



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
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30.01.25

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 FEBRUARY 2025** 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.

L S Burgess

Lisa Burgess
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
19.35	3. Minutes of Parish Council Meeting 08.01.25	Approve*	CP- minutes
19.37	4. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	5. PUBLIC FORUM		
	5.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	5.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	5.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	5.4 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.48	6. Financial Matters		
	6.1 Payments made between meetings	Ratify	CP
	6.2 Any pending expenditure transactions	Agree	CP
	6.3 Income & expenditure	Note*	CPs
	6.4 Precept – confirmation of safe receipt	Note*	CR1
19.52	7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		

	7.1 Recreation & Amenities Committee 15.01.25	Approve*	CP- minutes
	7.2 Approval of Martlesham Academy's proposal for new fencing to the leased land. This is for the safeguarding of the children and the cost will be born by the school. They have provided confirmation that they will work around the trees	Approve	CP
	7.3 RECOMMENDATION: Approval of Project Planning Document, shared with all committees. Clarification required with regards to Councillors deciding which projects take priority over others. Who priorities projects?	Approve	CP
	7.4 Consider delegating authority to Clerk for planning consultations received 29.01.25	Consider/Note?	Reports if available
20.05	8. Clerk's Report		
	8.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CR
20.20	9. STAFFING		
	9.1 The Clerk takes on the role of Responsible Finance Officer (RFO)	Approve	CP
	9.2 The Parish Council employs and Admin/Finance Officer	Approve	CP
20.25	10. TO CONSIDER REPORTS FROM WORKING GROUPS		
	10.1 Village Fete 19.07.23 - any update?	Note/consider?	N/A
20.40	11. Consultations		
	11.1 Any consultations?	Note/consider?	N/A
20.41	12. Training		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Consider	CR7
20.51	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		
	13.2 Anything to report?	Note/consider	N/A
20.53	14. Any reports from representatives on local organisations		
	14.1 Martlesham Community Hall Committee	Note/consider	CP if available
	14.2 Any other reports?	Note/consider	N/A
20.57	15. Items for Martlesham newsletters (March)/Facebook/website		
	15.1 Contributions/what has this meeting achieved?		N/A