

Woodbridge Town Council

Minutes of the Town Council meeting held at the Shire Hall on Tuesday 21st March 2023 at 7pm

Councillors:

Present: D Adelson, S Bale, P Gillard, R Leach, S Miller, E O’Nolan, R Sanders, M Sylvester
M Sutton, C Walsh and M Wilks

Apologies: Lady C Blois, G Holdcroft C Page and S Rawlings

Absent without apologies: J Jewers

In Attendance: Town Clerk and two members of the public.

770. Apologies

Apologies for absence had been received from Councillors Blois, Holdcroft, Page and Rawlings.

771. To receive declarations of interest

Councillor Sylvester declared non-pecuniary interests in items 777 and 778 as the Chair of the Woodbridge Museum.

Councillor Sutton declared a non-pecuniary interest in item 780 as a Trustee of the Woodbridge Tide Mill Trust.

Councillor Bale declared a non-pecuniary interest in item 780 as a Trustee of the Woodbridge Riverside Trust.

772. 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.

773. Public Question Time

Neither of the members of the public present wished to speak at this time.

774. To agree and approve the minutes of the meeting held 21st February 2023

The Council agreed and approved the signing of the minutes of the meeting held 24th February 2023 as a true record.

775. To consider, question and agree the following Financial Reports;

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

- a. Income to 28th February 2023 - **£495,841.00**
- b. Expenditure to 28th February 2023 - **£394,086.00**
- c. Income and Expenditure against Budget to February 2023
- d. Bank Reconciliation and Supporting Bank Statements to 28th February 2023 - **£603,049.60**
- e. The Accounts and Payments List for March 2023 - **£20,351.92**
- f. The HSBC Net report for March 2023 - **£18,650.62**
- g. The HSBC Corporate Card report for February 2023 - **£440.58**
- h. Summary of Direct Debit payments to 28th February 2023 - **£74.57**
- i. Debtors Report to 28th February 2023

776. To note the receipt of the minutes from this Council's Committees

The Council noted the receipt of the following minutes:-

- a. Finance – 28.02.23
- b. Climate – 03.03.23
- c. Planning – 14.03.23
- d. Amenities – 14.03.23

777. To consider a request from the Woodbridge Museum Trust regarding signage on the Community Heritage Building.

The Council agreed to provide consent for the installation of new signage on the Community Heritage Building in line with planning application DC/22/4089/AND.

778. To consider a request from the Woodbridge Museum Trust regarding the appointment of a nominated trustee.

The Council agreed to defer this item until the April meeting of the Council, with the Town Clerk also asked to prepare an agenda item to consider the wider issue of Councillor representation on outside bodies.

779. To consider the asset register report for 2022/23.

The Council noted the asset register report for 2022/23 and agreed an asset register value of £897,467.02 be submitted as part of the annual return.

The Town Clerk was asked to investigate whether the depreciation of asset value should be shown in the asset register.

780. To note the receipt of the Electrical Installation Condition reports for the Town Council estate, and to consider how to proceed with the remedial work required.

The Council noted that there were two options on how to proceed with these works, either undertake only the necessary work (code 2 only) or undertake both the necessary and advisory works (codes 2 and 3).

The Council agreed to vote for their preferred option, and it was requested that a named vote be recorded in the minutes:

Code 2 only – Cllrs. Gillard, Miller, Sanders, Sutton and Wilks.

Codes 2 and 3 – Cllrs. Adelson, Bale, Leach, O’Nolan, Sylvester and Walsh.

The Town Clerk was asked to seek an additional quotation for the works, and thereafter be mandated to appoint a preferred contractor to undertake both the code 2 and code 3 works required to properties on the Town Council estate. The Council further agreed that the work be funded from the Future Years Maintenance Reserve (315).

781. To consider a request from the Council’s Ice Cream vending licensee to end the agreement.

The Council agreed to the termination of the Ice Cream vending license with immediate effect.

782. To consider a recommendation from the Climate and Ecological Emergency Committee.

The Council agreed that the Suffolk Swift Group may place a noticeboard on the Market Square, at their own expense, to provide information about the work of their organisation.

783. To note the receipt of references for the Council’s new Grounds Maintenance Contractor, and a consider a request regarding vehicle parking.

The Council noted the receipt of satisfactory references for the new Grounds Maintenance Contractor and agreed to the parking and overnight storage of a vehicle (at the contractors own risk) in the Elmhurst Park Melon Pit.

784. To consider a provisional schedule of meetings for the Civic Year 2023/24

This item was deferred until the April meeting of the Council.

785. To consider a request from St Mary’s Church regarding parking outside of the Church Hall.

The Council noted the request from St Mary's Church regarding parking outside of the Church Hall, and agreed that it would support any application by the Church to Suffolk Highways.

786. To consider a request from the Council's appointed representative to the Sutton Hoo Ships Company.

The Town Clerk was asked to contact the Sutton Hoo Ships Company regarding a potential meeting of the parties in order for the Council to further understand the future plans for the long ship.

787. Closure

The meeting was closed at 8.15pm.

Councillor Gillard
Chair