



# Martlesham Parish Council

Parish Room  
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27<sup>th</sup> March 2026

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the RICHARDS ROOM on **WEDNESDAY 1<sup>st</sup> April 2026** at 7.30pm.

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 it to be switched on.

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

*L S Burgess*  
Lisa Burgess  
Clerk/RFO

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

7:30pm

- 1. Apologies** – note/accept apologies
- 2. Filling the Parish Council Vacancies** – have we had any applications, if anyone wishes to be considered for co-option or to become a councillor please contact the Clerk
- 3. Any declarations of disclosable pecuniary or local non-pecuniary interests** – register interests

4. **Minutes** – approve minutes from the Parish Council Meeting 04.03.2026 (CP)

5. **Actions from last meeting** – Ongoing or on the agenda\*

6. **Financial Matters**

6.1 Payments pending between meetings (CP)

6.2 Payments made between meetings (CP)

6.3 Monthly bank reconciliation figures (CP)

6.4 Income & Expenditure statement (CP)

7. **Clerks report**

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

7.2 Nominations for Chair/Vice Chair and Chair of Committees – Standing Order 8b

members are invited to propose & second posts of Chair/Vice Chair and

Committee Chairs to be received two weeks in advance of the Annual meeting of the Parish Council being held on the 6<sup>th</sup> May 2026

7.3 Local Government Reorganisation - note

8:00pm

8. **PUBLIC FORUM**

8.1 Reports from District Councillors. Note/any issues raised

8.2 Reports from County Councillors. Note/any issues raised

8.3 To allow members of the public to address business on the Agenda

8.4 Any issues raised by the public

9. **Sale of Portal Woods**

9.1 Nomination to East Suffolk District Council for Portal Woods to be recognised as an Asset of Community Value – Ratify nomination of ACV. Any update?

9.2 Sale by Auction 23.04.26 - consider options available

9:15pm

10. **To consider reports & recommendations from Committees**

10.1 Approve the minutes of the Recreation & Amenities Committee from the 11<sup>th</sup> March.

11. **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).**

11.1 Completion of the Council Officer's probationary period review (CP)

12. **To consider reports from Working Groups**

12.1 Portal Woods Working Group – any update

12.2 Biodiversity Working Group/Action Plan – any update

12.3 Recreation Ground Steering Group – any update

**13. Consultations**

13.1 Any Consultations?

Following the “Call for Sites”, East Suffolk District Council have released a map showing the Sites that came forward in the call for sites - note

**14. Councillor Training** – are there any training requirements

**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 consider?

**16.** Any reports from representatives on local organisations

16.1 Martlesham Community Hall Management Committee

16.2 Any other reports?

**17. Items for Martlesham Newsletters (May/June)/Social Media/Website**

16.1 Consider contributions for the May/June news articles and ideas for articles moving forward

**18. What has this meeting achieved?**