

## PARISH OF MARTLESHAM

### MINUTES OF THE ANNUAL PARISH MEETING HELD ON 26<sup>TH</sup> MARCH 2025

**Present:** Cllr E Thompson, Cllr H Davey, Cllr D Parsons, Cllr R Staines, Cllr J Hall, Cllr C Geeson, Cllr S Daws, Cllr I O'Brien Baker, District Councillor Packard, Helen Fairweather – Headway, John Anderson – Bowls Club, Aldwyn Jones – Martlesham Pavilion, Pat Lisseman – Aviation Society, Maureen & Sonia Burrows – Martlesham in Bloom, Linda & Alistair Mackenzie – Conservation Group, John Burges – Tree Warden, Charlie Zaks – Suffolk Wildlife Trust

**In the Chair:** Cllr Laurence Burrows (Chair, Martlesham Parish Council)

**In attendance:** Mrs Lisa Burgess (Clerk/RFO to Martlesham Parish Council)

1. **Apologies for absence:** Cllr D Parsons, Cllr P Whitby, District Cllr Mulcahy, Martlesham Conservation Group, James Baker of Greenways, Liz Benyon – Martlesham Brass
2. **To approve the minutes of the Annual Parish Meeting held on the 20<sup>th</sup> of March 2024**  
The minutes were approved and signed by the Chair
3. **Any matters arising from the minutes**  
There were no matters arising
4. **Introductions**  
Cllr Burrows welcomed members of the organisations present, Councillors and introduced the Clerk.
5. **Presentation of grant cheques**  
The Chair explained that the actual grant payments would be made by bank transfer, or cheque by request, in April at the start of the new financial year 2025/2026 following approval by Martlesham Parish Council.  
The chair presented cheques to: - Martlesham Aviation Society, Suffolk Wildlife Trust, Headway, Martlesham Bowls Club, Martlesham Conservation Group & Greenway Countryside Project (appendix reports).

Pat Lisseman thanked the Parish Council for the grant. Confirming that this was used for the rental of additional event toilets for their open day.

Linda & Alister Mackenzie accepted the cheque on behalf of the Conservation Group.

Charlie Zaks accepted the cheque on behalf of the Suffolk Wildlife Trust, she took the opportunity to thank Martlesham for making her feel like part of the family. She confirmed that they now have planning permission for scrapes and ghost ponds. The money they have received will go towards events throughout Martlesham.

Helen Fairweather from Headway thanked the Parish Council for the Grant received. She spoke about the work that Headway undertakes, they provide the opportunity for respite for both those people affected and their families. She spoke about the "Hub" they have at Ransome and various "Outreach" across the County. Cllr Hall asked whether they would look at returning to Martlesham now that the carpark has been completed, this is potentially something they would investigate should the need arise.

John Anderson, Bowls Club accept the grant on behalf of the Bowls Club. He advised the meeting that over the last year they had replaced the accessible ramp, providing safe access to the clubhouse. They had hosted a 1<sup>st</sup> Aid Course which allowed the bowls club to have 2 or 3 free spaces for their members. Their members play across 4 leagues, and they have social bowls on a Thursday and Saturday which is inclusive, and all are welcome. The Parish Council Grant will go towards upgrading the equipment of the bowls green.

**6. Report on Parish Council Activities & Finances**

Reports provided by the Chair and Committees of the Parish Council were shared with the meeting and these are included below as appendices: -

Chairman's Report – appendix 1

DETC Report – appendix 2

Recreation & Amenities Report – appendix 3

Finance & General-Purpose Committee Report – appendix 4

**7. Recreation Ground Trust (reg charity no 304793) Report**

The chairman shared a report from the Recreation Ground Trust – appendix 5

**8. Any matters raised by Parishioners**

Pat Lisseman asked why the play spaces within the community, other than Harry Higgins, don't have any equipment that is inclusive and accessible for children with disabilities. Cllr Hall advised that the new play space at the Hastoe Development would have a roundabout included that could be used by all. There will be direct access from the Jubilee Play Space to the Hastoe Development.

Aldwyn Jones thanked the Parish Council for the work that they continued to carry out the Harry Higgins play space, including grass cutting. A discussion also took place around the Cricket Pitch on the Green, noting that the "unofficial" pitch seems to have been removed.

Guests invited to stay for refreshments

Meeting closed at 8:15 pm

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**Signed by Chair**

## **Martlesham Parish Council**

### **Chairman's Report**

#### **Annual Parish Meeting 26<sup>th</sup> March 2025**

The Parish Council has been active in its current legal form since December 1894 (130 years) now consists of 11 Councillors (the full complement could be fourteen). This year we welcomed Chrissie Geeson, who agreed to be coopted as Councillor in July and Simon Daws, who agreed to be coopted as a Councillor in September. Both Chrissie and Simon have proven to be great assets to the Council. We continue to meet both as a full council and as three committees representing the Council.

#### **The Committees.**

As always, my thanks go to the three committees and their chairmen who are responsible for the bulk of the work undertaken by the Council.

Their reports are available separately to this and highlight the many activities undertaken and achieved by the parish council this year.

#### **The Staff.**

During the year there were changes in the staffing arrangements with the retirement at the end of the summer of our Clerk, Diane Linsley. She has been with the council for a number of years, first as deputy clerk, then as clerk; she has been a valued and supportive throughout her time with us.

In the autumn our Responsible Finance Officer, Kreon Wynn also left the council. During the year Louis Linsley was made up to be our Council Officer and in September Sara Townsend-Cartwright joined us as our new Planning and Project Officer. It unfortunately took some time to recruit a new clerk, however at the beginning of January we were pleased to welcome Lisa Burgess as our new Clerk, and she has also since included being Responsible Finance Officer in her role.

In the period between Diane leaving and Lisa starting the Council formed an Interim Clerking Working Group, consisting of Mike Irwin, Jane Hall and Chrissie Geeson, to help and support the Council and staff during that time. The Council are most grateful to Louis and Sara to the way they rose to the challenge of working without a clerk and to the members of the working group who worked hard to support the staff.

The last year has continued to be difficult to manage within the many activities, uncertainties and staff changes and I would particularly like to thank the Clerk and all the staff, past and present, for their dedicated work ensuring that the Council and its committees had the necessary information and documents available to enable the committees to continue to carry out their work.

#### **Heritage Runway Carpark**

This was acquired as an asset by the Parish Council from McCarthy Stone in June 2024 and is the home to two electric vehicle charging points, which support the Council's interest in the Climate Emergency that we are currently experiencing.

**The Precept.**

This is explained in more detail in the Finance & General Purposes Committee, this has increased by 7.1% following a thorough review of both our 'earmarked reserves' (for specific projects) and General Reserves.

Laurence Burrows, Chairman of Martlesham Parish Council, March 2025

**Appendix 2**