



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
Website: <http://martlesham.onesuffolk.net>

29 September 2023

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 04 OCTOBER 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.

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.

Diane Linsley (Clerk)

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 |
| 19.32 | 3. Filling the Parish Councillor vacancies | Consider co-option | CP |
| 19.35 | 4. Minutes of Parish Council Meeting 06.09.23 | Approve* | CPs- minutes |
| 19.36 | 5. Actions from last meeting | Ongoing or on the agenda* | N/A |
| 19.37 | 6. PUBLIC FORUM | | |
| | 6.1 Reports from County Councillors | Note/any issues raised by the public/consider | Any reports? |
| | 6.2 Reports from District Councillors | Note/any issues raised by the public/consider | Any report? |
| | 6.3 To allow members of the public to address business on the agenda | Note/consider | Any issues? |
| | 6.4 Any issues raised by the public | Note/consider/ include on another agenda? | Any issues? |
| 19.47 | 7. Financial Matters | | |
| | 7.1 Payments made between meetings | Ratify | CP to follow |
| | 7.2 Any pending expenditure transactions | Agree | CP to follow |

| | | | |
|-------|---|---------------------------|---------------------------|
| | 7.3 Income & expenditure | Note* | CPs to follow |
| | 7.4 Repair Hub insurance credit | Consider | CR1 |
| | 7.5 Budget considerations | Inform RFO | N/A |
| 19.55 | 8. Staff Matters (to be taken in camera) | | |
| | 8.1 Resignation of Council Officer | Note CR2*/ Consider CP | CR2 & Confidential CP |
| | 8.2 Increased hours for Administrative Assistant | Consider | Confidential CP |
| | 8.3 Retirement of Finance Officer | Note* | CR3 |
| 20.05 | 9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES | | |
| | 9.1 Recreation & Amenities Committee 13.09.23 | Approve* | CP - minutes |
| 20.07 | 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 |
| | 10.2 McCarthy Stone car park - any update? | Consider | CP if available |
| | 10.3 IT & Communications - Access to council policies update | Note* | Report for Mr Whitby |
| | 10.4 Meetings calendar 2024 draft | Consider/Agree | CP |
| | 10.5 MHAS invitation and service at St Mary's Church & purchase of 2 poppy wreaths for Remembrance Sunday | Consider | CR4 |
| | 10.6 Crossing for Main Road meeting 28.09.23 | Consider | CP to follow |
| | 10.7 20's Plenty for Suffolk Campaign | Consider | CR5 |
| | 10.8 Help with cleaning the office and the Parish Room | Consider | N/A |
| 20.50 | 11. TO CONSIDER REPORTS FROM WORKING GROUPS | | |
| | 11.1 Martlesham Climate Action (MCA) | Note* | CR6 |
| | 11.2 Establishment of a Community Speed Watch Scheme | Ongoing | N/A |
| 20.52 | 12. Consultations | | |
| | 12.1 Control of Dogs Renewal of three Public Space Protection Orders – deadline 13.11.23 | Consider | CR7 |
| | 12.2 ESC - Your views on Our Direction – deadline 15.10.23 | Consider | CP |
| | 12.3 Any other consultations? | | |
| 20.59 | 13. Training | | |
| | 13.1 Record of training | Note* | CR8 |
| 21.00 | 14. 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 | | |
| | 14.1 Use of football pitch by Martlesham Youth Football Club for 10 years | Agree | CR9 |
| | 14.2 Recreation Ground Account 15.09.23 | Note* | CP |
| 20.05 | 15. Any reports from representatives on local organisations | | |
| | 15.1 Martlesham Community Hall Management Committee meetings 21.09.23 | Note* | CP to follow if available |
| | 15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership 02.10.23 postponed for at least 4 weeks | Note* | N/A |
| | 15.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum any update? | Note* | CP to follow if available |
| | 15.4 Council hosting SAVID meeting on 16th November 2023. | Note* | N/A |
| | 15.5 Any other reports? | Note* | N/A |
| 21.10 | 16. Items for Martlesham newsletters (November)/ Facebook/website | | |
| | 16.1 Contributions/what has this meeting achieved? | Consider | N/A |