



# 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>

04.04.23

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 10 MAY 2023** at 7.30pm, **at Parish Room, Felixstowe Road, Martlesham, IP12 4PB.**

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 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. Election of Chairman of MPC</b>	Elect Chairman and receive the Chairman's Declaration of Acceptance of Office	CR1
19.32	<b>2. Election of Vice-Chairman</b>	Elect Vice-Chairman and receive the Vice-Chairman's Declaration of Acceptance of Office	CR1
19.34	<b>3. Apologies</b>	Note/accept absence	Not applicable (N/A)
19.35	<b>4. Declaration of Acceptance of Office &amp; Registers of Interest</b>	Note that councillors signed their acceptance of office forms before the meeting. Resolve to allow any members not present to sign before or at the next Council meeting. All members must complete a Register of Interest	CR2 & CPs
	<b>5. Elections Expense returns – Town and Parish</b>	Note*	CR3
19.36	<b>6. Filling four Parish Councillor vacancies</b>		
	6.1 Consider any candidates	Consider co-option. Note message from Mr Boswell*	CR4 & CP
19.37	<b>7. Minutes of Parish Council Meeting 01.03.23</b>	Approve*	CP - Minutes
19.39	<b>8. Draft minutes of the APM 22.03.23</b>	Note*	CP
19.40	<b>9. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.41	<b>10. Affirm the Finance Officer as the Responsible Financial Officer (RFO)</b>	Minute	CR5
19.42	<b>11. Renewal of General Power of Competence (GPOC)</b>	Formally resolve that the Council meets the criteria to exercise the General Power of Competence	CR6 & CP

19.44	<b>12. PUBLIC FORUM</b>		
	12.1 Welcome newly elected District Councillors	Note/any issues raised by the public/consider	Any report?
	12.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	12.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	12.4 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.54	<b>13. Appointment of Committee members</b>	Appoint	CP
19.56	<b>14. Appointment of Chairmen of Committees</b>	Appoint (NB Suspend Standing O 5e if Mr Burrows is to continue as F&GPC Chairman and Mr O'Brien Baker is to continue as R&AC Chairman)	CR7
19.58	<b>15. Appointments to Working Groups</b>	Appoint & consider question and DETC recommendations	CP & CR8
20.00	<b>16. Appointment of Martlesham Heath Householders Ltd (MHHL) Director</b>	Appoint	CP & CR9
20.02	<b>17. Appointment of Safeguarding Officer</b>	Appoint	CP
20.04	<b>18. Appointment of representatives to external organisations &amp; other appointments</b>	Appoint	CP
20.06	<b>19. Appointment of notice board caretakers</b>	Appoint	CP
20.07	<b>20. Play Area Inspectors</b>	To note current inspectors & to recruit more – R&AC to appoint*	CP
20.08	<b>21. Review of annual subscriptions 2023/24</b>	Agree the annual subscriptions for year 2023/2024; agree donation to Community Action Suffolk	CP
20.10	<b>22. Review list of ongoing routine service contracts</b>	To delegate authority to the Clerk to agree ongoing service contracts. Approve use of Direct Debit for payments to BT, Apogee, E.ON Next & Wave Utilities (Anglian Water)	CP
20.12	<b>23. Review any deeds, leases, legal documents held, as necessary</b>	Approve (Delegate any issues to F&GPC)	CP
20.14	<b>24. Review authorised signatories</b>	Agree four authorised signatories, noting that two signatures are always required.	CR10
20.16	<b>25. Electronic issue of agendas, associated papers &amp; minutes</b>	Agree continued use of email to issue paperwork (Standing Order 15b permits)	N/A
20.17	<b>26. Financial Matters</b>		
	26.1 Payments signed between meetings	Ratify	CPs
	26.2 Any pending expenditure transactions	Note that RFO processed invoices on 03.05.23	N/A
	26.3 Income & expenditure	Note*	CPs
	26.4 End of year tasks: Final HMRC Payment Submission for 2022/23 on 17/03/23; Annual Pension Return 2022/23 submitted 11/04/23; P60s issued on 12/04/23; Year End Closedown 05/04/23	Minute the tasks completed	N/A
	26.5 Annual Governance and Accountability Return (AGAR) 2022/23; external auditor instructions	Note*	CR11
	26.6 Community Infrastructure Levy (CIL) Payments	Note*	CR12
	26.7 CIL Report 2022/23 to ESC	Approve & sign	CP

	26.8 Internal Control Statement for year ending 31 March 2023	Approve & sign	CP
	26.9 Update on internet banking	Ongoing	N/A
20.27	<b>27. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	27.1 Recreation and Amenities Committee 08.03.23	Approve*	CP - Minutes
	27.2 Development, Environment and Development Committee 19.04.23	Approve*	CP - Minutes
	<b>RECOMMENDATION D2023/4d:</b> That the Parish Council offers to host the SAVID meeting on Thursday 1st June in the Parish Room. CR13		
20.33	<b>28. Clerk's Report</b>		
	28.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP
	28.2 Loft insulation	Consider quotes & how to proceed	CR14
	28.3 Solar panels & battery	Consider	CP to follow
	28.4 Coronation of His Majesty The King - Coronation trees and installation of plaque event	Consider	CR15
	28.5 IT & Communications - Access to council policies update	Note*	Verbal report by Paul Whitby
21.00	<b>29. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	29.1 Personnel Working Group - recruitment of Deputy Clerk update	Note*	CR16
	29.2 Martlesham Climate Action (MCA) meeting 24.04.23	Note*	CP – minutes, if available
	29.3 MCA - Request for the Repair Hub to become independent of the PC	Consider	CR17 & CP
	29.4 MCA – Biodiversity, Green Infrastructure Workshop Wednesday 30 <sup>th</sup> August 9am – 4pm	Note that the declaration of Martlesham as a Wildlife Friendly Village/'mini-COP' event has been postponed until after the Green Infrastructure Workshop*	CP – notes of meeting
	29.5 Village fete update	Note*	Verbal update from Mr Irwin
	<b>The next item to be taken in camera</b>		
	29.6 Portal Woodlands Conservation Group – storage of materials suggestions	Consider	CONFIDENTIAL CP
21.22	<b>30. Consultations</b>		
	30.1 Any consultations?	Consider	N/A
21.23	<b>31. Training</b>		
	31.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Note*	CR18
21.24	<b>32. 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		
	32.1 Financial Statement 2022	Approve & sign	CPs: Statements
	32.2 Annual Return 2022	Please minute that the Annual Return for the year ending 31/12/22 was submitted on 12/04/23 and the Charity Commission does not require accounts and a trustees' annual report from the Trust.	CP
	32.3 Registration of Recreation Ground with HM Land Registry	Note*	CR19 & CP
	32.4 Temporary License to Occupy Land (part of DECISION R2023/1b)	Sign license – License to be signed by 2 councillors	CPs
	32.5 Any matters to report?	Note/Consider	N/A

21.28	<b>33. Any reports from representatives on local organisations</b>		
	33.1 Any reports?	Note/consider?	N/A
21.29	<b>34. Items for Martlesham newsletters (June/July)/Facebook/website</b>		
	34.1 Contributions/what has this meeting achieved?	Consider	N/A