



Martlesham Parish Council

Parish Room
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Martlesham
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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**

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

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| 19.47 | 8. Appointment of Committee members Appointment of Simon Daws to the development, Environment and Transport Committee and to be the PC's bus representative. | Approve | |
| 19.50 | 9. Financial Matters | | |
| | 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 | 10. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES | | |
| | 10.1 Recreation & Amenities Committee 13.11.24 | Approve. | CP – minutes |
| | Decision R2024/11c: 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 th 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 th November Parish Council meeting) | Approve | CP - minutes |
| | 10.4 Finance & General Purposes Committee 04.12.24 | Approve | CP - minutes |
| | RECOMMENDATION F2024/12a: 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. RECOMMENDATION F2024/12b: 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. RECOMMENDATION F2024/12c: 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. RECOMMENDATION F2024/12d: 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. RECOMMENDATION F2024/12e: That the Parish Council sets a budget for 2025/26 of £203,038.00 . RECOMMENDATION F2023/12f: That the Parish Council sets a precept for 2025/26 of £165,000.00 . RECOMMENDATION F2024/12g: The F&GPC recommends that the project document produced by the Planning and Projects officer is used as a working document for future projects. | Approve Approve Approve Approve Approve Approve Approve Note; to be considered also by DETC and Rec & Am Cmte | CP – minutes CP - minutes |
| 20.30 | 11. Interim Clerking Working Group | | |
| | 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 |

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| | 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 | 12. TO CONSIDER REPORTS FROM WORKING GROUPS | | |
| | 12.1 Portal Woodlands – proposed storage building | Consider | Any update |
| | 12.2 Village Fete 20 th July 2024 Report | Consider | CP |
| | 13. Consultations | | |
| | 13.1 Any consultations? | | |
| 20.50 | 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 To consider any updates | Consider | N/A |
| | 15. Any reports from representatives on local organisations | | |
| 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 | 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). | | |
| | 16.1 Amenity land of North Green | Consider/ defer to Rec & Am Committee | Any update |
| 21.15 | 17. Items for Martlesham newsletters (December)/ Facebook/website | Note/consider | N/A |
| | 17.1 Contributions/what has this meeting achieved? | Consider | N/A |