



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
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2nd 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 7th January 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. **Filling the Parish Council vacancies** – Consider co-option
3. **Any declarations of disclosable pecuniary or local non-pecuniary interests** Register interests
4. **Minutes** Approve Minutes from the Parish Council Meeting 05.11.25 Approve* (**CP**)

7:35pm

5. Actions from last meeting Ongoing or on the agenda*

6. PUBLIC FORUM

- 6.1 Reports from District Councillors Note/any issues raised by the public/consider
- 6.2 Reports from County Councillors Note/any issues raised
- 6.3 To allow members of the public to address business on the agenda
- 6.4 Any issues raised by the public

7:50pm

7. Financial Matters

- 7.1 Payments pending between meetings **(CP)**
- 7.2 Payments made between meetings **(CP)**
- 7.3 Monthly bank reconciliation figures **(CP)**
- 7.4 Income & Expenditure – Budget Monitoring Report (EMR included) **(CP)**
- 7.5 Initial updates of bank mandates Unity Trust Bank, papers for signing **(CP)**
- 7.6 CIL Report (CP)

8:00pm

8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

- 8.1 Recreation & Amenities Committee 12.11.25 – Approve minutes from the meeting **(CP)**
- 8.2 Finance & General-Purpose Committee 03.12.25 – Approve minutes from the meeting **(CP)**
- 8.3 **Recommendation F2025/12a** full Council to consider all 9 grant applications for payment in full
- 8.4 **Recommendation F2025/12b** full council to agree the proposed budget, reserves and precept, with the proposed precept set at £240,000.00
- 8.5 DETC 10.12.25 – Approve minutes from the meeting (CP)
- 8.6 **Recommendation D2025/12a** full council to consider participating in an inter-parish working group to work collaboratively to address shared planning (CP)
- 8.7 Council to consider response to A12MRN Planning Application submitted 16/12/25 **(CP)**

9. ITEMS FOR CONSIDERATION

- 9.1 Town Council – Consider (CP)
- 9.2 PIIP (Parish Infrastructure Investment Plan). Can you explain to them that we need this to support applications for CIL funding for projects – in line with Nicola Parrish’s advice to us in January this year, an until such time as we have updated our neighbourhood plan. Consider/Approve
- 9.3 Community Survey – CW’s report (This survey also forms part of the evidence-base for the PIIP) – Note
- 9.4 Replacement of Main Road Bus Shelters (CP)

8:55pm

10. 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

- 10.1 Walk Farm Wood Carpark update
- 10.2 Neighbourhood Watch
- 10.3 Pétanque Piste (repurposing of update)
- 10.4 Neighbourhood Plan Update
- 10.5 Recreation Ground Entrance/Carpark update
- 10.6 Diamond Jubilee Bike Trails update

General

10.7 Parish Room Upgrade

9:10pm

11. TO CONSIDER REPORTS FROM WORKING GROUPS

- 11.1 Portal Woods Working Group (CP)
- 11.2 Community Speed Watch/SID

12. Consultations

12.1 Any consultations?

13. Training

13.1 Councillor Training – Are there any training requirements

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?

15. Any reports from representatives on local organisations

15.1 Martlesham Community Hall Committee

15.2 Any other reports?

Community Partnership Action Notes

16. Items for Martlesham newsletters (February/March)/Social Media/website

16.1 Consider contributions for the February/March news articles and ideas for articles moving forward.

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).

17.1 Completion of Finance Officers probationary Review (CP)

18. What has this meeting achieved?