



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

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30 June 2023

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 05 JULY 2023** 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

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 & CR1
19.35	<b>4. Minutes of Parish Council Meeting 07.06.23</b>	Approve*	CP- 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 County Councillors	Note/any issues raised by the public/consider	CR2
	6.2 Reports from District 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 another agenda?	Any issues?
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
19.52	<b>8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	8.1 Development, Environment and Transport Committee 14.07.23	Approve*	CP - minutes
19.54	<b>9. Clerk's Report</b>		
	9.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP
	9.2 Parish Council presence at the village fete	Consider	CR3
	9.3 IT & Communications - Access to council policies update	Note/consider	CPs
	9.4 Community Partnership Representation	Consider	CR4
	9.5 Solicitor fees - confirmation of costs	Note*	CP - CONFIDENTIAL
	9.6 What councillors could do to help with the council's workload – Introductory paper	Consider/note	CP to follow if available
	9.7 Appointment of MHHL Director – response from MHHL Chairman	Ongoing	N/A
20.29	<b>10. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	<b>The following item may need to be taken in camera</b>		
	10.1 Personnel Working Group 20.06.23	Note*	CP – CONFIDENTIAL
	10.2 Martlesham Climate Action meeting held on 26.06.23	Note/consider?	CP – notes
	10.3 Inter-parish Green Infrastructure Workshop event 30th August 2023.	Note	Verbal update from Mrs Hall
	10.4 Martlesham Village Fete any update?	Note/consider?	Verbal update by Mr Irwin
	10.5 Speed Reduction Working Group (SRWG) 28.06.23	Consider any report from SRWG?	CP – notes if available
	10.6 SRWG – support volunteer to establish a Community Speed Watch Scheme?	Consider	CR5
20.55	<b>11. Consultations</b>		
	11.1 Coasts & Heaths AONB new draft management plan consultation. Deadline Wednesday 2 <sup>nd</sup> August 2023. <a href="https://coastandheaths.org/managing/management-plan/management-plan-consultation/">https://coastandheaths.org/managing/management-plan/management-plan-consultation/</a>	Note/consider Pass to R&AC meeting 12.07.23 to consider?	See link provided
20.57	<b>12. Training</b>		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting update	Note/consider	Verbal update
21.02	<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 Cadent Gas – licence fee of £200	Note*	N/A
	13.2 Anything to report?	Note/consider	N/A
21.04	<b>14. Any reports from representatives on local organisations</b>		
	14.1 Any other reports?	Note/consider	N/A
21.06	<b>15. Items for Martlesham newsletters (August &amp; September)/Facebook/website</b>		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A
	<b>The following item to be taken in camera</b>		
21.08	<b>16. Staff Matters</b>		
	16.1 CONFIDENTIAL REPORT P2023/7	Consider	CP - CONFIDENTIAL