



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

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28.01.22

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 02 FEBRUARY 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	<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	
19.35	<b>4. Minutes of Parish Council Meeting 12.01.22</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 20.01.22	Note/any issues raised by the public/consider	CP to follow
	6.2 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	6.3 Reports from County 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 Precept – confirmation of safe receipt	Note*	CR1

19.53	<b>8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	8.1 Recreation & Amenities Committee 19.01.22	Approve*	CP - Minutes
19.55	<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 Parish Council meetings - bookings for St Michael's Church Centre	Agree booking dates and hire cost	CP
	<b>This item to be taken in camera</b> 9.3 Review of staff restructure and meeting of the Personnel Working Group	Consider	CR2
	9.4 Staff return to working from the office on a rota from 01.02.22.	Note*	N/A
	9.5 Re-opening of the Parish Room for use by local organisations update in February.	Note*	N/A
	9.6 Underpass Project update and funding	Note*	CP
	9.7 Treebilee - a suitable location for the Treebilee oak/planting and maintenance	Consider	CR3 + CP
	9.8 Purdis Farm and Martlesham works notification: Suffolk LED upgrade 2021/22	Note*	CR4
	9.9 Removal of the advertising signs at Sandy Lane, ENF/20/0341/SIGN.	Consider	CR5
	9.10 Sizewell C – Night trains	Does the PC wish to comment?	CR6
20.40	<b>10. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	10.1 Community Partnership – <ul style="list-style-type: none"> <li>• "Bringing Ideas to Life" the East Suffolk Community Partnership Annual Forum 25.03.22 &amp;</li> <li>• Data Pack</li> </ul>	Note/consider any reports	Emails
	10.2 Martlesham Climate Action (MCA) meeting 13.01.22	Note*	CP
	10.3 SID report	Note*	To follow
	10.4 Village fete update	Note*	Verbal report from Mr Irwin
	10.5 McCarthy Stone Working Group 01.02.22	Note/consider any reports	Verbal report?
	10.6 Heritage sign: Plinth design and plaque draft wording for Mc Carthy Stone car park	Agree. If design & wording not available to delegate to DETC to agree.	To follow?
	10.7 Amendments to Terms of Reference for the McCarthy Stone Working Group	Agree	CR7
21.00	<b>11. Consultations</b>		
	11.1 McCarthy Stone planning application DC/21/3305/FUL – Engaging a solicitor	Consider any update	Verbal report?
21.05	<b>12. Training</b>		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Consider	N/A
21.07	<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 Any matters arising?	Note/Consider?	N/A
21.08	<b>14. Any reports from representatives on local organisations</b>		
	14.1 Any reports?	Note/consider	N/A
21.10	<b>15. Items for Martlesham newsletters (March)/Facebook/website</b>		
	15.1 Contributions/what has this meeting achieved?	Consider. 4 vacancies, budget & precept, village fete date, calendar, SID and photographic competition.	N/A

