



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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16 May 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 22nd MAY 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. Election of Chairman of MPC	Elect Chairman and receive the Chairman's Declaration of Acceptance of Office	CR1
19.32	2. Election of Vice-Chairman	Elect Vice-Chairman and receive the Vice-Chairman's Declaration of Acceptance of Office	CR1
19.34	3. Apologies	Note/accept absence	Not applicable N/A
19.35	4. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.36	5. Filling the Parish Councillor vacancies	Consider co-option	CP
19.38	6. Minutes of Parish Council Meeting 03.04.24	Approve*	CP - minutes
19.40	7. Draft minutes of the Annual Parish Meeting (APM) 20.03.24	Note*	CP - minutes to follow
19.42	8. Actions from last meeting	Ongoing or on the agenda*	N/A
19.43	9. PUBLIC FORUM		
	9.1 Reports from County Councillors	Note/any issues raised by the public/consider	Any reports?
	9.2 Reports from District Councillors	Note/any issues raised by the public/consider	CP- Cllr Packard
	9.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?

	9.4 Any issues raised by the public	Note/consider/include on another agenda?	Any issues?
19.53	10. Appointment of Committee members 11. Appointment of Chairmen of Committees	Appoint	CP
	12. Appointments to Working Groups and consider disbanding Parish Council (PC) Stand Working Group (for the Village Fete)	Appoint. Consider PC Stand Working Group	CP, CR3
	13. The position of Martlesham Heath Householders Ltd (MHHL) Director will be removed in revised MHHL constitution	Note	CR4
	14. Appointment of Safeguarding Officer	Appoint	CP
	15. Appointment of representatives to external organisations & other appointments	Appoint	CP, CR5
	16. Appointment of notice board caretakers	Appoint	CP
	17. Play Area & Trim Trail Inspectors	To note current inspectors - R&AC to appoint	CP
	18. Review of annual subscriptions 2024/25	Agree the annual subscriptions for year 2024/2025; agree donation to Community Action Suffolk; Agree new recommended £60 annual payment to CPRE; Agree Council Officer membership of SLCC £188	CP
	19. Review list of ongoing routine service contracts	To delegate authority to the Clerk to agree ongoing service contracts. Approve use of Direct Debit for payments to BT, Apogee, E.ON Next, YPG from September & Wave Utilities (Anglian Water)	CP
	20. Review any deeds, leases, legal documents held, as necessary	Approve (Delegate any issues to F&GPC)	CP
	21. Review authorised signatories	Agree four authorised signatories, noting that two signatures are always required	CR6
	22. Electronic issue of agendas, associated papers & minutes	Agree continued use of email to issue paperwork (Standing Order 15b permits)	N/A
20.15	23. Financial Matters		
	23.1 Monthly finance reports, including monthly bank reconciliation figures	Approve	CP
	23.2 Payment of invoices received in accordance with the 2024/2025 budget	Approve	CPs
	23.3 Asset Register revised	Ratify	CP
	23.4 RFO's Report: Receipts; End of year tasks; move £984.14 from General Reserves to Section 137 Grants EMR	Minute the receipts & tasks completed and agree movement of funds	CP
	23.5 Annual Governance and Accountability Return (AGAR) 2022/23: external auditor instructions	Note*	CP
	23.6 Community Infrastructure Levy (CIL) Payments	Note*	CP
	23.7 CIL Statement 2023/24 to ESC	Approve & sign	CP

	23.8 Internal Control Statement for year ending 31 March 2023	To note that this will be reviewed by the F&GPC	CP
20.30	24. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	24.1 Development, Environment & Transport Committee 17.04.24	Approve	CP - minutes
	<p>RECOMMENDATION D2024/4a: That the PC considers the costs of preserving for display, a piece of the runway for the council and offering pieces at the fete.</p> <p>RECOMMENDATION D2024/4b: To have an unveiling ceremony be held at the village fete taking place on the 20th of July and set a budget for the proceedings on the day.</p>		
	24.2 Recreation & Amenities Committee 08.05.24	Approve	CP- minutes to follow
	<p>RECOMMENDATION R2024/5a: To extend the land maintenance contract due to the excellent working relationship the staff have with the land maintenance team, praise received from groups and individuals and a lack of staff and councillor resources following a 'quality' review by the Council.</p> <p>RECOMMENDATION R2024/5c: To establish a working group with the following members; Mr Irwin, Mrs Hall and Mrs Davey to proceed with the Council Biodiversity Action Plan and Biodiversity Policy.</p> <p>N.B other recommendations to go to June PC due to length of May PC agenda.</p>		
20.37	25. Clerk's Report		
	25.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP
	25.2 Emergency planning – Identify which councillors, staff or others might volunteer to take on one of the tasks described in the emergency planning tasks document	Consider	CPs x5
	25.3 Using Parish Room as a rest centre and any necessary changes to Parish Room Policy?	Consider	CPs
	25.4 Preparations for Volunteer Event	Consider	N/A
	25.5 Additional cost of community hall insurance for solar panels	Agree payment	Information to follow
	25.6 Solar panel output and battery system linked to Richards Room?	Consider	CR8
	25.7 New website update	Consider	CR9
	25.8 Future management of PC biodiversity projects	Consider	CR10
	25.9 Clothing bank for community hall car park	Consider	CR11
	The next item to be taken in camera if necessary		
	25.10 Agree and sign the transfer of the public car park from McCarthy Stone to the Parish Council.	Agree and sign	Information to follow if available
21.00	26. TO CONSIDER REPORTS FROM WORKING GROUPS		
	26.1 Village Fete 20 th July 2024 update	Note*	CP if available
	26.2 Martlesham Climate Action event any update?	Note*	N/A
	26.3 Speed Reduction Group update	Note*	N/A
	26.4 Martlesham Community Speed Watch update	Note*	N/A
	27. Consultations		
	27.1 Any consultations?	Consider	N/A
	28. Training		
	28.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Ongoing	CR12
	29. Any reports from representatives on local organisations		

	29.1 Martlesham Community Hall Management Committee 21.03.24, AGM 18.04.24	Note*	CP – minutes of 21.03.24
	29.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership 08.03.24	Note*	CR13
	29.3 SAVID 15.02.24 & 18.04.24	Note*	CPs
	29.4 Any other reports?	Note*	N/A
30. Items for Martlesham newsletters (July) /Facebook/website			
30.1	Contributions/what has this meeting achieved?	Consider	N/A
31. To consider excluding the public and press To consider excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act] 1960).			
21.20	32. Staff Matters		
	33.1 Personnel Working Group (PWG) meeting 07.05.24	Agree	CP – minutes Confidential
	33.2 RECOMMENDATIONS: P2024/5a, P2024/5b, P2024/5c, P2024/5d as set out in PWG minutes of 07.05.24	Consider	CP- minutes Confidential