

## Woodbridge Town Council

Minutes of the Town Council meeting held at the John Gibbins Gallery, on Wednesday 28<sup>th</sup> September 2022 at 7pm

### Councillors:

Present: D Adelson, P Gillard, J Jewers, S Miller, E O’Nolan, S Rawlings, R Sanders, M Sutton, M Sylvester and M Wilks

Apologies: Lady C Blois, S Bale, G Holdcroft, C Page and C Walsh

Absent without apologies C Mapey

In Attendance: Town Clerk and five members of the public

### 322. Apologies

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

### 323. To receive declarations of interest

Councillor Sylvester declared a non-pecuniary interest in item 345 as a Director of the Woodbridge Museum Trust, item 340 as a Governor of the Seckford Foundation and item 332 as a relative is a near neighbour.

Councillor Sutton declared a non-pecuniary interest in item 345 as a Director of the Woodbridge Riverside Trust, and a non-pecuniary interest as a Trustee of the Tide Mill Trust.

Councillor Gillard declared a non-pecuniary interest in item 345 as a Trustee of the Tide Mill Trust.

Councillor Rawlings declared a non-pecuniary interest in item 345 as a Trustee of the Tide Mill Trust.

Councillor Wilks declared a pecuniary interest in item 347 as a relative of the organiser of Elmfest.

### 324. To consider requests for dispensations

The Town Clerk advised Councillors that Councillor Wilks had submitted, in line with the Council’s Standing Orders, a written request for a dispensation to remain, participate and

vote on matters further to his declaration of a pecuniary interest as a relative of the organiser of Elmfest. The dispensation request covers this meeting only.

It was agreed to grant to Councillor Wilks a dispensation to remain, participate and vote during item 347 (agenda item 26).

There were no other 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.

**325. Public Question Time**

A trustee of the Woodbridge Riverside Trust spoke to Councillors regarding the Longshed.

**326. To note the receipt of a written report from County Councillor Page**

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

**327. To note the receipt of a written report from District Councillors Mapey and Yule**

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

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

The Chair requested that any questions on the reports be directed to the County and District Councillors by email.

**329. To agree and approve the minutes of the meeting held 19<sup>th</sup> July 2022**

The Council agreed and approved the signing of the minutes of the meeting held 19th July 2022 as a true record.

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

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

- a. Income to 31<sup>st</sup> August 2022 - **£261,419.00**
- b. Expenditure to 31<sup>st</sup> August 2022 - **£149,772.00**
- c. Income and Expenditure against Budget to August 2022
- d. Bank Reconciliation and Supporting Bank Statements to 31<sup>st</sup> July 2022 - **£628,640.44** and 31<sup>st</sup> August 2022 - **£614,738.73**
- e. The Accounts and Payments List for September 2022 - **£80,419.29**
- f. The HSBC Net report for September 2022 - **£66,823.54**
- g. The HSBC Corporate Card report for July - **£177.98** and August 2022 - **£409.82**
- h. Summary of Direct Debit payments to 31<sup>st</sup> August 2022 - **£425.38**

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

The council noted the receipt of the following minutes:

- a. Planning – 19.07.22
- b. Planning – 02.08.22
- c. Staffing – 17.08.22
- d. Planning – 17.08.22
- e. Climate and Ecological Emergency – 06.09.22
- f. Planning – 06.09.22

**332. To note a presentation from the Directors of Jetty Lane**

The Council received a presentation from the Directors of Jetty Lane.

**333. To note a presentation from Suffolk Constabulary**

Suffolk Constabulary has previously advised that they were unable to attend.

**334. To note a presentation from Network Rail**

The Council received a presentation from Network Rail.

**335. To note the receipt of Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2022**

The Council noted the receipt of Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2022.

**336. To decide and announce the Potter Cup winner for 2022**

This item was deferred.

**337. To agree the location of future Council meetings for the remainder of the Civic year**

The Town Clerk was asked to contact the Woodbridge Quay Church for their availability to host Council meetings.

**338. To consider a recommendation from the Climate and Ecological Emergency Committee for the Council to support the 'Save the Deben' campaign**

The Council agreed to support the Save the Deben campaign.

**339. To consider a recommendation from the Amenities Committee regarding the update to the Elmhurst Park toilets.**

This item was deferred.

**340. To consider a recommendation from the Amenities Committee regarding a claim from the Seckford Foundation for a contribution toward repair costs of a damaged fence on Fen Meadow.**

The Council agreed that the Town Clerk should instruct the Council's insurers to write to the Claimant refuting any claim for a contribution.

**341. To consider the provision of 'Warm Rooms' in Woodbridge**

The Council considered the communication from the District Council regarding the provision of Warm Rooms in Woodbridge and offered the following suggestions of possible venues:

- The Fred Reynolds Centre
- Woodbridge Football Club
- 5<sup>th</sup> Woodbridge Sea Scouts hut
- Woodbridge Art Club building
- Local pubs

The Council agreed that it would not at this time offer a donation to East Suffolk Council but would consider sponsoring a warm room when more information is available.

**342. To consider a donation to the Woodbridge Ukraine Hub**

The Council agreed to support the Woodbridge Ukraine Hub for the purposes of publicity and advertising.

The Council made an in-principal decision to offer a grant of £500 (payable from the Mayors expenses 4620) to the Woodbridge Ukraine Hub upon the receipt of bank account information and charitable status details from the organisation.

**343. To consider a donation to the Woodbridge Salvation Army branch**

The Town Clerk advised that under the powers provided to the Council under section 137 of the Local Government Act (1972), a Council may:

'Incur expenditure which in their opinion is in the interests of and will bring direct benefit to their area or any part of it or some of its inhabitants'.

Such expenditure must be commensurate with the benefit to the community.

The Council therefore agreed that it wishes to utilise the powers provided under section 137 in order to help those in need this winter, and agreed to the following actions:

- To create a Discretionary Hardship Fund Ear Marked Reserve.
- To transfer £7,500 from the Councils General Reserve (310) to the Discretionary Hardship Fund.
- To formulate an application form which must be completed by charities and local organisation seeking grant funding to help residents in need, in order to create an audit trail for any funding provided.
- The Town Clerk be mandated to authorise payments to charities and local organisations who meet the Council's funding requirements.

**344. To consider the quotations received for the update of the Woodbridge Town Council website**

This item was deferred.

**345. To consider a request from the Woodbridge Museum for permission to update signage and install solar panels on the Community Heritage Building**

The Council agreed that it had no objection to the Woodbridge Museum applying for planning permission to update the signage and to install solar panels on the Community Heritage Building.

**346. To consider an offer of grant funding from East Suffolk for support for Christmas 2022**

The Town Clerk was asked to apply for grant funding from East Suffolk Council.

**347. To consider a request from the organiser of 'Elmfest' for a financial contribution following the cancellation of this event due to the death of Queen Elizabeth II**

The Council agreed to offer a financial contribution of £400 to the organiser of Elmfest, payable from the Amenities Committee (5100) budget, as well as a free hire of Elmhurst Park in 2023 should the event take place.

**348. To consider a request Suffolk County Council for a 'Statement of Support' regarding the Love Woodbridge and Melton project**

The Council agreed to provide a Statement of Support for the Love Woodbridge and Melton project.

**349. To consider a request from Campsea Ashe Parish Council to add the Council's name to a joint letter to be sent to East Suffolk Council**

The Council agreed to mandate the Town Clerk and Cllr. Sanders to provide a response to Campsea Ashe Parish Council.

350. 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

The Council agreed 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.

351. To consider granting a dispensation for attendance to Councillor Page

The Council agreed to grant Councillor Page a dispensation for attendance on the grounds of ill health, until April 25th 2023.

352. To consider the Council's further response to a legal letter from Attwells Solicitors

The Council accepted the legal advice received from Birketts.

353. To consider a recommendation from Accommodation Working Party to agree with the Woodbridge Art Club a one-year extension to their current lease of the Art Club building (to follow)

The Council agreed to the recommendation from the Accommodation Working Party to agree with the Woodbridge Art Club a one-year extension to their current lease of the Art Club building, to March 31<sup>st</sup> 2024.

354. To note the successful completion of the Deputy Town Clerk's probationary period

The Council noted the successful completion of the Deputy Town Clerk's probationary period.

355. Closure

The meeting was closed at 9.09pm.

Councillor Gillard  
Chair