



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

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29.10.2021

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 03 NOVEMBER 2021** 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 cases are rising at the current time 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	<b>1. Apologies</b>	Note/accept absence	Not applicable (N/A)
19.31	<b>2. Any declarations of disclosable pecuniary or local non-pecuniary interests</b>	Register interests	N/A
19.33	<b>3. Filling the Parish Councillor vacancies</b>	Consider co-option	N/A
19.35	<b>4. Minutes of Parish Council Meeting 06.10.21</b>	Approve*	CP - Minutes
19.37	<b>5. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.38	<b>6. PUBLIC FORUM</b>		
	6.1 Police Report – Woodbridge & District ASB meetings 15.07.21 (notes) and 21.10.21.	Note/any issues raised by the public/consider	CPs + verbal report by the Chairman.
	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?
19.48	<b>7. Financial Matters</b>		
	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*	

	7.4 Land Maintenance Contract	Note*	CR1					
	7.5 Neighbourhood CIL payment	Note*	CR2					
	7.6 Bike Trails Insurance Claim	Note*	CR3					
	7.7 Martlesham Parish Council Precept 2022/23	Note*	CR4					
19.53	<b>8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>							
	8.1 Development, Environment & Transport Committee 10.02.21	Approve*	CP - Minutes					
	<b>RECOMMENDATION D2021/10a:</b> To approve the following Brightwell Lakes Working Group Terms of Reference. (See CR5)							
	<b>RECOMMENDATION D2021/10b:</b> To approve the following McCarthy and Stone Working Group Terms of Reference. (See CR6)							
	<b>RECOMMENDATION D2021/10c:</b> To approve the following Terms of Reference of the Advisory Planning Working Group. (See CR7)							
	<b>RECOMMENDATION D2021/10d:</b> That the Parish Council dissolves the Contact Group.							
	<b>RECOMMENDATION D2021/10e:</b> That the sum of £700 is allocated to the MPC training budget for DETC training costs and £1000 for general expenses.							
	8.2 Meeting with Philip Ridley, Head of Planning and Coastal Management & Ben Woolnough, Leader of the Development Management Team 25.10.21	Note	CONFIDENTIAL CP					
	8.3 Finance & General Purposes Committee 24.02.21	Approve*	CP - Minutes					
	<b>RECOMMENDATION F2021/10a:</b> That the Parish Council approves all 6 grant applications received for 2022/23 as follows: Disability Advice Service (East Suffolk) £500.00; Greenways Countryside Project £1,000.00; Martlesham Conservation Group £138.32; Martlesham in Bloom £190.00; Suffolk Accident Rescue Service (SARS) £350.00; The Saplings Pre-School £638.56. <b>Total: £2,816.88.</b> (See CPs)							
	<b>RECOMMENDATION F2021/10b:</b> That from January 2022 all Council meetings continue to be held in St Michael's Church Centre to allow for social distancing, except for the Finance & General Purposes Committee meeting on 23 February 2022, which shall be held in the Parish Room. This arrangement will be subject to ongoing review. That the draft calendar (filed with these minutes) is approved. (CP)							
	<b>RECOMMENDATION F2021/10c:</b> That the Parish Council renews the agreement with Mr Tester for fitness training on Kronji's Piece including the request for a contribution of £80 towards the maintenance of Kronji's Piece.							
	<b>RECOMMENDATION F2021/10d:</b> To approve the Review of System of Internal Audit. (CP)							
	<b>RECOMMENDATION F2021/10e:</b> That the Parish Council approves the Risk Management with the following addition:							
	<table border="1"> <tr> <td>Repair Hub liabilities – defective repairs</td> <td>2</td> <td>1</td> <td>2</td> <td>Specialist insurance in place, disclaimers, maintaining a register of competences and qualifications of repairers, using local experience in running Repair Cafes.</td> </tr> </table>	Repair Hub liabilities – defective repairs	2	1	2	Specialist insurance in place, disclaimers, maintaining a register of competences and qualifications of repairers, using local experience in running Repair Cafes.		
Repair Hub liabilities – defective repairs	2	1	2	Specialist insurance in place, disclaimers, maintaining a register of competences and qualifications of repairers, using local experience in running Repair Cafes.				
	and the Fire Risk Assessment is attached as an appendix. (CPs)							
	<b>RECOMMENDATION F2021/10f:</b> To approve the Investment Policy without change. (CP)							
	<b>RECOMMENDATION F2021/10g:</b> To approve the Standing Orders without change. (CP)							
	<b>RECOMMENDATION F2021/10h:</b> To approve the Financial Regulations with the following amendment to item 1.8: change "The Clerk has been appointed as RFO for this council ....." to "This Council has appointed a Clerk as Proper Officer and an RFO ....." (CP)							
	<b>RECOMMENDATION F2021/10i:</b> To approve the following General Data Protection Regulation policies without change: Data Protection Policy, Document Retention and Disposal Policy, Subject Access Request Policy & Procedure, Personal Data Breach Notification Procedure, General Privacy Notice and Privacy Notice for staff and councillors. (CP)							
	<b>RECOMMENDATION F2021/10j:</b> To approve the Public Participation in Council meetings Protocol without change. (CP)							
	<b>RECOMMENDATION F2021/10k:</b> To approve Attending Meetings on Behalf of the Council without change. (CP)							
20.15	<b>9. Clerk's Report</b>							
	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 to follow					
	9.2 Operation London Bridge update	Note*	CR8					

	9.3 Domain name and official councillor email accounts.	Consider	CR9
	9.4 Community Hall car park lighting	Consider	CR10
	9.5 Re-opening of the Parish Room for use by local organisations update	Ongoing	N/A
	9.6 Underpass Project update and funding	Note & consider any funding requests	CR11
	9.7 Defibrillator for old Martlesham – Red Lion PH	Note*	CR12
	9.8 Defibrillator for Lancaster Drive – MHHL request	Consider/Note	Verbal update from Mr Boswell
	9.9 Web Content Accessibility Guidelines (WCAG) update	Note*	CR13
	9.10 Woodbridge Connect Meeting 10th November 2021	Does anyone wish to attend the first meeting?	Email
	9.11 A request for a donation by Headway Suffolk	Consider	CR14
20.45	<b>10. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	10.1 Community Partnership – Rewilding Group Meeting 18.10.21	Note*	CP
	10.2 Martlesham Climate Action (MCA) Rewilding Gardens Project meetings 21.10.21 & 28.10.21	Note*	CP
	10.3 SID update	Note*	CR15
	10.4 Village fete update	Note*	Verbal report from Mr Irwin
20.53	<b>11. Consultations</b>		
	11.1 Brightwell Lakes ARMs comments	Ratify	CP
	11.2 Sizewell C	Any update?	Verbal update from Mr Whitby
	11.3 McCarthy & Stone planning application DC/21/3305/FUL – draft planning conditions and S106 legal agreement	Consider draft planning conditions and S106 legal agreement – refer to McCarthy and Stone Working Group?	Draft conditions and S106 legal agreement from ESC to follow? CR16
	11.4 National Highways Vision for Route Strategies – Planning for the future of our roads'. Deadline 30.11.21	The Advisory Planning WG understand that this does not include A12 issues.	email
	11.5 Police and Crime Plan for policing in Suffolk Consultation. Deadline 9am on Monday 22nd November 2021.	Does the PC wish to make a response?	
21.15	<b>12. Training</b>		
	12.1 New Councillor training completed by Mrs Hall	Note*	CR17
21.17	<b>13. Recreation Ground Trust</b> (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 Recreation Ground Trust – Rate Relief Review		CR18
	13.2 Any matters arising?	Consider/note	N/A
21.19	<b>14. Any reports from representatives on local organisations</b>		
	14.1 SALC 21.10.21	Note*	CP
21.20	<b>15. Items for Martlesham newsletters/Facebook/website</b>		
	15.1 Contributions/what has this meeting achieved?	Consider Happy Christmas/cars parking on pavements	N/A