



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
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01.04.22

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 06 APRIL 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	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
19.33	3. Filling the Parish Councillor vacancies	Consider co-option	N/A
19.35	4. Minutes of Parish Council Meeting 02.03.22	Approve*	CP - Minutes
19.37	5. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	6. PUBLIC FORUM		
	6.1 Police Report	Note/any issues raised by the public/consider	N/A
	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?
19.58	7. Financial Matters		
	7.1 Cheques signed between meetings	Ratify	CP to follow
	7.2 Any pending expenditure transactions	Agree	CP to follow
	7.3 Income & expenditure to 31 March 2022	Note*	CP to follow

	7.4 Expenditure over £500 – publication on MPC website/intermediate audit	Note*	CR1
	7.5 Internal Control Statement for year ending 31 March 2022	Approve & sign	CP
	7.6 Draft CIL Report 01/04/21 – 31/03/22 (The report will be presented for approval on completion of year end accounts)	Note at this stage*	CP
20.04	8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	8.1 Recreation & Amenities Committee 09.03.22	Approve*	CP - Minutes
20.06	9. Clerk's Report		
	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
	9.2 Venue for Parish Council meetings	Agree to hold in Parish Room/St Michael's Church Centre/ Other?	N/A
	9.3 Reminder of Annual Parish Meeting, 20 th April, in the Parish Room	Note*	Any report from Chairman
	9.4 Staff working from the office - update	Note*	CR2
	9.5 Treebilee planting & time capsule update	Note*	CR3 & CPs
	9.6 Memorial tree and bench for John Forbes update	Note*	Verbal update
	9.7 Nomination of Torch Bearer for Festival of Suffolk Torch Relay event	Note*	CR4
	9.8 Nominations for Chairmen/Appointments to Committees, Working Groups and external organisations	Notify the Clerk of any nominations for May	CR5
20.30	10. TO CONSIDER REPORTS FROM WORKING GROUPS		
	10.1 Social Media Working Group – PWCG and MCA Website Compliance	Note*	CR6
	10.2 Community Partnership – <ul style="list-style-type: none"> Road Safety Forum 09.05.22 – Mrs Hall to attend Next full Community Partnership meeting is 11.04.22 	Note*	N/A
	10.3 Martlesham Climate Action (MCA) meeting 17.03.22	Note*	CP
	10.4 Village fete update	Note*	Verbal report from Mr Irwin
	10.5 Underpass Project update and funding	Note*	Verbal report from Chairman
	10.6 Sports Fund Working Group – Jubilee Playspace refurbishment update	Note*	CR7
20.50	11. Consultations		
	11.1 Community Governance Review in East Suffolk	Ratify response	CP
20.51	12. Training		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Any further suggestions?	N/A
20.54	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 Recreation Ground Financial Statement 01/01/21 - 31/12/21 & Charity Commission Annual Return 2021	Approve & sign Financial Statement Approve figures for submission	CR8 & CPs
	13.2 National Non-Domestic Rate Demand 2022/23	Note*	CR9

21.00	14. Any reports from representatives on local organisations		
	14.1 Any reports?	Note/consider	N/A
21.02	15. Items for Martlesham newsletters (April)/Facebook/website		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A
21.04	The following to be taken in camera		
	16. Staff Matters		
	16.1 Confidential report	Consider	CP to follow