



Martlesham Parish Council

Parish Room
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Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Susan Robertson
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14 January 2020

Dear Sir/Madam

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be held **virtually via Zoom** on **WEDNESDAY 20 JANUARY 2021** at 7.30pm. **An invitation with details how to join the meeting will be sent out by e-mail under separate cover.**

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.

S C Robertson

Susan Robertson
Clerk

To join this meeting as a member of the public or press please e-mail the Clerk, clerk@martleshamcouncil.org.uk, no later than 5pm on Tuesday 19 January 2021 to receive an invitation. You will be welcome to participate in the Public Forum under item 7 of the agenda.

Please login 10 minutes prior to the start of the meeting, you will be held in a waiting room until the host allows you entry.

Please note: This meeting will be recorded.

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
19.32	3. Filling two Parish Councillor vacancies Note on New Legal Advice on Co-option	Consider co-option; Note advice	CR1
19.37	4. Appointments to Committees, Working Groups and any other representation	Agree appointments	CR2
19.38	5. Minutes of Parish Council Meeting 04.11.20	Approve*	Minutes
19.39	6. Actions from last meeting	Completed or on the agenda*	N/A
19.40	7. PUBLIC FORUM		
	7.1 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	7.2 Any issues raised by the public	Note/include on another agenda?	Any issues?

19.50	8. Financial Matters		
	8.1 Cheques signed between meetings, including: DECISION F2020/12d: To grant emergency funding of £3,000.00 to Martlesham Community Hall to help with the running costs of the Community Hall during the Covid-19 pandemic. Funds to be taken from earmarked reserves code 9008 EMR Strategy & Infrastructure.	Ratify Please minute the payment to the Community Hall, made under urgent circumstances.	CP to follow
	8.2 Any pending expenditure transactions	Agree	CP to follow
	8.3 Income & expenditure to date	Note*	CP to follow
	8.4 DAS & Martlesham PreSchool grant requests	Consider	CP & CR3
	8.5 Suffolk Pension Fund Consultation on Ill Health Liability Insurance – 31.01.21 deadline	Consider & send query?	CP & CR4
	8.6 Grant & Defibrillator at the Bowls Club	Agree relocation of defibrillator in principle & confirm grant?	CR5
20.10	9. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES		
	9.1 Recreation & Amenities Committee 18.11.20	Approve*	Minutes
	9.2 Finance & General Purposes Committee 02.12.20	Approve*	Minutes
	<p>RECOMMENDATION F2020/12a: To appoint Mr Hunt as internal auditor for 2020/21 with fee held as for 2019/20.</p> <p>RECOMMENDATION F2020/12b: To assist Martlesham Heath Surgery in providing shelter outside the surgery for patients having to wait in the open-air due to Covid-19 restrictions, up to £1,000.00, pending more information on the type of shelter to be provided or alternative solutions. (PLEASE REFER TO CR6)</p> <p>RECOMMENDATION F2020/12c: That the Parish Council sets an Earmarked reserve for 2020/21 for the Development Plans Committee of £700.</p> <p>RECOMMENDATION F2020/12d: That the Parish Council sets a £13,000.00 EMR for Legal & Professional which allows a contingency of £10,000.00 for a Neighbourhood Plan review.</p> <p>RECOMMENDATION F2020/12e: That the Parish Council sets a total earmarked reserve for 2021/22 for the Finance and General Purposes Committee of £91,542.00, the Recreation and Amenities Committee of £47,236 and the Development Plans Committee of £4,177, which includes a grant of £3,477 for SID, totaling £142,955.00. It is noted that these figures can change by the end of the 20/21 financial year in cases where an earmarked reserve is simply carried forward & not replenished. (PLEASE REFER TO DRAFT EARMARKED RESERVES SPREADSHEET: EMR S106 RESERVE (9024) HAS BEEN RECEIVED FROM TRAVIS PERKINS. PLEASE CONSIDER AN AMENDMENT TO THE FIGURES – NEW TOTAL: £167,205)</p> <p>PLEASE REFER TO THE FINANCE & GENERAL PURPOSES COMMITTEE MINUTES</p> <p>RECOMMENDATION F2020/12f: That the Parish Council works towards appointing a separate Responsible Financial Officer, so in the future the role will be discrete from that of the Clerk.</p> <p>RECOMMENDATION F2020/12g: That there is a reappraisal of the Council's direction and how its committees are structured, e.g. with more focus on subject matter such as the Climate Emergency, the Built Environment, Health & Wellbeing.</p> <p>RECOMMENDATION F2020/12h: To increase the Staff Salaries budget by £7k for the 2021/22 financial year to cover costs of any appointment made towards the end of the financial year.</p>		
	9.3 Development Plans Committee 09.12.20	Approve*	Minutes
	<p>RECOMMENDATION D2020/12a: That the Development Plans Committee becomes the "Development, Environment & Transport Committee" (DET).</p> <p>RECOMMENDATION D2020/12b: To accept the amended Terms of Reference for the DET as follows: DEVELOPMENT, ENVIRONMENT & TRANSPORT COMMITTEE TERMS OF REFERENCE</p> <ol style="list-style-type: none"> Consideration and reporting on planning matters generally that may affect the parish and the immediate surrounding area. Commenting to the relevant planning authority on any planning applications arising within the Parish. Provision of written and verbal evidence in conjunction with any planning appeals affecting the Parish. Provision of input and comments to central, regional and all other local authorities regarding any relevant aspects of the planning framework, particularly in relation to consultation documents. To assess the potential solutions required to address planning related non-policy issues identified in the Neighbourhood Plan, i.e. the NP Plus. To prioritise these and propose strategies for achieving them through the relevant authorities. To authorise expenditure within the pre-determined budget under EMR Development Plans. 		

	<p>g) To take into account the climate emergency in decision & policy making and when commenting on national, regional and local issues.</p> <p>RECOMMENDATION D2020/12c: To agree Mr Stephen Denton as the Chairman for the Development, Environment & Transport Committee.</p> <p>RECOMMENDATION D2020/12d: To accept the amended Standing Orders, Appendix 1: Scheme of Delegation to the Clerk as follows:</p> <p>Delegation by the Development, Environment & Transport (DET) Committee</p> <p>1. The Clerk is authorised, after consultation with the Chairman of the DET or other nominated person(s), to provide comments as appropriate to planning applications with reference to the Parish Council's own planning policies and the current Local Plan/Local Development Framework & supplementary guidance. When formulating a response to applications for minor development, parishioners' comments on planning grounds, directly received or published on ESC's website, should be taken into account.</p> <p>2. Such delegation will not be exercised where 3 members of the DET request that an application should be reported to a meeting of the DET or if the Clerk wishes to refer back to the DET because she has concerns about the application.</p> <p>3. The Clerk with the DET Chairman or other nominated person(s) may also take the decision to refer an application to a DET meeting or the full Parish Council as appropriate.</p>		
	9.4 Recreation & Amenities Committee 13.01.21	Approve*	Minutes to follow
20.40	10. Budget & Precept Proposals 2021/2022		
	10.1 Risk Assessment of General Reserves	Note*	CR7
	10.2 Town/Parish Council Precept Request 2021/22 (submit by 31 January 2021)	Note*	CP & CR8
	10.3 Draft Budget 2021/22	Agree proposed budget of £149,530?	CP
	10.4 Budget & Precept Proposals for 2021/22 (Please refer to Financial Summary, Account Balances & Summary of Income 2020/21 spreadsheet for information and Budget & Precept Proposals)	Agree precept	CPs
21.05	11. Covid Support		
	11.1 Organising a volunteer group	Note & ratify actions taken	CR9
21.10	12. Items for Martlesham newsletters/Facebook/website		
	12.1 Contributions/what has this meeting achieved?	Consider	N/A