

Minutes of the Martlesham Parish Council Meeting held on 02.09.26

Present: - Cllr C Geeson (Chair), Cllr L Burrows, Cllr S Daws, Cllr L Galbraith, Cllr O'Brien Baker, Cllr R Staines, Cllr E Thompson

In attendance: - Mrs L Burgess (Clerk/RFO), District Cllr M Packard and 5 members of the public.

The meeting commenced at 7:30pm

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

1. Apologies

Apologies were received from Cllr P Whiby & Cllr L Sheridan

2. Declaration of disclosable pecuniary or local non-pecuniary interest

3. Filling of Parish Councillor vacancies – consider co-option

The Clerk informed Councillors that the applicant who had contacted her prior to the summer, was still interested. Unfortunately, she had other commitments for the September meeting but is still interested and is hoping to come along to the October meeting.

4. Minutes of the Parish Council Meeting held on the 01.07.26

Resolution C2026/9a to approve the minutes of the Parish Council Meeting held on the 01.07.26 – **Approve**

5. Minutes of the Extraordinary Meeting of the Parish Council held on the 15.07.26

Resolution C2026/9b to approve the minutes of the Extra Ordinary Parish Council Meeting held on the 15.07.26 – **Approve**

6. Actions from last meeting – on going or on the Agenda

7. PUBLIC FORUM

7.1 Reports from District Councillors

District Cllr Packard informed the meeting that he had seen a letter from Ben Woolnough, head of planning to Bloor homes telling them that what they had submitted was not satisfactory. Points included crossing of the A12 to access schools and shops, increased traffic on the A12 and they should be part of

Martlesham and not an isolated settlement. They have also been asked to do another consultation.

Cllr Packard informed the meeting that complaints about the bins had settled down, aside from issues with the food caddies during the heat wave there was a death of one of the operatives on the job, this had had a knock-on effect on colleagues. They are also getting used to new equipment and new operatives.

Cllr Packard also advised that he and Cllr Thompson had attended the 21 Young Hearts Cafe 1st Birthday Celebrations in the square. He confirmed that it would be really well put together community event and well very well attended.

District Cllr Thompson advised that he had been at the Riverside Theatre in Woodbridge for the licensing committee.

7.2 Reports from County Councillors

Apologies were received from County Councillor Patti Mulcahy

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

There were no comments

7.4 Any issues raised by the public

There were no comments

8. Portal Woods

8.1 Update on actions

The Chair confirmed that the Parish Council successfully completed on the purchase of Portal Woodlands. She thanked the working party and office team for their hard work and dedication.

8.2 Update from Portal Woods Working Group

Debrief_Portal_Woods_Working_Group_Meeting_01_09_26

Attendees: Stephanie Miller, (SM), Jim Tasker (JT), Michelle Tasker (MT), Rachel Pennick (RP), Sara Townsend-Cartwright (STC) Project Manager, Lana Galbraith (LG) Cllr.

Apologies: Dave Green (DG)

Overview:

The meeting was held before the good news about Martlesham Parish Council's successful acquisition of 11.37 acres of Portal Woodland had landed, so much of the discussion was around future possibilities – the tone of the meeting was upbeat, humorous and positive.

Fundraising:

- As mentioned last week, the Working Group intends to carry on fundraising; aiming to raise £100K for the Parish Council. We discussed alterations to current wording on communications that may be required once the sale has gone through.
- We are happy to work on new wording/a fresh approach and submit same to Clerk for approval.
- It was thought that now might be a good time to contact parishioners who have not yet delivered on their pledge, with a polite reminder enquiring whether they are still in a position to help.
- The Working Group will be running a campaign stall at the Martlesham Heath Aviation Society Open Day on Sunday, 13th Sept, 26 – I will circulate details to ~~Wkng Gp~~ members tomorrow.
- Working Group will also be running stalls at Kesgrave, Woodbridge and in the woods - albeit with a slightly different narrative on completion of acquisition. (Dates to be arranged).
- RP mentioned that she will be running a fundraising stall in aid of Portal Woods, at the Martlesham Community Hall, Felixstowe Road on 22nd November, 26 between 10am and 2pm. Please see Rachel with any goods that you might like to donate for the cause!
- STC mentioned the potential of obtaining funds from Hastoe, (builder of social housing at Black Tiles Lane). They have reneged on a promise to conserve an area dedicated to wildflowers and are now lodging plans to build on same. In the absence of CIL for social housing, it wouldn't seem inappropriate to request funds to offset this move on their part.
- At the time of writing, (2/9/26), the MPC acquisition of 11.37 acres of Portal Woodlands has gone through, so our sponsored walker will be able to set up her Just Giving page, safe in the knowledge that no monies will have to be refunded at any point. The date for the sponsored walk is 25th October, 26.
- It was discussed that asking the community to help financially with a project is something that can only be done once in a generation.

Future Management of the Woods

- It was agreed that any management of the woods going forward, must be done sympathetically, in terms of signage etc, to retain the 'unmanaged and natural' feel of the woods. (JT/MT) suggested that any necessary information boards/maps/explanations be situated on one large board at the Portal Avenue entrance to the woods and perhaps another at the Control Tower entrance to the woods - with due permission from MHAS.
- LG mentioned that, with MPC approval we need to explore/debate the pros and cons of setting up a charity to deal with the running of Portal Woods, as a charity would be a more flexible and faster moving entity (than a Parish Council), with regard to managing the woods. This was met with a mixed reaction.

Police

- Now that the acquisition of our section of Portal Woods has been effected, MPC will be free to engage the Police in discussion to legally ratify that any access across Portal Woods (Police HQ end) will be strictly limited to Police use only.
- Concrete bollards need installing across the woods' entrance (Portal Avenue end), to deter Travellers etc.... At present a mound of earth is in place, which could be dug out to allow access.

The meeting ended.

Many thanks to all for your continued commitment to the campaign !

Best wishes,

Lana

Resolution C2026/9c for the following to be actioned: -

1. The fundraising event at the Martlesham Community Hall is a tabletop sale.
2. Hastoe potential funding to be investigated by Council Officers and added to the next agenda.
3. Future management of Portal Woodlands & signage to be added to the next agenda
4. Installation of bollards across the entrance to Portal Woods to be discussed at the next meeting

Agreed

8.3 Borrowing Application

Councillors discussed the borrowing application

Resolution C2026/9d to put this item on to the October Full Council Agenda for further discussion – **Agreed**

8.4 Pledge agreement

Councillors considered what action should be taken in respect of pledges made but donations not yet received. Councillors also discussed thanking those who had donated. The Clerk advised that where communication had been received with the donation, letters or emails had been sent to personally thank the donor.

Resolution C2026/9e officers to draft a letter asking if donations were going to be received from pledges made - **Agreed**

8.5 Historic England Funding Application

Potential grant funding is available through Historic England, following an Expression of Interest filed.

Resolution C2026/9f for officers to investigate further and include involvement from the Portal Woods Conservation Group – **Agreed**

8.6 Meeting with Head of Estates for Norfolk & Suffolk Police

Councillors discussed the previously suggested meeting with representatives from Norfolk & Suffolk Police.

Resolution C2026/9g for the Clerk to contact Duncan Potter/Tim Passmore to investigate what they would be looking for and to invite them to the October Parish Council Meeting to discuss - **Agreed**

8.7 Comments for Press Release

Councillors were presented with a draft Press Release

Resolution C2026/9h for a redraft with a more celebratory slant to be circulated to Councillors for comment – **Agreed**

9. Financial Matters

9.1 Payments made between meetings

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialta
19/06/2026	Wave	£22.05	£4.41	£26.46	Inv: 16712213 Water from 19/03 to 18/06/26 F/ball Pitch				
28/07/2026	Yorkshire Gas & Power	£287.07	£14.35	£301.42	Inv: 1424192 Electric for 17/06 to 17/07/26				
06/08/2026	Water Plus	£25.76	£5.15	£30.91	Inv:13035555 Water from 18/04 to 18/07/26 1 The Street				
08/08/2026	Webfactory	£18.99	£3.80	£22.79	Inv: 10250580 Website & Domain Fee for July 2026				
19/08/2026	E-on Next	£178.17	£8.91	£187.08	Inv: 0013 Electric 01/07/26 - 31/07/26 Runway H Car Park				
28/08/2026	Yorkshire Gas & Power	£184.56	£9.23	£193.79	Inv: 1459387 Electric for 17/07 to 17/08/26				
02/09/2026	E-on Next	£267.16	£13.36	£280.52	Inv: 0014 Electric 01/08/26 - 31/08/26 Runway H Car Park				
04/09/2026	British Telecom	£195.09	£39.02	£234.11	Inv: Q138 S& Telephone & Internet 1/08 to 31/10/26				
	TOTAL	£1,178.85	£98.23	£1,277.08					

Councillors were provided with details of payments made between meetings.

Resolution C2026/9i to ratify these payments - Agreed

9.2 Payments pending between meetings

PAYMENT PENDING BETWEEN MEETINGS - To Parish Council 2nd September 2026									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
01/05/2026	SLCC	£379.00	£0.00	£379.00	Inv: MEM258569-1 Membership Fee: Lisa Burgess				
22/05/2026	Martlesham Richards Room	£35.00	£0.00	£35.00	Inv: RR/2521 Room Hire 27/05/26				
16/06/2026	Kompan Ltd	£4,227.15	£845.43	£5,072.58	Inv: 269931 Bespoke Safety Surfacing Centenary Play Space				
26/06/2026	Suffolk Digital Print & Design	£18.00	£3.60	£21.60	Inv: 15496 40 x A4 Posters Save Portal Woods				
03/07/2026	Suffolk Digital Print & Design	£168.00	£33.60	£201.60	Inv: 15525 150 x Car Stickers Save Portal Woods				
06/07/2026	Kompan Ltd	£605.00	£121.00	£726.00	Inv: 270391 Rock it Platform Handle				
31/07/2026	SCL Landscapes Ltd	£2,775.00	£555.00	£3,330.00	Inv: 4540 Various Extra's				
31/07/2026	SCL Landscapes Ltd	£2,707.76	£541.55	£3,249.31	Inv: 4541 Ground Works for July 2026				
04/08/2026	Chubb Fire & Security Ltd	£269.50	£53.90	£323.40	Inv: 11550666 Annual Contract for Intruder Alarm Oct 26 -27				
06/08/2026	Ipswich Computer Services	£187.97	£37.60	£225.57	Inv: 076599 Microsoft & Eset for August 2026				
07/08/2026	Landbridge	£2,783.50	£556.70	£3,340.20	Inv: 7687 Red Book Valuation of Portal Woodlands				
08/08/2026	Pod Point Ltd	£2.02	£0.40	£2.42	Inv: ADF-51606 Admin Fee's 1st - 31st July 2026				
17/08/2026	Lisa Burgess	£14.86	£0.00	£14.86	Reimburse Expenses Coffee/Stamps/Parking				
21/08/2026	Adcock Refridgeration	£109.08	£21.82	£130.90	Inv: 771192 Maintenance Visit 08/26				
21/08/2026	Rachel Crompton	£10.95	£0.00	£10.95	Reimburse Postage for Portal Woodlands Legal Documents				
28/08/2026	Ipswich Computer Services	£27.00	£5.40	£32.40	Inv: 076835 To assist Cllr Galbraith with email settings				
30/08/2026	Evolve Business Solutions	£263.38	£52.68	£316.06	Inv: 016614 Useage for 28/05/26 to 27/08/26				
	TOTAL	£14,583.17	£2,828.68	£17,411.85					

Councillors were provided with details of payments pending between meetings

Resolution C2026/9j to pay the pending invoices - Agreed

9.3 Receipts between meetings

INCOME RECEIVED BETWEEN MEETINGS - To Parish Council 2nd September 2026									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
16/06/2026	Martlesham Summer Playscheme	£337.73	£0.00	£337.73	Playscheme donation towards MUGA.				
08/07/2026	Pod Point	£102.43	£20.48	£122.91	Pod Point Revenue for the month of June (paid in July 26)				
08/08/2026	Pod Point	£74.18	£14.84	£89.02	Pod Point Revenue for the month of July (paid in Aug 26)				
	TOTAL	£514.34	£35.32	£549.66					

Councillors were provided with details of receipts between meetings

9.4 Income & Expenditure Account

Councillors were provided with the up-to-date income and expenditure account. The Clerk confirmed that we could expect increased costs in respect of work that was required to trees at Mill Farmhouse, the Recreation Ground and the Common. This will be addressed in full at the next Recreation & Amenities Committee Meeting.

There was further work that would be required to the cable runway at Centenary Play Space, again this would be discussed in full at the Recreation and Amenities Committee meeting - **Noted**

9.5 Monthly Bank Reconciliations

The latest bank reconciliations still needed to be completed. The Chair advised that she had told the Clerk to prioritise work related to Portal Woodlands. The Clerk advised that she was regularly monitoring the bank account - **noted**

10. To consider reports & recommendations from Committees

10.1 Minutes from the Recreation & Amenities meeting held on 08.07.26

Resolution C2026/9k to approve the minutes of the Recreation & Amenities meeting held on 08.07.26 - **Agreed**

10.2 Complaint received from Martlesham Community Hall regarding disabled/accessible parking bays

The Clerk advised the meeting that a complaint had been made by the Community Hall in respect of the additional disabled parking bays. They would have like to have been consulted on these additional bays as it left no space directly behind the hall for loading and unloading for events at the Community Hall. The Clerk and Chair of Martlesham Community Hall had discussed the use of the double hatching for loading/unloading. The Chair of Community Hall was going to obtain a quotation for appropriate signage. - **Noted**

10.3 Communications Protocol

Prior to the meeting Councillors had been provided with a draft Communications Protocol.

Resolution C2026/9l to adopt the Communications Protocol, and add to the review programme for 12 months' time – **Agreed**

10.4 Press & Media Procedure

Prior to the meeting Councillors had been provided with a draft Press & Media Procedure

Resolutions C2026/9m to adopt the Press & Media Procedure and add to the review programme for 12 months' time - **Agreed**

10.5 HR Committee Terms of Reference

Terms of Reference for the previous Personnel Committee had not been located, so prior to the meeting Councillors were presented with draft terms of reference for the HR Committee

Resolution C2026/9n to adopt the HR Committee Terms of Reference, with the HR Committee to review the decision making and revert to full Council - **Agreed**

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

Clerks Report September 2026

Project Updates

Recreation Ground – Muga

Funding has been agreed as follows:-

District CIL match funding 50:50	£17,927.00
County Cllr P Mulcahy locality funding	£ 2,228.00
District Cllr E Thompson Locality funding	£ 2,500.00
District Cllr M Packard Locality funding	£ 3,000.00
Martlesham Summer Play Scheme	£ 337.73
Total funding	£ 25,992.73 approx 72.5% of original quote
Quote from Kompan	£35,854.00

02.09.26 Clerk & Finance Officer met rep from Kompan on site prior to revised price being issued. We should be in receipt of this within a couple of weeks and hope to place the order for supply and installation during October.

Diamond Jubilee Bike Trails

Having secured the funding for a revamp of the bike trails, work should be taking place in September/October (closing for a couple of weeks) with a view to being reopened for the October half term holiday.

Walk Farm Woods Carpark

We are currently seeking prices from Architects for the required reports and the subcontractor Josh was going to use has let him down. Planning & Project Officer has a meeting scheduled on site tomorrow with one of the Architects that has been contact.

Recreation Ground Carpark resurfacing, carpark entrance & pedestrian entrance

Focus can be directed to this potential project, but there will be high costs involved and funding will need to be sought. This should be broken down into 3 sections making it more economically viable.

Items to be added as potential projects

CCTV

An email has been received from the Chair of the Community Hall with respect of the CCTV. Investigation has led to minutes from the September 2025 full council meeting:-

12.4 CCTV inspection report CR10 and CPs filed in the office together with the minutes. Noted. The CCTV system has failed and is irreparable. The RFO has sourced a replacement. The CCTV protocol will need to be reviewed alongside any new replacement and the Martlesham Community Hall Trust consulted prior to installation.
RESOLUTION C2023/9r: To accept the CCTV quote of £2,742.70 + VAT for a replacement CCTV system. To review the Parish Council CCTV protocol. Carried.
The quote was from Doyles Electrical Services Ltd.

Having spoken to Doyle Electrical today, they do not believe that they were ever instructed to carry out the work, we are waiting for a call back with confirmation.

Play Spaces

Council Officers will be meeting to discuss the repairs and refurbishment required to the play spaces. A rolling programme of maintenance needs to be scheduled.

Noted

12. To consider reports from Working Groups

12.1 Portal Woodland Working Group

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

Resolution C2026/9o for the Clerk to speak with the Portal Woods Conservation Group – **Agreed**

12.2 Martlesham Speed Watch

Councillor Daws advised the meeting that there seemed to be a “Gremlin” in the movable SID, in that it seemed to be intermittently not functioning. It was confirmed that the device was out of warranty but discussed that it could perhaps be a service issue, officers were looking into this.

There is also a need for more volunteers. The Council should look to advertise for volunteers going forward, including contact CAS - **Noted**

12.3 Biodiversity Action Plan Steering Committee

An updated was provided to Councillors prior to the meeting – **noted**

12.4 Martlesham Climate Action Group

An update was provided to Councillors prior to the meeting – **noted**

13. Consultations

13.1 Local Government Reorganisation – nothing to report

13.2 Bloor Homes – nothing to report other than the update received from District Councillor Packard

13.3 Brightwell Lakes – no further meeting date received but when it is this will be attending by Cllr O’Brien Baker and the Clerk

13.4 Gladman – development of land adjacent to the junction of the A14/A12, Inter Parish meeting scheduled for 01.10.26

13.5 Hastoe – proposed plans have been received

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 – noting to report

15. Any reports from representatives on local organisations

15.1 **MHHL** – Highway Daffodil Cultivation Application

Councillors were presented with an application for Highway Daffodil Cultivation and support required by MHHL for required Licence.

Resolution C2026/9p to support MHHL with their application - **Agreed**

15.2 MHHL/Portal Woodland Conservation Group – request use of water supply at Community Orchard for watering of Bee Café at the Control Tower

Resolution C2026/9q to allow reasonable use of the water supply at the Community Orchard for watering of the Bee Café at the Control Tower. The code for the water supply to be given to no more than 2 members of the Portal Woods Conservation Group - **Agreed**

15.3 Martlesham Community Hall Committee – note/consider

There was no report provided

15.4 Any other reports from representatives

There were no reports provided

16. Items for Martlesham newsletters

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

Items to include Update on the Purchase of Portal Woodlands, Volunteers for Speedwatch and Councillors.

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

Items to include Update on the Purchase of Portal Woodlands, Volunteers for Speedwatch and Councillors.

Councillors were asked for their agreement to take the next items in Camera - **Agreed**

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

Resolution C2026/9r to approve the confidential minutes from the Parish Council Meeting held on the 01.07.26 - **Approve**

17.2 To approve the confidential Minutes from the Parish Council Meeting held on the 15.07.26

Resolution C2026/9s to approve the confidential minutes from the Parish council Meeting held on the 15.07.26 - **Approve**

17.3 To approve the Confidential Minutes of the Extra Ordinary Parish Council Meeting held on the 12.08.26

Chair to amend and to be added to the next full council meeting agenda for approval in camera

17.4 Staffing matters 17.5 Local Government Services Pay Agreement 2026/27

Not discussed, to be added to the next full council meeting agenda for approval in camera

The meeting closed at 10:00 pm

Signed _____

7th October 2026