



Martlesham Parish Council

Parish Room
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Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Susan Robertson
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25 February 2021

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 03 MARCH 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 02 March 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	Consider co-option	N/A
19.35	4. Appointments to Committees, Working Groups and any other representation	Any appointments?	N/A
19.36	5. Minutes of Parish Council Meeting 03.02.21	Approve*	Minutes
19.37	6. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	7. PUBLIC FORUM		
	7.1 Police Report: Virtual Tasking Group meeting on 25.02.21	Note/any issues raised by the public/consider	CR1 & CP, any verbal report?
	7.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any reports?
		Note farewell from Cllr O'Brien	CP Cllr O'Brien

	7.3 Reports from District Councillors	Note/any issues raised by the public/consider	Any reports? CP Cllr Blundell
	7.4 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	7.5 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.50	8. Financial Matters		
	8.1 Cheques signed between meetings	Ratify	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 Mandate changes & internet banking – ongoing	Note*	N/A
	8.5 Further grant of £3,200 for Harry Higgins Play Area – fund from 9011 EMR Development of Play Areas or 9020 EMR CIL Reserve?	Consider Mr O'Brien Baker's email	CP
19.58	9. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS		
	9.1 Development, Environment & Transport Committee 10.02.21	Approve*	Minutes
	9.2 Finance & General Purposes Committee 24.02.21	Approve*	Minutes
	<p>RECOMMENDATION F2021/2a: That the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014.</p> <p>RECOMMENDATION F2021/2b: To accept the F&GPC Terms of Reference without amendment.</p> <p>RECOMMENDATION F2021/2c: To agree the Grant Policy, Parish Room Policy, Health & Safety Policy and Equal Opportunities Policy without amendment.</p> <p>RECOMMENDATION F2021/2d: To agree the Assets Register 2020/21 as amended by the Clerk.</p> <p>RECOMMENDATION F2021/2e: To accept the Freedom of Information Scheme without amendment. Agreed.</p> <p>RECOMMENDATION F2021/2f: To accept the Safeguarding Policy as per previous Recommendation F2020/2c which includes volunteers.</p> <p>RECOMMENDATION F2021/2g: To accept the CCTV Operational Procedure without amendment. <i>(CPs for all recommendations emailed)</i></p>		
	9.3 Martlesham Climate Action: meeting on 15.02.2; a Plastic Action Champion has come forward	Note*	Meeting minutes
	9.4 Community Orchard Working Group (COWG) – meetings on 19.01.21 & 23.02.21; final draft Memorandum of Understanding with MHHL (MOU)	Agree MOU – 2 councillors to sign	Meeting minutes/ MOU
20.30	10. Clerk's Delegated Decisions		
	10.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP to follow
20.31	11. Development in Martlesham		
	11.1 DC/20/1036/FUL - Retirement Apartments, Eagle Way, Martlesham Heath – update	Note*	CR2
	11.2 Progress on Brightwell Lakes	Note*	CR3
	11.2 Any update on Suffolk Constabulary HQ?	To receive any update?	N/A
20.36	12. Consultations		
	12.1 A12 Scheme consultation: deadline 19 March 2021 www.suffolk.gov.uk/A12improvements	Consider summary to 24.02.21 – any further input, agree response or delegate?	CPs: summary/ MiB comments
	12.2 Sizewell C: Rule 6 Letter from the Examining Authority which contains an invitation to the Preliminary Meeting, a draft Examination Timetable and other important information	Consider how to proceed	CP

21.00	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 Finance Report	Ratify payments	CP to follow
	13.2 HMRC Valuation Office: request for rent, lease or ownership details	Note*	CR4
	13.3 Kronji's Piece & Recreation Ground Steering Group meeting 25.02.21	Consider feedback on survey results & next steps	Notes to follow
21.15	14. Any reports from representatives on local organisations – None received to date		
21.16	15. Items for Martlesham newsletters/Facebook/website		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A