



# 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>

28.10.22

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 02 NOVEMBER 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  | <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                      |
| 19.33  | <b>3. Filling the Parish Councillor vacancies</b>                                    | Consider co-option                            | CR1                      |
| 19.35  | <b>4. Minutes of Parish Council Meeting 05.10.22</b>                                 | Approve*                                      | CP                       |
| 19.37  | <b>5. Actions from last meeting</b>  | Ongoing or on the agenda*                     | N/A                      |
| 19.38  | <b>6. PUBLIC FORUM</b>   |   |                          |
|        | 6.1 Police Report /ASB Report (ASB meeting on 20.10.22 cancelled)                    | 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  | <b>7. Financial Matters</b>  |   |                          |
|        | 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                 |
|       | 7.4 Community Governance Review - Martlesham North   | Note*   | CR2                          |
|       | 7.5 Martlesham Parish Council Precept 2023/24  | Note*   | Report from ESC if available |
| 20.06 | <b>8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>  |   |                              |
|       | 8.1 Finance & General Purposes Committee 26.10.22 & Confidential Report F2022/10   | Approve*  | CPs                          |
|       | <p><b>RECOMMENDATION F2022/10a:</b> That the Parish Council increases the loft insulation in the Richards/Parish Room from 100mm to 300mm, with a budget of £2.5k to be taken from the earmarked Community Infrastructure Levy (CIL) funds.</p> <p><b>RECOMMENDATION F2022/10b:</b> That the Parish Council proceeds with the installation of a PV system once the 3 quotes already obtained have been updated and explores the use of Community Infrastructure Levy (CIL) funds. (CPs)</p> <p><b>RECOMMENDATION F2022/10c:</b> That the Parish Room is used by the Repair &amp; Advice Hubs for a trial period of up to 6 months, with ongoing review.</p> <p><b>RECOMMENDATION F2022/10d:</b> That the Parish Council approves the following grant applications received for 2023/24: Disability Advice Service (East Suffolk) £500.00; Greenways Countryside Project £1,100.00; Martlesham Bowls Club £1,000.00; Martlesham Conservation Group £147.52; Martlesham in Bloom £190.00; Martlesham Heath Aviation Society £400.00. <b>Total: £3,337.52.</b> That the grant application from The Saplings Nursery is put on hold until further information is forthcoming. (CPs grant application summary &amp; Grant Policy)</p> <p><u>The Council to be aware of item 9.7 Headway Suffolk – request for donation below.</u></p> <p><b>RECOMMENDATION F2022/10e:</b> That the Parish Council renews the agreement with Mr Tester for fitness training on Kronji's Piece including the request for a contribution of £80 towards the maintenance of Kronji's Piece. (CP)</p> <p><b>RECOMMENDATION F2022/10f:</b> To pass a resolution to sign up to the civility and respect pledge. (CPs)</p> <p>The Council may wish to take the following items in camera at the end of the meeting:<br/> <b>RECOMMENDATIONS F2022/10g &amp; F2022/10h (CONFIDENTIAL CP)</b></p> |   |                              |
| 20.40 | <b>9. Clerk's Report</b>   |   |                              |
|       | 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                           |
|       | 9.2 Meetings calendar 2023   | Consider/agree  | CP & CR3                     |
|       | 9.3 Martlesham Wilds   | Note*   | CR4 & CP by Jane Hall        |
|       | 9.4 Access to council policies and documents and use of the website search engine  | Consider. Any comments to be given to the December F&GPC meeting to consider. | CP by Jane Hall              |
|       | 9.5 Village fete 2023 – Saturday 15 <sup>th</sup> July   | Agree date/note report*   | CP by Mr Irwin to follow     |
|       | 9.6 Citizens Advice East Suffolk (CAES) – use of Parish Room   | Note*   | CR5                          |
|       | 9.7 Headway Suffolk – request for donation   | Consider  | CP                           |
| 21.04 | <b>10. TO CONSIDER REPORTS FROM WORKING GROUPS</b>   |   |                              |
|       | 10.1 Volunteer Event 30 <sup>th</sup> November 2022 - Update   | Note*   | CR                           |
|       | 10.2 Martlesham Climate Action (MCA) – 26.09.22 meeting  | Note*   | CP                           |
|       | 10.3 Personnel Working Group next meeting  | Note* To be confirmed   | N/A                          |
| 21.08 | <b>11. Consultations</b>   |   |                              |
|       | 11.1 Any consultations?  |   |                              |
| 21.09 | <b>12. 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  |   |                              |
|       | 12.1 Anything to report?   | Note/consider   | N/A                          |

|       |   |               |                               |
|-------|---|---------------|-------------------------------|
| 21.10 | <b>13. Any reports from representatives on local organisations</b>      |               |                               |
|       | 13.1 Martlesham Community Hall Committee – meeting 20.10.22             | Note/consider | CP if available               |
|       | 13.2 Suffolk Enhanced Bus Partnership meeting 18.10.22                  | Note/consider | Verbal report by the Chairman |
|       | 13.3 Any other reports?   | Note/consider | N/A                           |
| 21.16 | <b>14. Items for Martlesham newsletters (December)/Facebook/website</b> |               |                               |
|       | 14.1 Contributions/what has this meeting achieved?                      | Consider      | N/A                           |