



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

FULL COUNCIL MEETING

Councillors Allan, Beggerow, Francis, Gower, Groves, Howlett, Monks, Roberts, Saiyed (Chair), Shearly-Sanders and Wiltshire

Councilors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Thursday 20th August 2026 at 7.00pm in The Guildhall at Hadleigh Town Hall, Market Place, Hadleigh IP7 5DN**

Members of the public and press can watch the meeting by following this link –
<https://us06web.zoom.us/j/83812445179>

The 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.

AGENDA

1: Opening	a) Welcome and opening remarks from the Chair b) Apologies for absence c) Members' declarations of pecuniary, other registrable and non-registrable interests d) Consideration of requests for dispensations.
2: Minutes	To approve the minutes of the meeting held on Thursday 16 th July 2026.
3: Reports	To note reports from Suffolk County Council & Babergh District Council Ward Councilors
4: Public Forum	15-minute session. Maximum 3 minutes per person. Members of the public should not be involved in the decision-making of the Council in subsequent agenda items unless expressly invited to do so by the Chairperson. Only members of the public who attend in person are permitted to speak. If you are unable to attend in person but wish to speak, please inform the Town Clerk at least 1 day before the meeting who will read out your question.
5: Finance	To note the schedule of invoices received and to approve any payments over £5,000 that have not previously been agreed. In alignment with the adopted Financial Regulations, all payments under £1,000 are approved by the RFO, as are items between £1,000 and £5,000 with clearance of the Chairman of the Council or Chairman of the appropriate committee.



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

6: Grant Applications	Under Section 137 of the Local Government Act to agree to award the following grant applications (There is currently £12,529 in the pot): a) £3,000 to Arena Karate to fund representing Team GB in WTKA European and World Karate Championships. b) £940.80 to Hadleigh Cricket Club to provide a 3-year service contract for the public access defibrillator. c) £3,000 to Hadleigh Mental Health and Wellbeing Hub CIC to run the Intervention Programme. d) £1,300 to Sudbury and South Suffolk Citizens Advice for Outreach Sessions in Hadleigh.
7: Highways Yellow Line Marking	To agree to spend (an estimated) £15,186.06 on yellow line marking in Threadneedle Street, Benton Street and Ann Beaumont Way.
8: War Memorial	To agree to spend up to £2000 + VAT on a back panel (and any associated costs) for the War Memorial wall.
9: Climate Change Emergency & Environment (CCE&E) Working Group (Cllr Saiyed)	a) To agree the formation of the Climate Change Emergency & Environment (CCE&E) Working Group. b) To agree the terms of reference/delegation powers of the Climate Change Emergency & Environment (CCE&E) Working Group. c) To agree the closure of the Climate Change Emergency Environment Committee.
10: Community Emergency Plan (Cllr Wiltshire)	a) To note that the Community Emergency Plan needs a review to take into consideration changes in personnel, the climate change emergency and associated extreme weather events. b) Hadleigh Town Council maintains its commitment to a Community Emergency Plan and recognises its importance in light of risk to life and property from weather events related to climate change. c) To agree to review and restate its Community Emergency Plan, appoint/reappoint members and refer specifically to emergencies related to climate change and weather events by September's Full Council Meeting
11: Safety of Town Council owned Allotments & Playing Areas (Cllr Wiltshire)	a) Hadleigh Town Council notes that climate change-related extreme weather, including prolonged periods of heat and drought increases the risk of wildfire and may affect the safe use of its allotments and playing areas. b) Hadleigh Town Council believes that fires, barbecues and cooking or heating equipment on HTC-owned allotments and playing areas create avoidable fire risks, particularly during periods of extreme heat and drought, with potential consequences for people, property, wildlife and the environment. c) Hadleigh Town Council further believes that combustible materials, vegetation and waste must be managed responsibly, and that smoking, smoking materials and discarded cigarette ends



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

	must be recognised as potential sources of ignition, particularly during periods of elevated wildfire risk. d) Hadleigh Town Council agrees to review its allotment tenancy agreement and relevant policies for its playing areas and to incorporate the following provisions: i. Fires, barbecues and cooking or heating equipment of any kind are prohibited on HTC-owned allotments and playing areas; ii. Tenants must manage combustible materials, vegetation and waste responsibly and take reasonable precautions to prevent fire; iii. Tenants and visitors must not use HTC-owned allotments or playing areas in a manner creating an unreasonable risk to health, safety or the environment. This includes failing to take proper account of the fire risk associated with smoking, smoking materials and other sources of ignition; iv. Where HTC-owned allotments are adjacent to the River Brett, users should be advised of the risks associated with entering, swimming, paddling or jumping into the river, particularly during extreme hot weather. Water extraction from the River Brett is not permitted from HTC-owned allotments, having regard to its environmental and conservation significance; v. The Council will consider appropriate signage and information to promote safe use of its allotments and playing areas during extreme heat, drought and periods of elevated wildfire risk; vi. Breaches by allotment tenants may result in formal warnings or, where appropriate and proportionate, termination of the allotment agreement. e) Hadleigh Town Council further agrees that these measures will remain under review by the Council, including its Climate Change Emergency and Environment Committee, having regard to changing climate-related risks, environmental conditions and relevant guidance.
12: Extreme Weather Events – Notices and Safety Advice (Cllr Wiltshire)	a) Hadleigh Town Council notes the increased risk to life and property during extreme weather events, including wildfires, flooding and river/water related incidents. b) Hadleigh Town Council believes it has a duty to inform, educate and lead on the risks and actions required to protect the town and prepare for the consequences of these extremes. c) For these reasons Hadleigh Town Council agrees to issue guidance to users of its land and properties addressing risks during extreme climate-related weather events. The guidance will prohibit: i) The use of fires, barbecues, portable cooking or heating equipment on HTC land (allotments and playing areas) until further notice ii) Entry to the River Brett or extraction of water from the River Brett, for any reason, from HTC land.



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

	The guidance will refer residents to Babergh District and Suffolk County Councils for advice regarding use of their land and river access. The guidance will also refer residents to general public guidance regarding fire and water safety, including how to access help in an emergency. This guidance will be issued at the earliest opportunity through a website post with relevant links, a Facebook post and signage at public spaces and buildings owned by HTC.
13: Hadleigh Elderly People's Welfare Committee	To agree a representative to serve on the Hadleigh Elderly People's Welfare Committee.
14: Tree Warden	To agree a representative to act as Tree Warden
14: Christmas Opening	To agree that the office opening times on Thursday 24th, Tuesday 29 th , Wednesday 30 th and Thursday 31 st December 2026 will be 9.30am – 12.30pm.
15: Future Meetings	The next scheduled meeting will be on Thursday 17 th September 2026.
16: Close of meeting	No later than 10pm

Prepared by

W. Brame

Wendy Brame

Town Clerk

12th August 2026



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

Agenda item 5: Finance – Payment Schedules

INVOICES REC'D IN THE PERIOD 3rd July 2026 to 9th August 2026											
Invoice Date	Invoice Number	Payee	Description	Net Cost	VAT	Total Amount	Approved by	Date Invoice Approved	Date Paid	Method	
SCHEDULE OF INVOICES RECEIVED OVER £5,000											
30/07/2026	2752	G & S Hutchinson	Retention Release (Pavilion Rebuild)	£ 25,397.57	£ 5,079.51	£ 30,477.08	Pre-approved	15/01/2024		BACS	
31/07/2026	n/a	Staff	Salary payments - July 2026	£ 8,102.47	£ -	£ 8,102.47	Pre-authorised	19/06/2025	31/07/2026	BACS	
SCHEDULE OF INVOICES RECEIVED BETWEEN £1,000 AND £5,000											
07/07/2026	3829	CBR Business Solutions	HR Contract	£ 1,590.00	£ 318.00	£ 1,908.00	Pre-authorised	19/06/2025	03/08/2026	BACS	
17/07/2026	n/a	PWLB	Payment for PWLB (Pavilion)	£ 5,833.92	£ -	£ 5,833.92	Pre-approved	15/01/2024	17/07/2026	DD	
20/07/2026	n/a	Visit Hadleigh	SLA Payment	£ 3,000.00	£ -	£ 3,000.00	Pre-approved	20/03/2025	20/07/2026	BACS	
28/07/2026	5801	Eastwood Tree Services	Fell Beech Tree at Cemetery	£ 1,000.00	£ 200.00	£ 1,200.00	TC	03/08/2026		BACS	
31/07/2026	n/a	SCC	Pension payments - July 2026	£ 1,982.65	£ -	£ 1,982.65	Pre-authorised	19/06/2025	03/08/2026	BACS	
31/07/2026	n/a	HMRC	PAYE payments - July 2026	£ 2,311.16	£ -	£ 2,311.16	Pre-authorised	19/06/2025	03/08/2026	BACS	
SCHEDULE OF INVOICES RECEIVED TO £1,000											
01/07/2026	INV-30130187	Xero	Monthly Subscription 01/07/2026 to 31/07/2026	£ 43.00	£ 8.60	£ 51.60	TC	01/07/2026	06/07/2026	BACS	
02/07/2026	KI-6B1C4C07-006	Total Energies	Electricity at LRSO 01/06/2026 to 30/06/2026	£ 138.14	£ 6.91	£ 145.05	TC	02/07/2026	16/07/2026	DD	
06/07/2026	n/a	Amazon	Henry Hoover bags	£ 10.00	£ 2.00	£ 12.00	TC	06/07/2026	06/07/2026	DC	
07/07/2026	16772804	Wave	Water Charges 07/04/2026 to 06/07/2026	£ 87.19	£ -	£ 87.19	Pre-authorised	19/06/2025	22/07/2026	DD	
07/07/2026	INV-1051	HMFC	Room Hire Charges 9/06/2026 to 23/06/2026	£ 107.53	£ -	£ 107.53	TC	07/07/2026	03/08/2026	BACS	
08/07/2026		Currys	Fan	£ 24.17	£ 4.83	£ 29.00	TC	08/07/2026	08/07/2026	DC	
08/07/2026	16169038703	Scottish Power	Electricity - Office (5/5/26 - 5/6/26) (replaces bill shown on last payment schedule)	£ 587.84	£ 117.57	£ 705.41	Pre-authorised	19/06/2025	22/07/2026	DD	
09/07/2026		Amazon	PAT Tester	£ 210.00	£ 42.00	£ 252.00	TC	09/07/2026	09/07/2026	DC	
09/07/2026		Wells Stitched	Uniform for Facilities Officer	£ 116.00	£ 23.20	£ 139.20	TC	09/07/2026	03/08/2026	BACS	
09/07/2026	16784445	Wave	Water Charges 08/04/2026 to 07/07/2026 War Memorial	£ 14.48	£ -	£ 14.48	Pre-authorised	27/07/2026	24/07/2026	DD	
13/07/2026	250	MJP Carpentry	Repair to door at Layham Road pavilion	£ 70.00	£ -	£ 70.00	TC	13/07/2026	20/07/2026	BACS	
13/07/2026	n/a	Asda Store	Mobile phone top up (Town Clerk)	£ 5.00	£ -	£ 5.00	TC	13/08/2026	13/08/2026	DC	
13/07/2026	n/a	Asda Store	Mobile phone top up (Assistant Clerk)	£ 5.00	£ -	£ 5.00	TC	14/08/2026	14/08/2026	DC	
13/07/2026	n/a	Asda Store	Mobile phone top up (Services Officer)	£ 5.00	£ -	£ 5.00	TC	14/08/2026	14/08/2026	DC	
15/07/2026	16812311	Wave	Water Charges 15/04/2026 to 14/07/2026 Layham Road	£ 206.24	£ -	£ 206.24	Pre-authorised	27/07/2026	30/07/2026	DD	
15/07/2026	11209855	Focus	Telephone/Internet	£ 197.30	£ 39.46	£ 236.76	Pre-authorised	27/07/2026		DD	
15/07/2026	n/a	Asda Store	Mobile phone top up for Community Ranger	£ 5.00	£ -	£ 5.00	TC	15/07/2026	15/07/2026	DC	
17/07/2026	n/a	Amazon	Cleaning gloves & gardening gloves (Facilities officer)	£ 10.29	£ 2.06	£ 12.35	TC	17/07/2026	17/07/2026	DC	
20/07/2026	n/a	MLSPA	Donation for Ignite performance	£ 50.00	£ -	£ 50.00	TC	20/07/2026	20/07/2026	BACS	
20/07/2026	n/a	Bildeston & Whatfield School	Donation for Ignite performance	£ 50.00	£ -	£ 50.00	TC	20/07/2026	20/07/2026	BACS	
20/07/2026	n/a	Grace Newman	Donation for Ignite performance	£ 50.00	£ -	£ 50.00	TC	20/07/2026	20/07/2026	BACS	
20/07/2026	n/a	Maddy's Dance School	Donation for Ignite performance	£ 50.00	£ -	£ 50.00	TC	20/07/2026	20/07/2026	BACS	
22/07/2026	LA7485150	Cartridge People	Printer ink and maintenance box for office printer/printer ink for archives	£ 73.82	£ 14.77	£ 88.59	TC	22/07/2026	22/07/2026	DC	
23/07/2026	MO13 XH	BT	Telephone 01/07/2026 to 31/07/2026	£ 32.95	£ 6.59	£ 39.54	Pre-authorised	27/07/2026	04/08/2026	DC	
28/07/2026	INV-17231	G Leeks Spil Hire	Skip at Cemetery 24/06/2026-28/07/2026	£ 140.00	£ 28.00	£ 168.00	TC	03/08/2026		BACS	
28/07/2026		Metro Bank	Monthly Fee	£ 3.00	£ -	£ 3.00	TC	28/07/2026	28/07/2026		
31/07/2026	H072608553	Herts	Stationery	£ 44.19	£ 8.84	£ 53.03	TC	07/08/2026		BACS	
31/07/2026	n/a	A Oram	Mileage for training course	£ 23.65	£ -	£ 23.65	TC	31/07/2026		BACS	
01/08/2026	INV-30674399	xero	Finance Subscriptions 1 Aug - 31 Aug 2026	£ 44.50	£ 8.90	£ 53.40	Pre-authorised	07/08/2026	05/08/2026	DD	
03/08/2026		Babergh District Council	Rates - Layham Road	£ 314.00	£ -	£ 314.00	Pre-authorised	19/06/2025	03/08/2026	DD	
03/08/2026		Babergh District Council	Rates - Cemetery	£ 453.00	£ -	£ 453.00	Pre-authorised	19/06/2025	03/08/2026	DD	
04/08/2026	INV 18800	East of England Co-op	In Store Purchases	£ 4.00	£ -	£ 4.00	TC	07/08/2026		BACS	
04/08/2026	KI-6B1C4C07-007	Total Energies	Electricity - Layham Road	£ 150.77	£ 7.54	£ 158.31	TC	07/08/2026		DD	
05/08/2026	620004116437	Scottish Power	Electricity at Office - 6 June-9 July 2026	£ 409.44	£ 81.89	£ 491.33	TC	07/08/2026		DD	
				£ 52,953.27	£ 6,000.67	£ 58,953.94					