

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 4TH MARCH 2026

PRESENT: Cllr L Burrows (Chair), Cllr I Baker, Cllr S Daws, Cllr L Galbraith, Cllr C Geeson, Cllr E Thompson, Cllr P Whitby

In attendance: Mrs L Burgess (Clerk/RFO)

District Councillor Mark Packard
County Council Patti Mulcahy
1 x members of the public

1. Apologies – Cllr R Staines

2. Appointment of Committee Members

There were no appointments made

3. Filling the Parish Council vacancies – Consider co-option

There were none to consider

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

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

5. Minutes Approve Minutes from the Parish Council Meeting 04.03.26

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 Councillor Thompson informed Councillors that he had attending a health scrutiny for a orthopaedic centre in Colchester and advised that a thorough job had been done.

District Councillor Packard advised that progress was being made following the call for sites. Sites submitted are now being processed to ensure that appropriate sites are highlighted. Cllr Packard was hopeful that the process would be completed by the end of the month. There was potential for the proposed Bloor homes development to be on the final list.

Cllr Packard confirmed that the application for 50:50 funding from District Play CIL should be submitted in April.

Cllr Packard also confirmed that the Clerk had spoken to him about the proposed Nissen Hut project and advised that both he and Cllr Thompson were interested in this project and look to see whether they could assist with funding from their locality budgets in the new financial year.

7.2 Reports from County Councillors Note/any issues raised

County Councillor Mulcahy confirmed that Year 7 school places had now been allocated and confirmed. 98% of pupils had been allocated a school from the choices that they had requested. She advised that if the Parish Council are approached by anyone from the remaining 2% to direct them to her and she will assist with finding the required school places.

Cllr Mulcahy confirmed that that the A12MRN consultation had now finished and that the planning department were busy collating the responses in readiness to submit the business case to the Government in July for the project funding.

She confirmed that the Active Travel Programme (Main Road) had become more ambitious and extra funding is required which is tied in to the A12MRN. In view of this the Active Travel Programme cannot be commenced until the funding has been agreed for the A12MRN. Cllr Mulcahy advised the Council that Callum Poole had left SCC, a replacement for Callum would not be appointed until funding for the project was in place.

Cllr Daws asked if the funding was granted for the A12 MRN would the Active Travel Programme be commenced before the A12 works, Cllr Mulcahy confirmed that they were looking to commence work in September/October of 2026.

Cllr Daws also asked what would be trimmed if the funding was not granted. Cllr Mulcahy responded that nothing had been discussed as they were remaining optimistic that the project would be completed in its entirety.

Cllr Mulcahy confirmed that County Council elections were taking place this year and the Moratorium period would commence on the 26th March, with County Council Services carrying on as normal, no major announcements or decisions could be presented that may influence the elections. Elections would take place on the 7th May 2026.

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

There was nothing addressed by the public.

7.4 Any issues raised by the public

There were no issues raised by the public.

8. Financial Matters

8.1 Payments pending between meetings (CP)

There were no pending payments - **noted**

meeting

Resolution C2026/3c to adopt the Planning Position Statement and submit to East Suffolk District Council and send copies to District Councillors Mark Packard and Edward Thompson - **Agreed**

9.3 To consider the following recommendations from the F & GP 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

Resolution C2026/3d for the Internal Audit Checklist in the JPAG Practitioner's Guide 2025 to form the basis of the internal audit 2025/26 - **Agreed**

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

Councillors were provided with a copy of the Terms of Reference for the Finance & General-Purpose Committee prior to the meeting

Resolution C2026/3e no changes to be made to the current Terms of Reference for the Finance & General-Purpose Committee - **Agreed**

Recommendation F2026/2c for full Council to accept the current updated Asset Register
Councillors were provided with a copy of the updated Asset Register prior to the meeting

Resolution C2026/3f to accept the updated Asset Register - **Agreed**

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

Councillors were provided with a copy of the draft Data Protection Policy prior to the meeting

Resolution C2026/3g to adopt the draft Data Protection Policy - **Agreed**

Recommendation F2026/2e for full Council to adopt the draft Subject Access Request Policy
The Clerk requested additional time to present the draft Subject Access Request Policy an amendment request had been received.

Recommendation C2026/3a to add the draft policy to the April Full Council Agenda - **Agreed**

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

Councillors were provided with a copy of the draft Internet Banking Policy prior to the meeting.

Resolution C2026/3h to adopt the draft Internet Banking Policy - **Agreed**

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

Councillors were provided with a copy of the updated Standing Orders

Resolutions C2026/3h to accept the proposed updates to the list of committees in the Standing Orders to include the HR Committee - **Agreed**

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?

Councillors discussed the practicality of being able to organise the Village Fete this year. There is currently no Fete Working Party and no capacity to create a working party. Perhaps look at the potential to organise a bi-annual event. The Clerk advised that Helen Davey suggested that if the Parish Council were unable to proceed with the event this year then perhaps the Church may be able to arrange something. The Clerk suggested that if the Church was able to then perhaps the Parish Council could offer to pay for First Aiders if needed.

Resolution C2026/3i to postpone this year's proposed event to next year and if required by the Church to offer to pay for First Aiders if they had the time to arrange an event similar to the Fete - **Agreed**

10.2 Annual Parish Meeting – 25th March 2026

The Annual Parish Meeting is taking place on the 25th March 2025, invite Helen Davey to the event. Council Officers to arrange refreshments (non-alcoholic beverages only)– **Noted**

10.3 Equipment at Centenary Play Space

The Clerk advised that there was further equipment replacement required at the Centenary Play Space and that this will be an agenda item on the Recreation & Amenities Committee Meeting taking place on the 11th March - **Noted**

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

The clerk advised that the consultation period in respect of our funding application would be concluded on Friday 6th March 2026. If are application is successful it will move through to the next stage.

11.2 Portal Woodlands Storage Shed - Nissen Hut

The clerk advised the Council that two successful meetings had been held with representatives from MHAS and Portal Woodlands Working Group, David Foster from MHHL joined the site meeting when the proposed position of the Hut was discussed. A location has been agreed and David Foster will speak with Grainger in respect of the proposed site. A "pre app" will be

submitted to East Suffolk for planning advice.

11.3 Recreation Ground Entrance/Carpark update

The Clerk advised the Council that she had made contact with Ingent and that they had offered further assistance but fees would be incurred

Resolution C2026/3j the Clerk to make further contact with Ingent to gain a fee proposal and surfacing options - **Agreed**

General

11.4 21 Young Hearts Café – drop in offer

The 21 Young Hearts café has been a keen supporter of our Neighbourhood Watch scheme and associated community meetings. Following our Welcome Meeting in January, we have been collaborating closely with the cafe, promoting each other's initiatives to strengthen community engagement.

Co-Owner, Sharon Hobbs, attended our February meeting and has kindly offered us a place at their new drop-in service. These two-hour sessions could be held monthly or less frequently, depending on our needs. Similar to a surgery, these sessions would give residents the opportunity to connect directly with us, not only in a Neighbourhood Watch capacity, but on Parish Council matters as a whole.

This opportunity could provide an additional means for improving our visibility across the parish and strengthening ties within the local community.

Cllr Baker asked for further information as to dates and times with the potential of offering his time to be present as a representative of the Parish Council during these “drop in “ sessions -

Noted

12. TO CONSIDER REPORTS FROM WORKING GROUPS

12.1 Portal Woods Working Group

No further updates – (see item 11.2) - **Noted**

12.2 Biodiversity Working Group/Action Plan – any update

Cllr Whitby advised Council the Steering Group had met twice and that they were still in the early stages of planning. The steering group are looking into the possibility of undertaking biodiversity surveys in both open areas and private gardens within our community. Cllr Whitby also confirmed that he had re-established connections with the West Deben Green Cluster Group - **Noted**

12.3 Recreation Ground Steering Group

There was no update - **Noted**

13. Consultations

13.1 Any consultations?

There were no consultations to report on - **Noted**

14. Training

14.1 Councillor Training – Are there any training requirements

There are currently no training requirements - **Noted**

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?

Nothing to report as a meeting needs to be arranged, potentially to include a site meeting - **noted**

16. Any reports from representatives on local organisations

There were no reports – **Noted**

16.2 Any other reports?

Brightwell Lakes Forum – The Clerk had offered the Parish Room for their next meeting, this has been acknowledged. The next meeting will be held in April (date to be confirmed). Without a Councillor currently representing the Parish Council on the Brightwell Lakes Forum, they may be potential for the Planning & Project Officer & Clerk to attend depending on date/time - **Noted**

Following an invitation from SALC the Clerk attended an online forum yesterday (03.03.26) with Surrey ALC. Surrey are further ahead with LGR with 2 Unitary Councils have been agreed upon and elections will be taking place in May to form the Shadow Unitary Councils with Mayoral elections taking place the following year.

Important collaborations:-

- NACs (Neighbourhood Area Committees - [Neighbourhood Area Committees - Surrey County Council](#)) These not only include some Parish/Town Council representation but also representation from the Police, Fireservice & Voluntary Groups along with the Unitary Councillor.
- relationships with neighbouring Town/Parish Councils in order to gain the best knowledge from LGR
- Relationship with local MP
- Relationship with Unitary Councillors when details are available

Other information

As a Parish Council we need to be aware of our priorities:-

- what do we want from our new Unitary
- What works now
- What else can we take on board as a parish council
- Ensure that MP and Councillors understand our role as a parish council ie what are we doing now
- Ensure that new unitary Councillors are brought up to speed with our Parish Council and Community needs and wants - **Noted**

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.

The Clerk had provided draft articles for the flyer and Martlesham Monthly, along with a Celebration Tree article for the Martlesham Monthly – **noted**

18. What has this meeting achieved?

- Adoption of further policies
- Received an update on the A12MRN
- Received project updates including the siting of the Nissen Hut

The meeting closed at 9:21pm

Chair, 1st April 2026