



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB  
Clerk: Mrs Diane Linsley  
Telephone: 01473 612632  
Email: [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk)  
Website: <http://martlesham.onesuffolk.net>

01 October 2021

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 06 OCTOBER 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.

**The conditions for hiring the Church Centre have changed since 16<sup>th</sup> August 2021 making mask wearing voluntary. The fire doors can be opened onto The Green if wanted but must not be propped open with fire extinguishers. Chairs/tables/touchpoints do not have to be sanitised.**

**Please make your own risk assessment of the advisability of attending and/or any measures you should take individually to ensure your own safety.**

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

*Diane E Linsley*

Diane Linsley  
Clerk

**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
	<b>3. Resignation of Stephen Denton</b>	Note*	CR1
19.33	<b>4. Filling the Parish Councillor vacancies</b>	Consider co-option	N/A
19.35	<b>5. Minutes of Parish Council Meeting 01.09.21</b>	Approve*	CP - 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	Note/any issues raised by the public/consider	Any 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?
19.53	<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	Note*	CP to follow

	8.4 Completion of limited assurance review for year ended 31 March 2021	Minute the successful completion of the review with no matters to address. Agree a length of time for which the "Notice" must be published. Note timetable of actions.	CR2
	8.5 Formal authority for the Responsible Financial Officer (RFO)	Agree	CR3
	8.6 Pension Contribution Rates	Ratify	CR4
	8.7 E-ON Next – approval of payment by direct debit	Approve	CR5
	8.8 Land Maintenance Contract	Note*	CR6
20.08	<b>9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	9.1 Recreation & Amenities Committee 15.09.21	Approve*	CP - Minutes
20.10	<b>10. Clerk's Report</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
	10.2 Outstanding Autumn meeting venues and dates	Ratify	CR7
	10.3 Meetings calendar 2022	Consider/Agree	CP
	10.4 Re-opening of the Parish Room for use by local organisations: <b>RESOLUTION C2021/7f:</b> To limit the use of the Parish Room to MPC and reassess the situation at the September PC meeting.	Note*	CR8
	10.5 Donation for 2 poppy wreaths for Remembrance Sunday: Amount donated from Chairman's Allowance last year - £50	Consider donation and volunteers to attend services.	CR9
	10.6 Parish Online user group	Note*	CR10
	10.7 Safeguarding	Note*	CP
	10.8 Community Hall car park ASB & lighting	Investigate lighting options further?	CR11
	10.9 Update on Underpass Project	Note*	CR12
	10.10 Defibrillator for old Martlesham – Red Lion PH	Any update?	N/A
	10.11 Defibrillator for Lancaster Drive – MHHL request	Any update from Mr Boswell? Consider	CR13
	10.12 Operation London Bridge	Consider	CP
	10.13 Parish Council email addresses for councillors	Consider	CR14
21.00	<b>11. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	11.1 Village fete 2022, Saturday 16 <sup>th</sup> July	Consider	CR15
	11.2 Martlesham Climate Summit - 25th September 2021 analysis	Note*	CR16
	11.3 Martlesham Climate Action – Repair Café	Consider	CR17
21.10	<b>12. Consultations</b>		
	12.1 Boundary Commission	Note*	CPs
21.12	<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 Any issues to report?		
21.13	<b>14. Any reports from representatives on local organisations</b>		
	14.1 SALC East Suffolk South meeting 30.09.21	Note*	Any report?
21.15	<b>15. Items for Martlesham newsletters/Facebook/website</b>		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A