



# Martlesham Parish Council

Parish Room  
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30th January 2026

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 4<sup>th</sup> February 2026** 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.

*L S Burgess*  
Lisa Burgess  
Clerk/RFO

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**CP** is council paper; **CR** is Clerk's report

7:30pm

- 1. Apologies** - Note/accept absence, Not applicable (N/A)
- 2. Appointment of Committee Members**
  - 2.1 Appoint Cllr Laura Sheridan to the Recreation & Amenities Committee
- 3. Filling the Parish Council vacancies** – Consider co-option
- 4. Any declarations of disclosable pecuniary or local non-pecuniary interests** Register interests

**5. Minutes Approve Minutes from the Parish Council Meeting 07.01.26 Approve\* (CP)**

7:35pm

**6. Actions from last meeting Ongoing or on the agenda\***

**7. PUBLIC FORUM**

7.1 Reports from District Councillors Note/any issues raised by the public/consider

7.2 Reports from County Councillors Note/any issues raised

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

7.4 Any issues raised by the public

7:50pm

**8. Financial Matters**

8.1 Payments pending between meetings (CP)

8.2 Payments made between meetings (CP)

8.3 Monthly bank reconciliation figures (CP)

8.4 Income & Expenditure to include a statement in respect of current general & ear marked reserves (CP)

8.5 Precept – confirmation of safe receipt (CP)

8.6 Year end with Rialtas booked for the 4<sup>th</sup> May, Internal Audit booked for 12<sup>th</sup> May - note

8:00pm

**9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES**

9.1 Recreation & Amenities Committee 14.01.26 – Approve minutes from the meeting (CP)

9.2 On going litter picking by John Goodluck (CP)

**10. ITEMS FOR CONSIDERATION**

10.1 IT Policy (this is one of the requirements for Assertion 10, which forms part of the external audit this year) – consider and adopt policy (CP)

10.2 Accessibility Statement (this is one of the requirements for Assertion 10, which forms part of the external audit this year)

10.3 Internet Banking Policy – consider and adopt policy (CP)

8:55pm

**11. Clerk's Report : Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014**

**Clerks Report (CR)**

**Projects update**

11.1 Walk Farm Wood Carpark update

11.2 Neighbourhood Watch

11.3 Pétanque Piste (repurposing of update)

11.4 Neighbourhood Plan Update

- 11.5 Diamond Jubilee Bike Trails update
- 11.6 Portal Woodlands Storage Shed - Nissen Hut
- 11.7 Recreation Ground Entrance/Carpark update
- 11.8 Recreation Ground further works (e.g. continuation of the Nature for us all Project & Accessible walks
- 11.9 Centenary Play space

9:10pm

**12. TO CONSIDER REPORTS FROM WORKING GROUPS**

- 12.1 Portal Woods Working Group **(CP)**
- 12.2 Community Speed Watch/SID
- 12.3 Biodiversity Working Group/Action Plan – any update
- 12.4 Village Fete – Update
- 12.5 Recreation Ground Steering Group

**13. Consultations**

- 13.1 Any consultations?

**14. Training**

- 14.1 Councillor Training – Are there any training requirements

**15. 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

- 15.1 Anything to report?

**16. Any reports from representatives on local organisations**

- 16.1 Martlesham Community Hall Committee
- 16.2 Any other reports?

**17. Items for Martlesham newsletters (March/April)/Social Media/website**

- 17.1 Consider contributions for the March/April news articles and ideas for articles moving forward.

**18. 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).**

- 18.1 To approve the confidential minutes of the Parish Council Meeting held on the 07.01.26

**19. What has this meeting achieved?**