

Minutes of the **Town Council** meeting held at the Shire Hall on **Wednesday 20<sup>th</sup> March 2024**  
**at 7pm**

## **Councillors:**

Present: D Adelson, S Bale, E Beck, R Leach, E O’Nolan, S Miller, D Pegg, R Sanders, M Sutton, C Walsh, and M Wilks.

Apologies: P Gillard, G Holdcroft, M Kneebone, T Rogerson, and N Phipps.

In Attendance: Town Clerk, District Councillor Molyneux and one member of the public.

### **729. Apologies**

The Council agreed to approve the absence of Cllrs. P Gillard, G Holdcroft, M Kneebone, T Rogerson, and N Phipps.

### **730. To receive declarations of interest**

No members made any declarations of interests in relation to items on the agenda.

### **731. Public Question Time**

No Members of the public present wished to address the Council.

### **732. To agree and approve the minutes of the meeting held 24<sup>th</sup> January 2024**

The Council agreed and approved the signing of the minutes of the meeting held 24th January 2024 as a true record.

### **733. To consider, question and agree the following Financial Reports:**

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

- a. Income to 29th February 2024 - **£523,931**
- b. Expenditure to 29th February 2024 - **£336,457**
- c. Income and Expenditure against Budget to February 2024
- d. Bank Reconciliation and Supporting Bank Statements to 31st January - **£671,605.37** and 29th February 2024 - **£643,809.18**

- e. The Accounts and Payments List for February & March 2024 – **£56,043.08**
- f. The HSBC Net report for March 2024 – **£31,126.55**
- g. The HSBC Corporate Card report for January – **£442.96** and February 2024 – **£142.21**
- h. Summary of Direct Debit payments for January – **£51.20** and February 2024 – **£54.24**
- i. Debtors Report to 29th February 2024

The Council noted the invoices for payment had been signed off by Cllrs Kneebone and Sanders.

**734. To note the receipt of the minutes from this Council's Committees:**

- a. Finance – 23.01.24
- b. Planning – 24.01.24
- c. Climate – 24.01.24
- d. Planning – 07.02.24
- e. Amenities – 07.02.24
- f. Climate – 14.02.24
- g. Planning – 21.02.24
- h. Planning – 06.03.24
- i. Amenities – 06.03.24
- j. Staffing – 12.03.24

**735. To note the receipt of a written report from County Councillor Leach**

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

**736. To note the receipt of a written report from District Councillors Molyneux and Yule**

The Council noted the receipt of a written report from District Councillors Molyneux and Yule.

**737. To question the County and District Councillors on matters contained in their written reports**

Cllr Sanders asked DCllr Molyneux for assistance regarding how the Council can seek to become a statutory consultee on Discharge of Condition (DRC) planning applications, especially those where the decision of the Council's Planning Committee is contrary to that of the Planning Authority.

Cllr Walsh asked CCllr Leach for updates on the following:

- Parking issues at Peterhouse Crescent.
- How her constituents without access to the internet can respond to the Active Travel Woodbridge consultation.
- The parking strategy for Kyson School.

Cllr Adelson asked CCllr Leach for further explanation regarding the flooding issues at the station car park.

**738. To consider a request from Cllr. Miller to record Council meetings**

The Council agreed to audio record Council meetings (but not Committee meetings), beginning at the next Full Council meeting.

**739. To consider the asset register report for 2023/24**

The Council noted the asset register report for 2023/24 and agreed an asset register value of £906,480.07 be submitted as part of the annual return.

**740. To consider the date, time and location of the Annual Town Meeting**

The Council agreed to re-schedule the Annual Town Meeting to Wednesday 8<sup>th</sup> May at 7.30pm.

The Town Clerk was asked to seek a venue larger than the Shire Hall.

**741. To consider a provisional schedule of meetings for the Civic Year 2024/25**

The Council agreed the schedule of meetings for the Civic Year 2024/25.

**742. To receive a report from the Youth Group Working Party**

The Council noted a report from the Youth Group Working Party.

**743. To consider the advice received from the Planning Authority regarding Kingston Pavilion.**

The Council agreed that Officers should investigate the costs and practicalities involved regarding a potential upgrade to the kitchen facilities at the Kingston Pavilion café.

**744. To consider a request from the Amenities Committee regarding the public footpath adjacent to Woodbridge boatyard**

The Council agreed to defer this item in order for more information to be provided regarding the ownership of the land.

**745. To note the time and date of the Rose public exhibition regarding the Melton Hill development**

The Council noted the time and date of the Rose public exhibition regarding the Melton Hill development.

**746. To consider a request from CClr Leach regarding the SCC Self Help Scheme**

The Council asked CClr Leach to seek further information regarding the Self-Help Scheme, and to request a meeting with Suffolk County Councillor Richard Smith and the local Highways Liaison Officer.

**747. To consider the Councils Grants policy**

The Council agreed to make no changes to the Grants Policy.

**748. To consider a request from Cllr. Adelson regarding the formation of an Emergency Plan working party**

The Council agreed to the formation of an Emergency Plan Working Party, and appointed Cllrs. Adelson, O’Nolan and Leach as members.

**749. To note the Mayors activity report**

No report received.

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

The Council agreed to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

**751. To consider a recommendation from the Staffing Committee regarding the appointment of an Estates Officer to Woodbridge Town Council**

The Council unanimously voted in favour of appointing the recommended applicant to the role of Estates Officer to Woodbridge Town Council, subject to the receipt of satisfactory references.

**752. Closure**

The meeting was closed at 8.41pm.

Councillor O'Nolan  
Chair