



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB  
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27.01.23

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 01 FEBRUARY 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	<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
19.35	<b>3. Minutes of Parish Council Meeting 11.01.23</b>	Approve*	CP- minutes
19.37	<b>4. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.38	<b>5. PUBLIC FORUM</b>		
	5.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	5.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	5.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	5.4 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.48	<b>6. Financial Matters</b>		
	6.1 Payments made between meetings	Ratify	CP

	6.2 Any pending expenditure transactions	Agree	CP
	6.3 Income & expenditure	Note*	CPs
	6.4 Precept – confirmation of safe receipt	Note*	CR1
19.52	<b>7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	7.1 Recreation & Amenities Committee 18.01.23	Approve*	CP- minutes
	<b>RECOMMENDATION R2022/1a:</b> To accept the reviewed and amended Tree Policy. CP		
19.56	<b>8. Clerk's Report</b>		
	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
	8.2 IT & Communications - Access to council policies	Consider	CP – report by Paul Whitby to follow
	8.3 Elections and Voter ID	Note*	CR2
	8.4 Coronation of His Majesty The King - Saturday 6th May 2023	Note/consider	CR3
	8.5 Parish Room – use by Repair Hub and Citizens Advice East Suffolk	Note*	CR4
	8.6 Annual Parish Meeting (APM) 22.03.23	Note*	CR5
	8.7 Kronjis Piece & Recreation Ground – request for access to gas pipes under the river Fynn to carry out safety works	Ratify	CR6
20.20	<b>9. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	9.1 Personnel Working Group – any update?	Note/consider?	N/A
	9.2 Martlesham Climate Action meeting held on 23.01.23	Note/consider?	CP – notes if available
	9.3 Village Fete 15.07.23 - any update?	Note/consider?	N/A
	9.4 Recreation Ground & Kronjis Piece Steering Group meeting held on 31.01.23	Note/consider?	CP – notes if available
20.40	<b>10. Consultations</b>		
	10.1 Any consultations?	Note/consider?	N/A
20.41	<b>11. Training</b>		
	11.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Consider	CR7
20.51	<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 Income & expenditure report & bank statement to 13/01/23	Note*	CPs
	12.2 Anything to report?	Note/consider	N/A
20.53	<b>13. Any reports from representatives on local organisations</b>		
	13.1 Martlesham Community Hall Committee – meeting 07.12.22	Note/consider	CP if available
	13.2 Any other reports?	Note/consider	N/A
20.55	<b>14. Items for Martlesham newsletters (March)/Facebook/website</b>		
	14.1 Contributions/what has this meeting achieved?	Consider – Precept and budget/Policies agreed/IT & Communications upgrade	N/A
20.57	<b>The next item to be taken in camera</b>		
	<b>15. Staff Matters</b>		
	15.1 Staff matters - C2023/1a	Consider	CP – CONFIDENTIAL