



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Diane Linsley
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28 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 03 APRIL 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 06.03.24	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 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?
19.52	7. Financial Matters		
	7.1 Monthly finance report, including monthly bank reconciliation figures	Approve	CPs to follow

	7.2 Payment of invoices received in accordance with the 2023/2024 budget	Approve	CPs to follow
	7.3 Identify fourth bank signatory	Consider	CR1
20.00	8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	8.1 Development, Environment & Transport Committee 21.02.24 (deferred by March PC meeting)	Approve	CP - minutes
	8.2 Recreation & Amenities Committee 13.03.24	Approve	CP – minutes to follow
20.04	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
	9.2 Annual Parish Meeting (APM) 20.03.24 minutes	Note*	CP if available
	9.3 Portal Woodlands Conservation Group – purchase of a Nissen Hut	Agree	CR2
	9.4 The acquisition of two medium duty access mats for the Village Fete	Approve	CR3
	9.5 Adoption of the new Complaints Policy without amendment.	Agree	CP
20.20	10. TO CONSIDER REPORTS FROM WORKING GROUPS		
	10.1 Village Fete 20 th July 2024 update	Note*	CP if available
	10.2 Martlesham Climate Action event 27.03.24	Note*	Update to follow
	10.3 Speed Reduction Group update?	Note*	CR4
	10.4 Martlesham Community Speed Watch group established on 15.03.24	Note*	CR4
20.40	11. Consultations		
	11.1 Any consultations?	Consider	N/A
20.42	12. Training		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Ongoing	CR5
20.47	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
20.50	14. Any reports from representatives on local organisations		
	14.1 Martlesham Community Hall Management Committee 08.02.24 & 21.03.24	Note*	CP – minutes of 08.02.24
	14.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership	Note*	N/A
	14.3 Any other reports?	Note*	N/A
20.55	15. Items for Martlesham newsletters (May) /Facebook/website		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A