.1 Any matters arising?	Consider/note	N/A
21.28	18. Items for Martlesham newsletters/Facebook/website		
	18.1 Contributions/what has this meeting achieved? Suggested Facebook post re Thank You Day	Consider	CR13