

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 4TH FEBRUARY 2026

PRESENT: Cllr L Burrows (Chair), Cllr I Baker, Cllr S Daws, Cllr L Sheridan, Cllr R Staines, Cllr E Thompson, Cllr P Whitby

In attendance: Mrs L Burgess (Clerk/RFO)
Mrs R Crompton (Finance Officer)
District Councillor Mark Packard
2 x members of the public

1. **Apologies** – Cllr L Galbraith, Cllr C Geeson (Vice Chair)
2. **Appointment of Committee Members**
 - 2.1 Appoint Cllr Laura Sheridan to the Recreation & Amenities Committee
Resolution C2026/2a to appoint Cllr Sheridan to the Recreation & Amenities Committee – **Agreed**
3. **Filling the Parish Council vacancies** – Consider co-option
There were none to consider
4. **Any declarations of disclosable pecuniary or local non-pecuniary interests**
There were no declarations of disclosable pecuniary or local non-pecuniary interests.
5. **Minutes** Approve Minutes from the Parish Council Meeting 07.01.26 - **Agreed**
6. **Actions from last meeting** Ongoing or on the agenda
7. **PUBLIC FORUM**
 - 7.1 Reports from District Councillors Note/any issues raised by the public/consider

District Councillor Thompson informed the meeting that he had been to an Overview & Scrutiny Meeting, where a plan for Grant Funding to Town Councils was put forward, allowing them to take on board additional work.

Cllr Thompson also advised the meeting that he would be attending a Licencing Hearing on the 05.02.26.

Clerk to contact Cllr Thompson & the District Council with regards to finding out further information in respect of the funding requirements and to confirm whether this would be available to Parish Councils– **noted**

District Councillor Packard advised the meeting that he had been pleased to see our Planning & Project's Officer at the Planning Forum in Melton on the 2nd February. He commented on the up-and-coming changes with Planning.

Cllr Packard also advised that there was currently no further movement on the proposed Bloor Homes Development in respect of an outline planning application. Bloor Homes have been speaking to Ben Woolnough in respect of highways and the potential integration with Martlesham Heath. Cllr Packard talked about having attended a cabinet meeting where a £1

9.2 On going litter picking by John Goodluck (CP)

Resolution C2026/2d for the Clerk to contact Mrs Goodluck and pass on our thanks and confirm that the Parish Council were happy for them to continue with the litter pick whilst they felt able too - **Agreed**

10. ITEMS FOR CONSIDERATION

10.1 IT Policy (this is one of the requirements for Assertion 10, which forms part of the external audit this year) – consider and adopt policy (CP)

Councillors were provided with a draft copy of the IT Policy prior to the meeting.

Resolution C2026/2e to adopt the draft policy with the small amendment to the required length passwords and frequency of change - **Agreed**

10.2 Accessibility Statement (this is one of the requirements for Assertion 10, which forms part of the external audit this year)

Councillors were provided with a copy of the draft of the Accessibility Statement prior to the meeting

Resolution C2026/2f to adopt the draft Accessibility Statement - **Agreed**

10.3 Internet Banking Policy – consider and adopt policy (CP)

To be taken to Finance & General Purpose Committee - **noted**

11. 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

11.1 Walk Farm Wood Carpark update

We are now in receipt of both the Arboriculture and Ecological Surveys. Council Officers will collate the required paperwork in order to submit the planning application - **noted**

11.2 Neighbourhood Watch

Councillors thanked the Administration Officer for the work she has put in to implement the Neighbour Watch Scheme and subsequent Community Meetings – **noted**

11.3 Pétanque Piste (repurposing of update)

Councillors were provided with an update in respect of the repurposing of the redundant Pétanque Piste into a purpose built ball play MUGA. Confirmation has been received of locality funding from County Councillor Mulcahy in the sum of £2,228.00 (this will need to be accessed by 31st March 2027 or funding will revert back to the County Council). Councillors were asked to confirm which option they would like to proceed with. The Clerk advised that best value was not always the cheapest and ongoing maintenance and up keep should be considered.

Resolution C2026/2g to proceed with Option 1 Kompan Muga in the sum of £35,854.96 plus VAT. To submit an application for 50:50 Match Funding from District Play CIL (on the basis of Parish Council CIL plus Cllr Mulcahy's Locality Funding would form the Parish Council 50% of the funding). Council Officers to investigate whether the financial input of the Parish Council could

be further reduced from other funding sources. If the District Play CIL 50:50 funding bid was unsuccessful then alternative funding for would sought in place of this – **Agreed**

11.4 Neighbourhood Plan Update

The deadline for the plan area to be agreed by the District Council is the 06.02.26. Next steps will include setting up the Steering Group and obtaining quotes in respect of professional fees – **noted**

11.5 Diamond Jubilee Bike Trails update

The S106 funding application has been supported in respect of this project – **noted**

11.6 Portal Woodlands Storage Shed - Nissen Hut

Councillors were advised that a response had been received from MHHL stating that they were not interested in entering into negotiations in respect of siting the hut on land near to the Control Tower.

Resolution C2026/2h the clerk to look into alternative options for either the siting of the Nissen Hut or alternative storage for Portal Woodland Group Equipment - **Agreed**

11.7 Recreation Ground Entrance/Carpark update

Councillor officers are in the process of submitting an application in respect of the removal of part of the hedge row to accommodate the proposed pedestrian entrance into the Recreation Ground. Cllr Burrows advised that he had produced a drawing in respect where the pathway is proposed to go onto highway land and join the public footway and suggested that the gap in the hedge needed to be 3 metres wide to allow for a 1.6 m path width with space either side for ease of use and visibility. The Clerk advised that we did not yet have permission to remove any of the hedgerow and the increased width may prove detrimental. Cllr Burrows to provide a copy of the proposed plan to the Clerk – **noted**

Councillors were provided with a quotation from SCL in respect of filling potholes in the surface at the Recreation Ground Entrance Track & Car Park.

Resolution C2026/2i to accept the quotation from SCL to carry out interim remedial work to the Recreation Ground Entrance Track and Car Park in the sum of £745.00 plus VAT – **Agreed**

In respect of the proposed resurfacing of the Recreation Ground Carpark and entrance track, it was noted that planning permission is needed before work can be undertaken. The clerk is to collate information in respect of costs, to include contacting “Ingent” in respect of the original specification. The Clerk will also investigate any funding opportunities to carry out the work.

Resolution C2026/2j The Clerk to collate information for a potential planning application and to ask the consultant (Ingent – who prepared the original scheme drawing) whether they could provide any necessary plans or information for such an application. The Clerk to also collate information in respect of costs and any funding opportunities to carry out the work. - **Agreed**

11.8 Recreation Ground further works (e.g. continuation of the Nature for us all Project & Accessible walks

Martlesham in Bloom will undertake further planting and provision of plants at Kronjis Piece, this will take place once the warmer/dryer weather is upon us. – **noted**

11.9 Centenary Play space update

The clerk reported that the quotes that had been sought were now coming in, despite attempts to acquire 3 quotes, this may not be possible. Quotes received will be presented at the next Recreation & Amenities Committee meeting - **noted**

12. TO CONSIDER REPORTS FROM WORKING GROUPS

12.1 Portal Woods Working Group

Councillors were provided with an update of work that was carried out during the January meeting of the group. This included clearing pathways of fallen trees, branches & leaves – **noted**

It was agreed to extend the meeting

12.2 Community Speed Watch/SID

The clerk confirmed that both groups were still active and being supported by Councillors officers. Speed Watch teams had been out on both Main Road and the Felixstowe Road in the previous 2 weeks. Confirmation was still awaited in respect of the work required to stabilise the SID post on Eagle Way – **noted**

12.3 Biodiversity Working Group/Action Plan – any update

Councillors were advised that an initial meeting had taken place and at that Terms of Reference had been drafted and will be taken to the next Recreation & Amenities Meeting – **noted**

12.4 Village Fete

Both Mike Irwin and Helen Davey have stepped back from their organizational role in respect of the Village Fete, but have offered to support going forward.

Councillor Officers have confirmed the date of Saturday 18th July with MHHL and have been in contact with the gentleman who had the fairground rides last year. Also the RSPCA have showed an interest in running a stand and potentially a dog show weather permitting.

News articles for March Monthly's have been drafted to include the potential date for the Fete. Council Officers have access to the email address that had been previously used for the fete and are happy and able to respond to emails and promote the event from the office. We are working on the new booking form, so that this is available to send out to potential stall holders.

However, there is currently no Working Group for the fete including organisation on the run up to the event or on the day.

Questions to discuss:-

- Members of the Fete Working Group?
- Who will be organizing set up/clear down (marking out stands the day before)?
- First Aiders?
- Assistance with parking?
- Parish Council Stand – who will be arranging/organising this? Who will be manning the stand on the day?

Noted

12.5 Recreation Ground Steering Group

It was confirmed that a meeting of the Recreation Ground Steering Group needs to be arranged, **Resolution C2026/2k** That Cllr L Sherian be appointed to the Recreation Ground Steering Group – **Agreed**

13. Consultations

13.1 Any consultations?

There were none

14. Training

14.1 Councillor Training – Are there any training requirements

There were none

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?

Nothing to report - **noted**

16. Any reports from representatives on local organisations

16.1 Martlesham Community Hall Committee

Mrs Burrows provided a report from the Martlesham Community Hall Management Committee – **noted**

16.2 Any other reports? Minutes from Brightwell Lakes Forum

Minutes were made available from the Brightwell Lakes Forum that took place in November 2025, the next meeting will be arranged for April. The Parish Councillor has a vacancy for a representative on the forum. The Clerk advised that she had offered the Parish Room as a venue for the next Brightwell Lakes Forum meeting, it was yet to be confirmed whether this offer would be taken up - **noted**

17. Items for Martlesham newsletters (March/April)/Social Media/website

17.1 Consider contributions for the March/April news articles and ideas for articles moving forward. The Clerk had provided draft articles for the flyer and Martlesham Monthly, along with a Celebration Tree article for the Martlesham Monthly – **noted**

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 To approve the confidential minutes of the Parish Council Meeting held on the 07.01.26
Resolution

Councillors were provided with the confidential minutes of the Parish Council Meeting held on the 07.01.26

Resolution C20267/2I – to approve the confidential minutes of the Parish Council Meeting held on the 07.01.26 – **Agreed**

The public and press were then permitted to rejoin the meeting.

19. What has this meeting achieved?

- Agreement of Option for Muga

- Adoption of IT Policy
- Adoption of Accessibility Statement

The meeting closed at 9:38 pm

L Burrows

Chair, 4th March 2026