



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

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03 January 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 08 JANUARY 2025** at 7.30pm.

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.**

**Laurence Burrows**  
**Chair of Martlesham Parish Council**

## AGENDA

CP is committee paper FOR is Finance Officer's report - **all papers on SharePoint**

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
19.32	<b>3. Filling the Parish Councillor vacancies</b>	Consider co-option	CP
19.33	<b>4. Welcome the new Clerk and introductions</b>	Note	N/A
19.35	<b>5. Minutes of Parish Council Meeting 06.11.24</b>	Approve	CPs- minutes
19.36	<b>6. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.37	<b>7. PUBLIC FORUM</b>		
	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	Any issues?	

19.47	<b>8. Appointment of Committee members</b> Appointment of Simon Daws to the development, Environment and Transport Committee and to be the PC's bus representative.	Approve	
19.50	<b>9. Financial Matters</b>		
	9.1 Payments made between meetings	Ratify	CP to follow
	9.2 Any pending expenditure transactions	Agree	CP to follow
	9.3 Income & expenditure	Note*	CPs to follow
	9.4 CIL payments and applying for district CIL	Consider	CR & CP
20.00	<b>10. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	10.1 Recreation & Amenities Committee 13.11.24	Approve.	CP – minutes
	<b>Decision R2024/11c:</b> To recommend to the Parish Council, that the Lease contract is renewed on the same terms with only the dates changed, pending satisfactory inspection of the property on 27 <sup>th</sup> November by Cllr Irwin and Council Officer Louis Linsley.	Approve with term increased to 7 years	
	10.2 Development, Environment & Transport Committee 18.12.24	Approve.	CP – minutes
	10.3 Finance & General Purposes Committee 23.10.24 (All recommendations had been approved at the 6 <sup>th</sup> November Parish Council meeting)	Approve	CP - minutes
	10.4 Finance & General Purposes Committee 04.12.24	Approve	CP - minutes
	<b>RECOMMENDATION F2024/12a:</b> The F&GPC recommends to the Parish council that David Hunt reprise his role of internal auditor for the 2024/25 financial year with the fee held at same rate.	Approve	CP – minutes
	<b>RECOMMENDATION F2024/12b:</b> The F&GPC recommends to the Parish Council that the incoming clerk has a debit card, the chairman has a reserve debit card and that when appointed the RFO will have a debit card.	Approve	CP – minutes
	<b>RECOMMENDATION F2024/12c:</b> That the Parish Council agrees to give a grant of £500 to Headway and £1200 to the Greenways project from the 2025/26 Grants budget. If agreed Headway should also receive a letter from the Council asking them to consider providing a service in Martlesham once again and making them aware of our new carpark facility.	Approve	CP – minutes
	<b>RECOMMENDATION F2024/12d:</b> That the £30,000 in the EMR Strategy/Infrastructure be transferred to General Reserves to reduce the impact of the budget increase and it was noted that this EMR was superseded by the CIL Reserve.	Approve	CP – minutes
	<b>RECOMMENDATION F2024/12e:</b> That the Parish Council sets a <b>budget</b> for 2025/26 of <b>£203,038.00</b> .	Approve	CP – minutes
	<b>RECOMMENDATION F2023/12f:</b> That the Parish Council sets a <b>precept</b> for 2025/26 of <b>£165,000.00</b> .	Approve	CP - minutes
	<b>RECOMMENDATION F2024/12g:</b> The F&GPC recommends that the project document produced by the Planning and Projects officer is used as a working document for future projects.	Note; to be considered also by DETC and Rec & Am Cmte	
20.30	<b>11. Interim Clerking Working Group</b>		
	11.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP
	11.2 Holding surgeries/ engagement with the public, Complaints of DPD vans in the retail park roads.	Note*/Consider	Any update

	11.3 Noticeboard monitors – are existing members still able to service their notice boards if so could they confirm, if not can they let us know so we can get volunteers to do it.	Consider	
	11.4 Quote for further underpass work	Consider, approve	CP
	11.5 BEAM project (including Felixstowe Rd car park improvement)	Consider	Any update
20.45	<b>12. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	12.1 Portal Woodlands – proposed storage building	Consider	Any update
	12.2 Village Fete 20 <sup>th</sup> July 2024 Report	Consider	CP
	<b>13. Consultations</b>		
	13.1 Any consultations?		
20.50	<b>14. 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		
	14.1 To consider any updates	Consider	N/A
	<b>15. Any reports from representatives on local organisations</b>		
20.52	15.1 Martlesham Community Hall Management Committee meeting	Note*	CP to follow if available
	15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership	Note*	CP
	15.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum		
	15.5 Any other reports?	Note*	N/A
21.00	<b>16. 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>		
	16.1 Amenity land of North Green	Consider/ defer to Rec & Am Committee	Any update
21.15	<b>17. Items for Martlesham newsletters (December)/ Facebook/website</b>	Note/consider	N/A
	17.1 Contributions/what has this meeting achieved?	Consider	N/A