



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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01 September 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 06 SEPTEMBER 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	1. Appointment of Chairman following resignation of Mr Williamson	Elect Chairman	CR1
19.32	2. Appointment of Vice Chairman, if necessary	Elect Vice Chairman	CR1
19.33	3. Apologies	Note/accept absence	Not applicable (N/A)
19.34	4. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.35	5. Filling the Parish Councillor vacancies	Consider co-option & ideas for recruitment	CR2 & CP
19.36	6. Minutes of Parish Council Meeting 06.07.23 and confidential minutes of CONFIDENTIAL REPORT P2023/7	Approve*	CP- minutes
19.37	7. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	8. PUBLIC FORUM		
	8.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports?
	8.2 Reports from County Councillors	Note/any issues raised by the	Any report?

		public/consider	
	8.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	8.4 Any issues raised by the public	Note/consider/ include on another agenda?	Any issues?
19.48	9. Financial Matters		
	9.1 Payments made between meetings	Ratify	CP
	9.2 Any pending expenditure transactions	Agree	CP to follow
	9.3 Income & expenditure	Note*	CPs to follow
	9.4 Community Infrastructure Levy (CIL) Report 31.08.23	Note*	CP
	9.5 Bank reconciliation verification April - June 2023	Minute verification by Mrs J Hall	CR3
	9.6 Internet banking update	Note*	CR4 & CP - simplified procedure to follow
	9.7 Closure of Woodbridge branch of Barclays	Note*	CR5
	9.8 Completion of limited assurance review for year ended 31 March 2023	Note/consider	Information to follow.
	9.9 To appoint the Clerk as RFO at the end of September if RFO vacancy is not filled.	Appoint	N/A
	The next 3 items to be taken in camera		
	9.10 Insurance renewal	Consider	CR6 & CPs confidential
	9.11 Cambridge Building Society	Consider	CR7
20.05	10. Staff Matters		
	10.1 CONFIDENTIAL REPORT P2023/9	Consider	CP - CONFIDENTIAL
20.13	11. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	11.1 Recreation & Amenities Committee 12.07.23	Approve*	CP - minutes
20.14	12. Clerk's Report		
	12.1 The death of Mr Frank Bright MBE	Note*	CR8
	12.2 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP
	12.3 Solar panels – installation and request for smart meter	Consider quotations for the addition of bird guards and annual inspection.	CR9 & CPs
	12.4 CCTV inspection report	Consider	CR10 & CPs
	12.5 Picnic Area proposal	Consider	CP
	12.6 Access to the Main Village Green – request from MHHL	Consider	CR11
	12.7 Recognition of a councillor's service (the Council may wish to take this in camera)	Consider	N/A
	12.8 To appoint Mr Thompson as the PC representative on the Suffolk Coastal Disability Forum	Appoint	CR12
	12.9 IT & Communications - Access to council policies update	Note*	Report for Mr Whitby
	12.10 Parish Online – any project details?	Agree?	CR13
	12.11 Community Partnership Representation	Note*	CR14
	12.12 Appointment of MHHL Director – response from MHHL Chairman	Ongoing	N/A
	12.13 Letter in support of the Suffolk Wildlife Trust	Note*	CP

	12.14 Solicitors fees - invoice	Note*	CP
20.54	13. TO CONSIDER REPORTS FROM WORKING GROUPS		
	13.1 Martlesham Climate Action next meeting to be confirmed	Note*	N/A
	13.2 Inter-parish Green Infrastructure Workshop event 30th August 2023.	Note/consider?	Report from Mrs Hall
	13.3 Martlesham Village Fete 2023 – outside activities cancelled due to high winds	Note/consider	CP financial report to follow
	13.4 Speed Reduction Working Group (SRWG) 28.06.23	Note/consider	CP – notes
	13.5 Establishment of a Community Speed Watch Scheme	Ongoing	CR15
21.00	14. Consultations		
	14.1 LIONLINK -Proposed by National Grid Ventures (NGV) Supplementary Non-Statutory Public Consultation. Friday 8 September - Friday 3 November 2023	Note/consider	CP
	14.2 Any consultations?	Consider?	N/A
21.01	15. Training		
	15.1 August training workshop - outcomes	Note	CR16
21.03	16. 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		
	16.1 Income & expenditure report & bank statement to 11/08/23	Note*	CPs
	16.2 Martlesham Bowls Club – proposed new fence line	Consider	CPs
	16.3 Cadent Gas – replacement Hawthorn tree	Note*	CR17
	16.4 Anything to report?	Note/consider	N/A
21.13	17. Any reports from representatives on local organisations		
	17.1 Martlesham Community Hall Management Committee meetings 15.06.23 & 27.07.23	Note*	CP - minutes 15.06.23.
	17.2 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership 21.07.23	Note*	CR18 & CP – action notes
	17.3 Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership – Road Safety Forum 14.08.23	Note*	CP
	17.4 Jetty Lane event 23.08.23	Note*	CP to follow
	17.5 Any other reports?	Note/consider	N/A
21.18	18. Items for Martlesham newsletters (October)/Facebook/website		
	18.1 Contributions/what has this meeting achieved?	Consider	N/A