



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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29.04.22

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL which will be on **WEDNESDAY 04 MAY 2022** at 7.30pm, **at Parish Room, Felixstowe Road, Martlesham, IP12 4PB.**

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. Election of Chairman of MPC	Elect Chairman and receive the Chairman's Declaration of Acceptance of Office	Not applicable (N/A)
19.32	2. Election of Vice-Chairman	Elect Vice-Chairman and receive the Vice-Chairman's Declaration of Acceptance of Office	N/A
19.34	3. Apologies	Note/accept absence	Not applicable (N/A)
19.35	4. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.36	5. Filling the Parish Councillor vacancies		N/A
	5.1 Consider any candidates	Consider co-option	
	5.2 NALC 'Make a Change' resources	Consider recording a councillor recruitment video	View NALC video – link to follow
19.40	6. Minutes of Parish Council Meeting 06.04.22	Approve*	CP - Minutes
19.42	7. Draft minutes of the APM 20.04.22	Note*	CP
19.44	8. Actions from last meeting	Ongoing or on the agenda*	N/A
	9. Affirm the Finance Officer as the Responsible Financial Officer (RFO)	Minute	CR1
19.45	10. PUBLIC FORUM		
	10.1 Police Report – minutes of ASB meeting on 21.04.22 if available	Note/any issues raised by the public/consider	Verbal report?

	10.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	10.3 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	10.4 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	10.5 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.55	11. Appointment of Committee members	Appoint	CP
19.57	12. Appointment of Chairmen of Committees	Appoint (NB Suspend SO 5e if Mr Burrows is to continue as F&GPC Chairman)	CR1
19.59	13. Appointments to Working Groups	Appoint	CP
20.02	14. Appointment of Martlesham Heath Householders Ltd (MHHL) Director	Appoint	CP
20.04	15. Appointment of Safeguarding Officer	Appoint	CP
20.06	16. Appointment of representatives to external organisations & other appointments	Appoint	CP
20.10	17. Appointment of notice board caretakers	Appoint	CP
20.12	18. Play Area Inspectors	To note current inspectors & to recruit more – R&AC to appoint	CP
20.13	19. Review of annual subscriptions 2022/23	Agree the annual subscriptions for year 2022/2023; agree donation to Community Action Suffolk	CP
20.15	20. Review list of ongoing routine service contracts	To delegate authority to the Clerk to agree ongoing service contracts. Approve use of Direct Debit for payments to BT, Apogee, E.ON Next & Wave Utilities (Anglian Water)	CP
20.17	21. Review any deeds, leases, legal documents held, as necessary	Approve (Delegate any issues to F&GPC)	CP
20.19	22. Review authorised signatories	Agree four authorised signatories, noting that two signatures are always required	CR2
20.20	23. Electronic issue of agendas, associated papers & minutes	Agree continued use of email to issue paperwork (Standing Order 15b permits)	N/A
20.22	24. Financial Matters		
	24.1 Payments signed between meetings	Ratify	CP
	24.2 Any pending expenditure transactions	Agree	CP to follow
	24.3 Income & expenditure	Note*	CP to follow
	24.4 End of year submissions: Final HMRC Payment Submission for 2021/22 on 16/03/22; Annual Pension Return 2021/22 submitted 19/04/22; P60s issued on 14/04/22; Year End Closedown 04/05/22	Minute the tasks completed	N/A
	24.5 Annual Governance and Accountability Return (AGAR) 2021/22: external auditor instructions	Note*	CR3
	24.6 Community Infrastructure Levy (CIL) Payments	Note*	CR4

20.08	25. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	25.1 Development, Environment and Development Committee 13.04.22	Approve*	CP - Minutes
20.10	RECOMMENDATION D2022/4a: Full Council to consider whether there is any need for a 5-year plan for each of the Parish Council Committees		
20.14	26. Clerk's Report		
	26.1 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
	26.2 Venue for Parish Council meetings	Agree to hold in Parish Room/St Michael's Church Centre/ Other?	N/A
	26.3 McCarthy Stone car park update and Landscape Management Plan	Note/Consider	Information to follow
	26.4 Establish a Community Speed Watch?	Consider	CR5
	26.5 Access to Parish Room & Office for electric wheelchair users	Consider	CR6
	26.6 Treebilee planting & time capsule – any update?	Note* Date of event to be confirmed.	N/A
	26.7 Irregular emptying of litter bins and dog bins in parish	Note*	CR7
20.45	27. TO CONSIDER REPORTS FROM WORKING GROUPS		
	27.1 Instalment of three '30's plenty' signs and a seventh pole for SID	Consider	CR8
	27.2 Community Partnership – meetings and priorities for the year. <ul style="list-style-type: none"> Rewilding Forum – 25.04.22 Road Safety Forum 09.05.22 – Mrs Hall to attend 	Note*	CR9 & Rewilding Forum notes if available
	27.3 Martlesham Climate Action (MCA) – Card Reader for Repair Hub donations	Consider. Note next meeting on 16.05.22	CR10
	27.4 Village fete update	Note*	Any update?
	27.5 Underpass Project update and funding	Note*	Verbal report from Chairman
	27.6 Sports Fund Working Group – Jubilee Playspace refurbishment update	Note*	CR11
21.00	28. Consultations		
	28.1 Community Governance Review – Boundary change between Martlesham and Waldringfield	Consider	CR12 & CP(Map)
21.10	29. Training		
	29.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Any further suggestions?	N/A
21.12	30. 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		
	30.1 Annual Return 2021	Minute as per CR13	CR13 & CPs
	30.2 Any matters to report?		
21.14	31. Any reports from representatives on local organisations		
	31.1 Any reports?	Note/consider	N/A
21.16	32. Items for Martlesham newsletters (June)/Facebook/website		
	32.1 Contributions/what has this meeting achieved?	Consider	N/A
21.18	The following to be taken in camera		
	33. Staff Matters		
	33.1 Recommendations PWG2022/4a & 4b	Consider	Confidential CPs to follow