



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
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28th March 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 02 April 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
19.33	3. Minutes		
19.33	3. Approve Minutes from Parish Council Meeting 05.03.25	Approve*	CP-Minutes
	3.2 Approve Confidential Minutes from Parish Council Meeting 05.03.25	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	Any report?

		by the public/consider	
	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 pending between meetings	Approve	CP
	6.2 Payments made between meetings	Approve	CP
	6.3 Income & Expenditure to date	Note	
	6.4 CIL report 2024/2025	Note	CP
	6.5 Internal Control Statement to be completed & reviewed by F&GPC	Note	CP
	6.6 Budget 2025-2026	Note	CP
	6.7 Model Financial Regulations updated March 2025. Update Financial Regulations for review by F&GPC	Note	CP
	6.8 Late Grant Application from Martlesham Aviation Society. Assistance with the repair refurbishment of the War Memorial at Barrack Square, Martlesham (War Memorials (Local Authorities Powers) Act 1923 s1)	Consider/Agree	CP
19.52	7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	7.1 R&A Committee 12.03.25 - Minutes	Approve*	CP- minutes
	7.2 R & A Committee – Land Maintenance Contract Extension for signing	Ratify	CP
	7.2 DET Committee 19.03.25 - Minutes	Approve*	CP - minutes
	7.3 Biodiversity Policy	Approve	CP
	7.4 Emergency Plan	Approve	CP
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
	8.2 Projects update	Note	CR1
	8.3 Civility & Respect Pledge, requirements for signing up	Approve	CR2
	8.4 Policy updates: - <ul style="list-style-type: none"> MPC Complaints & Policy Procedure 2025 MPC Dignity at Work Policy 2025 MPC Model Councillor-Officer (Code of Conduct) 2025 Policies to be uploaded to website	Approve	CR3
	8.5 Update office equipment	Approve	CR4/CP
	8.6 Devolution & Local Government Reorganisation. Norfolk & Suffolk Devolution Consultation – survey to be	Note	CR5

	completed by 13 th April 2025,		
	8.7 Annual Parish Meeting (APM)26.03.25 – minutes	Note	N/A
	8.8 Request from Repair Hub for monies in EMR	Consider/Approve	CP
20.25	9. TO CONSIDER REPORTS FROM WORKING GROUPS		
	9.1 Village Fete 19.07.23 - any update?	Note/consider?	N/A
20.40	10. Consultations		
	10.1Any consultations?	Note/consider?	N/A
20.41	11. Training		
	11.1 Belbin Reports will be issued via email asap to Councillors & Officers for completion	Note	N/A
20.51	12. 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		
	12.2 Anything to report?	Note/consider	N/A
20.53	13. Any reports from representatives on local organisations		
	13.1 Martlesham Community Hall Committee	Note/consider	CP if available
	13.2 Any other reports? Eco Anxiety Forum Report 24.02.25	Note/consider	N/A
	14. 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).		
	14.1 Appointment of Finance & Administration Officer, decision had been assigned to the Personnel Working Group, employment to commence 22.04.25	Ratify	N/A
20.57	15. Items for Martlesham newsletters (April)/Facebook/website		
	15.1 Contributions/what has this meeting achieved?		N/A