

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 7TH JANUARY 2026

PRESENT: Cllr L Burrows (Chair), Cllr S Daws, Cllr L Galbraith, Cllr C Geeson (Vice Chair), Cllr R Staines, Cllr E Thompson, Cllr P Whiby

In attendance: Mrs L Burgess (Clerk/RFO)
Laura Sheridan
District Councillor Mark Packard
County Councillor Patti Mulcahy
2 x members of the public

The meeting started at 7:30 pm

- 1. Apologies** – Cllr H Davey
- 2. Filling the Parish Council vacancies** – Consider co-option

An application to become a Councillor had been received in advance of the meeting, submitted by Laura Sheridan. Laura is a member of Martlesham Community amongst other qualities and attributes Laura has an extensive experience in governance, engagement and community representation across health, social care and public services. The application had been provided to Councillors in advance of the meeting for Councillors to consider. Following introductions, Councillors were asked to co-opt Laura as a member of Martlesham Parish Council.

Resolution C2026/1a – to co-opt Laura Sheridan as a member of Martlesham Parish Council – **Agreed**

Laura was welcomed as a member of Martlesham Parish Council and signed the Declaration of Office.

- 3. Any declarations of disclosable pecuniary or local non-pecuniary interests**

There were none declared

- 4. Minutes** Approve Minutes from the Parish Council Meeting 05.11.25 - **Agreed**
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

District Councillor Edward Thompson, confirmed that it had been quiet over the Christmas period but he would be attending a scrutiny meeting tomorrow (8th January) regarding bin collections.

District Councillor Mark Packard, agreed that it had been quiet over the Christmas Period. Currently there is nothing to report in respect of the proposed Bloor Homes Development on land

adjacent to Foxhall Road/A12, no planning application has yet been received. Cllr Packard spoke about Café 21 in the Square, he confirmed that both he and Cllr Thompson has assisted with some funding from their locality budgets. Café 21 is currently looking at a new project that Cllr Packard will provide a report on at a meeting later in the year. He also confirmed that he had provided Katie's Garden with some funding for some new furniture.

Cllr Geeson asked Cllr Packard when the new 3 weekly bin collection would commence. It is believed that they will begin to deliver the bins from March with collections commencing in June 2026.

6.2 Reports from County Councillors Note/any issues raised

County Cllr Mulcahy confirmed that the County Council were currently reviewing Budgets. An extra ordinary meeting has been called for Monday (12th January) regarding devolution. The consultation of the business cases presented to Government is open until the 9th January. Following the Governments decision to defer Mayoral elections, County Councillors are being asked to vote in respect Elections in May 2026 (Cllr Mulcahy confirmed that she would be voting in favour of Elections).

Cllr Mulcahy confirmed that the Parish Council could apply for funding from her remaining locality budget, for funding towards the MUGA which is to replace the redundant Pétanque Piste at the recreation ground, once confirmed this can be drawn down anytime before 31.03.27. Councillor Officers to provide Cllr Mulcahy with full details of the project before the end of January 2026.

Cllr Mulcahy confirmed that the consultation on the A12MRN planning application ends on the 26th January 2026, environmental issues have been addressed, she noted that the Parish Council had concerns over the modelling used for the application. In conjunction with the A12 MRN Cllr Mulcahy confirmed that the "Active Travel" proposal for Main Road, Martlesham design aspect is now finished and complete. Some of the funding for this work is dependant upon the A12MRN, although the County Council are looking to start work on the "Active Travel" proposal in September 2026. The funding from the A12MRN will help to complete the work for the active travel scheme.

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

There were no comments from members of the public on items on the agenda at this time.

6.4 Any issues raised by the public

There were no issues raised by members of the public at this time.

7. Financial Matters

7.1 Payments pending between meetings

7.5 Initial updates of bank mandates Unity Trust Bank, papers for signing

After several attempts the Clerk has managed to obtain the documents that should gain access to the Unity Trust Bank Account (following staff/councillor changes) – The papers were signed by Cllr Burrows & Cllr Whitby to providing authority for the Clerk to be able to access the account. The Clerk will need to send off 2 x forms of ID one of which will be her passport the other a utility bill or bank statement. Councillors were asked to approve the new mandate to allow the Clerk/RFO access to Unity Trust Bank.

Resolution C2026/1d for the Unity Trust Bank mandate to be amended to allow the Clerk/RFO access to the account - **Agreed**

7.6 CIL Report

Councillors were provided with the latest version of the CIL report for 25/26, the report for 24/25 is displayed on the website and this has been confirmed by ESDC as showing as correct - **Note**

8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

8.1 Recreation & Amenities Committee 12.11.25 – Approve minutes from the meeting (CP)

Councillors were provided with a copy of the minutes from the November Recreation & Amenities Committee Meeting prior to full Council Meeting.

Resolution C2026/1e – to approve the minutes of the Recreation & Amenities Committee Meeting 12.11.25 - **Agreed**

8.2 Finance & General-Purpose Committee 03.12.25 – Approve minutes from the meeting

Councillors were provided with a copy of the minutes from the Finance & General Purposes Committee Meeting from December prior to full Council Meeting.

Resolution C2026/1f – to approve the minutes of the Finance & General Purpose Committee Meeting 03.12.25 - **Agreed**

8.3 Recommendation F2025/12a full Council to consider all 9 grant applications for payment in full

Councillors were provided with details of the 9 grant applications for financial year 2026/27 prior to the full Council Meeting.

The chair declared a non-pecuniary interest as a member of Martlesham in Bloom.

Resolution C2026/1g – to approve payment of all 9 grant applications received (totalling £7,493.49) following commencement in the new financial year from 01.04.2026 - **Agreed**

8.4 Recommendation F2025/12b full council to agree the proposed budget, reserves and precept.

Following additional work carried out by the Clerk and Finance Office, Councillors were provided with the latest figures in order to help with the decision of setting the Precept for 2026/27. Over the last couple of years there has been a dramatic reduction in the funding received by way of CIL payments (Community Infrastructure Levy). Over the years it can be shown that the precept set by Martlesham Parish Council has been low in comparison with other Parish Councils. Work will need to be carried out over the coming year to improve/refurbish existing community amenities/facilities. We now have a full complement of staff working to achieve completion of ongoing and potential projects throughout the community and continued rising costs the Precept

for 2026/27 should be set at £250,00.00. Cllrs were provided with a full Budget Spreadsheet prior to the meeting, showing forecast spend to the end of the financial year 25/26 and proposed draft budget for financial year 26/27

Resolution C2026/1h – to agree the proposed budget (£261,456.00) and EMR (£215,585.00) for Financial Year 2026/27 – **Agreed**

Resolution C2026/1i to set the Precept for 2026/27 at £250,000.00 and the Precept demand be submitted to East Suffolk District Council – **Agreed**

8.5 DETC 10.12.25 – Approve minutes from the meeting (CP)

Councillors were provided with a copy of the minutes from the December DETC Meeting prior to the meeting of the Full Council.

Resolution C2026/1j – to approve the minutes of the DETC 10.12.25 – **Agreed**

8.6 **Recommendation D2025/12a** full council to consider participating in an inter-parish working group to work collaboratively to address shared planning (CP)

Councillors were provided with minutes from a meeting that was organised through Martlesham Parish Council Officers, together with an additional meeting that took place in Kirton. Both meetings took place in respect of the recently proposed and potential developments in and around the surrounding areas. Councillors were asked to consider the merits of working collaboratively with an inter-parish group.

Resolution C2026/1k - to approve working collaboratively within an inter parish group in respect of proposed and potential developments in and around the surrounding area, with potential to send a representative to the group meeting in and around Kirton – **Agreed**

8.7 Council to consider response to A12MRN Planning Application submitted 16/12/25 (**CP**)

Councillors were provided with details by the Projects & Planning Officer in respect of the response required to the recent A12MRN planning application. The Projects & Planning Officer is still waiting for responses to questions asked of SCC Highways in respect of the application and has requested an extension of time to respond to the 12th February, meaning that the response provided by the Parish Council will be on the agenda for the DETC meeting scheduled for the 11th February. This extension to respond has been granted by ESDC

Resolution C2026/1l – Planning & Projects Officer to issue full information and a proposed draft response for all Councillors to consider and respond to the Officer, prior to the DETC meeting scheduled for the 11th February 2026 - **Agreed**

9. ITEMS FOR CONSIDERATION

9.1 Town Council – Consider (CP)

Cllr Geeson has provided a proposal for Martlesham Parish Council to become a Town Council. Councillors were provided with the proposal prior to the meeting of the full Council.

There were pros and cons raised from both Councillors and members of the public in respect of the proposal for Martlesham Parish Council to become a Town Council. It was suggested that further research is undertaken together with community engagement and the item be brought

back to Agenda in May.

Resolution C2026/1m further investigation and research to be undertaken together with community engagement in respect of the proposal for Martlesham Parish Council to become a Town Council. This item to be reconsidered in the May 2026 meeting - **Agreed**

9.2 PIIP (Parish Infrastructure Investment Plan).

Councillors were provided with a PIIP that has been completed by the Planning & Projects Officer. This has been completed following a meeting with Nicola Parrish of ESDC, where she suggested that the current Neighbourhood Plan needed to be updated and in order to be able to bid for CIL money the Parish Council should at least have a PIIP in place to support any such funding bids. An application for play CIL is required to be submitted in April for funds towards the refurbishment of the Pétanque Piste, so agreement on the proposed document is sought. Councillors felt that this was something that should be discussed at the Neighbourhood Plan Steering Group Meeting.

Resolution C2026/1n for the PIIP (Parish Infrastructure Investment Plan) to be discussed at a meeting of the Neighbourhood Plan Steering Group Meeting - **Agreed**

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

Councillors were provided with copies of emails received from SCC confirming that would remove and replace the brick built bus shelters along Main Road, Martlesham.

Resolution C2026/1o – for SCC to remove and replace the brick built bus shelters on Main Road, Martlesham. Ask about the possibility of the provision of “green” roofs on the new shelters, but if not agreed this would not be detrimental to the replacement of the shelters – **Agreed**

A decision was taken to extend the meeting due to the content of the agenda.

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

We are currently still chasing in respect of the Tree Survey for the Carpark, but are also seeking alternative service providers.

10.2 Neighbourhood Watch

The first community meeting is scheduled for the 22nd January at 11:00 in Martlesham Pavillion.

10.3 Pétanque Piste (repurposing of update)

Currently waiting on a quotation from SCL in respect of the ground work required for the MUGA

10.4 Neighbourhood Plan Update

Planning & Project Officer is waiting for further responses from those who have been invited to be a member of the Steering Group. Councillors Whitby, Geeson & Sheridan expressed an interest in being a member of the Steering Group and the Clerk was asked to contact a further member of the community who had been a member of the previous Steering Group.

10.5 Recreation Ground Entrance/Carpark update

There Clerk advised Councillors that highways had been contacted for their input in respect of the proposed pedestrian entrance to the Recreation Ground. Also the Pre Planning Advice Application had confirmed that full planning would be required in respect of the resurfacing of the Recreation Ground Carpark. In the meantime the Clerk would approach SCL for a quote to fill some of the larger pot holes.

10.6 Diamond Jubilee Bike Trails update

Pre planning advice sought has confirmed that upgrade to the Diamond Jubilee Bike Trails can proceed under permitted development. Councillors were asked for agreement to continue under permitted development. The Clerk confirmed that the funding application was ready to be submitted once agreement had been reached.

Resolutions C2026/1p – proceed with the upgrade to the Diamond Jubilee Bike Trails under the advice received from the Pre Planning Advice application, “work can be carried out under permitted development” - **Agreed**

General

10.7 Parish Room Upgrade – currently no update

Resolution C2026/1q – the Clerk to provide a proposed plan for the upgrade, together with quotations for the proposed work - **Agreed**

9:10pm

11. TO CONSIDER REPORTS FROM WORKING GROUPS

11.1 Portal Woods Working Group

The Clerk confirmed that Portal Woods Working Group were actively engaging with the Office staff allowing updated to be added to our social media (LinkedIn, Facebook & Instagram). The Clerk is to arrange a meeting with MHHL, MAS and Portal Woods Working Group in respect of siting the Nissen Hut.

11.2 Community Speed Watch/SID

Councillors were provided with a breakdown of the statistics from the November Community Speedwatch Sessions. This information will be shared with the community through our social media, Martlesham Monthly and Flyer.

12. Consultations

12.1 Any consultations?

There were no consultations

13. Training

13.1 Councillor Training – Are there any training requirements

It was confirmed that Cllr Geeson has the Basic Councillor Training Sessions booked. Sessions will need to be booked for Cllr Galbraith and Cllr Sheridan.

Any other training requirements should be discussed with the Clerk/RFO in the first instance.

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?

There was nothing to report.

15. Any reports from representatives on local organisations

15.1 Martlesham Community Hall Committee

The next meeting of the Martlesham Community Hall Committee is scheduled to take place in a couple of weeks' time

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)

Confidential minutes will be produced in respect of item 17

18. What has this meeting achieved?

- Welcoming of Laura Sheridan as a Councillor to Martlesham Parish Council
- Budget/Precept for Financial Year 2026/27 have been set
- Agreement to work collaboratively with other Parish Councils in respect of the proposed local developments

This meeting ended at: 9:42 pm

Chair – 4th February 2026