

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 8.00pm on Tuesday 26<sup>th</sup> May 2015.**

PRESENT:	Councillor	Mrs M C Tucker (Town Mayor)
	“	Miss E A Betts (Deputy Mayor)
	“	Mrs S Allen
	“	I R Bradbury
	“	Mrs S M Doy
	“	M G C Horwood
	“	Mrs J Jeans
	“	M Ladd
	“	D J Palmer
	“	R D Temple
	“	J A Windell

Also attending: The High Steward, 2 media, 3 members of the public and the Town Clerk.

### **BUSINESS**

1. **Apologies:** Apologies were received from Cllr Rowan Robinson, Pc Simon Green and PCSO Irvine.
2. **Declarations of Interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*  
Cllr Doy, Cllr Allen and Cllr Jeans declared a personal interest Planning matters.
  - b) *To receive any declarations of Disclosable Pecuniary Interests.*  
Nil.
  - (c) *Town Clerk regarding requests for dispensations relating to this agenda.*  
Nil.
  - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.* Noted.
3. **Minutes:** The Minutes of the Meeting of the Town Council held on Monday 18<sup>th</sup> May 2015 were confirmed and signed.
4. **Standing Orders:** It was proposed, seconded and,  
**RESOLVED: That Standing Orders be suspended for the consideration of the following item.**
  - (a) **To receive a report from the police representative:** The police had presented apologies for the meeting. Their report covering the period 28<sup>th</sup> April – 26<sup>th</sup> May was read by the Town Mayor. Copies were made available to all those present. It was noted from the police report that Southwold & Halesworth SNT is currently one officer down.  
SCC Cllr Ladd reminded members that the Police & Crime Commissioner was holding a public event in Halesworth at 6pm on Monday 1<sup>st</sup> June 2015.

Concern was expressed about the lack of visible patrols being undertaken by the PCSOs within the town, and the need for PCSOs to have more powers. **It was RESOLVED that a letter would be sent to the Police & Crime Commissioner expressing these concerns.**

- (b) **To receive a report from Waveney District Councillors M Ladd and S Allen:** WDC Cllr Allen advised that the WDC “Planning & Development Committee” has now changed its name to “Planning Committee”.
- (c) **To receive a report from Suffolk County Councillor M Ladd:** SCC Cllr Ladd advised that the new Leader of Suffolk County Council is Colin Noble. Cllr Noble is very keen to visit Southwold – and this will be arranged.

*Questions to SCC Cllr Ladd:*

A resident asked what action SCC and the Town Council were taking in relation to A boards. SCC Cllr Ladd confirmed that a joint initiative had been adopted by SCC Highways and the Town Council and that letters will be sent to all businesses within the next few weeks explaining the initiative.

A resident asked why SCC Highways had placed a diversion at the Kings Head in relation to the road closure for the Charter Fair as such a diversion had not been in place in previous years - the resident expressed surprise that parking restrictions had not been put in place along York Road as part of the traffic diversion. It was agreed by all that the Town Clerk would review the approved road closure and contact SCC Highways the following day. Resident to be advised of the outcome.

- (d) **To receive comments from Southwold electors:** A member of the public spoke in support of the letter provided to Councillors under Agenda item 7(b).

A member of the public asked what publicity had been initiated regarding Agenda item 12 – Southwold Town Plan/Neighbourhood Plan event at St Edmunds Hall on Tuesday 2<sup>nd</sup> June. The Town Clerk confirmed that the media had been contacted and asked to promote the event and that posters and flyers had been distributed around the town. The member of the media present at the meeting confirmed that they would be publicising the event.

*The Meeting reopened*

5. **To receive reports from Committees:**  
There were no reports from Committees.
6. **To receive reports from Working Groups and representatives:**  
There were no reports from working groups or representatives. Cllr Allen advised that the school had sown seeds in Tibbys Green with the seeds provided to the Town Council under the Grow Wild Seed Kit scheme.
7. **Correspondence:** to note the items as detailed in the general correspondence file together with;
- a) *To note Salc Waveney Area Meeting date – 10<sup>th</sup> June 2015.* Noted.
- b) *To receive letter from Spring dated 18<sup>th</sup> May 2015.* WDC Cllr Allen advised that Spring had been put in touch with Waveney Economic Forum. WDC Cllr Ladd advised that he has been allocated the WDC portfolio for Tourism & Leisure.

After discussion it was proposed and seconded that the Town Mayor should facilitate discussions with Spring – 3 in favour and 8 against. It was subsequently proposed and seconded that the Landlords Group meets with Spring to discuss their requirements further. 8 in favour, 2 against and 1 abstention. **RESOLVED** that the Landlords Working group meet with Spring to discuss the matter further.

8. **To receive update from Town Mayor of events attended/matters to report including;**

Charter Money to Primary School – 21<sup>st</sup> May 2015  
Opening of Lions Fete – 25<sup>th</sup> May 2015

*Future events:*

Charter Fair opening – Thursday 28<sup>th</sup> May 2015 at noon  
Tuesday 2<sup>nd</sup> June – Town Plan/Neighbourhood Plan 7pm St Edmund’s Hall (rehearsal at 5pm)  
Sunday 14<sup>th</sup> June 10.30am – Civic Sunday

9. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**

There were no reports for this meeting.

10. **To confirm membership of Committees/Working groups/other groups for 2015/16.**

**Recommendations:**

- 1) To approve the allocation of membership to the Committees/Working Groups/Task and Finish Groups as per the document provided to Councillors. With the addition of Cllr Jeans onto the Highways & Footpaths Group **it was RESOLVED by all to approve the membership.**
  
- 2) To request that the Policy, Accounts, Best Value and Standing Orders Group reviews the Committees/Working Groups and Task and Finish Groups, including their Terms of Reference, membership, structure, suitability and effectiveness for current legislation together with the criteria for the Local Council Accreditation Scheme.  
It was proposed that this recommendation be altered to read “to request that the Policy, Accounts, Best Value & Standing Orders Group reviews the Committees, Working Groups and Task & Finish Groups including their terms of reference, membership, structure budgeting and any delegated emergency powers as deemed necessary, suitability and effectiveness for current legislation together with the criteria for the Local Council Accreditation Scheme”. **It was RESOLVED by all to approve this recommendation with this wording alteration.**
  
- 3) That a “Sizewell C Task and Finish Working Group” be established to ensure that Southwold’s concerns are articulated in the period leading up to formal examination of the planning proposal. That contact is established with neighbouring Parishes, as required, and that the Working Group be charged with

drafting a concise and focused written submission, to be agreed by the Town Council, prior to formal submission to the Planning Inspectorate. Task and Finish Group to be established as per the Terms of Reference above. **It was RESOLVED unanimously to approve this recommendation.**

4) It is recommended that Council permits each Committee/Working Group/Task and Finish Group to appoint its own Chairman as the first matter of business at the initial formal meeting of each Group. **It was RESOLVED unanimously to approve this recommendation.**

11. **To confirm Town Council Representatives on outside bodies for 2015/16**

The Town Council representatives on outside bodies for 2015/16 are as follows:

Allotment Holders Association – Cllr Doy

Blyth Estuary Group – Cllr Allen

Christmas Lights – Cllr Allen

Harbour Users Association – Cllr Bradbury and Cllr Temple

Recreational Development Council – Cllr Horwood and Cllr Palmer

Safer Neighbourhood Team and Four Towns Crime Prevention Panel – Cllr Doy

Sizewell Stakeholder Group – Cllr Bradbury, Cllr Windell and Cllr Palmer

St Edmunds Hall – Cllr Doy

Summer Theatre – Cllr Horwood/Cllr Palmer

12. **Southwold Town Plan/ Neighbourhood Plan**

*To note public event at St Edmunds Hall on Tuesday 2<sup>nd</sup> June 2015. Noted.*

*To note public event at Stella Peskett Millennium Hall – Saturday 13<sup>th</sup> June 2015.*

Cllr Allen explained that this is in partnership with Waveney District Council.

13. **Financial Matters**

a) To receive the Accounts for Payment for May 2015 (circulated to members). **It was RESOLVED by all to approve the payments as listed.**

b) Financial Officer: to re-appoint the Clerk as the Council's Responsible Financial Officer for 2015/16. **It was RESOLVED to appoint the Clerk as the Town Council Responsible Financial Officer for 2015/16.**

c) Risk Assessment: To receive Risk Assessment for 2015/16. The Risk Assessment for 2015/16 was received and noted. Cllr Jeans suggested that the Town Council should consider adding an additional section under "controls" in relation to right to buy legislation. **It was unanimously RESOLVED that the Policy, Accounts, Best Value Group be asked to consider an addition to the Risk Assessment as suggested above.**

d) Accounts 2014/15:

i. *To receive and if approved, confirm Section 1, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2015.*

Council received the Accounts for 2014/15. **It was RESOLVED to approve the accounts. It was RESOLVED to confirm Section 1 of the Statement of Accounts of the Annual Return to the Audit Commission for the year**

**ended 31<sup>st</sup> March 2015. Chair and Town Clerk to sign off the Return as required.**

- ii. *To confirm Section 2, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31<sup>st</sup> March 2015. (Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record the yes/no answers in Section 2).*

Council considered the requirements of Section 2 of the Annual Governance Statement of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2015. **It was RESOLVED to confirm the responses for Section 2 and for the Chair and the Town Clerk to sign off the Return as required.**

- iii. *To note that whole council budget session will be held during June 2015 to discuss budget implications for 2015/16. Date to be advised. Noted.*
- iv. *To note that Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed. RESOLVED to approve.*

e) Internal Auditor

- i. *To confirm that SALC are an effective internal auditor for Town Council audit requirements. It was RESOLVED unanimously that SALC are an effective internal auditor for Town Council audit requirements.*
- ii. *To appoint SALC as the internal auditor for 2015/16. It was RESOLVED unanimously to appoint SALC as the internal auditor for 2015/16.*
- iii. *To confirm that Internal Controls are appropriate and effective for Council purposes. Town Council confirmed that they had reviewed the internal controls and considered these to be appropriate and effective for Council purposes. It was RESOLVED by all to approve the internal controls.*

14. **Model Code of Conduct:** to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2) and to reaffirm the Suffolk local Code of Conduct as adopted 29<sup>th</sup> July 2014. **It was RESOLVED unanimously to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2) and to reaffirm the Suffolk local Code of Conduct as adopted 29<sup>th</sup> July 2014.**

WDC Cllr Ladd advised that all WDC Councillors had attended a Code of Conduct Training Session given by the WDC Monitoring Officer. It was agreed by all to request the WDC Monitoring Officer to provide a similar training session for Southwold Town Councillors.

15. **Standing Orders:** to confirm the Town Council's Standing Orders (financial and ordinary) for 2015/2016 (documents agreed by Council 31.03.15). **It was RESOLVED unanimously to confirm the Town Council's Standing Orders (financial and ordinary) for 2015/16.**
16. **Sealing of Documents 15/16:** to authorise the Clerk to seal legal and civic documents. **It was RESOLVED unanimously to authorise the Town Clerk to seal legal and civic documents on behalf of the Town Council.**

17. **Urgent Business:** to act upon any matter of a non-financial urgency, within the meaning of the Standing Orders, which may be brought to the attention of the Town Council with the consent of the Town Mayor previously obtained.

Nil.

18. **Date of next Town Council Meeting:**  
Tuesday 30th June 2015 at 8.00pm at the Town Hall.

\_\_\_\_\_ TOWN MAYOR 30<sup>th</sup> June 2015