



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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05 January 2024

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 10 JANUARY 2024** at 7.30pm.

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.

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like it to be switched on.

The meeting is open to the public and press to attend.

Diane Linsley (Clerk)

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
19.32	3. Filling the Parish Councillor vacancies – Mr David Parsons	Consider co-option	CP
19.37	4. Welcome new RFO and introductions	Note	N/A
19.40	5. Minutes of Parish Council Meeting 01.11.23	Approve*	CP - minutes
19.41	6. Actions from last meeting	Ongoing or on the agenda*	N/A
19.42	7. PUBLIC FORUM		
	7.1 Reports from County Councillors	Note/any issues raised by the public/consider	Any reports?
	7.2 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	7.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	7.4 Any issues raised by the public	Note/consider/ include on another agenda?	Any issues?
19.52	8. Financial Matters		
	8.1 Payments made between meetings	Ratify	CP to follow

	8.2 Any pending expenditure transactions	Agree	CP to follow
	8.3 Income & expenditure	Note*	CPs to follow
	8.4 National Salary Award 2023-24 - DECISION F2023/12i	Ratify	CR1
	8.5 DETC EMR of £500 for Budget 2024-25	Agree (note that this item was accidentally missed off the December DETC agenda by Clerk.)	N/A
	8.6 Formal recognition of new Responsible Finance Officer	Agree	CR2
20.12	9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	9.1 Recreation & Amenities Committee 08.11.23	Approve	CP - minutes
	9.2 Finance & General Purposes Committee 06.12.23	Approve	CP - minutes
	<p>RECOMMENDATION F2023/12a: To appoint Mr Hunt as the internal auditor 2023/24. RECOMMENDATION F2023/12b: To award a donation of £500 in financial year 2024/25 to Headway Suffolk from the grants budget. (CR1 of F&GPC's Clerk's Report) RECOMMENDATION F2023/12c: To award Martlesham Bowls Club a grant of £600.00 for 2024/25 to replace the disabled access to the bowls club. (CR3 of F&GPC's Clerk's Report) RECOMMENDATION F2023/12d: That the Parish Council sets earmarked reserves for 2024/25 for the Finance and General Purposes Committee of £134,947.00, the Recreation and Amenities Committee of £12,312.00 and the Development, Transport & Environment Committee of £500, totalling £147,759.00, noting that the DETC figure of £500 is provisional and will be discussed by the DETC at its next meeting. CP RECOMMENDATION F2023/12e: That the Parish Council sets a budget for 2024/25 of £170,505. CP RECOMMENDATION F2023/12f: That the Parish Council sets a precept for 2024/25 of £150,000.00. CP RECOMMENDATION F2023/12g: To accept the Review of Risk Management. CP</p>		
	9.3 Development, Environment & Transport Committee 13.12.23	Approve	CP – minutes to follow
20.32	10. Clerk's Report		
	10.1 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
	Next item to be taken in camera		
	10.2 McCarthy Stone – transfer of public car park	Consider ownership and management of public carpark	CP – Confidential Large scale printed plans (final iterations) will be available at the meeting.
21.00	11. TO CONSIDER REPORTS FROM WORKING GROUPS		
	11.1 Martlesham Climate Action (MCA)	Consider any update	N/A
	11.2 Establishment of a Community Speed Watch Scheme update	Note*	CR3
21.02	12. Consultations		
	12.1 Any consultations?	Note/consider	N/A
21.03	13. Training		
	13.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Consider	CR4
21.05	14. 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		
	14.1 Charity Commission – online account	Note*	CR5
	14.2 Any updates?	Note/consider	N/A
21.06	15. Any reports from representatives on local organisations		
	15.1 Martlesham Community Hall Management Committee meeting 14.12.23	Note*	CP to follow if available
	15.2 Kesgrave, Rushmere St Andrew, Martlesham,	Note*	N/A

	Carlford and Fynn Valley Community Partnership 08.01.24		
	15.3 EP Passenger Interest Group meeting 14/11/23. Next meeting 09.01.24.	Note*	CP - minutes
	15.4 Any other reports?	Note*	N/A
21.10	16. Items for Martlesham newsletters (March) /Facebook/website	Note/consider	N/A
	16.1 Contributions/what has this meeting achieved?	Consider	N/A
21.12	Next item to be taken in camera		
	17. Staff Matters		
	17.1 Staff appraisal – increased hours for Temporary Admin Assistant	Consider	CP - Confidential