



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
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2nd October 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 7th October 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 02.09.26** – approve
- 5. Actions from last meeting** – on going or on the agenda
- 6. PUBLIC FORUM**
 - 6.1 Reports from District Councillors** – Note/any issues raised by the public/consider – any report
 - 6.2 Reports from County Councillors** – Note/any issues raised by the public/consider – any report
 - 6.3 To allow members of the public to address business on the agenda** – note/consider – any issues?
 - 6.4 Any issues raised by the Public** – note/include on another agenda – any issues?

7:50 pm

7. Portal Woodlands

7.1 Update from Portal Woodlands Working Group – Note

7.2 Donations received to date - Note

7.3 Celebration of purchase – Consider/Agree

7.4 Historic England Funding Application – a new application is being draft - Note

8:15pm

8. FINANCIAL MATTERS

8.1 Payments made between meetings – ratify

8.2 Payments pending between meetings – approve

8.3 Receipts between meetings – note

8.4 Income & Expenditure account/EMR – budget monitoring report – note

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

8.6 Monthly Bank Reconciliations – Approve

8.7 PFK Littlejohn External Auditor's Report & Certificate 25/26 – Note

8.8 Breakthrough Communications Training payable over financial years 26/27 & 27/28 – Consider/Approve

8.9 Insurance Renewal Documents - note

8:25pm

9. TO CONSIDER REPORTS & RECOMMENDATIONS FROM COMMITTEES

9.1 Minutes from Recreation & Amenities Meeting held on the 09.09.26 –Approve

9.2 Recommendation R2026/09a The Committee agree that the quote from Wicksteed is preferable but require Council Officers to find out the cost of a final Inspection. They agree the work needs to be completed and to recommend to the Parish Council to agree an order of priority and how it will be funded – Consider

9.3 Recommendation R2026/09b To recommend the Sovereign quotation (option 2) to the Parish Council and to agree an order of priority and how it will be funded – Consider/Approve

9.4 Recommendation R2026/09c To recommend the quote from Eastwoods for £350.00 + VAT to Parish Council in respect of the work required following vandalism to the Oak Tree on the Common – **Consider/Agree**

9.5 Recommendation R2026/09d To recommend the quote from Eastwoods for £750.00 + VAT to Parish Council for the work required to stabilise the willow tree at the Recreation Ground. Payment to be taken from Recreation Ground Trust account

9.6 Felixstowe Road over/under growth, limiting pathway accessibility - consider

9.7 Unauthorised Encampment Policy & Procedure, draft – consider/approve

9.8 Change of Committee Membership – Cllr Thompson & Cllr Galbraith

9.9 Martlesham in the Future & thoughts for the Community – Neighbourhood Plan Review being undertaken by DETC

9.10 Land Maintenance Tender Document – Consider/Approve

9.11 Emergency Plan – primary contact required – Consider/Approve

9.12 Remembrance Day Wreaths & Invitation from MHAS to attending Remembrance Service at Barrack Square on Sunday 8th November @2pm – Consider/Approve

10. Clerk's Report

- 10.1** Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014 – Ratify decisions if required
- 10.2** **Projects Update – note**

11. TO CONSIDER REPORTS FROM WORKING GROUPS

- 11.1** Portal Woodland Conservation Group – anything to report?
- 11.2** Martlesham Community Speed Watch – anything to report?
- 11.3** Biodiversity Action Plan Steering Committee – last meeting was cancelled - Note

9:00pm

12. CONSULTATIONS

- 12.1** Local Government Reorganisation – Any updates
- 12.2** Bloor Homes – their website has been updated, and this has been shared with Councillors and on our website - note
- 12.3** Brightwell Lakes – CR - note
- 12.4** Gladman – development on land adjacent to the junction of the A14/A12. They are working with ESDC and propose further engagement with Parish/Town Councils and Community Consultation before Outline Planning- note **CP**

13. 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

- 13.1** Anything to report? Note/consider

14. Any reports from representatives on local organisations

- 14.1** Martlesham Community Hall Committee – note/consider
- 14.2** Any other reports from representatives

15. Items for Martlesham newsletters

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

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

16. 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)

- 16.1** Local Government Services Pay Agreement 2026/27
- 16.2** Staffing Matters
- 16.3** To approve the Confidential Minutes of the Extra Ordinary Parish Council Meeting held on the 12.08.26
- 16.4** Public Statement – Consider Agree

9:25 pm

17. What has this meeting achieved?