

MINUTES OF THE MARTLESHAM PARISH COUNCIL MEETING HELD ON THE 3RD JUNE 2026

Present: Cllr C Geeson (Chair), Cllr L Burrows, Cllr L Galbraith, Cllr O'Brien Baker, Cllr Thompson, Cllr Whitby

In attendance: Mrs L Burgess (Clerk/RFO), District Cllr M Packard, County Cllr P Mulcahy, 4 members of the public

The meeting commenced at 7:30pm

The Chair welcomed Councillors and members of the public to the meeting.

1. **Apologies** – Cllr Daws & Cllr Staines – **noted & accepted**
2. **Filling the Parish Council Vacancies** – there were no applications
3. **Any declarations of disclosable pecuniary or local nonpecuniary interests** – There were none declared
4. **Minutes of the Annual Meeting of the Parish Council 06.05.26** – include water and electrical supply at the Runway Heritage Carpark and the Pod Point Charging Points in Item 18. **Approved**
5. **Minutes of the Extraordinary Parish Meeting, Martlesham Parish Council 29.04.26** – **Approved**
6. **Minutes of the Extraordinary Parish Council Meeting 27.05.26**, item 10 amend 2nd Plan B to read CPO – **Agreed**
7. **Actions from last meeting** – on going or on the agenda
8. **PUBLIC FORUM**

8.1 Reports from District Councillors

District Cllr Edward Thompson confirmed that he had entered into email correspondence with the Chief Executive & Caroline Topping (CT) from East Suffolk District Council with regards to CPOs. CT has advised that a business case would be necessary. Further investigation/research into CPOs is required

District Cllr Mark Packard advised the meeting that he has attended a meeting in respect of Play CIL funding applications and that Nicola Parish was asking for further clarification in respect of the Parish Council application for funding for the MUGA at the Recreation Ground.

District Cllr Packard also advised that there had been approximately 500 sites come forward from the "Call for Sites". The District Council is hoping to be ready for local councils to comments from October 2026. He suggested that the Parish Council needs to be looking at "What Martlesham would look like in 20 year's time" . What are the thoughts of the Community?

Thoughts were that this should be looked at initially by DETC and any recommendations being put forward to Full Council.

8.2 Reports from County Councillors –

County Cllr Patti Mulcahy advised the meeting that the A12MRN was progressing as planned. There has been a further consultation due to minor changes to the plan coming forward from environmental reports. County Cllr Mulcahy also confirmed that the active travel upgrade through Main Road, Martlesham could not be progressed until the business case for the A12MRN has been submitted, but she was hopeful that the work to Main Road would commence in September.

County Cllr Mulcahy advised that she had been contacted by members of the public advising that their markings on the cycle paths were fading. She has requested quotes for the repainting of these and is hopeful that this can be paid for from the highways budget.

County Cllr Mulcahy reported in respect of the parking on Beardmore Park, nothing further has changed and she spoke about the Parish Council applying for a TRO for double yellow lines, she also advised that as part of the A12MRN Highways were looking at mitigation measures for Beardmore Park.

County Cllr Mulcahy advised the meeting that a pre action letter from SCC had been sent to the Secretary of State in respect of LGR as they feel that that procedures were not correctly followed. This letter is not being published as it is legally privileged.

County Cllr Mulcahy confirmed that SCC were relooking at their electricity supplier in order to gain savings as spend with the current supplier is in the region of £175,000 (One hundred and seventy five thousand pounds).

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

There were no comments from the public gallery

8.4 Any issues raised by the public

There were no issues raised by the public

9. Portal Woodlands

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

The Clerk confirmed that she had been chasing Fenn Wright with regards to the provision of a valuation, they had confirmed back today that they did not have the resources available at the current time to assist with a valuation.

The Chair confirmed that she had met with the Clerk to discuss resources and staffing. The Planning & Project Officer confirmed that she had the capacity to take on the work required in respect of the proposed purchase of Portal Woodlands. The Officer could attend the Working Group Meetings and report to the Clerk.

Cllr Galbraith confirmed that she had also been in contact with Fenn Wright whilst they were unable to assist with a valuation they were able to recommend 2 further firms that may be able to assist. She advised the meeting that she would pass this information onto the Planning & Project Officer.

The Chair confirmed that officers could not directly be tasked with additional work, this had to go through the Clerk and that it was business as usual in the office, there were other projects being worked on.

Cllr Galbraith suggested that the office installed a white board on which to record daily progress. It was confirmed that this was not necessary as the Planning & Project Officer would put in place a Project Management Plan, this could be regularly shared.

The Clerk confirmed that she was still attempting to arrange a meeting with the Head of Estates for Norfolk & Suffolk Police and PCC Tim Passmore, but confirmed that despite telephoning and leaving messages and chasing up by email, she had now received an out of office (due to annual leave). The Clerk would continue to chase this meeting.

9.2 Stall at Birchwood School Fete on Saturday 13th June

The Stall has been arranged at the Birchwood School Fete being held on the Green on the 13th June. This will be manned by Stephanie Miller and her daughter in the first instance. Cllr Galbraith advised the meeting that she was obtaining quotes for car/window stickers, pens and tee shirts to have available on stalls that would be set up at local Fetes over the summer.

She advised that Josh @SCL was going to take one of the Parish Council Gazebos to the fete and set up/down on the day. She spoke about contact a local garden centre to see whether they had some potted trees that could be used on the stand to support the Campaign. Cllr Galbraith also confirmed that she planned to set a stall/stand up in Portal Woods in an attempt to gain further support for the campaign. It was noted that a campaign budget would be required.

Resolution C2026/6a to approve a campaign budget (outside of valuations/legal fees) of £4,000.00 (four thousand pounds) with quotations being approved by the Clerk - **Agreed**

Resolution C2026/6d that the payments pending be paid – **Agreed**

10.3 Receipts received between meetings

INCOME RECEIVED BETWEEN MEETINGS - Up to Parish Council 3rd June 2026									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
22/05/2026	Pod Point	£168.77	£33.75	£202.52	Pod Point Revenue for the month of April (paid in May 26)				
27/05/2026	Martlesham Pavillion	£50.00	£0.00	£50.00	Refund Holding Deposit				
	TOTAL	£218.77	£33.75	£252.52					

Councillors were provided with details of receipts received between meetings –
Noted

10.4 RFO reports to include year end

Councillors were provided with a report to year end – **Noted**

10.5 Annual Internal Audit Report 25/26

Councillors were provided with a copy of the report from the Internal Auditor, and the completed page 3 of the Annual Governance & Accountability Return – **Noted**

10.6 Income and Expenditure account for the year ended 31st March 2026

Councillors were provided with a copy of the Income and Expenditure Account for the year ended 31st March 2026 and supporting statement – **Noted**

10.7 Annual Governance Statement & Accountability Return (AGAR) 25/26 for year ended 31st March 2026 – Annual Governance Statement answering “yes” to statements 1-9 (page 4) Councillors were asked to consider and agree these statements.

Resolution C2026/6e to approve the Annual Governance Statement – Agreed

10.8 Section 2 – Accounting Statement 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.

Councillors were asked to consider and approve the content of page 5 of the AGAR, bank reconciliation and explanation of variances.

Resolution C2026/6f to approve page 5 of the AGAR, Bank Reconciliation, working details for reserves, reconciliation boxes 7 & 8 and explanation of variances – **Agreed**

10.9 Period for the exercise of public rights relating to the annual accounts

Councillors were provided with the draft notice of period for the exercise of public rights for the annual accounts to consider and approve.

MARTLESHAM PARISH COUNCIL
NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026
Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

1. Date of announcement 4th June 2026

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:

Mrs L Burgess, Clerk/Responsible Financial Officer
Martlesham Parish Council
Parish Room, Felixstowe Road, Martlesham, IP12 4PB
Email:- clerk@martleshamcouncil.org.uk Telephone:- 01473 612632

Commencing on Friday 5th June 2026
and ending on Thursday 16th July 2026

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
30 Churchill Place
London E14 5RE
(sba@pkf-l.com)

5. This announcement is made by: Lisa Burgess – Clerk/Responsible Financial Officer – Martlesham Parish Council

Resolution C2026/6g to approve the Notice of period for the exercise of public rights – **Agreed**

10.10 Annual Return for year ending 31.03.20267

Councillors were provided with a copy of the Annual Return for year ending 31.03.2026 to consider and approve.

Resolution C2026/6h to approve the Annual Return for year ending 31.03.2026 – **Agreed**

10.11 Reports for signing from year end closure by Rialtas

Councillors were provided with copies of the year end closure reports from Rialtas to consider and approve

Resolution C2026/6i to approve the year end closure reports – **Agreed**

10.12 **Register of Interests** – reminder to complete, review annually and update as necessary - **Noted**

10.13 **Insurance Cover** – renewal at the end of September 2026 (Clerk/RFO & Finance Officer will investigate and report to full Council – **Noted**

11 To consider reports and recommendations from Committees

11.1 Recreation & Amenities Minutes – 13.05.26

To approve the minutes of the Recreation & Amenities Committee meeting held on the 13.05.26. Councillors were provided with a copy of the minutes from the Recreation & Amenities Committee Meeting minutes from the 13th May 2026 in advance of the meeting.

Resolution C2026/6j councillors present at the Recreation & Amenities Committee Meeting on the 13th May 2026 to agree the minutes – **Agreed**

Councillors were asked to consider extending the meeting – Agreed

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**

There were no decisions to ratify.

12.2 **Projects update**

The Clerk confirmed the following to Councillors

Muga at the Recreation Ground – further information had been requested by Nicola Parrish in respect of the funding application. This will be reheard at the end of June.

Walk Farm Woods Carpark – officers are waiting on further information from SCL before the planning application for resurfacing can be submitted

Diamond Jubilee Bike Trails – the Clerk confirm that the Parish Council funding application to “revamp” the bike trails has been successful – **Noted**

12.3 Update on Training

Councillors were reminded to speak to the Clerk in respect of any training requirements – **Noted**

13 To consider reports from working groups

13.1 Portal Woodland Working Group/Sale of Portal Woodlands Update

13.2 Martlesham Community Speed Watch

13.3 Biodiversity Action Plan Steering Committee

There were no reports provided

14. Consultations

14.1 Local Government Reorganisation

There was no update reported

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?

There was nothing to report

16. Any reports from representatives on local organisations

16.1 Martlesham Community Hall Committee

There was no report provided

16.2 Any other reports from representatives

There were no reports from representatives

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

17.1 Suggestions for news articles

It was suggested that there could be a designated page on the website for Portal Woodlands – 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

Councillors were asked to consider excluding the public and press for the next items – it was agreed to exclude the public and press for Item 18.

19. What has this meeting achieved?

This meeting was closed at 10 pm

Signed :- Cllr C Geeson
Chair, 1st July 2026