



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
Website: www.martleshamparishcouncil.org.uk

27th February 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 4th March 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

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**
- 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 04.02.26 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 Income received between meetings **(CP)**

8.4 Monthly bank reconciliation figures **(CP)**

8.5 Income & Expenditure to include a statement in respect of current position & ear marked reserves **(CP)**

8:00pm

9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

9.1 To consider the following recommendations from the DETC Meeting held on the 12.02.26

Recommendation D2026/2a to adopt the draft PIIP **(CP)**

9.2 Planning Position Statement **(CP)** Consider & Agree

9.3 To consider the following recommendations from the F & G P Committee Meeting held on the 25.02.26

Recommendation F2026/2a to recommend to full Council that the IA uses the internal audit checklist in the JPAG Practitioner's Guide 2025 as the basis for the internal audit 2025/26

Recommendation F2026/2b that no changes be made to the current Terms of Reference for the Finance & General-Purpose Committee

Recommendation F2026/2c for full Council to accept the current updated Asset

Recommendation F2026/2d to recommend that full Council adopt the draft Data Protection Policy

Recommendation F2026/2e for full Council to adopt the draft Subject Access Request Policy

Recommendation F2026/2f to link with the IT Policy in respect of use of personal equipment and adopt the draft Internet Banking Policy

Recommendation F2026/2g to recommend to full Council that in Standing Order 4 the list of committees be extended to include the HR Committee

10. ITEMS FOR CONSIDERATION

10.1 Village Fete

- Members of the Fete Working Group?
- Who will be organizing set up/clear down (marking out stands the day before)?

- First Aiders?
- Assistance with parking?
- Parish Council Stand – who will be arranging/organising this? Who will be manning the stand on the day?

10.2 Annual Parish Meeting – 25th March 2026 – Note

10.3 Equipment at Centenary Play Space

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 Diamond Jubilee Bike Trails update
- 11.2 Portal Woodlands Storage Shed - Nissen Hut
- 11.3 Recreation Ground Entrance/Carpark update

General

- 11.4 21 Young Hearts Café – drop in offer

9:10pm

12. TO CONSIDER REPORTS FROM WORKING GROUPS

- 12.1 Portal Woods Working Group
- 12.2 Biodiversity Working Group/Action Plan – any update
- 12.3 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 (April/May)/Social Media/website

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

18. What has this meeting achieved?