MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 2 September 2026** at **7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

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

136. PUBLIC QUESTION TIME

None.

137. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr T Gale, Cllr M James** and **Cllr B Price**.

138. DECLARATIONS OF INTEREST

The following Other Registerable Interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other Registerable Interest (as Members of East Suffolk Council)
Cllr S Harkin	All	Other Registerable Interest (as an employee of East Suffolk Council)

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

139. QUESTIONS TO THE MAYOR

There were none.

140. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on Wednesday 17 June 2026 be signed by the Mayor as a true record and adopted by the Council.

141. MAYOR'S ANNOUNCEMENTS

Council received and noted the schedule of Mayoral engagements undertaken since the previous meeting.

The Mayor drew particular attention to the moving Suffolk Remembers event led by St. Elizabeth Hospice.

The Mayor had visited the Level Two Media Hub facility, which was now open and had received support from the Town Council to provide young people with a space to meet and gain new skills.

The Mayor expressed congratulations and thanks to the Felixstowe Carnival Association for their work in delivering an excellent event this year.

The Mayor noted a visit to the 'Suffolk Punch' Scout camp at Hallowtree, which provided a wide range of activities for hundreds of young Scouts, Cubs, and Beavers across a four-day event.

The Mayor reminded Members of the raising of the Red Ensign flag the following day for Merchant Navy Day, and invited all present to attend.

The Mayor announced that fundraising was progressing well for the Mayor's Charity Sky Dive, scheduled to take place in Beccles on 17 September 2026.

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

142. 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 24 June 2026
b) Planning & Environment Committee 8 July 2026
c) Assets & Services Committee 8 July 2026
d) Planning & Environment Committee 22 July 2026
e) Planning & Environment Committee 5 August 2026
f) Planning & Environment Committee 26 August 2026

143. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Cllr A Folley provided a report as the Town Council's representative to the Felixstowe-Wesel Association. Council expressed thanks to Cllr Folley for their report.

Cllr S Bennett provided a report as the Town Council's representative to the Felixstowe Fair Trade Forum. Council expressed thanks to Cllr Bennett for their report.

It was RESOLVED that the outside body reports be noted.

144. COUNCILLOR SAFETY AND PROTECTION OF RESIDENTIAL ADDRESSES

Council considered the Motion of Cllr A Folley, seconded by Cllr S Harkin, noting that Section 65 of the English Devolution and Community Empowerment Act 2026 inserted a new Section 32A into the Localism Act 2011. This provides that, where a Member's usual residential address forms part of a disclosable pecuniary interest notified to the Monitoring Officer, that address must not be included in the public register unless the Member specifically requests its inclusion.

Following debate, the motion was put to a vote and approved.

RESOLVED that Council:

i. **formally welcomes the implementation of Section 32A of the Localism Act 2011, inserted by Section 65 of the English Devolution and Community Empowerment Act 2026, which provides additional statutory protection in respect of the publication of Members' usual residential addresses;**

ii. **recognises that the decision whether to make use of those statutory protections is a matter for the individual Member, in accordance with the relevant legislation and procedures administered by the Monitoring Officer;**

iii. **affirms its commitment to promoting a culture in which elected representatives can carry out their public duties without being subjected to intimidation, harassment or threats to their personal safety or that of their families; and,**

iv. **requests the Town Clerk to ensure that Members are made aware of the relevant procedures and sources of advice available should they experience threats, intimidation or harassment arising from their role as councillors.**

145. CIL REPORT AND RECOMMENDATIONS

Council received an update report from the CIL Working Group following its meetings held on 20 July and 24 August 2026, and considered recommendations for new strategic project allocations totalling £36,301 from the CIL Earmarked Reserve.

It was noted that the reference in the report to the "Candlet Road to Thurmans Lane Cycle Path Extension" should correctly read "Candlet Track from Thurmans Lane to Capel Hall Lane."

Members received an update regarding proposal options for a pump track, noting that Langer Park remained the preferred site for the CIL Working Group and consultant, subject to permission from East Suffolk Council. It was intended to bring a further detailed update to Council in November. Members also noted an example in Kesgrave where a local business had supported a similar facility, acknowledging that while CIL funding was being evaluated, opportunities for partnership funding would continue to be explored.

RESOLVED that Council:

i. **notes the infrastructure updates from the CIL Working Group;**

ii. **approves an allocation of £5,000 from the CIL Earmarked Reserve to the Felixstowe Sea Cadets for the Drill Hall refurbishment, released upon obtaining planning permission and confirmation of match funding;**

iii. **approves an allocation of £20,000 from the CIL Earmarked Reserve to the Landguard Trust for the Landguard Gateway Community and Education Project;**

iv. **approves an allocation of £3,301 from the CIL Earmarked Reserve for the purchase and installation of six public litter bins; and**

v. **approves an allocation of up to £8,000 from the CIL Earmarked Reserve for perimeter fencing at Cavendish Park Play Area, subject to confirmation of the final specification and requirement.**

146. LCAS GOLD AWARD

Council received the report following NALC’s panel feedback on the Local Council Award Scheme (LCAS) Gold Award submission.

It was RESOLVED that Council:

i. **notes the assessment feedback from NALC regarding the Council's LCAS Gold Award application;**

ii. **approves the proposed actions to address all criteria assessed as "Partially met – not accepted";**

iii. **approves the formal amendments to the Code of Conduct, Complaints Procedure, Privacy Notice, and Biodiversity Policy;**

iv. **notes that the overarching Scheme of Delegation is submitted for formal adoption under Agenda Item 12;**

v. **notes that the revised Action Plan (with associated budgets) and the 3-year Business Plan (with financial forecasts) will be developed via the Finance & Governance Committee prior to formal Council approval;**

vi. **notes that collated evidence will be submitted to NALC upon completion of these actions; and,**

vii. **notes the panel's advisory feedback on criteria assessed as "Met" to inform the Council's ongoing continuous improvement programme.**

147. SCHEME OF DELEGATION

Council considered adopting an overarching Scheme of Delegation to consolidate the Council's constitutional arrangements for the discharge of its functions by Full Council, its Committees, and the Town Clerk

Subject to a minor amendment to remove the word 'Council' from the heading in paragraph 3.7, it was RESOLVED that Council:

i. **approves and adopts the Scheme of Delegation as presented;**

ii. **confirms that the adopted Scheme constitutes the Council's overarching statement of delegated authority to the Town Clerk, and that the Council may review, amend or withdraw such delegated authority at any time;**

iii. **confirms that the detailed powers and remits of Standing Committees shall continue to be governed by their separately adopted Terms of Reference; and,**

iv. **authorises the Town Clerk to publish the adopted Scheme on the Council's website and incorporate its annual review into the Council's policy review framework.**

148. ACCOUNTS FOR PAYMENT

Council considered the schedule of accounts for payment.

It was RESOLVED that the schedule of accounts be received and the payments listed therein be approved as follows::

Date	Voucher Nos.	Total Payment
15/06/2026	87 - 113	£33,419.60
30/06/2026	114 - 131	£68,473.12
15/07/2026	132 - 148	£11,878.02
30/07/2026	149 - 164	£58,507.29
15/08/2026	165 - 177	£14,578.57
29/08/2026	178 - 188	£54,480.16
	TOTAL	**£241,336.76**

149. CLOSURE

The meeting closed at 8.51pm. The next Ordinary Meeting of the Town Council was scheduled to take place on Wednesday 4 November 2026.

Date: _____ Town Mayor: _____