



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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06.01.23

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 11 JANUARY 2023** 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.

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like it to be switched on.

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
19.35	3. Minutes of Parish Council Meeting 02.11.22	Approve*	CP- minutes
19.37	4. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	5. PUBLIC FORUM		
	5.1 Police Report /ASB Report (Meeting tbc)	Note/any issues raised by the public/consider	N/A
	5.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	5.3 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	5.4 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	5.5 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.58	6. Financial Matters		
	6.1 Cheques signed between meetings	Ratify	CP to follow

	6.2 Any pending expenditure transactions	Agree	CP to follow
	6.3 Income & expenditure	Note*	CP to follow
	6.4 National Salary Award 2022-23 DECISION F2022/12h	Ratify	CR1
	The next item to be taken in camera		
	6.5 Donating a financial retirement gift	Consider	Confidential CP
20.06	7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	7.1 Recreation & Amenities Committee 09.11.22	Approve*	CP- minutes
	7.2 Finance & General Purposes Committee 07.12.22 & Confidential Report F2022/12 - NALC Employment Briefing on 02 November 2022	Approve*	CPs
	<p>RECOMMENDATION F2022/12a: That the Parish Council:</p> <ol style="list-style-type: none"> 1. Proceeds with an internet banking trial with Barclays Bank, appointing the RFO and Clerk as signatories for the purpose of internet banking only. 2. That at no time should the RFO and Clerk authorise a payment together and that they will not be authorised to sign cheques. 3. To apply for a debit card(s) with a recommendation on who should be the cardholder(s) noting that only approved signatories can be debit card holders. Any Debit Card issued for use will be restricted to a single transaction maximum value of £500 unless authorised by the Parish Council or the F&GPC in writing before any order is placed. <p>IF THIS RECOMMENDATION IS AGREED, PLEASE REFER TO CR2 AS THE COUNCIL NEEDS TO AGREE THE DEBIT CARD HOLDERS & A RESOLUTION IS REQUIRED BY BARCLAYS FOR ITS APPLICATION FORM.</p> <p>RECOMMENDATION F2022/12b: To approve the Draft Internet Banking Policy.</p> <p>RECOMMENDATION F2022/12c: That Mr Hunt is appointed as internal auditor for 2022/23 with fee held as for 2021/22.</p> <p>RECOMMENDATION F2022/12d: That the Parish Council does not award a grant to St Elizabeth Hospice or Citizens Advice Ipswich & Citizens Advice East Suffolk at this time but suggests to them that they consider applying for a grant in next year's grant scheme for the financial year 2024/25. That the Parish Council considers increasing the grant budget for 2024/25.</p> <p>FOR RECOMMENDATION BELOW PLEASE REFER TO CR3 & DRAFT EARMARKED RESERVES 2023/24. PLEASE CONSIDER AN AMENDMENT TO THE FIGURES: F&GPC earmarked reserves £124,220, R&AC stays the same at £29,071 and DETC is now £500, totalling £153,791.</p> <p>RECOMMENDATION F2022/12e: That the Parish Council sets earmarked reserves for 2023/24 for the Finance and General Purposes Committee of £131,220.00, the Recreation and Amenities Committee of £29,071.00 and the Development, Transport & Environment Committee of £1000, totalling £161,291.00, noting that the DETC figure of £1k is provisional & to be discussed at its meeting on 14/12/22; there may also be a request for an increase in EMR Legal & Professional.</p> <p>PLEASE REFER TO THE SUPPORTING PAPERS ENCLOSED FOR THE RECOMMENDATION BELOW: DRAFT BUDGET 2023/24, SUMMARY OF INCOME, BUDGET & PRECEPT PROPOSALS FOR 2023/24, & DECISION F2022/12C – RISK ASSESSMENT OF GENERAL RESERVES IN DECEMBER F&GPC MINUTES</p> <p>RECOMMENDATION F2022/12f: That the Parish Council considers using Example 3 of the Finance Officer's report "Draft Budget & Precept proposals for 2023/24" and as well, takes £7K from budget code 9008 EMR Strategy and Infrastructure and moves it to general reserves when deciding the budget and precept for 2023/24, noting that using ear marked reserves is due to changes to the ward boundaries and that CIL subsidises projects that would otherwise be paid out of EMR 9008.</p> <p>RECOMMENDATION F2022/12g: That seated, 'café style' events for more than 40 people should take place in rooms larger than the Parish Room. Part of the Risk Assessment for events to include an explanation of the fire evacuation procedure to attendees.</p> <p>RECOMMENDATION F2022/12h: To accept the Review of the system of internal audit.</p> <p>RECOMMENDATION F2022/12i: To accept the Review of Risk Management, including Fire Risk Assessment.</p> <p>RECOMMENDATION F2022/12j: To accept the Review of Investments and Investment Policy without change.</p> <p>RECOMMENDATION F2021/12k: To approve the following General Data Protection Regulation</p>		

	<p>policies without change: Data Protection Policy, Document Retention and Disposal Policy, Subject Access Request Policy & Procedure, Personal Data Breach Notification Procedure, General Privacy Notice and Privacy Notice for staff and councillors.</p> <p>RECOMMENDATION F2021/12l: That the new Council, established after the May elections, in June or July, review the Best Value Policy & Mission Statement ensuring that councillors fully 'buy in' to the review process.</p> <p>RECOMMENDATION F2021/12m: To accept the Equal Opportunities Policy & Procedure and review in February.</p> <p>RECOMMENDATION F2021/12n: To accept the Draft Volunteer Policy.</p> <p>RECOMMENDATION F2021/12o: To agree to an increase of one day, pro rata for part-timers, to staff's annual leave entitlement as set out by the National Joint Council (NJC).</p>		
	7.3 Development, Environment & Transport Committee 14.12.22	Approve*	CP - Minutes
	<p>The next item to be taken in camera</p> <p>RECOMMENDATION D2022/12a. See Confidential Report D2022/12.</p>		
20.45	8. Clerk's Report		
	8.1 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
	8.2 IT & Communications - Access to council policies	Consider	CP – report by Paul Whitby to follow
	8.3 Underpass Project- anti graffiti coating for Tesco underpass	Consider	Costings to follow
	8.4 Request from MHHL to use Parish Room	Consider	CR4 & CP
	8.5 Review of Volunteer Thank You event 30.11.22	Note	CP
	8.6 Biodiversity projects meeting to plan way forward	Note	CP – notes to follow
	8.7 Meetings calendar 2023 - Date of the Annual meeting of the Parish Council following elections	Note	CR5
	8.8 Community Governance Review Re-organisation Order made	Note	CR6
	8.9 Asset of Community Value/Right To Bid Presentation	Note	CP - PowerPoint
	8.10 Brightwell Lakes update	Note	CP
	8.11 Suffolk Police Headquarters update	Note	CP
	The next item to be taken in camera		
	8.12 McCarthy Stone car park transfer – meeting with solicitors 22.11.22	Note	CP Confidential paper - 1 st circulated to DETC in December.
	8.13 Report on the National Grid Ventures sealink and eurolink interconnector ventures	Note	CP
	8.14 Martlesham Wilds – thank you letter from Suffolk Wildlife Trust	Note	CP
21.00	9. Staff Matters		
	9.1 Retirement presentation for Admin Officer 20.12.22	Note	CR7
21.01	10. TO CONSIDER REPORTS FROM WORKING GROUPS		
	10.1 Personnel Working Group meeting 06.12.22	Note	CP to follow
	10.2 Martlesham Climate Action 04.12.22	Note	CP
	10.3 Village Fete 15.07.23 - any update?	Note/consider?	N/A
21.06	11. Consultations		
	11.1 Any consultations?	Note/consider?	N/A
21.07	12. Training		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Consider	CR

21.10	13. 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		
	13.1 Income & expenditure statement for the Recreation Ground Trust account	Note	CP
	13.2 Charity Commission email 04.11.2022 – changes in Charities Act 2022	Note	CP
	13.3 Anything to report?	Note/consider	N/A
21.13	14. Any reports from representatives on local organisations		
	14.1 Martlesham Community Hall Committee – meeting 07.12.22	Note/consider	CP if available
	14.2 Any other reports?	Note/consider	N/A
21.15	15. Items for Martlesham newsletters (March)/Facebook/website		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A