Minutes of the Martlesham Parish Council Meeting held on 07.10.26

Present: - Cllr C Geeson (Chair), Cllr O'Brien Baker, Cllr L Sheridan, Cllr R Staines, Cllr E Thompson, Cllr P Whitby, Cllr T Govender

In attendance: - Mrs L Burgess (Clerk/RFO), District Cllr Mark Packard, Thamaree Govender (Tam) Co-Option and 3 members of the public.

The meeting commenced at 7:30pm

The Chair welcomed Councillors and members of the public to the meeting.

1. **Apologies**
   Apologies were received from Cllr L Burrows & Cllr S Daws, Cllr L Galbraith, & County Cllr P Mulcahy

2. **Declaration of disclosable pecuniary or local non-pecuniary interest**

3. **Filling of Parish Councillor vacancies** – consider co-option.
   Councillors had been provided with a co-option application form from Thamaree Govender (Tam). Introductions were made and Councillors voted on the co-option of Tam Govender.
   Resolution C2026/10a co-option of Tam Govender as a Martlesham Parish Councillor – **Agreed**
   Cllr Govender was welcomed to the Team.

4. Minutes of the Parish Council Meeting held on the 02.09.26.
   Resolution C2026/10b to approve the minutes of the Parish Council Meeting held on the 02.09.26 – **Approved**

5. **Actions from last meeting** – on going or on the Agenda.

6. **PUBLIC FORUM**

   6.1 Reports from District Councillors
   District Cllr Mark Packard informed the meeting of changes to the planning regime that have been put in place by Government. From this month there will be month planning committee consisting of 13 Councillors and Cllr Packard. They will sit once a month alternating between the Lowestoft and Melton offices. Councillors are a mix of the North and South so that decisions can be aligned with the Council. On answering a question from the public gallery Cllr Packard

confirmed that the committees had previously been made from 2 lots of 9 councillors.
Planning applications of 10 houses or below will be delegated to Councillors Officers, comments will still be allowed. The Government's aim is to speed up planning decisions.
Cllr Packard also spoke of East Suffolk's new tree Policy with a view to planting 250,000 trees over the next decade. Once approved by full Council the policy will be rolled out.

District Cllr Edward Thompson advised the meeting that he had attended a Disability Charity Meeting in the North of the County, 2 licensing hearings and a Treasury Outturn meeting for the District Council – no issues were noted.

6.2 Reports from County Councillors

Apologies were received from County Councillor Patti Mulcahy

6.3 To allow members of the public to address business on the agenda

An update was provided by Stephanie Miller from the Portal Woodland Working Group. Stephanie spoke about a cut off period for the working group of the 14th of October 2026, a celebration of the purchase of the Woodland for the Community and a plaque (a quotation for which has been obtained).
The Chair & Councillors thanked the working group for their input and hard work with the campaign to Save Portal Woodlands.

6.4 Any issues raised by the public

JT from the public gallery and member of the Portal Woodlands Working Group asked how many seats were available on Martlesham Council and how many Councillors we currently had.
It was confirmed that we had 14 seats, currently with 10 seats occupied. It was confirmed that elections were due to take place in May 2027.

7. Portal Woods

7.1 **Update from Portal Woodlands Working Group**

This was provided under item 6.3

7.2 Donations received to date

It was confirmed that donations towards the purchase price currently stood at £90,335.05.
The Purchase Price of the Woodlands was £125,000.00. There is still an opportunity for members of the community to make donations towards this price. Councillors would look at the total donations received in the November

Parish Council meeting when a decision would be made about the need for potential borrowing or whether any balance not covered by donations could be taken from reserves.

7.3 Celebration of purchase

The proposal for a celebration of the purchase was discussed, Stephanie Miller advised that the working party had felt that a date in November would be a good idea and they were currently looking at the availability of the members of the working group and Gorseland School.

Cllr Govender informed the meeting that she may be able to assist with media/photographs

Resolution C2026/10c The Planning & Project Officer to work alongside the members of the Working Group in respect of the celebration of purchase and to advise the Clerk of the Plans **– Agreed**

Stephanie also advised the meeting that a quote had been obtained in respect of a plaque for the Woodland. The quote was obtained by Stephanie from a local company, Esto Signs. Esto confirmed that they would be happy to include the cost of the sign free due to the nature of the local project the cost for the sign, treated post and installation would be £200.00. The sign would have raised wording, providing tactile signage for all to observe.

Resolution C2026/10d to place an order with Esto Signs for the plaque - Agreed

Discussion took place in respect of the working of the plaque and 3 suggestions were provided by the Working Group and vote was taken as to the wording to be used.

- **Resolution C2026/10e wording to be used on the plaque for Portal Woodlands "**Martlesham Parish Council. Bought by this generation, for the benefit of future generations. 1st September 2026 – **Agreed**

Further discussions took place in respect of the position of the plaque, suggestions were presented and a vote took place.

Resolution C2026/10f to site the plaque adjacent to the Notice Board in the Woodland - **Agreed**

7.4 Historic England Funding Application

A new application will need to be drafted as the original application was in respect of funding towards the purchase price. The Portal Woodland Conservation Group would be contacted in respect of the new application and included in discussions around the application **- Noted**

8. Financial Matters

8.1 Payments made between meetings

PAYMENTS MADE BETWEEN MEETINGS - To Parish Council 7th October 2026

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
31/07/2026	Ashtons Legal	£125,000.00	£0.00	£125,000.00	Purchase Price for Portal Woods				
10/09/2026	HMRC PAYE	£2,481.41	£0.00	£2,481.41	PAYE Month 4 (end 05/08/26)				
10/09/2026	HMRC PAYE	£2,481.81	£0.00	£2,481.81	PAYE Month 5 (end 05/09/26)				
06/10/2026	HMRC PAYE	£2,481.21	£0.00	£2,481.21	PAYE Month 6 (end 05/10/26)				
14/09/2026	SCC Pension	£2,166.90	£0.00	£2,166.90	Pension Conts Month 1 (end 30/04/26)				
10/09/2026	SCC Pension	£2,157.41	£0.00	£2,157.41	Pension Conts Month 3 (end 30/06/26)				
10/06/2026	SCC Pension	£2,157.41	£0.00	£2,157.41	Pension Conts Month 4 (end 31/07/26)				
10/06/2026	SCC Pension	£2,157.41	£0.00	£2,157.41	Pension Conts Month 5 (end 31/08/26)				
01/10/2026	SCC Pension	£2,157.41	£0.00	£2,157.41	Pension Conts Month 6 (end 30/09/26)				
14/09/2026	Payroll	£7,452.42	£0.00	£7,452.42	Payroll Month 6 (ending 30/09/26)				
28/09/2026	Yorkshire Gas & Power	£196.53	£9.36	£187.17	Inv: 1496266 Electric 17/08 - 17/09/26				
02/10/2026	Eon-Next	£380.28	£19.02	£399.30	Inv: 0015 Electric 1/9 - 30/9/26 RH Car Park				
07/10/2026	Wave Utilities	£13.76	£2.75	£16.51	Inv: 17089744 Water 19/6 - 18/9/26 F/Ball Pitch				
	TOTAL	**£151,283.96**	**£31.13**	**£151,296.37**					

Councillors were provided with details of payments made between meetings.

Resolution C2026/10g to ratify these payments **- Agreed**

8.2 Payments pending between meetings

PAYMENT PENDING BETWEEN MEETINGS - To Parish Council 7th October 2026

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
31/08/2026	SCL Landscapes	£1,699.55	£339.91	£2,039.46	Inv: 4570 Ground Works for August 2026				
31/08/2026	SCL Landscapes	£420.00	£84.00	£504.00	Inv: 4571 Extra Works for August 2026				
31/08/2026	SCL Landscapes	-£45.00	-£9.00	-£54.00	Credit: 01 Overcharged on Inv 4540				
14/09/2026	Ipswich Computer Services	£187.97	£37.60	£225.57	Inv: 077105 Microsoft and Eset for September 2026				
29/09/2026	PFK Littlejohn LLP	£716.00	£143.20	£859.20	Inv: SB20263242 Review of AGAR for yr end 31/3/26				
06/10/2026	Ipswich Computer Services	£187.97	£37.60	£225.57	Inv: 077408 Microsoft & Eset for October 26				
06/10/2026	Tobie Window Cleaning	£15.00	£0.00	£15.00	Inv: 15 Window Cleaning for September 2026				
	TOTAL	**£3,181.49**	**£633.31**	**£3,814.80**					

Councillors were provided with details of payments pending between meetings

Resolution C2026/10h to pay the pending invoices - **Agreed**

8.3 Receipts between meetings

INCOME RECEIVED BETWEEN MEETINGS - To Parish Council 7th October 2026

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
08/09/2026	Pod Point	£140.16	£28.03	£168.19	Pod Point Revenue for the month of Aug (paid in Sept 26)				
30/09/2026	East Suffolk Council	£125,000.00	£0.00	£125,000.00	East Suffolk Precept Payment				
	TOTAL	**£125,140.16**	**£28.03**	**£125,168.19**					

Councillors were provided with details of receipts between meetings – **Noted**

8.4 Income & Expenditure Account

Councillors were provided with the up-to-date income and expenditure account, together with a budget commentary.

Budget Commentary October 2026

I have been unable to reconcile the following banks accounts:-

Barclays 4211 – Current account. I am still waiting for Ashtons to issue a final invoice, but am chasing. The bank account is reconciled up to the end of August (reconciliation available together with the Statement for September showing our current position).

A transfer has been made in the sum of £1,317.40 to Ashtons in respect of final legal fees

Barclays 0198 – Premium Account, a transfer was made from this account in respect of the draft completion statement (purchase price and interim legal fees)

Portal Woodlands Income & Expenditure to Date

Description	Expenditure	Income
Campaign Spend by WG	1554.92	
Mobile Phone	69.00	
Clark & Simpson Valuation	875.00	
Landbridge Red Book Valuation	2783.50	
Purchase Price	125000.00	
Legal Fees - Ashtons		
Donations Received direct to designated banks a/c @ 05.10.26		79,798.65
Donations received via cheques & paid to current a/c via Post Office Credit		13536.40

Legal fees are not yet recorded as I am awaiting a further VAT invoice.

No adjustment has been made to the EMR in respect of the purchase price for Portal Woods as until the 14th October, we do not have a total donation figure and no decision has been made in respect of potential borrowing. Adjustments can be made once a total is known and decisions are made.

EMR – anticipated spend from CIL

Description	Expenditure	Total
District CIL		108682.71
Balance of Muga	10,143.06	
Neighbourhood Plan Review	20000.00	
Walk Farm Woods Carpark	30000.00	

Bank Balance as of the 30.09.26

Account	Balance
Barclays Current 4211 (includes £13,536.40) PW Donations	166200.51
Barclays Premium 0198	6516.75
Barclays Premium (PW Donations)	69863.65
Unity Trust	88728.46
Barclays 0624 (Recreation Ground Trust)	6197.16

Current overspend & items not budgeted for

120 - Community Development – this includes spend on the Neighbourhood Watch Scheme

205 – Play Equipment – this includes £2,200.00 for work carried out by SCL in respect of the revamp of the bike trails. Whilst this money will be recouped through the grant funding allocated. There is a large amount of spend anticipated in respect of resurfacing and replacement and all spend should be discussed at full Council as the Recreation and Amenities Committee will be exceeding their budget.

206 – Trees & Hedging – there is a lot of work anticipated to the trees within the Parish following the tree survey, damage to the recent weather conditions, vandalism and request from the public. This will take the Recreation and Amenities Committee over budget, therefore future spend will need to be agreed by full Council

210 – Parish Amenities – this includes Legal Fees and valuations for the purchase of Portal Woods and working group budget. Additional spend will need to carefully considered before agreeing.

Noted

8.5 Borrowing application

This item was discussed under Item 7.2. Further discussions took place in respect of an announcement to the public in respect of the purchase price for the woodland and donations received. It was noted that there were still members of the public who may wish to donate, but further information is being requested. **Resolution C2026/10i** – the Clerk to draft wording to be used in the November Martlesham Monthly/Flyer on line, social media and the website. To be emailed to Councillors with a response by 12 noon on Friday 9th October – **Agreed**

8.6 Monthly Bank Reconciliations

Councillors were provided with up to date bank reconciliations and details as to why account ending 0198 was yet to be reconciled. It was advised by the Clerk that she was waiting on an invoice for additional disbursements from the solicitor acting on behalf of the Parish Council in respect of the purchase of Portal Woodlands **– noted**

8.7 PFK Littlejohn External Auditor's Report & Certificate 25/26

We have received our certificate and report from the External Auditor, we have a couple of advisory points. An incorrect box was ticked on the original AGAR, this had to be amended and initial by the Clerk & Chair. There was a query over the difference stated from last years Fixed Assets to this years of circa £90,000.00, The clerk informed the auditors that this was due to work being under taken on the Asset Register and it was found that not all the assets had been previously included. It was also noted that the auditor had received some "challenge Correspondence" this information of the person making the challenge is confidential, whilst investigated at an additional cost to the Parish Council in the sum of Circa £80.00 this has not affected the report received, all correspondence has been shared with Councillors - **Noted**

8.8 Breakthrough Communications Training Payable over financial years 26/27 & 27/28

An annual package to assist with working through the 12 month period incorporating the Parish Council Elections, it includes training (including for councillors), support and guidance for promoting the Parish Councillor in an attempt to gain further Councillors. The cost of which is £695.00. The clerk has spoken with the provider Breakthrough Communication and if we consider to worthwhile and confirm by the end of the week, we can pay over 2 financial years 2026/27 and 2027/28

Resolution C2026/10j to pursue other avenues of training – **Agreed**

8.9 Insurance Renewal Documents

The Clerk confirmed that the insurance has been renewed, ownership of Portal Woodlands had already been included. This year's figure came in under budget**. - Noted**

9. To consider reports & recommendations from Committees

9.1 Minutes from the Recreation & Amenities meeting held on 09.09.26

Councillors had been provided with a copy of the draft minutes of the Recreation & Amenities Committee meeting held on the 09.09.26 and members of the committee were asked to vote on the accuracy of the minutes.

Resolution C2026/10k to approve the minutes of the Recreation & Amenities Committee held on the 09.09.26 - **Agreed**

9.2 **Recommendation R2026/09a** The Committee agree that the quote from Wicksteed is preferable but require Council Officers to find out the cost of a final Inspection. They agree the work needs to be completed and to recommend to the Parish Council to agree an order of priority and how it will be funded – Consider

This item was omitted from discussion and will be brought back the November Full Council Meeting - noted

9.3 Recommendation R2026/09b To recommend the Sovereign quotation (option 2) to the Parish Council and to agree an order of priority and how it will be funded **–** Consider/Approve

This quote was in respect of the play surfacing at Kronji's Piece received from

Sovereign. It was noted that if the work was not carried out there could be health and safety implications if the work is not undertaken.
Resolution C2026/10l to accept the quotation (option two from Sovereign in the sum of £7,702.15) **- Agreed**

9.4 Recommendation R2026/09c To recommend the quote from Eastwoods for £350.00 + VAT to Parish Council in respect of the work required following vandalism to the Oak Tree on the Common **– Consider/Agree**
Resolution C2026/10m – to accept the quotation in the sum of £350.00 from Eastwoods to carry out the work required following vandalism to the Oak Tree - **Agreed**

9.5 Recommendation R2026/09d To recommend the quote from Eastwoods for £750.00 + VAT to Parish Council for the work required to stabilise the willow tree at the Recreation Ground. Payment to be taken from Recreation Ground Trust account
Resolution C2026/10n to accept the quotation in the sum of £750.00 from Eastwoods for works required to stabilise the willow tree at the Recreation Ground. The money to be taken from the Recreation Ground Trust Account - **Agreed**

9.6 Felixstowe Road
A discussion took place with regards to the overgrowth/undergrowth on the Felixstowe Road between Mill Lane and the private road. It was noted that this is highways land.
Resolution C2026/10o to pass this back to highways - **Agreed**

9.7 Unauthorised Encampment Policy & Procedure
Prior to the meeting Councillors had been provided with a draft Unauthorised Encampment Policy & Procedure
Resolutions C2026/10p to adopt the Unauthorised Encampment Policy & Procedure - **Agreed**

9.8 Change of Committee Membership
Requests were received from Cllr Galbraith to move from the Recreation & Amenities Committee to the DETC and for Cllr Thompson to join the Recreation & Amenities Committee
Resolution C2026/10q for Cllr Galbraith to move from the Recreation & Amenities Committee to the DETC and for Cllr Thompson to join the Recreation & Amenities Committee - **Agreed**

9.9 Martlesham in the future & thoughts for the Community this item will form part of the Neighbourhood Plan Review so will be discussed initially by DETC – **Noted**

9.10 Land Maintenance Tender Document
The Land Maintenance Tender Document has been reviewed and updated, thank you to Cllr Baker, Cllr Burrows and the Finance Officer for their input to the amended document.

Resolution C2026/10r for the Land Maintenance Tender to be advertised with a view for the completed tenders to be viewed by the Clerk, Cllr Baker & Cllr Burrows in the first instance and recommendations made by the Recreation & Amenities Committee to full Council in January. Those completing the tender will be advised that notification of the successful contractors will be provided after the full Council meeting in January 2027 **- Agreed**

9.11 Emergency Plan

A new primary contact is required

Resolution C2026/10s Cllr Whitby to become the new primary point of contact and to further review the document with the Planning & Project Officer, in particular for the inclusive of "wildfires" - **Agreed**

9.12 Remembrance Day Wreaths & Invitation from MHAS – ordering of Wreaths and who will be attending the services.

Resolution C2026/10t 2 x wreaths to be ordered through the Royal British Legion and paid from the Chairman's allowance. Cllr Staines has declined the invitation to attend the services this year. Cllr Sherian will attend the service at Barrack Square and Cllr Thompson will attend the service at St Mary's Church. The Clerk to confirm who will be attending **- Agreed**

10 Clerk's report

11.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 – Ratify decisions if required

There were no decisions made - Noted

11.2 Projects Update

Councillors were provided with an update in respect of the latest projects.

Recreation Ground Muga

With all the funding options have been agreed, Officers have obtained a revised quotation which has increased by £200.00. The new figure quoted is £36,135.79. Officers are asking for permission to place the order for supply and installation.

Resolution C2026/10u Officers to place the order with Kompan for supply and installation of the Muga as quoted – **Agreed**

Walk Farm Woods Carpark

Quotations have been sought for additional reports required in order for planning permission to be submitted.

Resolution C2026/10v to accept the quotation received from Stroud Associates Ltd in the sum of £2,175.00 - **Agreed**

11 To consider reports from Working Groups

11.3 Portal Woodland Working Group

Work has commenced to clear the Pill Box and Surrounding Area. The Clerk to speak with Stephen Corley in respect of work required to the trees in Portal Woodland - **Noted**

11.4 Martlesham Speed Watch

Fixed SID located near to Spencers Garage has been removed this can be sent to Westcotech for approximately £100.00 for an assessment to be carried out as to why the equipment has stopped working.

Resolution C2026/10w to send the SID to Westotec for assessment - **Agreed**.

11.5 Biodiversity Action Plan Steering Committee

No further meeting has yet taken place

12 Consultations

12.1 Local Government Reorganisation – LGR has currently been paused by Government **- noted**

12.2 Bloor Homes – no update available

12.3 Brightwell Lakes – The Clerk was unable to attend the Brightwell Lake forum meeting on the 30.09.26 and informed Cllr I Baker. Minutes of the meeting have been requested. Cllr Thompson attended the meeting and advised that there was a discussion about speeding on the development - **Noted**

12.4 Gladman – development of land adjacent to the junction of the A14/A12, Inter Parish meeting took place on the 01.10.26. The presentation has been shared with Councillors – no planning application has been submitted - **Noted**

12.5 Hastoe – no further updated received - **Noted**

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 Anything to report? Nothing to report

14. Any reports from representatives on local organisations

14.1 **Martlesham Community Hall Committee**

There was no report provided - **Noted**

14.2 **Any other reports from representatives**

There were no reports provided

15. Items for Martlesham newsletters
(November/December)/Facebook/Instagram/LinkedIn/Website
As discussed earlier in the meeting, information to be provided to the public in respect of the purchase price of Portal Woodlands and donations received to date **- Noted**

16. The next item to be taken in camera. To consider excluding the public and press for the next items as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act]1960)

17. What has this meeting achieved?

The meeting closed at 9:30 pm

Signed _____

Chair