

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 5th November 2025

PRESENT: Cllr L Burrows (Chair), Cllr H Davey, Cllr S Daws, Cllr L Galbraith, Cllr C Geeson, Cllr R Staines, Cllr E Thompson, Cllr P Whitby

In attendance: Mrs L Burgess (Clerk/RFO), Mrs C Wintrip (Council Officer)
District Cllr M Packard

2 x members of the public were present.

The meeting started at 7.30 pm

1. Apologies – Cllr I O'Brien Baker, County Cllr P Mulcahy

2. Election of Vice-Chair – Elect Vice Chair and receive Vice-Chair's Declaration of Acceptance of Office.

Councillors were asked to nominate others or put themselves forward for the post. Cllr Geeson was nominated, seconded and accepted the post.

Resolution C2025/11a elect Cllr C Geeson to the post of Vice-Chair of Martlesham Parish Council – **Agreed**

3. Filling the Parish Council Vacancies – consider co-option

No candidates came forward for co-option. Councillors discussed how to attract potential new Councillors.

Resolution C2025/11b officers to create a leaflet introducing the Parish Council to the residents of Brightwell Lakes and a leaflet drop be undertaken – **Agreed**

4. Any declarations of disclosable pecuniary or local non-pecuniary interests

There were no declarations made

5. Minutes 3.1 Approve Minutes from the Parish Council meeting 01.10.25

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

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

District Cllr Thompson informed the meeting that he would be attending a licencing hearing on the 6.11.25 in Lowestoft.

District Cllr Packard informed the meeting that he had received numerous emails in respect of the proposed Bloor Homes Development, he has responded to all, informing the senders about the process once an Outline Planning Application has been submitted.

He confirmed that the Clerk has contacted him inviting him to attend the meetings being arranged on behalf of County Councillor Mulcahy in respect of the Bloor Homes Consultation, but confirmed that he would be unable to attend due to prior commitments. The Clerk confirmed

that Bloor Homes had been invited to attend the meeting, and that the meeting was intended to give people advice about the planning process and next steps. District Cllr Packard confirmed that he would speak with the planning department to see if someone was available to attend. District Councillor Packard confirmed that Bloor Homes would be entitled to put the land forward adjacent to Foxhall Road as part of the “Call for Sites” which is open until January 2026.

Cllr Burrows asked about the EIA (Environmental Impact Assessment) Screening that has been submitted by Bloor. District Councillor Packard confirmed that the EIA Screening is the pre application stage for what this assessment will need to include.

7.2 Reports from County Councillors Note/any issues raised

County Cllr Mulcahy has given her apologies; she confirmed that the meetings arranged for the 18th & 19th November in the Richard's Room (following on from the Bloor consultation) will be a chance for members of the public to raise questions about planning and how it works. A representative from East Suffolk Planning, Bloor Homes and District Councillors have been invited to attend.

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

Nothing was brought forward.

7.4 Any issues raised by the public

There were no issues raised.

8. Financial Matters

8.1 Payments pending between meetings (CP)

Councillors were provided with details of invoices that have been received and require payment. **Resolutions C2025/11c** that the payments pending between meetings be paid - **Agreed**

8.2 Payments made between meetings (CP)

PAYMENTS MADE BETWEEN MEETINGS - up to 05/11/25

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2
24/10/2025	Webfactory	£78.00	£15.60	£93.60	Inv: 10233037 2 x Design Changes			
28/10/2025	Tool Station	£63.72	£12.74	£76.46	Tools for Diamond Jubilee Bike Trails			
	TOTAL	£141.72	£28.34	£170.06				

Councillors were provided with details of payments that had been made between meetings

Resolution C2025/11d that the payments be ratified - **Agreed**

8.3 Monthly bank reconciliation figures

Councillors were provided with the latest monthly bank reconciliation - **Note**

8.4 Income & Expenditure – Budget Monitoring Report (EMR included)

Councillors were provided with the latest income and expenditure report and EMR, recent expenditure from EMR was noted - **Note**

8.5 CIL report

The latest CIL report was provided to Councillors, showing receipts, potential spend and when money was received and is required to be spent by - **Note**

9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

9.1 DETC Minutes 15.10.25 – Minutes

The draft minutes were made available to Councillors prior to the meeting.

Resolution C2025/11e to approve the minutes of the DETC meeting from the 15.10.25 - **Agreed**

9.2 Finance & General-Purpose Committee 22.10.25 – minutes

The draft minutes were made available to Councillors prior to the meeting.

Resolution C2025/11f to approve the minutes of the Finance & General-Purpose Committee 22.10.25 – **Agreed**

Grant applications – Councillors were provided with details of the 8 grant applications that have been received. It was recommended that all grant applications be paid in full, following a final decision in January once the Budget for 2026/2027 is agreed.

Recommendation C2025/11a – to agree payment in full of the grant applications received, subject to any adjustments required following agreement of the Budget for 2026/27 in January 2026 – **Agreed**

Internal Audit/Internal Control Statement & Report, it was recommended to Councillors to adopt the new Statement & Report.

Resolution C2025/11g for the Council to adopt the latest version of the Internal Control & Report – **Agreed**

Risk Management & Fire Risk Assessment, it was recommended to Councillors to adopt the updated Risk Management & Fire Risk Assessment documents.

Resolution C2025/11h for Council to adopt the latest version of the Risk Management & Fire Risk Assessment – **Agreed**

Investments & Investment Policy, no changes have been made to this policy – **Note**

Document & Electronic Data Retention Policy it was recommended to Councillors to adopt this policy.

Resolution C2025/11i for Council to adopt the Document & Electronic Data Retention Policy - **Agreed**

Internet Banking Policy, Councillors reviewed this new internet banking policy and recommended that additional changes were required.

Recommendation C2025/11b to make additional changes to the document in respect of the online banking authorisation & use of personal IT equipment – **Agreed**

IT Policy, Councillors discussed the content of the draft policy required under Assertion 10 of The Practitioners Guide, further work required in respect of the acceptable use of IT equipment.

Recommendation C2025/11c redraft the policy paying attention to acceptable use of IT equipment - **Agreed**

10. ITEMS FOR CONSIDERATION

10.1 HR Committee – consider/Approve

Councillors discussed the need for an HR Committee as there are now 4 employees of the Council. It was agreed that this need should be met and the Chair, and Committee members were voted in.

Resolution C2025/11j HR Committee to be implemented. Chair Cllr Geeson, members: Cllr Daws, Cllr Thompson & Cllr Whitby - **Agreed**

10.2 Draft Budget – Councillors were asked to note the draft budget and consider budgets for DETC and Recreation & Amenities Committee - **Note**

10.3 Filling of redundant positions

Recommendation C025/11d – Clerk to provide Councillors with full details and previous minutes from organisations where we have vacancies for representatives - **Agreed**

10.4 Appoint a Chair to the Recreation & Amenities Committee & DETC

Councillors nominated, seconded and voted on the 2 vacancies.

Resolution C2025/11k Cllr Burrows to Chair the Recreation & Amenities Committee until May 2026 – **Agreed**

Resolution C2025/11l Cllr Geeson to Chair the DETC until May 2026 - **Agreed**

10.5 Appoint additional members to the Finance & General-Purpose Committee

There were no additional members forthcoming - **Note**

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 **Kronji's Piece Update**

Nature for us all - provided by the designer

Now that the hard landscaping and earthworks are completed work has started on other features on the site.

Charlie Zakss, Suffolk Wildlife Trust (SWT), ran a session at Woodbridge Library on 22nd October making insect homes from natural materials (e.g. bark and twigs tied together), plus small

wooden plaques decorated with drawings of minibeasts, with the Open Space Wellbeing Group.

Martlesham in Bloom organised and liaised with SCL Landscape Management Ltd getting the stakes for the dead hedge and putting them in for us on the morning of 28th October and transporting native hedge prunings for us to the site.

The young people of Suffolk Sight Juniors arrived with their family and friends. Charlie (SWT) and Sonya (project designer) introduced the session and the Nature for Us All Project. They all then set to work very enthusiastically digging a hole at the end of one section of dead hedge for a stag beetle home and cutting up pieces of bamboo cane for insect homes and a hexagonal solitary bee home. All of the dead hedge material was put in between the posts; logs were put into the hole for the stag beetles and the insect homes made by the Open Space well-being group were incorporated into the dead hedge.

Both sessions were a great success with both groups keen to meet up again doing nature-based activities.

Rec Pedestrian access

Pre-app advice received - footpath is permitted development

Recommendation C2025/11e for Officers to approach Highways in respect of next steps -

Agreed

11.2

Walk Farm Wood Carpark

Councillors were provided with an update following the Ecological Appraisal:-
Conclusions

The Preliminary Ecological Appraisal identified that the Site supports minimal habitat suitable for protected species such as bats and great crested newt (*Triturus cristatus*). Habitat for other terrestrial species, including hedgehog (*Erinaceus europaeus*), brown hare (*Lepus europaeus*), harvest mouse (*Micromys minutus*), and badger (*Meles meles*), is also limited; however, incidental use of the Site by these highly mobile species is possible. Similarly, the Site offers limited suitability and poor connectivity for amphibians and reptiles, reducing the likelihood of their presence within the Site boundary.

The following recommendations are made to minimise the risk of harm to individual animals:

- **A sensitive lighting scheme is recommended** (if lighting was to be used) for bats, which will also safeguard other nocturnal wildlife using the site or adjacent areas.
- **Precautionary measures are recommended to protect any great crested newts (GCN), badgers, hedgehogs, or reptiles that may be present on the site.** These include: covering pits overnight or providing a rough-sawn plank to allow animals to escape if they fall in, storing materials on pallets, and carrying out vegetation clearance in two phases under suitable weather conditions.

Site supervision

- No site supervision is required

We are still waiting for the Arboreal Survey - **Note**

11.3

Neighbourhood Watch

Councillors were informed that the order has been placed for the initial signage and it was confirmed that work will be undertaken to promote the scheme with a view to setting up an initial community meeting. Councillors were advised that the Council Officer had applied for funding

for promotional items - **Note**

11.4 Pétanque Piste (repurposing of)

It was confirmed that we are still waiting for all quotes to be received in respect of this project. There is a possibility of a small amount of funding through County Councillor Mulcahy. **Note**

11.5 Neighbourhood Plan Update

Councillors were provided with a Draft Terms of Reference for the Steering Group, new area plan which incorporates the Parish Boundaries and recommendations for composition of the Group.

Resolution C2025/11m to agree the draft Terms of Reference for the Neighbourhood Plan Steering Group – **Agreed**

Resolution C2025/11n to agree the new area plan which incorporates the Parish Boundaries – **Agreed**

Recommendation C2025/11f to approach members of the local community in respect of becoming members of the Neighbourhood Plan Steering Group – **Agreed**

11.6 Parish Room Upgrade

Councillors were provided with quotes for the provision of a smart TV for use during meetings, together with costs for a “hot water boiler”

Recommendation C2025/11g for alternative pricing and options to be sources - **Agreed**

12. TO CONSIDER REPORTS FROM WORKING GROUPS

12.1 Portal Woods Working Group (CP)

During the last volunteer day on the 19th October, the group had a productive morning clearing the overgrowth from one of the tumuli. - **Note**

12.2 Community Speed Watch/SID

One of the posts on Eagle Way for the movable SID is currently unsteady. This has been reported to Highways who initially purported that it did not constitute a Health & Safety issue. On chasing they have agreed to look and investigate further and respond as soon as possible. We are yet to hear anything further - **Note**

13. Consultations

11.1 Any consultations?.

11.2 East Suffolk District Council – Call for Sites

Councillors were informed of the East Suffolk District Council Call for Sites, the power point slides have been made available - **Note**

14. Training

12.1 Councillor Training – Training requirements

If Councillors have any specific training requirements, please contact the Clerk - **Note**

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

13.1 Anything to report?

Councillors were presented with the Charity Commission Submission of the Recreation Ground Trust Accounts for year ending 31st December 2024. It was confirmed that these had been submitted on time. The Finance Officer had also provided a report on the financial activities for the year - **Note**

16. Any reports from representatives on local organisations

16.1 Martlesham Community Hall Committee

A representative from the Community Hall queried about the lighting in the carpark. It was confirmed that one light had been fixed, the fuse had failed. Work to reinstate the light that was damaged by a carpark user and subsequently removed, will be undertaken at the end of November - **Note**

16.2 Any other reports?

Cllr Geeson confirmed that Mr A Jones will be standing down as Chair from the Pavillion in June, Tracy Kerridge will be shadowing before taking over the position fully in June - **Note**

SAVID – Draft minutes from September meeting – **note (CP)**

17. Items for Martlesham newsletters (October/November)/Social Media/website

15.1 Consider contributions for the January/February news articles and ideas for articles moving forward.

Councillors were asked to forward any ideas for items for forthcoming news articles to the Clerk - **Note**

18. What has this meeting achieved?

Adoption of several new and updated policies, agreement to set up HR Committee and members voted in

This meeting was closed at 9:30.

Chair, 7th January 2026