



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
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29th May 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 3rd June 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 06.05.26** – approve
5. **Minutes of the Extraordinary Parish Meeting, Martlesham Parish Council 29.04.26**
– approve
6. **Minutes of the Extraordinary Meeting 27.05.26** - approve
7. **Actions from last meeting** – on going or on the agenda

8. **PUBLIC FORUM**
 - 8.1 **Reports from District Councillors** – Note/any issues raised by the public/consider
– any report
 - 8.2 **Reports from County Councillors** – Note/any issues raised by the public/consider
– any report
 - 8.3 **To allow members of the public to address business on the agenda** –

note/consider – any issues?

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

8:00 pm

9. Portal Woodlands

9.1 Update on actions taken and further information following meeting held on the 27th May 2026

9.2 Stall @ Birchwood School Fete on Saturday 13th June

9.3 Update from 1st Working Group Meeting

8:15pm

10. FINANCIAL MATTERS

10.1 Payments made between meetings – ratify

10.2 Payments pending between meetings – approve

10.3 Receipts between meetings – note

10.4 RFO reports to include year-end – note

10.5 Annual Internal Audit Report 25/26 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report from the internal auditor – **approve** (CP)

10.6 Income & Expenditure account for the year ended 31st March 2026 with supporting statement - Approve

10.7 Annual Governance Statement & Accountability Return (AGAR) 25/26 for year ended 31st March 2026 – Section 1 Annual Governance Statement answering “yes” to statements 1-9 (page 4) – Consider/Approve

10.8 Section 2 – Accounting Statements 25/26 of the AGAR for year ended 31st March 2026 including accounting statements (page 5), bank reconciliation, working details for reserves reconciliation boxes 7 & 8, explanation of variances & information required by intermediate review procedure – Consider/Approve

10.9 Period for the exercise of public rights relating to the annual accounts – Consider/Approve

10.10 Annual Return for year ending 31.03.2026 – Consider/Approve

10.11 Reports for signing from year end closure by Rialtas – Consider/Approve

10.12 Register of Interests: reminder to complete, review annually and update as necessary – note

10.13 Insurance Cover – renewal at the end of September 2026 (Clerk/RFO & Finance Office will investigate and report to full council)- note

8:50 pm

11. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES

11.1 Recreation & Amenities Minutes – 13.05.26 – Approve

12. Clerk’s Report

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

12.2 Projects Update – note

12.1 Update on Training – note

13. TO CONSIDER REPORTS FROM WORKING GROUPS

13.1 Portal Woodland Working Group/Sale of Portal Woodland Update

13.2 Martlesham Community Speed Watch

13.3 Biodiversity Action Plan Steering Committee

14. CONSULTATIONS

14.1 Local Government Reorganisation – Any updates

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? Note/consider

16. Any reports from representatives on local organisations

16.1 Martlesham Community Hall Committee – note/consider

16.2 Any other reports from representatives

17. Items for Martlesham newsletters (July)/Facebook/Instagram/LinkedIn/Website

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

18. 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).

18.1 Borrowing application to include approval of forecasted budget/precept

18.2 Correspondence to Grainger

18.3 Plan B

19. What has this meeting achieved?