



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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22 July 2021

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 28 JULY 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.

Legal requirements on social contact & the wearing of face coverings have been removed but Covid-19 cases are still rising so please continue to act cautiously and be mindful of the concerns of others. Please bring your own drink (if needed), your own pen for signing in, and dress appropriately as the room will be well-ventilated. 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 IN THE CHURCH CENTRE. THE CHURCH'S CONDITIONS HAVE NOT CHANGED SINCE LEGAL REQUIREMENTS WERE REMOVED ON 19 JULY 2021.

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
19.33	3. Filling the Parish Councillor vacancies	Consider co-option	N/A
19.35	4. Vacant appointments: ASB Tasking Group, SALC, Martlesham Village Hall Management Committee representatives	Appoint Messrs Williamson & O'Brien Baker on a temporary basis to ASB Tasking Group & SALC respectively?	CR1
19.38	5. Minutes of Parish Council Meeting 23.06.21 & Confidential Report C2021/06 (no need to be taken in camera if taken as read)	Approve*	Minutes & Report
19.39	6. Actions from last meeting	Ongoing or on the agenda*	N/A
19.40	7. PUBLIC FORUM		
	7.1 Police Report: ASB Tasking Group meeting 15.07.21	Note/any issues raised by the public/consider	Verbal report

	7.2 Reports from District Councillors	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	8. Financial Matters		
	8.1 Cheques signed between meetings	Ratify	CP to follow
	8.2 Any pending expenditure transactions	Agree	CP to follow
	8.3 Income & expenditure	Note*	CP to follow
	8.4 Community Infrastructure Levy (CIL) Report 01 April 2020 – 31 March 2021	Approve	CP to follow
	8.5 Reallocation of grant funding – request from Martlesham Brass	Consider	CR2
	8.6 Martlesham Heath Aviation Society – request for funding	Consider	CR3
21.00	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 Planning Comments issued under delegated authority to ESC since last DETC meeting on 14.04.21	Note*	CP
	9.3 Re-opening of the Parish Room for Council meetings & use by local organisations	Consider & resolve whether to hold the MPC meeting on 01.09.21 in the Parish Room; whether to limit use to MPC until covid-19 cases reduce; agree the Risk Assessment	CR4 & CP Risk Assessment
	9.4 Re-opening of the Parish Office	Note*	CR5
	9.5 Underpass Project update	Note*	CR6
	9.6 Defibrillator for old Martlesham – Red Lion PH	Note/consider	Any update?
	9.7 Defibrillator for Lancaster Drive – MHHL request	Note/consider	Any update?
	9.8 Quotations for tree works following independent Tree Inspection Report	Ongoing – note*	N/A
	9.9 Climate Emergency training via Zoom – 04.08.21- for all councillors	Note*	N/A
20.25	10. TO CONSIDER REPORTS FROM WORKING GROUPS		
	10.1 Terms of Reference for Recreation & Amenities Working Group and Speed Reduction Working Group	Agree	CPs
	10.2 Martlesham Climate Action Meeting on 20.07.21: Wildlife Friendly Village proposal; Environmental Care Projects successful bids; reminder re Climate Emergency Summit 25.09.21 in St Michael's Church Centre	Note minutes* Discuss & agree Wildlife Friendly Village (WV) proposal Note success of Rewilding & Advice Hub Project bids* Note date of the Summit	Minutes to follow; CP WV proposal; CP Environmental Care Projects
	10.3 Recreation Ground & Kronji's Piece Steering Group meeting 17.06.21	Note*	CP Draft notes
	10.4 Wildflower Project meeting 30.06.21	Note*	CP
	10.5 Sports Fund Working Group 02.07.21	Note*	CP Draft notes
	10.6 Martlesham Common Working Group site meeting 12.07.21	Note*	CP Draft notes
	10.7 DET Working Group meeting 21.07.21	Note*	Notes to follow
20.50	11. Consultations		

	11.1 Brightwell Lakes: Taylor Wimpey (TW) consultation response	Ratify	CP Letter to TW
	11.2 Sizewell C	Note*	Any update from Paul Whitby
	11.3 McCarthy & Stone planning application DC/21/3305/FUL – Runway car park site meeting 19.07.21	Note*	CP Site meeting notes
21.00	12. 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		
	12.1 Finance Report	Ratify payments	CP to follow
	12.2 Any matters arising?	Consider/note	N/A
21.03	13. Any reports from representatives on local organisations		
	13.1 Kesgrave, Rushmere, Martlesham, Carlford & Fynn Valley Community Partnership meeting on 12.07.21	Note*	Any report on Road/Traffic issues?
21.05	14. Items for Martlesham newsletters/Facebook/website		
	14.1 Contributions/what has this meeting achieved?	Consider	N/A