

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 7th May 2025

PRESENT: Cllr L Burrows (Chairman), Cllr S Daws, Cllr J Hall, Cllr I O’Brien Baker, Cllr C Geeson, Cllr R Staines, Cllr E Thompson, Cllr P Whitby

In attendance: Mrs L Burgess (Clerk/Chief Officer)
Mark Packard – District Councillor

The meeting started at 7.30 pm

- 1. Election of Chairman of Martlesham Parish Council**
Laurence Burrows was proposed and seconded
Resolution C2025/5a To appoint Mr Burrows as Chairman– **Agreed**
- 2. Election of Vice-Chairman of Martlesham Parish Council**
Jane Hall was proposed and seconded
Resolution C2025/5b To appoint Mrs Hall as Vice Chair– **Agreed**
- 3. Apologies:** County Cllr Patti Mulcahy
- 4. Any declarations of disclosable pecuniary or local pecuniary interests:** None raised
- 5. Filling the Parish Councillor Vacancies**
Note
- 6. Approve minutes from Parish Council Meeting 02.24.25** CP – minutes filed in the office.
The minutes were approved and signed as correct by the Chairman – **Agreed**
- 7. Actions from last meeting**
Ongoing or on the agenda
- 8. PUBLIC FORUM**
8.1 Reports from District Councillors

D Cllr Thompson advised that he had some Licensing meetings scheduled in, one of which was cancelled due to the application being withdrawn. He has also attended meetings on the Local Government Reorganisation. D Cllr Thompson was thanked for the report that he provided.

D Cllr Packard reported that the new café in the Square was opening. This business is opening as community café and he will be popping in on Monday with D Cllr Thompson to offer their support. Cllr Hall questioned whether there had been a report in respect of the planning application, this was originally for a change of use, previously there has been no out door seating, would this still be the case? D Cllr Packard to look into the planning report.

D Cllr Packard also advised the Parish Council that Hastoe were having a celebration of completion of the development at Black Tiles and he had been invited to attend. It was confirmed that Cllr Hall and Cllr Davey would also be attending.

D Cllr also mentioned that there were new neighbourhood plans being submitted.

- 8.2 Reports from County Councillors
Nothing to report

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

There were no members of the public present.

8.4 Any issues raised by the public

None raised.

9. Appointment of Committee Members

Resolution C2025/5c that the council appoints the following Committees– **Agreed**

Development, Environment & Transport Committee

Cllr Hall
Cllr Davey
Cllr Thompson
Cllr Whitby
Cllr Burrows
Cllr Daws

Members - 6

Quorum – 3

Finance & General Purpose Committee

Cllr Burrows
Cllr Hall
Cllr O'Brien Baker
Cllr Thompson

Members – 4

Quorum – 3

Recreation & Amenities Committee

Cllr Burrows
Cllr Davey
Cllr Geeson
Cllr Hall
Cllr O'Brien Baker
Cllr Staines
Cllr Thompson

Members – 7

Quorum – 3

10. Appointment of Chairmen of Committees

Resolution C2025/5d That Mrs Hall is appointed Chairman of the Development, Environment & Transport Committee (DETC), that Mr Burrows is appointed as Chairman of the Finance & General Purposes Committee, to appoint a Chairman to each meeting of the Recreation & Amenities Committee – **Agreed**

11. Appointment to Working Groups & Parish Council (PC) Stand Working Group (for Village Fete)

Resolution C2025/5e that the following individuals are appointed to the working groups listed below:-

Working Groups reporting to the Full Parish Council

Martlesham Climate Action

Paul Whitby, Edward Thompson, Dave Green, Moray MacPhail, Phill Bull, Phil Wallace, Dave Faulkner

It was noted that engagement should be made with this group with regards to the Biodiversity Action Plan

Martlesham Village Fete Working Group

Mike Irwin, Helen Davey, Chrissie Geeson

Parish Council (PC) Stand Working Group

Previously disbanded **Resolution C2024/5g** It was noted that Cllr Hall & the Clerk are happy to look at what is required for this year's stand.

Personnel Working Group (to incorporate the Volunteer Working Group)

Chrissie Geeson, Jane Hall, Laurence Burrows, Ian O'Brien Baker, Paul Whitby

Biodiversity Working Group

Jane Hall, Helen Davey, Paul Whitby

Speed Reduction Group

SID - Lindsay Daws, Simon Daws, Peter Glen, Karl Kitchener, Ros Jones, Paul Whitby, Jill Painter, Bob Boggon, Jenny Mahoney, Alison Jones & Byron Jones

Martlesham Community Speed Watch Group - Robin Guy, Clive Barker, Jill Painter, Lindsay Daws, Jenny Mahoney, Bob Boggon, Karl Kitchener, Linda MacKenzie

Working Groups reporting to the Recreation & Amenities Committee

Community Orchard Working Group

Mike Irwin, Maureen Burrows, Sonya Burrows, Paul Edwards, Peter Frost

Martlesham Common Working Group

Laurence Burrows, Helen Davey, Jane Hall, Edward Thompson, Paul Whitby, Maureen Burrows, Sonya Burrows, James Baker (Greenways Projects)

Portal Woods Conversation Group

Stephen Corley, Phil Davies, Duncan Sweeting, Colin Webb, Richard Staines

Recreation Ground & Kronjis Piece Steering Group

Helen Davey, Laurence Burrows, Jane Hall, Maureen Burrows, Sonya Burrows

Litter Working Group

Richard Staines, Edwards Thompson

Working Groups reporting to the Development, Environment & Transport Committee

It was noted that there are currently no working groups reported to the DETC

12. Appointment of Safeguarding Officer

Chrissie Geeson was proposed and seconded

Resolution C2025/5f To appoint Mrs Geeson as Safeguarding Officer – **Agreed**

13. Appointment of Representatives to external organisations & other appointments

Resolution C2025/5g that the following individuals are appointed to the external organisations and other appointments below:-

Brightwell Lakes Forum – Cllr Hall
Deben Estuary Partnership – Cllr Hall
Disability Advice Forum – Cllr Daws
East Suffolk Lines Community Rail Partnership (South line group) – Cllr O’Brien Baker
East Suffolk Greenprint Forum – Cllr Hall
Interparish Green Infrastructure Group – Cllr Hall
Kesgrave, Rushmere St Andrew, Martlesham, Carlford & Fynn Valley Community Partnership (Community Partnership) – Cllr Hall
Martlesham Community Council – Cllr Burrows
Martlesham Community Hall Management Committee – Cllr Thompson/Clerk
Martlesham Heath Pavilion Management Committee – Cllr Geeson
Martlesham Village Hall Committee – vacant position
Martlesham Youth Football Club – vacant position
National Association of Local Councils (NALC) – Cllr Hall
Portal Woodlands Conservation Group – Cllr Staines
Public Transport Liaison Officer – Cllr Daws
Rights of Way Liaison Officer – Cllr Whitby
SAVID (Safer Village Driving) – Cllr Hall
Suffolk Association of Local Councils (SALC), East Suffolk Joint Area Forum – Cllr O’Brien Baker

14. Appointment of Notice Board Caretakers

Resolution C2025/5h – Agreed that the following individuals are appointed as Notice Board Caretakers:-

Black Tiles Lane/Main Road	Cllr O’Brien Baker
Black Tiles Post Office	Cllr O’Brien Baker
Crown Point	Cllr Davey
Deben Avenue/Gorseland School	Phil Geeson
Deben Avenue/Main Road	Phil Geeson
Falcon Residential Park	Cllr Davey
Lancaster Drive	Mr Denton
Manor Road	Cllr Burrows/Cllr Whitby
Martlesham Community Hall	Office Staff
Mill Heath	Cllr O’Brien Baker
School Lane	Cllr Hall
The Square	Cllr Davey
The Street	Cllr O’Brien Baker

15. Play Area & Trim Trail Inspectors

Resolution C2025/5i - Agreed that the following people are appointed play area and trim trail inspectors:-

Centenary Play Space	Office Staff, Paul Edwards
Harry Higgins Play Park	Wally Welch, Rachael George, Paul Edwards (standby)
Jubilee Play Space	Phil Geeson (office staff to cover in absence)
Diamond Jubilee Bike Trails	Phil Geeson (office staff to cover in absence)
Kronjis Piece Play Area	Office Staff

Resolution C2025/5j – Agreed

Resolution C2025/5k – Agreed

Resolution C2025/5n - Agreed

Resolution C2025/50 that these be ratified – Agreed

07.05.25

21.9 2025/26 Budget - **note****22. To consider reports & recommendations from Committees**22.1 DETC Minutes 16.04.25 – **Agreed****23. Clerk's Report**

23.1 Record of decisions made by the Clerk between meetings, as required by the openness of Local Government Bodies Regulations 2014

23.2 Neighbourhood Watch – Cllr Geeson/Clerk to circulate further information with regards to the scheme and to send a link to the website for Councillors to have a fuller insight into the Scheme. Refer to the June Meeting – **Agree**

23.3 Update on Training

Resolution C2025/5q to agree the training schedule provided – **Agreed**

Training Schedule Request

Training Budget

Provider	Attendees	Cost	Remaining Budget
			£3,000.00
Belbin	Councillors/Officers	£546.00	
SALC – Planning Webinars x 3*£35 each	Planning & Projects Officer	£102.00 (Booked)	
Community Engagement x 2 workshops	Clerk & Planning & Projects Officer	£144.00 (Agreed)	
FILCA	Clerk/RFO	£144.00 (Agreed)	
ILCA	Planning & Project Officer	£144.00	
ILCA (after 3 months inpost)	Finance & Admin Officer	£144.00	
FILCA (after completion of the ILCA)	Finance & Admin Officer	£144.00	
Routine Play inspection course	Planning & Project Officer	£125.00	
Register of Play Inspectors International – Certificate valid for 3 years		£140.00 (Agreed)	
CILCA (to commence February 2026 onwards – new course available)	Clerk/RFO	£800.00	
New Councillor – Councillor Basics (2 workshops, SALC)	New Councillors	(£33.00 per session) £132.00	£2565.00
Remaining Budget if above undertaken			£435.00

23.4 Approve SCL revised quote to clear footpath by Community Orchard

Resolutions C2025/5r quote for £345.00 – **Agreed**

23.5 Setting of nominal budgets for low value projects

Refer to next meeting of the F&GP -**note**

23.6 Office equipment – provide laptop (£626) and a new office chair (£70) for Finance and Administration Officer.

Resolution C2025/5s to pass details of the quotation received to Cllr Whitby, go ahead and purchase new office chair. Approve the purchase of the laptop subject to the approval of Cllr Whitby – **Agreed**

23.7 Project update

The Council were provided with details of the quotations acquired for the proposed projects "Nature for Us All" at Kronjis Piece (£13,900) and Walk Farm Wood Carpark (£16,900).

Resolution C2025/5t agreed quotations received from SCL Landscape Management Ltd for both projects - **Agreed**

24. To consider reports from working groups

24.1 Village Fete 19.07.25 – any update?

Cllr Davey reported that the planning for the Fete was moving ahead well

24.2 Martlesham Community Speed Watch

It has been agreed that the office staff will provide back up for the Community Speed Watch – **note**

25. Consultations

25.1 Charlie Zakss has requested to use the Parish Room/Facilities for one or both of the workshops scheduled in the summer

Resolution C2025C/5u – Agreed

26. 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

26.1 Any to report?

Nothing to report

27. Any reports from representatives on local organisations

27.1 Martlesham Community Hall Committee – nothing to report

27.2 Any Other reports?

No other reports

28. Items from Martlesham newsletters (March)/Facebook/Website

28.1 Contributions/what has this meeting achieved?

Agreement to go ahead with proposed projects at the Recreation Ground and Walk Farm Woods Carpark (inform Dave Parsons that his proposal for the work at Walk Farm Wood will be going ahead). Membership to committee and Chairs have been agreed

This meeting was closed at: 9.38

Chairman, 4th June 2025