



# Martlesham Parish Council

Parish Room  
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26 September 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 02 OCTOBER 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.

**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 | <b>1. Introduction.</b>  |   |                           |
|       | 1.1 Introduction of Locum Clerk  | Approve appointment.                          |                           |
| 19.30 | 1.2 Apologies  | Note/accept absence                           | N/A                       |
| 19.32 | <b>2. Any declarations of disclosable pecuniary or local non-pecuniary interests</b> | Register interests                            | N/A                       |
| 19.34 | <b>3. Filling the Parish Councillor vacancies</b>                                    | Consider co-option                            | CR1, CP                   |
| 19.36 | <b>4. Minutes of Parish Council Meeting 04.09.24</b>                                 | Approve*                                      | CP - minutes              |
| 19.42 | <b>5. Draft minutes of the Annual Parish Meeting (APM) 20.03.24</b>                  | Note*   | CP - minutes if available |
| 19.43 | <b>6. Actions from last meeting</b>  | Ongoing or on the agenda*                     | N/A                       |
| 19.44 | <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  | Note/consider/include on another agenda?      | Any issues?               |
| 19.54 | <b>8. Financial Matters</b>  |   |                           |
|       | 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             |
|       | 8.3 Completion of limited assurance review for year ended 31 March 2024.             | Note/consider                                 | CP                        |
|       | 8.4 Insurance renewal  | Consider & renew                              | CPs                       |

|       |   |   |   |
|-------|---|---|---|
|       | 8.5 Runway Car park – payment of legal fees   | Consider & approve  | CP  |
| 20.00 | <b>9. The next four 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                                       |
|       | 9.1 To approve the terms of the appointment of a locum clerk.   | Approve   |   |
|       | 9.2 To approve the appointment of the Clerk/Chief Officer.  | Approve   | CP to follow                              |
|       | 9.3 Proper Officer – additional standing order.   | Approve   | CP to follow                              |
|       | 9.4 To consider staff issues and recruitment  | Consider  | CP Confidential to follow                 |
| 20.15 | <b>10. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>  |   |   |
|       | 10.1 Recreation & Amenities Committee 11.09.24  | Approve   | CP - minutes                              |
| 20.00 | <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 and giving presentations to increase engagement with the public  | Note*/Consider  | Any update                                |
|       | 11.3 To consider and /or note preparations for the Volunteer Event  | Consider/note   | N/A                                       |
|       | 11.4 To consider the Deben Rotary's offer to support PC community activities.   | Note*/Consider  | Any update                                |
|       | 11.5 Proposal to grant Freedom of the Parish to a visiting US military band   | Consider  | Information to follow                     |
|       | 11.6 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 & purchase of 2 poppy wreaths for Remembrance Sunday.   | Consider/approve  | Information to follow                     |
|       | <b>12. TO CONSIDER REPORTS FROM WORKING GROUPS</b>  |   |   |
|       | 12.1 Village Fete 20 <sup>th</sup> July 2024 Report   | Consider  | CP  |
|       | 12.2 New NALC website Civility and Respect Project 'Elect Her' ( news from the NNWC, NALC National Network of Women Councillors).   | Note*   | Verbal update from Mrs Hall               |
|       | 12.3 Speed Reduction Group & Martlesham Community Speed Watch Group any update?   | Note*   | N/A                                       |
|       | 12.4 Martlesham Climate Action meeting any update   | Note*   | CP  |
|       | <b>13. Consultations</b>  |   |   |
|       | 13.1 To consider proposed changes to the Pre-application Advice Service.  | Note*   | This is to be considered by the DETC      |
|       | 13.2 To consider A12 MRN Improvements consultation.   | Consider and agree to delegate to the DETC 16 <sup>th</sup> October to respond. | Poster from SCC and information to follow |
|       | 13.3 To consider any other consultations?   | Consider  | N/A                                       |
|       | <b>14. Training</b>   |   |   |
|       | 14.1 To consider any training   | Consider  | N/A                                       |

|       |   |          |                             |
|-------|---|----------|-----------------------------|
|       | <b>15. 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 |          |                             |
| 20.55 | 15.1 To consider any updates  | Consider | N/A                         |
|       | <b>16. Any reports from representatives on local organisations</b>  |          |                             |
|       | 16.1 Martlesham Community Hall Management Committee any report?   | Note*    |                             |
| 20.58 | 16.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting on 10.06.24   | Note*    | CP – minutes if available   |
|       | 16.3 Deben Estuary Partnership meeting 19.09.24   | Note*    | Verbal update from Mrs Hall |
|       | <b>17. Items for Martlesham newsletters (October) /Facebook/website</b>   |          |                             |
|       | 17.1 Contributions/what has this meeting achieved?  | Consider | CP to follow                |