

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on
Wednesday 14 January 2026 at 7.30pm

PRESENT: Cllr C Franklin (Mayor of Felixstowe)
Cllr D Aitchison (Deputy Mayor) Cllr S Harkin
Cllr S Bennett Cllr M James
Cllr S Bird Cllr B Price
Cllr J Candy Cllr D Rowe
Cllr M Deacon Cllr M Sharman
Cllr A Folley Cllr W Underwood

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Administration Assistant) (*via Zoom*)

IN ATTENDANCE: 1 member of the public (*in person*)
1 member of the public (*via Zoom*)

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Captain Paul Williams, Church Leader, Salvation Army.

336. PUBLIC QUESTION TIME

A member of the public enquired about the forthcoming renewal ballot for the Felixstowe Business Improvement District and the Town Council's process for considering its future endorsement.

The Town Clerk outlined the process by which Council would be able to consider its position on the BID prior to the ballot as a BID levy payer.

337. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr S Wiles**.

338. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bennett	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)

Members were advised that, should any other matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

339. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 5 November 2025 be signed by the Mayor as a true record and adopted by the Council.

340. MAYOR'S ANNOUNCEMENTS

The Mayor provided an update on recent Mayoral engagements.

The Mayor highlighted many events and engagements in the lead up to and over the Christmas period. The Mayor was particularly impressed by the efforts of Felixstowe International School where students discussed the role of the Council, and the Port of Felixstowe Autonomous Truck Showcase. The Salvation Army Christmas Tree Festival, Concert and Christmas Day event where it was interesting to hear people's stories of why it was so important to have somewhere to go on Christmas Day. The Mayor also enjoyed pulling a pint to mark the reopening of the Grosvenor.

It was RESOLVED that the Mayor's communications be noted.

341. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) Planning & Environment Committee 5 November 2025**
- b) Planning & Environment Committee 19 November 2025**
- c) Assets & Services Committee 19 November 2025**
- d) Planning & Environment Committee 3 December 2025**
- e) Finance & Governance Committee 10 December 2025**
- f) Planning & Environment Committee 17 December 2025**
- g) Civic & Community Committee 17 December 2025**

342. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None.

343. NOTICE OF BY-ELECTION

The resignation of Cllr Margaret Morris and resulting casual vacancy were noted. As more than ten electors had requested a by-election in writing to East Suffolk Council, a by-election will be held on Thursday 12 February 2026.

Cllr Bird paid tribute to Cllr Morris for her service to the Council, particularly in her capacity as the Vice-Chair of the Council's Planning & Environment Committee.

Cllr Deacon paid further tribute to Cllr Morris, who was first elected to the Council in 2011, and thanked her for her generous and patient support over the many years they had been colleagues.

Cllr Bennett echoed the sentiments of his fellow Councillors and also recognised Cllr Morris' commitment to the Suffolk Coastal Disability Forum.

RESOLVED that the by-election to be held on Thursday 12 February 2026 be noted.

344. BUDGET, RESERVES AND PRECEPT 2026/27

Council received the finalised version of the 2026/27 Budget and Precept. It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & Governance Committee meeting of 10 December 2025 (Minute #305 of 2025/26 refers).

Members thanked the Finance & Governance Committee and the Council staff for their work in presenting the budget.

Members discussed the budget estimates and proposed precept.

Following a debate it was RESOLVED that:

- i. **the Felixstowe Town Council Budget for 2026/27, as set out in the report, be adopted, and was therefore approved as follows:**

Total Budgeted Expenditure: £933,046

Total Budgeted Income: £202,896

- ii. **the 2026/27 Precept demand to East Suffolk Council be £749,873, representing a 3.6% increase cost to Band D equivalent Council Tax payer; and,**
- iii. **and, the Clerk be delegated the authority to take any necessary action due and instructed to submit any information required by East Suffolk Council in this matter.**

345. MEETING SCHEDULE 2026/27

Council received the draft meeting schedule for 2026/27.

A possible clash for Members of East Suffolk Council was noted for the Annual Council Meeting on 20th May 2026. The Clerk advised that this meeting had been set in the schedule back in January 2025; that he would investigate further and report back to Council.

It was RESOLVED that the Meetings calendar for 2026/27 be adopted as presented.

346. EARMARKED RESERVES EXPENDITURE

Council noted the report on Council's Committee approved Earmarked Reserve spending.

It was RESOLVED that the Earmarked Reserve Expenditure be noted.

347. CO-OPTION POLICY AND PROCEDURES

Council received the Co-option Policy and Procedures as reviewed and recommended by the Finance & Governance Committee.

It was RESOLVED that the Co-option Policy and Procedures be adopted.

348. LCAS GOLD AWARD APPLICATION

Council received the report on the LCAS Gold Award application and referral from the Finance and Governance Committee that confirmed that all the necessary documentation, information, and conditions are prepared for re-application and are published on the Council's website where applicable.

Members commented on the Council's good administration.

It was RESOLVED that all the required documents, information and conditions are in place, as set out in the Guide to the Local Council Award Scheme, to re-apply for the Gold award and these are published on the Council's website where applicable.

349. CCTV – UPDATE FROM THE WORKING GROUP AND ESC PROPOSAL

Council received an update from the CCTV Working Group following its meeting on 5 December 2025, together with a draft proposal from East Suffolk Council (ESC) regarding a phased, district-led upgrade and monitoring model for public-space CCTV in Felixstowe.

Council acknowledged that the proposal aligned with good governance principles by placing operational responsibility with the statutory authority, while enabling the Town Council to contribute proportionately through its existing CCTV Earmarked Reserve and retain an effective strategic voice.

It was RESOLVED that:

- i. the update from the CCTV Working Group be noted;**
- ii. Council supports the Town Council's participation in a future joint CCTV Steering Group with East Suffolk Council and Suffolk Constabulary;**

- iii. **Council welcomes and endorses the proposed district-led CCTV upgrade and monitoring model for Felixstowe;**
- iv. **Council, via the CCTV Working group requests that ESC consider the inclusion of an additional camera at Runnacles Way (“Blue Bridge”), subject to this not impacting the project delivery timetable; and,**
- v. **Approval be given to release of its £42,000 CCTV Earmarked Reserve towards the capital cost of the project, subject to ESC proceeding with delivery of the upgraded system.**

350. CIL WORKING GROUP UPDATE

Council received the report from the CIL Working Group and considered using CIL Earmarked Reserves towards the Walton Community Hall refurbishment project and improvements to the play equipment at Cavendish Park.

It was RESOLVED that:

- i. **the update from the CIL Working Group be noted;**
- ii. **up to £7,039.34 towards the refurbishment of Walton Community Hall be funded via Council’s CIL Earmarked Reserves; and,**
- iii. **£50,000 towards the improvements to play equipment at Cavendish Park be funded via Council’s CIL Earmarked Reserves.**

351. 20MPH ZONE WITHIN THE CENTRAL CONSERVATION AREA

Council received a report regarding the proposed extension of the 20MPH zone within the Central Conservation Area.

It was noted that Suffolk County Council, as the statutory highways authority, was prepared to deliver the scheme and would remain responsible for legal compliance, the making of any Traffic Regulation Orders, and undertaking any required consultation, subject to the implementation costs being met.

Council was advised that Cllr Bennett had indicated an intention to allocate 50% of the project costs from their Suffolk County Council Local Highways Budget. The total cost of the scheme was estimated at between £18,000 and £22,000, plus a 10% contingency. Council therefore considered a contribution of up to £12,000 from its Community Infrastructure Levy (CIL) Earmarked Reserves.

Members welcomed the proposal and, through the local Suffolk County Council Members, requested that additional measures to manage vehicle speeds locally, including Community Speed Watch, be explored where appropriate.

Members emphasised the importance of appropriate consultation and communication with affected residents.

In response to a query regarding the inclusion of Undercliff Road East, and noting that Suffolk Constabulary had previously questioned its appropriateness within the scheme, Cllr Bennett confirmed that it remained included.

Members sought clarification as to whether the County Council's recent policy review on 20MPH schemes would affect the proposal. Cllr Bennett advised that the revised policy was intended to simplify the process and would include robust public consultation.

In response to a question regarding whether the scheme would be experimental or permanent, Cllr Bennett confirmed that speed limit regulations could not be introduced on an experimental basis and that, if approved, the scheme would be permanent.

Members raised concerns that the installation of signage or associated infrastructure should not create obstructions on pavements, particularly for pedestrians with pushchairs or mobility aids, and emphasised the need for signage to be clearly visible to motorists.

Members also expressed caution regarding the principle of the Town Council contributing towards a scheme that falls within the statutory responsibility of the County Council.

RESOLVED that the Council authorises a contribution of up to £12,000 from its CIL Earmarked Reserves to Suffolk County Council towards the implementation of the 20MPH zone extension within the Central Conservation Area.

352. ACCOUNTS FOR PAYMENT

RESOLVED that the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
14/11/2025	283 – 305	£10,947.19
30/11/2025	306 – 324	£105,204.86
19/12/2025	325 – 346	£82,580.06
	TOTAL	£198,732.11

353. CLOSURE

The meeting closed at 9.16pm. It was noted that the next Ordinary Meeting of the Council was scheduled for 4 March 2026 at 7.30pm.

Date: _____

Town Mayor: _____