



# Martlesham Parish Council

Parish Room  
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27 October 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 01 NOVEMBER 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	<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
19.32	<b>3. Filling the Parish Councillor vacancies</b>	Consider co-option	CP
19.35	<b>4. Minutes of Parish Council Meeting 04.10.23 &amp; Confidential minute</b>	Approve*	CPs- minutes
19.36	<b>5. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.37	<b>6. PUBLIC FORUM</b>		
	6.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports?
	6.2 Reports from County 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	<b>7. Financial Matters</b>		
	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 CIL payments and applying for district CIL	Consider	CR1
19.51	<b>8. Staff Matters (to be taken in camera)</b>		
	8.1 Temporary Admin Assistant – current responsibilities	Note*	CP (Version 1) previously circulated on 24.10.23
	8.2 Staff vacancies	Note*	CR2
19.54	<b>9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	9.1 Development, Environment & Transport Committee 11.10.23	Note that the meeting did not go ahead as it was not quorate.	N/A
	9.2 Finance & General Purposes Committee 25.10.23	Approve	CP - minutes
	<p><b>RECOMMENDATION F2023/10a:</b> That the Parish Council approves the following grant applications received for 2024/25: Greenways Countryside Project £1200; Martlesham in Bloom £190; Martlesham Brass £474; Suffolk Wildlife Trust £310; Martlesham Conservation Group £149.79; Martlesham Heath Aviation Society £330. Total: <b>£2653.79</b>. That the grant application from Martlesham Bowls Club is put on hold until further information is forthcoming. CP</p> <p><b>RECOMMENDATION F2023/10b:</b> That the Parish Council renews the agreement with Mr Tester for fitness training on Kronji's Piece including the request for a contribution of £80 towards the maintenance of Kronji's Piece. CP</p> <p><b>RECOMMENDATION F2023/10c:</b> That delegated authority is given to 2 councillors from a working group of the DETC where one is the Chairman of the DETC or the Chairman of the Council or the Vice Chairman of the Council.</p> <p><b>RECOMMENDATION F2023/10d:</b> To allow members of staff, other than the Clerk, to use the Council's debit card.</p> <p><b>RECOMMENDATION F2023/10e:</b> To accept the Review of the system of internal audit. CP</p> <p><b>RECOMMENDATION F2023/10f:</b> To accept the Fire Risk Assessment with the addition of the solar panel battery being housed in a galvanised container outside the building. CP</p> <p><b>RECOMMENDATION F2023/10g:</b> To accept the Review of Investments and Investment Policy without change. CP</p> <p><b>RECOMMENDATION F2023/10h:</b> To approve the following General Data Protection Regulation policies without change: Data Protection Policy, Document Retention and Disposal Policy, Subject Access Request Policy &amp; Procedure, Personal Data Breach Notification Procedure, General Privacy Notice and Privacy Notice for staff and councillors. CPs</p>		
20.05	<b>10. Clerk's Report</b>		
	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 to follow
	10.2 Crossing for Main Road meeting 28.09.23	Consider	CP to follow
	10.3 Emergency Planning – flooding in The Street due to Storm Babet	Consider	CR3
	10.4 McCarthy Stone car park, any update?	Note/consider	CR4
	10.5 Installation of a battery for the solar panels	Consider quote	CR5 & CP
	10.6 Use of office laptop by councillors	Agree	CR6
	10.7 Use of electronic meetings calendar	Agree	CR7
	10.8 Village fete 2024 to host a 'Wildlife Friendly Garden of the Year' competition	Consider	Verbal report from Mrs Davey
	10.9 Management of defibrillators	Note*	CP
	10.10 Recruitment of councillors	Note*	CR8
	10.11 Appoint Mrs Davey to the Development, Environment & Transport Committee	Appoint	N/A
	10.12 IT & Communications - Access to council policies update	Note*	CR9
21.00	<b>11. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	11.1 Personnel Working Group 06.10.23 & 30.10.23	Note*	CPs – confidential to follow

	11.1 Martlesham Climate Action (MCA) – budget request and any changes to Terms of Reference	Consider	Information to follow
	11.2 Establishment of a Community Speed Watch Scheme and budget	Note/consider which budget heading to use	CR10
21.06	<b>12. Consultations</b>		
	12.1 East Suffolk - Polling District & Polling Places Review 2023 Deadline 30.11.23	Consider	CR11
	12.2 Integrated Transport & Enhanced Partnership - Funding for Bus Network improvements	Consider	CR12
	12.3 Any other consultations?		
21.11	<b>13. 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		
	13.1 Request for the addition of permanent football goals	Consider	CR13
	13.2 Effects of Storm Babet	Note*	CR
	13.3 Bowls Club – new fence line proposal - response	Note/consider	CP to follow
21.17	<b>14. Any reports from representatives on local organisations</b>		
	14.1 Martlesham Community Hall Management Committee meeting	Note*	CP to follow if available
	14.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership	Note*	N/A
	14.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum	Note*	N/A
	14.4 Council hosting SAVID meeting on 16th November 2023.	Note*	N/A
	14.5 Any other reports?	Note*	N/A
21.22	<b>15. Items for Martlesham newsletters (December)/ Facebook/website</b>	Note/consider	N/A
	15.1 Contributions/what has this meeting achieved?	Consider	N/A