



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

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07.01.22

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 12 JANUARY 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 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  
Ros Jones resignation + vacant positions

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	CR1
19.35	<b>4. Minutes of Parish Council Meeting 03.11.21</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 (last meeting held in October)	Note/any issues raised by the public/consider	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 Update on Mandate Change Request & Internet Banking	Note*	CR2
	7.5 National Insurance Contribution Increase from 01 April 2022	Note*	CR3
	7.6 No council tax referendum principles in 2022/23	Note*	CR4
	7.7 Insurance Policy - Adjustment Confirmation Effective from 09/12/2021	Note*	CR5
19.53	<b>8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	8.1 Recreation & Amenities Committee 17.11.21	Approve*	CP - Minutes
	<b>This recommendation to be considered in camera.</b> <b>RECOMMENDATION R202/11a:</b> To award the Land Maintenance Contract 1 <sup>st</sup> April 2022 – 31 <sup>st</sup> March 2025 to Tender B. CP - Confidential report.		
	8.2 Finance & General Purposes Committee 01.12.21	Approve*	CP - Minutes
	<b>RECOMMENDATION F2021/12a:</b> That Mr David Hunt is appointed as internal auditor for financial year 2021/22 with the fee held as for 2020/21.		
	<b>RECOMMENDATION F2021/12b:</b> To award a grant of £400 each to Headway & Ipswich Citizens Advice Bureau in the financial year 2022/23, noting that this is being granted outside of the Council's normal timetable for grants and explaining the grant application process. <i>(Note: if this is agreed, this will still leave £353 unallocated in the Grant budget 2022/23)</i>		
	<b>RECOMMENDATION F2021/12c:</b> To set up an EMR (earmarked reserve) Repair Hub in the accounts.		
	<b>RECOMMENDATION F2021/12d:</b> To plant a native tree, with a plaque in memory of John Forbes, outside the Richards/Parish Room.		
	<b>RECOMMENDATION F2021/12e:</b> To install a bench in memory of John Forbes; location still to be decided.		
	<b>FOR RECOMMENDATION BELOW PLEASE REFER TO <u>CR6</u>, DRAFT EARMARKED RESERVES 2022/23 &amp; CP PWCG FINANCIAL STATEMENT. PLEASE CONSIDER AN AMENDMENT TO THE FIGURES: R&amp;AC EMR - £27,327 &amp; NEW TOTAL - £122,940</b> <b>RECOMMENDATION F2021/12f:</b> That the Parish Council sets earmarked reserves for 2022/23 for the Finance and General Purposes Committee of <b>£94,613</b> , the Recreation and Amenities Committee of <b>£27,185</b> and the Development, Transport & Environment Committee of <b>£1000</b> , totalling <b>£122,798</b> , noting that this figure will be adjusted at the year-end according to how much money is left in 9003 EMR Locality Budget/Grants, 9010 EMR Bike Trails Project, 9019 EMR Portal Woodlands CG, 9020 EMR CIL Reserve, 9024 EMR S106 Reserve, where remaining balances are carried forward.  <b>PLEASE REFER TO THE SUPPORTING PAPERS ENCLOSED FOR THE 2 RECOMMENDATIONS BELOW: DRAFT BUDGET 2022/23 with NOTES, SUMMARY OF INCOME 2022/23, BUDGET &amp; PRECEPT PROPOSALS FOR 2022/23, &amp; DECISION F2021/12D – RISK ASSESSMENT OF GENERAL RESERVES IN DECEMBER F&amp;GPC MINUTES</b>  <b>RECOMMENDATION F2021/12g:</b> That the Parish Council sets a <b>budget</b> for 2022/23 of <b>£161,937</b> . <b>RECOMMENDATION F2021/12h:</b> That the Parish Council sets a <b>precept</b> for 2022/23 of <b>£152,250</b> (Example 3 in the Finance Officer's report).		
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 Staff working from home (from 13.12.21) following Government's introduction of Plan B.	Note*	N/A
	9.3 Operation London Bridge update	Note*	CR7
	9.4 Domain name and official councillor email accounts	Consider	CR8
	9.5 Green audit report	To be passed to the F&GPC with advice from MCA members to	CP

		consider in more detail?	
	9.6 Re-opening of the Parish Room for use by local organisations update	Note*	CR9
	9.7 Underpass Project update and funding	Note any update	N/A
	9.8 Defibrillator for old Martlesham – Red Lion PH	Note*	CR10
	9.9 Web Content Accessibility Guidelines (WCAG) update	Note*	CR11 & CPs
	9.10 Treebilee	Note/consider any update. A suitable location to be discussed at the February PC meeting.	Verbal update?
20.45	<b>10. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	10.1 Community Partnership – Rewilding Group/ Transport Group?	Note/consider any reports	N/A
	10.2 Martlesham Climate Action (MCA) meeting 15.11.21 and the garden rewilding calendar	Note* Delivery of the calendars to households commenced weekend 08/09.01.22.	CP
	10.3 SID report	Note, if available*	N/A
	10.4 Village fete update	Note*	Verbal report from Mr Irwin
20.53	<b>11. Consultations</b>		
	11.1 ESC's Cycling and Walking Strategy response submitted 06.01.22	Note*	CP
	11.2 Sizewell C	Note*	CR12
	11.3 McCarthy Stone planning application DC/21/3305/FUL - That solicitors be engaged by MPC to advise the Parish Council on all aspects of the transfer of the car park land. That all efforts be made to recoup all reasonable costs from the developer.	Consider	CR13, CP & verbal update if appropriate following a meeting on 11.01.22 with McCarthy Stone
21.15	<b>12. Training</b>		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Consider	CR14
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 Discretionary Rate Relief Review	Note*	CR15
	13.2 Any matters arising?	Consider/note	N/A
21.19	<b>14. Any reports from representatives on local organisations</b>		
	14.1 Any reports?	Note/consider	N/A
21.20	<b>15. Items for Martlesham newsletters (March)/Facebook/website</b>		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A