



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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25.02.22

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 02 March 2022** at 7.30pm, **at St Michael's Church Centre**.

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.

To note that Covid-19 is still circulating so please act cautiously and be mindful of the concerns of others. Please make your own risk assessment of the advisability of attending and/or any measures you should take individually to ensure your own safety.

The meeting is open to the public and press to attend.

D E Linsley

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. Apologies	Note/accept absence	Not applicable (N/A)
19.31	2. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.33	3. Filling the Parish Councillor vacancies	Consider co-option	
19.35	4. Minutes of Parish Council Meeting 02.02.22	Approve*	CP - Minutes
19.37	5. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	6. PUBLIC FORUM		
	6.1 Police Report – Woodbridge & District ASB	Note/any issues raised by the public/consider	N/A
	6.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	6.3 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	6.4 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	6.5 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.45	7. Financial Matters		
	7.1 Cheques signed between meetings	Ratify	CP to follow
	7.2 Any pending expenditure transactions	Agree	CP to follow
	7.3 Income & expenditure	Note*	CP to follow
	7.4 Cambridge Building Society	Minute verification by	Report for the

	reconciliation verification December 2021	Mrs J Hall	meeting
19.49	8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	8.1 Development, Environment & Transport Committee 09.02.22	Approve*	CP - Minutes
	RECOMMENDATION D2022/2a: That the Parish Council considers: 1. Whether the first written data report on the Speed Indicator Device (SID) and any subsequent reports are shared with other groups e.g. SCC Highways and/or the Police 2. How the SID data is interpreted? 3. Does the Parish Council wish to continue with the SID project? CR1		
	8.2 Finance & General Purposes Committee 16.02.22	Approve*	CP - Minutes
	RECOMMENDATION F2022/2a: The Parish Council takes the following action to reduce carbon emissions in the Richards/Parish Rooms: 1. Existing loft insulation is topped up to the recommended depth of 250 – 270mm. 2. Clerk obtains a quote from Doyle Electrical Services to upgrade the Parish Room & office fluorescent bulbs to LED versions. 3. Cavity wall insulation is investigated. CP		
	RECOMMENDATION F2022/2b: That, as part of a long-term goal, Martlesham Climate Action builds a financial business/green case for installing solar panels on the Richards/Parish Rooms and Community Hall, which will include life costs & how to dispose of the panels safely at the end of their lifespan. CP		
	RECOMMENDATION F2022/2c: That the full Council approves and adopts an Internal Control Statement at its April meeting, noting that regular reviews of its internal controls and financial systems & procedures are carried out throughout the year and minuted. CP		
	RECOMMENDATION F2022/2d: That the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014. CP		
	RECOMMENDATION F2022/2e: That legal fees, as necessary, for the transfer of the runway car park from McCarthy Stone to the Parish Council are funded from code 9000 EMR Legal & Professional.		
	RECOMMENDATION F2022/2f: To agree the Assets Register 2021/22, dated 16/02/22. CPs		
	RECOMMENDATION F2022/2g: To agree the Local Government Pension Scheme Discretions Policy. CP		
	RECOMMENDATION F2022/2h: To agree the Freedom of Information Publication Scheme with an amendment on page 6 to clarify that charges are per A4 sheet. CP		
	RECOMMENDATION F2022/2i: To agree the Safeguarding Policy. CP		
	RECOMMENDATION F2022/2j: To agree the E-mail Protocol Policy. CP		
	RECOMMENDATION F2022/2k: To agree the Filming & Recording at Council Meetings Protocol. CP		
	RECOMMENDATION F2022/2l: To adopt the Social Media & Electronic Communication Policy. CP		
	RECOMMENDATION F2022/2m: To agree the CCTV Operational Procedure with the following two amendments: 1. Include a statement saying that MPC has overall responsibility for the CCTV. 2. Amend sentence "Authorised staff are the Parish Council Clerk, the Deputy Clerk and the Administrative Assistant" to "Authorised staff are the Parish Council Clerk and any other officers authorised by the Parish Council". CP		
	RECOMMENDATION F2022/2n: To agree the Review of System of Internal Audit with an amendment in box 4 under Notes: add the word "may" after Councillors so that the sentence reads "Councillors may receive training on responsibilities through SALC". CP		
20.15	9. Clerk's Report		
	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 Venue for Parish Council meeting – 6 th April	Agree to hold in Parish Room/St Michael's Church Centre/ Other?	N/A
	9.3 Annual Parish Meeting, 20 th April	Note*	Any update from Chairman
	9.4 Staff working from the office	Note*	CR2
	9.5 Treebilee - a suitable location for the Treebilee oak/planting and maintenance	Consider	CR3

	9.6 Memorial tree and bench for John Forbes update	Note*	Verbal update
	9.7 Wording for Runway Car Park Plaque	Agree	CR4
	9.8 Website Compliance report & Revised Compliance Statement	Note report and agree statement	CP to follow
20.40	10. TO CONSIDER REPORTS FROM WORKING GROUPS		
	10.1 Social Media Working Group – recruitment of members	Consider any ideas for recruiting members	N/A
	10.2 Community Partnership – <ul style="list-style-type: none"> Road Safety Forum – Terms of Ref Road Safety Forum 17.02.22 notes (to follow) Rewilding Forum 31.01.21 notes 	Note/consider reports?	CPs – Terms of Ref & Rewilding Forum notes
	10.3 Martlesham Climate Action (MCA) meeting 17.02.22	Note*	CP
	10.4 Village fete update	Note*	Verbal report from Mr Irwin
	10.5 Underpass Project update and funding	Note*	CP to follow
20.55	11. Consultations		
	11.1 Community Governance Review in East Suffolk (deadline Friday 1 April 2022)	Consider submitting a response	email
21.00	12. Training		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Consider suggestion	CR5
21.02	13. 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		
	13.1 Any matters arising?	Note/Consider?	N/A
21.03	14. Any reports from representatives on local organisations		
	14.1 Any reports?	Note/consider	N/A
21.08	15. Items for Martlesham newsletters (April)/Facebook/website		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A
21.10	The following to be taken in camera if required.		
	16. Staff Matters		
	16.1 Personnel Working Group meeting 23.02.22	Consider Recommendations PWG2022/2a & 2b	CR6
	16.2 Staff Pay	Consider	CR7