



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

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30 August 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 04 SEPTEMBER 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	<b>1. Apologies</b>	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, CPs
19.36	<b>4. Minutes of Parish Council Meeting 03.07.24</b>	Approve*	CPs - minutes & confidential report
19.38	<b>5. Minutes of the Extraordinary Parish Council Meeting 25.07.24</b>	Approve*	CP - minutes
19.40	<b>6. Minutes of the Extraordinary Parish Council Meeting 20.08.24</b>	Approve*	CPs – minutes & confidential report
19.42	<b>7. Draft minutes of the Annual Parish Meeting (APM) 20.03.24</b>	Note*	CP - minutes if available
19.43	<b>8. To appoint members to a Personnel Committee</b>	Agree committee and appoint members	CR2
19.46	<b>9. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.47	<b>10. PUBLIC FORUM</b>		
	10.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports?
	10.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	10.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?

	10.4 Any issues raised by the public	Note/consider/include on another agenda?	Any issues?
19.57	<b>11. Financial Matters</b>		
	11.1 Monthly finance report, including monthly bank reconciliation figures	Approve	CPs to follow
	11.2 Payment of invoices received in accordance with the 2024/2025 budget	Approve	CPs to follow
20.02	<b>12. Staff Matters to be taken in camera</b>		
	12.1 To consider excluding the public and press for the next items on Staff Matters 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
20.03	<b>13. Staff Matters</b>		
	13.1 To review and agree the Council Officer's job description and salary	Review and agree	CONFIDENTIAL CPs
	13.2 To consider staffing issues, interim office procedures and recruitment	Consider	CONFIDENTIAL CP to follow
	13.3 To agree payment of additional hours worked by Clerk	Agree	CONFIDENTIAL CP to follow
20.48	<b>14. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	14.1 Recreation & Amenities Committee 17.01.24	Approve	CP - minutes
20.50	<b>15. Clerk's Report</b>		
	15.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	N/A
	15.2 To consider holding surgeries and giving presentations to increase engagement with the public	Consider	CR3
	15.3 To note new Labour MP, Jenny Riddel-Carpenter's contact details	Note	CR4
	15.4 To consider a modal filter for Felixstowe Road	Consider	CR5 and CP
	15.5 To consider a request from MHHL for financial support for Trim Trail repairs near Gorseland School	Consider	CR6 and CP
	15.6 To consider and /or note preparations for the Volunteer Event	Consider/note	N/A
	15.7 To consider the Deben Rotary's offer to support PC community activities.	Consider	CP
	15.8 To consider any short-term improvements to the Felixstowe Road Site	Consider	N/A
	15.9 To consider an update on the request to remove a build-up of leaves in Black Tiles underpass from District Cllr Packard and quote	Consider	A verbal update from Cllr Parsons. CP – quote
	15.10 To consider maintenance of the Tesco underpass	Consider	A verbal report from Cllr Parsons. CP - quote
	15.11 To consider a report on litter collection in the parish by Cllr Staines	Consider	CP if available
21.15	<b>16. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	16.1 Village Fete 20 <sup>th</sup> July 2024 Report	For noting in anticipation of decisions in October	CP

	16.2 Emergency Planning update	Note*	Verbal update from the working group
	16.3 Speed Reduction Group & Martlesham Community Speed Watch Group any update?	Note*	N/A
	16.4 Martlesham Climate Action update	Note*	CR7
21.20	<b>17. Consultations</b>		
	17.1 To consider proposed reforms to the National Planning Policy Framework and other changes to the planning system	Consider	CR8 with link to consultation
	17.2 To consider any other consultations?	Consider	N/A
21.22	<b>18. Training</b>		
	18.1 To consider any training	Consider	N/A
21.23	<b>19. 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		
	19.1 To consider any updates	Consider	N/A
21.24	<b>20. Any reports from representatives on local organisations</b>		
	20.1 Martlesham Community Hall Management Committee meeting 25.07.24	Note*	CP – minutes if available
	20.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting on 10.06.24	Note*	CP – minutes if available
	20.3 Deben Estuary Partnership meeting 13.06.24	Note*	CP - minutes
	20.4 Green Infrastructure cluster group meeting 15.05.24 & details of workshop 18.09.24	Note*	CP – minutes, CR9
	20.5 SAVID meeting 22.08.24 update	Note*	CP – minutes if available. Verbal update by Cllrs Hall and Parsons
	20.6 Any other reports?	Note*	N/A
21.28	<b>21. Items for Martlesham newsletters (October) /Facebook/website</b>		
	21.1 Contributions/what has this meeting achieved?	Consider	N/A