



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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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	1. Introduction.		
	1.1 Introduction of Locum Clerk	Approve appointment.	
19.30	1.2 Apologies	Note/accept absence	N/A
19.32	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	CR1, CP
19.36	4. Minutes of Parish Council Meeting 04.09.24	Approve*	CP - minutes
19.42	5. Draft minutes of the Annual Parish Meeting (APM) 20.03.24	Note*	CP - minutes if available
19.43	6. Actions from last meeting	Ongoing or on the agenda*	N/A
19.44	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	Note/consider/ include on another agenda?	Any issues?
19.54	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
	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	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).	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	10. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	10.1 Recreation & Amenities Committee 11.09.24	Approve	CP - minutes
20.00	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 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 Parsh Council at the Remembrance Services on 10 th November at St Mary's Church and Barrack Square & purchase of 2 poppy wreaths for Remembrance Sunday.	Consider/approve	Information to follow
	12. TO CONSIDER REPORTS FROM WORKING GROUPS		
	12.1 Village Fete 20 th 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
	13. Consultations		
	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 th October to respond.	Poster from SCC and information to follow
	13.3 To consider any other consultations?	Consider	N/A
	14. Training		
	14.1 To consider any training	Consider	N/A

	15. 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		
20.55	15.1 To consider any updates	Consider	N/A
	16. Any reports from representatives on local organisations		
	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
	17. Items for Martlesham newsletters (October) /Facebook/website		
	17.1 Contributions/what has this meeting achieved?	Consider	CP to follow