

MINUTES OF THE MEETING OF MARTLESHAM PARISH COUNCIL HELD ON THE 2nd July 2025

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

In attendance: Mrs L Burgess (Clerk/RFO)
Paul Martin, Bee Café & Richard Warren, Black Tiles Pub

The meeting started at 7.30 pm

- 1. Apologies:** District Cllr Packard & County Cllr Mulcahy
- 2. Any declarations of disclosable pecuniary or local pecuniary interests:**
There were none declared
- 3. Minutes of Parish Council Meeting 04.06.25 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

Apologies had been received from District Cllr Packard.

District Cllr Thompson reported that he had attended Health Overview & Scrutiny Meeting at SCC

5.2 Reports from County Councillors

Apologies were received from County Cllr Mulcahy. Cllr Mulcahy advised that she had been part of the interview panel to select the Academy Trust to run the new primary school at Brightwell Lakes. She provided details of local summer events that were running, so that these could be shared with Martlesham Resident.

Cllr Mulcahy also confirm that she had 2 possible dates in respect of meeting with Highways to discuss a potential pedestrian crossing on the Felixstowe Road opposite the Community Hall.

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

There were no issues addressed by members of the public.

5.4 Any issues raised by the public

Councillors were addressed by Paul Martin, who was accompanied by Richard Warren, from the Black Tiles. Mr Martin presented Councillors with a request for Permission & Funding for a Bee Café. His proposal included that this be sited on the junction of Main Road/Black Tiles Lane.

The Bee Café consists of a planter of Bee friendly plants and provides Bees with the opportunity to pollinate along corridors throughout the United Kingdom. The Bee Café Project sets out to build a new pollinator corridor called the Woodbridge Bee Pass. The

If the Parish Council were able to support the scheme, the request was for:-

- Finance : £300 for the Black Tiles Bee Café
- Street Furniture Licence Form submission: £170 but this would cover all expected locations
- Community Self Help Form submission, to enable Adopters to water Bee Cafes on SCC Highways land as insurance commitments were involved.

Clrs Hall & Geeson asked about the Bee friendly plants and whether this time of year was good for pollination. Mr Martin confirmed that proper guidelines were followed and that Katie's Garden were involved with supplying the plants.

Clr Daws queried the location in respect of the public footway in particular to establish that the planter would not be blocking pedestrian access on the highway. It was confirm that no such hinderance would occur from the planter.

Recommendation C2025/7a the Clerk to send out a 2024/25 Grant application form to Mr Martin and request further details of the licence and community self-help submissions - **Agreed**

6. Financial Matters

6.1 Payment pending between meetings

[illegible]

Resolution C2025/7a that the payment pending between meetings be paid - **Agreed**

6.2 Payments made between meetings

[illegible]

Resolution C2025/7b that the payments be ratified. **Agreed**

6.3 Monthly finance report, including monthly bank reconciliation figures/Income & Expenditure

The Current Income and Expenditure to the date had been circulated together with an explanation as to the queries raised at the Finance & General Purpose Committee meeting.

Resolution C2025/7c approve the monthly finance report, including bank reconciliations. - **Agreed**

6.4 CIL Report 2025/26

CIL reports for both 2024/25 & 2025/26 were shared with Councillors and the contents therein. Cllr Hall commented that an incorrect figure was showing on the 24/25 report and the Clerk was asked to amend this - **Note**

6.5 Income & Expenditure Report & Budget monitoring

Councillors were provided with the latest current income and expenditure report, together with a draft Budget Monitoring Report. This was to provide additional information for Councillors to see where spend and been made and on what. It was found to be informative, particularly as a way of calculating future spend - **Note**

7. To consider reports and recommendations from committees

7.1 DET Committee 18.06.2025 Minutes CP - minutes filed in the office.

Resolution C2025/7d to approve the minutes of the DET Committee from the 18.06.2025 - **Agreed**

7.2 Recommendation D2025/6a removal of old brick bus shelters from Main Road & replacement with new modern Perspex structures

Further discussions need to take place with SCC about the proposed changes to Main Road, together with the possibility of the buses being rerouted away from Felixstowe Road, continuing up Main Road to the Police College Roundabout. This will enable the use for both existing residents and those on the new Hastoe Development

Recommendation C2025/7b to approve in principle the removal and replacement of the existing bus shelters in line with the proposed improvement to Main Road - **Agreed**

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 Kronji's Piece

Councillors received an up to date report from the Project & Planning Officer, following on from the pre-planning application for the Nature for us all project at Kronji's Piece. It was recommended that we proceed with the project as originally planned to include the swales. This would reduce the future carbon footprint if these had to be dug at a later date. Any amendments to the depth of the swales to incorporate drainage from future resurfacing of the carpark at the Recreation Ground would be made at the time of resurfacing

Resolution C2025/7e to proceed with the Nature for us all project to include the original specified swales- **Agreed**

8.2 Walk Farm Wood Carpark

Update from Project & Planning Officer & confirmation that we are still waiting for further quotes for the survey. Cllr Whiby registered his interest in attending when the surveys are carried out - **Note**

8.3 Recreation Ground/Kronji's Piece Carpark

Councillors received a report from the Project & Planning Officer that we should delay this project until the initial work at Kronji's Piece has been undertaken and Walk Farm Wood Carpark resurfacing is underway. We could use what we learn from the Walk farm Wood going forward for this project (e.g. planning & survey costs). The surface would be similar to that being proposed at Walk Farm Woods.

Recommendation C2025/7c to delay the commencement of this project as above - **Agreed**

8.4 Civility & Respect Pledge, signing of Certificate

Councillors were advised that the Clerk has completed the online application to the Civility & Respect Pledge and on agreement with the terms of the Pledge the certificate can be signed and displayed on the website.

Resolution C2025/7f the Chair to sign the certificate and for the same to be displayed on the Parish Council website - **Agreed**

8.5 Update from meeting with County Cllr Mulcahy & Highways Liaison Officer

Councillors were advised that as a result of the meeting with County Councillor Mulcahy & her Highways Liaison Officer, that due to finances, the Parish Council would need to look into the possibility of a Traffic Restriction Order on Beardmore Park.

Recommendation C2025/7d Council Officers to look into the cost and work involved in applying for and implementing (if granted) a Traffic Restriction Order - **Agreed**

8.6 Felixstowe Road – Pedestrian Crossing update

Councillors were advised that County Councillor Mulcahy had provided 2 potential dates for a meeting to take place with Highways.

Recommendation C2025/7e Project and Planning Officer/Clerk to liaise with Cllr Hall to confirm a date for this meeting to take place - **Agreed**

8.7 Neighbourhood watch update

Councillors were provided with an update with regards to the progress of setting up the scheme by the Clerk and Cllr Geeson. It was confirmed that the number of streets within the Community of Martlesham with residential properties was 120. Cllr Geeson to provide the Clerk with an introduction to her contact at Neighbourhood Watch - **Note**

9. To consider reports from working groups

9.1 Village Fete 19.07.23 - any update?

Report provided by Mike Irwin - **Note**

9.2 Martlesham Community Speed Watch/SID- scheduled meeting moved from the 26th June to the 29th July 2025

Note

10. Consultations

10.1 Any Consultations?

One Suffolk – Local Government Reorganisation
Councillors were reminded to register for webinars - **note**

11. Training

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

13. Any reports from representatives on local organisations

13.1 Any other reports?

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

13.2 Brightwell Lakes Community Forum – minutes from 14.04.25 **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 Resignation received from the Council Officer

14.2 Advertising of position for replacement Council Officer

14.3i Review 6 month Probation Period of the Clerk

14.3ii Congratulate Clerk on successful completion of the FILCA Course

14.3iii Reimburse Clerk the cost of the ILCA course

Confidential Minutes

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

Grant Applications

16. What has this meeting achieved?

Clarification of progress of current & future projects

Confirmation of articles for next Martlesham Newsletters

This meeting was closed at: 9.28



Chair, 3rd September 2025

