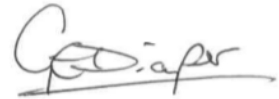


To Members of the Town Council

Cllr. David Adelson	Cllr. Ruth Leach	Cllr. Nigel Phipps	Cllr. Michael Sutton
Cllr. Sue Bale	Cllr. Eamonn O’Nolan	Cllr. Tom Rogerson	Cllr. Katharine Turner
Cllr. Ellie Beck	Cllr. Sharon Miller	Cllr. Simon Sadler	Cllr. Catherine Walsh
Cllr. Geoff Holdcroft	Cllr. Doreen Pegg	Cllr. Robin Sanders	Cllr. Martin Wilks

You are hereby summoned to attend the **meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 17th June at 6pm.**



Greg Diaper

Town Clerk

12th June 2026

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to thirty minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Woodbridge Town Council vision statement

The Council will strive to ensure Woodbridge is a safe, harmonious, and thriving town where all residents and the wider community feel welcome.

We will work to make Woodbridge a place where all generations can participate in a vibrant, inclusive society that is environmentally resilient.

Agenda

1. Apologies for absence.

To receive any apologies for absence.

2. Declarations of Member Interests.

To receive any declarations of interest in respect of items on this agenda.



WOODBRIDGE TOWN COUNCIL

Town Clerk: Mr G E Diaper

Shire Hall, Market Hill, Woodbridge, Suffolk IP12 4LP

Telephone: 01394 383599 | Email: townclerk@woodbridge-suffolk.gov.uk | Website: woodbridge-suffolk.gov.uk

3. Requests for dispensations.

To consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest. Members are reminded that they are responsible for ensuring their [Register of Interest](#) is up to date.

4. To welcome Elliot Astbury to the role of Woodbridge Mayoral Cadet.

5. Public question time.

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Thirty minutes maximum – three minutes per person.

6. To receive a short presentation followed by a question-and-answer session from Sergeant Rocky Hussain, Suffolk Constabulary.

7. To agree and approve the [minutes](#) of the meeting held 20th May 2026.

8. To note the receipt of the minutes from this Council's Committees:

- a. [Planning](#) - 27.05.26
- b. [Finance](#) - 27.05.26
- c. [Staffing](#) - 28.05.26
- d. [Climate & Ecological Emergency](#) - 03.06.26
- e. [Amenities](#) - 03.06.26
- f. [Highways](#) - 10.06.26
- g. [Planning](#) - 10.06.26

9. To consider and approve Town Council payments list for June 2026.

10. To note the following Town Council Accounts:

- a. Payments made since the May Town Council Meeting
- b. Direct Debit payments for May 2026
- c. HSBC Corporate Card payments for May 2026
- d. Bank Reconciliation and Supporting Statements to 31st May 2026
- e. Debtors report to 31st May 2026 (Confidential)

11. To note the Council's financial position as at 31st May 2026.

- a. Income and Expenditure Report to 31.05.2026
- b. Balance sheet as of 31.05.2026

12. Openness and accountability of Woodbridge Town Council:

- a. To receive a report from the Town Mayor
- b. To receive an update from the Town Clerk
- c. To receive an update from Cllr. Sadler regarding the Woodbridge Town Council 'Public communications' plan.
- d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/ NSIP meetings. In addition, the Council will be updated on in the event of new information:
 - i. The A12 upgrade
 - ii. East Suffolk Rail Line services

13. To consider the significant projects of the Council.

- a. The Shire Hall
 - i. an update on the work undertaken by Chapel Properties to date, including additional work identified and agreed.
 - ii. Receive an update from the Shire Hall Working Party.
- b. In house gardening/ maintenance
- c. Local Government Reform
 - i. To receive an update from the green spaces due diligence working group;
 - ii. To receive an update on the built spaces project

14. To note the receipt of a written report from County Councillor Leach.

15. To note the receipt of a written report from District Councillors Leach and Molyneux.

16. To question the County and District Councillors on matters contained in their written reports.

17. To consider the Emergency Plan for Woodbridge.

18. To consider the meeting schedule for the Civic Year 2026/27.

19. To consider a recommendation from the Finance Committee in regard of the Council's Model Publication Scheme.

20. To consider a quotation received for the repair of the Kingston Field pétanque piste.

21. To consider a joint recommendation from the Planning and Highways and Transport Committee regarding the re-Consultation Planning Application

SCC/0170/25SC - A12 between Junctions 58 (Seven Hills) and Woods Lane Roundabout, Woodbridge.

- 22. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.**
- 23. To receive a recommendation from the Grants Working party to award grant payments for Round One of the grants application window.**
- 24. To consider the employment particulars for the proposed Strategic Change Management specialist position.**
- 25. To receive a recommendation from the Interview Panel regarding the appointment of persons to the position of Wedding Officer for Woodbridge Town Council.**
- 26. To receive a verbal statement from the Mayor on matters relating to the Town and agree the next steps.**
- 27. Closure.**

Item 9

To consider and approve Town Council payments list for June 2026.

In order to accord with section 6.10 of the Council's Financial Regulations (below in italics), the Council must agree to authorise the monthly list of payments to the Council's contractors and suppliers (which may also include expenses payments to Members, grants, refunds etc).

The RFO shall present a schedule of payments requiring authorisation at council level, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the agenda of that meeting.

Provided via the Council's [website](#) is the list for June – **Members are asked to consider and approve the Town Council payments list for June 2026.**

Item 10

To note the following Town Council Accounts

- a. Payments made since the May Town Council Meeting
- b. Direct Debit payments for May 2026
- c. HSBC Corporate Card payments for May 2026
- d. Bank Reconciliation and Supporting Statements to 31st May 2026
- e. Debtors report to 31st May 2026 (Confidential)

Provided via the Council's [website](#) are the above listed documents, **which Members are asked to note.** Members are advised that these documents are provided in the public domain to ensure full public accountability of the Council's accounts (excluded the debtors report), and to assist the Council's internal and external auditors during their review of the Council's finances.

Item 11

To note the Council's financial position as at 31st May 2026.

Provided overleaf are the income and expenditure figures and statutory balance sheet to May 31st, which summarise the Council's financial position across it's day to day budget headings, bank accounts and reserves.

Members are asked to note the Council's financial position as at 31st May 2026.

Income & Expenditure by Budget 31/05/2026

Month No: 2

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1100 Hire of Elmhurst Park	0	1,000	1,000			0.0%
1200 Hire of Kingston Field	0	400	400			0.0%
1210 KP-Property Income	0	4,500	4,500			0.0%
1216 Whisstocks Develop. Lrt Income	0	6,426	6,426			0.0%
1217 Museum Income	0	853	853			0.0%
1218 WRT Income	0	2,067	2,067			0.0%
1220 Tennis Court Income	0	2,228	2,228			0.0%
1230 Allotment Rents	525	600	75			87.5%
1235 Property Re-charges	280	0	(280)			0.0%
1500 Hire of Shire Hall	192	2,000	1,808			9.6%
1505 Hire of Shire Hall Mkt Square	0	1,000	1,000			0.0%
1520 Hire of Whisstocks Waterfront	200	5,000	4,800			4.0%
1525 Whisstocks Quay Property Inc.	0	1,725	1,725			0.0%
1600 Precept	327,379	654,757	327,379			50.0%
1620 Wedding Income	0	21,000	21,000			0.0%
1690 Interest Received	0	17,000	17,000			0.0%
1700 Market Rents Received	708	4,000	3,292			17.7%
1870 CIL Income	5,708	6,000	292			95.1%
1871 Tide Mill Quay Inc	166	1,000	834			16.6%
1900 Building Insurance Re-charges	0	2,434	2,434			0.0%
Total Income	335,157	733,990	398,833			45.7%
<u>Overhead Expenditure</u>						
4005 Maintenance	1,035	15,794	14,759	720	14,039	11.1%
4010 Bin Emptying Contract	36	9,500	9,464	9,329	135	98.6%
4020 WTC Vehicles - in year costs	351	5,290	4,939		4,939	6.6%
4030 Estate planting	520	10,000	9,480		9,480	5.2%
4040 Gardening contingency	656	4,000	3,344	2,775	569	85.8%
4050 Gardening equipment	587	500	(87)		(87)	117.4%
4100 Utilities	(49)	13,000	13,049	3,119	9,930	23.6%
4125 Toilets - cleaning, maint, etc	1,967	11,814	9,847	8,594	1,252	89.4%
4127 Cleaning - KP public toilet	0	5,500	5,500		5,500	0.0%
4128 EP Changing places + clean	0	1,500	1,500		1,500	0.0%
4131 Events/Activities	(300)	6,000	6,300		6,300	(5.0%)
4135 Projects	1,560	30,125	28,565		28,565	5.2%
4410 Allotment Expenses	54	200	146		146	27.0%
4510 Telephone	0	1,100	1,100		1,100	0.0%
4515 Cleaning	519	3,000	2,481	2,408	73	97.6%
4600 Salaries	31,236	232,312	201,076		201,076	13.4%
4601 Salaries PAYE Tax/NI	6,057	83,587	77,530		77,530	7.2%

Income & Expenditure by Budget 31/05/2026

Month No: 2

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4602 Salaries Pension Contribs	9,493	78,127	68,634		68,634	12.2%
4603 Salaries Travel/Mileage	135	1,000	865		865	13.5%
4604 Salaries Subsistence	0	250	250		250	0.0%
4620 Mayor's Expenses	84	2,000	1,917		1,917	4.2%
4625 Mayor's Receptions/Civic Tea	125	3,000	2,875		2,875	4.2%
4630 Deputy Mayor's Expenses	0	400	400		400	0.0%
4635 Hospitality	7	150	143		143	5.0%
4636 Staff Vacancy advertising	100	515	415		415	19.4%
4640 Stationery & Printing	67	1,000	933		933	6.7%
4642 New website	0	250	250		250	0.0%
4645 Computer Maintenance Contract	7,321	17,000	9,679		9,679	43.1%
4650 Training (Staff)	929	4,646	3,717		3,717	20.0%
4655 Training (Cllrs) & Expenses	228	750	523		523	30.3%
4660 Photocopier	589	1,500	911		911	39.3%
4670 Postage	0	155	155		155	0.0%
4675 Wedding Expenses	2,530	2,750	220	396	(176)	106.4%
4685 Maintenance Officer Supplies	231	2,000	1,769		1,769	11.6%
4750 Surgeries and External Meeting	438	500	63		63	87.5%
4800 Grants Scheme	0	25,000	25,000		25,000	0.0%
4805 Regatta Insurance	537	600	63		63	89.5%
4810 Tide Mill Grant	0	17,500	17,500		17,500	0.0%
4825 Remembrance Day Expenditure	0	1,200	1,200	168	1,032	14.0%
4830 Foreshore Rent -Tide Mill Quay	0	2,380	2,380		2,380	0.0%
4841 Youth Engagement	762	5,000	4,238		4,238	15.2%
4842 Young Adult Support (18-25)	418	5,000	4,582		4,582	8.4%
4843 Permissive Toilet Scheme	1,500	1,500	0		0	100.0%
4844 Senior Support	0	5,000	5,000		5,000	0.0%
4846 NSIPS	0	2,500	2,500		2,500	0.0%
4847 International/Twinning	0	5,000	5,000		5,000	0.0%
4848 Comms	491	10,000	9,509	163	9,347	6.5%
4853 Christmas Light fund	0	9,000	9,000		9,000	0.0%
4881 Whisstocks (other) Expd.	0	2,900	2,900	315	2,585	10.9%
4900 Bank Charges	0	600	600		600	0.0%
4905 Insurance Costs	2,500	17,870	15,370		15,370	14.0%
4910 Audit & Accountancy Charges	(1,365)	2,500	3,865		3,865	(54.6%)
4915 Other Subscriptions (inc SALC)	1,912	2,000	88		88	95.6%
4920 Internal Auditor Charges	0	1,288	1,288		1,288	0.0%
4925 Legal Fees	2,000	13,000	11,000	2,000	9,000	30.8%
4930 LGR	1,080	15,000	13,920		13,920	7.2%
5100 Amenities Cttee Exp	260	10,000	9,740	(0)	9,740	2.6%
5150 Planning Cttee Exp	0	1,000	1,000		1,000	0.0%

Income & Expenditure by Budget 31/05/2026

Month No: 2

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
5200 Highways Cttee Exp	2,253	5,000	2,747		2,747	45.1%
5250 Climate Emergency Cttee Exp	302	10,000	9,698		9,698	3.0%
5310 Pest Control	0	500	500		500	0.0%
Total Overhead	79,154	720,553	641,399	29,987	611,412	15.1%
Total Income	335,157	733,990	398,833			45.7%
Total Expenditure	79,154	720,553	641,399	29,987	611,412	15.1%
Net Income over Expenditure	256,003	13,437	(242,566)			
plus Transfer from EMR	30,672	0	(30,672)			
less Transfer to EMR	19,146	0	(19,146)			
Movement to/(from) Gen Reserve	267,529	13,437	(254,092)			

31st March 2026

31st May 2026

Current Assets			
925	Debtors	5,000	
29,657	VAT Control Account	10,388	
789	Prepayments	0	
10,210	Current Account	10,293	
153,190	Money Manager Account	383,971	
300,070	Suffolk Building Society	300,070	
89	Petty Cash	169	
281,121	Unity Trust Account	281,121	
776,050			991,013
776,050	Total Assets		991,013
Current Liabilities			
14,886	Creditors	11,126	
10,630	Accruals	0	
6,225	PAYE/NI Creditor	0	
26,429	Income in Advance	36,676	
58,169			47,802
717,881	Total Assets Less Current Liabilities		943,211
Represented By			
125,596	General Reserves		362,453
592,285	Earmarked Reserves		580,758
717,881			943,211

The above statement represents fairly the financial position of the Authority as at 31/05/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Item 12

Openness and accountability of Woodbridge Town Council:

- a. To receive a report from the Town Mayor

Mayor's engagements since 18 May 2026:

- | | |
|--------|--|
| 18 May | Suffolk Association of Local Councils meeting with Sally Longmate, CEO, and Elma Glasgow regarding Woodbridge related matters. |
| 18 May | Sutton Hoo Ship's Company. Meeting with Sean McMillan and Bill Newman regarding the Ship Launch and a follow-up to our first meeting. |
| 19 May | Meeting with East Suffolk Council regarding Local Government Reorganisation. Meeting chaired by Chris Bally, CEO. Councillor Sharon Miller and Iain Cochran, architect, participated. |
| 20 May | Launch of the Woodbridge Bypass Floral Wildlife Corridor at Katie's Gardens organized by Paul Martin. Presentation to Paul Martin of an award by The Bee Friendly Trust. 20 May is World Bee Day. |
| 20 May | Woodbridge Historic Riverside Trust follow-up meeting with Martin Sylvester on Local Government Reorganisation. |
| 21 May | A walk through Riverside and Seckford ward with Iain Cochran, Architect, Charlotte Norman, Chartered Landscape Architect and Kath Cockshaw, Heritage consultant in the context of Local Government reorganisation. |
| 21 May | Update meeting with John Risby, Choose Woodbridge. |
| 22 May | Meeting with the Growers re Elmhurst Park Kitchen Garden. Roger Bridgeman and Christine Adelson from the Growers, and from WTC Town Clerk, Nigel Phipps, Estate Officer (observing David Adelson). |
| 22 May | Launch of the Civil Nights programme, support by WTC, to show case John Clarkson with a concert in St Mary's Church. Gave a short speech. Very well attended and a very good concert. 2028 will mark the 200 th anniversary of John Clarkson's death. |
| 23 May | Asparagus day on Market Hill. |
| 4 June | Meeting at their request with East Suffolk Council on the Longshed. Meeting chaired by Caroline Topping with Councillors Whitlock, Leach, Molyneux and officers: Paul Wood and Janet Perry. I was asked to give WTC's perspective on the matters relating to the Longshed. I set out the agenda – (1) visitors needed to have an integrated experience when visiting the Longshed. On this progress is being made. (2) there needed to be more transparency about the launch and the future of the Ship in Woodbridge. Given the impact on Woodbridge, WTC remains very concerned that planning is not sufficiently advanced and no date has yet been given; (3) for post 2028, the Woodbridge Riverside Trust are the tenants of the building and responsible for decision making. All parties need to be understanding of this. |
| 4 June | Alex Haslehurst, Master Builder, and Paul Crosby, Architect, of High Life Access to visit the Shire Hall and discuss the renovation project. |
| 5 June | Meeting with David Lewis of Rivington Hark , a leading independent town and city centre regeneration specialist in the context of Local Government Reorganisation. |

Deputy Mayor engagements since 18 May

To be completed

- b. To receive an update from the Town Clerk

Project	Position
Sale of properties	The Council set a deadline of July 1st for the completion of the sale of Theatre Street – at the time of writing (15.06.26) the sale is not yet complete.
Community Hall	<p>Recent communication from the management Committee has asked for support with the maintenance of the building (fire alarm, legionella checking etc). More details requested before an answer can be formulated.</p> <p>Ref. the damaged annexe – all asbestos has now been removed from that part of the building – latest from Brawdria ref the repairs (from early June):</p> <p>Once I am ready to issue the tender pricing documents, I will allow a three-week pricing period</p> <p>It will take me a week to analyse and issue my report to the loss adjuster, and it will then take another week, best case, to seek approval from the loss adjusters and to then award the contract to the successful bidder.</p> <p>I would imagine the contractors will have some sort of lead time to getting to site of perhaps 2 weeks</p> <p>I anticipate the work will take around 6 weeks to complete.</p> <p>Hopefully, this gives you some guidance around the expected timeline to allow you to feed this back to your colleagues.</p> <p>I note you comment around potential nesting birds</p>
Whisstocks Flood Barrier	<p>Further site meetings have guided consideration on the installation of fixed pulley systems to enable to the gate to be dragged closed by a vehicle in the case of failure of the two winches available to the Council. Town Clerk progressing with engineers.</p> <p>Gate closed without issues on June 15th.</p>
Whisstocks foreshore	The Council was contacted by the Health and Safety Executive following the accident in May to confirm matters such as reporting under RIDDOR, ownership, location of accident, and risk assessments – no further contact.
Changing Places toilet	<p>The Planning Authority have advised that they require a pre-planning application to determine if the installation can be undertaken using permitted development rights – this document is in draft and will be submitted soonest.</p> <p>No contact from ESC this month in regard of the license, or the CP pods to be funding/ supported by Sizewell C.</p>

Decision/action points from previous meetings of the Council:

Item	Decision	Action
13	The Finance Committee consider the balances of the Council's bank accounts.	Considered at the May meeting of the Finance Committee – balances left unaltered.
15b	The Town Clerk was asked to advise the contractors working on the Community Hall of the oystercatcher nest which is present on the building.	Consultants advised – referenced in above report.
22	The Council agreed to split the funds currently provided in EMR 355 (Changing Places), in order that the CIL contribution (£47,600) and Council/ Public contribution (£25,000) are shown in separate EMR's.	New EMR (356) created, and the CIL and Council funds divided between the two.
25 and 26	Agreement of responses to the Annual Governance and Accountability Report (AGAR) for 2025/26.	Submission made to the external auditor (all documents available on SharePoint). Period for the availability of the accounts for public inspection (exercise of public rights) – June 12 th to July 23 rd .
35	The Town Clerk was asked to add an item to the next meeting of the Amenities Committee to consider the future/ ongoing use of Market Hill phone kiosk.	Will be on the July agenda for the Amenities Committee.
40	The Council agreed that two defibrillators at an expected cost of £1,470 ex VAT be purchased from EMR CIL 2026/27, rather than utilise the Amenities Committee budget.	Items ordered – will be installed immediately on delivery.
41	The Council noted the passing of an Honorary Freewoman of Woodbridge and agreed the process for appointing a person to the position.	Ongoing – Admin. Assistant to produce a poster – nominations will still be sought in time for consideration at the July meeting.
42	The Town Clerk was asked to advise Choose Woodbridge that	Decision communication to John Risby (Chair, Choose Woodbridge).

	<p>Matheson Electrical would be the Council's preferred contractor to install the Christmas Lights.</p>	
--	---	--

- d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/ NSIP meetings. In addition, the Council will be updated on in the event of new information:
 - i. The A12 upgrade
 - ii. East Suffolk Rail Line services

NSIP and A12 MRN report for Woodbridge Town Council June 2026

Sealink (Applicant National Grid Electrical Transmission (NGET))

The Examination for Sealink is now closed and no further news will be available for at least two months as Examiners prepare their report to the Secretary of State.

Lionlink (Applicant expected to be National Grid Ventures)

No further development since last month but both Suffolk County Council (SCC) and East Suffolk Council (ESC) have started their Local Impact Report (LIR) preparation for the Examination on this project expected towards the end of 2026. We have yet to put any comments in for the LIR.

Sizewell C

The Sizewell C Southern Transport Forum (STF) on 3 June did not reveal a lot of new information and was not as well attended by parishes as usual. Sizewell C confirmed the work on the A12 at Marlesford is now in progress with some overnight closures for resurfacing works. We were advised that the freight train operators have been told not to leave their engines on idle when held for significant periods at lights – this has been a major issue at Saxmundham. It was confirmed Sizewell C is not intending train operators to hold trains at Woodbridge station during night-time freight operations.

Sizewell C is modifying the fleet of buses from the Park & Ride from the original hydrogen only fleet to a mix of hydrogen and electric as sourcing sufficient clean hydrogen is proving difficult. Buses will run all day despite the main use being at start and end of shift. This is so workers can return early or start late to fit in with matters such as doctor and dentist appointments.

A12 MRN

The A12 MRN is being reconsulted upon as there are some changes to the proposals for Portal Avenue in Martlesham and this may delay the schemes progress. No changes have been adopted as requested at our meeting, reported last month, about the design of the revised Grundisburgh roundabout.

The timeline for this project may now slip further into Q3 of 2027.

East Suffolk Energy Partnership (ESCEP)

A meeting has been arranged with the new cabinet member for Highways at SCC for 22 June.

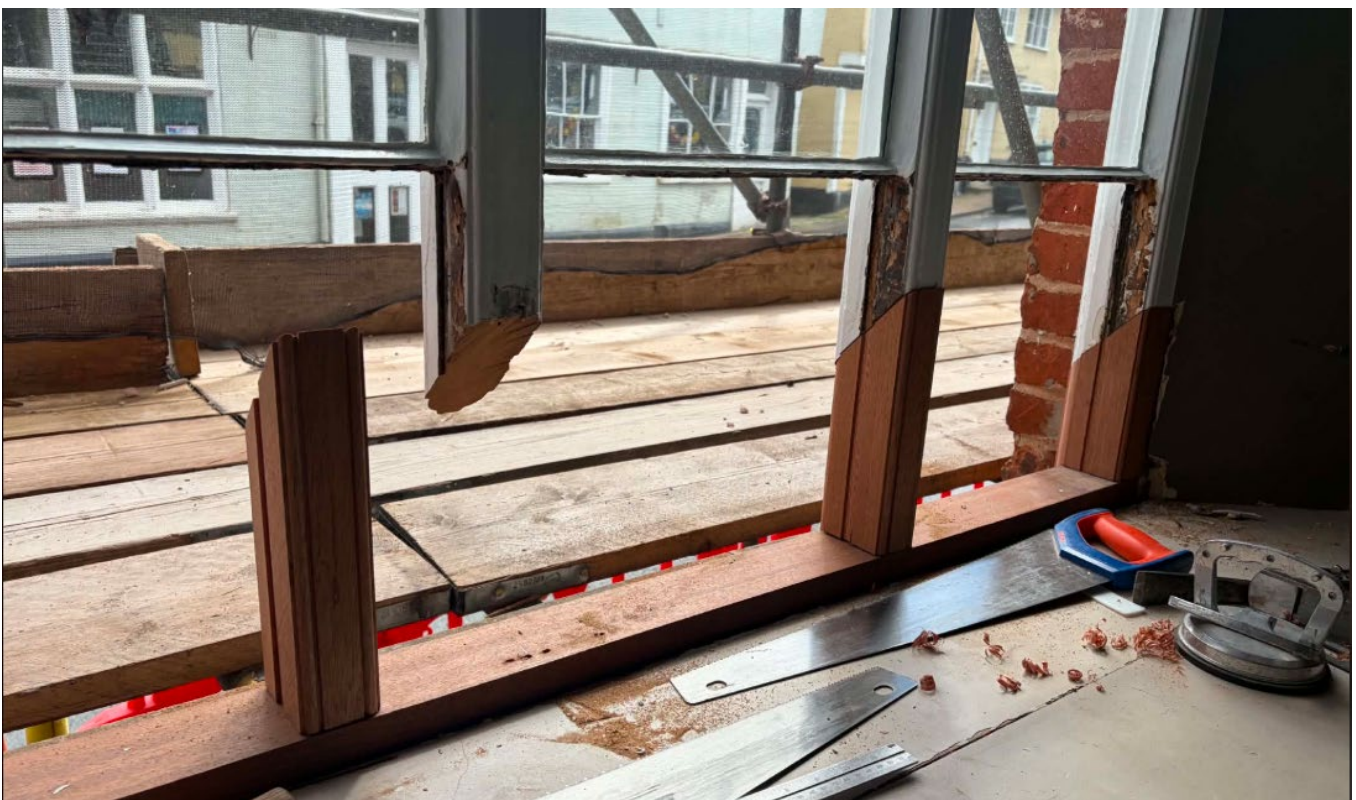
Item 13

To consider the significant projects of the Council.

a. The Shire Hall

- i. an update on the work undertaken by Chapel Properties to date, including additional work identified and agreed.
- ii. Receive an update from the Shire Hall Working Party.

At the time of writing (15.05.26), the two final windows on the ground floor are being repaired, with only the painting required thereafter. The crest has been re-installed and has had it's first coat of paint.



The project will be completed next week; the scaffold will start coming down on Monday 22nd and the parking bay suspension ends at midnight on Wednesday 24th.

Further to the agreement of Council last month, the additional work to install extra scaffolding and undertake repairs to the roof were successfully completed. The higher scaffold did allow for further consideration of the gable end, and some additional health and safety repair work was undertaken.

The forecast total cost of the project is now £69,019.28.

c. Local Government Reform

- i. To receive an update from the green spaces due diligence working group;
- ii. To receive an update on the built spaces project

Further to a meeting attended by the Town Mayor and Cllr. Miller, positive communication has been had with East Suffolk Council regarding potential asset transfer (possibly in advance of LGR) – a copy of those emails is provided on SharePoint.

2026 Report – Woodbridge and Melton ward

Cllr Ruth Leach

07738 517756 – ruth.leach@suffolk.gov.uk

Suffolk County Council update:

2026 Council Elections

I am the re-elected Lib Dem Suffolk County Councillor for your division, elected during the local elections on Thursday 7 May. My ward boundaries include Woodbridge and approx. half of Melton, a total of 5290 households. This is how the council seats are distributed, the Reform party are in the majority and so is in administration. Decisions are taken by vote, with the majority vote being carried.

- Reform UK: 41 seats
- Green Party: 13 seats
- Conservative: 9 seats
- Labour (and Co-operative): 3 seats
- Liberal Democrats: 2 seats
- Independent: 2 seats

The leader of the Council is Cllr Michael Hadwen, and there are 8 other members of the cabinet. There is a total of 70 councillors, 5 of the 41 Reform seats are held by women, with a further 11 women holding the remaining 29 remaining seats. The Green party is the official opposition. The three biggest political groups can propose motions, if a group doesn't put one forward it passes on to the next group so at this stage we are 5th in line to propose a motion. We can suggest and support cross party motions and we can speak in the debate and put questions to the cabinet members.

The next full council meeting is at 2 pm on the 16th July and can be viewed here:

<https://www.youtube.com/user/SuffolkCC> and the next cabinet meeting at 2pm on the 16th June can be watched here: <https://www.youtube.com/live/kqfeq3FFvy8>

Suffolk County Council Annual General Meeting

On Thursday 21 May, Suffolk County Council held its AGM and the first meeting of its new administrative term. Councillors from Reform UK, as the largest group at the council, were appointed to the positions of Leader, Chairman and members of the council's Cabinet were announced. Two motions were also tabled at the meeting. The Green group tabled a motion based on Reform UK campaign literature which had criticised the council's spend on translation services, proposing support for the service this money was providing to families in need of support, Ukrainian guests, children seeking sanctuary who arrived alone and British Sign Language for the hearing impaired. This motion was voted down by the Reform UK councillors. The other motion was originally tabled by the Labour group in favour of the proposed Northern Relief Road for Ipswich, but was subsequently amended and tabled by an Independent councillor and seconded by Reform. This motion was passed and detailed the council's commitment to look into options again to reduce reliance on the Orwell Bridge and the impact of the crossing on Ipswich traffic when it was closed or partially closed.

Removal of Ukrainian flag at Endeavour House

Flags remain a contentious issue around the country, mostly recently in Suffolk the Reform administration at the county council have taken down the Ukrainian flag at its headquarters in Ipswich, raising the St George cross instead. The council raised the Ukrainian flag in solidarity with Ukraine when Russia invaded

them in 2022 and it has been flying since that time, with the council administering the government's Homes for Ukraine scheme and hundreds of Suffolk residents welcoming Ukrainian refugees into their homes. Opposition groups at the council have criticised this decision in the local press and have emphasised their ongoing support for Ukraine during the conflict.

Latest Update on Local Government Reorganisation

Following the government's decision that it was minded to approve creation of three unitary councils in Suffolk, the councils in the county have banded together to create a website to provide the public with information on the plans and timeline for the changes. If all proceeds as planned, elections for the new 'shadow' authorities will be held next May in 2027, with the councils up and running from April 2028. However, the Reform UK leadership at Suffolk County Council have announced that they will be making a legal challenge to the government about this decision, on the basis that they do not want the county split in three. Norfolk and Essex county councils, who are also run by Reform, are also challenging the reorganisation decision in their counties.

For information on the plans for Local Government Reorganisation in Suffolk, please see link to the website here: <https://www.suffolklqrhub.gov.uk/>

District Council update/East Suffolk Council GLI Group

Popular Roadshows Return this Summer This summer, we're once again visiting towns around the district to chat to local people about our services and how they feel about what we do. We're HERE for you!

Having held our first roadshow in Halesworth in May, we will now be visiting the following locations throughout the summer:

- Wednesday 10 June - Woodbridge
- Thursday 2 July - Bungay
- Friday 31 July - Lowestoft
- Wednesday 19 August - Aldeburgh
- Saturday 12 September - Wickham Market

All events are from 10am until 1pm.

Councillors and senior officers will be present to listen to local people and chat about our plans, our services and how we are looking to improve lives and outcomes not only in the towns we visit but throughout East Suffolk.

GLI Cllr Caroline Topping, Leader of East Suffolk Council said: "Our roadshows are always very popular and give our communities the opportunity to speak directly to councillors and officers about any issues and questions they may have. Come and find out more about significant changes such as local government reorganisation, the new Local Plan and Better Recycling as well as the essential day-to-day services we provide. We look forward to meeting you!"

Never Miss a Collection with the New East Suffolk App! A new app has been launched to help East Suffolk residents with the changes to recycling which begin in June.

The app helps residents to quickly see which bin is due for collection each week and will help people check what can be put into each bin, to help people recycle even more.

There is also the option to receive reminders ahead of bin collection day and receive alerts if a scheduled bin collection has been delayed through bad weather or a traffic issue.

The new app also enables people to find nearby council-owned car parks, leisure centres and public toilets, as well as local places to eat and their associated food hygiene rating.

GLI Cllr Paul Ashton, East Suffolk's Deputy Leader and cabinet member for Corporate Services said: "The new East Suffolk app will help residents adjust to the changes to recycling services which are being introduced across the county on 1 June, making it

even easier for people to check their collection day, the colour of bin being collected and check what items can go into each bin.

"In addition to recycling information, our new app also enables people to find nearby council-owned facilities such as car parks and public toilets, report issues directly using our online forms and check the food hygiene ratings of local places to eat, with more services to come in due course."

The new app is available for Apple and Android in the app store (search for East Suffolk).

The new Better Recycling service launches in Suffolk from 1 June and from this date, residents will be able to recycle more items, including glass and soft plastic, through their recycling bins at home. The collections will be as follows: • A weekly food waste collection (grey food container) • A three-weekly general rubbish collection (black lid bin) • A three-weekly recycling collection for glass, plastics, metal and cartons (blue lid bin) • A three-weekly recycling collection for paper and card (green lid bin)

To help residents recycle even more, the new East Suffolk app has a handy recycling search tool to check whether an item can be recycled. There is also an AI powered image search which enables residents to take a photo of an item and check whether it can be recycled, and in which bin.

The new app is fully accessible and is voice reader compatible.

Community Spaces Set to Flourish as Bulb Giveaway Returns

East Suffolk Council will be giving away thousands of early spring flowering bulbs as its annual East Suffolk Blooms campaign returns for 2026.

Back for the fourth year, town and parish councils, community groups and organisations are invited to apply to receive free packs of pollinator-friendly bulbs to plant next spring.

The scheme works in tandem with the East Suffolk's Amazing project which encourages everyone to maintain the beauty and cleanliness of the district, and last year established 25,000 narcissus 'Carlton' bulbs in the autumn, that emerged to brighten communities across the district earlier this spring.

This year, to provide greater benefit to pollinators, the council is offering mixed crocus bulbs, which is one of the earliest flowering plants that support pollinators emerging from hibernation, and is encouraging groups that missed out last time to apply.

GLI Cllr Sally Noble, East Suffolk's cabinet member for the Environment, said:

"It's been wonderful to see the growing number of flowers in our communities each spring since we started giving bulbs away in 2023 – with interest for the scheme growing every time we open applications.

"By encouraging groups to plant these early flowering bulbs we hope to boost the nectar that's available to pollinators as they wake up from winter hibernation when food sources are scarce. We'll be giving out 50

bags of bulbs across the district and we're especially looking forward to receiving East Suffolk Blooms applications from groups which haven't been successful in the past."

Packs of the crocus bulbs will be available to collect in the autumn, around October, from two locations in the district.

The scheme is funded by East Suffolk Council's trading company and services operator, East Suffolk Services Ltd, which will be providing £3,000 worth of flowering bulbs.

An application form will be available to complete online until 31 August, before a judging panel decides on successful applicants, with additional consideration given to groups reapplying after missing out last year. Applicants will be informed of the decision by September.

To apply, please visit: my.eastsuffolk.gov.uk/service/east_suffolk_blooms

Suffolk Councils Launch Reorganisation Website

www.suffolklgrhub.gov.uk

A new website providing trusted information on Local Government Reorganisation (LGR) in Suffolk has been launched by the county's 6 councils.

The website, named Future Suffolk, is part of a shared commitment by the county, district and borough councils to ensure residents and communities understand LGR and what it means for them.

The site brings together key information, helping to communicate upcoming changes in a clear and consistent way. It also offers a single point of contact for residents, allowing them to submit any questions, comments and concerns.

The Future Suffolk website includes:

- Clear explanations on LGR*
- A timeline of key milestones*
- Maps of the new council boundaries*
- An interactive map showing provisional ward names and boundaries*
- Information on councillor numbers*

The website also outlines proposed names for the new unitary councils and the details of the electoral wards within them - these are required as part of the legal process to establish the three new councils. The proposed names are Central and East Suffolk, Ipswich and South Suffolk, and West Suffolk.

Once established, the new councils will have the ability to review these names.

The website launch comes following government's announcement in March 2026, that three new unitary authorities would replace the current county, district and borough councils.

Elections for the new councils will take place in 2027 ahead of the first day of operations (known as 'Vesting Day'), when the new authorities formally assume their responsibilities.

LGR is a national programme across England to simplify and modernise local government structures, typically by replacing multi-tier systems with single unitary councils responsible for delivering all local services.

Ease the Squeeze on Cost of Living Are you, or someone you know, worried about the increasing cost of living? We understand the pressures faced by many people today and we are working closely with key partners to ensure support is available to help ease the squeeze for households in East Suffolk.

To make it as easy as possible for you to access the services and support available, locally and nationally, we have gathered information about them in one place: www.eastsuffolk.gov.uk/community/squeeze/

For the most up to date information regarding East Suffolk Council, please visit: www.eastsuffolk.gov.uk
View the Well Minds East Suffolk booklet: tinyurl.com/9xhka624

Local Matters:

Introductions... Melton Parish Council – I have met and formally introduced myself to the clerk and discussed matters that are important to Melton residents. I am happy to be contacted via phone (07738517756), WhatsApp or email as well as via Messenger from my 'Ruth Leach' Facebook page, I prefer face to face meetings with residents and may offer surgeries in the future. I try and respond to emails within 48 hrs but due to the election backlog it is taking a little longer at the moment.

Addressing **Anti-Social Behaviour** in W/M ward. This campaign was started by myself in April 26, and is ongoing. I met with a focus group representing the community and our Community Police Officer in early April and again on the 12th May, we discussed the problems, the most common being complaints of unnecessary revving of scooters and motorbikes in the ward followed by speeding and then by graffiti painting.

A number of registration numbers have been reported and under a section 59 notice, a bike can be seized and if it is not claimed by the owner at a cost of £250, it is crushed. The section 59 notice stays in place for a year. Pc Claire Cox confirmed that if a member of the public believes a crime is being committed, in this case the crime being antisocial behaviour, it is permissible to record the registration number of the vehicle involved. Residents can report any form of ASB and crime on the Suffolk Constabulary website (and share it with me to follow up) – there may not be a written response but the details are like pieces of a jigsaw and they build the picture so that action can be taken. The stats of the reported issues also contribute towards resource allocation. This is a very short summary of what has been taking up a large percentage of my time and effort since April – the proof of that effort is in the result, while it only takes one revving bike to wake up the neighbourhood at present that is happening increasingly less.

You will also have noticed the increased presence of traffic officers in the area as well as the social media campaign.

The final result may be limited by the resources available; the police are funded centrally and in my role as SCC I have no control over that.

I am also looking at setting up a community speed watch group and have asked that the mobile SID and ANPR be deployed in more locations in the area. I have also contacted Inspector Nicola Turner from the Safer Neighbourhood Team to ask what became of the 3 extra officers that were promised for this area.

Public Toilets in Woodbridge – I invited Laura Flack from ESC and together we gave a presentation on public toilets in the area. The WI chose this as one of their resolutions to adopt for 2026 and we are working with the Woodbridge Group to create some artwork that will be displayed informing the public if/why the toilets are closed and where the nearest toilets are.

Public transport – along with MPC and WTC I have been working on the bus service route from Melton to Martlesham as well as the 'Hopper Bus' service from Woodbridge Station to Sutton Hoo. The election delayed progress on both of these projects because of the election moratorium, and the funding for the Sutton Hoo Hopper bus is not available. For this reason the project has been put on hold until Summer 2027, which on the plus side gives us a better marketing and launch lead in.

The Melton to Martlesham route looks to go live in September, if the application is successful.

Active Travel Woodbridge – a general public communication is to be made at the end of June /early July. There have been delays because of the election (due to the election moratorium updates on 'live' SCC work is not communicated, lest it be seen to be promoting the administration), they are trying to fit the works in with the Cadent works licences – the desired time for installation of things like pedestrian crossings is in the

Summer break when there is less school traffic but the licencing negotiations are complex. Protracted negotiations with one of the major stakeholders has meant that there have been further delays.

Woodbridge Bypass – I continue to support the development of the Bee Café corridor, 10 mile long 1 mile wide Floral Wildlife Corridor connecting pollinators to the Buglife's National B-Line Network at Rushmere and Sutton.

I am working with SCC towards getting this extended to roundabouts and bus shelters but it is very early in the conversation. It is hoped that this pilot which is the brain child of Paul Martin, will become part of the National LNRS programme.

Finally, in addition to the bigger projects above I have inspected and reported potholes, reported faded street markings, am putting together a list of sites for waiting restrictions under a new TRO to cover the whole ward, am supporting a 20 mph zone request for Melton, made contact with Woodbridge Primary School to come along and introduce myself formally (I hopefully could attend one of their Youth Council meetings), am supporting a significant flood situation, am negotiating with ESC regarding Resident's Parking schemes, have set up a petition to make the junction of The Thoroughfare/Lime Kiln Quay safer with the installation of a red light camera, am in the process of setting up a petition for Grove rd. pedestrian crossing on the A12 to have a red light camera and a 30 mph zone, have requested school signage for Pytches rd. pedestrian crossing, and am monitoring what can be done about the problems reported at school drop off and pick up time. I believe all schools should have a 20 mph zone although I haven't received concerns about speeding outside Woodbridge Primary. I have had a highways inspection of Melton Hill, this is ongoing. We have had 6 cases of rough sleepers with two still in residence.


I have met with Joeske Van Walsum of the Melton and Woodbridge Society and John Hill about the Melton Neighbourhood watch scheme. I have facilitated a meeting relating to a possible heritage building project in Woodbridge, meeting between a local entrepreneur and businessman with a number of local stakeholders.

I also part funded and enjoyed the Woodbridge Skate boarding weekend.

I do not include details of individual casework but this is also being dealt with.

Ruth Leach

15/6/26



May 2026 Parish Report East Suffolk Council GLI Group – Councillor Update

Popular Roadshows Return this Summer

This summer, we're once again visiting towns around the district to chat to local people about our services and how they feel about what we do. We're HERE for you!

Having held our first roadshow in Halesworth in May, we will now be visiting the following locations throughout the summer:

- Wednesday 10 June - Woodbridge
- Thursday 2 July - Bungay
- Friday 31 July - Lowestoft
- Wednesday 19 August - Aldeburgh
- Saturday 12 September - Wickham Market

All events are from 10am until 1pm.

Councillors and senior officers will be present to listen to local people and chat about our plans, our services and how we are looking to improve lives and outcomes not only in the towns we visit but throughout East Suffolk.

GLI Cllr Caroline Topping, Leader of East Suffolk Council said: "Our roadshows are always very popular and give our communities the opportunity to speak directly to councillors and officers about any issues and questions they may have. Come and find out more about significant changes such as local government reorganisation, the new Local Plan and Better Recycling as well as the essential day-to-day services we provide. We look forward to meeting you!"

Never Miss a Collection with the New East Suffolk App!

A new app has been launched to help East Suffolk residents with the changes to recycling which begin in June.

The app helps residents to quickly see which bin is due for collection each week and will help people check what can be put into each bin, to help people recycle even more.

There is also the option to receive reminders ahead of bin collection day and receive alerts if a scheduled bin collection has been delayed through bad weather or a traffic issue.

The new app also enables people to find nearby council-owned car parks, leisure centres and public toilets, as well as local places to eat and their associated food hygiene rating.

GLI Cllr Paul Ashton, East Suffolk's Deputy Leader and cabinet member for Corporate Services said: "The new East Suffolk app will help residents adjust to the changes to recycling services which are being introduced across the county on 1 June, making it

even easier for people to check their collection day, the colour of bin being collected and check what items can go into each bin.

“In addition to recycling information, our new app also enables people to find nearby council-owned facilities such as car parks and public toilets, report issues directly using our online forms and check the food hygiene ratings of local places to eat, with more services to come in due course.”

The new app is available for Apple and Android in the app store (search for East Suffolk).

The new Better Recycling service launches in Suffolk from 1 June and from this date, residents will be able to recycle more items, including glass and soft plastic, through their recycling bins at home. The collections will be as follows:

- A weekly food waste collection (grey food container)
- A three-weekly general rubbish collection (black lid bin)
- A three-weekly recycling collection for glass, plastics, metal and cartons (blue lid bin)
- A three-weekly recycling collection for paper and card (green lid bin)

To help residents recycle even more, the new East Suffolk app has a handy recycling search tool to check whether an item can be recycled. There is also an AI powered image search which enables residents to take a photo of an item and check whether it can be recycled, and in which bin.

The new app is fully accessible and is voice reader compatible.

Community Spaces Set to Flourish as Bulb Giveaway Returns

East Suffolk Council will be giving away thousands of early spring flowering bulbs as its annual East Suffolk Blooms campaign returns for 2026.

Back for the fourth year, town and parish councils, community groups and organisations are invited to apply to receive free packs of pollinator-friendly bulbs to plant next spring.

The scheme works in tandem with the East Suffolk’s Amazing project which encourages everyone to maintain the beauty and cleanliness of the district, and last year established 25,000 narcissus ‘Carlton’ bulbs in the autumn, that emerged to brighten communities across the district earlier this spring.

This year, to provide greater benefit to pollinators, the council is offering mixed crocus bulbs, which is one of the earliest flowering plants that support pollinators emerging from hibernation, and is encouraging groups that missed out last time to apply.

GLI Cllr Sally Noble, East Suffolk’s cabinet member for the Environment, said:

“It’s been wonderful to see the growing number of flowers in our communities each spring since we started giving bulbs away in 2023 – with interest for the scheme growing every time we open applications.

“By encouraging groups to plant these early flowering bulbs we hope to boost the nectar that’s available to pollinators as they wake up from winter hibernation when food sources are scarce. We’ll be giving out 50 bags of bulbs across the district and we’re especially looking forward to receiving East Suffolk Blooms applications from groups which haven’t been successful in the past.”

Packs of the crocus bulbs will be available to collect in the autumn, around October, from two locations in the district.

The scheme is funded by East Suffolk Council’s trading company and services operator, East Suffolk Services Ltd, which will be providing £3,000 worth of flowering bulbs.

An application form will be available to complete online until 31 August, before a judging panel decides on successful applicants, with additional consideration given to groups reapplying after missing out last year. Applicants will be informed of the decision by September.

To apply, please visit: my.eastsuffolk.gov.uk/service/east_suffolk_blooms

Suffolk Councils Launch Reorganisation Website

www.suffolklgrhub.gov.uk

A new website providing trusted information on Local Government Reorganisation (LGR) in Suffolk has been launched by the county’s 6 councils.

The website, named Future Suffolk, is part of a shared commitment by the county, district and borough councils to ensure residents and communities understand LGR and what it means for them.

The site brings together key information, helping to communicate upcoming changes in a clear and consistent way. It also offers a single point of contact for residents, allowing them to submit any questions, comments and concerns.

The Future Suffolk website includes:

- Clear explanations on LGR
- A timeline of key milestones
- Maps of the new council boundaries
- An interactive map showing provisional ward names and boundaries
- Information on councillor numbers

The website also outlines proposed names for the new unitary councils and the details of the electoral wards within them - these are required as part of the legal process to establish the three new councils. The proposed names are Central and East Suffolk, Ipswich and South Suffolk, and West Suffolk.

Once established, the new councils will have the ability to review these names.

The website launch comes following government's announcement in March 2026, that three new unitary authorities would replace the current county, district and borough councils.

Elections for the new councils will take place in 2027 ahead of the first day of operations (known as 'Vesting Day'), when the new authorities formally assume their responsibilities.

LGR is a national programme across England to simplify and modernise local government structures, typically by replacing multi-tier systems with single unitary councils responsible for delivering all local services.

Ease the Squeeze on Cost of Living

Are you, or someone you know, worried about the increasing cost of living? We understand the pressures faced by many people today and we are working closely with key partners to ensure support is available to help ease the squeeze for households in East Suffolk.

To make it as easy as possible for you to access the services and support available, locally and nationally, we have gathered information about them in one place:

www.eastsuffolk.gov.uk/community/squeeze/

For the most up to date information regarding East Suffolk Council, please visit:

www.eastsuffolk.gov.uk

View the Well Minds East Suffolk booklet: tinyurl.com/9xhka624

Item 17

To consider the Emergency Plan for Woodbridge.

As reported at the Annual Meeting of the Council in May, Cllr. Adelson is now in a position to present the draft emergency plan (version H on SharePoint), for consideration by the Council:

Hi all,

I've added a lot of info to the Emergency Plan document and uploaded it to Sharepoint as draft H with tracked changes.

I believe that, although there is still a small amount of detail to confirm, it is complete enough to offer to full council for sign-off.

With the remaining bits done, it will finally be issued as Version 1.0 .

If all are happy with that, please could it be an agenda item at Town Council on Wednesday.

This document is just one aspect of being prepared.

Thanks

David

Members are asked to consider the Emergency Plan for Woodbridge, and consider whether it be adopted as a policy of the Council.

Item 18

To consider the meeting schedule for the Civic Year 2026/27.

The Council considered in April it's meeting schedule for 2026/27 – the minute provides:

16. To consider the meeting schedule for 2026/27.

The Council agreed the meeting schedule for the first three months of the 2026/27 Civic Year:

May

Wednesday 20th May – Annual Meeting of the Town Council @ 6pm

Wednesday 27th May – Planning @ 5.30pm, Finance @ 7pm

June

Wednesday 3rd June – Climate @ 5.30pm, Amenities @ 7pm

Wednesday 10th – Planning @ 5.30pm, Highways and Transport @ 7pm

Wednesday 17th June – Town Council @ 6pm

Wednesday 24th June – Planning @ 5.30pm, Finance @ 7pm

July

Wednesday 1st July – Climate @ 5.30pm, Amenities @ 7pm

Wednesday 8th July – Planning @ 5.30pm

Wednesday 22nd July – Town Council @ 6pm

Wednesday 29th July – Planning @ 5.30pm, Finance @ 7pm

An item will be added to the June meeting of the Town Council to consider the schedule for the remainder of the Civic Year.

In line with the minute, this item provides the Council the opportunity to consider the schedule for the remainder of the year – the following is proposed for consideration:

- Should Climate and Amenities remain on the same evening?
- Could Planning move to a monthly meeting (last Wednesday of the month?)
- Are four Highways and Transport meetings per year enough?

Members are asked to consider the meeting schedule for the Civic Year 2026/27.

Item 19

To consider a recommendation from the Finance Committee in regard of the Council's Model Publication Scheme.

At the Council's meeting in May, it was agreed to remit to the Finance Committee consideration of the Model Publication Scheme, a document which the Council's Internal Auditor has identified required review.

The quote the ICO [website](#):

The model publication scheme is a short document (say two pages long) setting out your high-level commitment to proactively publish information. It is suitable for all sectors and consists of seven commitments and seven classes of information.

The Finance Committee reviewed the scheme the following week, and the minute from that meeting provides:

9. To consider the Council's Model Publication scheme.

The Committee noted the request from the internal auditor that the Model Publication Scheme required regular review.

After consideration of the contents of the policy, the Committee agreed to recommend to Full Council that the Model Publication scheme be adopted as a policy of the Council.

The recommendation scheme is provided overleaf.

Members are asked to consider a recommendation from the Finance Committee in regard of the Council's Model Publication Scheme.

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP
 01394 383599 townclerk@woodbridge-suffolk.gov.uk

Information available from Woodbridge Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	Available free on the Woodbridge Town Council website:
Who’s who on the Council and its Committees	www.woodbridge-suffolk.gov.uk
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copies can be requested from the Town Clerk.
Location of main Council office and accessibility details	Shire Hall, Market Hill, Woodbridge, Suffolk, IP12 4LP 09:00 – 17:00, Monday – Friday. 01394 383599, option 4.
Staffing structure	Website
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Available free on the Woodbridge Town Council website:
Current and previous financial year	www.woodbridge-suffolk.gov.uk
Annual return form and report by auditor	
Finalised budget	
Precept	Hard copies can be requested from the Town Clerk.
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members’ allowances and expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Available free on the Woodbridge Town Council website:
	www.woodbridge-suffolk.gov.uk
	Hard copies can be requested from the Town Clerk.

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk</p> <p>Hard copies can be requested from the Town Clerk.</p>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	
Agendas of meetings (as above)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	
Bye-laws	Hard and electronic copies can be requested from the Town Clerk.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Records management policies (records retention, destruction and archive)</p> <p>Schedule of charges (for the publication of information)</p>	<p>Available free on the Woodbridge Town Council website: www.woodbridge-suffolk.gov.uk</p> <p>Hard copies can be requested from the Town Clerk.</p>
<p>Class 6 – Lists and Registers</p> <p>Register of members' interests</p> <p>Register of gifts and hospitality</p>	<p>District Council website – Link on website.</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Available free on the Woodbridge Town Council website:</p>

Allotments	www.woodbridge-suffolk.gov.uk Hard copies can be requested from the Town Clerk.
Quaker Burial grounds	
Community hall	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	Hard and electronic copies can be requested from the Town Clerk.
Markets	Website
Public conveniences	Hard and electronic copies can be requested from the Town Clerk.
A summary of services for which the council is entitled to recover a fee, together with those fees	Website

Contact details: Mr Greg Diaper, Town Clerk, Woodbridge Town Council, Shire Hall, Market Hill, Woodbridge, Suffolk, IP12 4LP
Tel: 01394 383599 Email: townclerk@woodbridge-suffolk.gov.uk Website: www.woodbridge-suffolk.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual Cost*
	Postage	Actual cost of Royal Mail standard 2 nd Class

* the actual cost incurred by the public authority

Item 20

To consider a quotation received for the repair of the Kingston Field pétanque piste.

At the January meeting of the Amenities Committee, the Committee considered 'the recommendations/ proposed improvements from SLC further to the Kingston Field consultation', one of those relating to the pétanque piste:

Extension of the pétanque piste

An extension of the pétanque piste at its existing location was agreeable to the Committee, and Officers were asked to contact the local club as to their thoughts on such a proposal, and if agreeable, seek quotations for the proposed works.

As part of the budget for 2026/27, £25,000 has been allocated to expenditure code 4135/120 to facilitate the improvements agreed by the Amenities Committee; the Deputy Town Clerk is currently working to provide an update to that Committee on the many areas identified for improvement.

The pétanque piste has been identified as a priority area of work, namely so that a fit for purpose playing area can be utilised as part of the International Picnic scheduled for July 12th.

Members are therefore asked to consider and approve the quotation received from Total Renovations (see SharePoint) for the repair of the Kingston Field pétanque piste, payable from 4135/120.

Item 21

To consider a joint recommendation from the Planning and Highways and Transport Committee regarding the re-Consultation Planning Application SCC/0170/25SC - A12 between Junctions 58 (Seven Hills) and Woods Lane Roundabout, Woodbridge.

The following email was received on 29 May from Suffolk County Council:

From: SCC Planning Mailbox <Planning@suffolk.gov.uk>

Sent: 29 May 2026 10:26

Subject: Re-Consultation Planning Application SCC/0170/25SC - A12 between Junctions 58 (Seven Hills) and Woods Lane Roundabout, Woodbridge

Good morning,

Please find attached our re-consultation letter for the above application.

Any views/comments you may wish to make should be received by **28 June 2026**

Regards,

Planning Section

Growth, Highways & Infrastructure

Suffolk County Council | Endeavour House | 8 Russell Road | Ipswich | IP1 2BX

Tel: 01473 265066

Email: Planning@suffolk.gov.uk

www.suffolk.gov.uk

The letter which accompanied this email is provided overleaf, which includes a link to the Suffolk County Council planning portal.

Subsequent communication with Mr Rutter confirmed the following:

Hi Greg,

There should be three documents within 'Supporting Information' namely:

- 1) Additional Information Cover Letter
- 2) A12 MRN Environmental Statement Addendum
- 3) A12 MRN Application Response to Stakeholder comments

There are also various plans which have been updated with an upload date of 2026. Apologies, the system might have been updating when you viewed.

Hope that helps.

Regards,
Andy

Our Ref: SCC/0170/25SC
Date: 29 May 2026
Enquiries to: Andy Rutter
Tel:01473 263766
Email: Andy.Rutter@suffolk.gov.uk



Sent by email

Dear Consultee,

Re-consultation

Reason: The applicant has supplemented their application for planning permission with additional information. This can be found online at the below link.

Application No: SCC/0170/25SC

Proposal: Transport improvements to the A12 from Junction 58 (Seven Hills, Ipswich) to Woods Lane Roundabout, Woodbridge including the upgrade from a single carriageway to dual carriageway between A12 / B1438 and the A12 / B1078, Construction and operation of a Mobility Hub and Associated Infrastructure, Construction of a new pedestrian bridge and other highways and pedestrian improvements.

Location: A12 between Junctions 58 (Seven Hills) and Woods Lane Roundabout, Woodbridge, Suffolk

We previously sent you a consultation on 22 December 2025 for application SCC/0170/25SC. We have now received further information which requires consideration.

The application can be viewed on-line at: <http://suffolk.planning-register.co.uk/Planning/Display?applicationNumber=SCC/0170/25SC>

The Council as County Planning Authority is considering the above application and should you wish to make further comments in relation to this application, please respond by 28 June 2026.

Yours sincerely,

Andy Rutter
Development Manager
Growth, Highways & Infrastructure

The Council's Planning and Highways and Transport Committee's were provided the first opportunity to consider the latest documents uploaded to planning portal. In summary, it was the view of these Committees that the new documents had little relevance to Woodbridge, instead focussing on the planned changes at Portal Avenue in Martlesham. The minute from the Planning Committee is provided below; the Highways and Transport Committee noted this position:

9. To discuss letter from Andy Rutter regarding the re-Consultation Planning Application SCC/0170/25SC - A12 between Junctions 58 (Seven Hills) and Woods Lane Roundabout, Woodbridge.

The Committee agreed that in conjunction with the Highways and Transport Committee, a response to the letter dated 29 May 2026 from Suffolk County Council regarding the re-consultation of planning application SCC/0170/25SC, be prepared to include (but not be limited to) the following:

- Woodbridge Town Council (WTC) has no comment to make on the documents uploaded to the portal on 19 May 2026.
- WTC request confirmation from SCC as to how their plans are being amended in light of the Council's objection to the original application, and when these plans will be re-consulted on.
- Additionally, WTC request that SCC prepare further re-visions of the plans to accommodate a 30mph zone between the Woods Lane roundabout and the proposed crossing south of the Grundisburgh Road roundabout.

A draft letter to Mr Rutter is provided on SharePoint for consideration (as well as the Council's original response to the application).

To consider a joint recommendation from the Planning and Highways and Transport Committee regarding the re-Consultation Planning Application SCC/0170/25SC - A12 between Junctions 58 (Seven Hills) and Woods Lane Roundabout, Woodbridge.