



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

Thursday 17<sup>th</sup> September 2026 at 7pm held in The Guild Room at Hadleigh Town Hall,  
Market Place, Hadleigh, IP7 5DN

## Draft Minutes

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HTC26.177 Present</b>                               | Councillors Beggerow, Groves, Roberts, Saiyed (Chair), Shearly-Sanders and Wiltshire.                                                                                                                                                                                                                                                                                                                                                                              |
| <b>HTC26.178 In Attendance</b>                         | Town Clerk, 4 members of the public and 1 via Zoom.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>HTC26.179 Welcome</b>                               | The Chair welcomed everyone and advised that the Council, members of the public and press may record/film or broadcast the meeting, when the press and public are not lawfully excluded. Any member of the public who attends the meeting is advised that the Town Council cannot control 3 <sup>rd</sup> party recording. The Town Council will record the meeting.                                                                                               |
| <b>HTC26.180 Apologies of Absence</b>                  | Apologies for absence were received from Councillors Allan, Francis, Howlett, Monks and County Councillor Dowling.                                                                                                                                                                                                                                                                                                                                                 |
| <b>HTC26.181 Declarations of Interest</b>              | <p>Councillor Saiyed declared a non-registrable interest in HTC26.190 as he knows the organiser of Bildeston Community Support, HTC26.193 Staff Salaries as he is an employee of Unison and HTC26.194 Highways - Station Road as his partner is Secretary for Playstation Pre School which is based on Station Road.</p> <p>Councillor Shearly-Sanders declared a non-registrable interest in HTC26.191 as he has a personal connection with St Mary's Church.</p> |
| <b>HTC26.182 Dispensations</b>                         | There was no consideration of requests for dispensations.                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>HTC26.183 Minutes 20<sup>th</sup> August 2026</b>   | Proposed by Councillor Beggerow, seconded by Councillor Shearly-Sanders the minutes of the meeting held on Thursday 16 <sup>th</sup> July 2026 were <b>approved</b> , subject to a minor change on HTC26.148.<br>Vote = 6 For, 0 Against, 0 Abstain                                                                                                                                                                                                                |
| <b>HTC26.184 Minutes 2<sup>nd</sup> September 2026</b> | Proposed by Councillor Beggerow, seconded by Councillor Roberts the minutes of the meeting held on Thursday 2 <sup>nd</sup> September 2026 were <b>approved</b> , subject to additional wording being added to HTC26.172.<br>Vote = 6 For, 0 Against, 0 Abstain                                                                                                                                                                                                    |
| <b>HTC26.185 Reports</b>                               | <p>The reports from Suffolk County Council and Babergh District Council Ward Councillors were <b>noted</b>.</p> <p>District Councillor Carruthers spoke about Local Government Reorganisation, River Festival and Community Emergency Plans.</p>                                                                                                                                                                                                                   |
| <b>HTC26.186 Public Forum</b>                          | No members of the public wished to speak.                                                                                                                                                                                                                                                                                                                                                                                                                          |



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|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HTC26.187 Finance – Approve Payments</b>                         | Proposed by Councillor Beggerow, seconded by Councillor Shearly-Sanders the schedule of invoices was <b>noted</b> and payments over £5,000 that have not previously been agreed were <b>approved</b> . 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.<br>Vote = 4 For, 0 Against, 2 Abstain |
| <b>HTC26.188 Grant Application – Hadleigh St Mary's Bellringers</b> | Proposed by Councillor Beggerow, seconded by Councillor Wiltshire it was <b>agreed</b> to defer this application to the next meeting to seek further information on what reserves they have, what they charge for funerals and weddings, a category breakdown of their income, what alternative funding has been sought and whether the ropes have been risk assessed to confirm they need replacing.<br>Vote = 6 For, 0 Against, 0 Abstain                                         |
| <b>HTC26.189 Grant Application – Sudbury District Scouts</b>        | Proposed by Councillor Beggerow, seconded by Councillor Shearly-Sanders it was <b>agreed</b> to award £196.87 to Sudbury District Scouts for St Georges Day Annual Parade.<br>Vote = 6 For, 0 Against, 0 Abstain                                                                                                                                                                                                                                                                    |
|                                                                     | Councillors Saiyed left the room at 7.35pm                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>HTC26.190 Grant Application – Bildeston Community Support</b>    | Proposed by Councillor Beggerow, seconded by Councillor Shearly-Sanders it was <b>agreed</b> to award £2,000 to Bildeston Community Support for Hadleigh Foodbank.<br>Vote = 5 For, 0 Against, 0 Abstain                                                                                                                                                                                                                                                                            |
|                                                                     | Councillor Shearly-Sanders left the room at 7.36pm                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                     | Councillors Saiyed returned to the room at 7.37pm                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>HTC26.191 Grant Application – St Mary's Church PCC</b>           | Proposed by Councillor Beggerow, seconded by Councillor Groves it was <b>agreed</b> to defer to the October meeting to await the outcome of the CIL meeting on 5 <sup>th</sup> October 2026.<br>Vote = 4 For, 1 Against, 0 Abstain                                                                                                                                                                                                                                                  |
|                                                                     | Councillor Shearly-Sanders returned to the room at 8.07pm                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>HTC26.192 Grant Evaluation Form – Hadleigh Cricket Club</b>      | The Grant Evaluation form from Hadleigh Cricket Club was <b>noted</b> .                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                     | Councillor Saiyed left the room at 8.11pm                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>HTC26.193 Staff Salaries</b>                                     | It was <b>noted</b> that following the announcement from National Joint Council for Local Government Services (NJC) regarding new rates of pay applicable from 1 <sup>st</sup> April 2026 that all staff will receive the relevant pay rise as per their contracts.                                                                                                                                                                                                                 |
| <b>HTC26.194 Highways – Station Road</b>                            | Proposed by Councillor Beggerow, seconded by Councillor Wiltshire it was <b>agreed</b> to defer this item to the next meeting to ask for further information on the separate cost of the road safety audit, whether                                                                                                                                                                                                                                                                 |



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|                                                      |                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      | Suffolk Highways would fund this, and if not how much would County Councillor Dowling be able to contribute and whether local Parish Councils could be asked to contribute as children from these areas attend the primary school on Station Road.<br>Vote = 5 For, 0 Against, 0 Abstain |
|                                                      | Councillor Shearly-Sanders left the room at 8.42pm                                                                                                                                                                                                                                       |
|                                                      | Councillor Saiyed returned to the room at 8.43pm                                                                                                                                                                                                                                         |
| <b>HTC26.195<br/>Neighbourhood CIL Bid</b>           | Proposed by Councillor Beggerow, seconded by Councillor Groves it was <b>agreed</b> to award £3,000 from Neighbourhood CIL to St Mary's Church Renewal Fund for their lighting project.<br>Vote = 3 For, 2 Against, 0 Abstain                                                            |
|                                                      | Councillor Shearly-Sanders returned to the room at 8.50pm                                                                                                                                                                                                                                |
| <b>HTC26.196 Electricity<br/>Contract - Pavilion</b> | Proposed by Councillor Groves, seconded by Councillor Beggerow the electricity contract (Eon Renewable for 12 months) for the pavilion effective 1 <sup>st</sup> October 2026 was <b>agreed</b> .<br>Vote = 6 For, 0 Against, 0 Abstain                                                  |
| <b>HTC26.197 Planning<br/>Committee</b>              | Proposed by Councillor Saiyed, seconded by Councillor Beggerow it was <b>agreed</b> to appoint Councillor Allan and Roberts to join the Planning Committee.<br>Vote = 6 For, 0 Against, 0 Abstain                                                                                        |
| <b>HTC26.198 Future<br/>Meetings</b>                 | The next meeting will be on Thursday 15 <sup>th</sup> October 2026                                                                                                                                                                                                                       |
| <b>HTC26.199 Close of<br/>Meeting</b>                | The meeting closed at 9.06 pm.                                                                                                                                                                                                                                                           |

Signed

*W. Brame*

**Wendy Brame**  
Town Clerk  
28<sup>th</sup> September 2026



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## Agenda item 5: Finance – Payment Schedules

INVOICES REC'D IN THE PERIOD 10th August 2026 to 4th September 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               |                 |                                 |                                               |             |          |              |                |                       |            |        |
| 28/08/2026                                              | n/a             | Staff                           | Salary payments - August 2026                 | £ 8,043.08  | £ -      | £ 8,043.08   | Pre-authorised | 19/06/2025            | 28/08/2026 | BACS   |
| SCHEDULE OF INVOICES RECEIVED BETWEEN £1,000 AND £5,000 |                 |                                 |                                               |             |          |              |                |                       |            |        |
| 18/09/2026                                              | SI-633          | Abrehart Ecology Ltd            | Bat Survey - Cemetery Lodge                   | £ 1,086.80  | £ 217.36 | £ 1,304.16   | TC & Chair     | 06/07/2026            | 01/09/2026 | BACS   |
| 01/09/2026                                              | n/a             | SCC                             | Pension payments - August 2026                | £ 2,091.06  | £ -      | £ 2,091.06   | Pre-authorised | 19/06/2025            | 01/09/2026 | BACS   |
| 01/09/2026                                              | n/a             | HMRC                            | PAYE payments - August 2026                   | £ 2,324.95  | £ -      | £ 2,324.95   | Pre-authorised | 19/06/2025            | 01/09/2026 | BACS   |
| 29/08/2026                                              | 1586            | Great Oaktree Land Services Ltd | Grounds Maintenance August 2026               | £ 2,080.00  | £ 416.00 | £ 2,496.00   | Pre-authorised | 19/06/2025            |            | BACS   |
| SCHEDULE OF INVOICES RECEIVED TO £1,000                 |                 |                                 |                                               |             |          |              |                |                       |            |        |
| 11/08/2026                                              | n/a             | Asda Store                      | Mobile phone top up (Town Clerk)              | £ 5.00      | £ -      | £ 5.00       | TC             | 11/08/2026            | 11/08/2026 | DC     |
| 12/08/2026                                              | n/a             | Asda Store                      | Mobile phone top up (Assistant Clerk)         | £ 5.00      | £ -      | £ 5.00       | TC             | 12/08/2026            | 12/08/2026 | DC     |
| 14/08/2026                                              | n/a             | Asda Store                      | Mobile phone top up (Services Officer)        | £ 5.00      | £ -      | £ 5.00       | TC             | 14/08/2026            | 14/08/2026 | DC     |
| 17/08/2026                                              | n/a             | Asda Store                      | Mobile phone top up for Community Ranger      | £ 5.00      | £ -      | £ 5.00       | TC             | 17/08/2026            | 17/08/2026 | DC     |
| 13/08/2026                                              | INV-277         | 12 Magpies Accountancy          | Accounting Charge June 2026 (1.25hrs)         | £ 50.00     | £ -      | £ 50.00      | TC             | 13/08/2026            | 01/09/2026 | BACS   |
| 14/08/2026                                              | 11237042        | Focus                           | Telephone/Internet                            | £ 196.69    | £ 39.34  | £ 236.03     | Pre-authorised | 19/06/2025            |            | DD     |
| 14/08/2026                                              |                 | Choose2eco                      | Cleaning Product                              | £ 8.00      | £ -      | £ 8.00       | TC             | 14/08/2026            | 14/08/2026 | DC     |
| 17/08/2026                                              | INV-17290       | G Leeks Skip Hire               | Skip Hire - Cemetery (27/26 - 17/8/26)        | £ 140.00    | £ 28.00  | £ 168.00     | TC             | 17/08/2026            | 01/09/2026 | BACS   |
| 21/08/2026                                              |                 | National Allotment Society      | Membership                                    | £ 85.00     | £ -      | £ 85.00      | Pre-approved   | 20/08/2026            | 21/08/2026 | DC     |
| 22/08/2026                                              | MO134 03        | BT                              | Telephone 01/08/2026 to 31/08/2026            | £ 32.95     | £ 6.59   | £ 39.54      | Pre-authorised | 27/08/2026            | 27/08/2026 | DC     |
| 24/08/2026                                              | n/a             | A Oram                          | Mileage - July 2026                           | £ 9.09      | £ -      | £ 9.09       | TC             | 24/08/2026            | 28/08/2026 | BACS   |
| 24/08/2026                                              | INV-1086        | HMFC                            | Room Hire Charges - July 2026                 | £ 78.20     | £ -      | £ 78.20      | TC             | 24/08/2026            | 01/09/2026 | BACS   |
| 27/08/2026                                              | n/a             | Amazon                          | Accident Book                                 | £ 6.67      | £ 1.33   | £ 8.00       | TC             | 27/08/2026            | 27/08/2026 | DC     |
| 27/08/2026                                              | n/a             | Amazon                          | Hook and Loop Tape (Archives)                 | £ 5.53      | £ 1.11   | £ 6.64       | TC             | 27/08/2026            | 27/08/2026 | DC     |
| 28/08/2026                                              |                 | Metro Bank                      | Monthly Fee                                   | £ 3.00      | £ -      | £ 3.00       | TC             | 28/08/2026            | 28/08/2026 |        |
| 01/09/2026                                              | INV 1101        | HMFC                            | Room Hire Charges - August 2026               | £ 78.20     | £ -      | £ 78.20      | TC             | 08/09/2026            |            | BACS   |
| 01/09/2026                                              | INV-31251776    | Xero                            | Monthly Subscription 01/09/2026 to 30/09/2026 | £ 53.50     | £ 10.70  | £ 64.20      | Pre-authorised | 19/06/2025            | 04/09/2026 | BACS   |
| 01/09/2026                                              |                 | Babergh District Council        | Rates - Layham Road                           | £ 314.00    | £ -      | £ 314.00     | Pre-authorised | 19/06/2025            | 01/09/2026 | DD     |
| 01/09/2026                                              |                 | Babergh District Council        | Rates - Cemetery                              | £ 453.00    | £ -      | £ 453.00     | Pre-authorised | 19/06/2025            | 01/09/2026 | DD     |
| 01/09/2026                                              |                 | Amazon                          | Graffiti Go Cleaning Product                  | £ 14.99     | £ 3.00   | £ 17.99      | TC             | 01/09/2026            | 01/09/2026 | DC     |
| 02/09/2026                                              | KI-6B1C4C07-008 | Total Energies                  | Electricity - Layham Road                     | £ 174.40    | £ 8.72   | £ 183.12     | Pre-authorised | 19/06/2025            |            | DD     |
|                                                         |                 |                                 |                                               | £ 17,349.11 | £ 732.15 | £ 18,081.26  |                |                       |            |        |