



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
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27.05.22

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 01 JUNE 2022** at 7.30pm.

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 note that Covid-19 is still circulating so please act cautiously and be mindful of the concerns of others. 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.

D 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	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. Minutes of Parish Council Meeting 04.05.22	Approve*	CP - Minutes
19.37	5. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	6. PUBLIC FORUM		
	6.1 Police Report	Note/any issues raised by the public/consider	N/A
	6.2 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	6.3 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	6.4 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	6.5 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.58	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	Note*	CP to follow

20.02	8. 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		
	8.1 Charity Commission Annual Return 2021	Minute that the Annual Return 2021 was submitted on 21.04.21 – see CR1	CR1 & CPs
20.03	9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	9.1 Recreation & Amenities Committee 11.05.22	Approve*	CP - Minutes
	9.2 Finance & General Purposes Committee 25.05.22	Approve*	CP - Minutes
	<p>RECOMMENDATION F2022/5a: That the PC holds fixed assets of £334,533 for year ending 31 March 2022. (CPs Summary & full Assets Register)</p> <p>RECOMMENDATION F2022/5b: To accept the completed Annual Internal Audit Report 2021/22- page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor. (CPs)</p> <p>RECOMMENDATION F2022/5c: To approve the Income & expenditure account for year ended 31 March 2022. (CPs)</p> <p>RECOMMENDATION F2022/5d: To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2021/2022 Form 3 (page 4). (CP & CR2a)</p> <p>RECOMMENDATION F2022/5e: To approve Section 2 – Accounting statements 2021/22 of the AGAR for year ended 31 March 2022 including accounting statements, bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures. (CPs & CR2b &c)</p> <p>RECOMMENDATION F2022/5f: To approve 13 June – 22 July 2022 as the period for the exercise of public rights relating to the annual accounts. (CP)</p> <p>RECOMMENDATION F2022/5g: That the Personnel Working Group remains discrete from the Volunteer Working Group. That the Volunteer Working Group's remit is reviewed, with members from both the Recreation & Amenities and Development, Environment & Transport Committees required, reporting to full Council.</p> <p>RECOMMENDATION F2022/5h: To adopt the new Model Councillor Code of Conduct 2020. (CR3, CP & link to guidance: https://local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct</p> <p>RECOMMENDATION F2022/5i: To update clause 18 'Financial Controls and Procurement' of the Council's Standing Orders in accordance with the recommendation in Model Standing Orders 2018 (England) – Updated April 2022. (CPs – existing & new)</p> <p>RECOMMENDATION F2022/5j: To amend Appendix 1: Scheme of Delegation to the Clerk: under Delegation by the full Council, amend clause 1 to read "At the request of a Parish Council Working Group the Clerk may authorise expenditure, either within the appropriate budget or earmarked reserve, necessary for the achievement of the aims of that group.....". (CP)</p> <p>RECOMMENDATION F2022/5k: To adopt the Financial Regulations. (CP)</p> <p>RECOMMENDATION F2022/5l: To approve the Best Value & Mission Statement as it stands, but with a view to amendment at the October 2022 Finance & General Purposes Committee meeting bringing it up to date with Martlesham Neighbourhood Plan & other statements on strategy. (CP)</p> <p>RECOMMENDATION F2022/5m: To adopt the Grant Policy. (CP)</p> <p>RECOMMENDATION F2022/5n: To adopt the Key Holder Policy. (CP)</p> <p>RECOMMENDATION F2022/5o: To adopt the Health and Safety Policy with the following amendment: change the title 'Duties and Responsibilities of Volunteers' to 'Shared Duties and Responsibilities'. (CP)</p> <p>RECOMMENDATION F2022/5p: To adopt the Equal Opportunities Policy & Procedure with a view to review at the October F&GPC meeting re amendments to the Equality Act 2010. (CP)</p> <p>RECOMMENDATION F2022/5q: That the Parish Council does not establish a Community Speed Watch Group as speeding issues are being tackled by the Speed Reduction Working Group through the deployment of SID. (CR4)</p>		
20.33	10. Clerk's Report		
	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 Venue for Parish Council meetings	Agree to hold in Parish Room/St Michael's Church Centre/ Other?	N/A
	10.3 The appointment of an energy consultant?	Consider	CR5 &CPs
	10.4 McCarthy Stone car park update	Note	Verbal update from Mrs Hall

	10.5 Access to the Jubilee Playspace	Note/Consider	Information to follow
	10.6 Cameras on Martlesham Common LNR	Consider	CR6
	10.7 PWCG Website Compliance	Approve. To note MCA's Website Compliance to follow.	CP
	10.8 Treebilee planting & burying of time capsule at the Recreation Ground 21.05.22	Note*	CR7 & CP
21.00	11. TO CONSIDER REPORTS FROM WORKING GROUPS		
	11.1 Community Partnership – Road Safety Forum 09.05.22	Note*	CP
	11.2 Speed Reduction Group - Increase cost of 7 th pole for SID	Agree to pay increased cost of SID pole	CR8
	11.3 Martlesham Climate Action (MCA) meeting 19.05.22	Note*	CP
	11.4 Village fete update	Note*	Verbal report from Mr Irwin
	11.5 Underpass Project update	Note*	Verbal report from Chairman
	11.6 Sports Fund Working Group - Jubilee Playspace refurbishment meeting 10.05.22 and update.	Note*	CP. Verbal update
	11.7 The future of Martlesham Wombles	Note*	Information to follow
21.08	12. Consultations		
	12.1 Community Governance Review in East Suffolk – Second stage 30 th May – 8 th July	Consider a response	Email sent on 27.05.22
21.15	13. Training		
	13.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Decide workshop topic	CR9
21.25	14. Any reports from representatives on local organisations		
	14.1 Any reports?	Note/consider	N/A
21.27	15. Items for Martlesham newsletters (July)/Facebook/website		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A