



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
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30th April 2026

Dear Councillors

You are hereby summoned to attend the Annual Meeting of Martlesham Parish Council to take place in the Parish Room on Wednesday 6th May 2026 at 7:30 pm.

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

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like to be switched on.

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. Election of Chair of MPC** – to elect Chair and receive Chair's Declaration of Office
- 2. Election of Vice Chair** – to elect Vice Chair and receive the Vice Chair's Declaration of Office
- 3. Apologies** – Note/accept apologies of absence
- 4. Any declaration of Disclosable pecuniary or local non-pecuniary interest**
- 5. Filling of Parish Councillor vacancies** – consider co-option
- 6. Minutes of Parish Council Meeting 01.04.26** – approve
- 7. Minutes of the Extraordinary Parish Meeting, Martlesham Parish Council 29.04.26** - approve
- 8. Actions from last meeting** – on going or on the agenda
- 9. PUBLIC FORUM**
 - 9.1 Reports from District Councillors** – Note/any issues raised by the public/consider – any report

9.2 Reports from County Councillors – Note/any issues raised by the public/consider – any report

9.3 To allow members of the public to address business on the agenda – note/consider – any issues?

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

8:00 pm

10. Appointment of Committee Members – appoint

11. Appointment of Chairs of committees - appoint

12. Appointment to Working Groups – appoint

13. Appointment of Safeguarding Officer – appoint

14. Appointment of representatives to external organisations & other appointments – consider/appoint

15. Appointment of Notice Board Caretakers – consider/appoint - Note

16. Play Area & Trim Trail Inspectors – to note current inspectors – R & A C to appoint

17. Review of annual subscriptions 2026/27 – agree the annual subscriptions for year 2026/2027

18. Review of ongoing routine service contracts – to delegate to Clerk to agree ongoing service contracts

19. Review any deeds, leases, legal documents held as necessary – Approve (delegate any issues to F&GPC)

20. Review authorised signatories

20.1 Review Signatories, 4 signatories required, plus removal of those necessary – note/agree

21. Electronic issue of agendas, associated papers & minutes – Agree to continued use of email to issue paperwork (standing order 15b permits)

8:30pm

22. FINANCIAL MATTERS

22.1 Payments made between meetings – ratify

22.2 Payments pending between meetings – approve

22.3 Quarterly VAT return – note

22.4 Receipts between meetings – note

22.5 RFO reports to include year-end – note

22.6 Annual Governance & Accountability Return (AGAR) – completion required – note

22.7 Community Infrastructure Levy (CIL) Payment 25/26 to include CIL Statement - note

22.8 Internal Control Statement for year ending 31.03.2026 – Agree – refer to F&GPC

22.9 2026/27 Budget – Note

8:50 pm

23. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES

23.1 DETC Minutes – 15.04.26 – Approve

23.2 Neighbour Plan Update – to include quotations for consideration and agreement. Planning & Project's Officer recommendation to be considered – consider/agreed

23.3 Nominated candidate streets for 20 mile an hour limit – consider/agree

24. PORTAL WOODLANDS UPDATE

23.1 Update from Extra Ordinary Parish Meeting held on the 29th April 2026.
Consider and agree next steps.

25. CLERK'S REPORT

25.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

25.2 Project update – note

25.3 Proposed new modernised Parish Council Logo – consider/agree

25.4 Update on Training – note

26. TO CONSIDER REPORTS FROM WORKING GROUPS

26.1 Portal Woodland Working Group/Sale of Portal Woodland Update

26.2 Martlesham Community Speed Watch

26.3 Martlesham Fete

26.4 Biodiversity Action Plan Steering Committee

27. CONSULTATIONS

27.1 Local Government Reorganisation – Any updates

28. 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

28.2 Anything to report? Note/consider

29. Any reports from representatives on local organisations

29.1 Martlesham Community Hall Committee – note/consider

29.2 Any other reports from representatives

29.3 Report from Jenny Riddell Carpenter - Note

30. Items for Martlesham newsletters (June)/Facebook/Instagram/LinkedIn/Website

28.2 Suggestions for news articles – consider/note

31. 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).

31.1 Confidential minutes of Parish Council Meeting 01.04.26 – Approve

31.2 Borrowing application for Portal Woods – consider/agree

32. What has this meeting achieved?