



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
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31 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 05 JUNE 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; Not applicable N/A

AGENDA			
Time	Item	Action by Council	Paper/Ref (all by email)
19.30	1. Apologies & approval of Mr O'Brien Baker's absence since December 2024 due to ill health	Note/accept absence. Approve long term absence	CR1
19.33	2. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.34	3. Filling the Parish Councillor vacancies	Consider co-option	CP
19.36	4. Minutes of Parish Council Meeting 22.05.24	Approve*	CP - minutes to follow
19.38	5. Draft minutes of the Annual Parish Meeting (APM) 20.03.24	Note*	CP - minutes if available
19.39	6. Actions from last meeting	Ongoing or on the agenda*	N/A
19.40	7. PUBLIC FORUM		
	7.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports?
	7.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	7.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	7.4 Any issues raised by the public	Note/consider/include on another agenda?	Any issues?
19.50	8. Financial Matters		
	8.1 Monthly finance report, including monthly bank reconciliation figures	Approve	CPs to follow

	8.2 Payment of invoices received in accordance with the 2023/2024 budget	Approve	CPs to follow
	8.3 Internal control statement for year ending 31 March 2024 and internal control test	Approve both. Sign Internal control statement	CP
	8.4 Online Banking Procedure	Note*	CP
19.57 9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES			
	9.1 Recreation and Amenities Committee 08.05.24	Approve	CP - minutes
	<p>Please note that recommendations R2024/5a & R2024/5c were considered by the PC in May.</p> <p>RECOMMENDATION R2024/5b: That the request for two small, fixed football goals to be located on the Recreation Ground in the area of short mown grass adjacent to the sedgebed and copse be accepted subject to:</p> <ol style="list-style-type: none"> 1. Recently planted trees for Copse 23 and planned future tree planting are not impinged upon 2. The installation of the goal posts fit with the planned improvements for the site 3. Costs for the purchase of the goals and their installation are provided and agreed 4. Demand for the goals is shown 5. Demand from within the parish of Martlesham is established <p>RECOMMENDATION R2024/5d: To review how many and what species of tree are planted to commemorates the coronation of King Charles III.</p>		
20.02	9.2 Finance & General Purposes Committee 29.05.24	Approve	CP - minutes
	<p>RECOMMENDATION F2024/5a: That the Council consider new ways of engaging with the public possibly including holding surgeries, providing speakers for community groups and hosting meet the council events?</p> <p>RECOMMENDATION F2024/5b: To accept the completed Annual Internal Audit Report 2023/24 - page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor.</p> <p>RECOMMENDATION F2024/5c: To approve the Income & Expenditure account for year ended 31 March 2024.</p> <p>RECOMMENDATION F2024/5d: To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2023/2024 Form 3 (page 4).</p> <p>RECOMMENDATION F2024/5e: To approve Section 2 – Accounting statements 2023/24 of the AGAR for year ended 31 March 2024 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances.</p> <p>RECOMMENDATION F2024/5f: To approve Monday 24th June – Friday 02nd August 2024 as the period for the exercise of public rights relating to the annual accounts.</p> <p>RECOMMENDATION F2024/5g: That the Section 106 fund be used towards the goal posts and repurposing of the pétanque piste at the Recreation Ground, and repairs to the Diamond Jubilee Bike Trails with the balance being met from CIL. It was requested that the Communities Officer at ESC be asked if there is a time limit on this current fund.</p> <p>RECOMMENDATION F2024/5h: That the council opens a basic savings account with the Unity Trust Bank and a 90-Day Deposit 3.06% AER (£85k-£10m) account with an £85,000 deposit.</p> <p>RECOMMENDATION F2024/5i: To adopt the Standing Orders.</p> <p>RECOMMENDATION F2024/5j: That the council adopts the updated 2024 Financial Regulations.</p> <p>CP</p> <p>RECOMMENDATION F2024/5k: To adopt the Grant Policy with the following changes:</p> <p><u>Legal and financial matters</u></p> <ol style="list-style-type: none"> 2. That the financial support requested is proportionate to the funds the council has earmarked to support all such proposals. The parish council will earmark a maximum of 10% of the funds which are available to it under section 137 of the Local Government and Housing Act 1972 to support all such proposals. <p>And under <u>Further considerations</u> the addition of:</p> <p>The grant of support from the council may be the key to unlocking further support from other organisations after removing this from essential requirements. CP</p>		
20.22	9.3 Items relating to the Development, Environment & Transport Committee (DETC)		
	9.3.1 Planning responses since the last DETC meeting	Ratify	CP
	9.3.2 To receive an update on energy	Note*	N/A

	projects		
	9.3.3 New Supplementary Planning Guidance	Note*	Information to follow
	9.3.4 Acquisition of new public carpark and immediate arrangements for running the carpark.	Note acquisition of public car park. Consider arrangements.	N/A
	9.3.5 Correcting spelling on existing carpark heritage notice board.	Consider	N/A
	9.3.6 Apply to make the carpark an asset of community value	Consider	N/A
	9.3.7 Attendance on NALC training on Neighbourhood Planning.	Consider who to attend	N/A
	9.3.8 New head of planning at East Suffolk Council	Note. Is any action needed?	CR2
	9.3.9 Next steps regarding our complaint regarding MAR4	Consider	N/A
	9.3.10 Update on tarmac pieces	Note	Verbal update by Mrs Davey
	9.3.11 Advice and guidance about how we deal with planning applications following a complaint by the RFO at the last meeting	Consider	Report by DETC Chairman
	9.3.12 Latest information from East Suffolk planning alliance	Note*	Information to follow
	9.3.13 Recent parking problems in and around the new carpark and The Square and any feedback from managers of The Square	Consider any action needed	N/A
20.52	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 to follow
	10.2 A reminder to all councillors to complete, review annually, and update as necessary the Register of Interests	Note*	N/A
	10.3 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
	10.4 Using Parish Room as a rest centre and any necessary changes to Parish Room Policy?	Consider	CPs
	10.5 Preparations for Volunteer Event	Consider	N/A
	10.6 Appointment of notice board caretakers	Appoint	CR3
21.08	11. TO CONSIDER REPORTS FROM WORKING GROUPS		
	11.1 Village Fete 20 th July 2024 update	Note*	CP
	11.2 Martlesham Climate Action update?	Note*	N/A
	11.3 Speed Reduction Group & Martlesham Community Speed Watch Group meeting 09.07.24	Note*	N/A
21.11	12. Consultations		
	12.1 Any consultations?	Consider	N/A
21.12	13. Training		
	13.1 Topics for August Workshop: an informal meeting which replaces a full Council meeting	Ongoing. Consider having a 'work project action day'	CR4
21.15	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 Draft minutes of the Recreation Ground Trust meeting 22.05.24	Approve	CP – minutes to follow
	14.2 Incident involving a car and injury to a dog - May 2024	Note*	CR5
	14.3 Any updates?	Note/consider	N/A
21.19	15. Any reports from representatives on local organisations		
	15.1 Martlesham Community Hall Management Committee any report?	Note*	N/A
	15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting on 10 th June 2024 & impact report	Note*	CR6
	15.3 Any other reports?	Note*	N/A
21.21	16. Items for Martlesham newsletters (July) /Facebook/website		
	16.1 Contributions/what has this meeting achieved?	Consider	N/A
21.22	The next item to be taken in camera		
	17. Staff matters		
	17.1 Outcomes of Finance Officer's appraisal	Agree	CP – CONFIDENTIAL to follow