



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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01 March 2024

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 06 MARCH 2024** 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 |
| 19.40 | 4. Minutes of Parish Council Meeting 07.02.24 | Approve* | CP - minutes |
| 19.41 | 5. Actions from last meeting | Ongoing or on the agenda* | N/A |
| 19.42 | 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? |
| 19.52 | 7. Financial Matters | | |
| | 7.1 Monthly finance report, including monthly bank reconciliation figures | Approve | CPs to follow |

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| | 7.2 Payment of invoices received in accordance with the 2023/2024 budget | Approve | CPs to follow |
| 19.57 | 8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES | | |
| | 8.1 Development, Environment & Transport Committee 21.02.24 | Approve | CP – minutes to follow |
| | 8.2 Finance & General Purposes Committee 28.02.24 | Approve | CP - minutes |
| | RECOMMENDATION F2024/2a: That the Parish Council approves the Financial Review undertaken on 28.02.24. CR1 | | |
| | RECOMMENDATION F2024/2b: That the PC appoint a fourth bank signatory. | | |
| | RECOMMENDATION F2024/2c: That the Internal Auditor is asked to use the internal audit checklist in the JPAG Practitioner's Guide March 2022 as the basis for the internal audit 2023/24. | | |
| | RECOMMENDATION F2024/2d: That the council contribute £2000 from CIL Reserves as match funding for Suffolk County Council's CIL bid for Walking and Cycling Scheme. | | |
| | RECOMMENDATION F2024/2e: That the council make up any shortfall (should there be one) in the amount of funding from the Community Partnership for the Sensory Area Project (adjacent to the car park) from its CIL Reserves. | | |
| | RECOMMENDATION F2024/2f: To purchase a laptop for the use of SID providing there will be someone available to use it. CR2 | | |
| | RECOMMENDATION F2024/2g: That the council opens two 35-day notice accounts. One with Nationwide Building Society at an interest rate of 3.35%, and the other with Natwest at an interest rate of 3.25%. Both to be opened with the minimum required deposit with the aim to deposit the £60,000 coming from CBS in May and to reduce the amount held with Barclays to a working balance of £100,000. | | |
| | RECOMMENDATION F2024/2h: To switch electricity supplier based on the updated comparison list that Utility Aid will send to the RFO on the 6 th of March 2024. | | |
| | RECOMMENDATION F2024/2i: To purchase Rialtas Alpha software for the management of Recreation Ground Trust accounts for a one-off payment of £200 with an additional ongoing payment of £100 for annual support. | | |
| | RECOMMENDATION F2024/2j: To carry out a review of litter picking across council administered amenities, considering the current costs, who picks where, and any sources of further funding in the future. | | |
| | RECOMMENDATION F2024/2k: To approve the Asset Register with the following additions: <ul style="list-style-type: none"> SF48 – should be the Coronation Oak and the Jubilee oak X 2 tree guards and plaques (1 still to come) standpipes and metal cupboards at Kronji's Piece and at the Community Orchard | | |
| | RECOMMENDATION F2024/2l: To approve the Equality and Diversity Policy without any amendments. CP | | |
| | RECOMMENDATION F2024/2m: To adopt the new Complaints Policy without amendment. CP to follow. | | |
| | RECOMMENDATION F2024/2n: To approve the Parish Room Policy without amendment. CP | | |
| | RECOMMENDATION F2024/2o: To approve the Freedom of Information Publication scheme without amendment. CP | | |
| | RECOMMENDATION F2024/2p: To approve the Safeguarding Policy without amendment. CP | | |
| | RECOMMENDATION F2024/2q: That PC funds should not be allocated to the purchase of a Nissen Hut until planning permission for the hut's installation has been approved. CP confidential | | |
| 20.42 | 9. Clerk's Report | | |
| | 9.1 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 |
| | 9.2 Annual Parish Meeting (APM) 20.03.24 | Note* | CR3 |
| | 9.3 Offering new laptops to all new councillors | Consider | N/A |
| | 9.4 McCarthy Stone – transfer of public car park any update? | Note/ consider | N/A |
| | 9.5 Update on defibrillators | Note* | CR4 |
| 20.52 | 10. TO CONSIDER REPORTS FROM WORKING GROUPS | | |
| | 10.1 Village Fete 20 th July 2024 update | Note* | Verbal report by Mr Irwin |
| | 10.2 Establishing Martlesham Community Speed Watch – provision of body cameras | Consider | CR5 |

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| 20.58 | 11. Consultations | | |
| | 11.1 Suffolk County Council's Local Transport Plan Consultation | Consider | CR6 & CP |
| 21.02 | 12. Training | | |
| | 12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting | Ongoing | CR7 |
| 21.04 | 13. 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 | | |
| | 13.1 Any updates? | Note/consider | N/A |
| 21.06 | 14. Any reports from representatives on local organisations | | |
| | 14.1 Martlesham Community Hall Management Committee | Note* | Any update? |
| | 14.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 08.03.24 | Note* | N/A |
| | 14.3 Deben Estuary Partnership | Note* | CP - newsletter |
| | 14.4 Any other reports? | Note* | N/A |
| 21.10 | 15. Items for Martlesham newsletters (April) /Facebook/website | | |
| | 15.1 Contributions/what has this meeting achieved? | Consider | N/A |
| 21.12 | The next item to be taken in camera | | |
| | 16. Staff Matters | | |
| | 16.1 Completion of probation period by Temporary Admin Officer | Consider | CP – confidential to follow |