



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
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26th June 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 1st July 2026** at 7.30pm.

In order to facilitate the meeting, in the absence of prior notice of a wish to speak, the Chair 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 Chair will ask them to speak at an early stage in the discussion, if notified in advance.

The meeting is open to the public and press to attend.

L S Burgess

Lisa Burgess
Clerk/RFO

CP is a council paper; **CR** is the Clerk's report

19:30 pm

- 1. Apologies** – Note/accept apologies of absence
- 2. Any declaration of Disclosable pecuniary or local non-pecuniary interest**
- 3. Filling of Parish Councillor vacancies** – consider co-option
- 4. Minutes of the Annual Meeting of the Parish Council 03.06.26** – approve
- 5. Minutes of the Extraordinary Parish Meeting, Martlesham Parish Council 10.06.26**
– approve
- 6. Actions from last meeting** – on going or on the agenda
- 7. PUBLIC FORUM**
 - 7.1 Reports from District Councillors** – Note/any issues raised by the public/consider
– any report
 - 7.2 Reports from County Councillors** – Note/any issues raised by the public/consider
– any report
 - 7.3 To allow members of the public to address business on the agenda** –

note/consider – any issues?

7.4 Any issues raised by the Public – note/include on another agenda – any issues?

8:00 pm

8. Portal Woodlands

8.1 Update on actions taken and further information following meetings held on the 3rd & 10th June 2026 - Note

8.2 Update from Portal Woodlands Working Group - Note

8.3 Selling of merchandise, cash handling – Consider/Approve

8.4 Pledge Agreement. Are pledges going to be for the purchase and future management of the woodland, purchase only, or donors choose out of these two options? In the event that we had Pledged money left over after a successful purchase – Consider/Approve

8.5 Meeting with Head of Estates for Norfolk & Suffolk Police & PCC Tim Passmore – who is to attend on behalf of the Parish Council if we can arrange another meeting date – Consider/Approve

8.6 If the Parish Council offer is not accepted, are they prepared to bid against another public body – Consider/Approve

8.7 Comments for Press Release – Consider/Approve

8:15pm

9. FINANCIAL MATTERS

9.1 Payments made between meetings – ratify

9.2 Payments pending between meetings – approve

9.3 Receipts between meetings – note

9.4 Income & Expenditure account – budget monitoring report – note

9.5 Monthly Bank Reconciliations – Approve

9.6 Grant Policy updated – Consider/Approve updates

8:25pm

10. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES

10.1 DETC – 17.05.26 – Approve

10.2 Recommendation D2026/6a set up a working group for the 20mph speed limited, draft Terms of Reference – Consider/Approve

10.3 Recommendation D2026/6b to run a photograph competition around the neighbourhood plan themes – Consider/Approve

10.4 Communications Protocol, draft – consider/approve

10.5 Press & Media Procedure, draft – consider/approve

11. Clerk's Report

11.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 – Ratify decisions if required

11.2 Projects Update – note

11.3 Update on Training, GDPR & FOI – note

12. TO CONSIDER REPORTS FROM WORKING GROUPS

12.1 Portal Woodland Working Group/Sale of Portal Woodland – anything to

report?

12.2 Martlesham Community Speed Watch – anything to report?

12.3 Biodiversity Action Plan Steering Committee - note

13. CONSULTATIONS

13.1 Local Government Reorganisation – Any updates

13.2 Bloor Homes – further correspondence received, what action should be taken - Consider/ Approve

13.3 Brightwell Lakes – attendance at SCC Forum – consider/approve

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? Note/consider

15. Any reports from representatives on local organisations

15.1 Martlesham Community Hall Committee – note/consider

15.2 Any other reports from representatives

16. Items for Martlesham newsletters

(August)/Facebook/Instagram/LinkedIn/Website

16.1 Suggestions for news articles to include the front cover & additional page in the Martlesham Monthly– consider/note

9:00 pm

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 Attendance by SALC – Employment Law Update

17.2 **Confidential minutes** of the Parish Council Meeting 03.06.26

17.3 **Confidential Minutes** of the Extraordinary Meeting 10.06.26 - approve

18. What has this meeting achieved?