



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
Website: www.martleshamparishcouncil.org.uk

26th September 2025

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 1st October 2025** 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, Not applicable (N/A)
2. **Any declarations of disclosable pecuniary or local non-pecuniary interests** Register interests
3. **Minutes** 3.1 Approve Minutes from the Parish Council Meeting 03.09.25 Approve* (**CP**)

7:35pm

4. **Actions from last meeting** Ongoing or on the agenda*

5. PUBLIC FORUM

- 5.1 Reports from District Councillors Note/any issues raised by the public/consider
- 5.2 Reports from County Councillors Note/any issues raised
- 5.3 To allow members of the public to address business on the agenda
- 5.4 Any issues raised by the public

8:00pm

6. Financial Matters

- 6.1 Payments pending between meetings **(CP)**
- 6.2 Payments made between meetings **(CP)**
- 6.3 Monthly bank reconciliation figures **(CP)**
- 6.4 Income & Expenditure – Budget Monitoring Report (EMR included) **(CP)**
- 6.5 Late Grant Application from the Repair Shed **(CP)**
- 6.6 PKF Littlejohn External Auditor's Report & Certificate 2024/25 **(CP)**

8:20pm

7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

- 7.1 Recreation & Amenities Committee 12.09.25 – Minutes **(CP)**
- 7.2 Propose that Cllr Galbraith become a member of the Recreation & Amenities Committee – Consider/Approve

8. ITEMS FOR CONSIDERATION

- 8.1 HR Committee – consider/Approve
- 8.2 Community Information sessions – Parish Room (Cllr Geeson) Consider/Approve
- 8.3 Neighbourhood Plan Review – Note/Consider **(CP)**
- 8.4 Proposal for the planting of a tree on the corner of Felixstowe Road/Anson Road (Cllr Davey) Consider/Approve
- 8.5 Remembrance Day Wreaths – Consider/Approve **(CP)**

8:40pm

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

Clerks Report (CR)

Projects update

- 9.1 Kronji's Piece Update
- 9.2 Walk Farm Wood Carpark
- 9.3 Neighbourhood Watch
- 9.4 Pétanque Piste (repurposing of)
- 9.5 Pedestrian Entrance at the Recreation Ground

General

9.6 Survey Monkey, public engagement – nothing yet to report

9.7 Eco Day for local Primary Schools

Martlesham Academy interested in taking part. - note

9.8 NALC Local Council Awards

9.9 Councillors' Statement of Assurance (see Clerk's Report)(**CP**)

9.10 Assertion 10 – Practitioner's Guide 2025, to include Draft IT Policy (**CP**)

9:10pm

10. TO CONSIDER REPORTS FROM WORKING GROUPS

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

10.2 Community Speed Watch/SID

11. Consultations

11.1 Any consultations?.

11.2 Bloor Homes – Land off Foxhall Road (**CP**)

12. Training

12.1 Councillor Training – Training requirements

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?

SAVID – Draft minutes from September meeting – **note (CP)**

15. Items for Martlesham newsletters (October/November)/Social Media/website

15.1 Consider contributions for the October news articles and ideas for articles moving forward.

16. What has this meeting achieved?