



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
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31st October 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 5th November 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. **Election of Vice-Chair** - elect vice-Chair and receive Vice-Chair's Declaration of Acceptance of Office
3. **Filling the Parish Council vacancies** – Consider co-option
4. **Any declarations of disclosable pecuniary or local non-pecuniary interests** Register interests
5. **Minutes** 3.1 Approve Minutes from the Parish Council Meeting 03.09.25 Approve* (**CP**)

7:35pm

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

7. PUBLIC FORUM

- 7.1 Reports from District Councillors Note/any issues raised by the public/consider
- 7.2 Reports from County Councillors Note/any issues raised
- 7.3 To allow members of the public to address business on the agenda
- 7.4 Any issues raised by the public

7:50pm

8. Financial Matters

- 8.1 Payments pending between meetings **(CP)**
- 8.2 Payments made between meetings **(CP)**
- 8.3 Monthly bank reconciliation figures **(CP)**
- 8.4 Income & Expenditure – Budget Monitoring Report (EMR included) **(CP)**
- 8.5 CIL Report (CP)

8:00pm

9. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES

- 9.1 DETC 15.10.25 – Minutes **(CP)**
- 9.2 Finance & General-Purpose Committee 22.10.25 – Minutes **(CP)**
 - Recommendation F2025/10a** – Council to consider all 8 grant applications for payment in full, to be included in the draft budget. For a final decision to be made in January 2026 when the Budget is approved.
 - Recommendation F2025/10b** Council to adopt the new internal audit/Internal Control Statement & Report
 - Recommendation F2025/10c** Council to adopt the updated Risk Management and Fire Risk Assessment documents
 - Recommendation F2025/10d** Council to adopt the Investments & Investment Policy (no changes from previous version)
 - Recommendation F2025/10e** Council to adopt the updated Document & Electronic Data Retention Disposal Policy
 - Recommendation F2025/10f** Council to adopt the Internet Banking Policy
 - Recommendation F2025/10g** Council to adopt the IT Policy

10. ITEMS FOR CONSIDERATION

- 10.1 HR Committee – consider/Approve
- 10.2 Draft Budget
- 10.3 Filling redundant representative positions
- 10.4 Appoint a Chair to the Recreation & Amenities & DET Committees
- 10.5 Appoint additional members to the F & GP Committee

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

Clerks Report (CR)

Projects update

- 11.1 Kronji's Piece update
- 11.2 Walk Farm Wood Carpark update
- 11.3 Neighbourhood Watch
- 11.4 Pétanque Piste (repurposing of)
- 11.5 Neighbourhood Plan Update

General

- 11.6 Parish Room Upgrade

9:10pm

12. TO CONSIDER REPORTS FROM WORKING GROUPS

- 12.1 Portal Woods Working Group (CP)
- 12.2 Community Speed Watch/SID

13. Consultations

- 13.1 Any consultations?.
- 13.2 Call for Sites - note

14. Training

- 14.1 Councillor Training – Are there any training requirements

15. 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

- 15.1 Anything to report?

16. Any reports from representatives on local organisations

- 16.1 Martlesham Community Hall Committee
- 16.2 Any other reports?

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

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

18. What has this meeting achieved?