



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess  
Telephone: 01473 612632  
Email: [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk)  
Website: <http://martlesham.onesuffolk.net>

28 February 2025

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 March 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	<b>1. Apologies</b>	Note/accept absence	Not applicable (N/A)
19.31	<b>2. Any declarations of disclosable pecuniary or local non-pecuniary interests</b>	Register interests	N/A
19.33	<b>3. Approve Confidential Minutes from Parish Council Meeting 08.01.25</b>	Approve*	CP-Minutes - Confidential
19.35	<b>4. Minutes of Parish Council Meeting 05.02.25</b>	Approve*	CP- minutes
19.37	<b>5. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.38	<b>6. PUBLIC FORUM</b>		
	6.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	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/include on another agenda?	Any issues?
19.48	<b>7. Financial Matters</b>		
	7.1 Monthly finance report, including monthly bank reconciliation figures	Approve	CP
	7.2 Payment of invoices received in	Approve	CP

	accordance with the 2024/25 Budget		
19.52	<b>8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	8.1 Finance & General-Purpose Committee 26.02.25 Minutes	Approve*	CP- minutes
	7.2 <b>Recommendation F2025/2a</b> the F&GPC recommends to the Parish Council that the IA is asked to use the internal audit checklist in the JPAG Practitioner's Guide 2024 as the basis for the internal audit 2024/25 <a href="https://www.nalc.gov.uk/resource/practitioners-guide2024.html">https://www.nalc.gov.uk/resource/practitioners-guide2024.html</a>	Approve	N/A
	8.3 <b>Recommendation F2025/2b</b> the F & GPC recommends to the Parish Council to approve the updated Asset Register	Approve	CP
	8.4 <b>Recommendation F2025/2c</b> the F & GPC recommends to the Parish Council to approve Updated Parish Room Policy	Approve	CP
	8.5 <b>Recommendation F2025/2d</b> the F & GPC recommends to the Parish Council to approve Freedom of Information Publication – note review by ICO from Spring 2025	Note/Approve	CP
	8.6 <b>Recommendation F2025/2e</b> the F&GPC recommends to the Parish Council to approve the revised Safeguarding Policy	Approve	CP
	8.7 <b>Recommendation F2025/2f</b> the F&GPC recommends to the Parish Council to approve the revised Lone Working Policy	Approve	CP
	8.8 <b>Recommendation F2025/2g</b> the F&GPC recommends to the Parish Council to approve the Flexible Retirement Policy	Approve	CP
	8.9 Update on all projects and or ideas at present being undertaken by MPC. How have they been funded and what stage are we at?		CP
	8.10 Consider actioning work to be undertaken at Walk Wood Carpark. What route should be followed?	Consider	CP
	8.11 Sign Lease with REAch2 for land at Jubilee Play space	Note	N/A
20.05	<b>9. Clerk's Report</b>		
	9.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CR
	9.2 Annual Parish Meeting (APM) 26.03.25	Note	N/A
	9.3 Consider Training & Team Roles – Belbin Model - August workshop	Consider	CP
20.25	<b>10. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	10.1 Village Fete 19.07.23 - any update?	Note/consider?	N/A
	10.2 Martlesham Community Speed Watch – update on new equipment.	Note	
20.40	<b>11. Consultations</b>		
	11.1 Norfolk & Suffolk Devolution Consultation <a href="https://consult.communities.gov.uk/lggc/norfolk-and-suffolk-devolution-consultation/">https://consult.communities.gov.uk/lggc/norfolk-and-suffolk-devolution-consultation/</a> Response to Survey required by 13 <sup>th</sup> April 2025	Note/consider?	N/A
20.41	<b>12. Training</b>		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Consider	CR7
20.51	<b>13. Recreation Ground Trust</b> (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 Anything to report?	Note/consider	N/A
20.53	<b>14. Any reports from representatives on local organisations</b>		
	14.1 Any reports?	Note/consider	N/A
	<b>15. The next item to be taken in camera. To consider excluding the public and press for the next items 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).</b>		
	15.1 Amenity Land of North Green – approve confidential minutes. Consider next steps	Consider/Approve	CP – Confidential minutes
	<b>16. The next items to be taken in camera To consider excluding the public and press for the next items 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)- Staffing</b>		
	16.1 Update on applications for Finance & Administration Officer	Consider	N/A
	16.2 Completion of probation period by Planning & Project Officer	Consider/Agree	CP – confidential to follow
	16.3 Clerk/RFO	Consider/Agree	CP – confidential to follow
20.57	<b>17. Items for Martlesham newsletters (April)/Facebook/website</b>		
	17.1 Contributions/what has this meeting achieved?		N/A