

Minutes of the **meeting of the Town Council** held at the Shire Hall on **Wednesday 17<sup>th</sup> June 2026 at 6pm**

## **Councillors:**

Present: Cllrs. David Adelson, Sue Bale, Ellie Beck, Ruth Leach, Sharon Miller, Nigel Phipps, Doreen Pegg, Simon Sadler, Robin Sanders, Michael Sutton, and Katharine Turner.

Apologies: Cllrs. Geoff Holdcroft, Eamonn O’Nolan, Thomas Rogerson, Catherine Walsh and Martin Wilks.

In Attendance: Town Clerk (Mr G E Diaper), Sgt. Rocky Hussian and PC Rory Erangey (Suffolk Constabulary), and eight members of the public.

### **1. Apologies**

The Council agreed to approve the absence of Cllrs. Geoff Holdcroft, Eamonn O’Nolan, Thomas Rogerson, Catherine Walsh and Martin Wilks.

### **2. Declarations of Member Interests.**

No members made any declarations of interests in relation to items on the agenda.

### **3. Requests for dispensations.**

There were no requests for a dispensation in relation to items on the agenda.

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

Elliot Astbury, 5<sup>th</sup> Woodbridge Sea Scouts, was presented with the Mayoral Cadet badge by the Town Mayor.

### **5. Public question time.**

Nick King from the Suffolk Neighbourhood Watch Association addressed the Council about his ongoing work to rejuvenate Neighbourhood Watch schemes in the County.

He confirmed that Woodbridge previously had six such schemes, and in the first instance he will work to contact the named persons on those schemes.

The Council asked that the Highways and Transport Committee consider how the Council may be involved in the rejuvenation of these schemes at its next meeting.

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

The Council received a presentation from Sergeant Rocky Hussain, Suffolk Constabulary, supported by Police Constable Rory Erangey. Sergeant Hussain is the lead Officer as part of the South Suffolk Community Policing Team and spoke to the current work of his Officers in the area and to the role of the Community Policing team in Woodbridge.

The current priority for the team in the Woodbridge area is to work to reduce anti-social behaviour, vehicular crimes, and the anti-social use of the motorbikes. Other areas of focus included shoplifting. One area of concern raised during the meeting related to road safety at the start and end of the school day.

**7. To agree and approve the minutes of the meeting held 20<sup>th</sup> May 2026.**

The Council approved the minutes of the meeting held 20<sup>th</sup> May 2026 as a true record

**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

In order to allow Cllr. Leach to partake in the items of key importance to her, with the agreement of those Members present, the Chair re-ordered the agenda accordingly.

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

The Council noted the receipt of a report from County Councillor Leach.

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

The Council noted the receipt of a report from County Councillors Leach and Molyneux.

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

Cllr. Leach answered questions about the status of the Active Travel Woodbridge interventions following the elections of early May – she understands that the funding is ring-fenced and should be secure.

**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 changes proposed by the Town Mayor were approved, and with the addition of a sentence to advise Suffolk County Council of the date of the Council's July meeting and for a request to our letter to be received by that time, the Council agreed that the response be submitted.

**17. To consider the Emergency Plan for Woodbridge.**

Cllr. Adelson presented the draft Emergency Plan for Woodbridge – the Council thanked Cllr. Adelson for his work on preparing the document to this point.

The Council agreed that Cllr. Beck be appointed as the Chair of the Emergency Response Group, and the document be updated to reflect this agreement.

The Town Mayor raised concerns about insurance liability as the document states that the Council will not be covered by any insurance policies of the principal authorities should we self-activate the plan or indeed of the adequacy of the town's insurance policy.

The Council agreed that the Emergency Plan for Woodbridge should be adopted as a policy of the organisation, subject to the concerns raised in regard of insurance liability being satisfied.

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

The Council approved the Accounts and Payments List for June 2026 – **£50,716.22**

The Council noted that the accounts were checked by Cllrs. Adelson and Leach.

**10. To note the following Town Council Accounts**

The Council noted the following Town Council Accounts:

- a. Payments made since the May Town Council Meeting – **£8,364.84**
- b. Direct Debit payments for May 2026 – **£244.74**
- c. HSBC Corporate Card payments for May 2026 – **£665.01**
- d. Bank Reconciliation and Supporting Statements to 31<sup>st</sup> May 2026 – **£975,624.62**

**11. To note the Council's financial position as at 31<sup>st</sup> May 2026.**

The Council noted its financial position as at 31<sup>st</sup> May 2026:

- a. Income and Expenditure Report to 31.05.2026 – Income **£333,157.00** and Expenditure **£79,154.00**
- b. Balance sheet as of 31.05.2026 – **£943,211.00**

**12. Openness and accountability of Woodbridge Town Council.**

The Council noted the following reports:

- a. To receive a report from the Town Mayor** – The Mayor addressed a question raised about a meeting with East Suffolk Council regarding activities at the Longshed, namely concerns about the absence of a planned launch date of the boat and it's proposed mooring location thereafter.
- b. To receive an update from the Town Clerk** – The Town Clerk was asked to contact a recent public attendee at a Council meeting to seek her support for the installation of a Changing Places facility in the town.
- c. To receive an update from Cllr. Sadler regarding the Woodbridge Town Council 'Public communications' plan** – Cllr. Sadler spoke to his plans for the 'Mayors Monthly', with videos focusing on volunteering, Council amenities and proposed activities in Farlingaye Ward to be upcoming. Cllr Sadler was asked to consider including the recent awarding of Fairtrade status for the town, the Neighbourhood Watch Scheme

rejuvenation, and concerns about school traffic in future videos, one of which would be filmed on the Thoroughfare.

**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**

Cllr. Sanders reported that since the publication of his report he had received a response from Jenny Riddell-Carpenter MP about concerns raised by his group about the 'blocking/ booking up' of railway space (available times for the rail to be utilised for any service) by Sea Link and Lion Link. The MP is escalating those concerns to National Rail.

**13. To consider the significant projects of the Council.**

- a. **The Shire Hall** – The Town Clerk reported that the work to the Shire Hall will be completed during the week beginning June 22<sup>nd</sup>. An invitation from Chapel Properties to celebrate the completion of the project would be circulated to Members. Cllr. Sadler reported on the work of the Shire Working Party – the external work requirements will be added to the remit of the Working Party and a consolidated chart of all the work is being created. The WP are expected to meet shortly.
- b. **In house gardening/ maintenance** – The Council agreed that this update was no longer required as a standing item.
- c. **Local Government Reform** – The Council noted the positive response received from East Suffolk Council further to due diligence information requests submitted for the four priority sites as identified (Castle Street open space, Houchells Meadow, Newham Avenue open space and the Model Boat Pond area). The Council agreed that once this information has been received, it may consider adding the Woodbridge Old Cemetery to the list of priority sites.

The Town Mayor reported a positive meeting with East Suffolk Council ref. the built spaces proposals, and advised that the Council's architect is beginning work on the concept phase of the project. The Council supported progressing with the work.

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

The Council considered the meeting schedule for the remainder of the Civic Year, and the agreed:

- The meetings of the Amenities and Climate and Ecological Emergency Committees will continue to be held on the same evening (first Wednesday of the month).
- That the Planning Committee be reduced to one meeting per month (last Wednesday of the month). This meeting will start at 5pm in advance of the Finance Committee meeting at 7pm.
- That the Highways Committee will meet bi-monthly, rather than quarterly.

The Town Clerk was asked to circulate an updated meeting scheduled to the Council at his earliest convenience.

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

The Council agreed to adopt the Model Publication scheme as a policy of the Council.

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

The Council approved the quotation from Total Renovations to undertake repair works to the Kingston Field pétanque piste at a cost of £3,000 inc. VAT, payable from expenditure code 4135/120.

**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.**

The Council agreed 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.**

The Council approved the recommendation from the Grants Working party to award the following grant payments as part of the Round One of the Councils grant scheme, payable from expenditure code 4800.

-	2nd Woodbridge (St Mary's) Guide Unit	£600
-	3rd Woodbridge (St Mary's) Brownie Pack	£110
-	Ambient Music Festival	£1,500
-	Opera for Woodbridge	£2,000
-	Woodbridge Festival	£3,200
-	Woodbridge In Bloom	£1,500
-	Woodbridge Rotary Club	£400
		Total: £9310

The Council asked that the Deputy Town Clerk seek further clarification from Ugur Vata as to the funding he is seeking from the Council with agreement that, subject to the clarification, the Council would want to support the Market Hill events organised by Mr Vata

**24. To consider the employment particulars for the proposed Strategic Change Management specialist position.**

The Council agreed that the Town Clerk and Staffing Committee be mandated to agree the advertising particulars for the Strategic Change Management specialist position and proceed to the advertisement of the role.

**25. To receive a recommendation from the Interview Panel regarding the appointment of persons to the position of Wedding Officer for Woodbridge Town Council.**

The Council approved the recommendation from the Interview Panel (Town Clerk and Admin. Officer), that Lorraine Ager and Frances Gilman be appointed as Wedding Officers to Woodbridge Town Council.

The Town Clerk was asked to ensure that any agreement made between the Town Council and those individuals accord with the new legislation in regard of zero hours working.

**26. To receive a verbal statement from the Mayor on matters relating to the Town and agree the next steps.**

This item was withdrawn.

**27. Closure**

The meeting was closed at 8.07pm.

Councillor Nigel Phipps  
Chair