



# Martlesham Parish Council

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01 November 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 06 NOVEMBER 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.**

**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
19.35	<b>4. Minutes of Parish Council Meeting 02.10.24</b>	Approve	CPs- minutes
19.36	<b>5. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.37	<b>6. PUBLIC FORUM</b>		
	6.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports?
	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/consider/include on	Any issues?

		another agenda?	
19.47	<b>7. Financial Matters</b>		
	7.1 Payments made between meetings	Ratify	CP to follow
	7.2 Any pending expenditure transactions	Agree	CP to follow
	7.3 Income & expenditure	Note*	CPs to follow
	7.4 CIL payments and applying for district CIL	Consider	CR & CP
19.55	<b>8. Staff Matters. The next three 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).</b>	Consider	N/A
	8.1 Appointment of a new Clerk	Approve	CP
	8.2 Council Officer – possible working full time for longer	Consider	CP
	8.3 Retain the services of Mr David Hunt as Locum Finance Officer	Approve	CP/Update
	8.4 Staff vacancies update	Note	CP
20.00	<b>9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	9.1 Development, Environment & Transport Committee 16.10.24	Approve.	CP – minutes if available.
	9.2 Finance & General Purposes Committee 23.10.24	Approve	CP - minutes
	<b>RECOMMENDATION 2024/10a:</b> That the Parish Council approves the following grant applications received for 2025/26: Suffolk Wildlife Trust £310; Martlesham Conservation Group £201.87; Martlesham Heath Aviation Society £450.00; Martlesham Bowls Club £600.00. Total: <b>£1561.87</b> . <b>RECOMMENDATION 2024/10b.</b> That the Interim Clerking Working Group also to carry out and follow action points arising from council and other committee meetings and working groups and to work with bank signatories to ensure payments are made. <b>RECOMMENDATION 2024/10c.</b> Kronjis Piece remains at £15,000 on the register and that the register be approved by the parish council. <b>RECOMMENDATION 2024/10d.</b> That the Calendar of Meetings 2025 be approved by the parish council. <b>RECOMMENDATION 2024/10e.</b> That the Annual Review be approved by the parish council. <b>RECOMMENDATION 2024/10f</b> that the Volunteer Policy could be introduced to the volunteers at the volunteer event for feedback. <b>RECOMMENDATION 2024/10g.</b> That the parish council approves the following (items 10.2 to 10.9 in the F&GPC minutes) as no changes have been needed and no issues have arisen: - <u>Review of Financial Management</u> <u>Review of the system of internal control</u> <u>Review of Risk Management, including Fire Risk Assessment</u> <u>Review of Investments and Investment Policy</u> <u>Review of General Data Protection Regulation (GDPR) policies</u> <u>Review CCTV Operational Procedure</u> <u>Volunteer Policy</u> <u>Health and Safety Policy</u>	Approve	CPs
20.20	<b>10. Interim Clerking Working Group</b>		
	10.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local	Ratify decisions	CP

	Government Bodies Regulations 2014		
	10.2 Holding surgeries/ engagement with the public, Complaints of DPD vans in the retail park roads.	Note*/Consider	Any update
	10.3 To consider and /or note preparations for the Volunteer Event	Consider/note	N/A
	10.4 To consider the Deben Rotary Club's offer to support PC community activities. Possible Coronation commemorative tree planting.	Consider/approve	Report from Cllr Mrs Hall
	10.5 Proposal to grant a Certificate of Appreciation to the visiting US military band	Consider	Any Update
	10.6 Attendance on behalf of the Parish Council at the Remembrance Services on 10 <sup>th</sup> November at St Mary's Church and Barrack Square & laying of 2 poppy wreaths for Remembrance Sunday.	Consider	Any update
	10.7 Runway heritage Car Park, PODpoint charging point, costs and charges.	Consider and approve	CP
20.40	<b>11. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	11.1 Emergency Planning Working Group – proposed keysafe	Consider/Note*	CP
	11.2 Village Fete 20 <sup>th</sup> July 2024 Report	Consider	CP
20.50	<b>12. Consultations</b>		
	12.1 Any consultations?		
20.55	<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 To consider any updates	Consider	N/A
21.00	<b>14. Any reports from representatives on local organisations</b>		
	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*	N/A
	15.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum	Note*	N/A
	15.5 Any other reports?	Note*	N/A
	<b>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>		
	15.6 Amenity land of North Green	Consider and defer to next meeting	Any update
21.05	<b>16. Items for Martlesham newsletters (December)/ Facebook/website</b>	Note/consider	N/A
	16.1 Contributions/what has this meeting achieved?	Consider	N/A