

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 3rd
September 2025

PRESENT: Cllr L Burrows (Chair), Cllr H Davey, Cllr S Daws, Cllr C Geeson, Cllr I O'Brien Baker, Cllr R Staines, Cllr E Thompson, Cllr P Whitby

In attendance: Mrs L Burgess (Clerk/RFO)

District Cllr M Packard, Paul Martin, Bee Café

Public – Mrs M Burrows, Miss S Burrows, Member of the public from Old Martlesham

The meeting started at 7.30 pm

- 1. Apologies:** Cllr Galbraith, Cllr Hall (Vice Chair)
- 2. Any declarations of disclosable pecuniary or local pecuniary interests:**
There were none declared
- 3. Minutes of Parish Council Meeting 02.074.25 CP - minutes filed in the office.**
The minutes were approved and signed as correct by the Chairman. **Agreed**
- 4. Actions from last meeting** Ongoing or on the agenda

5. PUBLIC FORUM

5.1 Reports from District Councillors

District Cllr Packard advised that Emma Chapman, head at Martlesham Primary Academy was being given some money from the Community Fund. He advised that we may be approached for some additional funding for the outdoor area that they are improving.

Cllr Packard also advised that following a planning cabinet meeting it was agreed that the Local Plan would conclude at the end of September 2025 and to renew the same will take 2 – 3 years. This will mean that developers can come forward with plans on undesignated land due to the current Local Plan being out of date. There could be a call for land/sites from October due to the increase numbers for housing requirement per annum and we could be approached for land.

Cllr Daws asked how we stand if the plan could take 2 – 3 years to produce, with Local Government Reorganisation and Devolution in progress?

Cllr Whitby, why it has been left so late to review the plan?

District Cllr Packard advised Council that because of the increase in housing numbers required the District Council only has 3.3 years' worth of land for housing and note the required 5 years. It was also noted that in Felixstowe applications were made directly to the Secretary of State because their previous plan was out of date.

District Cllr Thompson advised that the review of the Local Plan needs to be consulted on, and this is what takes the time.

District Cllr Thompson advised that it had been a quiet month. He confirmed that both he and District Councillor Packard had given some of their locality money to 21 Young Hearts Café in Martlesham Heath and encouraged Councillors to visit.

5.2 Reports from County Councillors

County Councillor Mulcahy was not present, and no report had been submitted in her absence.

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

Michael Ninnmey from East Suffolk District Council addressed Council on the Biodiversity Action Plan that he is working on with neighbouring Parishes including Waldringfield and Newbourne. Mr Ninnmey referenced the publication “A Wildlife Strategy for Kelsale-Cum-Carlton” – The KCC Biodiversity Action Plan. It took 5 years to deliver the Plan, but following the guidance written by Keith Dickerson the time required to implement a Biodiversity Action Plan could be reduced to 2 years.

5.4 Any issues raised by the public

The graffiti on the green gas cabinet at the bottom of Top Street was mentioned by a resident from Old Martlesham who attended the meeting. This has been reported by himself and the Parish Council, but no action has been taken. Clerk to report again to highways. The resident was also concerned about the temporary barriers around the Gas Cabinet and asked whether something more permanent could be put in situ - **note**

6. Financial Matters

6.1 Payment pending between meetings

PAYMENT PENDING BETWEEN MEETINGS to September 2025

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2
27/06/2025	Ipswich Computer Services	£78.00	£15.60	£93.60	Inv: 071210 Changing mailbox settings			
14/07/2025	SALC	£265.00	£53.00	£318.00	Play Inspection Training for Sara			
23/07/2025	Tobies Window Cleaning	£15.00	£0.00	£15.00	Window Cleaning			
30/07/2025	Suffolk County Council	£75.00	£0.00	£75.00	Advert for Council Officer			
31/07/2025	Ipswich Computer Services	£555.00	£111.00	£666.00	Inv: 071561 Supply Laptop for new councillor			
31/07/2025	Ipswich Computer Services	£26.00	£5.20	£31.20	Inv: 071596 Unlocking Encryption			
03/08/2025	John Goodluck	£180.00	£0.00	£180.00	Litter Picking Services			
04/08/2025	St Johns Ambulance	£171.60	£34.32	£205.92	St Johns Ambulance - First Aid Village Fete			
05/08/2025	Eon Electricity (Runway Heritage)	£1,565.36	£78.26	£1,643.62	Pod Point for Runway Heritage Car Park			
08/08/2025	Ipswich Computer Services	£207.35	£41.60	£249.55	Invoice 071839 Microsoft & Eset for August 25			
08/08/2025	BNP Paribas Leasing Solutions	£126.45	£25.09	£150.54	Photocopier Rental from 06/09/25 to 05/12/25			
28/07/2025	Lisa Burgess	£30.00	£0.00	£30.00	Childrens Table & Chairs for Fete			
28/07/2025	Lisa Burgess	£6.75	£0.00	£6.75	Coffee - Office Expenses			
31/07/2025	SCL Landscaping Ltd	£875.00	£175.00	£1,050.00	Invoice 4208 Extra's			
31/07/2025	SCL Landscaping Ltd	£1,704.57	£340.91	£2,045.48	July 2025 Ground Works			
08/08/2025	Sara Townsend-Cartwright	£23.60	£0.00	£23.60	Playground Inspection Training Expenses			
12/08/2025	East Anglian Road Markings	£595.00	£119.00	£714.00	Markings for EV Bags at Runway Heritage Car Park			
14/08/2025	Chubb Fire & Security Ltd	£257.40	£51.48	£308.88	Annual Contract for period 27/10/25 to 26/10/26			
15/08/2025	HMRC	£1,939.92	£0.00	£1,939.92	PAYE for August Wages			
15/08/2025	Suffolk County Council	£2,213.21	£0.00	£2,213.21	Pension for August Wages			
19/08/2025	NALC	£35.00	£7.00	£42.00	Navigating the new planning framework - Lisa B			
26/08/2025	Martlesham Conservation Group	£201.87	£0.00	£201.87	Grant Payment			
29/08/2025	Wicksteed Leisure Ltd	£475.00	£95.00	£570.00	P/O MPC25/016 - Cradle Seats for swings			
29/08/2025	Lisa Burgess	£7.95	£0.00	£7.95	Coffee & Milk - Office Expenses			
29/08/2025	Evolve Business Solutions	£164.13	£32.82	£196.95	Network Support Charge for 28/08/25 to 27/11/25			
29/08/2025	Helen Davey	£18.50	£0.00	£18.50	Fete Reimbursement			
	TOTAL	£11,812.66	£1,185.28	£12,997.54				

Resolution C2025/9a that the payment pending between meetings be paid - Agreed

6.2 Payments made between meetings

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1
03/07/2025	Anglian Water	£24.94	£0.00	£24.94	Anglian Water monthly DD - no papers L.B		
28/07/2025	YGP Electricity	£28.71	£5.74	£34.45	Electric from 18/07/25 to 18/08/25		
06/08/2025	HMRC	£2,341.85	£0.00	£2,341.85	Employer's Contribution Month 4		
06/08/2025	Suffolk Pension Fund	£2,339.04	£0.00	£2,339.04	Pension Contribution Month 4		
08/08/2025	Webfactory	£17.99	£3.60	£21.59	Website, Domain & Email fee's		
15/08/2025	Individual staff payments	£6,544.76	£0.00	£6,544.76	Payroll Summary inc back pay from pay award		
15/08/2025	LL	£160.19	£0.00	£160.19	LL back pay from pay award 01.04.-31.07 2025		
18/08/2025	YGP Electricity	£174.37	£8.71	£183.08	Electric from 18/08/25 to 18/09/25		
28/08/2025	GCL Products - Rachel Debit Card	£18.50	£0.00	£18.50	100 x Rubber Matting Pegs		
	TOTAL	£11,650.35	£18.05	£11,643.46			

Resolution C2025/9b that the payments be ratified. **Agreed**

6.3 Monthly finance report, including monthly bank reconciliation figures

The latest Bank Reconciliation for the Current Account was made available to Councillors before the meeting. Councillors were able to make any queries. There were no queries raised.

Resolution C2025/9c approve the latest bank reconciliations. – **Agreed**

6.4 Income and Expenditure Report, together with Budget Commentary. The latest income and expenditure report was made available to Councillors prior to the meeting. This included details of bank balances and EMR Report. Councillors were provided with the opportunity raise any queries. Councillors were asked to note the contents - **Noted**

6.5 Insurance renewal. Councillors have been provided with renewal details for Parish Council insurance, together with a report provided by the Clerk/RFO and Finance Officer showing where they had raised queries and changes had been made to existing information provided in conjunction with a “property grid” that was provided by the insurance broker.

Councillors to agree to the new premium and instruct the Council Officers to proceed with the renewal of the insurance for 2025/26.

Resolution C2025/9d to agree the new insurance premium in the sum of £5,210.36 and instruct Council Officers to proceed with the renewal of the insurance from 01.10.25 – **Agreed**

6.6 Quote for the replacement of the lamp post & 2 x flood lights in the Community Hall Carpark.

Councillors were provided a quotation from Doyle Electricity for the replacement of the lamp post/flood lights.

Resolution C2025/9e Councillors agreed to the quotation in the sum of £1,798.30 plus VAT and instruction Council Officers to issue a purchase order in respect of the same - **Agreed**

7. To consider reports and recommendations from committees

7.1 Recreation & Amenities Committee Minutes from meeting held on the 09.07.25
Draft minutes were made available to Councillors prior to the meeting

Resolution C2025/9f to approve the minutes of the Recreation & Amenities Committee from the 09.07.2025 - **Agreed**

7.2 Recommendation **R2025/7a** to recommend to full Council that a grant be awarded in respect of the Bee Café Proposal made by Mr P Martin.

Resolution C2025/9g to recommend that a grant of £300.00 for materials & plants and £170.00 for the Street Furniture Licence be award to Mr P Martin on behalf of the Bee Café CIC to proceed with the placement of the Bee Café on the Junction of Main Road/Black Tiles Lane – **Agreed**

7.3 **Recommendation R2025/7g** to recommend the draft litter action plan to Full Council with the addition of glass under dangerous items.

Resolution C2025/9h to recommend to Full Council to adopt the draft Litter Action Plan – **Agreed** in principle, with additional work to the presentation.

8. Clerk's Report

Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2024.

Projects Update

8.1 Under the instruction of the Clerk, the remaining parts of the Nissan Hut are now located in Martlesham. Full Council to ratify the cost of transportation in the sum of £95.00 plus VAT. – **Resolution C2025/9i** to ratify the decision of the cost of transportation of the remaining parts of the Nissan Hut, in the sum of £95.00 - **Agreed**

8.2 Kronji's Piece

Work has been continuing and SCL have the bases for the seating and pathways in place. There is a hold up on the surfacing materials for the pathways, created by demand from the Sizewell Construction Project. Further update from SCL received 27.08.25 they are hoping that the benches could be in placed by end of w/c 01.09.25 and the tarmac surfacing should arrive the following week. – **Note**

8.3 Walk Farm Wood

The Planning & Project Officer has been working on obtaining further quotes for the Survey's required. However, on speaking with Duncan Sweeting, he has offered his assistance in respect of the surveys and asked us to contact him in September when his workload has reduced. – **Note**

8.4 Neighbourhood watch

Our new Council Officer has taken on the day-to-day work of this project, aided by the clerk. She has registered our Scheme and the Map covering the Martlesham Parish Council Neighbourhood Watch Scheme is now live. We are currently waiting for a response from Highways in respect of the use of their posts for the relevant signage. – **Note**

8.5 Survey Monkey, public engagement

Consider the impact of future subscription to Survey Money for Community Engagement. Subscriptions to be investigated for the coming financial year - **note**

8.6 Eco Day for Local Primary Schools

Councillors were asked to consider the potential of hosting an ECO day (next June) for the local primary schools. This could link in with our Biodiversity Action Plan.

Resolution C2025/9j for Councillors to agree to hosting ECO Day for Local Primary Schools, with the potential for them to apply for a Grant for an ECO project, look at the potential for other local groups to be involved – **Approve**

8.7 NALC – Local Council Award Scheme

Councillors were provided with details of the Local Council Award Scheme, together with details of what the application entails including costs. Bronze award accreditation would confirm that we are working in line with compliancy.

Resolution C2025/9k agreement to apply for the Local Council Award Scheme – **Agreed**

8.8 Replacement of “Danger Deep Water” signage at the Recreation Ground

To replace the “Danger Deep Water” signage with hard plastic version, cost of provision of the signs £4.79 each

Resolution C2025/9l to purchase purpose made “Danger Deep Water” signage to replace the old signs in the Recreation Ground, payment to be made from the Recreation Ground Trust Account - **Agreed**

9. To consider reports from working groups

9.1 Portal Woods Working Group - any update?

Over the summer months we have been working with Stephen Corley from the Portal Woodlands Working Group. All the parts of the Nissan Hut are now safely located within Martlesham and a pre planning application has been submitted for the Hut. We hope to be able to bring a further update in the next couple of months. – **Note**

9.2 Martlesham Community Speed Watch/SID

The office team met with some of the members of the Community Speed Watch/SID groups at the end of July. It was agreed that quarterly reports would be provided to the Group and the Parish Council. We also discussed the possibility of sharing this information or some of it with the Community, in particular an insight as to why we carry out regular speed watch. Increasing the awareness of the residents of Martlesham to the work of the Group. Officers continue to provide support to the speed watch teams, as a third member of the team as and when required. Dave Parsons is providing continued

support, and we now have a regular set up with him for changing the batteries in the fixed SIDs. –**Note**

10. Consultations

10.1 Any Consultations?

Cllr Daws brought Jenny Riddell-Carpenters Bus Consultation that appeared in the latest edition of Martlesham Monthly. This signposted the readers to a survey on her website. Cllr Daws recommended sending the Bus Travel Survey Report that he had already conducted to Jenny for use in her consultation. The Clerk was also asked to send a copy of the survey to all Councillors.

Resolution C2025/9m Cllr Dawes to send his Bus Travel Survey Report to Jenny Riddell-Carpenter MP – **Agreed**

10.2 LGR Workshop, SALC/East Suffolk at Endeavour House, this was attended by the Clerk, Lisa Burgess and Cllr Geeson. The workshop as broken down into 2 sections, Mapping the Current Landscape, what they groups found were working well that needs to be nurtured and Designing the Ideal Future, focusing on new and improved mechanisms for interaction. The groups then shared their thoughts.

Business Plans from both District Councils and Suffolk County Council need to be submitted by the end of September. The Government will then be required to consult Suffolk Residents before the results are released in Early 2026.

11. Training

Update on Councillor Training in August – this was to take place during normal meeting hours on the 6th August 2025

Cllr Geeson reported on the training session that took place with Councillors in August. She thanked those who were able to attend the session. The focus of the session was on strategy and the recommendation from the training was to undertake a significant piece of Community Engagement to focus on Strategy - **Note**

12. Recreation Gound Trust (The Parish Council acts as sole trustee in the interest of the Trust): to consider any matters other than those within the remit of the Recreation & Amenities Committee

12.1 Any to report?

Councillors had been provided with the minutes/notes of the Recreation Ground Steering Group meeting that took place on the 23.07.25 and the contents were noted.

12.2 To recommend that the Pétanque Piste be repurposed as a ball play area.

Councillors were provided with a proposed option for this project. It was noted that there should be 2 points of access and that the area be accessible to all.

Resolution C025/9n repurposing of the Pétanque Piste as an accessible ball play area with two points of access – **Agreed**

12.3 To recommend to the Parish Council the provision of a pedestrian access into the Recreation Ground, to flow around the proposed ball play area and join with the proposed “Sensory Walk”.

Cllr Daws raised the point of the original pedestrian entrance by the “Pump Station”, it was agreed that this is not currently a great point of access for pedestrians to the Recreation Ground.

Resolution C2025/9o to explore the possibility of a new pedestrian entrance to the Recreation Ground – **Agreed**

To recommend to the Parish Council to that the crowns of the trees between the play area and the carpark be raised to provide better vision of people of site as well as vehicles entering and exiting the site.

Resolution C2025/9p to raise the crowns of the Field Maple (this can be done at any time) and the Bird Cherry (this can only be pruned after it has flowered, i.e. summer approximately May to July as it is susceptible to silver leaf fungal disease). The Clerk to speak to SCL for a revised quote to carry out this work - **Agreed**

- 12.4 To recommend to the Parish Council the location of the 2 trees to replace the Cherry Tree felled earlier in 2025. Councillor O'Brien Baker proposed that this item be moved to the Recreation and Amenities Meeting.

Recommendation C2025/9q to move this item to the Recreation and Amenities Meeting – **Agreed**

13. Any reports from representatives on local organisations

- 13.1 Any other reports?

Martlesham Community Hall – nothing reported from Ian Read - **Note**

- 13.2 Community Partnership – next meeting being held in the Parish Room, Felixstowe Road, Monday 13th October 2025, 2:00pm- **note**

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

- 14.2 Approve the Confidential Minutes from the EPM 04.08.25

Confidential Minutes

15. Items from Martlesham newsletters (August)/Facebook/Website

Councillors were asked to think about future items for the Martlesham Newsletters and Parish Council social media.

16. What has this meeting achieved?

Following an agreed extension to the meeting, this meeting was closed at: 9:41

Chair, 1st October 2025