



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