Woodbridge Town Council

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP
Locum Town Clerk: Mr G E Diaper
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To members of the Town Council

Cllr Adelson	Cllr Holdcroft	Cllr O'Nolan	Cllr Sutton
Cllr Bale	Cllr Jewers	Cllr Page	Cllr Sylvester
Cllr Lady Blois	Cllr Mapey	Cllr Rawlings	Cllr Walsh
Cllr Gillard	Cllr Miller	Cllr Sanders	Cllr Wilks

You are hereby summoned to attend the **meeting** of the **Extraordinary Town Council** to be held at **John Gibbons Gallery, The Longshed, Tide Mill Way** on: Tuesday 7th December 2021 at 4.30pm

Greg Diaper
Town Clerk
2nd December 2021

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to 30 minutes duration.

AGENDA

1. Apologies

2. To receive declarations of interest

   Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. To consider requests for dispensations

   Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak, and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

4. To agree and approve the minutes of the meeting held 23rd November 2021

5. To confirm the recommendation of the Deputy Town Clerk Appointment Panel for the position of Deputy Town Clerk to Woodbridge Town Council.

6. To exclude the Public and Press from the remainder of the meeting in accord with the Public Bodies (Admissions to Meetings) Act 1690 because of the confidential information being discussed

7. To confirm the recommendations of the Deputy Town Clerk Appointment Panel as to the commencing salary and due date of first increment for the Deputy Town Clerk

8. Closure

Woodbridge Town Council

Minutes of a Meeting of the Town Council held at the Methodist Church Octagon, on Tuesday 23rd November 2021 at 7pm

Councillors:

Present: D Adelson, S Bale, Lady C Blois, P Gillard, G Holdcroft, J Jewers (except items 538 and 539), E O'Nolan, C Page, S Rawlings, R Sanders, M Sutton and C Walsh

Apologies: C Mapey, S Miller, M Sylvester and M Wilks

In Attendance: Locum Deputy Town Clerk, District Councillor Yule and two members of the public

515. Apologies

Apologies for absence had been received from Councillors Mapey, Miller, Sylvester and Wilks.

516. To receive declarations of interest

Councillor Rawlings declared a non-pecuniary interest in item 536 as a Museum Trustee.

Councillor Sutton declared a non-pecuniary interest in items 526 and 536 as a Director of Woodbridge Riverside Trust and a Trustee of the Tide Mill.

Councillor Adelson declared a pecuniary interest in item 530 as his wife rented an allotment.

Councillor Holdcroft a non-pecuniary interest in item 536 as a Director of Choose Woodbridge and an appointee to the Seckford Foundation.

Councillor Bale declared a non-pecuniary interest in item 536 as a Trustee of the Tide Mill.

Councillor Sanders declared a non-pecuniary interest in item 519 as he had been involved in the design of the Martlesham bypass.

No other Councillors declared any interest in matters on the agenda.

517. To consider requests for dispensations

There were no requests from Councillors with a Pecuniary Interest in an item on this Agenda to remain, speak and/or vote on that item in which they had declared an interest.

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518. Public Question Time

A member of the public read a poem, constructed from comments left by the public following the recent COP26 march. The Council thanked her for her contribution.

A member of the public wished to question District Councillor Yule on items in her written report and the Council agreed that she could do so at the appropriate time

519. To receive a written report from County Councillor Page

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

520. To receive a written report from District Councillors Mapey and Yule.

The Council noted the receipt of a written report from District Councillor Yule.

521. For Members to question the District and County Councillors on matters contained in their written reports.

Councillor Sanders, on behalf of his colleagues who had been involved in the design of the Martlesham bypass, took offence at the use of the words "thoughtlessly severed" when referring to the A12 cutting across Seckford Hall Road.

County Councillor Page drew the Council's attention to the review of lorry routes, and it was agreed this would be an item on the December agenda.

In response to questions raised by a member of the public on items in District Councillor Yule's report, District Councillor Yule advised that she would investigate further and report in writing. District Councillor Yule advised that the majority of vacant properties in Woodbridge were retirement properties where the level of service charges was an inhibiting factor in their sale.

522. To agree and approve the minutes of the meeting held on 19th October 2021

The Council agreed and approved the signing of the minutes of the meeting held 19th October 2021 as a true record.

523. To consider question and agree the following Financial Reports

The Council noted the receipt of and approved the following financial reports:-

a. Income to 31st October 2021 - £433,581.00
b. Expenditure to 31st October 2021 - £237,532.00
c. Income and Expenditure against Budget to October 2021

d. Bank Reconciliation and Supporting Bank Statements to 31st October 2021 - £791,217.23
e. The Accounts and Payments List for November 2021 - £30,906.54
f. The HSBC Net reports for November 2021 - £18,915.01
g. The HSBC Corporate Card report for October 2021 - £304.31
h. Summary of Direct Debit payments to 31st October 2021 - £123.92
i. The Community Infrastructure Levy (CIL) payment of £4503.90 received on 26th October 2021
j. Debtors Report to 31st October 2021

524. To note the receipt of the minutes from this Council's Committees:-

a) Finance Committee held 26th October and 16th November 2021
b) Planning Committee held 16th and 28th October and 2nd November 2021
c) Climate and Ecological Emergency Committee held 2nd November 2021
d) Amenities Committee held 9th November 2021

525. To receive a report on the use of volunteers and community groups on Council lands and consider this Council's position following earlier legal advice

The Council received a report on the use of volunteers and community groups on council lands and agreed to refer it to the Amenities and Climate and Ecological Emergency Committees for consideration.

526. To receive a further report on the drainage issues at Whisstocks Place

The Council received a further report on the drainage issues at Whisstocks Place and noted the current situation.

527. To agree the recommendation from the accommodation working party to engage an architect to advise on potential development of the Theatre Street toilet site

The Council agreed the recommendation from the Accommodation Working Party to engage an architect to advise on potential development of the Theatre Street toilet site and agreed a maximum budget of £4,000 for this advice.

528. To note the receipt of CIL monies

The Council noted the receipt of £4,503.90 CIL monies.

529. To note the renewal of the Council's insurance

The Council noted the renewal of the Council's Insurance, which was now in its second year of a three-year agreement, updated to include all new acquisitions.

530. To review the Council's scheme of fees and charges

Councillor Adelson left the meeting during discussion of the charges for the allotments.
The Council reviewed its current scale of fees and charges and agreed that:

a) The fees for weddings would increase to £700 (weekdays) and £775 (Saturdays) for weddings scheduled to take place in 2023. Woodbridge residents will still receive a 10% discount.
b) Allotment rents would be increased by 20% from 1st April 2022 (the date specified in the allotment agreement).

From January 1st, 2022:

c) All other fees and charges would be increased by 5% (rounded to the nearest 50p)
d) The rate for private hire for the Shire Hall would be the same as that for commercial hire.
e) Hire rates for the Shire Hall would be on an hourly basis - £4.50 per hour for charitable, £11.50 per hour for private/commercial with part-hours being calculated as whole hours.

531. To discuss whether to comment on the East Suffolk Council Tax Reduction scheme proposals

The Council agreed to invite the Citizens Advice Bureau to comment, and to ask East Suffolk to send the consultation document to all those who might be affected, even if that meant extending the consultation period, as there was no impact calculations to show how residents may be disadvantaged by the proposals.

532. To receive a verbal update from those Councillors who attended the Town and Parish Council Networking Event on 3rd November

Councillor Bale reported that only 24 Town and Parish Councils were represented at the event, which highlighted the cumulative impact of the many and varied green energy schemes being built or planned both on and off shore. It was important that more Parishes were engaged, and that each Council write to the Minister with their concerns regarding the cumulative impact. Norfolk Parishes had been better engaged and had collectively affected proposals. There was a further meeting scheduled for 29th November.

533. To consider whether to donate plants to care homes this Christmas

The Council agreed to repeat the donation of plants to the care homes and Councillor Holdcroft agreed to liaise with Notcutts regarding a bulk purchase.

534. To consider a request from the Amenities Committee for the Town Council to declare its commitment of its support for those in our community with disabilities, particularly in relation to accessibility of the Town's resources

The Council agreed to declare its commitment and to issue a supporting press release.

535. To discuss seeking quotations for a structural survey of the Art Club building

The Council agreed to invite quotations for a structural survey of the Art Club building.

536. To receive verbal and written reports from Councillors representing the Council on outside bodies

The Council received reports from representatives on the following bodies:-
Choose Woodbridge
Community Hall Management Committee
Greenprint Environment Forum
Leiston CAB Steering Group
Parish Tree Warden
Public Transport Liaison Officer
Regatta Committee
Seckford Foundation
Suffolk Association of Local Councils
Suffolk Neighbourhood Team Forum
Tide Mill Trust
Woodbridge in Bloom
Woodbridge Museum Trustees
Woodbridge Society

537. To exclude the Public and Press from the remainder of the meeting in accord with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed

538. To consider and agree the issue of a one-year licence of part of the Foreshore and Whisstocks Place to the Woodbridge Quay Company

Councillor Jewers left the meeting.

Councillor Adelson declared an interest as his sister-in-law was a houseboat dweller.

The Council agreed to the issue of a temporary one-year licence for part of the foreshore and Whisstocks Place as set out in the report.

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539. Closure

The meeting was closed at 9.19pm.

Councillor Bale
Chair

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