# Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Susan Robertson
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28 August 2019

Dear Sir/Madam

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 04 SEPTEMBER 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, the chairman will ask them to speak at an early stage in the discussion, if notified in advance.

*Diane Linsley*

**pp** 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. Apologies** | | Note absence |
| 19.31 | **2. Interests** | | Register interests |
| 19.32 | **3. Filling two Parish Councillor vacancies** | CR1<br>Co-option process will be circulated as necessary | Consider co-option/defer to the end of the meeting? |
| 19.42 | **4. Appointments to Committees** | | Appoint Ros Jones to the Development Plans Committee; Appoint Ian O'Brien Baker Chairman of the R&AC; any other appointments? |
| 19.44 | **5. Appointment of Social Media Working Group members** | CR2 | Appoint members |
| 19.46 | **6. Minutes of Parish Council Meeting 03.07.19** | Minutes | Approve* |
| 19.49 | **7. Actions from last Meeting** | | Ongoing or on the agenda* |
| 19.50 | **8. PUBLIC FORUM** | | |
| | 8.1 To allow members of the public to address business on the agenda | | Note/consider |
| | 8.2 Any issues raised by the public | | Note/include on another agenda? |
| | 8.3 Police Report: Anti-Social Behaviour Meeting on 22.08.19 | CP enclosed | Note/consider |
| | 8.4 Reports from County Councillors | | Note* |
| | 8.5 Reports from District Councillors | | Note* |
| 20.02 | **9. Financial Matters** | | |
| | 9.1 Cheques signed between meetings | CP at meeting | Ratify |
| | 9.2 Any pending expenditure transactions | CP at meeting | Agree |
| | 9.3 Income & expenditure to date | CP at meeting | Note* |

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| | 9.4 Came & Co. Insurance Renewal Invitation | CR3 (all relevant docs e-mailed) | Agree renewal of Inspire insurance policy |
| 20.08 | **10. Clerk's report & correspondence** | | |
| | 10.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 | Report at meeting | Ratify |
| | 10.2 Pillbox Lease – agreed & signed | CR4 | Note* |
| | 10.3 Establishing a Social Media presence | CP enclosed | Consider and agree 'Items to Action' |
| | 10.4 Travis Perkins s106 Martlesham Common County Wildlife Contribution – Deed signed | CR5 | Note* |
| | 10.5 Trim Trail Project: update; Memorandum of Understanding (MOU) signed | CR6 | Note* |
| | 10.6 Major changes to Martlesham bus services | CR7 & verbal update by Mr Irwin | Consider and agree |
| | 10.7 Working with volunteers proposal | CP enclosed | Consider establishing a Volunteer Working Group and agree work to be undertaken. |
| | 10.8 Website: ongoing support of the administration | CR8 | Agree |
| | 10.9 Councillor e-mail addresses | CR9 | Consider |
| | 10.10 Renewal of photocopier contract | CR10 | Consider options and authorise the Clerk to enter a new contract |
| | 10.11 Footpath surveys: request for volunteers | CR11 | List volunteers |
| | 10.12 The Common – Greenways Project Megabash event 25.01.20 | CR12 | Note date in diaries |
| | 10.13 Statement of intent as to Community Engagement – add Questions to Public Forum | PC/33 | Consider |
| | 10.14 Allotments/Community Orchard | PC/34 | Consider |
| | 10.15 CPRE to broaden their appeal | PC/35 | Note* |
| | 10.16 SALC Review of governance arrangements and constitution – consultation with members | PC/36 | Consider/note? |
| 20.40 | **11. Consultations** | | |
| | 11.1 Suffolk Coastal Local Plan Public Examination: Hearings in progress | Verbal update | |
| | 11.2 Ipswich Northern Route | CR13, PC/37 + CP - by Ms Jones enclosed & sent via email | Agree a formal response and membership of & contribution to the STOP Campaign |
| | 11.3 Sizewell C: Stage 4 consultation | CPs - Report by Mr Forbes & Ms Drummond & draft response by Council Officer. | Agree a formal response.<br>To note the draft response by the Council Officer incorporates information from Mr Forbes' & Ms Drummond's report in a format consistent with the previous response |
| 21.00 | **12. Martlesham Village Fete on 20.07.19** | | |
| | 12.1 Feedback on the day | See report on MPC website | Note* |
| | 12.2 Fete 2020 on Saturday 18th July | | Note* |
| | 12.3 Insurance Claim | CR14 | Note/consider |

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| 21.05 | **13. Training & development meeting 07.08.19** | | |
| | 13.1 Outcomes | CP Report by Mr Irwin enclosed | Consider and ratify |
| | **14. Climate Emergency** | | |
| | 14.1 The Council's response | CP Report by Mr Irwin enclosed | Consider and ratify |
| | 14.2 Consider purchase of speed monitoring equipment | CPs by Ms Jones emailed. Hard copy of proposal enclosed. | Consider and agree |
| 21.16 | **15. Brightwell Lakes Development** | | |
| | 15.1 Any update? | | Note/consider |
| 21.17 | **16. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES:** | | |
| | 16.1 Recreation & Amenities Committee 10.07.19 | Minutes | Approve* |
| | **RECOMMENDATION R2019/7a**: To extend the current land maintenance contract for a further 2 years from 31st March 2020 to 31st March 2022 due to the excellent working relationship the staff have with the land maintenance team, praise received from groups and individuals, a lack of councillor resources, to avoid advertising costs and to save staff time and subject to the provision of a 'quality' review to be considered by the Council. | | |
| | **RECOMMENDATION R2019/7b:** To add an Earmarked Reserve (EMR) of £1200 for the Community Orchard Project to use if necessary. | | |
| | 16.2 Extraordinary Meeting of the Development Plans Committee 03.07.19 | Minutes | Approve* |
| | 16.3 Development Plans Committee 14.08.19 | Minutes | Approve* |
| 21.22 | **17. 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 | | |
| | 17.1 Anything to report? | | |
| | **18. Any written reports from representatives on Associations** | | |
| | 18.1 Report from MHHL representative | CR15 | Note |
| | **19. Items for Martlesham newsletters:** | | |
| | 19. 1 Bus services, Trim Trail update | | Any other issues? |
| | **The following item is to be taken in camera** | | |
| 21.25 | **20. Jubilee Playspace** | | |
| | 20.1. Jubilee Playspace Lease | CR16 | Note/consider? |