



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
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27th August 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 2nd September 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 Parish Council Meeting held on the 01.07.26** – approve
5. **Minutes of the Extraordinary Parish Meeting, Martlesham Parish Council 15.07.26** – approve
6. **Actions from last meeting** – on going or on the agenda
7. **PUBLIC FORUM**
 - 7.1 **Reports from District Councillors** – Note/any issues raised by the public/consider – any report
 - 7.2 **Reports from County Councillors** – Note/any issues raised by the public/consider – any report
 - 7.3 **To allow members of the public to address business on the agenda** –

note/consider – any issues?

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

8:00 pm

8. Portal Woodlands

8.1 Update on actions - Note

8.2 Update from Portal Woodlands Working Group – Note

8.3 Borrowing application (resolution wording requirement) – Consider/Agree

8.4 Pledge Agreement, balance to date – what should be done in respect of pledge agreement forms received but money not paid? – Consider/Approve

8.5 Historic England Funding Application

8.6 Meeting with Head of Estates for Norfolk & Suffolk Police & PCC Tim Passmore – Consider

8.7 Comments for Press Release – Consider/Approve

8:15pm

9. FINANCIAL MATTERS

9.1 Payments made between meetings – ratify

9.2 Payments pending between meetings – approve

9.3 Receipts between meetings – note

9.4 Income & Expenditure account – budget monitoring report – note

9.5 Monthly Bank Reconciliations – Approve

8:25pm

10. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES

10.1 Minutes from Recreation & Amenities Meeting held on the 08.07.26 – Approve

10.2 Complaint received from Martlesham Community Hall with regards to the Disabled Spaces – Clerk has advised that there should be no reason why one space or the hatchings between spaces cannot be used for loading & unloading. Chair of Community Hall to provide a quote for signage - note

10.3 Communications Protocol, draft – consider/approve

10.4 Press & Media Procedure, draft – consider/approve

10.5 HR Committee Terms of Reference – consider/approve

11. Clerk's Report

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

11.2 Projects Update – note

12. TO CONSIDER REPORTS FROM WORKING GROUPS

12.1 Portal Woodland Working Group/Sale of Portal Woodland – anything to report?

Storage of Equipment in Pill Box off Deben Avenue – request received to remove equipment.

12.2 Martlesham Community Speed Watch – anything to report?

- 12.3 Biodiversity Action Plan Steering Committee – note
- 12.4 Martlesham Climate Action update - note

13. CONSULTATIONS

- 13.1 Local Government Reorganisation – Any updates
- 13.2 Bloor Homes – further correspondence received, what action should be taken - Consider/ Approve
- 13.3 Brightwell Lakes – attendance at SCC Forum – consider/approve
- 13.4 Gladman – development on land adjacent to the junction of the A14/A12, meeting scheduled for 01.10.26 for update on proposed plans
- 13.5 Hastoe – proposed plans have been received and distributed.

14. 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

- 14.1 Anything to report? Note/consider

15. Any reports from representatives on local organisations

- 15.1 MHHL – Highway Daffodil Cultivation Application
- 15.2 MHHL/Portal Woodland Conservation Group – request use of water supply at Community Orchard for watering of Bee Café at the Control Tower
- 15.3 Martlesham Community Hall Committee – note/consider
- 15.4 Any other reports from representatives

16. Items for Martlesham newsletters

(October/November)/Facebook/Instagram/LinkedIn/Website

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

17. 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)

- 17.1 To approve the Confidential Minutes from the Parish Council Meeting held on the 01.07.26
- 17.2 To approve the confidential Minutes from the Parish Council Meeting held on the 15.07.26
- 17.3 To approve the Confidential Minutes of the Extra Ordinary Parish Council Meeting held on the 12.08.26
- 17.4 Staffing matters
- 17.5 Local Government Services Pay Agreement 2026/27

9:00 pm

18. What has this meeting achieved?