



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
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29th August 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 3rd September 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

AGENDA			
Time	Item	Action by Council	Paper/Ref (all by email)
19.30	1. Apologies	Note/accept absence	Not applicable (N/A)
19.31	2. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.33	3. Minutes		
19.33	3.1 Approve Minutes from the Parish Council Meeting 02.07.25	Approve*	CP-Minutes
19.37	4. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	5. PUBLIC FORUM		
	5.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	5.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	5.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?

	5.4 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.48	6. Financial Matters		
	6.1 Payments pending between meetings	Approve	CP
	6.2 Payments made between meetings	Approve	CP
	6.3 Monthly financial report, including monthly bank reconciliation figures	Approve	CP
	6.4 Income & Expenditure – Budget Monitoring Report (EMR included)	Consider	CP
	6.5 Insurance renewal	Consider/Approve	CP
	6.6 Replacement of lamp post & 2 flood lights to the left hand side of the Community Centre. Consider accepting the quotation received from Doyle Electrical – payment to be made from CIL.	Consider/Approve	CP
19.52	7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	7.1 Recreation & Amenities Committee 09.07.25 - Minutes	Approve*	CP- minutes
	7.2 Recommendation R2025/7a – to recommend to full Council that the Bee Café be award a grant	Approve	CP
	7.3 Recommendation R2025/7g – to recommend the draft litter action plan to the Parish Council with the addition of glass under dangerous items	Approve	CP
20.05	8. Clerk's Report : Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014		
	8.1 Collection of remaining parts of the Nissan Hut Clerk arranged for SCL to assist with the collection & agreed the cost involved.	Ratify	CR
	Projects update		
	8.2 Kronji's Piece Update	Note	CR1
	8.3 Walk Farm Wood Carpark	Note	CR2
	8.4 Neighbourhood Watch	Note	CR4
	General		
	8.5 Survey Monkey, public engagement	Consider	CP
	8.6 Eco Day for local Primary Schools	Consider/Approve	CP
	8.7 NALC - Local Council Award Scheme – apply for Bronze Accreditation (compliance)	Consider/Approve	CP
	8.8 Replacement of "Danger Deep Water" signs at the Recreation Ground.	Consider/Approve	CP
20.25	9. TO CONSIDER REPORTS FROM WORKING GROUPS		
	9.1 Portal Woods Working Group	Note/consider?	N/A
	9.2 Community Speed Watch/SID	Note	N/A
20.40	10. Consultations		
	10.1 Any consultations?	Note/consider?	N/A
	10.2 LGR Workshop, SALC, Endeavour House,	Note	CP if available

	Ipswich – 02.09.25.		
20.41	11. Training		
	11.1 Councillor Training – update from Cllr Geeson	Note	N/A
20.51	12. 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		
	12.1 Anything to report? Minutes from Steering Group meeting on the 23.07.25	Note/consider	CP
	12.2 to recommend the Pétanque Piste to be repurposed to a ball play area.	Consider/Approve	CP
	12.3 to recommend to the Parish Council the provision of pedestrian access into the Recreation ground, to flow around the ball play area and join with the proposed “Sensory Walk”	Consider/Approve	CP
	12.4 to recommend to the Parish Council that the crowns of the Trees between the play area and the carpark be raised	Consider/Approve	CP
	12.5 to recommend to the Parish Council the location of the replacement trees for planting	Consider/Approve	CP
20.53	13. Any reports from representatives on local organisations		
	13.1 Martlesham Community Hall Committee	Note/consider	CP if available
	13.2 Any other reports?	Note/consider	CP if available
	13.3 Community Partnership	Note	N/A
	14. 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).		
	14.1 Approve the Confidential Minutes from the Parish Council Meeting 02.07.25	Approve	CP
	14.2 To approve the Confidential Minutes from the EPM on the 04.08.25	Approve	CP
	15. Meeting Dates for 2026		
	15.1 Draft meeting dates for 2026	Consider/Approve	CP
20.57	16. Items for Martlesham newsletters (October/November)/Social Media/website		
	16.1 Consider contributions for the October news articles and ideas for articles moving forward.	Consider/Note	N/A
20.57	17. What has this meeting achieved?		