Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
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30th 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 4th November 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

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

7:30pm

1. **Apologies -** Note/accept absence

2. **Filling the Parish Council vacancies** – Consider co-option
   There are 2 applications to consider

3. **Any declarations of disclosable pecuniary or local non-pecuniary interests** Register interests

4. **Minutes** Approve Minutes from the Parish Council Meeting 07.10.25 Approve **(CP)**

7:35pm

5. **Actions from last meeting** Ongoing or on the agenda – Action Log shared

6. **PUBLIC FORUM**

6.1 Reports from District Councillors Note/any issues raised by the public/consider

6.2 Reports from County Councillors Note/any issues raised

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

6.4 Any issues raised by the public

7:50pm

7. **Financial Matters**

7.1 Payments pending between meetings **(CP)**

7.2 Payments made between meetings **(CP)**

7.3 Monthly bank reconciliation figures **(CP)**

7.4 Income & Expenditure – Budget Monitoring Report (EMR included) **(CP)**

7.5 CIL Report 2025-2026 – Consider/Approve **(CP)**

7.6 Election Cost 2027 - Note **(CP)**

8:00pm

8. **Consultations**

8.1 Bloor Homes Outline Planning Application
Consultation period ends 03.12.26

8.2 Press Statement – wording - Consider/Approve

9. **TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES**

9.1 DETC Minutes from meeting held on the 14.11.26 – **Approve (CP)**

9.2 Reconsider quotations in respect of Walk Farm Woods, incorrection presentation of details at October meeting – **Consider/Approve**

9.3 Recommendation D2026/10a to recommend the establishment of a Community Engagement Group – Consider/Approve

9.4 Finance & General-Purpose Committee Draft Minutes 21.10.26 – **Approve (CP)**

9.5 Recommendation F2026/10a to recommend the CIL Report for 2025/2026 to Full Council.

9.6 Recommendation F2026/10b to recommend to full Council to approve the 5 grant applications received and for a news article to be published in the Martlesham Monthly & Flyer online advising that late applications for small amounts will be considered – Consider/Approve **(CP)**

9.7 Recommendation F2026/10c that the balance of the purchase money for Portal Woods be taken from CIL rather than making a retrospective borrowing application – Consider/Approve **(CP)**

9.8 Recommendation F2026/10d To recommend the revised Terms of Reference for the Finance & General Purpose Committee with the exclusion of "other matters relating to the Clerk and Employees" which should be handled by the HR Committee – Consider/Approve **(CP)**

9.9 Recommendation F2026/10e for full Council to adopt the internal Audit/Control Statement – Consider/Approve **(CP)**

9.10 Recommendation F2026/10f to recommend full Council adopt the Invest & Investment Policy and review again in 12 months' time – Consider/Approve **(CP)**

9.11 Recommendation from HR Committee meeting held on the 28.10.26 - to recruit a Finance Officer, following the resignation of the current officer who left on the 31.10.26 – Consider/Approve

9.12 Recommendation from HR Committee meeting held on the 28.10.26 – temporary increase in hours to an additional 7 hours per week of the Admin Officer until the Finance Officer is recruited – Consider/Approve

9.13 Centenary Play Space Pole Spinner Repair – Following Decision R2026/07g to contact Kompan regarding the failed bearings on the pole spinner, the equipment subsequently broke completely. It was removed and the area was cordoned off. Councillors agreed that the pole spinner should be replaced. Four quotations were presented and the Wicksteed quotation was preferred although Councillors also require a price for a post installation Inspection. Quote to replace/install pole spinner to include post installation inspection £3,913.25

9.12 Centenary Play Space – Repairs to the zip line were scheduled for Friday 14th August. Unfortunately, the engineer encountered difficulties with the zip line due to previous repairs (not by them) and a different configuration. Due to the previous repairs the cable would need to be replaced. The swing hangers were successfully replaced. Council officers are waiting for a revised quote for a replacement zip line - **Updated** Revised quote received in the sum of £1,351.54 – Consider/Approve

10. ITEMS FOR CONSIDERATION

10.1 Calendar of Meetings for 2027 – Consider/Agree **(CP)**

10.2 Summer Fete – Thoughts on event for next year. **(CP)**

10.3 **Portal Woods-**request received to reconsider location of plaque & wording **(CP)**

10.4 **Main Road –** current works - consider

10.5 **Elections –** 6th May 2027

8:55pm

11. Clerk's Report : Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014

11.1 **Clerks Report – Project Update**

9:00pm

12. TO CONSIDER REPORTS FROM WORKING GROUPS

12.1 Portal Woods Working Group **(CP)**

12.2 Community Speed Watch/SID

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?

14. Any reports from representatives on local organisations

14.1 Martlesham Community Hall Committee

14.2 Any other reports?

15. Items for Martlesham newsletters (December/January)/Social Media/website

15.1 Consider contributions for the December/January news articles and ideas for articles moving forward.

16. What has this meeting achieved?