



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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28 June 2024

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 03 JULY 2024** 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.

Diane Linsley (Clerk)

Diane Linsley
Clerk

CP is council paper; **CR** is Clerk's report; Not applicable N/A

AGENDA			
Time	Item	Action by Council	Paper/Ref (all by email)
19.30	1. Apologies	Note/accept absence	N/A
19.33	2. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.34	3. Filling the Parish Councillor vacancies	Consider co-option	CP
19.36	4. Minutes of Parish Council Meeting 05.06.24	Approve*	CP - minutes to follow
19.38	5. Draft minutes of the Annual Parish Meeting (APM) 20.03.24	Note*	CP - minutes if available
19.39	6. Actions from last meeting	Ongoing or on the agenda*	N/A
19.40	7. PUBLIC FORUM		
	7.1 Reports from County Councillors	Note/any issues raised by the public/consider	Any reports?
	7.2 Reports from District 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	Note/consider/include on another agenda?	Any issues?
19.50	8. Financial Matters		
	8.1 Monthly finance report, including monthly bank reconciliation figures	Approve	CPs to follow
	8.2 Payment of invoices received in accordance with the 2024/2025 budget	Approve	CPs to follow

19.55	9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	9.1 Items relating to the Development, Environment and Transport Committee		
	9.1.1 Healthy Environments Supplementary Planning Document (SPD) & Rural Development SPD	Note*	CR1
	9.1.2 Latest information from East Suffolk Planning Alliance	Note*	CP
	9.2 Items relating to the Finance & General Purposes Committee		
	9.2.1 Review Volunteer Policy	Agree/consider	CP
20.00	10. Clerk's Report		
	10.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP to follow
	10.2 Parish Council presence at the Village Fete	Agree	CR2
	10.3 Runway Heritage Car Park update	Consider/note	Verbal update by Mrs Hall
	10.4 Preparations for Volunteer Event	Consider	N/A
	10.5 Appointment of notice board caretakers	Appoint	CR3
	10.6 Engaging with the Public any update?	Consider	Verbal update by Mr Parsons
	10.7 Support for Citizens Advice East Suffolk	Consider	CR4
	10.8 Box Up - free sports and play equipment for rental to local people	Consider	CR5
20.45	11. TO CONSIDER REPORTS FROM WORKING GROUPS		
	11.1 Village Fete 20 th July 2024 update	Note*	Verbal update from Mr Irwin
	11.2 Emergency Planning update	Note*	Verbal update from Mrs Hall
	11.3 Speed Reduction Group & Martlesham Community Speed Watch Group any update?	Note*	CPs to follow
	11.4 Martlesham Climate Action meeting 06.06.24	Note*	CP
21.00	12. Consultations		
	12.1 Any consultations?	Consider	N/A
21.01	13. Training		
	13.1 Cancellation of the 2024 August Workshop: an informal meeting which replaces a full Council meeting	Consider	CR6
21.04	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 Dog bite incident on Recreation Ground 12.06.24	Note*	CR7
	14.2 Any updates?	Note/consider	N/A
21.08	15. Any reports from representatives on local organisations		
	15.1 Martlesham Community Hall Management Committee any report?	Note*	N/A
	15.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting on 10.06.24	Note*	CP – minutes if available
	15.3 Deben Estuary Partnership – 1 st draft of Deben Estuary Plan, Environment	Note*	CP
	15.4 Any other reports?	Note*	N/A
21.12	16. Items for Martlesham newsletters (August) /Facebook/websit		
	16.1 Contributions/what has this meeting	Consider	N/A

	achieved?		
The next item to be taken in camera			
21.14	17. Staff matters		
	17.1 Outcomes of Finance Officer's appraisal	Ratify	CP – CONFIDENTIAL
	17.2 Clerk's retirement and recruitment of a new clerk	Consider	CR8