

MINUTES OF THE MARTLESHAM PARISH COUNCIL MEETING HELD ON THE 1ST JULY 2026

Present: - Cllr C Geeson (Chair), Cllr P Whitby (Vice Chair), Cllr S Daws, Cllr L Galbraith, Cllr I O'Brien Baker, Cllr L Sheridan, Cllr R Staines, Cllr E Thompson

In attendance: - Mrs L Burgess (Clerk/RFO), District Cllr M Packard, County Cllr P Mulcahy

Members of the public:-

The meeting commenced at 7:30 pm

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

1. Apologies

Apologies were received from Cllr L Burrows

2. Declarations of disclosable pecuniary or local non-pecuniary interest

There were no declarations of disclosable pecuniary or local non-pecuniary interest.

3. Filling of Parish Councillor vacancies – consider co-option

There were no applications received

4. Minutes of the Parish Council Meeting held on the 03.06.26

Resolution C2026/7a to approve the minutes of the Parish Council Meeting held on the 03.06.26 - **Approve**

5. Minutes of the Extra Ordinary Meeting of Martlesham Parish Council 10.06.26 –

Resolution C2026/7b to approve the minutes of the Extra Ordinary Meeting of Martlesham Parish Council held on the 10.06.26 - **Approve**

6. Action from last meeting – on going or on the agenda

7. PUBLIC FORUM

7.1 Reports from District Councillors

Cllr Thompson reported that he had attended a health scrutiny training session, which included learning about who would be scrutinized and how issues are consulted on.

Cllr Packard confirmed that the Council's application for CIL money had been approved in full for the sum of £17,927.48. This was approved on the basis that the Parish Council were looking for 50:50 match funding. A couple of questions were raised about consultation and that they did not feel that multi sports activities could be played.

Cllr Packard also spoke about the parking issues that had been addressed at Birchwood Primary School and a response had been received from PC 459 Arlene Ell:-

Further to your call, I wanted to provide an update regarding parking at Birchwood Primary School during drop-off and pick-up times.

We attended the school on 19/06/2026 and spoke with the Deputy Head, Mrs Wainer. The following actions have taken place:

- We delivered a presentation to the Junior Road Safety Officers alongside Holly Jacobs, Senior Road Safety Officer from Suffolk RoadSafe.
- The Junior Road Safety Officers have been tasked with creating posters relating to parking, which will be laminated and displayed on the school fence. Police will also provide additional posters.
- The school will circulate information to parents via the school newsletter.
- There will be a focus on positive enforcement led by the Junior Road Safety Officers.
- Contact was made with East Suffolk Council Parking Services and they responded advising Birchwood is included in their planned patrols.
- We have discussed with Mrs Wainer the preventative steps the school can take moving forward.
- Contact details for local CPT officers have been provided to the school.

Cllr Packard also confirmed that Bloor Homes were contacting the local Parish Councils in respect of the earlier proposal they put forward. He has confirmed that they are Bloor are fairly close to putting in a planning application and they are looking to organise meetings with Parish Councils and the Community.

7.2 Report from County Councillors

Cllr Mulcahy advised that Suffolk County Council held an extra ordinary meeting on Monday to progress the Judicial Review re LGR. The questions raised in the pre action letter had not been answered. Civil Servants who reviewed the proposals felt that the one unitary proposal was strong, and that even though the 3 unitary proposal met the criteria there was no real reasoning given to why the decision was made to follow the route of one unitary. It should be noted that the Secretary of State does not have to follow the recommendations of the Civil Servants. If reasoning had been given it would ensure that it would be easier to set up the 3 Unitary Councils. Legal costs to challenge the decision could come from County Reserves and would be in the region of £500,000.00.

Cllr Mulcahy also confirmed that she had met with Martlesham Park and Ride to discuss the entry/exit system as it was becoming more noticeable that travellers were occupying the space more frequently. There was concern over the vulnerable children and adults within the vicinity.

Cllr Mulcahy also spoke about the vegetation overgrowth over the path on the Felixstowe Road. Whilst some work had been carried out this was clear that this was not enough to provide a safe route for pedestrians, people with prams/pushchairs and mobility scooters along the Felixstowe Road. Cllr Mulcahy confirmed that she had requested a quote for further work, once received she would see if this could be carried out from her highways budget.

Cllr Mulcahy spoke about an experimental TRO, this money could potentially come from S106 from the Brightwell Lakes Development and would include Anson Road, Betts Avenue and hopefully Beardmore Park and Martinside. This could be set up relatively quickly and would be in place for 6 months.

Cllr Mulcahy confirmed that Suffolk Adult Care had been award a “Good” standing. Cllr Staines questioned the status and Cllr Sheridan confirmed that we should be proud of this status as all aspects of the care system under went rigorous reviewing.

Cllr Mulcahy also spoke about a Space Exhibition taking place at the Hold in Ipswich over the summer, it would provide a good family day out.

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

Cllr Mulcahy was asked by a member of the public whether yellow lines would be painted if the TRO was only temporary. Cllr Mulcahy responded that the lines would need to be painted to make the restriction enforceable. Cllr Mulcahy also confirmed that this would separate from any works that involved the A12MRN. The business case for which was still on schedule to be submitted at the end of the summer. Monitoring of the TRO would be under the remit of East Suffolk District Council.

7.4 Any issues raised by the public

There were no issues raised by members of the public

8. Portal Woodlands

8.1 Update on actions taken and further information following meetings held on the 3rd & 10th June 2026

Full Council Action List

Resolution/Recommendation	Owner	Action Required	Follow up required	Completed date
Resolution C2026/6l	STC	to send a letter of interest to Grainger	Draft received from Solicitors 18.06.26 Letter offer agreed and to be sent to Grainger 26.06.26	26.06.26
Resolution C2026/EXO6a	STC	Planning & Project Officer to instruct Ashton Legal in respect of the template Pledge agreement	Governing Legislation confirmed 15.06.26, waiting on draft template – confirmation required from Councillors as to how the pledges are to be made:- <ul style="list-style-type: none"> • Towards purchase price • Purchase Price/ongoing maintenance • Choice 	01.07.26
Resolution C2026/EXO6b	SCT	Planning & Project Officer to instruct Ashtons in respect of the conveyancing should an offer be formal accepted by Grainger	Instruction issued, Clerk has completed Anti Money Laundering Process	26.06.26
Resolution C2026/EXO6c Resolution C2026/EXO6d	SCT	Budget Drafted – Consultation Form to be completed with draft wording for approval & quote to be obtained from leaflet frog for 2500 copies	Wording Drafted by Planning & Project Officer	
Recommendation C2026/EXO6a	SCT/ET	to bring any additional information with regards to CPOs to Full Council in July	Email sent to Chris Bing – ESDC requesting further information	
Project Management Plan	SCT	Available on Share point		26.06.26

8.2 Update from Portal Woodlands Working Group

Stephanie from the working group provided an update from the working group. She advised that weekly meetings were being held with 8-10 people attending. They were backed by other volunteers. At the last meeting they had unpacked and collated 5000 leaflets, delivery of which had already begun in and around Martlesham & surrounding areas. Members of the working party would be holding a stand in The Square on Saturday and other events are planned throughout the summer.

The working group were thanked for their hard work and effects. - **Noted**

8.3 Selling of merchandise, cash handling

This item was not discussed. It should be noted that Item 10 of the Parish Council Financial Regulations state:-

"The Council will not maintain any form of cash float. All cash received must be banked intact. All payments made in cash by the Clerk/RFO for example for postage or minor stationary items shall be refunded on a regular basis, at least quarterly".

Item to be brought forward to the next meeting - **Noted**

8.4 Pledge Agreement Template

Councillors were provided with draft wording for the pledge agreement template. Should members of the public be provided an option for part of their pledge to be used for future maintenance of the woods.

Resolution CO26/7c to provide a tick box on the pledge agreement template for people to opt into any money remaining from their pledge after the purchase price has been taken to be used to future maintenance of Portal Woods - **Agreed**

8.5 Meeting with head of Estate for Norfolk & Suffolk Police

Councillors discussed the meeting that had been offered by the Head of Estates for Norfolk & Suffolk Police.

Resolution CO26/7d for the Clerk to request details of what Norfolk & Suffolk wish to discuss and should Councillors to go ahead with the meeting, this should be attended by the Clerk, Planning & Projects Officer, Councillors who wish to attend and in the presence of legal representation. There will be no delegated authority for decision making should the meeting go ahead – **Agreed**

8.6 If the Parish Council offer is not accepted, our they prepared to bid against another public body

Councillors discussed whether there were any rules about bidding against another public body.

Resolution CO26/7e should this question be raised prior to the next meeting the Clerk to seek legal advice - **Agreed**

8.7 Comments for Press Release

Councillors were provided with a draft press release

Draft Press release – 26.06.26

Martlesham Parish Council were quick to act when they found out on the 13th March 2026 that part of Portal Woods had been put up for sale by Auction, which was due to take place in April 2026. The Parish Council were successful in having Portal Woods listed as an Asset of Community Value (ACV). This triggered a 6 month moratorium period meaning that a sale could not take place with a non-community group within that time period.

The Parish Council have taken legal advice in respect of making an offer to the seller, Grainger PLC, to purchase the woods. We are fortunate enough to have a hard working team of volunteers who are willing and able to rally up support.

Support from both our local and neighbouring communities has been fantastic and include offers of pledges/donations towards the purchase price of the Woods, should the Parish Council's offer be accepted.

It should be noted that whilst all efforts are being made by the Parish Council to purchase the woods for continued use by the community, the seller does not have to sell to us.

Resolution CO26/7f for the draft press release to be used in our communications – **Agreed**

9. FINANCIAL MATTERS

9.1 Payments made between meetings

Councillors were provided with details of payment made between meetings

PAYMENTS MADE BETWEEN MEETINGS - To Parish Council 1st July 2026

Date	Payee	Nett	VAT	Gross	Reason
22/05/2026	British Telecom	£199.78	£39.96	£239.74	Inv: Q137 OY For 1st April - 31st July 2026
27/05/2026	BNP Paribas	£40.00	£8.00	£48.00	Inv: FPSB8446028 Copier Fee Invoice
27/05/2026	BNP Paribas	£152.71	£30.54	£183.25	Inv: FLLB8445777 Copier Rental 27/05/26 to 26/08/2026
29/05/2026	Amazon.co.uk	£20.25	£4.06	£24.31	Order: 2909961 2 x Danger Deep Water Signs
05/06/2026	Tesco	£69.00	£0.00	£69.00	1 x Moto G06 Pantone Tendrill Phone Bundle & SIM
08/06/2026	Webfactory	£18.99	£3.80	£22.79	Invoice 10246846 Website & Ongoing Fee's May 2026
19/06/2026	Payroll	£7,452.22	£0.00	£7,452.22	Payroll Month 3 (Ending 30 June 2026)
28/06/2026	YGP Ltd	£135.43	£6.77	£142.20	Invoice: 1389745 Electric 17/05/26 - 17/06/26
23/06/2026	Leaflet Frog	£82.00	£0.00	£82.00	Invoice : 154790 5000 x A5 Leaflets (Portal Woods)
30/06/2026	Hudson Group Ltd	£182.50	£36.50	£219.00	Invoice: 17589 250 x Koda Colour Pens (Portal Woods)
	TOTAL	£8,352.88	£129.63	£8,482.51	

Resolution C2026/7g to ratify the payments made – **Agreed**

9.2 Payment pending between meetings

PAYMENT PENDING BETWEEN MEETINGS - To Parish Council 1st July 2026

Date	Payee	Nett	VAT	Gross	Reason
30/05/2026	SCL Landscape Ltd	2578.23	515.65	3093.88	Inv: 4467 May 2026 Ground Works
30/05/2026	SCL Landscape Ltd	£25.00	£5.00	£30.00	Inv: 4472 Jubilee Litter Pick
04/06/2026	NALC	£35.00	£7.00	£42.00	Inv: 01783 Planning Reform Unpacked Course
04/06/2026	Ipswich Computer Services	£190.96	£38.19	£229.15	Microsoft & Eset for the month of June 2026
06/06/2026	John Goodluck	£225.00	£0.00	£225.00	Inv: 400277 Litter Picking for May 2026 (To Print)
08/06/2026	Pod Point	£4.09	£0.82	£4.91	Inv: ADF-45274 Admin fees 1st - 31st May 2026
09/06/2026	Lisa Burgess	£9.95	£0.00	£9.95	Recorded Postage to Grainger (Portal Woods)
10/06/2026	Gibbins UK Ltd	£360.00	£72.00	£432.00	Inv: 14948 Printed T Shirts Portal Woods
11/06/2026	Clarke & Simpson	£875.00	£175.00	£1,050.00	Inv: 33834 Valuation Fee for Portal Woodlands
13/06/2026	Katies Garden	£60.00	£12.00	£72.00	Inv: 6689 Hire of Tree's for Summer Events
16/06/2026	Suffolk Digital Print & Design	£298.00	£59.60	£357.00	Inv: 15413 250 Window Stickers
16/06/2026	Suffolk Digital Print & Design	£118.00	£23.60	£141.60	Inv: 15414 100 Car Stickers
16/06/2026	Kompan Ltd	£4,227.15	£845.43	£5,072.58	Inv: 269931 Centenary Cableway Re-surfacing.
23/06/2026	Eastwood Tree Services	£450.00	£90.00	£540.00	Inv: 5606 Tree Services in Community Hall Entrance
01/07/2026	HMRC	£2,481.41	£0.00	£2,481.41	PAYE Month 3 (Ending 05/07/2026)
10/07/2026	Parish Online	£135.00	£27.00	£162.00	Mapping Software (Per year) 10 June 26 - 27
	TOTAL	£12,072.79	£1,871.29	£13,943.48	

Councillors were provided with details of payment pending between meetings
Resolution C2026/7h to pay the payments pending between meetings - **Agreed**

9.3 Receipts between meetings

INCOME RECEIVED BETWEEN MEETINGS - To Parish Council 1st July 2026

Date	Payee	Nett	VAT	Gross	Reason
08/06/2026	Pod Point	£150.00	£30.00	£180.00	Pod Point Revenue for the month of May (paid in June 26)
	TOTAL	£150.00	£30.00	£180.00	

Councillors were provide with details of income received between meetings - **Noted**

9.4 Income & Expenditure Account & budget monitoring

Councillors were provided with details of the income and expenditure to date.

The income and expenditure is showing as expected for this time of the financial year, with the exception to cost centre 206 – Trees & hedges. There is over spend

here due to the tree survey that was carried out and there will be invoices to add for work undertaken - **Noted**

9.5 Monthly bank reconciliations

Councillors were provided with monthly bank reconciliations and bank statements to the end of May. These were showing as reconciled.

Resolution C2026/7i to approve the bank reconciliations – **Agreed**

9.6 Grant Policy

Councillors were asked to consider the updated Grant Policy/Application Form, amendments for applications are the inclusion of Health & Safety & Safeguarding Policies were required and that applications would be considered for grants between £1.00 and £2,000.00 –

Resolution CO26/7j to adopt the updated Grant Policy/Application Form - **Agreed**

10. To consider reports & recommendations from committees

10.1 DETC – minutes from the DETC meeting 17.06.26

Resolution C2026/7k to approve the minutes of the DETC meeting held on the 17.06.26 - **Agreed**

10.2 Recommendation D2026/6l to set up a working group for the 20mph speed limit and agree draft terms of reference

Resolution C2026/7m to set up a working group for the 20mph speed limit with the terms of reference provided to Councillors. The working party to include Cllr Daws, Planning & Project Officer and a member of the Speedwatch team - **Agreed**

10.3 Recommendation D2026/6b to run a photograph competition around the neighbourhood plan theme

Resolution C2026/7n to run a photograph competition around the neighbourhood plan themes, small prizes to be awarded as an incentive – **Agreed**

10.4 Communication Protocol

This item was not fully discussed

Recommendation CO26/7a to circulate the document and put on the agenda for the next meeting - **Agreed**

10.5 Press & Media Procedure

This item was not fully discussed

Recommendation CO2026/7b to circulate the document and put on the agenda for the next meeting - **Agreed**

11. 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

Councillors were provide with details of quotes that the Clerk had accept between meetings-

Purchase orders have been issued to SCL for the following: -

- To fill holes, peg matting down and secure @ Centenary Playspace/Trim Trail - £75.00
- Cut back vegetation on footpath near to Gorseland School/Brights Orchard - £130.00
- Dig out/treat Hemlock @ Recreation Ground - £350.00
- Recreation Ground various works: -
 - Installation of deep-water signs - £45.00
 - Removal of undergrowth surrounding trees in Forbes Spinney - £45.00
 - Removal of remainder of fencing by football pitch - £85.00
 - Removal/recycle tree guards – no charge

Resolution C2026/7o to ratify the decision made by the Clerk as listed above -
Agreed

11.2 Projects update

The Clerk provided the meeting with an update on current projects:-

MUGA

Funding in place so far: -

- Locality funding from County Councillor Mulcahy - £2200.00
- Locality funding from District Councillor Thompson - £2,500.00
- District Play Cil East Suffolk District Council - £17,927.48
- Donation from former Martlesham Summer Playscheme circa - £340.00

I received an email from Caroline Smith advising that the redundant bank account for the playscheme was being closed and they had approximately £340.00 in the account and they wondered whether the Parish Council had any projects underway for the children of Martlesham/Martlesham Heath. Having informed them of current projects they were more than happy to pass the money onto the Parish Council to be used against the cost of the Muga.

Funding applications awaiting response: -

- Locality funding from District Councillor Packard in the sum of £3,000.00 has been submitted

Nissen Hut

We are chasing ESDC for a response to our pre app which was submitted approximately 3 months ago. We have been advised not to contact Grainger and it has been suggested that they would not agree with siting the hut near to the Control Tower. No action will be taken until a response has been received from ESDC.

Walk Farm Woods Carpark

Both the Clerk and the Planning & Project Officer have been chasing Josh @ SCL for the final documents required to submit a planning application for the resurfacing of the carpark. Unfortunately, Josh is relying on a third party to provide some of the relevant information and this is where the delay is occurring.

Update received from Josh on the 29.06.26, he has been let down by his contact and suggests that we are now going to need to instruct an architect. Josh will be providing us with some details, but I suspect that we will have to get 3 quotes, being mindful that we need the planning application in before October or the surveys will need to be redone.

Updates – Noted

11.3 Update on Training

Councillors were reminded of the Councillor Training date on the 5th August in place of a full Council meeting. Training to include GDPR, FOI, Roles & Responsibilities within the council, Councillor Basics and Code of Conduct –

Noted

12. To consider reports from working groups

12.1 Portal Woodland Working Group/Sale of Portal Woodlands

An updated has been provided by the Portal Woods Conservation Group and provided to Councillors in advance of the meeting – **Noted**

12.2 Martlesham Speed Watch

No update provided

12.3 Biodiversity Action Plan Steering Committee

An update from their last meeting was provided to Councillors prior to the meeting – **Noted**

13. Consultations

13.1 Local Government Reorganisation

There was no update provided

13.2 Bloor Homes

The Clerk had received correspondence from Bloor Home in respect of their proposed development off the Foxhall Road. Bloor were offering a meeting to discuss their current plans

Resolution CO26/7p to accept the offer of a meeting, the Clerk & Planning & Project Officer to attend and circulate the dates of the meeting when agreed to Councillors – **Agreed**

13.3 Brightwell Lakes

The Clerk had received correspondence advising that the next forum meeting would be held on the 16th July at Waldringfield between 2pm and 3pm. This

will be a consultation held by SCC in respect of the provision of a primary school at Brightwell Lakes

Resolution CO26/7q the Clerk to attend with Cllr O'Brien Baker – **Agreed**

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 Anything to report

There was no report provided

15. Any reports from representatives of local organisations

15.1 Martlesham Community Hall Committee

There was no report provided

15.2 Any other reports from representatives

There were no reports received

16. Items for Martlesham newsletters (August)/Facebook/Instagram/LinkedIn/Website

16.1 Any suggestions

Portal Woods Updates

17. 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)

Councillors were asked for their agreement to go “in camera” and exclude the public & press from the meeting – agreed

9:00 pm The Public and Press were excluded from the meeting.

18. What has this meeting achieved:-

- **Approval of minutes of previous meetings**
- **Agreement to set up a working group for the 20 mph speed limit**
- **Agreement to run a photo competition in line with the Themes of the Neighbourhood Plan**
- **Adopted of the updated Grant Policy & Application Form**

The meeting was closed at 9:30 pm

Chair, 2nd September 2026