Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Susan Robertson
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01 May 2019

Dear Sir/Madam
You are hereby summoned to attend the ANNUAL MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 08 MAY 2019** 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, if notified in advance the chairman will ask them to speak at an early stage in the discussion.

S C Robertson
Susan Robertson
Clerk

CP is council paper **CR** is Clerk's report **PC** is correspondence

AGENDA			
Time	**Item**	**Paper/Ref**	**Action by Council**
19.30	**1. Election of Chairman of MPC**	CR1	Elect Chairman and receive the Chairman's Declaration of Acceptance of Office
19.32	**2. Election of Vice-Chairman**	CR1	Elect Vice-Chairman and receive the Vice-Chairman's Declaration of Acceptance of Office
19.34	**3. Apologies**		Note absence
19.35	**4. Declaration of Acceptance of Office & Registers of Interest**	CR2	Note that councillors signed their acceptance of office forms before the meeting. Resolve to allow any members not present to sign before or at the next Council meeting. All members must complete a Register of Interest
19.38	**5. Interests**		Receive any declarations of interest
19.39	**6. Minutes of Parish Council Meeting 03.04.19**	Minutes	Approve*
19.40	**7. Actions from last Meeting**		Actions ongoing or on the agenda
19.41	**8. Draft minutes of Annual Parish Meeting on 24.04.19**	To be e-mailed to members	Note* (advise Clerk of any amendments when received)
19.42	**9. Filling three Parish Councillor vacancies**	CR3	Consider co-option
19.52	**10. Affirm the Clerk as the Responsible Financial Officer (RFO)**		Minute that the Clerk also acts as the RFO
19.53	**ADJOURNMENT** to allow a brief presentation by Peter Wells, on behalf of the owners of The Square, on **DC/19/1298/FUL –Village Centre, The Square, Martlesham Heath** – Erection of new café to form a focal point within the existing group of shops that form the centre of Martlesham Heath village		

20.00	**11. PUBLIC FORUM**		
	11.1 To allow members of the public to address business on the agenda		Note/consider
	11.2 Any issues raised by the public		Note/include on another agenda?
	11.3 Any Police Report? Next Woodbridge and District Anti-Social Behaviour Meeting on 16.05.19, 10.30am, Woodbridge Police Station		Note*
20.12	**Planning Application DC/19/1298/FUL –Village Centre, The Square, Martlesham Heath – Erection of new café to form a focal point within the existing group of shops that form the centre of Martlesham Heath village** (See CR4)		
20.20	**12. Appointment of Committees and Chairmen of Committees**	CP	Appoint members to committees, appoint Chairmen
20.25	**13. Appointments to Working Groups**	CP	Agree working group members
20.30	**14. Appointment of Martlesham Heath Householders Ltd (MHHL) Director**	CR5	Appoint a MHHL Director
20.32	**15. Appointment of representatives to external bodies**	CP	Appoint representatives
20.37	**16. Appointment of notice board caretakers**	CP	Appoint notice board caretakers
20.39	**17. Play Area Inspectors**	CP	To note current inspectors & to recruit more – R&AC to appoint
20.40	**18. Appointment of Martlesham Primary School Governor**	CP	Consider appointment of a School Governor
20.45	**19. General Power of Competence**	CR6	Formally resolve that the Council meets the criteria to exercise the General Power of Competence
20.48	**20. Review of Annual subscriptions 2019/20**	CR7 & PC/17 & 21	Agree the annual subscriptions for year 2019/2020; agree contribution to Community Action Suffolk
20.51	**21. Review list of ongoing routine service contracts**	CR8	To delegate authority to the Clerk to agree ongoing service contracts. Approve use of Direct Debit for payments to BT for telephone & broadband & to Apogee for photocopier meter readings
20.54	**22. Review any deeds, leases, legal documents held, as necessary**	CP	Approve (Delegate any issues to F&GPC)
20.57	**23. Review cheque signatories:** Messrs Burrows, Brome, Irwin, & Welch (Messrs Brome & Welch are no longer councillors)		Agree four cheque signatories, noting that two signatures are always required
21.00	**24. Financial Matters**		
	24.1 Cheques signed between meetings	CP at meeting	Ratify
	24.2 Any pending expenditure transactions	CP at meeting	Agree
	24.3 NSPCC Suffolk 125th anniversary	PC/18	Consider
	24.4 Citizens Advice – thanks for Grant Award	PC/24	Note*
	24.5 Suffolk Accident Rescue Service - thanks for Grant Award	PC/25	Note*
	24.6 Community Infrastructure Funding	PC/26	Note at this stage*

21.05	**25. Clerk's report & correspondence**	CP	
	25.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	CP at meeting if necessary	Ratify
	25.2 Chairman's Report 2018/19	CP	Approve publication of report in Martlesham Monthly (estimated £25); approve printing costs (estimated £150)
	25.3 SALC Councillor Briefings	CR9	Consider
	25.4 Freedom of Information Request - Suffolk Constabulary HQ housing allocation	PC/20	Note*
	25.5 Highways Community Self Help launch	PC/22	Note – Mr Irwin & Mrs Linsley will attend to fact find*
	25.6 Nurturing Communities Workshop - invite	PC/27	Consider
21.11	**26. Martlesham Village Fete on 20.07.19**		
	26.1 Progress Report	Verbal report by Mr Irwin	Note*
21.14	**27. Neighbourhood Plan (NP) Plus**		
	27.1 Neighbourhood Plan (NP) Plus		No further progress – Development Plans Committee (DPC) NP Plus working group to meet*
21.15	**28. Brightwell Lakes Development**		
	28.1Anything to report? Next meeting of the Community Forum on 22.05.19		Note*
21.17	**29. Consultations**		
	29.1 Consultation on Public Space Protection Orders (PSPO)	PC/19	Consider whether to submit a response? Defer to June Council meeting?
TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES:			
21.21	**30. Development Plans Committee 10.04.19**	Minutes	Approve*
21.22	**31. Recreation Ground Trust** (the Parish Council acts as sole trustee): to consider any matters other than those within the remit of the Recreation & Amenities Committee		
	31.1 Anything to report?		
	31.2 Non-Domestic Rates – Discretionary Rate Relief Review – Recreation Ground	PC/23	Note*
21.24	**32. Martlesham newsletters**		Consider items for publication
21.26	**33. Staff Matters *(to be taken in camera if discussion is required)***		
	33.1 Completion of Council Officer's probationary period	CR10	Agree permanent appointment