

**MINUTES OF THE ANNUAL MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 6<sup>TH</sup>**  
**MAY 2026**

**Present:** Cllr L Burrows, Cllr S Daws, Cllr C Geeson, Cllr L Galbraith, Cllr I O'Brien Baker, Cllr L Sheridan, Cllr R Staines, Cllr E Thompson, Cllr P Whitby

**In attendance:** Mrs L Burgess (Clerk/RFO), Mrs R Crompton (Finance Office), Mrs C Wintrip (Admin Officer), District Councillor Mark Packard and 8 members of the public

The meeting started at 7:30 pm

**1. Election of Chair of Martlesham Parish Council**

Nominations for Chair were received for Cllr Burrows and Cllr Geeson, both nominations were seconded. The nominations were taken to a vote. As a result of the vote Cllr Geeson was appointed as Chair.

**Resolution C2026/5a** to appoint Cllr Geeson as Chair – **Agreed**

**2. Election of Vice-Chair of Martlesham Parish Council**

Cllr Whitby was proposed and seconded.

**Resolution C2026/5b** to appoint Cllr Whitby as Vice Chair – **Agreed**

**3. Apologies**

None raised

**4. Any declarations of Disclosable pecuniary or local non-pecuniary interest**

There were none raised

**5. Filling of Parish Councillor Vacancies**

Noone came forward – **note**

**6. Minutes of the Parish Council Meeting 01.04.26** CP – minutes filed in the office.

The minutes were approved and signed as correct by the Chair – **Agreed**

**7. Minutes of the Extraordinary Parish Meeting, Martlesham Parish Council 29.04.26**

Amendments noted, minutes to be approved at the next Parish Meeting – **Note**

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

**9. PUBLIC FORUM**

**9.1 Reports from District Councillors**

District Councillor Packard spoke about the Teams Meeting that took place with East Suffolk District Council Planning and Officers and Cllr Thompson from the Parish Council. Head of East Suffolk Planning was advising that the Parish Council needs to have vision of what the area will look like in 20-30 years. He described Martlesham as a Town of Villages and recommended that we organised a workshop to assist with determining the vision.

Cllr Sheridan talked about including the community. What would local residents like to see? She talked about co-production rather than coming from a Parish Council perspective.

Cllr Galbraith suggested that the Parish Council should have a starting point from which to base the workshop.

District Cllr Packard went on to say that there was a strong possibility that a planning application could be put forward by Bloor in the next 2-3 months. Cllr Daws commented on the developments proposed for the A12 corridor and asked whether any vision produced would sway the potential proposals for the A12 corridor.

As a result of the discussion the Chair asked whether Councillors thought holding a workshop was a good idea and if so should the Parish Council proceed with the same.

**Resolution C2026/5c** a workshop based around the vision for Martlesham Parish is a good idea and the Parish Council should proceed with the same – **Agreed**

Councillors were asked whether it would be a good idea to email their thoughts/ideas to the Clerk for the workshop and potential ideas for any resources that may be required.

**Resolution C2026/5d** Councillors to email thoughts/ideas to the Clerk for a workshop based around the future vision for Martlesham together with ideas for potential resources - **Agreed**

District Cllr Thompson advised the meeting that he had attended a licensing hearing.

### **9.1 Reports from County Councillors**

County Cllr Mulcahy had informed the Clerk in advance of the meeting that as elections were currently taking place she had no news to report and gave her apologies for non-attendance – **Note**

### **9.2 To allow member of the public to address business on the agenda**

There were no comments from members of the public.

### **9.3 Any issues raised by the Public**

There were no issues raised by the Public

## **10. Appoint of Committee Members**

**Resolution C2026/5e** that the council appoints the following Committees – **Agreed**

### Development, Environment & Transport Committee

Cllr Daws

Cllr Geeson

Cllr Thompson

Cllr Whitby

**Members 4**

**Quorum – 3**

Finance & General Purpose Committee

Cllr Geeson

Cllr O'Brien Baler

Cllr Thompson

Cllr Whitby

**Members 4**

**Quorum – 3**

Recreation & Amenities Committee

Cllr Burrows

Cllr Galbraith

Cllr Geeson

Cllr O'Brien Baker

Cllr Sheridan

Cllr Whitby

**Members 6**

**Quorum – 3**

HR Committee

Cllr Daws

Cllr Geeson

Cllr Thompson

Cllr Whitby

**Members 4**

**Quorum – 3**

**11. Appointment of Chairs to Committees**

**Resolution C2026/5f** that Cllr Geeson is appointed as Chair of the Development, Environment & Transport Committee and the HR Committee. Cllr Burrows is appointment as Chair of the Recreation and Amenities Committee and Cllr Thompson is appointed as Chair of the Finance & General Purposes Committee – **Agreed**

**12. Appointment to Working Groups**

**Resolution C2026/5g** that the following individuals are appointed to the working groups listed below – **Agreed**

**Reporting to Full Parish Council**

**Martlesham Climate Action**

Paul Whitby, Edward Thompson, Dave Green, Moray Machphail, Phil Wallace, Dave Faulkner

**Biodiversity Working Group**

Paul Whitby, Helen Davey, Mareen Burrows, Sonya Burrows

**Reporting to Recreation & Amenities Committee**

**Community Orchard Working Group**

Mike Irwin, Maureen Burrows, Sonya Burrows, Paul Edwards, Peter Frost

**Martlesham Common Working Group**

Laurence Burrows, Edward Thompson, Paul Whitby, Maureen Burrow, Sonya Burrows, James Baker (Greenways Project)

**Portal Woodland Conservation Group**

Stephen Corley, Phil Davies, Duncan Sweeting, Colin Webb, Richard Staines

**Recreation Ground & Kronjis Piece Steering Group**

Laurence Burrows, Maureen Burrows, Sonya Burrows, Laura Sheridan

**Litter Working Group**

Lana Galbraith, Edward Thompson

**Reporting to DETC**

**Speed Reduction Team**

SID – Lindsay Daws, Simon Daws, Peter Glen, Karl Kitchener, Ros Jones, Paul Whitby, Jenny Mahoney, Alison Jones, Byron Jones

Martlesham Community Speed Watch Group – Robin Guy, Clive & Jane Barker, Lindsay Daws, Jenny Mahoney, Karl Kitchener, Linda MacKenzie, Nora Hydes

**13. Appointment of Safeguarding Officer**

Cllr Geeson offered to stay as Safeguarding Officer and was seconded.

**Resolution C2026/5h** appoint Cllr Geeson as Safeguarding Officer – **Agreed**

**14. Appointment of representatives to external organisations & other appointments**

**Resolution C2026/5i** that the following individuals are appointment to the external organisations and other appointments – **Agreed**

Brightwell Lakes Forum – Ian O’Brien Baker/Officer

Deben Estuary Partnership – position available

Disability Advice Forum – Cllr Daws

East Suffolk Lines Community Rail Partnership (South line group) – Cllr O’Brien Baker

East Suffolk Green Print Forum – position available

Interparish Green Infrastructure Group – position available

Kesgrave, Rushmere St Andrew, Martlesham, Carlford & Fynn Valley Community Partnership (Community Partnership) – Cllr Daws

Martlesham Community Council – Cllr Burrows

Martlesham Community Hall Management Committee – Cllr Thompson

Martlesham Heath Pavilion Management Committee – Cllr Geeson

Martlesham Village Hall Committee – position available

Martlesham Youth Football Club – position available

Portal Woodlands Conservation Group – Cllr Staines

Public Transport Liaison Officer – Cllr Daws

Rights of Way Liaison Officer – Cllr Whitby

SAVID (Safer Village Driving) – Cllr Daws

Suffolk Association of Local Councils (SALC), East Suffolk Joint Area Forum – Cllr O’Brien Baker

**15. Appointment of Notice Board Caretakers**

**Resolution C2026/5j – Agreed** that the following individuals are appointment as Notice Board Caretakers:-

<b>Location</b>	<b>Caretaker</b>
Black Tiles Lane/Main Road	Jane & Clive Barker
Black Tiles Post Office	Jane & Clive Baker
Crown Point	Office Team
Deben Avenue/Gorseland School	Phil Geeson

Deben Avenue/Main Road	Phil Geeson
Falcon Residential Park	Glen Nappi (Secretary Falcon Park)
Lancaster Road	Jane & Clive Barker
Manor Road	Cllr Whitby
Martlesham Community Hall	Office Team
Mill Heath	Lana Galbraith
School Lane	Jane & Clive Barker
The Square	Helen Davey
The Street	Office Team
Recreation Ground	Office Team

## 16. Appointment of Play Area & Trim Trail Inspectors

**Resolution C2026/5k – Agreed** – that the following people are appointment play area and trim trail inspectors-

<b>Location</b>	<b>Inspector</b>
Centenary Place Space	Office Staff/Paul Edwards
Harry Higgins Place Space	Wally Welch
Jubilee Play Space	Phil Geeson
Diamond Jubilee Bike Trails	Phil Geeson
Kronjis Piece Play Space	Office Staff
Trim Trail – Martlesham Heath	Office Staff
Trim Trail – Martlesham Common	Office Staff

## 17. Review of annual subscriptions 2026/27

**Resolution C2026/5l – Agreed** as detailed as follows –

1. Suffolk Association of Local Councils (SALC)
2. Parish Online
3. Community Action Suffolk – Martlesham Climate Action Website
4. Data Protection – ICO
5. SLCC Subscription – Clerk - £360.00
6. SAVID - £50.00/annum

## 18. Review on going routine service contracts

Electricity Parish Room/Richards Room – Yorkshire Gas & Power

Electricity Runway Heritage Carpark – E-on next

Air conditioning, heating – Adcock, twice yearly

Office Alarm System – Chubb, annually

Fire Safety Checks, Firepower annually

PAT Testing, annually currently Doyle, this is currently being reviewed by MCHC

Photocopier Service – Evolve, BNP Paraibas for leasing of the machine

Automatic Barrier Contract – Newgate, quarterly visits





The Internal Control Statement and Report for year ending 31.03.2026 as agreed in November 2025 has been completed and the Clerk/RFO confirmed how each item has been achieved and what is being worked towards

### **Resolution C2026/5r – Agreed**

#### **22.9 2026/2027 Budget**

The Clerk/RFO confirmed that this is currently being added to the finance system Rialtas following completion of year end – **Note**

## **23. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES**

### **23.1 DETC Minutes – 15.04.26**

**Resolution C2026/5s** to approve the minutes from the DETC Meeting of the 15.04.26 - **Agreed**

### **23.2 Neighbourhood plan update**

Quotes in respect of Planning Support Consultants were provided in advance of the meeting and Councillors were asked to consider the quotations provided. The Planning & Projects Officer provided their recommendation that the Council was asked to consider. Councillors were asked to consider Best Value when considering the options. The Clerk was asked were this would be funded from in the first instance, they responded from Neighbourhood CIL and then factored into future budgets.

Cllr Geeson commented that County and District Councils were waiting on advice from the MHCLG as to whether to proceed with their Local Plans or whether they will be asked to pause work on such plans

**Resolution C2026/5t** to appoint Bluestone Planning Ltd as the Planning Support Consultant for the Neighbourhood Plan review, funding initially from Neighbourhood Cil in the first instance – **Agreed**

### **23.3 Nominated candidate streets for 20 mile an hour limit**

A paper was prepared in advance of the meeting following a discussion at the DETC Meeting in April asking for Councillors to consider street within Martlesham for 20mph speed limits.

**Recommendation C2026/5a** to take this item back to the DETC to consider a blanket 20mph speed limit with exceptions, the inclusion of Brightwell Lakes into the consideration and confirmation as to were this would be funded from – **Agreed**

## **24. PORTAL WOODLAND UPDATE – it was agreed that this item be brought forward and discussed prior to Item 22**

### **23.1 Update from Extra Ordinary Parish Meeting held on the 29<sup>th</sup> April 2026.**

#### **Consider and Agree next steps**

The Clerk had been forwarded a link by a member of our community in respect of the English Devolution and Community Empowerment Act 2026 which had recently been given Royal Assent. Enquiries for further information have been made to East Suffolk District Council and the Clerk will seek advice from SALC and our MP Jenny Riddell Carpenter.

The Act suggests that the moratorium period can be increased from 6 months to 12 months with a view to a Community Right to Purchase. Advice is being sought as to whether this legislation can be used retrospectively.

Discussions took place around valuations of the Woodlands

**Resolution C2026/5u** the Clerk to gain 2 valuations up to the sum of £1,000.00 each to include the one offered by Clerk and Simpson – **Agreed**

Following on from a point raised by a member of the community on the 29<sup>th</sup> April discussions took place in respect of wider community involvement.

**Resolution C2026/5v** – Cllr Galbraith to liaise with the Clerk in respect of contacting and liaising with neighbouring Town/Parish Councils – **Agreed**

## **25. CLERK'S REPORT**

### **25.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014**

#### **25.2 Projects update - note**

**Diamond Jubilee Bike Trails** – our application for funding through East Suffolk District Council's Outdoor Playing Spece Fund was successful and we have been awarded the sum of £9,113.49 (the full amount applied for).

Josh from SCL has confirmed that his quotes for the work still stand and we are looking to meet with Phil Geeson and Josh to discuss next steps.

**Nissen Hut** – following a meeting with MHAS, Stephen Corley & David Foster, a pre app has been submitted to East Suffolk District Council planning in respect of a proposed site near to the Control Tower. Next steps will be dependent on the outcome of the pre app advice. If the proposed site is approved then Grainger will have to be approached as land owner for confirmation that they are happy with the proposal.

**Walk Farm Woods** – we are currently waiting for Josh, SCL to provide the final documents required for the planning application.

**Muga, Recreation Ground** – application for 50:50 District Play CIL funding has been submitted to East Suffolk District Council. We have secured funding from Council Cllr Mulcahy and District Councillor Thompson from their locality budgets which will be deducted from the Parish Council 50% input

#### **25.3 Proposed new modernized Parish Council logo – Note**

This item was moved to the next meeting

#### **25.4 Update on Training – Note**

Any training requirements to be discussed with The Clerk

## **26. TO CONSIDER REPORTS FROM WORKING GROUPS**

**26.1 Portal Woodlands Conservation Group** – nothing to report – **Note**

**26.2 Martlesham Speed Watch** – actively continuing with support from the Officers – **Note**

**26.3 Martlesham Fete** – looking to work with 21 Young Hearts Café and other local organisations in respect of an event for Summer 2027 – **Note**

**26.4 Biodiversity Action Plan Steering Committee** – Cllr Whitby advised that a further meeting had been held on Friday 1<sup>st</sup> May, representatives from Felixstowe Nature Reserve had been in attendance – **Note**

## **27. CONSULTATIONS**

### **27.1 Local Government Reorganisation**

With elections coming up it should be noted that Reform may be looking at not moving forward with the Unitary Councils – **Note**

## **28. 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**

### **28.1 Anything to Note/Consider**

AGM should have taken place before this meeting. Send out an Agenda for the AGM to take place on the 3<sup>rd</sup> June 2026, prior to the June Parish Council Meeting – **Note**

*The Chair requested to extend the meeting due to timings – Agreed*

## **29. Any reports from representatives from local organisations**

**29.1 Martlesham Community Hall Committee** – there was no report submitted – **Note**

**29.2 Any other reports from representatives** – there were none – **Note**

**29.3 Report from MP Jenny Riddell Carpenter** – **Note**

## **30. Items for Martlesham Newsletter (June)/Facebook/Instagram/LinkedIn/Website**

**30.1** The Clerk will be submitting an item to include confirmation that funding had been received to refurbish the Diamond Jubilee Bike Trails and a small item on Portal Woodlands in respect of the Asset of Community Value.

Any suggestions for future articles to be provided to the Clerk – **Note**

Cllr Burrows excused himself from the meeting and left at 9:30

*Consider excluding the public and press for the next item – Agreed*

## **31. The next item to be taken in camera. To consider excluding the public and press for the next item 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)**

Confidential Minutes issues separately – note

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

- Chair/Vice Chair appointed
- Committee members confirmed
- Committee Chairs appointed

The meeting was closed at 9:38 pm

Cllr C Geeson - signed

Chair, 3<sup>rd</sup> June 2026