

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 1st October 2025

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

In attendance: Mrs L Burgess (Clerk/RFO)
District Cllr M Packard, County Cllr P Mulcahy
13 members of the public

The meeting started at 7.30 pm

- 1. Apologies:** Cllr H Davey, Cllr P Whitby, Cllr J Hall
- 2. Any declarations of disclosable pecuniary or local pecuniary interests:**
There were none declared
- 3. Minutes of Parish Council Meeting 03.09.25 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 Thompson informed the meeting that he had attended 2 x licensing hearings over the last couple of days. He chaired a meeting in Southwold in respect of a drinks licence for a Café in Southwold.

District Cllr Packard provided the meeting with an update of the planning appeal for the 20 additional properties on Falcon Park. He advised that public consultees were all happy with the responses provided in respect of the issues relating to potential flooding. He advised that the neighbourhood plan accepts this type of property, and 20 more affordable homes were being provided. The roadways within the development have not been adopted by highways and the Park Owners will have to be persuaded by owners to upgrade the roadways. Cllr Packard advised that the increase to 248 properties was of a non-material consideration. Previous decisions have been overturned, and the plan has been approved. Any improvements required within the park will be controlled by the owners.

Cllr Packard also advised the meeting that there will be a call for sites for new building developments. He suggested that the Parish Council looked for possible sites within the Parish where new houses could be built. If we don't outline areas the risk is greater for "land grab". Suggestions for potential locations/sites should be steered through the Parish Council Office.

5.2 Reports from County Councillors

County Cllr Mulcahy informed the meeting that Suffolk had put forward their business case for Devolution for one Unitary to the Government.

Cllr Mulcahy also confirmed that they cycle lane improvements for Sandy Lane had been under discussion. Due to the road layout, there was no way to implement module filters. The Traffic Calming Scheme proposed will include a 20mph limit put in place between Top Street and the bridge on Sandy Lane. Formal advertising will be for the route to be designated as a "Quiet Lane".

Cllr Daws asked Cllr Mulcahy whether she was aware of the serious accident involving a cyclist that happened last week. Unfortunately, Cllr Mulcahy was not aware. Cllr Mulcahy confirmed that she would send the wording of the order through to the Clerk. There would be a reduction of speed from 60 down to 20 miles per hour and speed bumps to force down the speed of vehicles using the lane. Unfortunately, due to the width of the road it was not possible to install footway/pavement on the side of the road.

Cllr Mulcahy advised the meeting that the A12MNR planning application had been delayed due to an update required with an environmental review. The planning application will be made before the end of October, followed by the Business Plan being submitted to the Government.

Cllr Dawes asked about the progression for the plans for Main Road, it was confirmed that these plans were progressing along with those concerning Sandy Lane.

The Clerk asked Cllr Mulcahy about the issues relating to the parking on Beardmore Park. She advised that there had been several posts on social media relating to the parking issues, the request was for wording that could be issued to Martlesham residents as there is potential for these issues to be incorporated within the A12 MRN proposals. The Clerk to send a draft to Cllr Mulcahy.

Cllr Thompson advised that there was a way in which parking relating issues on and around Beardmore Park could be reported to the District Council, the Clerk to investigate.

Cllr Mulcahy asked Cllr Packard to investigate whether there was any enforceable parking conditions imposed within any planning applications related to the DPD Depot. Cllr Packard agreed to investigate.

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

There were 13 members of the public present following the recent publication of a proposed development on land adjacent to the Foxhall Road. Residents raised concerns as to how they had received knowledge of the same, limited amount of time for the public consultation and the timings of those meetings. Other concerns included: loss of privacy, height difference in the land of the proposed site and existing houses on Martlesham Heath, increase in traffic and the added burden to the existing infrastructure.

What the Parish Council has offered by way of initial support to the residents of Martlesham: -

- a letter of complaint about the notice given for the public consultations will be issued to Bloor Homes
- information as to how to respond to a planning consultation/application will be provided
- a request for a further public consultation meeting to take place one evening in November

- a community meeting in the Parish Room in respect of the proposed development, following the initial consultations.
- Support will be provided by Parish Council Staff in respect of responding to the consultations where necessary. To include scanning and emailing response for those who do not have access to the internet. - **Note**

5.4 Any issues raised by the public

Social media – can this be access without an account. Cllr Geeson confirmed that this was no longer possible with any “Meta” associated.

6. Financial Matters

6.1 Payment pending between meetings

PAYMENT PENDING BETWEEN MEETINGS (Invoices received up to 29/9)

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2
08/09/2025	Karzees	£360.00	£72.00	£432.00	To hire 2 x Meridian Event Toilets			
15/09/2025	Tobie Window Cleaning	£15.00	£0.00	£15.00	Window Cleaning for September			
19/09/2025	Information Commissioners Office	£47.00	£0.00	£47.00	Data Protection Renewal Fee - Sign DD Form			
23/09/2025	PFK Little John	£630.00	£126.00	£756.00	Professional Services for AGAR Yr end 31/03/25			
	TOTAL	£1,052.00	£198.00	£1,250.00				

Councillors were provided with details of invoices that have been received and required payment.

Resolution C2025/10a that the payments pending between meetings be paid - **Agreed**

6.2 Payments made between meetings

Councillors were provided with details of payment that had been made between meetings.

PAYMENTS MADE BETWEEN MEETINGS (payments made up to 29/9)

Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2
18/09/2025	Yorkshire Gas and Power	£267.26	£13.36	£280.62	Electric - 17th Aug to 17th Sept 25			
03/10/2025	Wave - Anglian Water Business	£21.01	£4.20	£25.21	Water 19 June to 18 Sept 25			
	TOTAL	£288.27	£17.56	£305.83				

Resolution C2025/10b that the payments be ratified. **Agreed**

6.3 Monthly finance report, including monthly bank reconciliation figures
There was not bank reconciliation as the month end bank statement was not yet available - **note**

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 Late Grant application submitted by Suffolk Repair Shed for £700.00 to replace the Fluorescent Tubes with LED tubes to reduce energy consumption.
Councillors were provided with evident of the grant application form and associate accountants for the Suffolk Repair Shed Prior to the meeting.
Resolution C2025/10c Councillors to agree the release of the monies held in EMR in the sum of £700.00 for the use by Suffolk Repair Shed in respect of replacing Fluorescent Tubes with LED Tubes – **Agreed**

6.6 Councillors were provided with details from PKF Littlejohn with regards to their external Auditor's Report and Certificate for year ended 31st March 2025.
The report & Certificate together with Notice of Conclusion of Audit, which has been published in accordance with regulatory and statutory requirements. The Clerk and Finance Officer were thanked for their work related to responding to the queries raised by the auditors - **noted**

7. To consider reports and recommendations from committees

7.1 Recreation & Amenities Committee Minutes from meeting held on the 12.09.25
Draft minutes were made available to Councillors prior to the meeting
Resolution C2025/10d to approve the minutes of the Recreation & Amenities Committee from the 12.09.2025 - **Agreed**

7.2 To propose that Cllr Galbraith become a member of the Recreation and Amenities Committee -**Resolution C2025/10e** Cllr Galbraith to become a member of the Recreation & Amenities Committee - **Agreed**

8. ITEMS FOR CONSIDERATION

8.1 HR Committee

Councillors were asked to consider the need for an HR/Staffing Committee – consider/approve. Due to timing constraints following the public forum this item will be discussed at the Finance & General-Purpose Committee Meeting on the 22nd October 2025.

8.2 Community Information sessions

Councillors were asked to consider the use of the Parish Room for Community Information sessions.

Cllr Geeson spoke to Councillors with regards to widening the community use of the Parish Room for information sessions, this could include neighbourhood Watch and initially a meeting with members of the Community regarding the Bloor Homes Development proposal.

Resolution 2025/10f to approved widening the community use of the Parish Room. - **Agreed**

8.3 Neighbourhood Plan

Councillors were provided with information & evidence as to why we should be reviewing the Neighbourhood Plan.

Resolution 2025/10g to commence reviewing the Neighbourhood Plan. – **Agreed**

8.4 Proposal for planting of a tree on the corner of Felixstowe Road/Anson Road.

Councillors were asked to consider a proposal by Cllr Davey to submit an application for the planting of a tree on land on the corner Felixstowe Road/Anson Road. Councillors felt that the time was not appropriate to make a application in respect of the tree in light of proposed plans for the A12MRN. Such an application could be re-evaluated at a later date – **note**

8.5 Remembrance Day Wreaths

Resolution 2025/10h Councillors agreed that 2 x wreaths should be ordered at an approximate cost of £60 (total). Cllr Davey would be asked if she would lay the wreath in the Church on behalf of the Parish Council and Cllr Staines agreed to lay the wreath at Barrack Square - **Agreed**

9. 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

9.1 Kronji's Piece Update

Councillors were provided with an update of the work that has taken place at Kronji's Piece in accordance with the Nature for us all Project and proposed next stages. The Clerk & Councillors thank Miss Burrows for her design and continued support with the project -**Note**

9.2 Walk Farm Wood

The Planning & Project Officer has been in contact with Duncan Sweeting, and he is looking into the Survey's that need to be conducted prior to planning permission being applied form– **Note**

9.3 Neighbourhood watch

Officers have pinpointed 12 potential posts for signage, and these have been submitted with the "what3words" locations, we are currently waiting on confirmation that we can go ahead. The current scheme has incorporated the 2 schemes in Martlesham that were originally showing. This is open for all residents of Martlesham to Register (Scheme Number 182752). We will hopefully be able to provide further information in the November Martlesham Monthly.

– **Note**

9.4 Pétanque Piste

We have received the response to the planning pre-app which is showing that this project can go ahead under permitted development. We have approached 3 x companies for quotes for supply and installation of the MUGA. Following contact by STC we have email confirmation from County Councillor Mulcahy that she will be happy to contribute towards the cost from her locality budget, but we will need to confirm anticipated cost prior to her providing a firm figure. STC has also enquired with regards to the Sizewell C Community Fund, small grant scheme to see whether we would be eligible for funding. If we can fund 50% from our CIL and additional locality/grant funding, we should be able to apply for District Play CIL for the remaining balance -**Note**

9.5 Pedestrian Entrance at the Recreation Ground

We have made a planning pre app which included 3 x options for the surfacing; tarmac, compress gravel or mown grass pathway. We are currently awaiting a response from this application - **Note**

9.6 Survey Monkey – nothing further to report currently. **Note**

9.7 ECO Day for local primary schools – Martlesham Primary Academy would be interested in taking part. Nothing further to report currently – **Note**

9.8 NALC – Local Council Award Scheme

Work continues in the office in respect of compliancy, renewal of policies and Accessibility to website - **Note**

9.9 Councillor's Statement of Assurance

In line with the Civility & Respect Pledge and Councillors' Code of Conduct, Councillors have been asked to sign the Statement of Assurance – **Note**

9.10 Assertion 10 – Practitioner's Guide 2025, to include Draft IT Policy

Councillors were advised that the next external audit will include a review of Assertion 10 of the Practitioner's Guide. Compliance is about updating policies and practices and not replacing services. We will need to focus on Accessibility of our website, email management, policies & data (IT, GDPR Policies, data audits and training). Draft policies will be reviewed at the Finance & General-Purpose Committee - **Note**

10. To consider reports from working groups

10.1 Portal Woods Working Group - any update?

Councillors were provided with an update from the planning pre app. The original site for the hut has been rejected so an alternative site will have to be located - **Note**

10.2 Martlesham Community Speed Watch/SID

Councillors were informed that one of the SID posts has become unstable and Highways have been contacted in respect of stabilizing the same - **Note**

11. Consultations

11.1 Any Consultations?

11.2 Bloor Homes – Land off Foxhall Road

Councillors have been invited to a meeting on the 9th October, Planning & Project Officer will be attending along with Councillors.

12. Training

Nothing to report – **Note**

13. 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

13.1 Any to report?

The Clerk confirmed that work was being undertaken in readiness to file the relevant papers in respect of the accounts - **Note**

14. Any reports from representatives on local organisations

Martlesham Community Hall

Mrs Burrows provided an update on behalf of the Martlesham Community Hall. This focused on the impending retirement of Mr & Mrs Embery, who were thanked for their countless years of effort to the hall. The report confirmed the appointment of a new Treasurer, Martyn Shakespeare and Booking Secretary who will be working alongside Pat Embery before taking over the role fully in January/February. The Community Hall are focused on the improvement of hiring experience and will be working with Parish Council Staff to find funding sources to make further enhancements and improvements to the facilities. Thank you to Mr Read for providing the report and Mrs Burrows for reporting on behalf of Martlesham Community Hall- **Note**

14.1 Any other reports

SAVID provided the draft minutes from their September meeting and confirmed that the next meeting being held in the Parish Room, Felixstowe Road - **Note**

15. Items from Martlesham newsletters (November)/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?

Confirmation that review would begin on the Neighbourhood Plan.

Support will be provided to the community in respect of the proposed Bloor Homes Development

Following an agreed extension to the meeting, this meeting was closed at: 9:49

Chair, 5th November 2025