

**MINUTES OF THE MEETING OF THE RECREATION & AMENITIES COMMITTEE OF  
MARTLESHAM PARISH COUNCIL HELD ON 12<sup>th</sup> November 2025**

**Present:** Cllr L Burrows (Chair), Cllr R Staines, Cllr E Thompson, Cllr H Davey, Cllr I O'Brien Baker, Cllr L Galbraith (present from 19:42)

**In attendance:** Mrs S Townsend-Cartwright (Planning and Projects Officer, Clerk for the Meeting)

**1. To appoint a Chairman for this meeting only**

N/A

**2. Apologies:** Cllr C Geeson

**3. Declarations of Interest**

3.1 Disclosable Pecuniary Interest (DPI): None declared.

3.2 Local non-Pecuniary Interest (LNPI): None declared.

**4. Actions from last Meeting**

Ongoing or on the agenda.

**5. PUBLIC FORUM**

5.1 Reports from District Councillors. N/A

5.2 Reports from County Councillors. N/A

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

There were two members of the public present – Mrs Maureen Burrows and Miss Sonya Burrows.

5.2 Any issues raised by the public. None raised

**6. Finance**

6.1 Payments pending between meetings

**PENDING PAYMENTS BETWEEN MEETINGS**

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2
11/5/2025	Martlesham Heath Householders	£686.00	£0.00	£686.00	<a href="#">Jqv:</a> 2025MPC001 One Third of village green maintenance			
11/5/2025	John Goodluck	£225.00	£0.00	£225.00	<a href="#">Jqv:</a> 400269 Litter picking for October			
11/7/2025	Suffolk Pension Fund	£2,638.49	£0.00	£2,638.49	Month 6 Pension			
11/7/2025	HMRC	£2,851.22	£0.00	£2,851.22	Month 6 Employers contributions			
11/7/2025	Suffolk Pension Fund	£2,420.94	£0.00	£2,420.94	Month 7 Pension			
11/7/2025	HMRC	£2,052.05	£0.00	£2,052.05	Month 7 HMRC			
11/21/2025	Salaries	£7,390.26	0	7390.26	November take home salaries payable by 21.11.25			
	<b>TOTAL</b>	<b>£18,263.96</b>	<b>£0.00</b>	<b>£18,263.96</b>				

**Decision R2025/10a** To pay all the items listed above. **Agreed.**

## 6.2 Payments for approval.

### PAYMENTS MADE BETWEEN MEETINGS

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2
11/7/2025	Tesco	£6.95	£0.00	£6.95	Paper/Milk (Office Resources)			
11/11/2025	Toolstation	£3.66	£0.73	£4.39	Cable ties for road safety banners			
	<b>TOTAL</b>	<b>£10.61</b>	<b>£0.73</b>	<b>£11.34</b>				

**Decision R2025/10b** To ratify the payments in the above table. **Agreed.**

## 6.3 To consider the Recreation & Amenities Committee Budget for 26/27 –

Amend typographical error in table header: 24/25 forecast **should read 25/26 Forecast and Proposed 25/26 should read Proposed 26/27**

Ledger Detail: Land Maintenance: Amend typographical error: contingency **should be £10,000 not £10,00.**

Ledger Detail: Litter Picking: John Goodluck to continue doing the litter picking **Agreed**

Ledger Detail: Play Equipment: £5,000 plus 50% EMR **Agreed**

*Cllr Galbraith joined the meeting at 19:42*

Ledger Detail: Runway Heritage Carpark: £20,000 EMR, £595 spent maintaining the car park. 10% put over each year for maintenance. **Agreed**

Ledger Detail: Youth Projects / Bike Trials: Potentially £2301 of EMR available for refurbishment of the bike trails, although we are investigating accessing external funding **Agreed**

Ledger Detail: Football Pitches proposed £2,500 **Agreed**

Ledger Detail: Common Management £6,325 based on costed management plan Yr 1 figure provided by Greenways **Agreed**

Vehicle charging costs are electricity and payments we make to Podpoint, but we also get an income.

Budget for additional resources: Litter Action Plan, Community Orchard: requested £200 to replace damaged posts when required. **Agreed**

**Decision R2025/10c** Budget **Agreed** as noted above.

## **7. Clerk's Report: Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014**

7.1 Councillors were provided with the updated Combined Report, new entries were detailed in navy.  
**Decision R2025/10d Ratified.**

7.2 S.C.L. Landscape - Quote for Diamond Jubilee Bike Trails. Update given.

7.3 S.C.L. Landscape - Quote for Harry Higgins. Work to go ahead **Decision R2025/10e Agreed.**

7.4 S.C.L. Landscape - Quote for installation of Bat boxes **Decision R2025/10f** Work to install bat boxes to go ahead, but only after tree work has been completed (see 7.5) **Agreed.**

7.5 Lift the crown of trees at Community Hall entrance –update received from Mrs & Miss Burrows (in attendance). Quite a few trees require attention. Miss & Mrs Burrows recommend that an Arboriculturist is commissioned to carry an assessment, and either do the work or commission a tree surgeon to carry out the work as identified in the Arboriculture assessment. Obtain quotes from Arboriculturist **Decision R2025/10g Agreed.**

7.6 Arboriculture Survey – Update from Ipswich Borough Council: James Baker has confirmed that staff are now available to do the survey.

7.7 ESSL FM Quarterly Operational Play inspections: awaiting costing for training

## **8. Play Spaces and Sites**

8.1 Walk Farm Woods Car Park – Purchase two new litter bins. Quotes obtained. **Agreed** to go with the cheapest quote, Gladstone £413+vat for 2 bins. **Decision R2025/10h.**

8.2 Walk farm woods carpark update  
**Noted.**

8.3 Centenary Play Space update **Noted** – Council Officers to obtain quotes for all required work.

8.4 Repurposing Pétanque Piste update **Noted**

## **9. Projects & Proposals**

9.1 Nature for us all at the Recreation ground – update. **Noted**

9.2 Pedestrian access to the Recreation ground - update. **Noted**

9.3 QR Codes for litter bins – Sara Townsend-Cartwright outlined the potential project, which will be delivered in partnership with ESC. Costs are estimated to be less than £500. It was **Agreed** that we would proceed with this project subject to costs not exceeding this proposed budget. **Decision R2025/10i.**

## **ITEMS FOR CONSIDERATION**

### **10. Items for consideration**

10.1 Purchase of defibrillator pads and batteries was agreed. Of quotes obtained, British Heart Foundation were the preferred supplier of pads. **Decision R2025/10j Agreed.**

10.2 Land Maintenance Contract Timetable for review of current contract – ongoing – A copy of the next contract to be reviewed with the Clerk

## **11. Trees**

11.1 Tree Warden Report: Cllr Galbraith, Miss Burrows and Mrs Burrows agreed to be tree wardens. Office staff to facilitate a meeting for them with our existing tree warden

11.2 Martlesham Parish Council updated tree Policy **Noted**. There is a separate Policy for Memorial Trees. Memorial Tree Policy to be reviewed and updated by the Clerk.

## **12. Items for noting**

12.1 Any items for noting? - **None**

## **13. Working Groups**

13.1 Recreation Ground & Kronji's Piece Steering Group update – N/A

13.2 Greenways Project – update on the work on the common carried out by James Baker **Noted**

13.3 Update from the working group of the Litter Action Plan – Cllr Galbraith will be supported by Cllr Thompson and office staff on this working group following the resignation of Cllr Hall.

13.4 Martlesham Climate Action – N/A

13.5 Biodiversity Working Group – Tree Wardens: Councillor Galbraith, Mrs Burrows and Miss Burrows to support this group.

## **14. Social media and newsletter items (August/September)**

14.1 QR Code project to be included once rolled out.

## **16. Items for consideration at the next R&AC meeting**

16.1

Poo bins at Brightwell Lakes – Agreed this would be discussed at the next Brightwell Lakes Forum  
QR Code project updates to be added to future R&AC meetings

This meeting ended at: 9:20pm.

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Chairman, 7<sup>th</sup> January 2026