

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 7.30pm on Tuesday 31st May 2016

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

Also attending: The High Steward, 1 member of the media, 3 members of the public and the Town Clerk.

BUSINESS

1. **Apologies:** Apologies were received from Cllrs Doy, Rowan Robinson and Temple
2. **Declarations of Interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Allen declared a personal interest in any items relating to planning as a member of the WDC Planning Committee.

Cllr Windell declared a personal interest in items relating to the Red Cross Hut within in the Landlords report.
 - b) *To receive any declarations of Disclosable Pecuniary Interests.*

Nil.
 - c) *Town Clerk regarding requests for dispensations relating to this agenda.*

No dispensations requested.
 - 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 9th May 2016 were confirmed and signed.
4. **Standing Orders:** *to suspend standing orders for consideration of the following:*
 - a) *To receive a report from the Waveney District Councillors Sue Allen and Michael Ladd including update on PSPO, and public conveniences.*

The WDC councillors will then take questions from councillors and electors (maximum 5 minutes).

WDC Cllr Ladd advised that there had been no more progress made on the new legislation with regards to the PSPO. WDC Cllr Ladd has advised Waveney that the existing signage will need to be improved should there be no possibility of any new regulations coming into force within the next few weeks.

Councillors asked whether it would be helpful if a further letter be sent by the Town Council asking that this matter be progressed swiftly and Cllr Ladd advised that this may indeed be helpful.

WDC Cllr Ladd advised that there had been some teething problems at some of the Visitor Information Points and that a full review will be carried out by Waveney District Council in September/October of the location and information held at the Visitor Information Points.

WDC Cllr Allen advised that the Lowestoft consultation on parishing is due to finish soon, and that the merger talks between Suffolk Coastal and Waveney District Council are ongoing.

Cllr Allen advised that approximately 20 people had assisted with the prom clean in May at which it had come to light that the beach hut owners have a responsibility to clean under their huts but not between them. WDC Cllr Allen has followed this up with Norse to see how this matter should be managed. Tony Rudd of Waveney District Council has agreed to email the beach hut owners asking users to take rubbish away with them.

Questions to Cllr Allen:

Cllr Allen was asked whether the WDC social housing in Stradbroke Road and Fieldstile Road were being sold and if so where were the monies going. Cllr Allen advised that the monies would be ring fenced to assist with the Duncans Yard site. Cllr Allen advised that herself and the Chief Housing officer of WDC would be meeting with Cllr Jeans and Cllr Windell within the next week to answer ancillary questions about the WDC strategy of selling such social housing.

- b) *To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from councillors and electors (maximum 5 minutes).*

SCC Cllr Ladd advised that an updating newsletter had been sent to all Councillors. Cllr Ladd also advised that the Suffolk County Council contract for community transport had been awarded to BACTS and that leaflets about the services that BACTS offer will be given to the Town Clerk. The VHC community car service will continue.

With regards to devolution Cllr Ladd advised that the Government have said that the proposed regional devolution counties would now create an authority that is too big and therefore Norfolk and Suffolk are looking at joining together separately from Cambridge and Peterborough. Final decision is awaited regarding the financial implications.

- c) Police report – the Town Mayor advised that a copy of the police report had been made available for all Councillors. Within the report the PCSO has mentioned that signs are being left out by Kier once road closures/diversion have finished and this leads to some confusion. It was suggested that SCC Cllr Ladd be asked to take this up with Kier. Councillors advised that this was happening throughout other parishes in the district. There was no mention within the police report that a car which had blocked Pinkneys Lane for the Civic Sunday parade had received a parking ticket and the police were asked to

amend the report accordingly. Cllr Ladd advised that he would personally turn signs round if they were not taken away once no longer required, in order to avoid the confusion that seems to have taken place. Members were advised that parking outside Collen & Clare in East Street needs to be clearer as there seems to be some confusion in this area and the Town Clerk was asked to advise Suffolk County Council officer Mrs D Mortimer. Members also advised that a disabled parking sign that has been placed outside a property on Blyth Road has been notified to the police- with a request that they assess whether the signage is a statutory notification.

Discussion took place about various lines that have not been renewed within the town including the Market Place. SCC Cllr Ladd advised that he has mentioned some to the Suffolk County Council officer and that if any members were aware of any more that needed doing, to notify him so that he could keep an ongoing list.

- d) To receive comments from Southwold electors on matters on the agenda (each *elector will be allowed a maximum of 3 minutes. 10 minutes will be allocated overall for this section*). A resident advised that the lines behind the Kings Head also need painting.

The resident advised that he had reported a pothole on the online system and this had been filled in very quickly but was already breaking up. SCC Cllr Ladd will liaise direct with the resident.

Meeting reopened

5. **To receive reports from Committees:**
a) *To receive the written report of the meeting of the Planning and Development Committee meeting held on Tuesday 17th May 2016 (see attached). No recommendations.* The report was received as read. Cllr Windell advised that he would like to advise members about the meeting he attended at Waveney District Council re the New Local Plan and the Mayor agreed that it would be acceptable to provide a verbal update if so required.
6. **To receive reports from Working Groups/ Task and Finish Groups and N Plan Team and council representatives:**
a) *To receive the verbal report of the Neighbourhood Plan working group meeting held on 24th May 2016.* Cllr Bradbury advised that the Neighbourhood Plan is an emerging document. A meeting had taken place with the consultant who had advised the group that it was not a bad thing to be “ambitious” and that the potential policies to be incorporated within the Plan are appropriate, as Southwold’s problems are extreme.
b) *To receive the verbal report of the L and E informal meeting held on 19th May 2016 re the Queen’s Birthday celebration events, and to receive the written report and recommendation regarding proposed work on marshes.*
Recommendation – to approve costs for works on marshes. (see attached)
It was RESOLVED by all to approve that the work on the marshes should go ahead so long as Natural England confirm their acceptance.

Cllr Allen advised that the activities and celebration for the Queen's 90th birthday are being finalised. Posters/letters have been distributed. Volunteers are still required to assist with both the afternoon and the evening event. The Mayor advised that the Lions may like to assist with the arrangements and they have been formally approached. SCC Cllr Ladd advised that he would be pleased to provide a locality grant of £500 to assist the funding of the music at the celebrations.

c) *To receive the verbal report of the Highways and Footpaths Parking Review Sub Group.* The Chair of the Parking Review Group advised that a presentation update will be provided to all Councillors on Wednesday 15th June at 6.30pm at an informal meeting. The proposed actions steps were presented to Council splitting them between both short term and medium to long term. Copy of the presentation to be provided to those Councillors who cannot attend.

7. **Correspondence:** to note the items as detailed in the general correspondence file together with;
- a) *Email from Anglia Care Trust – Noted.*
 - b) *Letter from resident re Transparency Code and Town Clerk response – the Town Clerk and Cllr Bradbury met with the webmaster and asked for those documents that are made available on the Framlingham site to be made available on the Town Council site as this will ensure that the Town Council can meet the website requirements both under the Transparency Code and for the Gold Standard Accreditation. The website should be updated to accommodate the documents within a month. Cllr Ladd advised that confidential items would not be available on the website.*
 - c) *Letter from Southwold WI – it was suggested that Council carry out an audit of the bins and where they are located. The Town Mayor confirmed that an audit was carried out some 2 years ago but this probably does need updating. The WDC Ward Councillors were asked to discuss the matters arising from the letter with Norse to ensure that all bins are emptied each week. It was felt that a meeting with Norse may be appropriate.*

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

Civic Sunday – Sunday 22nd May 2016

Charter Money to Primary School – Thursday 26th May 2016

Opening of Lions Fete – Monday 30th May 2016

Events were noted by Members. The Town Mayor offered her thanks to everyone for the arrangements of Civic Sunday which had received much positive feedback.

Future events:

Charter Lunch – 2nd June 2016

Queens 90th Birthday Tea party – Hospital Green – 11th June 2pm – 5pm

Queens 90th Birthday Celebration – South Green – 11th June 7pm – 11pm

Church Service at St Edmunds Church – Sunday 12th June at 11am.

Aviva Women's Tour – Wednesday 15th June 2016

Book Launch – Steve Wolfenden – Thursday 16th June 2016 5.30pm – 8pm

9. **Town Mayor Charity/ Organisation/Project for 2016/17.** The Town Mayor provided information to Members about a proposed project for 2016/17. Discussion took place regarding the artwork project and some Members expressing concern about the sustainability of the project itself and the feasibility of looking after the art works. After full discussion the Town Mayor advised that the matter would be deferred to a future Town Council meeting.

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

Reports to be provided in written format and circulated to members prior to the meeting unless time allows for a verbal report to be given, subject to the Chairs discretion.

a) *To receive a written report from representative on Allotment Holders – Cllr Doy had provided a written report. Details noted. Members were advised by Cllr Palmer that some of the Allotment Holders have been flooded several times in recent months but that he understood that this should now be resolved. Council were advised that Anglian Water will be starting work on installing new pumps at the pumping station and that this should start in the next few weeks.*

11. **To confirm membership of Committees/Working groups/ Task and Finish and other groups for 2016/17.** (See attached Terms of Reference). The Town Clerk had received 4 requests in relation to change of membership of groups. Cllr Ladd advised that as he was coming off other groups, he would like join the Leisure & Environment Cttee.

Discussion took place regarding the Joint Harbour Committee. The Town Clerk clarified that the Committee is made up of 6 members, of which 4 are voting members for the public committee meetings. Waveney District Council had confirmed that all 6 members are able to attend any informal meetings.

After full discussion it was RESOLVED with one abstention to approve the membership of Committees/Working Groups/Task and Finish Groups for 2016/17 as amended. Confirmed Membership details as per the attached.

The Terms of Reference for each of the Committees/Working Groups/Task and Finish Groups were provided by Council. The Town Clerk advised that if any amendments were to be made, these would need to be signed off by full Council.

12. **To confirm Town Council Representatives on outside bodies for 2016/17** (See attached). Cllr Palmer advised that he would like to withdraw as one of the representatives for both the Summer Theatre and the RDC. Cllr Horwood will remain as the representative on both these bodies.

Cllr Jeans advised that she would be willing to be the representative with the Chamber of Trade, should they confirm that a town council representative is appropriate.

It was RESOLVED by all to approve the representatives on outside bodies as amended above. Copy attached.

- 13 **WDC New Local Plan including the Call for Sites**; *To note that a meeting be held with WDC Planning Policy Team, and Reydon Parish Council on Thursday 7th June at 7pm to discuss potential land use for sites coming forward within the parishes of Reydon and Southwold within the WDC New Local Plan document.* Cllr Windell provided a verbal report and urged all Councillors to attend the meeting on 7th June.

Cllr Ladd advised that each parish that he visits as both a WDC/SCC Councillor mention infrastructure issues, and he would ask that this be mentioned within any response from the Town Council in relation to Southwold as well. Members were advised that comments about infrastructure and other matters within the New Local Plan should be raised within the present consultation, and could be raised as part of the Neighbourhood Plan process.

Members were advised that WDC would be pleased to receive a joint response from Reydon and Southwold on infrastructure matters. Members were advised that future joint meetings with Reydon PC will also be held with representatives from Anglian Water, Essex & Suffolk Water, and drainage authorities and that a representative from Waveney District Council will be asked to attend. The Clerks from both parishes were asked to liaise to make the appropriate arrangements.

14. **Financial Matters**

- a) To receive the Accounts for Payment for May 2016 (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 2016/17.*

It was RESOLVED unanimously to appoint the Town Clerk as the Town Council's Responsible Financial Officer for 2016/17.

- c) *Risk Assessment: To receive Risk Assessment for 2016/17(see attached).*

The meeting was advised that the Items A1. (iv) and A 2 (xii) could now be deleted from the Risk Assessment.

It was RESOLVED unanimously to receive and adopt the Risk Assessment for 2016/17 as amended.

- d) *Accounts 2015/16: It was RESOLVED unanimously to accept and approve the year end accounts for 2015.16.*

- i. *To confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31st March 2016. (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 1).*

It was RESOLVED unanimously to confirm the responses as on the attached, of Section 1 of the Annual Return to the Audit Commission for the year ended 31st March 2016. Chairman and Town Clerk to sign off the Return as agreed.

- ii. *To receive and if approved, confirm Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2016.*

It was RESOLVED unanimously to approve Section 2 of the Statement of Accounts of the Annual Return to the Audit Commission for the year end 31st March 2016. Chairman and Town Clerk to sign off the Return as required.

- iii. *To note that whole council budget session will be held 8th June 2016 at 7pm to discuss year end 2015 and budget implications for 2016/17. Noted.*

- iv. *To note that Fidelity Guarantee Insurance covers balances and cash flow and will be regularly reviewed. RESOLVED to approve.*

- v. *To receive the SALC internal audit report for 2015/16. The SALC internal audit report was received by all.*

- a) *To Resolve to adopt the Action Plan arising from the internal audit report. (see attached). It was RESOLVED by all to adopt the Action Plan arising from the internal audit report for 2015/16.*

- b) *To Resolve to adopt the Reserves Policy (as attached). It was RESOLVED by all to adopt the Reserves Policy as seen.*

- c) *To Resolve to adopt the General Power of Competence for Southwold Town Council.
To Resolve that; Southwold Town Council hereby adopts the General Power of Competence. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.*

It was RESOLVED unanimously that Southwold Town Council hereby adopts the General Power of Competence. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

vi. Internal Auditor

- i. *To confirm that SALC are an effective internal auditor for Town Council audit requirements.*
- ii. **It was RESOLVED unanimously that SALC are an effective internal auditor for Town Council requirements.**
- iii. *To appoint SALC as the internal auditor for 2016/17.*
It was RESOLVED unanimously to appoint SALC as the internal auditor for 2016/17.
- iv. *To confirm that Internal Controls are appropriate and effective for Council purposes.
The 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.*

15. **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 29th 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 29th July 2014.
16. **Standing Orders:** *to confirm the Town Council's Standing Orders (financial and ordinary) for 2016/2017 (documents agreed by Council 31.03.15).*
It was RESOLVED unanimously to confirm the Town Council's Standing Orders (financial and ordinary) for 2016/17.
17. **Sealing of Documents 16/17:** *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.
18. **Proposed Section 106 agreement for Hastoe Housing Blyth Road:** *To discuss the drafted document (see attached). To be considered as the Town Council request for order of allocations of the Hastoe Properties at Blyth Road.*

Cllr Jeans presented the report that had been prepared by herself and Cllr Ladd, and explained that the description of 'community contribution' is loose and needs tightening. Discussion took place as to what could be classed as "essential services" and it was felt that the phrase "community contribution" should be inserted instead of "essential services". Members expressed how difficult this would be to define especially with regards to the voluntary sector and who would be eligible under this criteria and how much of a 'contribution' would they need to make to be eligible. Members advised that they would wish to see the definitions and have these included within the main document once the Town Council had agreed that they were appropriate.

Once it is agreed, it was suggested that the document be presented to WDC by Councillors Allen, Jeans and Ladd and to seek WDC's agreement to the appropriateness of the wording.

19. **Town Mayor update on other ongoing Council matters:**
- a) *Rollout of Town Council Strategy for the Town – Wednesday 1st June and Monday 6th June – 5.30 – 6.30pm* - the Town Mayor advised that she would be presenting the Town Council strategy document to organisations, representatives, businesses and residents of Southwold throughout June and that there would be a number of opportunities for people to attend.
- b) *Update re Closure/ divestment of WDC public conveniences* – the Town Mayor advised that meetings are ongoing and that this matter would need the support of local businesses in order to ensure that the public conveniences remain open. This support may need to be financial or in kind.
- c) *Commencement of Match Funded PCSO /completion of Service Level Agreement. Reporting to Town Council* – the Town Mayor advised that the Match Funded PCSO would provide a report in the standard format for each Town Council meeting.

d) *Meeting with interested third party re Front of Town sites* – the Town Mayor advised those present about the informal meeting that had taken place regarding the front of town sites, and that further details were awaited.

e) *Hospital Appeal – update* – the Town Mayor advised that the Monitoring Officer of WDC hopes to make his decision on the Appeal by the end of the week.

20. **Southwold Museum & Historical Society:** *to approve Loan of Loving Cup.* Cllr Bradbury showed the Loving Cup to Members and advised that the Museum would like to have the Cup on loan for a period of 12 months. It was agreed by all that subject to the usual confirmation of insurance etc. the Museum would be permitted to borrow the Cup until the next Civic Service.
21. **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.
There were no matters of urgent business.

As per Standing Orders - It was agreed by all that the meeting could continue for a further 30 minutes.

22. **Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following;*

The Town Mayor thanked all Councillors for their support and emphasised the need to work as a team to accomplish the projects which the Council had adopted.

a) *To consider the report and recommendations from the Employment Panel meetings held on 17th May 2016.* Cllr Ladd provided the report and it was **RESOLVED by all to unanimously approve the recommendations in relation to (a) handyman (b) shuttle bus drivers, (c) Bellman, (d) health and safety and (e) salary review – with the appropriate recommendation on a pay increase proposed by NALC being accepted and backdated to 1st April 2016.**

b) *To consider the report and recommendations of the meeting of the Landlords Working Group held on 4th May 2016.* Recommendations; in relation to Town Council properties. The recommendations contained within the Confidential Landlords Report REP 5/ 2016 were taken individually. **Recommendation (1) approved, (2) approved, (3) approved. Regarding (5) the recommendation was amended so that the wording reads “informal meeting of whole Town Council to be held to consider this site further”. The amended recommendation was unanimously approved.**

Cllr Windell left the meeting.

Recommendation (4) it was RESOLVED by all to approve the recommendation.

23. **Date of next Town Council Meeting:**
Tuesday 28th June 2016 at 7.30pm at the Town Hall.

TOWN MAYOR 28th June 2016